

URBIS

HISTORICAL ARCHAEOLOGICAL RESEARCH DESIGN & EXCAVATION METHODOLOGY

45-53 Macleay Street
Potts Point NSW

Prepared for
TIME & PLACE
4 August 2025

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CONTENTS

1.	Background	1
1.1.	Scope and Limitations.....	1
1.2.	Authorship	2
1.3.	Archaeological Assessment summary	5
2.	Archaeological Research Design	10
2.1.	Re-Assessment of Archaeological Potential.....	10
2.2.	NSW Historical Themes Research Questions	11
3.	Site Specific Excavation Methodology	13
3.1.	Archaeological Team	13
3.2.	Heritage Induction.....	13
3.3.	Demolition	13
3.4.	Archaeological Monitoring and Salvage Excavation.....	13
3.5.	Final Archaeological Report.....	15
4.	Recommendations	17
5.	References	18
6.	Appendices	19
6.1.	Standard Excavation Practices	19
	Disclaimer.....	26

FIGURES

Figure 1 – Regional location of subject area	3
Figure 2 – Subject area	4
Figure 3 – Plan of future development at 45-53 Macleay Street	7
Figure 4 – Section of future development at 45-53 Macleay Street (south and west elevation).....	8
Figure 5 – Section of future development at 45-53 Macleay Street (north and east elevation).	9
Figure 6 – Archaeological Methodology Zones	16

TABLES

Table 1 – Historical themes	10
Table 2 Catalogue standard by priority.....	22
Table 3 Artefact discard matrix	24

1. BACKGROUND

Time & Place ('the Proponent') has engaged Urbis to prepare a Historical Archaeological Research Design and Excavation Methodology ('HARD&EM') for 45-53 Macleay Street Potts Point NSW.

The Proponent is seeking approval for the redevelopment of the subject site to establish a 13-storey mixed use residential apartment block. Approval is being sought via a Concept State Significant Development Application (SSD-79316759), under Division 4.7 of the *Environmental Planning and Assessment Act 1979* (NSW).

The present HARDEM follows as a recommendation from a Historical Archaeological Impact Assessment (HAIA) prepared by Urbis for the site in June 2025. The HAIA found **low to moderate** potential for **locally significant archaeological relics**. While no works are proposed as part of the Concept DA (SSD-79316759) a separate Detailed Design SSDA (SSD-83867719) is currently being prepared which seeks approval for the physical works necessary to execute the design of the Concept DA. These works are predicted to impact potential locally significant archaeological relics. Therefore, the HAIA recommended that prior to the commencement of any works at the subject, it was necessary to produce a HARD&EM for the site.

On 29 April 2025, in the Response to Submissions phase of the SSD process for SSD-79316759, Heritage NSW provided the following advice concerning historical archaeology to inform the current concept SSDA.

If archaeological investigations are recommended in the updated report, the HAIA should include an Archaeological Research Design and Excavation Methodology (ARDEM). The ARDEM should be prepared in accordance with the guideline Archaeological Assessments (Heritage Office and DUAP 1996) to inform and guide archaeological excavations.

The ARDEM should include a nomination for a suitably qualified and experienced Excavation Director (ED) for any archaeological investigations. The ED is to meet the requirements of Criteria for Assessing Excavation Directors (Heritage Council of NSW 2019).

Therefore, the present HARD&EM also aims to address this advice to ensure the Environmental Impact Assessment complies with the project-specific SEARs issued for the Concept DA. This HARD&EM includes a methodology for the investigation and management of potential locally significant relics.

Heritage NSW provided additional advice in response to the HARD&EM on 9 July 2025. The current HARD&EM has been updated to incorporate Heritage NSW's comments, specifically in Section 3: Site Specific Excavation Methodology and Section 6.1: Standard Excavation Practices.

Prior engagements for this project include:

- Urbis (2025) Preliminary Historical Archaeological Assessment (PHAA)
- Urbis (2025) Historical Archaeology Impact Assessment (HAIA)
- Urbis (2025) Aboriginal Cultural Heritage Assessment (ACHA)

This HARDEM supplements the HAIA prepared by Urbis for the site and should be read alongside it.

1.1. SCOPE AND LIMITATIONS

This HARDEM is tailored to the scope of the proposed development at the subject area, the significance of the potential archaeological resource and the requirements of the Heritage Act 1977.

This HARDEM was accords with the following guidelines:

- *Historical Archaeology Code of Practice* (Heritage Office of the Department of Planning 2006).
- *Archaeological Assessment Guidelines* (Heritage Office, Department of Urban Affairs and Planning 1996)
- *Assessing Significance for Historical Archaeological Sites and 'Relics'* (Heritage Branch of the Department of Planning 2009)
- *Criteria for assessing Excavation Directors* (Heritage Council of NSW 2019)

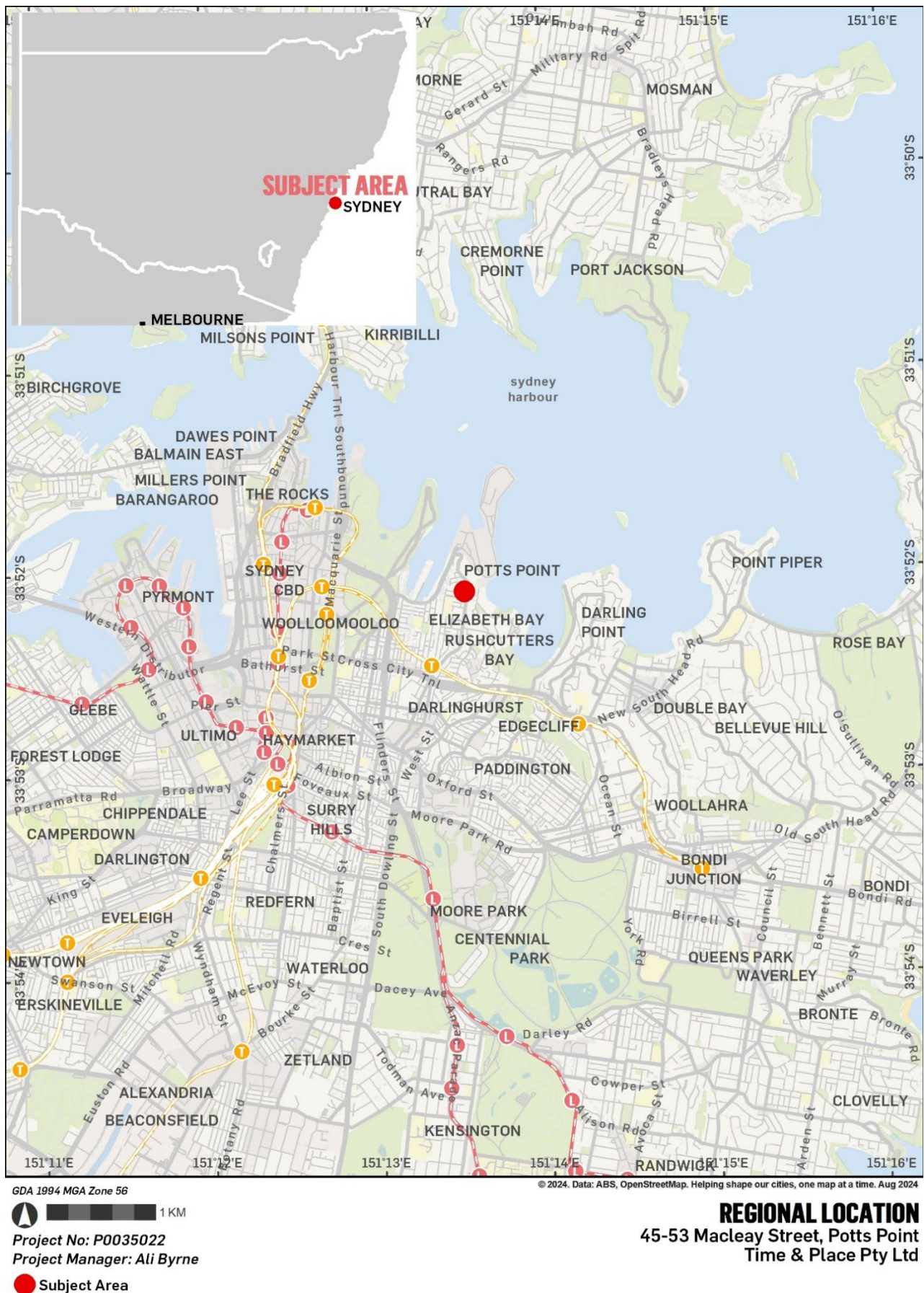
This report provides an archaeological research design and excavation methodology to guide archaeological monitoring at the subject site. If the concept design is modified or altered in a way that changes the impacts

to potential archaeological resources, the present HARDEM should be updated. Additionally, if unexpected archaeological relics are uncovered during monitoring that were not identified in the HAIA or are likely to meet the threshold for state significance, liaison with Heritage NSW will be required (see Section 3).

This document does not assess or manage the potential for Aboriginal archaeology at the study site. However, any Aboriginal sites and objects are protected by the National Parks and Wildlife Act. A separate Aboriginal Cultural Heritage Assessment (Urbis, 2025) was prepared for the study site and can be read alongside this report.

1.2. AUTHORSHIP

The present report has been prepared by Natalie Taylor (Urbis Consultant, Archaeology) with review and quality control undertaken by Jaki Kennedy (Urbis Associate Director, Archaeology). The report should be read alongside the Historical Archaeological Impact Assessment for the site prepared by Urbis in 2025.





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Project No: P0035022

Project Manager: Ali Byrne

Subject Area — Contours

LOCATION OF THE SUBJECT AREA
45-53 Macleay Street, Potts Point
Time & Place Pty Ltd

Figure 2 – Subject area

1.3. ARCHAEOLOGICAL ASSESSMENT SUMMARY

The following extracts are from HAIA prepared by Urbis (2025), for the full site analysis please refer to that document.

1.3.1. Statement of Significance

The subject site has **nil potential** for **Local or State significant archaeological resources** relating to the early colonial period of the site's history (Phase 1: Pre-Settlement [1788-1830]). This is because the only documented activity from this phase involves land clearing around 1830, which is unlikely to hold historical significance. Additionally, subsequent disturbances have likely further impacted any remaining traces of this activity. These potential resources are therefore unlikely to produce archaeological remains that meet the above significance criteria. In the unlikely event of the survival of archaeological resources from this phase that demonstrated evidence of undocumented historical activities, they may need further assessment.

The subject site has **low potential** for **locally significant archaeological resources** relating to the sites use as the grounds of Adelaide Cottage (Phase 2: – Adelaide Cottage [1831 – 1888]). From the early 1830s to the late 19th century the cottage functioned as private residence for several elite locals (Phase 3 – Late 19th Century Terraces [1888 – 1960]). The cottage holds historical significance as one of the several prominent villas in the broader Potts Point area (Criterion A). However, as the subject site exists within the grounds of the estate, rather than the cottage or near outbuildings, potential archaeological resources within the site include remains of the gardens of Adelaide cottage such as the ornamental driveway and foundations of the front gate on Macleay Street. It is unlikely that sub-floor occupation or yard deposits were created in this context. Deposition in undocumented drains may exist, however with little occupation activity in this ornamental thoroughfare for the estate, drain deposits are most likely to contain eroded soil run-off and episodic artefacts from yard scatter with little or nil research potential. Additionally, subsequent use of the site has likely impacted the intactness of the already limited potential archaeological resources for the garden and driveway. In the event that archaeological resources from this phase survive in an intact and interpretable condition, they could add to the fragmentary information of the residential development of suburban villas for high status individuals during the early colonial period (Criterion E). While later phases of construction have caused impacts within the site, potential archaeological resources from this phase may still survive in a disturbed but interpretable form. Archaeological resources could also be uncovered which represent rare remains of the development of landscaping activities in early colonial elite villas (Criterion F). In the unlikely event that archaeological resources were uncovered that demonstrated evidence of change between the use of the site as private villa grounds (Phase 2) and the later subdivision of the site for terraces (Phase 3) they may be locally significant for representing the transformation of Potts Point in the 19th century (Criterion G). This assessment of local significance for the potential archaeological resources related to the Adelaide Cottage phase of occupation is informed by previous archaeological investigations in the surrounding area. A recent test excavation at The Metro Theatre examined archaeological resources associated with a neighbouring villa, Orwell House. The results of the test excavation revealed surviving evidence of Orwell House's structural foundations, though minimal deposition was found. Consequently, Orwell House was deemed locally significant as an early example of a 'Suburban Villa' in Sydney. We anticipate that the Phase 2 archaeological resources, if encountered, to also hold local significance, as evidence of ornamental gardens associated with early villas in the Potts Point locality.

There is **moderate potential** for the subject site to retain **locally significant** archaeological resources relating to Phase 3 – Late 19th Century Terraces (1888 – 1960). Archaeological evidence could include architectural foundations of the 1890s terrace buildings and occupational evidence. These terraces reflect broader changes in Potts Point from the end of the 19th century with shifts in demographics, land development and increased urbanisation. Therefore, if archaeological evidence was uncovered relating to this phase of the site's occupation in an intact and interpretable form, they may be historically significant at a Local level (Criterion A).

1.3.2. Impact Assessment

The present HAIA will be submitted to accompany the Concept DA (SSDA 79316759) for the site. The concept design for the 13-storey mixed-use development is included in Figure 3 to Figure 5. Since this SSDA seeks concept approval only and does not include consent for physical works, there will be no impact on the potential archaeological resources within the site at this stage. However, impacts will occur if the Detailed SSDA is approved. It is understood that the proposed development designed in the Concept DA involves the construction of a 13-storey mixed use development comprising 3 levels of basement, ground floor retail and residential. The proponent is seeking approval for the physical works associated with this development via a

separate detailed design SSDA (SSD-83867719). As it is likely the proposed works in the Concept DA will be similar to that of the Detailed Design SSDA, the predicted impacts on potential archaeological resources can be assessed as below.

Based on historical research, there are two main phases of archaeology that may survive at this site: the remains of Adelaide Cottage grounds (1831- 1888) and the Late 19th century Residential Terraces (1888-1960). Overall, this report has estimated a low to moderate chance that evidence of those two phases survives at the site. The low to moderate range was based on known historical development and known modern disturbance.

Based on the significance assessment criteria, the archaeological remains of both Adelaide Cottage grounds (1831- 1888) and the Late 19th century Residential Terraces (1888-1960) are likely to reach the threshold for Local significance.

The development proposal would require bulk excavation for basement levels across the almost the entire study site, up to 10.15 m deep (Figure 4). The proposal would likely entirely remove any archaeological evidence of Adelaide Cottage Grounds (1831 – 1888) and the Late 19th century Residential Terraces (1888-1960). As such, bulk excavation for the basement poses a high risk of impact to archaeology. A portion of the site along the eastern and western boundary are outside the basement footprint (see Figure 3). However, impacts associated with the basement will likely disturb this area as well as the north and south boundaries of the site to at least to a 1 metre perimeter. Additionally, piling activities will be carried out to support the 13 apartment levels. This will involve isolated deep excavation in various locations throughout the site.

Therefore, the future proposed development, following Concept DA approval, will impact potential locally significant archaeological relics across the entire site. Relics are protected by the *Heritage Act 1977*, to achieve a positive heritage outcome, further archaeological work is necessary which will be informed by a Historical Archaeological Research Design and Excavation Methodology (HARD&EM) to mitigate these impacts. If the concept design is modified or altered in a way that changes the impacts to potential archaeological resources, the present Historical Archaeological Impact Assessment should be updated.

1.3.3. Recommendations

In view of the above conclusions, Urbis makes the following recommendations:

Recommendation 1 – Submission of Report for SSDA 79316759 (Response to Submissions Request)

- The present Historical Archaeological Impact Assessment should be included in the Submissions Report for the Concept Development Application (SSDA 79316759).
- Whilst there is potential for historical archaeological relics within the subject area it is noted that this SSDA seeks concept approval only and does not seek consent for the carrying out of physical works.

Recommendation 2 – Preparation of a Historical Archaeological Research Design and Excavation Methodology (HARD&EM)

- Prior to the commencement of any works in the subject site, a Historical Archaeological Research Design and Excavation Methodology (HARD&EM) must be prepared by a suitably qualified archaeologist to develop a methodology for the investigation and management of potential locally significant resources across the subject site. This may include methodologies for monitoring and test excavation, as well as salvage excavation should that be deemed necessary.
- Future development works as part of the separate Detailed Design SSDA (SSD-83867719) will impact potential locally significant archaeological relics. Therefore, further archaeological investigation prior to the commencement of works will be necessary as defined by a Historical Archaeological Research Design and Excavation Methodology (HARD&EM) to manage potential archaeological resources.
- A copy of the present HAIA should also be updated for the Detailed Design SSDA (SSD-83867719) and submitted as part of the Environmental Impact Statement (EIS).

The following research design has been developed based on the findings and recommendations assessed in the HAIA.

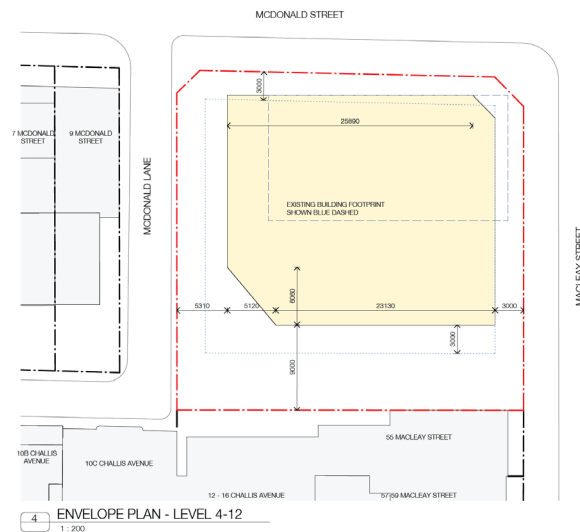
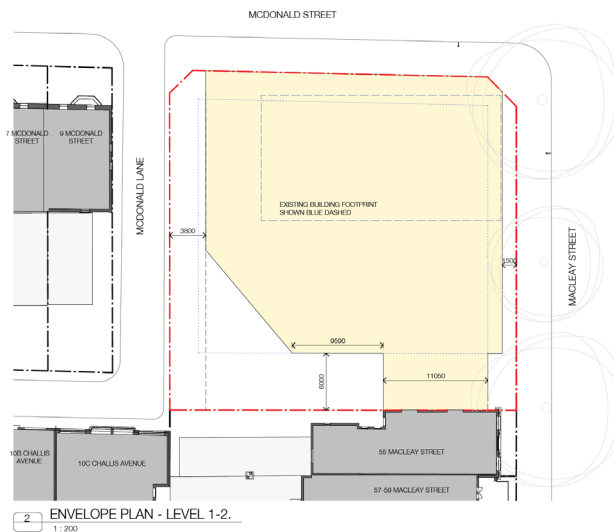
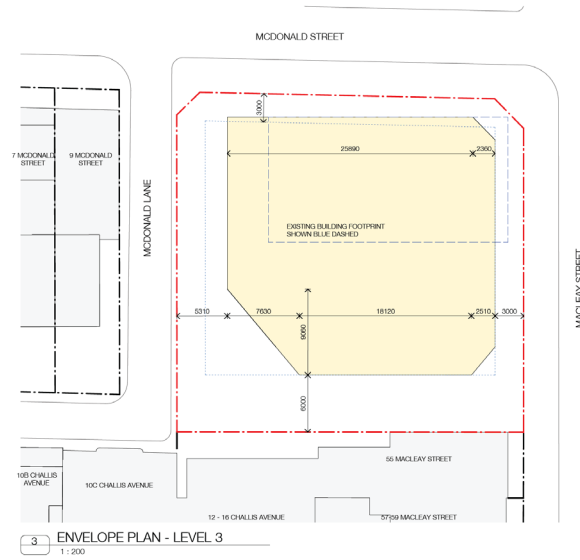
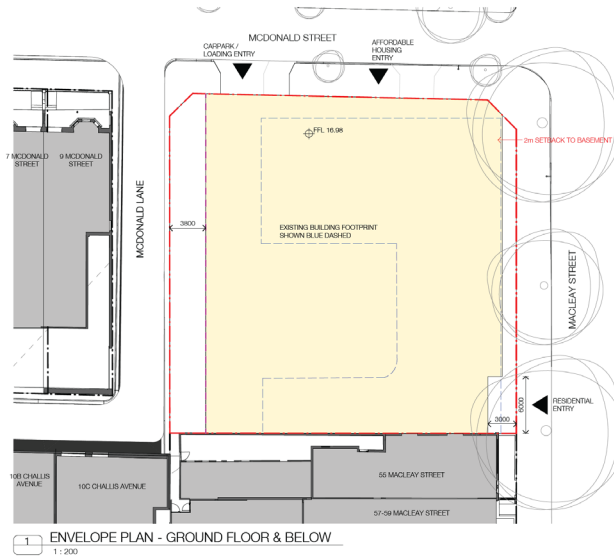
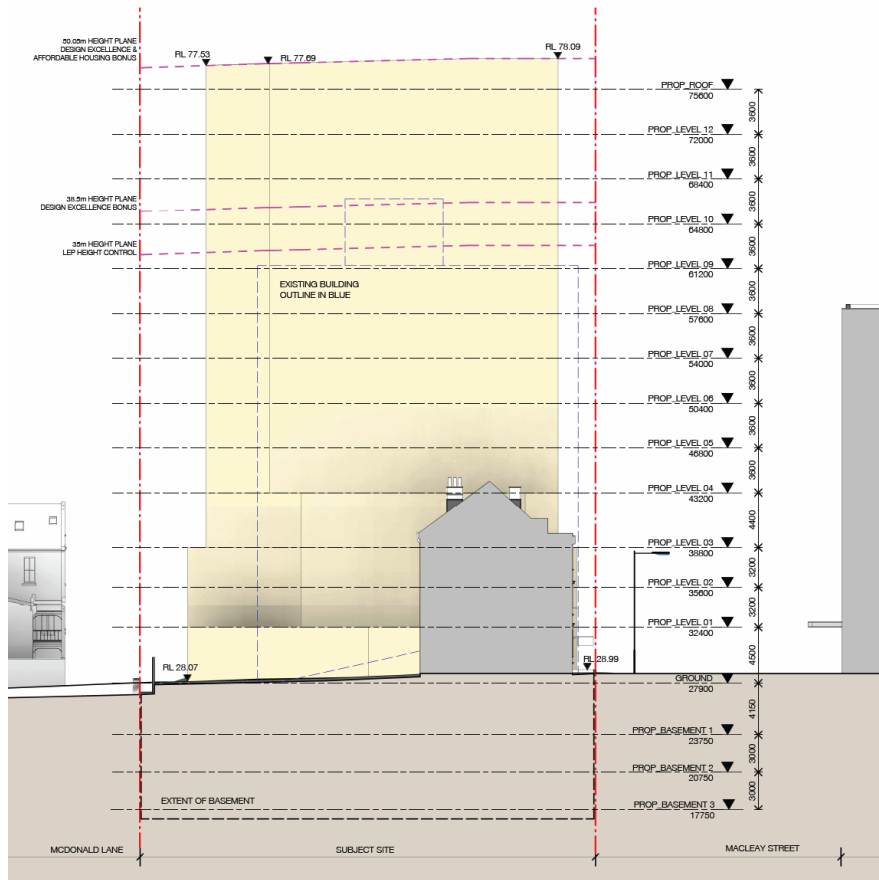
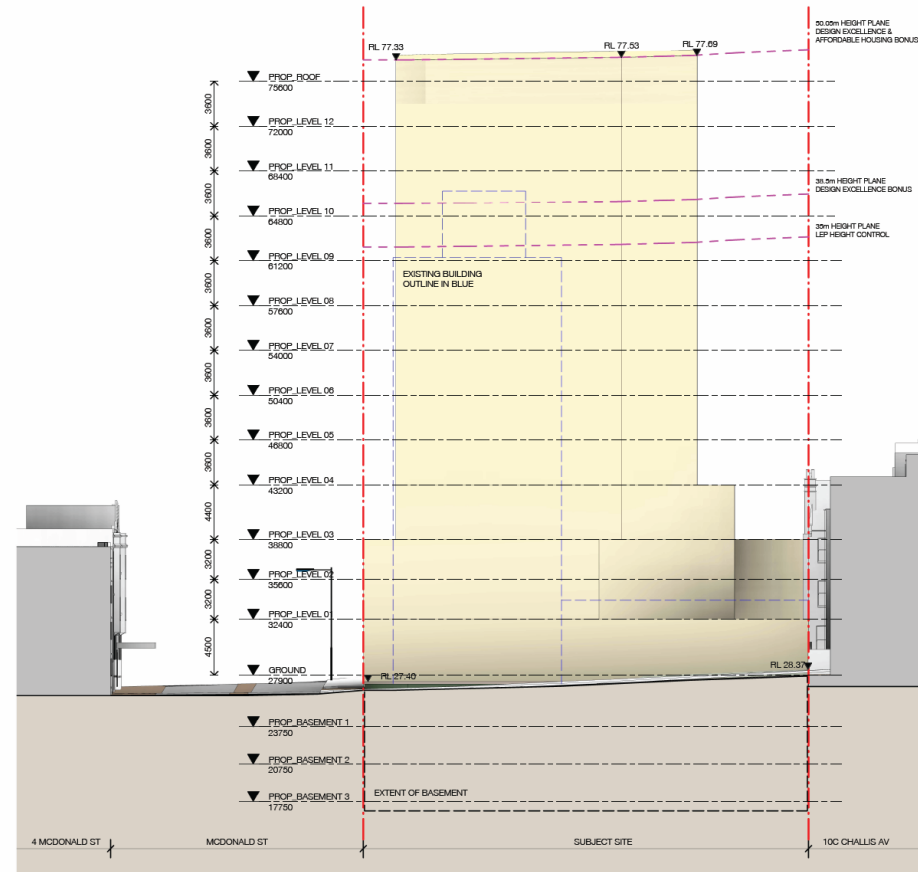


Figure 3 – Plan of future development at 45-53 Macleay Street.

Source: SJB Architects



1 ENVELOPE - ELEVATION SOUTH
1 : 200



2 ENVELOPE - ELEVATION WEST
1 : 200

Figure 4 – Section of future development at 45-53 Macleay Street (south and west elevation).

Source: SJB Architects

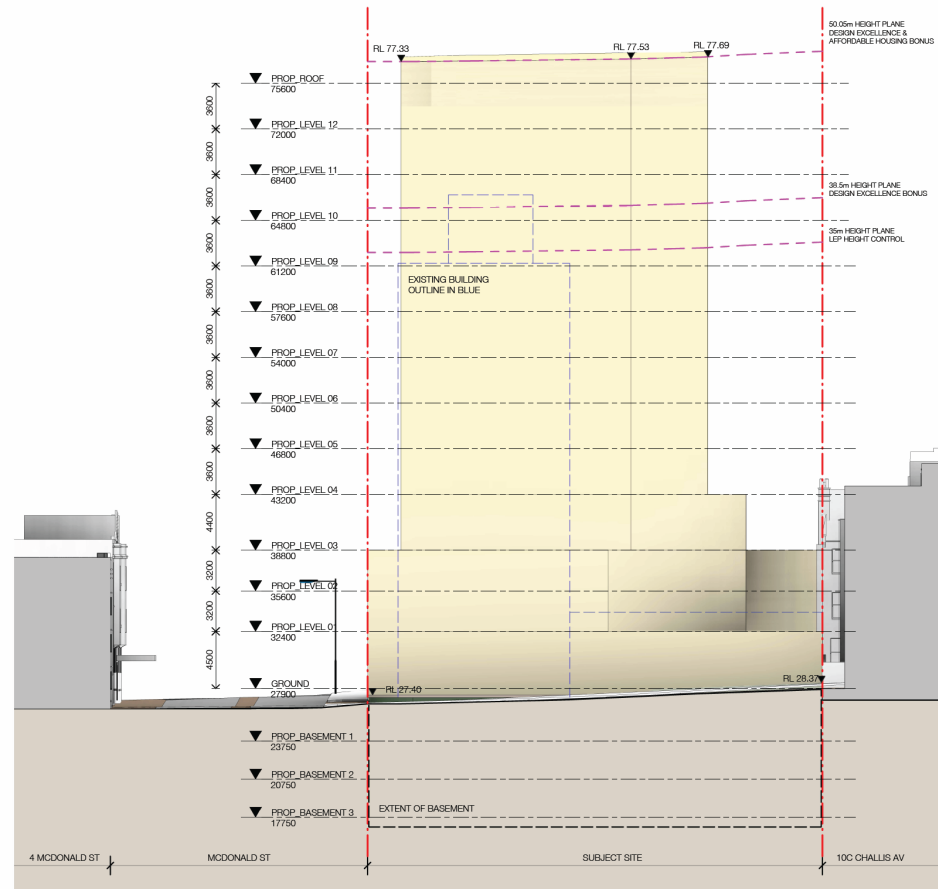
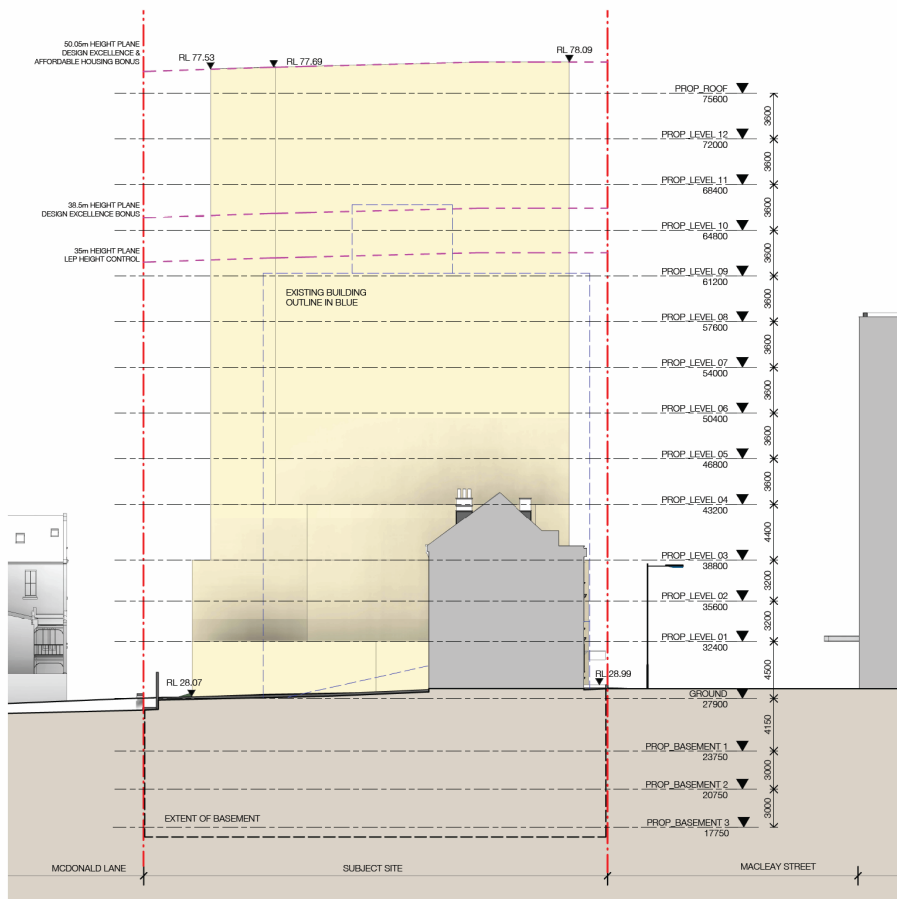


Figure 5 – Section of future development at 45-53 Macleay Street (north and east elevation).

Source: SJB Architects

2. ARCHAEOLOGICAL RESEARCH DESIGN

As the Proponent seeks to develop the subject site in the future, and this development will impact potential locally significant relics, this Research Design provides guidance for future works. The Research Design is tailored to the nature, scale and significance of the site's archaeological relics. The Research Design questions are limited by the scope of proposed works and the archaeological relics, however, should field results allow further study, the research design will be extended with appropriate questions.

The Heritage Council of NSW provides historical themes to consider the research values of heritage in New South Wales.¹ Historical themes relevant for the study site are presented in Table 1 below.

Table 1 – Historical themes

Australian Theme	NSW State Theme	Study Site
4 Building settlements, towns and cities	Utilities	Services associated with Adelaide Cottage Grounds (1831 – 1888) Services associated with late 19 th century terraces (1888 – 1960)
4 Building settlements, towns and cities	Accommodation	Adelaide Cottage and Grounds (1831 – 1888) Late 19 th century terraces (1888 – 1960)
4. Building settlements, towns and cities	Land Tenure	Foundations of the front gate on Macleay Street, remains of Adelaide Cottage gardens and ornamental driveway (1831 – 1888)
8 Developing Australia's cultural life	Domestic life	Adelaide Cottage Grounds occupation (1831 – 1888) Late 19 th century terraces occupation (1888 – 1960)

The following research questions allow archaeologists to evaluate the site in both a quantitative and qualitative sense. Section 2.1 re-assesses the site's archaeological potential based on field results to make quantitative statements about the archaeological data available at the site and how suitable that data is as a resource for further research. Section 2.2 fulfils the primary aim of the research design by using the archaeological data to respond to thematic areas of research relevant to New South Wales.

2.1. RE-ASSESSMENT OF ARCHAEOLOGICAL POTENTIAL

- Describe the condition of the site's archaeology, is it intact?
 - o Consider whether the site's natural soil profile could be identified and if it survived intact.
 - o Consider what site formation processes have occurred to disturb or preserve the site.
 - o Were relics discovered? Where are they located and between what range of AHD levels do they survive?
- Is the site interpretable as a resource for research?
- If the site was not completely excavated, describe the site's remaining archaeological potential.

¹ *Assessing Historical Importance, a Guide to State Heritage Register Criterion A*, Heritage Office, Department of Planning, 2006

2.2. NSW HISTORICAL THEMES RESEARCH QUESTIONS

2.2.1. Building settlements, towns and cities

Utilities: Adelaide Cottage Grounds (1831 – 1888)

The study site may retain undocumented services, such as surface, or in-ground drains related to the driveway or Macleay Street gate.

Is there evidence of services associated with Adelaide Cottage grounds? If encountered, what can archaeological evidence tell us about how 19th century villas in Potts Point were serviced? Does this compare with how other villas were serviced elsewhere in Sydney? Can archaeological evidence provide information about unmapped drainage systems at Adelaide Cottage? Are there any comparisons to be made between this site and other standing examples of 19th century villas such as Tusculum or the former Orwell House at 28-30 Orwell Street, Potts Point.

Utilities: Late 19th century terraces (1888 – 1960)

The study site may retain documented or undocumented services related to the late 19th century terraces.

Is there evidence of services associated with the late 19th century terraces? Are these services typical of terraces used for hotels and guesthouses at the time? Can site's archaeology contribute new information to an understanding of how the provision of town services and utilities improved sanitation, health, quality of life and urbanisation of Sydney in the mid-19th century?

Accommodation: Adelaide Cottage Grounds (1831 – 1888)

The study site may retain evidence of the ornamental entrance and driveway leading to Adelaide Cottage.

What can the archaeological evidence of Adelaide Cottage Grounds tell us about the residential development of suburban villas for high status individuals during the early colonial period? Can the archaeological evidence from Adelaide Cottage (1831 – 1888) tell us anything about the high-status residents who occupied the site during the 19th century? Are there any comparisons to be made between this site and other standing examples of 19th century villas such as Tusculum or the former Orwell House at 28-30 Orwell Street, Potts Point.

Accommodation: Late 19th century terraces (1888 – 1960)

The study site may retain structural remains of the late 19th century terraces.

If physical evidence of both, or either, early or late 19th century phases of residential development survive, what information do they provide regarding the composition of hotels and guest houses at the time? How many rooms are present within the terraces and is there an indication of use? How does this compare with the surrounding archaeological record and standing historic terraces neighbouring the site? If substantive and intact archaeological evidence of the late 19th century terraces is present can this tell us about the changing demographics, urbanisation and development of Potts Point at this time?

Land Tenure: Adelaide Cottage Grounds (1831 – 1888)

The study site may retain ephemeral evidence of Adelaide Cottage gardens, landscaping elements and evidence of the ornamental entrance and driveway to the estate.

What landscaping activities occurred in the grounds of Adelaide Cottage? How do they compare and contrast with landscaping activities that occurred in villa estates elsewhere in Sydney? What was the original configuration of the cottages' drive and front gate? Is there evidence of change in the way the grounds were used or modifications to the gate and drive over this period? Are there any comparisons to be made between this site and other standing examples of 19th century villas such as Tusculum or the former Orwell House at 28-30 Orwell Street, Potts Point.

2.2.2. Developing Australia's cultural life

Domestic Life: Adelaide Cottage Grounds (1831 – 1888)

The study site is located in the ornamental grounds and driveway of the former Adelaide Cottage, it is unlikely that sub-floor occupation or yard deposits were created in this context. Deposition in undocumented

drains may exist, however with little occupation activity in this ornamental thoroughfare for the estate, drain deposits are most likely to contain eroded soil run-off and episodic artefacts from yard scatter with little or nil research potential. This assessment forms the basis of the following questions:

Does the site retain deposits? Do those deposits contain artefacts? Are those artefacts related to run-off from yard scatter or occupation deposits? Does the deposit date to the late 19th century or earlier? If early 19th century deposits with research potential are discovered, further liaison with Heritage NSW is required.

If mid-late 19th century deposits are discovered, what can they tell us of the people who lived on site and their daily life, quality of life or socio-economic situation? Are there any comparisons to be made between this site and other standing examples of 19th century villas such as Tusculum or the former Orwell House at 28-30 Orwell Street, Potts Point.

Domestic Life: Late 19th century terraces (1888 – 1960)

As late 19th century terraces, these dwellings had access to certain technology and services that render unlikely the accumulation of sub-floor or yard occupation deposits, for instance tongue-in-groove timber floors or asphalted yard surfaces, sewerage or council rubbish collection. However, should late 19th century deposits be discovered, it is possible to pose these questions:

If occupation deposits survive at the site, can they inform researchers about the daily life, quality of life or socio-economic status of the occupants? Can the site be compared and contrasted with the occupation deposits and social context of other urban archaeological sites in Sydney such as the 60 to 80 Oxford Street, Woollahra? Or further afield but similar occupation phases in The Rocks and Millers Point?

3. SITE SPECIFIC EXCAVATION METHODOLOGY

This section provides a site-specific methodology to guide development works at the study site. The scope of the methodology is based on the nature of site activities that may impact the locally significant archaeological relics assessed for the study site. The study site may retain disturbed but interpretable relics of local significance related to the ornamental grounds of the Adelaide Cottage estate c.1830-1888 and a set of late 19th century terraces, this methodology is proposed to mitigate impacts to those remains by locating and recording them prior to salvage excavation.

Please note that archaeological test excavation is not currently a feature of the methodology for this site as the assessment has not found a likelihood for State significant relics. Without state significant relics, test excavation is not considered necessary per the guidelines. In the unlikely event that state significant relics are identified, Urbis will stop works in the area and contact Heritage NSW at which time we can provide a methodology tailored to the find.

3.1. ARCHAEOLOGICAL TEAM

The archaeological investigation must be guided by a suitably qualified Excavation Director that meets the Heritage Council of NSW Criteria for Assessing Excavation Directors as requested by Heritage NSW (See Section 1). A separate Excavation Director Criteria Response will be prepared to include the nominated Excavation Director for the monitoring works. The nominated archaeological team includes:

- Excavation Director – Jaki Kennedy
- Secondary Director – John Sokalik and Prue Newton
- Site Director – Natalie Taylor
- Archaeologist/Planner/Photographer – Juliet Schofield

3.2. HERITAGE INDUCTION

Prior to the commencement of any works, a heritage induction would be delivered by the nominated Excavation Director to all relevant construction personnel for the purpose of establishing:

- Heritage obligations of all project personnel
- Why the subject site is archaeologically significant and how it is protected under legislation
- What kind of relics may occur within the subject site and where
- What to do in the event that potential relics are uncovered
- How to work with monitoring archaeologists, including the Stop Works Procedure for Archaeological Finds

Heritage induction material should be provided to all site personnel as part of the induction. Monitoring archaeologists should also provide an update on the results of monitoring as part of a pre-start meeting each morning.

3.3. DEMOLITION

The study site contains a multi-storey apartment building and concrete-sealed carpark, these will be demolished prior to excavation. Consult with the archaeologist when deciding the methodology for demolition. Structures may be demolished to slab level without supervision, but an archaeologist must be present when slabs are lifted. Footings and services must be left in-ground until archaeologists confirm removal will not impact archaeology – this may be after the completion of archaeological fieldwork.

3.4. ARCHAEOLOGICAL MONITORING AND SALVAGE EXCAVATION

The subject site has been evaluated in the HAIA as having **low to moderate** potential for **locally significant** relics relating to the use of the site for Adelaide Cottage Grounds (1831 – 1888) and Late 19th Century Terraces (1888 – 1960) to survive in a disturbed but interpretable form. Therefore, archaeological monitoring and salvage is considered an appropriate method of investigation during bulk excavation works.

Consult with the archaeologist prior to any excavation. There is potential for archaeology across the majority of this site. Monitoring may occur in two stages as there are two phases of remains: c.1880s and c.1830s, it

is likely the 1880s phase sits above the 1830s phase. The phases of potential archaeology and the overall monitoring methodology is mapped in Figure 6.

Monitoring is a formal program of investigation and observation conducted by suitably qualified archaeologists working alongside an experienced mechanical excavator driver and directing the location, depth and method of excavation. The archaeologist monitoring will confirm the survival of any potential relics and ensure they are investigated and recorded via salvage excavation prior to removal. Below follows a monitoring and salvage methodology tailored to the site, however this report also contains background information for standard monitoring and salvage techniques in the Appendices Section 6.

Broadly, the monitoring and salvage program will follow these two principles:

- If the subject site retains locally significant archaeology that will be impacted by the development, those remains must be completely manually cleaned, investigated and recorded via salvage excavation, please refer to the following sections for details.
- If the Director deems that the subject area has nil remaining archaeological potential or research value, bulk excavation may proceed without supervision under an Unexpected Finds Protocol (Appendix 6.1.2).

3.4.1. Triggers and Hold Points

Triggers and hold points refer to observable changes identified during monitoring that indicate a change is required in how the site's archaeology is managed. When a 'trigger' occurs, machine excavation will stop or re-start. These hold points allows archaeologists to assess, record, manually clean and conduct salvage excavation, if necessary, before proceeding further.

The following excavation process outlines key triggers and hold points for monitoring works at the subject site.

1. Archaeological monitoring begins if/when demolition may impact the subsurface i.e. lifting slabs
2. If archaeological resources relating to the Late 19th Century Terraces (1888 – 1960) are exposed during monitoring, then machine excavation will stop, and archaeologists will manually investigate and record these features. Any locally significant deposits relating to the terraces will be salvaged.
3. Once the resources relating to the Late 19th Century Terraces (1888 – 1960) are investigated, recorded and salvaged, monitoring with machine excavation can start again.
4. If archaeological resources relating to the Adelaide Cottage Grounds (1831 – 1888) are exposed during monitoring, then machine excavation will stop, and provided they are within the range already assessed as locally significant, archaeologists will manually investigate and record these features and salvage excavate to remove them.
5. After the resources related to the Adelaide Cottage Grounds (1831 – 1888) have been investigated, recorded, and salvaged, and the Excavation Director confirms that the area has no remaining archaeological potential or research value, bulk excavation may proceed without supervision, following the Unexpected Finds Protocol (Appendix 6.1.2).

In the unlikely event that relics of State significance are unexpectedly discovered, work in the vicinity must stop immediately. A Section 146 notification must then be submitted to Heritage NSW, and a revised methodology must be developed to manage the discovery in liaison with Heritage NSW.

3.4.2. Manual Investigation and Salvage Excavation

Monitored machine excavation ceases at the point at which potential archaeological relics are exposed. At this site, manual investigation may take place if the predicted relics are discovered, for example: the 1880s terraces or the c.1830s ornamental driveway, entrance gate or drainage.

If these features, or others from the range assessed, are discovered, from that point manual investigation methods take place. Manual investigation can involve a team of archaeologists using small hand tools to expose and clean in detail archaeological structures, features and deposits. Manual investigation proceeds by identifying individual units or 'contexts,' usually a stratigraphic layer, cut, fill, deposit or structure, and excavating those units in a controlled manner. The scale of manual investigation is related to the Research Design, the nature, extent, complexity, significance and condition of the archaeological resource and its research potential.

Manual investigation is a technique archaeologists employ to salvage excavate a site. Once locally significant relics from the c1880s and c.1830s phase have been investigated, they may be salvage excavated using the machine.

Occupation Deposits

Although unlikely, if the 1880s terraces phase reveals evidence for occupation deposits, salvage excavation is possible through spatially controlled investigation. Firstly, the levels and full extent of the deposit will be established, if over 1m in size it may be necessary to establish a grid. Deposits will be sieved through a 3-5mm mesh if related to sub-floor deposition. Artefacts will be collected up to 85%.

The Excavation Director reviews the artefacts recovered along with the stratigraphy to confirm the dating and significance of the deposit is within the range anticipated by the Research Design and the approvals in place for excavation.

If occupation deposits related to the c.1830s are identified, work will cease in the area, the deposit will be protected, and the Director will liaise with Heritage NSW.

Please refer to Appendix 6.1.5 for detailed explanation of standard practices for manual investigation and salvage and managing deposits.

3.4.3. Archaeological Recording

If relics are discovered that warrant manual investigation, these must also be recorded. Archaeological sites are recorded in several ways: Context Sheets, Harris Matrix, Photography, Diary, Scaled Site Drawings and Levels. Scaled Site Drawings are produced either by hand-drawing them on site or with data collected from Photogrammetry and scaled plans must be correlated with spatial survey information and the collection of Australian Height Datum (AHD) levels. Please refer to Appendix 6.1.7 for detailed explanation of standard archaeological recording practices.

3.5. FINAL ARCHAEOLOGICAL REPORT

Heritage NSW have requested an interim report to be issued within 4 weeks of the completion of fieldwork. This will provide an overview of the archaeological findings.

However, Urbis must also produce a full 'Final Report' within 12 months of the completion of archaeological fieldwork. The scale of the Final Report is based on the complexity and significance of the finds and its scope can only be fully understood once fieldwork is complete. Generally, Final Reports include a detailed account of the findings, a reassessment of significance with recommendations and provide copies of field records. The reporting must meet government guidelines and the conditions of the relevant excavation approval. Reporting is required under Section 146 of the *Heritage Act 1977*, *this section of the Act remains relevant during SSDA projects*. For details on the general requirements of a Final Archaeological Report, please refer to Appendix 6.1.11.



GDA 1994 MGA Zone 56

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ARCHAEOLOGICAL METHODOLOGY ZONES

Project No: P0035022
Project Manager: Ali Byrne

Subject Area

- Monitoring Zone
- Phase 2 - Adelaide Cottage [1831 - 1888]
- Phase 3: - Late 19th Century Terraces [1888 - 1960]

45-53 Macleay Street, Potts Point
Time & Place Pty Ltd

Figure 6 – Archaeological Methodology Zones

4. RECOMMENDATIONS

This Historical Archaeology Research Design and Excavation Methodology (HARDEM) should be read with the Urbis (February 2025) 45-53 Macleay Street, Potts Point, Historical Archaeological Impact Assessment for Time & Place Pty Ltd (the HAIA). The HAIA, HARDEM and nomination for a suitably qualified Excavation Director should accompany the Response to Submissions for SSDA-79316759 for review and assessment by the Department of Planning, Housing and Infrastructure (DPHI) and relevant government agencies.

This methodology can commence only with receipt of SSDA approval for the project and according to the terms of that approval and the terms of the HAIA and the HARDEM.

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6. APPENDICES

6.1. STANDARD EXCAVATION PRACTICES

An introduction to standard practices for the excavation of historical archaeological sites in alignment with:

- *Archaeological Assessments Guidelines*, Heritage Office, Department of Urban Affairs and Planning, 1996.
- *Historical Archaeology Code of Practice*, Heritage Council of NSW, 2006.
- *Assessing Significance for Historical Archaeological Sites and 'Relics'* Heritage Council of NSW, 2009

6.1.1. Heritage Induction

Prior to the commencement of any works, a heritage induction would be delivered by the nominated Excavation Director to all relevant construction personnel for the purpose of establishing:

- Heritage obligations of all project personnel
- Why the subject site is archaeologically significant and how it is protected under legislation
- What kind of relics may occur within the subject site and where
- What to do in the event that potential relics are uncovered
- How to work with monitoring archaeologists, including the Stop Works Procedure for Archaeological Finds

Heritage induction material should be provided to all site personnel as part of the induction. Monitoring archaeologists should also provide an update on the results of monitoring as part of a pre-start meeting each morning.

6.1.2. Unexpected Finds Procedure

In rare instances monitoring may reveal archaeological features that were not identified or predicted during the assessment, such as state significant relics or human remains.

Where this occurs, the following unexpected finds procedure must be implemented:

1. All works must stop in the immediate vicinity of the find. The find must remain undisturbed and temporary fencing established around the find.
2. The Site Supervisor, or another nominated site representative must contact the Excavation Director to communicate the discovery of the find.
3. The Excavation Director (or an archaeologist delegated by the Excavation Director to assess the find), must examine the find, provides a preliminary assessment of significance, record the item and decides on appropriate management strategy.
4. Depending on the significance of the find, re-assessment of the archaeological potential of the area may be required, and further archaeological investigation required.
5. If considered a relic, a Section 146 notification must be submitted to Heritage NSW and the project must consult with Heritage NSW to manage the discovery.
6. Works in the vicinity of the find can only recommence upon on the written advice of Heritage NSW and/or the nominated Excavation Director.

6.1.3. Human Remains Procedure

In the unlikely event that human remains are uncovered during any site works, the following protocols must be undertaken:

1. All works within the vicinity of the find must immediately stop. The find must be cordoned-off and signage installed to avoid accidental impact.

2. The site supervisor or other nominated manager must notify the NSW Police and Heritage NSW (Enviroline 131 555).
3. The find must be assessed by the NSW Police, which may include the assistance of a qualified forensic anthropologist.
4. Management recommendations are to be formulated by the NSW Police, Heritage NSW and site representatives
5. Works are not to recommence until the find has been appropriately managed.

6.1.4. Demolition and Services

Consult with the archaeologist when deciding the methodology for demolition or planning temporary or permanent service connections. In general, structures may be demolished to slab level without supervision but an archaeologist must be present when slabs are lifted. Footings and services must be left in-ground until archaeologists confirm removal will not impact archaeology – this may be after the completion of archaeological fieldwork. Demolition plans that require in-ground impacts, such as temporary piling or shoring when buildings are partly retained or the construction of ramps and haul roads, must consult with the archaeologist during the planning stages as this may affect the archaeological methodology and approvals. In general, existing service routes may be re-used but if new excavation is required to extend, repair or replace services, or if there is a proposal to use non-destructive digging, consult the archaeologist in the planning stages as this may affect the archaeological methodology and approvals.

6.1.5. Archaeological Monitoring

Monitoring involves a suitably qualified archaeologists working alongside an experienced mechanical excavator driver and directing the location, depth and method of excavation. The machine must be of an appropriate size to the task, work backwards from hardstand or areas of no archaeological potential so as not to disturb any exposed archaeology, have rubber tracks, use a mud bucket, and remove one stratigraphic layer at a time as defined by the archaeologist.

The following archaeological work method statement is published in *Relics of local heritage significance: a guide for archaeological monitoring* (Heritage NSW 2022). This statement must be adhered to when during monitoring works.

- the nominated archaeologist will be present undertaking the monitoring activity until all areas proposed for monitoring are completed,
- an excavator with a flat bucket will remove the soil layers under the direction of the archaeologist in uniform layers,
- should the archaeologist need to investigate features or relics further, machine excavation will stop, and hand excavation can occur until the feature is clearly understood and recorded within the area of impact only,
- the archaeologist will sign off that the archaeological monitoring of the area is completed when sterile deposits are reached or when investigation is complete to their satisfaction,
- if relics are to be removed because they are limited or in a disturbed context, (for example a small scatter of mixed relics) a catalogue of the removed relics is made and the notification of the discovery is made in accordance with the 'Discovery of a relic' section below. The relics should be retained on site with a copy of your records,
- relic records must include trench, feature, context and phase information,
- if relics are exposed which do not require removal, these must be protected by an appropriate medium (e.g. bidum/ geotechnical fabric) with measurements taken of the depth and location for final reporting,
- if at any time monitoring or project works uncover the following, works will stop, and the program will need to be reassessed:
 - burials
 - Aboriginal objects

- relics not predicted in the documentation for the exception (for example but not limited to relics of State significance, relics that are more intact than predicted).

Site recording during monitoring must include:

- location information (spatial data recorded for the locations excavated, features identified and relational data to standing buildings and the relevant boundary/allotment for the site),
- site photography with north arrow and scale in every photograph,
- sketch plans to scale,
- stratigraphic matrix if applicable, and
- real levels reduced to Australian Height Datum for features and deposits recorded by the project including start and end levels.

6.1.6. Manual Investigation and Salvage

As defined by the archaeologist monitoring mechanical excavation, machine excavation ceases at the point at which potential archaeological relics are exposed. This is typically after the removal of modern fills and surfaces and the appearance of historic soil profiles or structures. Manual investigation can involve a team of archaeologists using small hand tools to expose and clean in detail archaeological structures, features and deposits. Manual investigation proceeds by identifying individual units or 'contexts,' usually a stratigraphic layer, cut, fill, deposit or structure, and excavating those units in a controlled manner. This can take place during either testing, monitoring or salvage excavation scenarios. The scale of manual investigation is related to the Research Design, the nature, extent, complexity, significance and condition of the archaeological resource and its research potential. Manual investigation is a technique used in salvage excavations to gather data from archaeological sites, the process of gathering data is intrusive and is a destructive process. Once an archaeological resource is understood by manual investigation, if appropriate to the Research Design and excavation approval, the remainder of the archaeological resource may be salvage excavated either manually or mechanically.

Occupation Deposits

If discovered, occupation deposits require spatially controlled manual investigation by first identifying the levels and full extent of the deposit and establishing a grid of that area suitable to the size of the deposit, typically 1m x 1m squares. With small hand tools archaeologists manually excavate each square in stratigraphic order to retrieve the deposit. Deposits are sieved through a 3-5mm mesh to collect artefacts. The sample size for artefact collection can range up to 100% of those identified in the deposit, depending on the Research Design and parameters of the site-specific excavation methodology. During this process, the Excavation Director reviews the artefacts recovered along with the stratigraphy to confirm the dating and significance of the deposit is within the range anticipated by the Research Design and the approvals in place for excavation.

6.1.7. Conservation In Situ

An archaeological assessment may conclude that the most appropriate management action is to conserve archaeological remains in situ. This may be warranted due to their significance or research value. Assessing and planning for conservation will align with *Archaeological Assessments Guidelines*, Heritage Office, Department of Urban Affairs and Planning, 1996. Those guidelines reference the *Burra Charter*, Article 9 of which states that 'the physical location of a place is part of its cultural significance'. Archaeologists should always consider the in situ retention of archaeological features. However, in many cases this is not possible. When that is the case, the archaeological site should be comprehensively documented before its disturbance, including the details of its location and relationships (Article 27). In some cases, the removal and reconstruction of archaeological features at another place (for example, a museum) may be appropriate, especially where the original location is under threat of destruction.²

Conservation in situ can be achieved by reburial or display depending on the most appropriate strategy for the archaeological resource, its significance and the site conditions. Reburial includes at a minimum separation with stable and permeable materials such as geofabric and then 100mm of clean sand to avoid contact with introduced materials and disperse loads. Conservation areas should also be avoided with deep

² Burra Charter and Archaeological Practice 2013 p 4

plantings when areas are landscaped. Guides for conservation by display would be determined in a Heritage Interpretation Plan or Heritage Interpretation Strategy.

6.1.8. Archaeological Recording

Archaeological sites are recorded in several ways: Context Sheets, Harris Matrix, Photography, Diary, Scaled Site Drawings and Levels. Scaled Site Drawings are made to archaeological drawing conventions and are produced either by hand-drawing them on site or with data collected from Photogrammetry and scaled plans must be correlated with spatial survey information and the collection of Australian Height Datum (AHD) levels. Context Sheets are standardised forms that record descriptive and interpretive details for each individual unit that makes up the archaeological site (e.g. stratigraphic layers, structures, deposits). A Harris Matrix is used to define the relationships between those individual units. The site diary tracks daily progress and interpretations of stratigraphy, phasing, site taphonomy and identification of individual units. Photography includes the use of a labelled photo board, north arrow and scales, archival photos must shoot in a RAW format and comply with the *Photographic Recording of Heritage Items Using Film Or Digital Capture*. Records are accompanied by registers that track the creation of archaeological data. must fulfil the expectations of any approvals for excavation, best practice and government guidelines.

6.1.9. Artefact Analysis and Storage

Historical artefacts recovered during archaeological test excavation, salvage and monitoring would be catalogued and analysed for presentation and inclusion in an excavation report. All artefacts would be processed as soon as possible after recovery to prevent unnecessary decay of the materials.

Post-excavation analysis of materials recovered during excavation would be undertaken in a suitable secure location by the Urbis Archaeology Team under the supervision of the Excavation Director. Artefact processing would be undertaken off-site, as follows:

- Artefacts would be cleaned and dried
- Artefacts would then be divided into categories according to their type and fabric and, in the case of glass and ceramics, by colour
- Categorised artefacts would then be further divided into diagnostic and non-diagnostic artefacts (with further consideration given to the diagnostic artefacts)
- Bulk-find items (e.g. non-diagnostic glass, shells, wooden fragments, non-diagnostic metal, etc.) would be weighed and recorded and retained for future research purposes
- The remaining artefacts would be retained for further analysis and research
- Diagnostic artefacts suitable for display would be identified and labelled

Processing would involve cleaning and photographing each artefact and entering it into a database with all relevant information, as indicated on the bag, as well as additional interpretation, photograph numbers and potential relationships. Artefact bags should then be stored in archive boxes which are clearly labelled by context and returned to the Proponent for long-term storage and curation.

Following processing and stabilisation of artefacts, cataloguing of artefacts will be based on the following three-tier priority system.

Priority 1 – Fills or deposits which have the potential to have direct links to occupants and may have the ability to respond to Research Design questions. Contexts may include occupation deposits and fills from cesspits and wells, underfloor deposits and intact rubbish pit fills.

Priority 2 – Deposits or fills important for dating purposes but unlikely to contribute to the responses to Research Design questions or form useful comparative analysis. These contexts may include demolition fills (including within cesspits and wells), postholes/postpipes, yard deposits and disturbed rubbish pit fills.

Priority 3 – Levelling fills and unstratified artefacts.

These three priorities will form the basis of the standard cataloguing that will be undertaken:

Table 2 Catalogue standard by priority

Priority	Standard Catalogue
1	Best practice for comparative assemblage analysis: all fields + MV counts + conjoin checks + additional research
2	Best practice for dating: all fields; undiagnostic sherds will be bulk bagged
3	Bulk processing: raw counts only + overall estimate of date range; some significant/ datable artefacts may be recorded independently as per Priority 2 if appropriate

Source: Adapted from Mountains Heritage and Dr Penny Crook (December 2024)

6.1.10. Artefact Discard Policy and Procedure

This discard policy is divided into two main stages, on-site discard and post-excavation discard.

6.1.10.1. On site discard policy

Non-Significant Fills

Artefacts from non-significant fills will be sampled on site. If present, a collection of 19th century artefacts will be sampled on site. Photographs will first be taken of all artefacts within their fill context, followed by selection of only diagnostically datable artefacts for retention and off-site cataloguing. Remaining artefacts from non-significant fills will be discarded on site. Soil samples are not required to be collected from non-significant fills.

Building Material Samples

A building material sample, such as bricks or mortar, may be taken from each structure recorded as a physical sample for reference during post-excavation analysis and production of the final excavation report. Bricks which contain frogs or makers marks are to be prioritised for sampling. Typically, only a single brick needs to be sampled from each structure.

Soil Samples

In a historical archaeological context, soil samples should only be collected from significant occupation deposits (fills from cesspits and wells, underfloor deposits and intact rubbish pit fills), postholes/postpipes or slot trenches, drain deposits, or evidence of early agricultural activities (hoe marks).

6.1.10.2. Post-excavation artefact discard policy

While sampling strategies can be employed on site, it may also be necessary, in the case where excessive numbers of artefacts are collected from the site, to establish a retention policy for which artefacts warrant ongoing storage post-cataloguing and which can be discarded. While there are no specific guidelines available in NSW regarding artefact retention or discard, it is generally understood that the only artefacts that retain cultural heritage significance or have the potential for future research and comparative analysis are essential to retain, in particular for large assemblages.³

More broadly, much of the discussion about discarding archaeological artefacts is led by museum curators and archivists responsible for managing them (e.g. Merriman 2011, among others). All agree that only artefacts of high cultural significance or potential for future research, should be retained for long-term preservation. Several factors need to be considered to determine the cultural significance and future research potential including stratigraphic context, diagnostic capacity and integrity.

Stratigraphic context plays a major role in the significance of an individual artefact and thus, a cataloguing priority system has been established to categorise the significance of these artefacts within their stratigraphic context. This process will establish the artefacts which are considered of high research value and significance which will be catalogued as Priority 1. These artefacts should all be retained for long-term storage.

³ Heritage Victoria (2015), p.12; Merriman 2011; Swain 2007, p.139

Artefacts from Priority 2 and 3 should be largely considered for their diagnostic capacity as a tool for understanding the research potential for the object. Diagnostic capacity largely relates to the ability for an artefact to provide unique information which can complement or even change what is understood about the historical context for the archaeology of the site. More complex artefact classes, such as ceramics and miscellaneous, are more likely to yield unique research data compared to other material classes such as faunal, metal or glass which may be represented by larger quantities of undiagnostic fragments or repeat types. Artefacts of higher integrity (completeness) may also offer more research value and thus may also warrant retention.

Artefacts from Priority 2 contexts are mainly valued for dating purposes, as such, significant artefacts, or those with research potential and diagnostic capacity, from these contexts should be retained while artefacts with minimal research potential may be discarded along while those represented by repeat types may be sampled. As Priority 3 artefacts will largely be from non-significant stratigraphic contexts or are unstratified, only rare artefacts, or those of significant research potential, should be retained.

Table 3 Artefact discard matrix

<i>Diagnostic capacity</i>	<i>P1 Contexts</i>	<i>P2 Contexts</i>	<i>P3 Contexts</i>
High	Retain	Retain	Retain
Moderate	Retain	Sample	Discard
Low or Limited	Retain	Discard	Discard

Retain	Artefact will be retained in the nominated artefact repository
Sample	A representative example of the artefact will be retained and the remainder discarded
Discard	The artefact will be disposed of following recording appropriate to its type.

Source: *Mountains Heritage and Dr Penny Crook (December 2024)*

Based on these principles, the following process will be undertaken for the study site:

1. Artefacts with high research potential will be retained – this includes consideration of stratigraphic context, diagnostic capacity, significance and integrity.
2. Artefacts with no or limited research potential will be discarded, however, as a minimum all artefacts will be counted, weighed and photographed.
3. Prior to discard, an artefact specialist should physically inspect artefacts nominated for discard.
4. Any discarded artefacts should be considered for donation for educational purposes or safely disposed of.
5. Retained artefacts must be securely stored.

The following process will be undertaken:

1. Artefacts will be catalogued based on the stratigraphic priority system.
2. All artefacts from Priority 1 contexts will be retained.
3. During cataloguing of Priority 2 and Priority 3 assemblages, an artefact specialist will identify those with limited or low potential nominated for discard.
4. During cataloguing, the research potential of contexts may be revised and any additional artefacts with low or limited research potential will be identified.
5. Artefacts to be discarded will be inspected by an artefact specialist.
6. A final list of artefacts to be discarded will be subject to approval by the artefact specialist and Primary Excavation Director.
7. Any artefacts, due to be discarded, will be offered for donation is suitable.
8. Discarded artefacts will be safely disposed of and will not be sold.

6.1.10.3. Artefact Analysis and Storage

Any artefacts collected from the archaeological site must be cleaned, stabilised and sorted; also labelled, catalogued and stored so they may be retrieved according to both type and provenance. The Applicant is responsible for the safe-keeping of all relics recovered from the site and must nominate a repository for the long term storage of the artefacts, usually the study site. If the research potential and significance of a site is

sufficient, artefact analysis specialists are engaged to catalogue and analyse the assemblage. Significant assemblages may also be nominated for archival photography and recording, conservation and public display.

6.1.11. Final Archaeological Report

A Final Report must be prepared at the completion of archaeological fieldwork; the reporting must meet government guidelines and the conditions of the relevant excavation approval. Reporting is required under Section 146 of the *Heritage Act 1977*. Reports are submitted to the Heritage Council of NSW or its delegate and copies are lodged with local libraries or appropriate local repositories. Final Reports include at a minimum:

- Executive Summary
- On the title page, due credit to the client paying for the excavation
- Accurate site location and site plan with scale and north arrow and geo-reference data
- Historical research, references and bibliography
- Detailed information on the excavation including the aims, context for excavation, treatment of artefacts and analysis of information retrieved
- Nominated repository for artefacts
- Detailed response to research questions (at a minimum those stated in the Heritage Council approved Research Design).
- Conclusions from the archaeological programme including a re-assessment of the site's significance; how archaeological investigation have contributed to community understanding, comparison with other sites, recommendations for future management and how much of the site remains undisturbed.
- Details of how information about the excavation was made publicly available.

The scale and timing of the Final Report is based on the complexity and significance of the finds and can be determined at the completion of archaeological fieldwork.

6.1.12. Interpretation and Public Information

Archaeological sites may be subject to excavation permit conditions that require heritage interpretation strategies and plans that connect the redevelopment of a site with the information and significance gathered from archaeological excavation. Interpretation is a best practice method of connecting place, people, history and meaning. Interpretation strategies may recommend physical and/or digital means of public information such as signage, paving, displays, material selection, design details, landscaping and adapting design to allow for conservation in situ.

DISCLAIMER

This report is dated 4 August 2025 and incorporates information and events up to that date only and excludes any information arising, or event occurring, after that date which may affect the validity of Urbis Ltd (**Urbis**) opinion in this report. Urbis prepared this report on the instructions, and for the benefit only, of Time & Place (**Instructing Party**) for the purpose of Archaeological Research Design to guide excavation (**Purpose**) and not for any other purpose or use. To the extent permitted by applicable law, Urbis expressly disclaims all liability, whether direct or indirect, to the Instructing Party which relies or purports to rely on this report for any purpose other than the Purpose, and to any other person which relies or purports to rely on this report for any purpose whatsoever (including the Purpose).

In preparing this report, Urbis was required to make judgements which may be affected by unforeseen future events, the likelihood and effects of which are not capable of precise assessment.

All surveys, forecasts, projections and recommendations contained in or associated with this report are made in good faith and on the basis of information supplied to Urbis at the date of this report, and upon which Urbis relied. Achievement of the projections and budgets set out in this report will depend, among other things, on the actions of others over which Urbis has no control.

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