B.2 Stage 1 – Notification and registration

This section contains the following documents:

- Government agency requests and responses;
- Public media notifications;
- Aboriginal party invitation to register for the project;
- Aboriginal party registrations of interest; and
- Notification to Heritage NSW (formerly DPIE) and the LALC of registered parties.



W: <u>www.indigeco.com.au</u> Suite 10, 75 Pacific Highway, Waitara NSW 2077

30/03/2020

To:

Re: Hastings Secondary College: Aboriginal Cultural Heritage Assessment - Requests for Stakeholders

Dear Sirs,

Indigeco/EMM has been commissioned by School Infrastructure NSW (SINSW) to undertake an Aboriginal Cultural Heritage Assessment (ACHA) for the proposed upgrades and associated works within the building and grounds of the Port Macquarie Campus (16 Owen Street, Port Macquarie NSW 2444). The aim of the study is to inform the cultural heritage impact of the footprint, and to develop an Aboriginal Heritage Impact Permit (AHIP) to allow the works to proceed (where required).

The proponent is School Infrastructure NSW, and the project contact is Roman Pilch, Project Officer, School Infrastructure NSW GPO Box 33, Sydney, NSW 2001 T: 0437 311 088; E: roman.pilch2@det.nsw.edu.au

In accordance with NSW State government's *Aboriginal cultural heritage consultation requirements for proponents 2010*, I am writing to you to seek information on relevant Aboriginal individuals and/or communities that you are aware of in the region, and who may hold cultural knowledge and/or information about Aboriginal objects and sites in the vicinity. Could you please provide me with this information as soon as possible at the Newcastle address above, or my e-mail, <u>karmstrong@emmconsulting.com.au</u>

If you have any questions or enquiries, please don't hesitate to contact Kerryn Armstrong on 0448 640 008.

Yours sincerely

Kerryn Armstrong Consultant archaeologist E: <u>karmstrong@emmconsulting.com.au</u> M: 0448 640 008

Michael Way Principal Environmental and Sustainability Consultant

E: michael.way@indigeco.com.au M: 0420606229













W: www.indigeco.com.au

Suite 10, 75 Pacific Highway, Waitara NSW 2077

16/04/2020

Re: Hastings Secondary College: Aboriginal Cultural Heritage Assessment - Invite to register

Dear Madam/Sirs,

Indigeco/EMM Consulting Pty Limited (EMM) has been commissioned by the Department of Education through its School Infrastructure NSW (SINSW) division to undertake an Aboriginal Cultural Heritage Assessment (ACHA) for the proposed upgrades and associated works within the buildings and grounds of the Port Macquarie Campus of the Hastings Secondary College located at 16 Owen Street, Port Macquarie NSW 2444 (the project). The aim of the assessment is to inform the cultural heritage impact of the project, and assist in obtaining future approvals (where required).

The proponent is the Department of Education , and the project contact is

Roman Pilch,

A/Assistant Project Director, School Infrastructure NSW GPO Box 33, Sydney, NSW 2001 T: 1300 482 651; E: schoolinfrastructure@dot.nsw.odu.au

E: <u>schoolinfrastructure@det.nsw.edu.au.</u>

Notwithstanding, EMM is facilitating the Aboriginal consultation process on behalf of the Department of Education and is the primary point of contact for Aboriginal consultation matters for the project.

The project is currently developing an ACHA, and may seek an Aboriginal Heritage Impact Permit (AHIP). In accordance with NSW State Government's *Aboriginal cultural heritage consultation requirements for proponents 2010*, key stakeholders to the region will be identified, and these individuals/organisations will be included in further consultation and participation. Please ensure your response provides availability for decision makers to attend meetings and fieldwork, if necessary, in Port Macquarie.

In accordance with the requirements of the first stage of the NSW State Government consultation guidelines, I am writing to notify you of the project and seeking you and/or your organisation's interest in being registered for subsequent consultation and involvement. We are interested in Aboriginal individuals and/or organisations who may hold relevant cultural knowledge for determining the Aboriginal cultural heritage of the area, and who wish to be involved in the project. If so, please provide a response by **01 May 2020** to:

Kerryn Armstrong,

EMM Consulting Pty Ltd, Level 3/175 Scott Street, Newcastle, NSW 2300; T: 0448 640 008; E: karmstrong@emmconsulting.com.au.

Kerryn will be managing the consultation process and is the primary point of contact for Aboriginal consultation matters for the project.





In your response, please ensure the following information is provided:

- clear identification of the individual and/or organisation registering an interest. Please ensure all contact details and personal, along with relevant phone numbers and e-mail addresses are provided;
- preferred communication method (e.g. e-mail) during the consultation of this project, along with your organisation's nominated contact person and their details;
- the level of project involvement you or your organisation wishes, including attendance of meetings, fieldwork participation and/or simply reviewing documentation;
- identification on any procedures, protocols or requirements for the use and reproduction of any cultural information or materials you or your organisation provides EMM Heritage as part of this project; and
- identification of any Aboriginal objects, sites and/or areas of cultural value that you are aware of in, or near, the project area.

Of particular note, EMM is highly aware of the COVID-19 crisis and of its significant risk to Aboriginal communities; and that this is likely to have an impact on consultation in the next several months. We are currently developing approaches and protocols to minimise this risk, and will provide this information to those interested in being consulted as the project as it moves forward.

If you have any questions or enquiries, please don't hesitate to contact us.

Yours sincerely,

Kerryn Armstrong Consultant Archaeologist karmstrongl@emmconsulting.com.au

Michael Way Principal Environmental and Sustainability Consultant E: michael.way@indigeco.com.au M: 0420 606 229







Level 3, 175 Scott Street Newcastle NSW 2300

T 02 4907 4800 E info@emmconsulting.com.au

www.emmconsulting.com.au

18 May 2020

Department of Primary Industries (Port Macquarie) Unit 3/ 22-24 Acacia Avenue Port Macquarie NSW 2444

Re: Notification of registered Aboriginal parties - Hastings Secondary College: Aboriginal Cultural Heritage Assessment

Dear Sir and Madam,

Indigeco/EMM Consulting Pty Limited (EMM) has been commissioned by the Department of Education through its School Infrastructure NSW (SINSW) division to undertake an Aboriginal Cultural Heritage Assessment (ACHA) for the proposed upgrade of the Hastings Secondary College, 16 Owen Street, Port Macquarie NSW 2444. The aim of the assessment is to inform the cultural heritage impact of the project, and assist in obtaining future approvals (where required).

We are implementing the *Aboriginal cultural heritage consultation for requirements for proponents 2010.* In accordance with 4.1.6 of those requirements, we are providing a list of the Aboriginal parties who have registered for consultation on the project (Table 1). In addition, an example of the notification letter and newspaper advert is provided in Appendix A.

Table 1 List of Registered Aboriginal Parties for Hastings Secondary College

Organisation	Contact
Birpai Local Aboriginal Lands Council	Jason Holt
Birpai Traditional Owners Indigenous Corporation	Jason Holt

If you require further information, please do not hesitate to contact me.

Yours sincerely

Kerryn Armstrong Consultant Archaeologist karmstrong@emmconsulting.com.au



Level 3, 175 Scott Street Newcastle NSW 2300

T 02 4907 4800 E info@emmconsulting.com.au

www.emmconsulting.com.au

18 May 2020

Jason Holt Birpai Local Aboriginal land Council 14 Ashton Street Port Macquarie NSW 2444

Re: Notification of registered Aboriginal parties - Hastings Secondary College: Aboriginal Cultural Heritage Assessment

Dear Jason,

Indigeco/EMM Consulting Pty Limited (EMM) has been commissioned by the Department of Education through its School Infrastructure NSW (SINSW) division to undertake an Aboriginal Cultural Heritage Assessment (ACHA) for the proposed upgrade of the Hastings Secondary College, 16 Owen Street, Port Macquarie NSW 2444. The aim of the assessment is to inform the cultural heritage impact of the project, and assist in obtaining future approvals (where required).

We are implementing the *Aboriginal cultural heritage consultation for requirements for proponents 2010.* In accordance with 4.1.6 of those requirements, we are providing a list of the Aboriginal parties who have registered for consultation on the project (Table 1). In addition, an example of the notification letter and newspaper advert is provided in Appendix A.

Table 1 List of Registered Aboriginal Parties for Hastings Secondary College

Organisation	Contact
Birpai Local Aboriginal Lands Council	Jason Holt
Birpai Traditional Owners Indigenous Corporation	Jason Holt

If you require further information, please do not hesitate to contact me.

Yours sincerely

Kerryn Armstrong Consultant Archaeologist karmstrong@emmconsulting.com.au

B.3 Stages 2 and 3 – presentation of information and gathering cultural information

This section contains the following documents:

• project information and draft assessment methodology letter.



Level 3, 175 Scott Street Newcastle NSW 2300

T 02 4907 4800 E info@emmconsulting.com.au www.emmconsulting.com.au

18 May 2020

Re: Hastings Secondary College ACHA - project information, assessment methods and request for cultural information

Dear Madam/Sir,

1 Introduction

Thank you for registering your interest in being consulted in relation to the Aboriginal cultural heritage assessment (ACHA) for the proposed upgrades at the Hastings Secondary College (Port Macquarie Campus), 16 Owen Street, Port Macquarie NSW 2444 (the project). EMM Consulting Pty Ltd (EMM Heritage), in partnership with Indigeco, is preparing the ACHA on behalf of School Infrastructure NSW (SINSW).

The aims of this letter are to:

- provide an overview of the project and approval pathways;
- establish the purpose and aims of the Aboriginal consultation process;
- provide your party with an opportunity to inform EMM about any Aboriginal cultural heritage values associated with the project and how they may affect, inform or refine the project and/or assessment methods;
- identify any culturally appropriate protocols that registered parties wish to be adopted during the information gathering process (e.g. protocols during field survey, or handling of culturally sensitive information); and
- present a draft of the intended ACHA methods for your review and comment.

We welcome your feedback at your earliest convenience, and will be undertaking an ongoing dialogue with the registered Aboriginal parties for the duration of the ACHA, currently proposed to extend into the next

several months. However, for the purposes of this initial stage and in accordance with the Department of Planning, Industry and Environment (DPIE) guidelines, we request any written response on the information and process below by 15 June 2020.

At this stage, we propose to conduct all consultation via e-mail, phone and/or face-to-face meeting, but can modify this following feedback from your organisation. We are aware of the COVID-19 social distancing measures and the issues that this causes in relation to face-to-face meetings and group gatherings. Appendix A of this document provides our proposed methods for addressing this issue as social distancing measures evolve. Further information and consideration of this issue for any fieldwork will be provided closer the time to ensure we comply with up-to-date requirements.

Comments can be provided to:

Kerryn Armstrong Address: Level 3, 175 Scott Street, Newcastle NSW 2300 Phone: 0448 640 008 Email: karmstrong@emmconsulting.com.au

2 Project information

2.1 Proponent details and approval pathways

The proponent is the Department of Education , and the project contact is: Roman Pilch, A/Assistant Project Director, School Infrastructure NSW GPO Box 33, Sydney, NSW 2001; T: 1300 482 651; E: schoolinfrastructure@det.nsw.edu.au.

The project will be assessed under Division 4.3 of the *Environmental Planning and Assessment Act 1979*. This includes the submission of a Development Application to Port Macquarie – Hastings Council for consideration. Under this process, Aboriginal heritage in accordance with *National Parks and Wildlife Act 1974* remains in effect, and DPIE guidelines and approvals (e.g. Aboriginal Heritage Impact Permits) are to be followed.

2.2 Background

SINSW is proposing upgrades and associated works in the grounds and within the building of Hastings Secondary School; Port Macquarie Campus (Figures 1). Although the works are still being finalised

the initial concept phase includes the demolition and removal of current buildings, and the improvement of facilities. It is likely that some of these works would require ground disturbance.

A due diligence report was completed in April 2020 which did not note any sites within the predicted project footprint, however due to the nature of the soil profile within the project area - alluvial and aeolian dune systems and the nearby coastline, an Aboriginal Cultural Heritage Assessment (ACHA) is being undertaken to further understand the cultural resource. The ACHA will assess the potential impact of the impact footprint and will provide the necessary documentation to apply for an Aboriginal Heritage Impact Permit (AHIP) or any future approvals, should they be required.





Project area

Hastings Secondary School Aboriginal cultural heritage assessment Figure 1



3 Aboriginal stakeholders

Following the notification process undertaken between 16 April - 1 May 2020, the following Aboriginal stakeholders have expressed an interest in being involved in the project:

- Birpai Local Aboriginal Lands Council
- Birpai Traditional Owners Indigenous Corporation

4 Proposed assessment methodology

4.1 Relevant documents

This assessment will be completed in accordance with the following documents required to support an AHIP application:

- Code of Practice for Archaeological Investigations of Aboriginal Objects in NSW (the Code) (DECCW 2010a);
- *Guide to investigating, assessing and reporting on Aboriginal cultural heritage in NSW* (DECCW 2010b); and
- Aboriginal Consultation Requirements for Proponents 2010 (DECCW 2010c).

4.2 Assessment methods

The purpose of the assessment is to identify and manage the Aboriginal cultural heritage values of all areas that will be affected by the study. In summary, this will involve.

- consultation with Registered Aboriginal Parties (RAPs) to identify socio-cultural values of the project area and places of special significance that should be considered;
- a search of the AHIMS register for records of previously registered Aboriginal sites;
- a review of past Aboriginal heritage reports covering the study area;
- environmental landscape analysis to identify past Aboriginal resources and suitable occupation areas;
- synthesis of background research to develop a predictive model of Aboriginal site location;
- a site meeting of the study area with RAPs to discuss the project and identify any key areas of interest or concern;
- an assessment of significance for Aboriginal cultural heritage values in the project area (with input from RAPs);
- an impact assessment of how the project will affect Aboriginal cultural heritage values in the project area; and
- development of management recommendations based on the results of the ACHA and input from RAPs during the consultation process and particularly from the draft ACHA review period.

4.2.1 Field investigation

We propose to undertake strategic surface survey of the project area to identify any extant Aboriginal objects or sites. Surface investigation will consist of the survey team evenly spaced (5-10 m apart) walking transects across accessible parts of the study area, with a key focus on targeting areas of low disturbance. The focus of the team will be to both investigate soil exposures for extant Aboriginal objects and identify landforms that have potential for cultural material to be present (either surface or subsurface). It should be acknowledged that the entire ground surface within the project area project boundary is unlikely to be surveyed, but a representative sample of each landform within the project area will be gathered to characterise the archaeology, or its potential, of the project area. All Aboriginal objects and/or landforms of interest would be mapped and documented using hand-held GPS, photographs, sketches and written description.

The survey will be undertaken in accordance with Requirements 5 to 10 of OEH's *Code of Practice for Archaeological Investigation of Aboriginal Objects in NSW*. In summary, the Code of Practice requires the following general methodology:

- pedestrian survey;
- survey and recording according to survey unit and/or transect;
- recording of beginning and end points of transects or the boundaries of survey units, and the spacing between survey personnel;
- recording of landform, soil information, land surface, vegetation conditions, visibility and exposure, and survey coverage;
- recording of any identified Aboriginal sites identified according to Requirements 6-8, and recording of any identified Aboriginal objects in accordance with Requirements 18-24 of the Code of Practice;
- if any Aboriginal objects and/or sites are identified in the course of the survey, site cards will be completed and submitted to the AHIMS registrar; and
- in the event of Aboriginal heritage being identified within the project footprint, undertake discussions on site as to the potential further investigation and/or management of these finds.

At this stage, test excavations cannot be robustly defined, and may not be required. Where they are identified as needed they would be implemented shortly following the survey, and in accordance with the *Code of Practice for Archaeological Investigation of Aboriginal Objects in NSW*. Specifically, they would include the following activities:

- all test excavation pits would be spatially located using a differential GPS device, which would also provide elevation data;
- manual excavation of 0.25m² test pits in a systematic grid across areas of archaeological interest within the impact footprint. The spatial resolution of the grid would be dependent on on-ground conditions, but would likely have test pits between 20-50m apart;

- All excavation would use hand tools. Excavation of the first unit would be in 5cm spits, with subsequent excavation allowed in 10cm spits or according to stratigraphy (whichever is smallest) depending on the results of the first unit. Manual excavation would continue to either: i) the base of the cultural deposits; ii) to the depth of the underlying geology; or iii) to the maximum depth possible via hand excavation (likely ~ 80cm).
- sieving of all manually excavated material through a 5mm sieve;
- reduced levels of the top and bottom of the test pit would be documented using a dumpy level against a known elevation. Other levels may be taken as required;
- soil profiles would be recorded in accordance with the Code of Practice, including scaled drawings, photographs, and written descriptions;
- soil samples may be collected for description, sedimentological and chronological analysis where such analysis is considered likely to contribute significant information; and
- excavation procedures and protocols may be modified at the discretion of the Excavation Director, in consultation with the Aboriginal stakeholders and the proponent as the conditions in the field and nature of the excavations develop. This includes the movement of test pits to avoid existing built structures, buried services and disturbances not identified during the desktop phase.

5 Timeframes

EMM proposes the following indicative timeframes for the project:

- distribution of this document to RAPs: mid May 2020.
- meeting with RAPs and site visit to discuss any issues and/or cultural values associated with the project: mid June 2020;
- end of review period for the proposed methodology: early-mid June 2020 (28 day review period).
- distribution of the draft report: mid-late July 2020;
- end of review period for the draft report: mid-late August (28 day review period); and
- submission of AHIP application: end August 2020.

6 What we need from you

Aboriginal heritage incorporates a wide range of values such as stories, traditions and cultural practices. EMM welcomes advice from the Aboriginal community about cultural values (which might include archaeological sites or other types of values) relevant to the project area and its surrounds. EMM is relying on the Aboriginal community for advice on non-archaeological and intangible Aboriginal values for the study area. We are happy to discuss any information which you are willing to share and will respect confidentiality where requested.

EMM would appreciate your feedback on the above methodology proposed for the investigation and assessment of the project area. In returning your answers, please also consider responses to the following questions:

- Are there any other knowledge-holders or traditional owner groups we should be contacting to obtain cultural information on this area?
- Are there any protocols in relation to community interaction and/or cultural heritage that you would like adopted during the project?
- Are you aware of any Aboriginal objects, places, sites or stories of cultural significance and/or importance that you are aware of within the project area? If so, please advise us how you wish them to be dealt with during the project.
- Is the information you are providing sensitive, gender specific, etc? If so, how would you like the information you provide to EMM to be managed? Noting that some documentation for the ACHA process will be required.
- Do you require any further information prior to EMM proceeding with the project?

In your response, can you please also clearly identify who you would like EMM to talk to within your organisation, and provide contact details for these individuals. Please also ensure your preferred method of communication (e.g. telephone call, e-mail, letter, etc) is highlighted for subsequent stages of the project.

6.1 Closing

We look forward to receiving any response your organisation wishes to make about the proposed method by **15 June 2020**. Your response will be documented and considered in the assessment. Most importantly, your cultural information is also welcome within this timeframe; but it can also be submitted up until the completion of the draft ACHA.

Yours sincerely

Kerryn Armstrong Consultant archaeologist karmstrong@emmconsulting.com.au

B.4 Stage 4 – issue of draft ACHA and responses

This section contains the following documents:

- proof of issue of draft ACHA; and
- RAP feedback from draft ACHA report, where provided.

From:	Kerryn Armstrong
To:	"birpailalc@midcoast.com.au"
Subject:	Hastings draft ACHA review
Date:	Tuesday, 6 October 2020 2:51:00 PM
Attachments:	image003.png
	image004.png
	image002.png

Hello,

Please find the link for the draft ACHA for review. https://emmconsultmy.sharepoint.com/:f:/g/personal/karmstrong_emmconsulting_com_au/Ev1Gj5wq86hDludE0oYRFbMBpDX0rLJzn4IA8HS8-BjgUw?e=GzcSnK

The password is : Hastings2020

Cheers, Kerryn

Kerryn Armstrong

Consultant archaeologist Bushfire, Ecology, Heritage and Spatial Solutions



NEWCASTLE | Level 3, 175 Scott Street, Newcastle NSW 2300



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From:	Kerryn Armstrong
To:	"jasonholten88@gmail.com"
Subject:	Hastings draft ACHA review
Date:	Tuesday, 6 October 2020 2:52:00 PM
Attachments:	image003.png
	image004.png
	image002.png

Hi Jason,

Please find the link for the draft ACHA for review. https://emmconsultmy.sharepoint.com/:f:/g/personal/karmstrong emmconsulting com au/ErBIisBrdndGrJ9HiLBwCQsB-GwlinP3V5-Rxn0Rpb7pMA?e=qbYLMD

The password is: Hastings2020

Thank you, Kerryn

Kerryn Armstrong

Consultant archaeologist Bushfire, Ecology, Heritage and Spatial Solutions

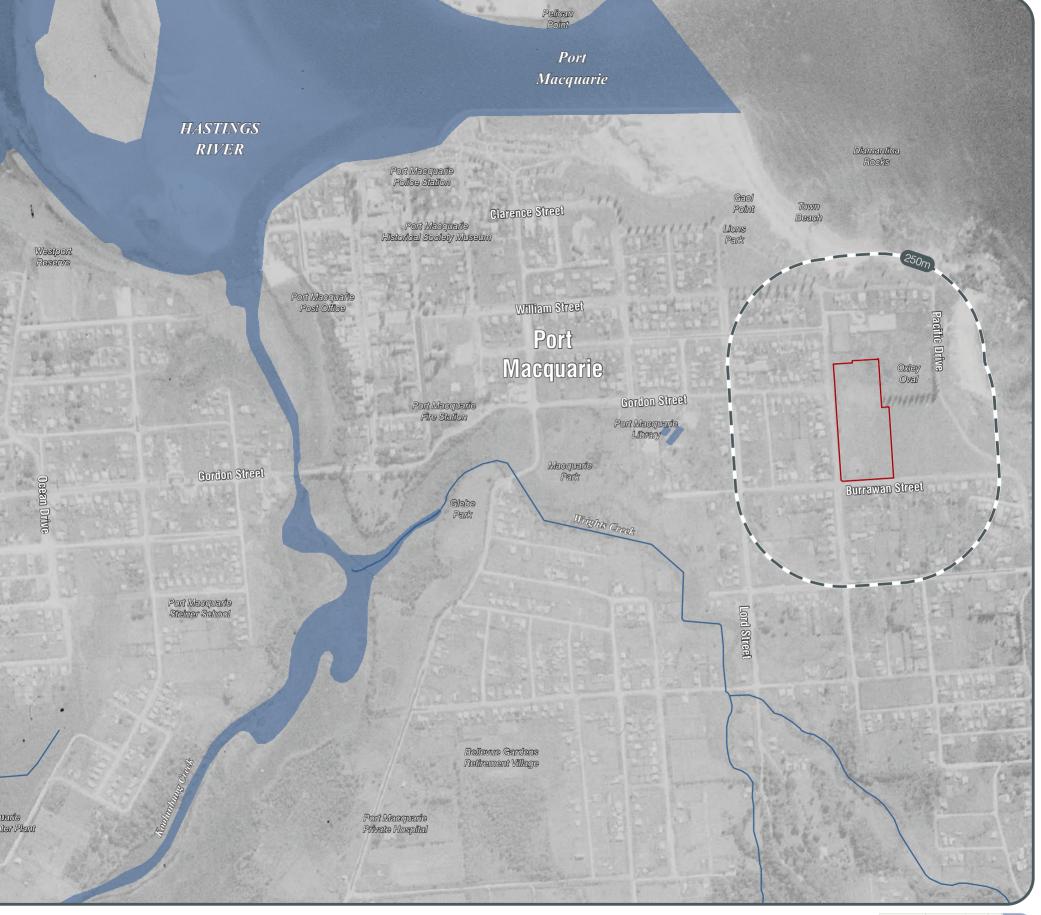


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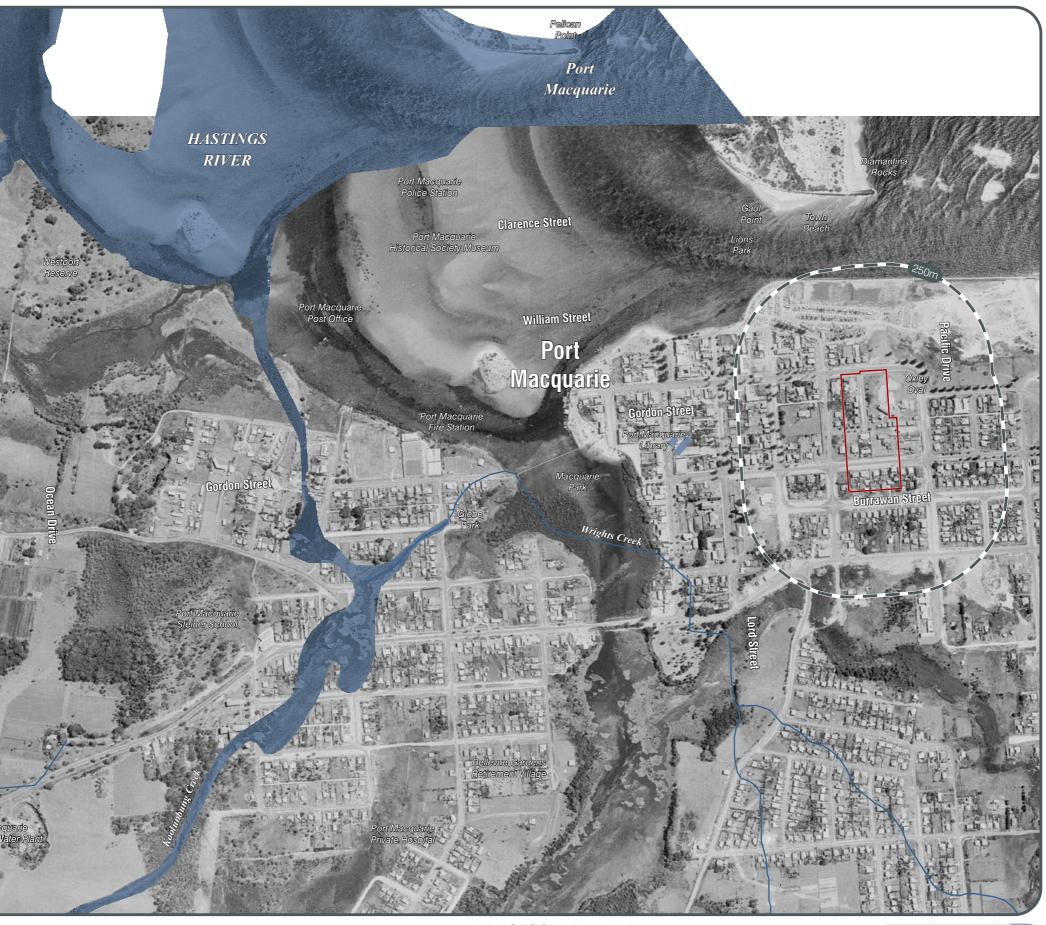
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AERIAL PHOTOGRAPH - 1956





















AERIAL PHOTOGRAPH - 1991

