

Historical Archaeological Research Design and Excavation Methodology

*Newington College,
200 – 244 Stanmore Road,
Stanmore, NSW*

February 2026

Prepared for: Newington College

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Project Code	P0042888
Report Number	Issued 23/02/2026

Acknowledgment of Country

Urbis acknowledges the Traditional Custodians of the lands we operate on. We recognise that First Nations sovereignty was never ceded and respect First Nations peoples continuing connection to these lands, waterways and ecosystems for over 60,000 years. We pay our respects to First Nations Elders, past and present.

Urbis is committed to incorporating our respect for First Nations cultures, peoples and storytelling in our work across the Country. We are proud to have partnered with Darug Nation artist, **Hayley Pigram**, and to profile her artwork – **Sacred River Dreaming**.



The river is the symbol of the Dreaming and the journey of life. The circles and lines represent people meeting and connections across time and space. When we are working in different places, we can still be connected and work towards the same goal.

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Introduction

1 Introduction

Urbis has been engaged by Newington College ('the proponent') to conduct a Historical Archaeological Research Design and Excavation Methodology (HARDEM) of Newington College, 200–244 and 221–235 Stanmore Road, Stanmore NSW legally referred to as Lot 20 in DP879003, Lot 26 in DP879003, Lot 29 in DP879003, Lot 35 in DP880901 and Lot 8 in DP710369 and the Concordia Centre legally known Lot A in DP109269, Lot 1 in DP49, Lot B in DP330028 and Lot 1 in DP526319. This HARDEM forms part of the State Significant Development Application (SSD-78268465).

1.1 Background

Urbis prepared a Historical Archaeological Assessment (HAA) in December 2025 to support a State Significant Development Application (SSDA) for Concept Approval, including the provision of new and upgraded facilities at Newington College and the detailed Stage 1 works (SSD-78268465). The HAA also fulfilled the Secretary's Environmental Assessment Requirements (SEARs) dated 3 February 2025 for *Item 21. Environmental Heritage* which required a HAA.

The HAA (Urbis 2024) assessed the site as having potential for locally significant relics and recommended that a HARDEM in accordance with Heritage NSW guidelines should be prepared prior to development to guide and mitigate those impacts with a program of archaeological investigation.

The SSD is still being prepared; however, Heritage NSW provided advice for SSD-78268465 on 5 December 2024, noting that if the HAA identified potential harm to relics, a Research Design and Excavation Methodology should be prepared to guide any archaeological excavation. As the HAA identified that the proposed development may impact locally significant relics, this HARDEM has been prepared in response to Heritage NSW's advice.

1.2 Scope and Limitations

This HARDEM is tailored to the scope of the proposed works within the subject site, the significance of the potential archaeological resource and the requirements of the *Heritage Act 1977* (NSW).

This HARDEM 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)

The HAA did not identify any potential for State significant relics on site. This HARDEM relates only to locally significant relics. If archaeology of potential State significance is identified that may be impacted by the proposed works, Heritage NSW must be notified under Section 146 of the *Heritage Act 1977* and a redesign process must be undertaken to retain the archaeology *in-situ* or mitigate impacts. Works which may affect State significant archaeology may only recommence following approval from the Department of Planning, Housing and Infrastructure in consultation with Heritage NSW.

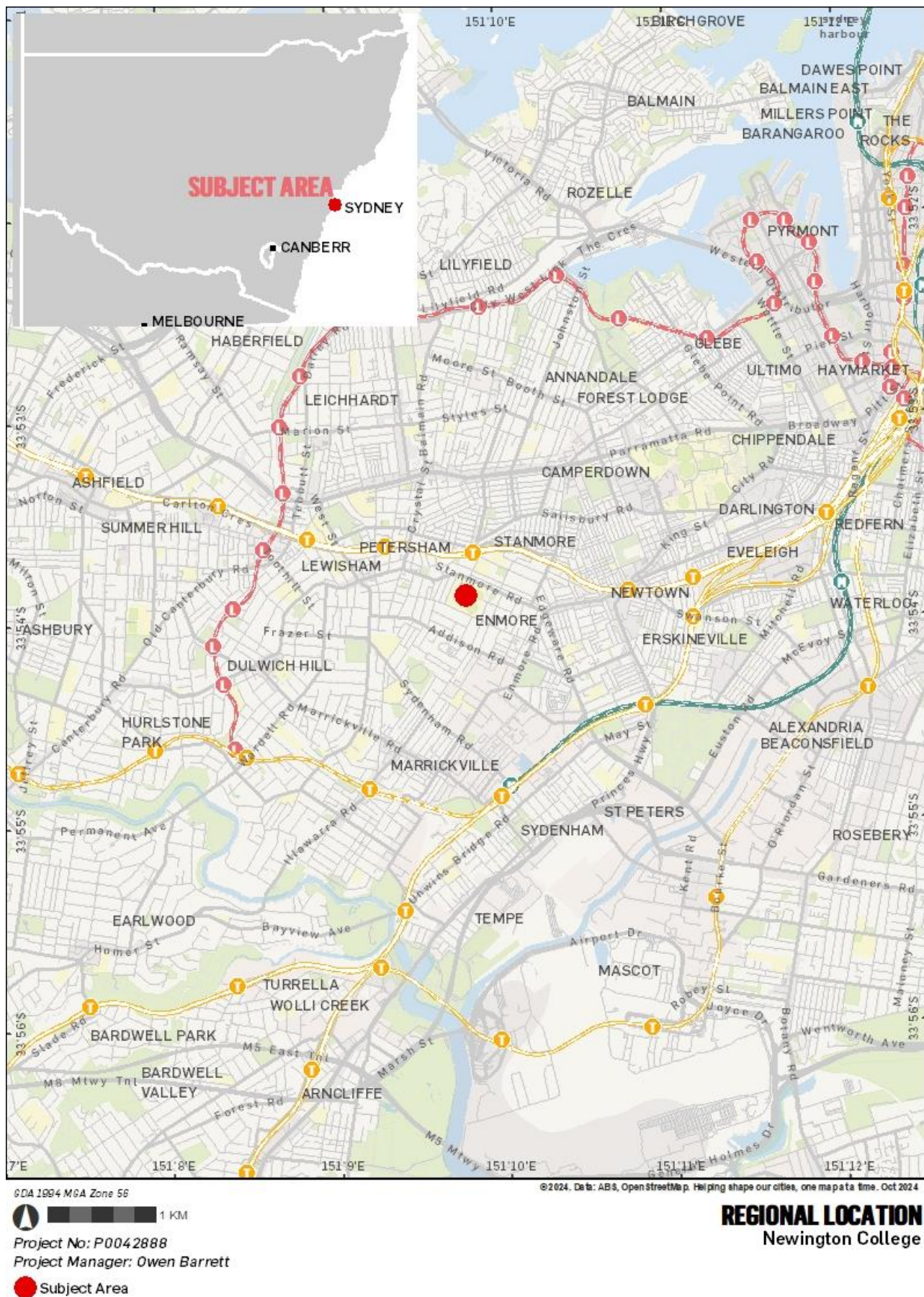




Figure 2 – Subject site

1.3 Project History

This section provides an overview of the project history based on the findings of the HAA (2025) which should be read in conjunction with this HARDEM. It summarises the site's archaeological potential, assessed heritage significance, and the likely impacts on archaeological resources.

1.3.1 Summary of Archaeological Potential

There is **nil-low potential** for archaeological resources to occur dating to *Phase 1: Early Land Grants (1794–1840)*. These resources, where identifiable, would include general discard items and ephemeral remains, which may survive in disturbed deposits and therefore hold very low integrity.

There is **low potential** for archaeological resources to occur associated with *Phase 2: Further Subdivision & Early Settlement (1840–1873)*. Structural remains of Sevington may occur along the site's Stanmore Road frontage but are likely to be truncated or disturbed by subsequent construction works. Truncated and disturbed structural remains of both Jones' and Marsh's cottages (and associated outbuildings) could also occur throughout the site but are likely to have been truncated and/or removed by subsequent developments.

There is **low-moderate potential** for archaeological resources to occur associated with *Phase 3: Early Newington College Occupation (1874–1950)*. Structural remains of the boarders' day room, cloak and box room, a gymnasium and swimming baths could occur off Broad Street but are expected to have been truncated or removed by subsequent developments.

1.3.2 Statement of Significance

The subject site may retain archaeological resources related to the 19th and early-20th century development and use of the subject site. This assessment has identified nil-low potential for archaeological resources associated with the early ownership of the subject site (Phase 1). While archaeological resources associated with Phase 1 occupation might be historically significant for their association with the development of early local economies it is not anticipated that any evidence of this use would have been deposited due to the cursory use of the subject site or that it has survived with sufficient integrity to be associated with this phase.

There is low potential for archaeological resources to occur associated with Phase 2. Structural remains of Sevington may occur along the site's Stanmore Road frontage but are likely to be truncated or disturbed by subsequent construction works. Truncated and disturbed structural remains of both Jones' and Marsh's cottages (and associated outbuildings) could also occur throughout the site but are likely to have been truncated and/or removed by subsequent developments. Structural remains associated with the former cottages are unlikely to provide much additional information since they are well documented and are a common example of a market garden building from this era. However, unmapped deep features possibly containing intact artefactual fills could occur throughout the site, these deposits would be likely truncated and/or highly disturbed but intact features containing occupational deposits could provide significant information on the daily lives of the local inhabitants.

Phase 3 occupation of the site includes the formative years of Newington College which began operating in 1881. There is low-moderate potential for archaeological resources to occur associated with Phase 3. In the event, that well preserved structural remains related to the early establishment of Newington College in the late 19th century are encountered in association with intact occupational deposits it may provide additional evidence relating to the social and economic standing of the occupants. If sufficient data is recovered, this might contribute towards our understanding of living and working conditions in suburban Sydney in the 19th century.

As a result, should archaeological resources occur with sufficient integrity to be clearly attributable to **Phase 1–3 occupation of the site** they are likely to meet the threshold of **local significance**. Statement of Archaeological Heritage Impact

The proposed works described above include deep excavations and the erection of new multi-storey buildings within the subject site (See Figure 3 and Figure 4).

It is understood that ground disturbing works will be limited to the construction of foundations and creation of new carparks to support the new multi-storey buildings (indicated in yellow in Figure 5). Some of those ground disturbing works are anticipated to occur in an area of low-moderate archaeological sensitivity (Figure 5), meaning that there is low-moderate potential for locally significant archaeological resources to be uncovered within the area of proposed ground disturbance.

While the proposed works also involve landscaping (indicated in green in Figure 5) and demolition of the demountable classrooms (indicated in pink in Figure 5) it is not anticipated that these activities would substantially impact the ground. Therefore, it is unlikely that these works would affect the potential archaeological resources identified in these locations.



Figure 5 – Impact overlay

2

Archaeological Research Design

2 Archaeological Research Design

The proposed redevelopment of the subject site includes... Given these impacts, it is likely that the proposed works have the potential to expose archaeological relics of local significance, therefore a program of archaeological monitoring and excavation has been proposed.

The following research design was developed based on the Heritage Council of NSW's historical themes and will guide the methodology for the proposed archaeological excavation of the subject site.

2.1 NSW Historical Themes

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 concerning the subject site

Australian Theme	NSW State Theme	Study Site
3. Developing local, regional and national economies	Pastoralism	Archaeological evidence of farming activities during <i>Phase 2: Further Subdivision & Early Settlement (1840–1873)</i>.
3. Developing local, regional and national economies	Environment – Cultural Landscape	Market garden associated with weatherboard house off Stanmore Road built during <i>Phase 2: Further Subdivision & Early Settlement (1840–1873)</i>.
4. Building settlements, towns and cities	Accommodation	Hermitage Bungalow, weatherboard house off Stanmore Road and other cottages built within the site during <i>Phase 2: Further Subdivision & Early Settlement (1840–1873)</i>.
6. Educating	Education	Boarders' day room, cloak and box room, gymnasium and swimming baths and unmapped archaeological deposits from built within the site during <i>Phase 2: Further Subdivision & Early Settlement (1840–1873)</i> of the site's development.
8. Developing Australia's Cultural Life	Domestic Life	Unmapped deposits including deep features containing artefactual deposits from <i>Phase 2: Further Subdivision & Early Settlement (1840–1873)</i>.

2.2 Research Questions

The following research questions relate to the historical development and use of the site generally. They have been formulated in view of the themes discussed in the preceding Section.

2.2.1 Developing local, regional and national economies – Pastoralism

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

The subject site was conveyed to Saddler and Businessman John Jones in 1840 during *Phase 2: Further Subdivision & Early Settlement (1840–1873)*. This marks the first development within the site which included the construction of Hermitage bungalow which operated as a residence and working farm. Several outbuildings are indicated on historic plans for this period which may have been associated with the farm. Additionally unmapped archaeological deposits may exist at the site relating to the prior use of the site for agricultural or pastoral activities. However, as much of the site has undergone some level of disturbance since *Phase 3: Early Newington College Occupation (1874–1950)* onwards, any remains of the outbuildings or other archaeological evidence of farming activities are likely to be disturbed and/or truncated, limiting their research potential.

Research Questions

Has any physical evidence of the farm operation survived?

If archaeological evidence of former outbuildings exists do they provide any insights into how the farm used space, prioritised or operated during *Phase 2: Further Subdivision & Early Settlement (1840–1873)*?

2.2.2 Developing Local, Regional and National Economies – Cultural Landscape

Market gardens were established during *Phase 2: Further Subdivision & Early Settlement (1840–1873)* of the subject sites development. John Jones residence within the site comprised a weatherboard house with market garden. Jones also sold two lots within the subject site to William Prior Marsh, a market gardener who constructed a brick cottage and detached kitchen. Historical records indicate that the house functioned as a market garden until it was sold again in 1861 to James Alendander Bird. However, as much of the site has undergone some level of disturbance since *Phase 3: Early Newington College Occupation (1874–1950)* onwards, any remains of the archaeological evidence of the market gardens are likely to be truncated and/or disturbed, limiting the research potential of this potential resource.

Research Questions

Has any physical evidence of the market gardens from *Phase 2: Further Subdivision & Early Settlement (1840–1873)* survived? Are any trends observable for land and water use?

2.2.3 Building settlements, towns and cities – Accommodation

After John Jones acquires the site in 1840, several cottages are constructed during *Phase 2: Further Subdivision & Early Settlement*. This included the following:

- ‘Hermitage’ a single storey bungalow with verandas and outbuildings located on the south-western corner of the site.
- John Jones residence comprising a weatherboard house with outbuildings located off Stanmore Road.
- Two additional cottages were constructed on the north-western corner of the site, on either side of the John Jones lot.
- William Prior Marsh’s brick cottage and detached kitchen.

The establishment of these cottages demonstrate broader residential development in Stanmore from the 1840s onwards. However subsequent development within the subject site would have likely significantly truncated building footings and any deep footings that exist within the site. This limits the research potential of these archaeological resources.

Research Questions

Has any evidence of the physical remains of the cottages or potential unmapped deep features from *Phase 2: Further Subdivision & Early Settlement* survived? Can the site arrangement speak to the land owner’s priorities or capacities? How does settlement along Stanmore Road compare with settlement along Parramatta Road in this period?

If archaeological evidence of the cottages are present, can they speak to trends for the layout and function of this earlier phase of residential settlement in Stanmore? And how Stanmore related to its surrounds?

2.2.4 Educating – Education

During *Phase 3: Early Newington College Occupation (1874–1950)* the site was developed for Newington College. As one of Sydney’s oldest schools the subject site is a clear example of the historic theme 6 – Educating, Education. The HAA (Urbis, 2025) has established that archaeological evidence of Newington College may include structural remains of the boarders day room, cloak and box room, gymnasium and swimming baths and unmapped archaeological deposits. Archaeological evidence of these buildings and sports facilities could provide insights about the functioning of early Newington College and would likely hold social value for alumni and staff at the College. However, it is anticipated these archaeological resources would be highly disturbed and/or truncated by subsequent developments limiting their research potential; and ability to demonstrate social value.

Research Questions

Has any intact and interpretable evidence of the former buildings and sports facilities or associated archaeological deposits at Newington College survived from *Phase 3: Early Newington College Occupation (1874–1950)*?

2.2.5 Developing Australia’s Domestic Life

From the 1840s onwards, the site is occupied by several residents including saddler and businessman, John Jones, J Munce, Catherine and Mark Blanchard, George Gardener, William Prior Marsh and James Alexander Bird. Archaeological evidence relating to domestic life during *Phase 2: Further Subdivision and Early Settlement* may be present at the site. This could include unmapped deep features or deposits, such as rubbish dumps, which may provide insight into the lifestyle, daily domestic activities and social status of former residents. Subsequent development within the subject site would have likely removed any underfloor deposits and significantly truncated unmapped deep features or deposits that do exist within the site which limits the research potential of such archaeological resources.

Research Questions

If archaeological deposits survive within the site, are they intact and interpretable? Can they provide insight into the past daily lives of the residents who occupied the cottages during this period? Are they indicative of wealth, social status, beliefs, health or attitudes?

3

Excavation Methodology

3 Excavation Methodology

This section provides a site-specific excavation methodology to gather information from targeted archaeological investigation to respond to the Research Design and gain a more informed understanding of the archaeological resource that survives on site.

3.1 Approval Pathway

The SSDA to provide new and upgraded facilities at Newington College is prepared for consideration (SSD-78268465). The HAA (Urbis, 2025) fulfilled the Secretary's Environmental Assessment Requirements (SEARs) dated 13 February 2025 for Item 21. Environmental Heritage which required a HAA.

This document supplements the HAA (Urbis 2025) which recommended that a HARDEM in accordance with Heritage NSW guidelines, should be prepared prior to development to guide and mitigate any impacts to local or state significance relics with a program of archaeological investigation.

These reports will need to be submitted as part of the SSDA and endorsed by Heritage NSW, through the NSW Department of Planning, Housing and Infrastructure. It is recommended that an Excavation Director is nominated to oversee any proposed excavation or salvage program prior to works.

3.2 Justification of Proposed Excavation Program

The HAA (Urbis 2025) has identified areas of low to moderate archaeological potential for locally significant relics within the site. The proposed development will include deep excavations, the erection of new multi-storey buildings, demolition and landscaping works across specific locations of the grounds detailed in Section 0. The proposed development would therefore result in the wholesale removal of, or substantial impacts to, any surviving locally significant relics.

To mitigate a negative heritage impact to the archaeological resource, a site-specific excavation program has been prepared in Section 3.6 and mapped in Figure 6. The site-specific methodology includes the following archaeological components:

- **Archaeological visual inspection** to occur during the demolition of the extant buildings/hardstand and landscaping works across the subject site.
- **Archaeological Monitoring and Salvage Excavation (as required)** to commence during ground disturbing works in areas of archaeological potential (shaded orange and purple respectively in Figure 5) and, if considered necessary by the Excavation Director following inspection of other parts of the site.
- **An Unexpected Finds Procedure** for the duration of the development across the entire site applying to all works.
- **A Final Archaeological Report** must be prepared following the completion of the excavation program, providing the results of the archaeological fieldwork. Notification of the discovery of relics is required under Section 146 of the *Heritage Act 1977*.

All excavation will follow current best practices, the methodology detailed here, and any conditions set by Heritage NSW after their review and endorsement of this report.

It is not anticipated that the site contains State-significant relics. If archaeology of potential State significance is uncovered at any stage, excavation in that area will cease while the remains are investigated. Where archaeology of potential State significance is identified that may be impacted by the proposed works, the archaeologist must liaise with Heritage NSW who are likely to recommend a redesign process to retain the archaeology *in-situ*, or otherwise minimise impacts. Works which may affect State significant archaeology may only recommence following approval from Heritage NSW.

3.3 Program Commencement

The archaeological program will begin at the outset of the construction program. This means that archaeologists should deliver their inductions before any invasive works and they must be consulted during the demolition stage and begin their inspections. Archaeological monitoring must begin with any ground penetration.

Any exposed footings and services requiring removal within the excavation footprint 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 Team

The excavation must be guided by a suitably qualified Excavation Director that meets the 2009 Heritage Council of NSW Criteria for Assessing Excavation Directors. The nominated archaeological team for the archaeological program will include:

- Primary Excavation Director (Jaki Kennedy)
- Secondary Excavation Director (John Sokalik)
- Senior Archaeologist (Prue Newton and Owen Barrett)
- Archaeologists (Emma Williams, Pedro Silva, Natalie Taylor, Juliet Scholefield, Jordan Gilbert)

3.5 Heritage Induction

Prior to the commencement of ground impacting 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 the current archaeological program is seeking to undertake (e.g. - test excavation, monitoring, salvage) and how that fits into any other site activities presently being undertaken.
- How to work with monitoring or supervising archaeologists, including any stop works procedures for archaeological finds.

Heritage induction material should be provided to all site personnel as part of the induction. Induction materials can include copies of the archaeological reports, approvals, Safe Work Method Statements (SWMS), and digital materials such as PowerPoint slides for integration into other contractor's site induction for large scale works programs.

3.6 Excavation Methodology

The following site-specific excavation methodology responds to the proposed works across the subject site. A visualisation of the excavation methodology is provided in Figure 6. This site-specific excavation methodology is designed to address the archaeological research questions outlined in Section 2.2.

Please also refer to the details in Appendix A: Standard Excavation Practices which outlines standard tools, techniques and priorities. In particular, as monitoring will be the main methodological approach at this site, please note that monitoring involves a suitably qualified archaeologists working alongside an experienced mechanical excavator driver directing the location, depth and method of excavation. Any machines 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 (see Section 6.1.4).

3.6.1 Sevington Courts

This area can be managed using monitoring and as needed manual investigation. There is low to moderate potential for locally significant relics within the impact footprint of the proposed Sevington Court building. The three former dwellings here are likely disturbed, however the proposed works for the Sevington Court building includes approximately 7 metres of excavation for two below ground carpark levels. Therefore these works would result in the wholesale removal of any surviving archaeology in that area.

To mitigate a negative heritage impact to potential archaeological resources it is recommended that archaeological monitoring and salvage (if required) be undertaken in this part of the site (See Figure 6). It is proposed that a visual inspection is undertaken first during demolition works to identify the presence of any visible archaeological features and determine the extent of archaeological monitoring that will be required.

All archaeological monitoring and recording of relics will be undertaken in accordance with the Standard Excavation Practices detailed in Section 6.1.4 of Appendix A: Standard Excavation Practices. If relics are discovered, this will mean ceasing mechanical excavation and switching to manual investigation by a team of archaeologists until such a time as the Excavation Director is satisfied the relics are understood and recorded.

If during archaeological monitoring, the qualified archaeologist determines that the area is disturbed or no archaeological remains are present, the area may be cleared for continuation of development works and managed under the Unexpected Finds Procedure.

3.6.2 Refurbish Centenary Hall

The historical research undertaken for the HAA (Urbis, 2025) did not identify any documented structures or archaeological relics within the footprint of Centenary Hall. However, the site still holds potential for unmapped deep features containing intact artefactual fills, although these are likely to be truncated or highly disturbed. There are no ground impacts associated with the refurbishment works at Centenary Hall. Therefore, it is not anticipated that the works would impact any potential archaeology within this area.

The unexpected finds procedure remains in place within this portion of the site during all development works (See Figure 6).

3.6.3 New College Lane Building

This area can be managed with an Archaeological Inspection and Unexpected Finds Procedure. The historical research undertaken for the HAA (Urbis, 2025) did not identify any documented structures or archaeological relics within the proposed impact footprint of the New College Lane Building. However, the development of the New College Lane Building involves earthworks that would result in substantial impacts to, any surviving undocumented archaeology.

Inspection and an Unexpected Finds Procedure would mitigate any negative heritage impact arising from accidental destruction of undocumented archaeology (See Figure 6). This inspection would identify the presence of any visible archaeological features which are not documented in historical records and determine whether further archaeological monitoring is required. If the archaeological visual inspection determines that monitoring is required during subsequent earthworks or construction activities, this will be undertaken in accordance with the Standard Excavation Practices outlined in Appendix A: Standard Excavation Practices and Section 3.6.1.

3.6.4 Memorial Drive Landscaping

This area can be managed using inspection and monitoring. There is low to moderate potential for locally significant relics within the proposed memorial drive landscaping area. The landscaping works involve the removal and replacement of trees which may cause some ground impacts across this area of works. These works may therefore expose or cause minor impact any surviving locally significant relics.

To mitigate potential negative impacts on archaeological resources, it is recommended that an archaeological visual inspection be undertaken during the landscaping works, particularly in areas of low to moderate archaeological potential (See Figure 6). This inspection would identify the presence of any visible archaeological features and determine whether archaeological monitoring or manual investigation is required. If the archaeological visual inspection determines that monitoring is required during subsequent landscaping activities, this will be undertaken in accordance with the Standard Excavation Practices outlined in Appendix A: Standard Excavation Practices and Section 3.6.1.

3.6.5 Removal of Demountable Classrooms

This area can be managed using inspection and monitoring. There is low to moderate potential for locally significant relics within the area where the demountable classrooms are being demolished. The demolition of the demountable classrooms may involve the following ground impacts, removal of building foundations, service disconnection and site remediation. These works may therefore expose or cause minor impact to any surviving locally significant relics.

To mitigate potential negative impacts on archaeological resources, it is recommended that an archaeological visual inspection be undertaken during the demolition works, particularly in areas of low to moderate archaeological potential (See Figure 6). This inspection would identify the presence of any visible archaeological features and determine whether archaeological monitoring or manual investigation is required. If the archaeological visual inspection determines that monitoring is required during works, this will be undertaken in accordance with the Standard Excavation Practices outlined in Appendix A: Standard Excavation Practices and Section 3.6.1.

3.6.6 Concordia Redevelopment

This area can be managed using inspection, monitoring and an Unexpected Finds Procedure. The historical research undertaken for the HAA (Urbis, 2025) did not identify any documented structures or archaeological relics within the proposed impact footprint of the Concordia Redevelopment. A combination of inspection and monitoring will confirm the area is clear of significant archaeology or ensure that if any survives it is managed appropriately. The redevelopment of Concordia involves extensive earthworks that would otherwise result in the wholesale removal of any potential archaeology in the area.

To mitigate a negative heritage impact to potential archaeological resources it is recommended that an archaeological visual inspection be undertaken during demolition works (See Figure 6). This inspection would identify the presence of any visible archaeological features which are not documented in historical records and determine whether archaeological monitoring or salvage excavation is required. If the archaeological visual inspection determines that monitoring and salvage excavation is required during subsequent earthworks and excavation, this will be undertaken in accordance with the Standard Excavation Practices outlined in Appendix A: Standard Excavation Practices and Section 3.6.1.



Figure 6 – Proposed Archaeological Methodology

4 Recommendations

4 Recommendations

This Historical Archaeology Research Design and Excavation Methodology (HARDEM) should be read with the Urbis (2025) Historical Archaeological Assessment (HAA) prepared for Newington College, Stanmore.

This HARDEM and HAA (Urbis 2025) should be submitted as supporting documentation for the State Significant Development Application (SSD-78268465), to the NSW Department of Planning, Housing and Infrastructure for the proposed upgrades and construction of new facilities at Newington College.

A response to the Criteria for Assessing Excavation Directors (Heritage Council of NSW 2019) has been prepared by the nominated Primary Excavation Director, Jaki Kennedy, and nominated Secondary Excavation Director, John Sokalik. This response also needs to be submitted as supporting documentation for review and endorsement by Heritage NSW, to the NSW Department of Planning, Housing and Infrastructure.

Archaeological works cannot commence on site until the HARDEM has been reviewed and endorsed by Heritage NSW.

5

References

5 References

Heritage Act 1977 (NSW).

Heritage Branch of the Department of Planning (2009). *Assessing Significance for Historical Archaeological Sites and 'Relics'.*

Heritage Council of NSW (2001). *New South Wales Historical Themes*

Heritage NSW (2019). *Criteria for Assessing Excavation Directors.*

Heritage Office of the Department of Planning (2006), *Historical Archaeology Code of Practice.*

Heritage Office, Department of Urban Affairs and Planning (1996), *Archaeological Assessment Guidelines.*

Heritage Victoria (2015). *Guidelines for investigating historical archaeological artefacts.*

National Parks and Wildlife Act 1974 (NSW).

Mountains Heritage and Penny Crook, 2024. 60-80 Oxford Street & 2A James Street, Woollahra – Artefact Discard Policy and Procedure

Urbis (2025). *Historical Archaeological Assessment: Newington School*

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6 Appendix A: Standard Excavation Practices

6.1.1 Unexpected Finds Procedure

In areas that have been either signed off by the archaeologist for either being heavily disturbed or comprises natural, undeveloped ground, or bedrock, and not anticipated to be archaeological sensitive, can be managed under an Unexpected Finds Procedure. In addition, it is recognised that across the subject site there is potential for deeper, undocumented archaeological features to survive. These may include undocumented features including wells, tanks, cesspits, rubbish pits and services.

Protocol for Unexpected Finds Procedure

- Should any archaeological material, including structural remains, artefacts, or other archaeological features, be uncovered during works, activities in the immediate area must cease immediately.
- The archaeological team must be notified promptly to assess the finds. Work in the area may only resume once an archaeologist has completed their assessment and provided clearance or guidance.
- The heritage induction (Section 3.5) will detail the types of unexpected archaeological material that may be encountered on-site and outline the appropriate method for reporting these discoveries to the archaeological team.

If locally significant relics are uncovered outside the mapped areas of archaeological potential (this may occur due to inaccuracies in historical overlays or limitations in prior investigations), these relics will still be treated as significant. They will be archaeologically recorded, and salvaged in accordance with the standard excavation practices, ensuring consistency in heritage management and compliance with relevant statutory obligations. If archaeology of potential State significance is uncovered at any stage of the archaeological program excavation in that area will cease while the remains are investigated. Where archaeology of potential State significance is identified that may be impacted by the proposed works, a redesign process must be undertaken to retain the archaeology *in-situ*, and minimise all impacts as much as possible. Works which may affect State significant archaeology may only recommence following approval from the Department of Planning, Housing and Infrastructure in consultation with Heritage NSW.

This approach ensures that all archaeological material, whether within or outside previously identified areas of potential, is managed systematically, minimising the risk of inadvertent damage and ensuring that the cultural heritage values of the site are preserved.

6.1.2 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.

6.1.3 Archaeological Inspection

Archaeological inspection is the initial phase of archaeological field work management and occurs once a development site is prepared for excavation. An archaeological inspection will typically be undertaken during the demolition of the foundations of the extant buildings and hardstand across the subject site. This

inspection helps identify the presence of any visible archaeological features and determine is the extent of archaeological monitoring that will be required.

During the inspection, the archaeologist assesses the exposed soils for signs of archaeologically sensitive stratigraphy or undocumented features. If any archaeological materials or features are identified, all excavation activity must cease immediately, and the area will be subject to manual archaeological investigation per the Standard Excavation Practices detailed in Section 6.1.4.

If the archaeologist determines that the inspected area is either heavily disturbed or comprises natural, undeveloped ground, or bedrock, the area may be cleared for continuation of development works and will proceed to the Unexpected Finds Procedure. Clearance will only proceed following formal approval and sign-off by the nominated excavation director.

6.1.4 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.

6.1.5 Salvage Excavation and Manual Investigation

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.

Occupation Deposits

If discovered, 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 if the deposit is within a room or yard space. A grid will not be necessary for deposits within wells, cisterns or privies. With small hand tools archaeologists manually excavate deposits in stratigraphic order to retrieve the artefacts in a controlled manner. Deposits are sieved through a 3-5mm mesh to ensure a high percentage or all artefacts are retrieved. The sample size for artefact collection can range up to 100% of those identified in the deposit, depending on the significance, 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.

6.1.6 Conservation In-Situ

Conservation in-situ can be achieved by avoiding disturbing an archaeological site, exposure and reburial of a site or exposure and conservation for public display, these options depend on the most appropriate strategy for the archaeological resource, its significance and the site conditions. Reburial includes, at a minimum, physical 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 be avoided with deep plantings when areas are landscaped. Guides for conservation by display would be determined in a Heritage Interpretation Plan or Heritage Interpretation Strategy.

Assessing and planning for conservation is done with reference to *Archaeological Assessments Guidelines*, Heritage Office, Department of Urban Affairs and Planning, 1996. Those guidelines also 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 for future generations, however, in many cases this is not possible. When conservation is not possible, 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

6.1.7 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. 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.

6.1.8 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 artefact bags would be processed as soon as possible after recovery.

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.

² Burra Charter and Archaeological Practice 2013 p 4

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

Priority 1 – Single event fills/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)

6.1.9 Artefact Discard Policy and Procedure

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

6.1.9.1 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).

6.1.9.2 Post Excavation 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.

As established in Section 3.8.6 above, stratigraphic context plays a major role in the significance of an individual artefact and thus for this site, a cataloguing priority system has been established to categorize 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.

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, 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.

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

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 if suitable.
8. Discarded artefacts will be safely disposed of and will not be sold.

6.1.10 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

6.1.11 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.



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