

# Heritage Management Sub Plan



<b>Project Name:</b>	Sydney Metro West		
<b>Client Name:</b>	Sydney Metro		
<b>Project Address:</b>	Delta will demolish buildings across the following sites: 1. Parramatta 2. Clyde 3. Westmead		
<b>Project Description/Scope:</b>	Delta Pty Ltd (Delta) is responsible for the full structural demolition of existing structures including removal of all hazardous materials of the Sydney Metro West Demolition Project.		
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<b>Reviewed By:</b> (CEnvP No. 1389)	Name:	Signature:	Date:
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<b>Authorised By:</b> (Project Director):	Name:	Signature:	Date: 29/10/2021

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# 1. AUTHORISATION AND CONTROL

## 1.1. Authorisation

This Plan is authorised by the Project Director. All project personnel are to ensure that their work activities and those of Project Consultants, Contractors and Suppliers are carried out in accordance with the requirements of this Plan.

## 1.2. Distribution

This Plan is a Controlled Document and must be distributed and revised under the guidance of the Project Manager. People who hold Controlled copies are responsible for ensuring their copies remain up to date.

## 1.3. Revision

The Project Director will monitor the implementation of this Plan and review the need for change or improvements having due regard to:

- Change in work scope, client comments etc.
- Internal and external audits
- Suggestions and comments from project personnel
- Incidence and frequency of non-conformance
- Necessity for corrective or preventative action
- Legal Update and Requirements
- Review by Delta Groups Management team
- Annual Review

All changes must be formally approved by the Project Director.

Changes to the recent revision will be highlighted.

The following table provides a record of amendments made to this document.

Rev	Date	Description	Page	Developed By	Approved By
a	13/08/2021	Draft – Issued for comment	All		
0	25/08/2021	Issued for comment and consultation	All		
1	16/10/2021	Updated to address stakeholder comments	All		
2	03/11/2021	Updated to address HNSW comments	All		
3	25/11/2021	Updated to address DPIE and ER Comments	All		
4	09/03/2022	Updated to capture asbestos in soils removal at Westmead	All		

<i>Distribution Register</i>			
Rev No.	Date of Issue	Name of Recipient	Position / Organisation
0	25/08/2021		Principals Representative / Sydney Metro
1	18/10/2021		Principals Representative / Sydney Metro
2	03/11/2021		Principals Representative / Sydney Metro
3	25/11/2021		Principals Representative / Sydney Metro
4	09/03/2022		Principals Representative / Sydney Metro

## INTRODUCTION

### 1.4. Background and Purpose

Delta Pty Ltd. (Delta) has been engaged to carry out the demolition of buildings as described in **Section 32** below. The demolition of these buildings and structures is defined in this Heritage Management Sub Plan (HMSP) as “the Project”.

This HMSP has been prepared by Delta in compliance with:

- Requirement 3.4 a) of the Construction Environmental Management Framework (CEMF) which requires Principal Contractors to prepare Construction Environmental Management Plan (CEMP) including the issuing of specific sub plans; and
- The Minister for Planning and Environment’s Conditions of Approval (MCoA) for the demolition phase of the Sydney Metro West Project and to meet the requirements of Section 10 of the Sydney Metro Requirements – Environment (SMR E).

This HMSP provides specific management measures to ensure that Delta’s demolition works are carried out to manage the heritage components of the Project in a responsible and sensitive manner.

Implementing the HMSP effectively will ensure that the Project meets regulatory and contract requirements in a systematic manner and continually improves its performance.

### 1.5. Scope of the HMSP

This HMSP addresses heritage management associated with the Project. It covers all areas where physical works will occur and is applicable over the full duration of the Project.

All Delta staff and subcontractors are required to comply fully with the requirements of this HMSP.

The plan forms part of the project management documentation that has been prepared in accordance with the requirements of the Contract. The Project will be guided by Delta’s Integrated Management System (IMS). Delta’s IMS is certified as meeting the requirements of:

- AS/NZS45001 Occupational Health and Safety Management Systems;
- ISO14001 Environmental management; and
- ISO9001 Quality Management Systems.

### 1.6. Policy and Objectives

Delta’s Environmental Policy firmly establishes Delta’s aims of minimising its environmental impact and furthering sustainability in all of its operations. Delta’s Environmental Policy is attached in **Appendix D**.

Delta’s heritage objectives for the Project are provided part of Section 9.1(a) of SM Particular Specification. The heritage objectives are:

- Minimise impacts on items or places of heritage value;
- Avoid accidental impacts on heritage items; and
- Maximise worker’s awareness of Aboriginal and Non-Aboriginal heritage.

Delta is also committed to comply with the conditions of MCoA; CEMF and Sydney Metro for heritage requirements.

## 2. Project Description

### 2.1. Overall

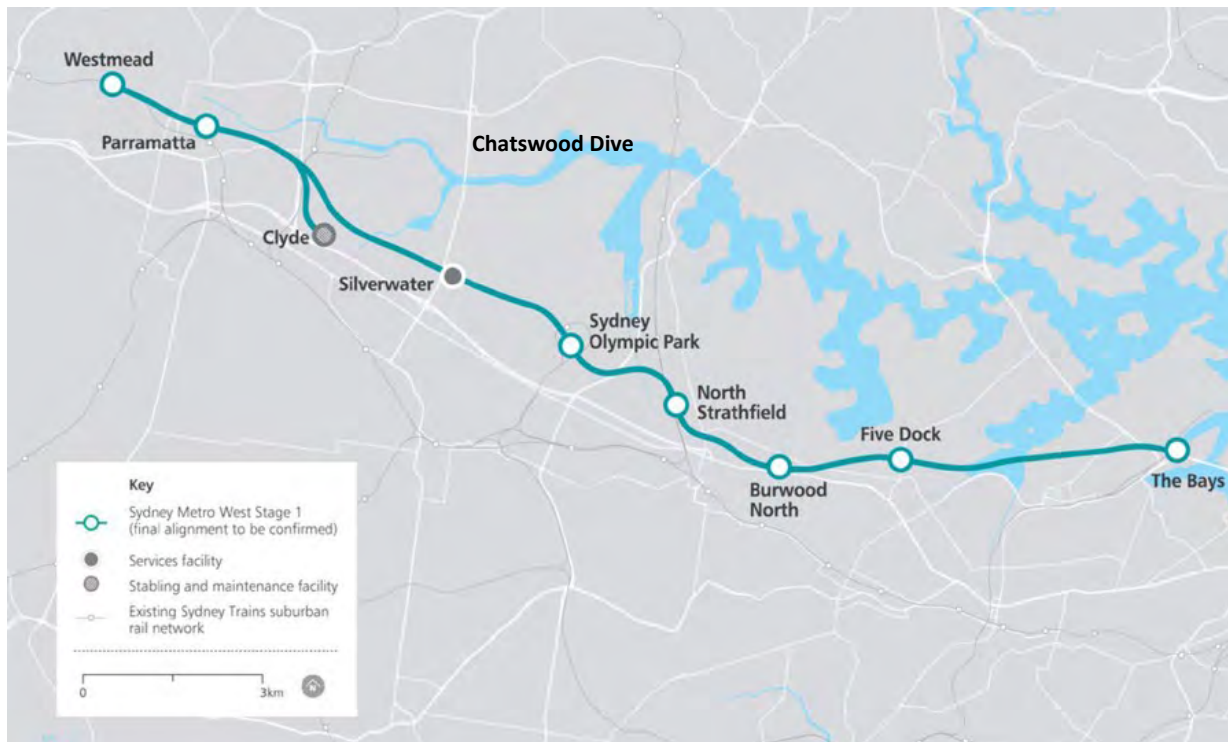
The Sydney Metro West project is a new 24-kilometre metro line with stations confirmed at Westmead, Parramatta, Sydney Olympic Park, North Strathfield, Burwood North, Five Dock, The Bays, Pyrmont and Hunter Street in the Sydney CBD (see **Figure 1**).

In order to enable the next phase of the overall Sydney Metro West Project, the Principal requires the demolition of all structures, and clearance of all vegetation (with the exception of riparian vegetation at Clyde) within three sites located in Clyde, Parramatta and Westmead.

Delta will be delivering the Parramatta, Clyde, and Westmead Enabling Works package (Phase C1), and the archaeological testing at Parramatta and Clyde (Phase C2). This package of works is generally broken down into the following stages including; site establishment works, service disconnections and relocations, hazardous materials (HAZMAT) removal, internal strip-out of structures, demolition of existing structures and site clearing. These stages of



works will apply to each of the sites. The archaeological testing at Parramatta and Clyde (Phase C2) will be staged as the study areas become available.



**Figure 1 Sydney Metro West project**

Source: Sydney Metro.

## 2.2. Site establishment works (Phase C1)

Site establishment works are required to facilitate the overall works and are generally considered to be relatively low impact works. These activities will generally be undertaken in accordance with the Sydney Metro West Low Impact Works approval pathway in accordance with MCoA A21 or under an approved Site Establishment Management Plan (SEMP) in accordance with MCoA A19. Any SEMP must be submitted to the Planning Secretary for approval one (1) month before the establishment of any ancillary facilities. Once the CEMP and relevant Sub Plans approved, any outstanding site establishment works will be managed in accordance with the project CEMP and relevant sub plans.

Site establishment works will generally include:

- Initial site investigations (e.g., specialist consultant inspections or surveys);
- Establishing perimeter security (e.g., installation of hoarding, fencing and boundary screening);
- Establishing environmental controls (e.g., erosion and sediment controls, and bat roosting boxes (if required));
- Salvaging any potential items identified by the Principal that may have heritage value; and
- Installation of site amenities and associated infrastructure (e.g., site sheds).

Note that in accordance with MCoA 21, the use of an ancillary facility for construction must not commence until the CEMP required by Condition C1 of this schedule, relevant CEMP Sub-plans required by Condition C5 of this schedule and relevant Construction Monitoring Programs required by Condition C14 of this schedule have been approved by the Planning Secretary or endorsed by the ER (whichever is applicable). Also noting that the requirement of Condition 21 does not apply to Condition A21 of this schedule or where the use of an ancillary facility is Low Impact Work or for Low Impact Work. In addition, Delta will be undertaking the Parramatta and Clyde archaeological investigative works (Phase C2).

## 2.3. Service disconnections and relocations (Phase C1)

Each site has a number of services that require disconnection and/or relocation in order to facilitate the safe demolition of structures and future phases of work on the site. Access to all utilities and properties will be maintained during works, unless otherwise agreed with the relevant utility owner, landowner or occupier. Service disconnection and/or relocation includes:

Service disconnection generally includes:

- Service location, generally using non-destructive techniques where appropriate;
- Accessing services via existing structures or via targeted excavation;
- Disconnecting relevant service in accordance with relevant requirements and approvals;

Relocating services generally includes:

- Service location, generally using non-destructive techniques where appropriate;
- Installing services via existing structures or via targeted excavation; and
- Connecting relevant service in accordance with relevant requirements and approvals;

#### **2.4. Hazardous materials (HAZMAT) removal (Phase C1)**

Due to the age of various structures to be demolished, there are number of sites that have been identified to contain hazardous materials such as asbestos, lead paint and dust. This material identified through target surveys and will be safely removed by appropriately licensed removalists prior to undertaking the strip-out or demolition.

Hazardous materials removal works will generally include:

- Accessing the site;
- Establishing appropriate controls and exclusion zones for the hazard;
- Licensed removalist will use relevant tools to safely undertake the strip-out;
- Waste is managed and disposed to an appropriately licensed facility; and
- Validation of removal works by an appropriately qualified professional (e.g., Licensed Asbestos Assessor)

#### **2.5. Internal strip-out of structures (Phase C1)**

To allow safe structural demolition, Delta will perform an internal strip-out of internal materials. This would include items such as; office furniture and internal fixtures and linings.

Internal strip-out works will generally include:

- Accessing the site;
- Using appropriate tools and machinery to remove items;
- Managing waste and recycling; and
- Making safe for the final demolition work.

#### **2.6. Demolition of existing structures and site clearing (Phase C1)**

Delta has been engaged to undertake the demolition of all structures within the nominated sites down to slab level. Structural demolition works will generally include:

- Use of mechanical demolition methods e.g. Using Excavators with hydraulic attachments to demolish buildings.
  - Demolition will predominantly by completed top-down methodologies;
  - Mechanical demolition will be used either working from the slab on ground reaching up to the height of structure; or
  - Mechanical demolition with excavators working on top of the structure progressively demolishing level by level.
- Managing waste and recycling; and
- Making safe for handover.
- Using appropriate tools and machinery to demolish items;
- Managing waste and recycling; and
- Making safe for handover.

External site clearing of vegetation will be undertaken during demolition and/or concurrently with other stages of the works. Site clearing will generally include:

- Use of available machinery to remove vegetation;
- Use of an arborist to remove trees where there is a safety or ecological requirement (e.g., where there is potential to damage neighbouring buildings or structures to be retained or where an ecologist has noted it is as a requirement);
- Manage the waste; and
- Pre and Post Clearing inspections and reporting.

## 2.7. Asbestos impacted soil removal (Phase C1)

Due to finds of asbestos containing material found within the surface soils at the Westmead site, Delta has been engaged to undertake the removal of approximately 3000 tonnes of asbestos impacted soil. The soil removal works will generally include:

- A soil strip of 0.1m below ground level across the Westmead Site over unsealed areas and underside of slab on ground (approximately 8,670m<sup>2</sup>) except for Lot 35 DP 4036, Lot 36 DP 4036, Lot 37 DP 4036, SP 67282, SP 61570, Lot 1 DP 949987 and Area 'W3' (see **Figure 4a** below).
- The soil will be classified in accordance with the NSW EPA Waste Classification Guidelines (2014) and disposed of to an appropriately licensed facility.

## 2.8. Archaeological test excavation and related investigations (Phase C2)

Archaeological test excavation and related investigations are required at the Parramatta and Clyde sites as identified in the Aboriginal Cultural Heritage Assessment Report of the EIS Stage 1. Delta will facilitate the excavation and spoil management requirements of the archaeological investigation. The archaeological investigation works will be undertaken by a Heritage specialist in accordance with the Archaeological Research Design and Excavation Methodology (ARDEM) 2021 and AHR 2021.

The investigation works will generally include:

- Test excavation;
- Salvage excavation;
- Archaeological monitoring if localised or shallow excavations are proposed in areas of potential and are not expected to impact significant archaeology; and
- Review for opportunities for conservation/relocation/interpretation of state significant archaeology to salvage.

Further details associated with the investigation works are found in **Section 6.3**.

# 3. LEGAL AND OTHER REQUIREMENTS

## 3.1. Legislation

The key environmental legislative requirement applicable to the heritage aspects of the Project are documented in Table 1. Table 1 shows the key NSW and Commonwealth environmental legislative requirements and their application to SM demolition works, current as at the date of this document. Delta regularly reviews its legislative requirements in accordance with its Integrated Management System (IMS).

**Table 1 Relevant legislation**

Legislation and Administering Authority	Relevant requirement	Application to Heritage aspects of Delta's demolition scope
<b>key NSW environmental legislative requirements</b>		
<i>Environmental Planning and Assessment Act 1979</i> Department of Planning and Environment (DPI&E)	Encourages proper environmental impact assessment and management of development areas for the purpose of promoting the social and economic welfare of the community and a better environment.	Adhere to mitigation measures and conditions within the planning approval documentation. The proponent and their contractors must endeavour to deliver in a consistent manner within the assessed scope of works.



Legislation and Administering Authority	Relevant requirement	Application to Heritage aspects of Delta's demolition scope
<i>Heritage Act 1977</i> NSW Department of Premier and Cabinet	The Act aims to encourage the conservation of the State's heritage and provides for the identification and listing of items of State heritage significance. The Heritage Council must be notified 'of the location of relics unless it is believed on reasonable grounds that the Heritage Council is aware of the location of the relic'.	Projects assessed under Part 5, Division 5.2 of the Environmental Planning and Assessment Act 1979 (EP&A Act) are exempt from approvals required under Part 4 and permits required under section 139.
<i>National Parks and Wildlife Act 1974</i> Heritage NSW	The objectives of the Act are for the conservation of nature and the conservation of objects, places or features (including biological diversity) of cultural value within the landscape.	Projects assessed under Part 5, Division 5.2 of the Environmental Planning and Assessment Act 1979 (EP&A Act) are exempt from obtaining an Aboriginal Heritage Impact Permit required under section 90.
<i>Biodiversity Conservation Act 2016</i>	The relevant purpose of the Act is to conserve biodiversity and maintain the diversity and quality of ecosystems.	Projects assessed under Part 5, Division 5.2 of the Environmental Planning and Assessment Act 1979 (EP&A Act) are exempt from an order or direction under Part 11 of the Act. The Act also established that other permits and approvals are not required for projects assessed and determined under Part 5, Division 5.2 of the EP&A Act.
<b>Key Commonwealth environmental legislative requirements</b>		
<i>Environment Protection and Biodiversity Conservation Act 1999</i>  Department of the Environment	The relevant objective of the Act is to provide for the protection of the environment, especially those aspects of the environment that are matters of national environmental significance.	A project may be defined as a controlled action under the Act due to impacts on matters of national environmental significance. If an approval under the Environment Protection and Biodiversity Conservation Act is required for the project, Sydney Metro Principal Contractors must comply with any relevant conditions of the approval.

### 3.2. Guidelines and Other Documents

Guidelines, specifications, and policies relevant to heritage include:

- NSW Health Policy Directive, Exhumation of human remains (December 2013);
- Stabilising Stuff: A Guide for Conserving Archaeological Finds in the Field (Heritage Council of NSW 2012);
- Criteria for Assessment of Excavation Directors (Heritage Council of NSW 2011);
- Photographic Recording of Heritage Items using Film or Digital Capture (NSW Heritage Office 2006);
- Historical Archaeology Code of Practice (NSW Heritage Office 2006);
- Assessing Heritage Significance, NSW Heritage Manual (Heritage Council of NSW 2002);
- Statements of Heritage Impact, NSW Heritage Manual (Heritage Council of NSW 2002);
- Guidelines for Management of Human Skeletal Remains (NSW Heritage Office 1998);
- How to Prepare Archival Recording of Heritage Items (NSW Heritage Office 1998); and
- The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance (Australia ICOMOS 2013).

Project documents relevant to heritage include:

- Parramatta Station Construction Site Revised Archaeological Research Design and Excavation Methodology (GML 2021) (referred to as the ARDEM 2021);
- Parramatta Station Construction Site Aboriginal Heritage Report (GML 2021) (referred to as the AHR 2021);
- Clyde Aboriginal Heritage Work Method Statement (GML 2021) (referred to as the Clyde WMS 2021);
- Sydney Metro West Stage 1 Aboriginal Cultural Heritage Assessment Report (Artefact 2020) (referred to as the ACHAR 2020);
- Sydney Metro Unexpected Heritage Finds Procedure (Sydney Metro 2021); and
- Sydney Metro Exhumation Management Plan (Sydney Metro 2021).

### 3.3. Minister’s Conditions of Approval

Delta notes that the Project must be carried out generally in accordance with the description provided in the EIS as amended by the Response to Submissions Report and the Conditions of Approval (MCoA). The relevant MCoA addressed by this HMSP are:

**Table 2 Relevant MCoA and Revised Environmental Mitigation Measures (REMMs)**

Reference	Relevant requirement	Where addressed						
MCoA A6	Where the conditions of this approval require a document or monitoring program to be prepared, or a review to be undertaken, in consultation with identified parties, evidence of the consultation undertaken must be submitted to the Planning Secretary with the document. The evidence must include: (a) documentation of the engagement with the party identified in the condition of approval that has occurred before submitting the document for approval; (b) a log of the dates of engagement or attempted engagement with the identified party and a summary of the issues raised by them; (c) documentation of the follow-up with the identified party(s) where feedback has not been provided to confirm that the party(s) has none or has failed to provide feedback after repeated requests; (d) outline of the issues raised by the identified party(s) and how they have been addressed; and (e) a description of the outstanding issues raised by the identified party(s) and the reasons why they have not been addressed.	Appendix C						
MCOA A43	The Planning Secretary must be notified via phone or in writing via the Major Projects website immediately after the Proponent becomes aware of an incident. Any notification via phone must be followed up by a notification in writing via the Major Projects website within 24 hours of the initial phone call. The written notification must identify the CSSI (including the application number and the name of the CSSI if it has one) and set out the location and general nature of the incident.	The Principal Contractor will provide all information and documentation required by Sydney Metro						
MCoA A44	Subsequent notification must be given and reports submitted in accordance with the requirements set out in Appendix A.	The Principal Contractor will provide all information and documentation required by Sydney Metro						
MCoA A45	The Planning Secretary must be notified in writing via the Major Projects website within seven (7) days after the Proponent becomes aware of any non-compliance with the conditions of this approval	The Principal Contractor will provide all information and documentation required by Sydney Metro						
MCoA A46	A non-compliance notification must identify the CSSI (including the application number for it), set out the condition of approval that the development is non-compliant with, the way in which it does not comply and the reasons for the non-compliance (if known) and what actions have been, or will be undertaken to address the non-compliance. Note: A non-compliance which has been notified as an incident does not need to also be notified as a non-compliance.	The Principal Contractor will provide all information and documentation required by Sydney Metro						
MCoA C5 (d)	Of the CEMP Sub-plans required under Condition C1 of this schedule, the following CEMP Sub-plans must be prepared in consultation with the relevant government agencies identified for each CEMP Sub-plan. Details of issues raised by a government agency during consultation must be included in the relevant CEMP Sub-plan, including copies of all correspondence from those government agencies as required by Condition A6 of this schedule. Where a government agency (ies) request(s) is not included, the Proponent must provide the Planning Secretary / ER (whichever is applicable) justification as to why: <table border="1" data-bbox="391 1787 1117 1982"> <thead> <tr> <th></th> <th>Required CEMP Sub-plan</th> <th>Relevant government agencies to be consulted for each CEMP Sub-plan</th> </tr> </thead> <tbody> <tr> <td>(d)</td> <td>Heritage (Non-Aboriginal and Aboriginal)</td> <td>Heritage NSW, SOPA (in respect of Sydney Olympic Park), Place Management NSW (in respect of The Bays) and Relevant Council(s)</td> </tr> </tbody> </table>		Required CEMP Sub-plan	Relevant government agencies to be consulted for each CEMP Sub-plan	(d)	Heritage (Non-Aboriginal and Aboriginal)	Heritage NSW, SOPA (in respect of Sydney Olympic Park), Place Management NSW (in respect of The Bays) and Relevant Council(s)	This Plan Section 6.8
	Required CEMP Sub-plan	Relevant government agencies to be consulted for each CEMP Sub-plan						
(d)	Heritage (Non-Aboriginal and Aboriginal)	Heritage NSW, SOPA (in respect of Sydney Olympic Park), Place Management NSW (in respect of The Bays) and Relevant Council(s)						
MCOA C6	The CEMP Sub-plans must state how: (a) the environmental performance outcomes identified in the documents listed in Condition A1 of this schedule will be achieved;	Refer to Section 2, Section 6, Section 7 and Section 8 Table 5						

Reference	Relevant requirement	Where addressed
	<p>(b) the mitigation measures identified in the documents listed in Condition A1 of this schedule will be implemented;</p> <p>(c) the relevant conditions of this approval will be complied with; and</p> <p>(d) issues requiring management during construction (including cumulative impacts), as identified through ongoing environmental risk analysis, will be managed through SMART principles.</p>	
MCoA C10	<p>Construction must not commence until the CEMP and all CEMP Sub-plans have been approved by the Planning Secretary or endorsed by the ER (whichever is applicable), unless otherwise agreed by the Planning Secretary. The CEMP and CEMP Sub-plans, as approved by the Planning Secretary or endorsed by the ER (whichever is applicable), including any minor amendments approved by the ER, must be implemented for the duration of construction. Where construction of Stage 1 of the CSSI is phased, construction of a phase must not commence until the CEMP and CEMP Sub-plans for that phase have been approved by the Planning Secretary or certified by the ER upon nomination by the Planning Secretary (whichever is applicable).</p>	Refer to Section 5 of the CEMP
MCoA C13	<p>In addition to the relevant requirements of the CEMF, the Heritage CEMP Sub-plan must include, but not be limited to:</p> <p>(a) be prepared in consultation with a suitably qualified and experienced heritage expert; and</p> <p>(b) identify exclusion zones, archival recording requirements, baseline and periodic monitoring protocols (including before and during construction);</p> <p>(c) identify and assess the heritage significance of the ancillary structures proposed to be demolished or significantly impacted that are within the curtilage of White Bay Power Station and other items identified as retaining 'potential heritage significance' in the documents listed in Condition A1 of this schedule and which will be impacted by the CSSI; 02</p> <p>(d) in association with Condition D61 of this schedule, set out the final site inspections to be conducted within three (3) months of completion of construction for the following heritage sites unless otherwise agreed by the Planning Secretary:</p> <p>(i) the Roxy Theatre (SHR I00711);</p> <p>(ii) White Bay Power Station (SHR I01015);</p> <p>(iii) the former State Abattoirs (State Environmental Planning Policy (State Significant Precincts) 2005 Item 141); and</p> <p>(iv) the RTA Depot facade fronting Unwin Street (Parramatta Local Environmental Plan 2011 I576); and</p> <p>(e) set out means of rectification of any damage by the CSSI to Heritage items (d)(i) to (d)(iv) above within six (6) months of the completion of construction at the construction site identified in the relevant Heritage CEMP Sub-plan. This rectification work must be in consultation with a suitably qualified and experienced heritage consultant to ensure the use of appropriate materials, appropriate conservation practices and in accordance with existing heritage management documents (for example, conservation management plans or strategies) to protect and conserve the heritage significance of the items.</p> <p>The Heritage CEMP Sub-plan must include Aboriginal cultural heritage management and mitigation measures (that may include conservation, archaeological salvage excavation and community collection) based on the Aboriginal Cultural Heritage Excavation Report and continuing Aboriginal community consultation.</p>	<p>This subplan has been prepared in consultation with GML Heritage:</p> <ul style="list-style-type: none"> <li>- Don Wallace (Built Heritage Expert)</li> <li>- Waled Shehata (Built Heritage Consultant)</li> <li>- Abi Cryerhall (approved Excavation Director)</li> </ul> <p>Section 6.5</p> <p>Section 6.4</p> <p>Section 8</p> <p>Section (c) White Bay Power Station not applicable Section d (ii), (iii) not applicable.</p> <p>Refer 6.4.4 for rectification provision for damage to The Roxy.</p> <p>Refer 6.4.7 for rectification provision for damage to RTA Depot (Clyde).</p>
MCoA D13	<p>The Proponent must not destroy, modify or otherwise physically affect any <b>Heritage item</b> not identified in documents referred to in Condition A1 of this schedule. Unexpected heritage finds identified by Stage 1 of the CSSI must be managed in accordance with the Unexpected Finds Protocol outlined in Conditions D31 to D33 of this schedule. Consideration of avoidance and redesign to protect state significant unexpected finds must be addressed where this condition applies.</p>	<p>Section 6.6</p> <p>Section 6.7</p> <p>Appendix A</p>
MCoA D14	<p>Before installing protective site boundary hoarding or equipment used for vibration and noise monitoring at any <b>Heritage item</b> identified in the documents listed in Condition A1 of this schedule, the advice of a suitably qualified and experienced built heritage expert must be obtained and implemented to ensure any such work does not have an adverse impact on the heritage significance of the item. The installation must also consider and</p>	Compliance with directions provided by Heritage Expert who will be engaged by Delta

Reference	Relevant requirement	Where addressed
	avoid impacts to potential historical archaeology and seek advice from the Excavation Director approved under Condition D27 below.	
MCoA D15	Before commencement of any excavation at the Parramatta metro station construction site, a detailed investigation must be undertaken to precisely locate the Parramatta Convict Drain. All options available to retain the Parramatta Convict Drain in situ must be considered. If retention of any part of the Parramatta Convict Drain located in situ is not feasible, the Proponent must satisfactorily demonstrate to the Planning Secretary why its removal is appropriate. If it is not feasible to retain the Parramatta Convict Drain in situ, archival recording must be undertaken on the affected section of the item in accordance with Heritage Council of NSW guidelines.	Procedure for physical archaeological investigation of the convict drain and impact design review in the ARDEM 2021 will be followed. Sydney Metro responsible for design review.
MCoA D16	During construction, the Proponent must implement protective measures to prevent adverse impacts on the heritage significance of the <b>Victorian Regency terraced shops at 41-45 George Street, Parramatta</b> and <b>Kia Ora Georgian House at 64 Macquarie Street, Parramatta</b> . Before installing such measures, the advice of a suitably qualified and experienced built heritage expert must be obtained and implemented to ensure any such work does not have an adverse impact on the heritage significance of the item. Protection measures must also consider and avoid potential impacts to significant historical archaeology and seek the advice from the Excavation Director approved under Condition D27 below.	Compliance with directions provided by Heritage Expert (GML) who will be engaged by Delta.  Section 6.4
MCoA D17	The <b>Roxy Theatre</b> , White Bay Power Station, the former State Abattoirs and the <b>former RTA Depot facade fronting Unwin Street</b> , must not be destroyed, modified or otherwise adversely affected, except as identified in the documents listed in Condition A1 of this schedule.	Section 6.4.4 and 6.4.7  White Bay Power Station and the former State Abattoirs not applicable
MCoA D18	Where Heritage items, or items assessed to be of local heritage significance in the documents listed in Condition A1 of this schedule, are proposed to be fully or partially destroyed, heritage salvage must occur in consultation with a suitably qualified heritage specialist. The Proponent must develop a salvaged materials and moveable heritage register. The register must identify significant items to be salvaged. Salvage must occur where significance is retained and / or the potential for re-use, reinstatement or re-sale has been identified. The salvage from any State- listed items must be undertaken in consultation with Heritage NSW.	A suitably qualified Heritage Specialist will be engaged to advise on the removal, transport and storage of items removed for salvage. Section 6.6 Appendix A
MCoA D19	All reasonable steps must be taken not to harm, modify or otherwise impact Aboriginal objects except as authorised by this approval.	Section 6.7 Unexpected Finds.
MCoA D20	The Registered Aboriginal Parties (RAPs) must be kept informed about Stage 1 of the CSSI. The RAPs must continue to be provided with the opportunity to be consulted about the Aboriginal cultural heritage management requirements of Stage 1 of the CSSI.	Sydney Metro will facilitate Aboriginal Focus Groups to coordinate consultation with RAPs
MCoA D21	Aboriginal archaeological test excavation must be undertaken at those areas identified in Table 25 of the revised Aboriginal Cultural Heritage Assessment Report (ACHAR) prepared by Artefact Heritage and dated November 2020.	Phase C: For procurement and lead time reasons, Sydney Metro engaged GML Heritage to produce the Parramatta ARDEM. Delta Group will take over the engagement of GML for the test excavation works in Parramatta. Sydney Metro engaged City Plan for Archival Recording of Parramatta properties. Any heritage salvage work would be the responsibility of Delta Group.  Phase C2: Sydney Metro asked Delta Group to include the Phase C2 works at Clyde within the HMP. GML have developed a localised ARD for the Phase C2 test excavation area. Delta Group will engage GML for the test

Reference	Relevant requirement	Where addressed
MCoA D22	<p>An Aboriginal Archaeological Test Excavation Methodology(s) must be prepared and appropriately integrated with the revised Archaeological Research Design and Excavation Methodology. The Aboriginal Archaeological Salvage Excavation Methodology(s) must be prepared after analysis of the test excavation results.</p>	<p>excavation and salvage activities in Phase C2.</p> <p>The Aboriginal Heritage Report includes the excavation methodology in section 5 which is referred to in sections 5 and 6 of the ARDEM.</p> <p>The Aboriginal Heritage Report has been prepared by GML Heritage and finalised in consultation with the Registered Aboriginal Parties. A copy can be provided to DPIE for information upon request.</p> <p>Phase C: For procurement and lead time reasons, Sydney Metro engaged GML Heritage to produce the Parramatta ARDEM. Delta Group will take over the engagement of GML for the test excavation works in Parramatta. Sydney Metro engaged City Plan for Archival Recording of Parramatta properties. Any heritage salvage work would be the responsibility of Delta Group.</p> <p>Phase C2: Sydney Metro asked Delta Group to include the Phase C2 works at Clyde within the HMP. GML will develop a localised ARD for the Phase C2 test excavation area. Delta Group will engage GML for the test excavation and salvage activities in Phase C2.</p>
MCoA D23	<p>At the completion of Aboriginal cultural heritage test and salvage excavations, an Aboriginal Cultural Heritage Excavation Report(s), prepared by a suitably qualified expert, must be prepared in accordance with the Guide to Investigation, assessing and reporting on Aboriginal cultural heritage in NSW, OEH 2011 and the Code of Practice for Archaeological Investigation of Aboriginal Objects in New South Wales, DECCW 2010. The Aboriginal Cultural Heritage Excavation Report(s) must document the results of the archaeological test excavations and any subsequent salvage excavations. The RAPs must be given a minimum of 28 days to consider the report and provide comments before the report is finalised. The final report must be provided to Heritage NSW within 24 months of the completion of the Aboriginal archaeological excavations (both test and salvage).</p>	<p>An Aboriginal Cultural heritage Excavation Report will be developed and submitted to the appropriate parties under this condition at the conclusion of Phases C and C2. This Aboriginal Cultural heritage Excavation Report would be relevant to the activities undertaken under Phases C and C2 only. Future Aboriginal Cultural heritage Excavation Reports would be developed for future Sydney Metro Phases at Parramatta (Phase F).</p>
MCoA D24	<p>Where previously unidentified Aboriginal objects are discovered, all work must immediately stop in the vicinity of the affected area and a suitably qualified and experienced Aboriginal heritage expert must be contacted to provide specialist heritage advice, before construction recommences. The measures to consider and manage this process must be specified in the Heritage CEMP Sub-plan required by Condition C5 of this schedule and,</p>	<p>Compliance with directions provided by Heritage Expert (GML) that will be engaged by Delta</p>



Reference	Relevant requirement	Where addressed
MCoA D25	<p>where relevant, include registration in the Aboriginal Heritage Information Management System (AHIMS).</p> <p>Before the commencement of any work at Parramatta and The Bays metro station construction sites, a revised Archaeological Research Design and Excavation Methodology(s) must be prepared in accordance with Heritage Council of NSW guidelines and with reference to the detailed design of Stage 1 construction of the CSSI to guide archaeological excavation. The revised Archaeological Research Design and Excavation Methodology(s) must be prepared by the Excavation Director (approved under Condition D27 below) and must include:</p> <ul style="list-style-type: none"> <li>(a) site specific research for the Parramatta and The Bays metro station construction sites which is conducted by a professional historian to clearly articulate the historical development of the allotments to assist with the reassessment of potential and significance;</li> <li>(b) comparative analysis from archaeological investigations in Parramatta (including theses, publications and grey literature reports);</li> <li>(c) preparation of research questions based on the additional site-specific research required by this condition, and relevant research agendas from previously excavated early historical occupation in Parramatta including recovered artefact assemblages; and</li> <li>(d) a reconsideration of archaeological methods to manage the sites based on this additional assessment.</li> </ul> <p>The revised Archaeological Research Design and Excavation Methodology(s) must apply to both Parramatta and The Bays metro station construction sites and be prepared in consultation with Heritage NSW and Place Management NSW (in respect of The Bays) and submitted to the Planning Secretary for approval.</p> <p>The revised Archaeological Research Design and Excavation Methodology(s) must be implemented throughout the archaeological excavation programs.</p> <p>Note: Nothing in these conditions prevents the Archaeological Research Design and Excavation Methodology to be separate procedures</p>	<p>Sydney Metro will prepare the revised Archaeological Research Design and Excavation Methodology(s)</p>
MCoA D26	<p>The revised Archaeological Research Design and Excavation Methodology(s) must include provision for early physical investigation of areas of impact identified as likely to contain State significant archaeology or subterranean Heritage items in the research design to inform excavation in these areas. This must include the Parramatta and The Bays metro station sites, including Parramatta Convict Drain, Parramatta Sand Body, White Bay Power Station (inlet) Canal and Beattie Street Stormwater Channel.</p>	<p>Sydney Metro will prepare the revised Archaeological Research Design and Excavation Methodology(s) Relevant requirements from the final Design will be incorporated into this Plan.</p>
MCoA D27	<p>Before commencement of archaeological excavation, the Proponent must nominate a suitably qualified Excavation Director, who complies with Heritage Council of NSW's Criteria for Assessment of Excavation Director (September 2019), to oversee and advise on matters associated with historical archaeology for the approval of the Planning Secretary, in consultation with Heritage NSW. The Excavation Director must be present to oversee excavation, advise on archaeological issues, advise on the duration and extent of oversight required during archaeological excavations consistent with the approved Archaeological Research Design and Excavation Methodology(s) required under Condition D25 of this schedule. Aboriginal archaeological excavations must be conducted by a suitably qualified person in accordance with the requirements of the Code of Practice for Archaeological Investigation of Aboriginal Objects in New South Wales (DECCW 2010). More than one Excavation Director may be engaged for Stage 1 of the CSSI to exercise the functions required under the conditions of this approval.</p>	<p>Delta will engage with the Principal's nominated archaeological consultant GML to undertake all services required.</p> <p>Sydney Metro will make all submissions to the Planning Secretary and nominate an Excavation Director. The approved Excavation Directors are: Abi Cryerhall (Primary ED Historical Archaeology) Sophie Jennings (Secondary ED Historical Archaeology) Dr Tim Owen (Aboriginal Archaeology)</p>
MCoA D28	<p>Following completion of archaeological excavation programs, a Final Excavation Report and an Aboriginal Cultural Heritage Excavation Report must be prepared that includes further detailed and site-specific historical research undertaken to enhance the final reporting, and results of archaeological excavations. The report must include details of any significant artefacts recovered (salvaged), where they are located and details of their ongoing conservation. The Final Excavation Report must</p>	<p>A Final Excavation Report/ Aboriginal Cultural heritage Excavation Report will be developed and submitted to the appropriate parties under this condition at the conclusion of Phases C and</p>



Reference	Relevant requirement	Where addressed
	document significant results and artefacts which may be re-used in future stages of the CSSI. The Final Excavation Report must be prepared in accordance with guidelines and standards required by Heritage Council of NSW.	C2. This Aboriginal Cultural heritage Excavation Report would be relevant to the activities undertaken under Phases C and C2 only. Future Final Excavation Reports/ Aboriginal Cultural heritage Excavation Reports would be developed for future Sydney Metro Phases at Parramatta (Phase F).
MCoA D29	The Final Excavation Report and Aboriginal Cultural Heritage Excavation Report must be submitted to the Planning Secretary, Heritage NSW and the Relevant Council for information no later than 24 months after the completion of the archaeological excavation.	Sydney Metro would lodge all submissions under this condition and interface with DPIE, Heritage NSW and Relevant Council.
MCoA D30	In the event the CSSI salvages state significant historical archaeology associated with early convict occupation at the Parramatta metro station construction site for which retention and future conservation is not possible: (a) the key findings of the archaeological investigations must be documented which explain their significance within the context of Parramatta and NSW no later than two (2) years after the completion of the archaeological excavations; and (b) provide for the curation, display and public access of artefacts, site records and final reports.  Note: In reference to (b) above, this may involve partnerships with museums, local heritage centres and/or universities.	Sydney Metro would lodge all submissions under this condition and interface with DPIE, Heritage NSW and Relevant Council.
MCoA D31	An <b>Unexpected Heritage Finds and Human Remains Procedure</b> must be prepared to manage unexpected heritage finds (heritage items and values) in accordance with any guidelines and standards prepared by the Heritage Council of NSW or Heritage NSW.	Section 6.6 Unexpected Finds Procedure
MCoA D32	The <b>Unexpected Heritage Finds and Human Remains Procedure</b> must be prepared by a suitably qualified and experienced heritage specialist in consultation with the Heritage Council of NSW (with respect to non-Aboriginal cultural heritage) and in relation to Aboriginal cultural heritage, in accordance with the Code of Practice for Archaeological Investigation of Aboriginal Objects in New South Wales (DECCW 2010) and submitted to the Planning Secretary for information no later than one (1) month before the commencement of construction.	Section 6.6 Unexpected Finds Procedure
MCoA D33	The <b>Unexpected Heritage Finds and Human Remains Procedure</b> , as submitted to the Planning Secretary, must be implemented for the duration of construction.  Note: Human remains that are found unexpectedly during the carrying out of work may be under the jurisdiction of the NSW State Coroner and must be reported to the NSW Police immediately. Management of human remains in NSW is subject to requirements set out in the Public Health Act 2010 (NSW) and Public Health Regulation 2012 (NSW). Nothing in these conditions prevents separate procedures for the Unexpected Heritage Finds and Human Remains Procedure.	Section 6.6 Unexpected Finds Procedure
MCoA D47	The Proponent must seek the advice of a heritage specialist on methods and locations for installing equipment used for vibration, movement and noise monitoring at Heritage items.	Compliance with directions provided by Heritage Expert who will be engaged by Delta.  Sections 6.5
MCoA D48	Before conducting at-property treatment at any Heritage item identified in the documents listed in Condition A1 of this schedule, the advice of a suitably qualified and experienced built heritage expert must be obtained and implemented to ensure any such work does not have an adverse impact on the heritage significance of the item.	Compliance with directions provided by Heritage Expert who will be engaged by Delta.  Section 6.5.

Reference	Relevant requirement	Where addressed
MCoA D49	If a Heritage item is found to be structurally unsound (following inspection) a more conservative cosmetic damage criterion of 2.5 mm/s peak component particle velocity (from DIN 4150) must be applied.	Section 8.3.2  Noise and Vibrations Sub Management Plan Compliance with assessments provided by Heritage Expert that will be engaged by Delta.  Refer NAH2 for determination of PPV thresholds in consultation with the nominated built heritage expert and historic structures engineer.
REMM NV16	Where vibration levels are predicted to exceed the screening criteria, a more detailed assessment of the structure (in consultation with a structural engineer) and vibration monitoring would be carried out to ensure vibration levels remain below appropriate limits for that structure. <b>For heritage items, the more detailed assessment would specifically consider the heritage values of the structure in consultation with a heritage specialist to ensure sensitive heritage fabric is adequately monitored and managed.</b>	Refer section 8.3 for determination of PPV thresholds in consultation with the nominated built heritage expert and historic structures engineer.
REMM NV17	Condition surveys of buildings and structures near to the tunnel and excavations would be undertaken prior to the commencement of excavation at each site, where appropriate. For heritage buildings and structures the surveys would consider the heritage values of the structure in consultation with a heritage specialist.	Section 8.2, and Section 4.8 of the CEMP
REMM NAH1	Archival recording and reporting of the following heritage items would be carried out in accordance with the NSW Heritage Office's How to Prepare Archival Records of Heritage Items (1998), and Photographic Recording of Heritage Items Using Film or Digital Capture (2006): <ul style="list-style-type: none"> <li>• Shops (and potential archaeological site)(Parramatta LEP Item No. I703)</li> <li>• Kia Ora (and potential archaeological site) (Parramatta LEP Item No. I716)</li> <li>• RTA Depot (Parramatta LEP Item No. I576)</li> <li>• State Abattoirs (SEPP Listing No. A)</li> <li>• White Bay Power Station (SHR Listing No. 01015)</li> </ul>	Not applicable Archival recording completed by Sydney Metro
REMM NAH2	A method for the demolition of existing buildings and/or structures at specified construction sites would be developed to minimise direct and indirect impacts to adjacent and/or adjoining heritage items.	Section 6.5
REMM NAH3	Prior to commencement of demolition of heritage elements at White Bay Power Station within The Bays construction site, significant heritage fabric would be identified for salvage and reuse opportunities for salvaged fabric considered.	Not applicable
REMM NAH4	The policies of the White Bay Power Station Conservation Management Plan would be considered in regard to visual impacts of the Stage 1 works, particularly the acoustic shed (or other acoustic measures) and any temporary structures. Significant view lines would be retained during Stage 1 works.	Not applicable
REMM NAH5	Where heritage items, including significant archaeology are impacted by Stage 1 works, consideration would be given to their inclusion in the Heritage Interpretation Plan for future stages.	Not Applicable, except that Delta will provide relevant information to Sydney Metro Refer to Section 6.6
REMM NAH6	The archaeological research design would be implemented.  Significant archaeological findings would be considered for inclusion in heritage implementation (as per NAH5) for the project and be developed in consultation with the relevant local council.	The ARDEM 2021 will be implemented – refer to Section 6.3.  Not Applicable, except that Delta will provide relevant information to Sydney Metro Refer to Section 6.6
REMM NAH7	An Archaeological Excavation Report would be prepared by the Excavation Director and be provided to the NSW Heritage Division within two years of	Refer to Section 6.3.4

Reference	Relevant requirement	Where addressed
	the completion of archaeological excavations specified in the archaeological research design(s).	Sydney Metro will submit archaeological reports to Heritage NSW.
REMM NAH8	In the event that State significant archaeology associated with early convict occupation is located at Parramatta metro station: <ul style="list-style-type: none"> <li>• In situ conservation would be considered. If in situ conservation is not feasible and reasonable, a strategy to mitigate impacts would be prepared in consultation with the NSW Heritage Council (or delegate)</li> <li>• An Archaeological Method Statement would be prepared in consultation with the NSW Heritage Council (or delegate) for management of the archaeological remains, whether for conservation or archaeological investigation and recording</li> <li>• An accessible publication would be prepared within two years of archaeological excavations to document the archaeological investigations</li> <li>• Sydney Metro would provide for the meaningful curation, display and public access of any artefacts collected. This may involve partnerships with museums, local heritage centres and/or universities.</li> </ul>	Refer to Section 6.3 for implementation of ARDEM 2021  Sydney Metro will consider conservation opportunities, accessible publication of archaeological results, and provide artefact curation.
REMM NAH9	REMM deleted	Not applicable
REMM NAH10	n assessment of significance would be prepared in consultation with the relevant local council for the following potential unlisted heritage items: <ul style="list-style-type: none"> <li>• 220 Church Street, Parramatta</li> <li>• 48 Macquarie Street, Parramatta</li> <li>• Pine Inn at 19 Parramatta Road, Concord</li> <li>• 338-340 Parramatta Road, Burwood</li> <li>• Former warehouse shed, Glebe Island.</li> </ul> If the assessment of significance confirms these items have local heritage value, an archival recording would be undertaken.	Not Applicable, assessments completed by Sydney Metro
REMM AH1	Aboriginal stakeholder consultation would be carried out in accordance with the Heritage NSW, Department of Premier and Cabinet's Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010 (DECCW, 2010).	Sydney Metro is responsible for the Aboriginal Focus Group for project. Refer to Section 6.3 for Aboriginal engagement during archaeological works
REMM AH2	Archaeological test excavation (and salvage when required) would be carried out where intact natural profiles with the potential to contain significant archaeological deposits are encountered at the specified construction sites and the Parramatta power supply route. Excavations would be conducted in accordance with the methodology outlined in the Aboriginal cultural heritage assessment report.	Section 6.3
REMM AH3	If Aboriginal archaeological remains are recovered during Stage 1, results would be incorporated into Aboriginal heritage interpretation for the Concept in consultation with registered Aboriginal parties.	Not Applicable, except that Delta will provide relevant information to Sydney Metro Refer to Section 6.6
REMM AH4	In the event that a potential burial site or potential human skeletal material is exposed during construction, the Sydney Metro Exhumation Management Plan would be implemented.	Appendix B

### 3.4. Sydney Metro Requirements

Sydney Metro Requirements for heritage are provided within SMR E and the CEMF. The relevant requirements addressed by this HMSP are:

**Table 3 Relevant Sydney Metro Requirements**

SMR E	Relevant requirement	Where addressed
<b>SM-W-PCE-PS</b>		
SM-W-PCE-PS-85	Subject to a direction by the Principal under clause 7.10 of the contract, and with appropriate heritage advice, the careful removal (without damage) of any building materials identified as having heritage significance (e.g. movable heritage, skirting boards, ceiling roses, etc.), in accordance with a salvage register and in accordance with the Project Planning Approval;	Section 6.6 Interpretation and Salvage

SMR E	Relevant requirement	Where addressed
SM-W-PCE-PS-86	The updating and maintenance of the salvage register	Section 9.2 Reporting. Sydney Metro to maintain Register.
SM-W-PCE-PS-87	The transport and delivery of the items to a location advised by the Principal's Representative (within the Sydney metropolitan area). The methods used for removal must be submitted to the Principal for Review.	Section 6.6 Interpretation and Salvage
SM-W-PCE-PS-408	The Contractor must not use any heritage listed structure within the Site as a site facility or for the storage of any materials unless otherwise agreed by the Principal at its absolute discretion.	Section 6.2
<b>CEMF</b>		
CEMF 9.1 (a)	The following heritage management objectives will apply to construction: <ul style="list-style-type: none"> <li>i. Consider heritage values in any architectural design, education or physical interpretation;</li> <li>ii. Minimise impacts on items or places of heritage value;</li> <li>iii. Avoid accidental impacts on heritage items; and</li> <li>iv. Maximise worker's awareness of Aboriginal and Non-Aboriginal heritage.</li> </ul>	Section 2.3 Delta Heritage Objectives
CEMF 9.2 (a)	Principal Contractors will develop and implement a Heritage Management Plan which will include as a minimum: <ul style="list-style-type: none"> <li>i. Evidence of and processes for consultation with Registered Aboriginal Parties and the NSW Heritage Council;</li> </ul>	Section 6.8 Consultation
	<ul style="list-style-type: none"> <li>ii. Identification of all heritage buildings and structures, to guide the assessment, retention, protection, conservation, salvage and reuse of heritage elements throughout the work;</li> </ul>	Section 6.1 Existing Environment
	<ul style="list-style-type: none"> <li>iii. Identification of initiatives that will be implemented to enhance heritage values and minimize heritage impacts, including procedures and processes that will be used to implement and document heritage management initiatives;</li> </ul>	Section 6.2
	<ul style="list-style-type: none"> <li>iv. The Heritage Management Plan must be prepared in accordance with the relevant conditions of the Planning Approval and the Construction Environmental Management Framework, and set out how the Contractor will evidence the achievement of these requirements</li> </ul>	Section 4.
	<ul style="list-style-type: none"> <li>v. The responsibilities of key project personnel with respect to the implementation of the plan;</li> </ul>	Section 5 Roles and Responsibilities
	<ul style="list-style-type: none"> <li>vi. Both the methodology and critical stages within the Contractor's Activities for the identification, assessment, retention, protection, conservation, interpretation, salvage and reuse of heritage elements</li> </ul>	Section 6.6 Interpretation and Salvage
	<ul style="list-style-type: none"> <li>vii. Procedures for interpretation of heritage items uncovered through salvage or excavation during detailed design;</li> </ul>	Section 6.6 Interpretation and Salvage
	<ul style="list-style-type: none"> <li>viii. Procedures for the investigation of archaeological relics, objects and/ or sites (where relevant), prior to works commencing that would affect them;</li> </ul>	Section 6.6 Interpretation and Salvage
	<ul style="list-style-type: none"> <li>ix. Details for the short and / or long term management of objects, archaeological artefacts and/or movable heritage;</li> </ul>	Section 6.6 Interpretation and Salvage
	<ul style="list-style-type: none"> <li>x. archaeological management plans for both Aboriginal and non-Aboriginal archaeology</li> </ul>	To be developed by Principals nominated archaeological consultant
	<ul style="list-style-type: none"> <li>xi. Details of management measures to be implemented to prevent and minimise impacts on heritage items (including further heritage investigations, archival recordings and/or measures to protect unaffected sites during construction works in the vicinity);</li> </ul>	Section 6.6 Interpretation and Salvage

SMR E	Relevant requirement	Where addressed
	xii. Procedures for unexpected heritage finds, including procedures for dealing with human remains consistent with the Sydney Metro procedures;	Section 6.7 Unexpected Finds
	xiii. Heritage monitoring requirements;	Section 8.3 Monitoring Procedure
	xiv. Compliance record generation and management.	Section 9.2 Compliance Records
CEMF 9.2 (b)	The Contractor's regular inspections will include checking of heritage mitigation measures.	Section 8.1 Site Inspections
CEMF 9.2 (c)	Compliance records will be retained by the Contractor. These will include: <ul style="list-style-type: none"> <li>i. Inspections undertaken in relation to heritage management measures;</li> <li>ii. Updated salvage registers</li> <li>iii. Archival recordings undertaken of any heritage item;</li> <li>iv. Unexpected finds and stop work orders; and</li> <li>v. Records of any impacts avoided or minimised through design or construction methods.</li> </ul>	Section 9.1 Compliance Records

#### 4. ROLES AND RESPONSIBILITIES

Table 4 below provides the key roles and responsibilities under the HMSP.

**Table 4 Key Roles and Responsibilities**

Project Role	Responsibilities
<b>Project Director</b>	<ul style="list-style-type: none"> <li>• Primary contact with the Principal's Representative on all aspects of the Project.</li> <li>• Approve and ensure implementation of this HMSP.</li> <li>• Approve monthly reports and issue to the Principal.</li> </ul>
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Implement the HMSP.</li> <li>• Lead by example.</li> <li>• Immediately notify the Nominated Representative in the event of an unexpected find.</li> <li>• Identify heritage management opportunities and support those identified by others.</li> <li>• Organise on-site personnel with regard to their responsibilities within the HMSP.</li> <li>• Carry out periodic audits of the incident response process.</li> <li>• Manage non-conformances and initiate corrective action as required.</li> <li>• Review reports, and follow up on recommendations.</li> </ul>
<b>Demolition Site Manager</b>	<ul style="list-style-type: none"> <li>• Implement the HMSP.</li> <li>• Lead by example.</li> <li>• Immediately shut down the works in the event of an unexpected find.</li> <li>• In the absence of the Project Manager, immediately notify the Nominated Representative in the event of an unexpected find</li> <li>• Provide advice and assistance on the HMSP to employees.</li> <li>• Identify heritage management opportunities and support those identified by others.</li> <li>• Decide when training is required.</li> <li>• Undertaking inspection of the contracted or planned works to ensure that HMSP measures are implemented and effective.</li> <li>• Carry out weekly toolbox talks.</li> <li>• Manage the Site Folder and ensure all HMSP requirements are compiled.</li> </ul>
<b>Environment and Sustainability Manager</b>	<ul style="list-style-type: none"> <li>• Maintain the HMSP.</li> <li>• Update the HMSP as required.</li> <li>• Lead by example.</li> <li>• Ensure relevant information from the HMSP is incorporated into project inductions.</li> <li>• Prepare monthly reports and submit to the Project Director.</li> <li>• Identify heritage management opportunities and support those identified by others.</li> <li>• Communicate the requirements of the HMSP and ensure these are addressed.</li> <li>• Ensure subcontractor documentation captures the requirements of the HMSP.</li> <li>• Conduct audits and inspections of the site.</li> </ul>



Project Role	Responsibilities
	<ul style="list-style-type: none"> <li>• Participate in Principal-led site audits.</li> <li>• Attend toolbox meetings and inductions.</li> <li>• Ensure that heritage management defects are identified, actioned and closed out.</li> <li>• Attend on-site meetings to ensure heritage is raised for review.</li> </ul>
<b>Environmental Representative</b>	<p>From commencement of construction until completion of construction, the approved ER must:</p> <p>(a) Receive and respond to communications from the Secretary in relation to the environmental performance of the CSSI;</p> <p>(b) Consider and inform the Secretary on matters specified in the terms of this approval;</p> <p>(c) Consider and recommend any improvements that may be made to work practices to avoid or minimise adverse impact to the environment and to the community;</p> <p>(d) Review all documents required to be prepared under the terms of this approval, ensure they address any requirements in or under this approval and if so, endorse them before submission to the Secretary (if required to be submitted to the Secretary) or before implementation (if not required to be submitted to the Secretary);</p> <p>(e) Regularly monitor the implementation of all documents required by the terms of this approval for implementation in accordance with what is stated in the document and the terms of this approval;</p> <p>(f) Notify the Secretary of an incident in accordance with Condition A41 of this approval;</p> <p>(g) As may be requested by the Secretary, help plan, attend or undertake Department audits of the CSSI, briefings, and site visits;</p> <p>(h) If conflict arises between the Proponent and the community in relation to the environmental performance of the CSSI, follow the procedure in the Community Communication Strategy approved under Condition B3 of this approval to attempt to resolve the conflict, and if it cannot be resolved, notify the Secretary;</p> <p>(i) Review any draft consistency assessment that may be carried out by the Proponent, and provide advice on any additional mitigation measures required to minimise the impact of the work;</p> <p>(j) Consider any minor amendments to be made to the CEMP, CEMP sub-plans and monitoring programs that comprise updating or are of an administrative nature, and are consistent with the terms of this approval and the CEMP, CEMP sub-plans and monitoring programs approved by the Secretary and, if satisfied such amendment is necessary, approve the amendment. This does not include any modifications to the terms of this approval;</p> <p>(k) Assess the impacts of minor ancillary facilities as required by Condition A18 of this approval; and</p> <p>(l) Prepare and submit to the Secretary and other relevant regulatory agencies, for information, a monthly Environmental Representative Report detailing the ER's actions and decisions on matters for which the ER was responsible in the preceding month (or other timeframe agreed with the Secretary). The Environmental Representative Report must be submitted within seven (7) days following the end of each month for the duration of works and construction of the CSSI, or as otherwise agreed with the Secretary.</p> <p>The Environmental Representative will interface with the Environment and Sustainability Manager or delegate during ER site inspections and in addressing ER correspondence or enquiries. The Environment and Sustainability Manager or delegate will seek the endorsement of the ER for management plans, consistency assessments, and minor amendments to be made to the CEMP and its Sub Plans.</p>
<b>Built Heritage Expert</b>	<ul style="list-style-type: none"> <li>• Contribute to management of heritage items part of the CEMP;</li> <li>• Consult in preparation of the CEMP Sub-plans to ensure it is capturing the requirements and recommendations for heritage;</li> </ul>



Project Role	Responsibilities
	<ul style="list-style-type: none"> <li>• Set out means of rectification of any damage by the CSSI to Heritage items to ensure the use of appropriate materials, appropriate conservation practices and in accordance with existing heritage management documents (for example, conservation management plans or strategies) to protect and conserve the heritage significance of the items;</li> <li>• Advise possible impacts on the heritage significance of the items identified in the documents listed in Condition A1 before installing protective site boundary hoarding or equipment used for vibration and noise monitoring;</li> <li>• Advise possible impacts on the heritage significance of the items identified in the documents listed in Condition A1 during construction;</li> <li>• Advise on monitoring and managing sensitive heritage fabric, consider the heritage values of the structure where vibration levels are predicted to exceed the screening criteria (in consultation with a structural engineer);</li> <li>• Consult on the heritage values of heritage structures part of Condition Surveys of buildings near to the tunnel and excavations taken prior to the commencement of excavation at each site;</li> <li>• Coordinate with the Archaeology Excavation Directors for matters affecting archaeology;</li> <li>• Prepare Archival recording and reporting of the required heritage items in accordance with the NSW Heritage Office’s How to Prepare Archival Records of Heritage Items (1998), and Photographic Recording of Heritage Items Using Film or Digital Capture (2006).</li> </ul>
<b>Historic Structures Engineer</b>	<ul style="list-style-type: none"> <li>• With Built Heritage Expert, advise on protective and monitoring measures to retained heritage structures and demolition nearby.</li> </ul>
<b>Acoustic Advisor</b>	<ul style="list-style-type: none"> <li>• Consult with Built Heritage Expert and Historic Structures Engineer on protective and monitoring measures to retained heritage structures and demolition nearby.</li> </ul>
<b>Excavation Director (Archaeology)</b>	<ul style="list-style-type: none"> <li>• Excavation Directors are approved under Condition D27               <ul style="list-style-type: none"> <li>- Historical archaeology Excavation Directors meet the requirements of the Heritage Council of NSW Criteria for Assessment of Excavation Directors (September 2009) and additional requirements of Condition D27</li> <li>- Aboriginal archaeology Excavation Directors meet the requirements of the Code of Practice for Archaeological Investigations of Aboriginal Objects in New South Wales (DECCW 2020)</li> </ul> </li> <li>• Prepare the Archaeological Research Design and Excavation Methodology (ARDEM) required under Condition D25</li> <li>• Prepare the Aboriginal archaeological test excavation and salvage methodology required under Condition D22</li> <li>• Present on site to oversee historical and Aboriginal archaeological excavations (Condition D25, REMMs NAH6, AH2)</li> <li>• Advise on archaeological issues and unexpected finds (Conditions D25, D27, REMMs NAH6, NAH8, AH4)</li> <li>• Coordinate with the Aboriginal Excavation Director, Built Heritage Expert and Sydney Metro Heritage Advisor where required</li> <li>• Advise on duration and extent of archaeological excavations in accordance with the approved ARDEM</li> </ul>

## 5. IMPLEMENTATION

### 5.1. Existing Environment

The potential impacts on Aboriginal and non-Aboriginal heritage resulting from activities during the construction and operational phase of the Sydney Metro West project were assessed during the Planning Approval.

#### Aboriginal Heritage—Archaeology

The EIS identified the following Aboriginal heritage sites requiring management by Delta for works involving slab/ground surface removal and excavation below slab/ground level:

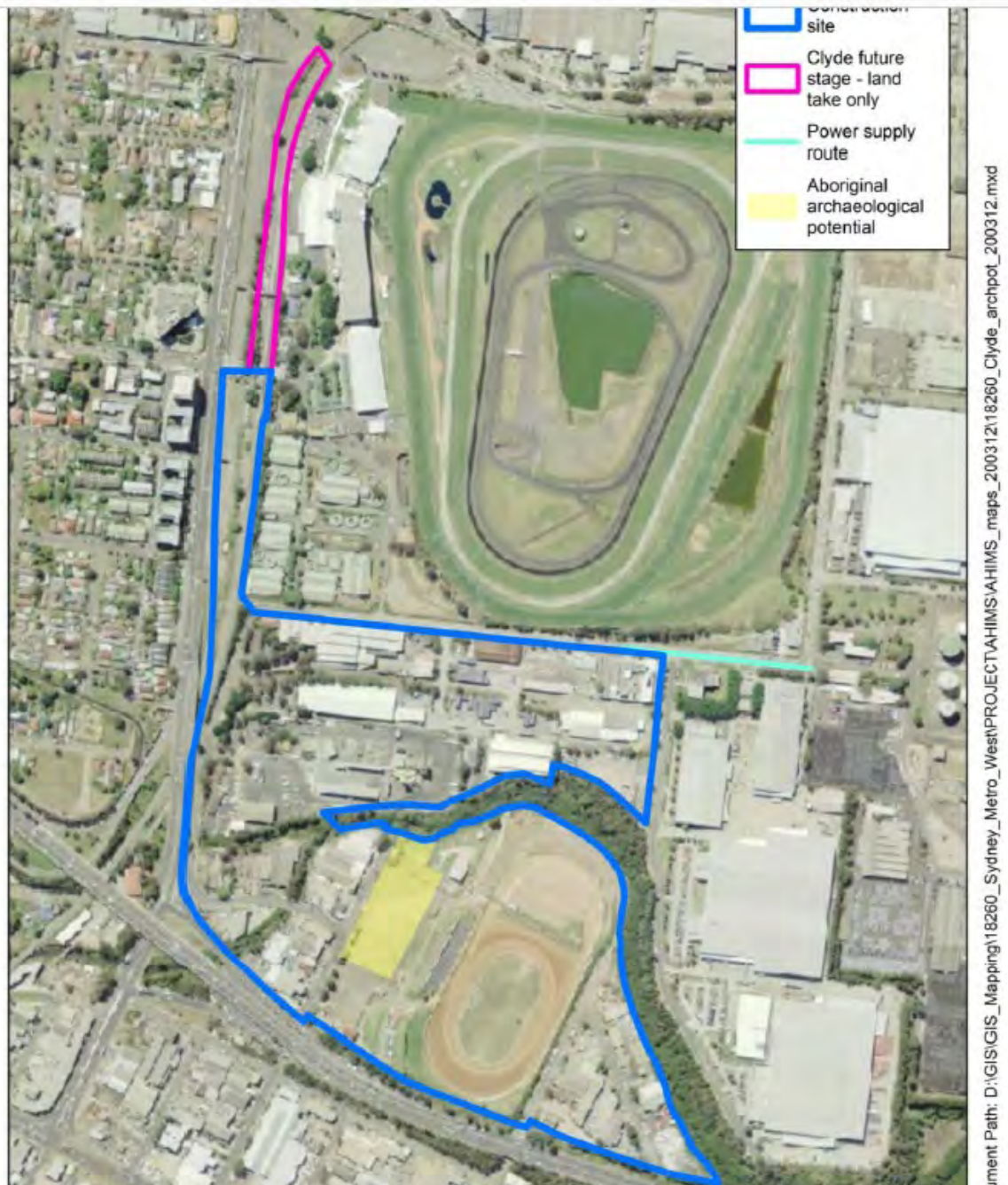
- AHIMS 45-6-3582—Potential Archaeological Deposit (PAD) at 220-230 Church Street—within the Parramatta station construction site
- Area of Aboriginal archaeological potential—entire Parramatta station construction site
- Area of Aboriginal archaeological potential—Clyde stabling and maintenance facility site

Aboriginal archaeological excavations where required at Parramatta and Clyde will be undertaken in accordance with the AHR 2021 (for Parramatta) developed in response to condition D22 and the ACHAR 2020 (for Clyde).



**Figure 1 The registered PAD, AHIMS 45-6-3582 and the identified area of Aboriginal archaeological potential for the Parramatta station construction site.**

Source: Sydney Metro Westmead to The Bays and Sydney CBD Environmental Impact Statement Technical Paper 4 Aboriginal Cultural Heritage Assessment Report



**Figure 2 The identified area of Aboriginal archaeological potential for the Clyde stabling and maintenance facility.**

Source: Sydney Metro Westmead to The Bays and Sydney CBD Environmental Impact Statement Technical Paper 4 Aboriginal Cultural Heritage Assessment Report

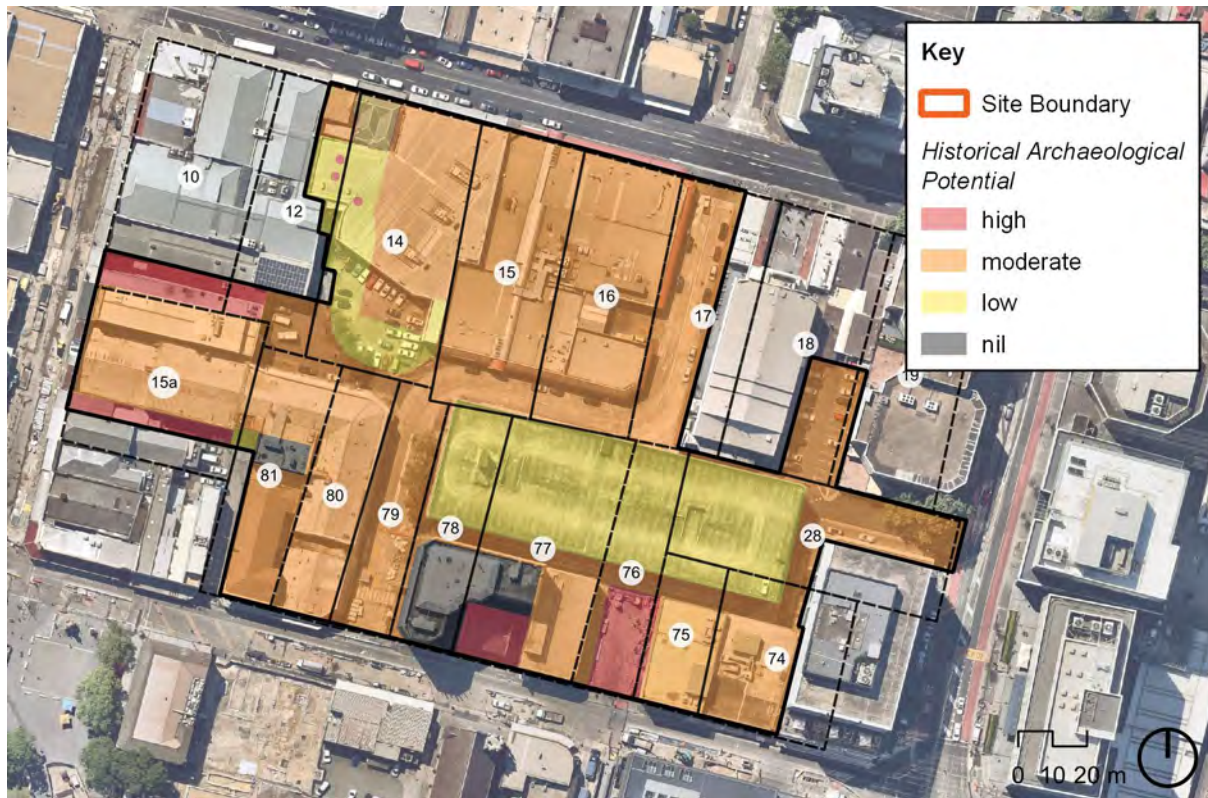
**Non-Aboriginal Heritage—Historical Archaeology**

The ARDEM 2021 prepared in accordance with Condition D25 identified the following non-Aboriginal (historical) archaeology sites requiring management by Delta for works involving slab/ground surface removal and excavation below slab/ground level:

- Parramatta metro station construction site

Archaeological monitoring and investigations will be in accordance with the methodologies in the ARDEM 2021 and AHR 2021





**Figure 3 Historical archaeological potential mapping for the Parramatta station construction site**

Source: Sydney Metro West Parramatta Station Construction Site Archaeological Research Design and Excavation Methodology, GML Heritage 2021

**Non-Aboriginal Heritage—Built Heritage/Listed Heritage Items**

In relation to non-Aboriginal heritage, the RtS Report identified the following listed heritage items for the Project (Figure 5) for which specific procedures will be developed by Delta:

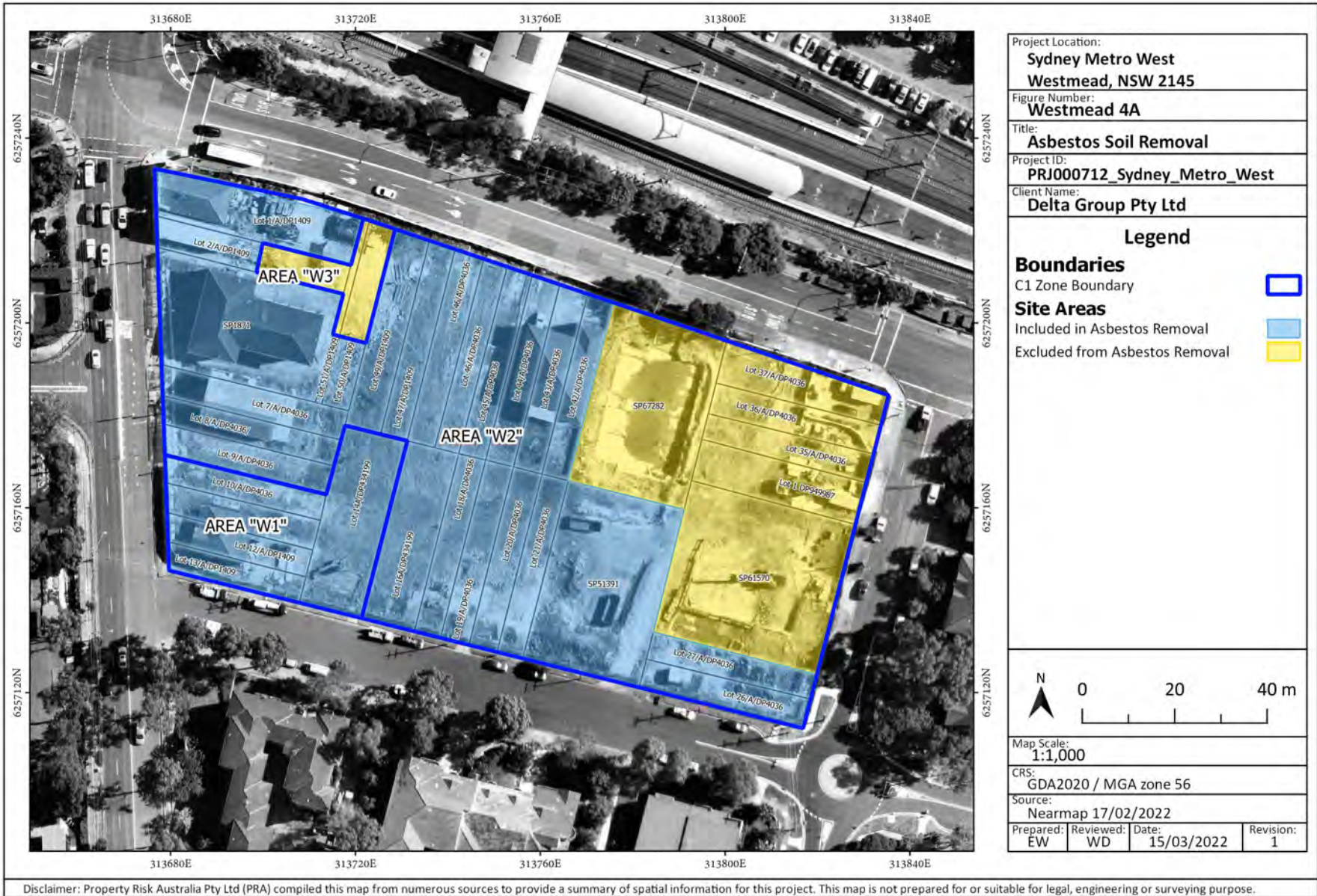
- Victorian Regency Terraced Shops at 41-45 George Street, Parramatta (I703)
- Kia Ora Georgian House at 64 Macquarie Street, Parramatta (I716)
- The Roxy Theatre at 67-69 George St, Parramatta (I00711)
- RTA Depot, Clyde (I576)

Further to the above, non-Aboriginal heritage items have been identified on adjoining buildings or beneath site and will be managed and monitored throughout the project timeline as detailed ins section 5.3.

- Convict Drain, Parramatta (I647)
- Horse Parapet Façade is located outside the construction on the corner of Macquarie Street and Church Street (I656)

Sydney Metro prepared a 'Salvaged Materials and Moveable Heritage Register' that identifies the non-archaeological Heritage Items. These items must be carefully removed without damage. A copy of the Salvaged Materials and Moveable Heritage Register is provided in **Appendix A**.

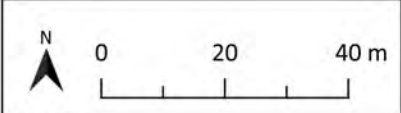




Project Location:	<b>Sydney Metro West Westmead, NSW 2145</b>
Figure Number:	<b>Westmead 4A</b>
Title:	<b>Asbestos Soil Removal</b>
Project ID:	<b>PRJ000712_Sydney_Metro_West</b>
Client Name:	<b>Delta Group Pty Ltd</b>

**Legend**

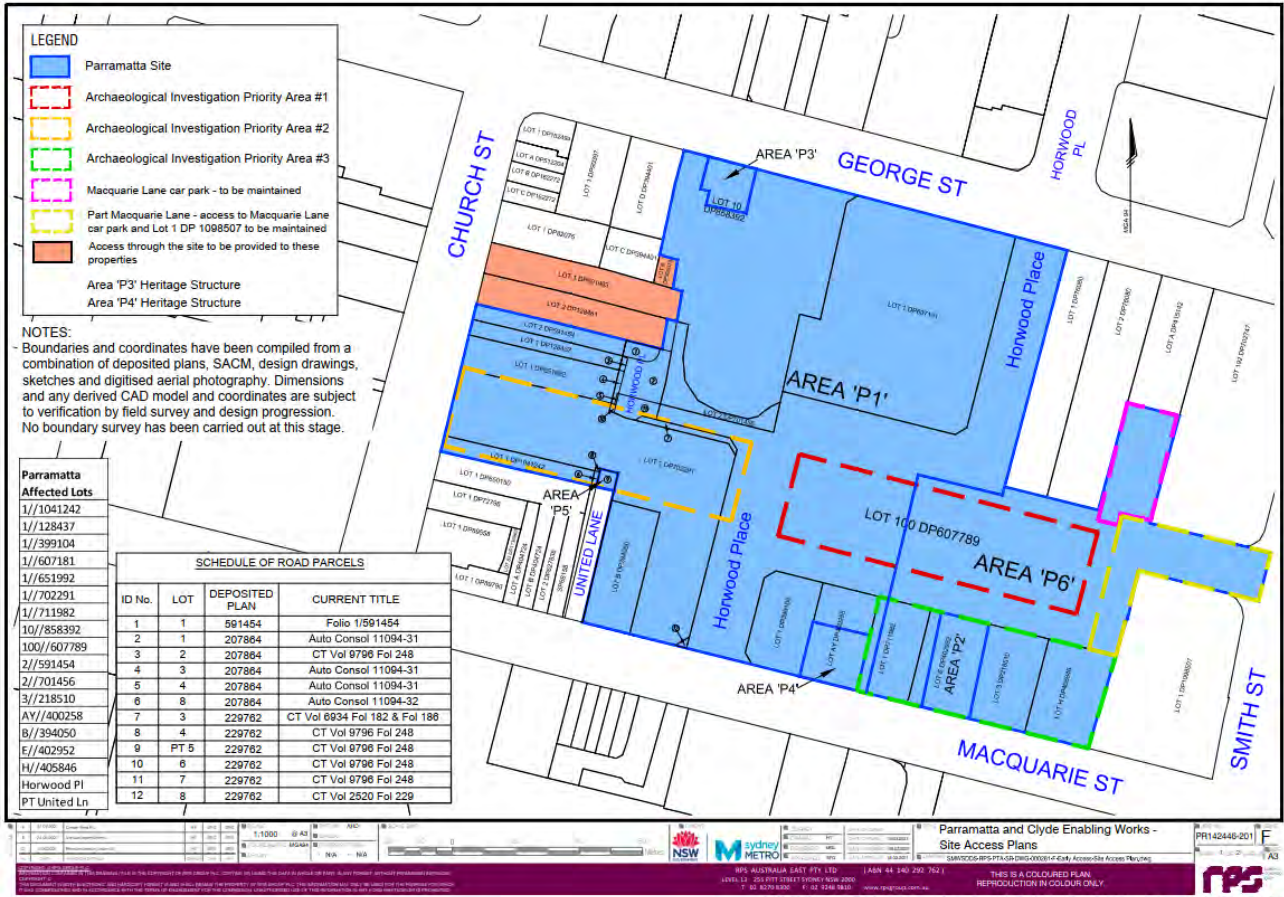
<b>Boundaries</b>	
C1 Zone Boundary	
<b>Site Areas</b>	
Included in Asbestos Removal	
Excluded from Asbestos Removal	



Map Scale:	<b>1:1,000</b>		
CRS:	<b>GDA2020 / MGA zone 56</b>		
Source:	<b>Nearmap 17/02/2022</b>		
Prepared:	Reviewed:	Date:	Revision:
EW	WD	15/03/2022	1

Disclaimer: Property Risk Australia Pty Ltd (PRA) compiled this map from numerous sources to provide a summary of spatial information for this project. This map is not prepared for or suitable for legal, engineering or surveying purpose.





**Figure 4 Parramatta metro station construction site Access Plan**

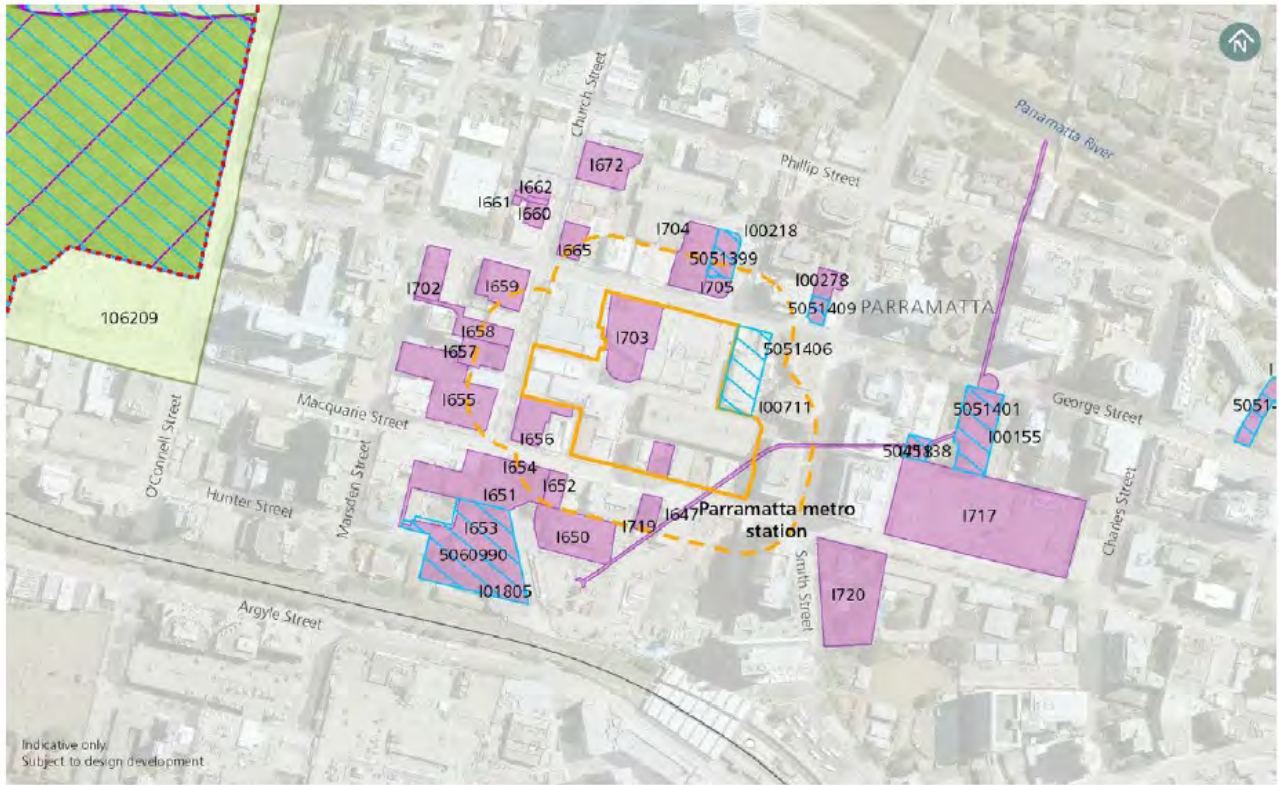
Source: Exhibit I – Site Access Plan Minor Works Agreement SM 00013/13014



**Figure 5 LEP heritage map showing the subject sites**

Source: Parramatta LEP 2011 Sheet HER\_010



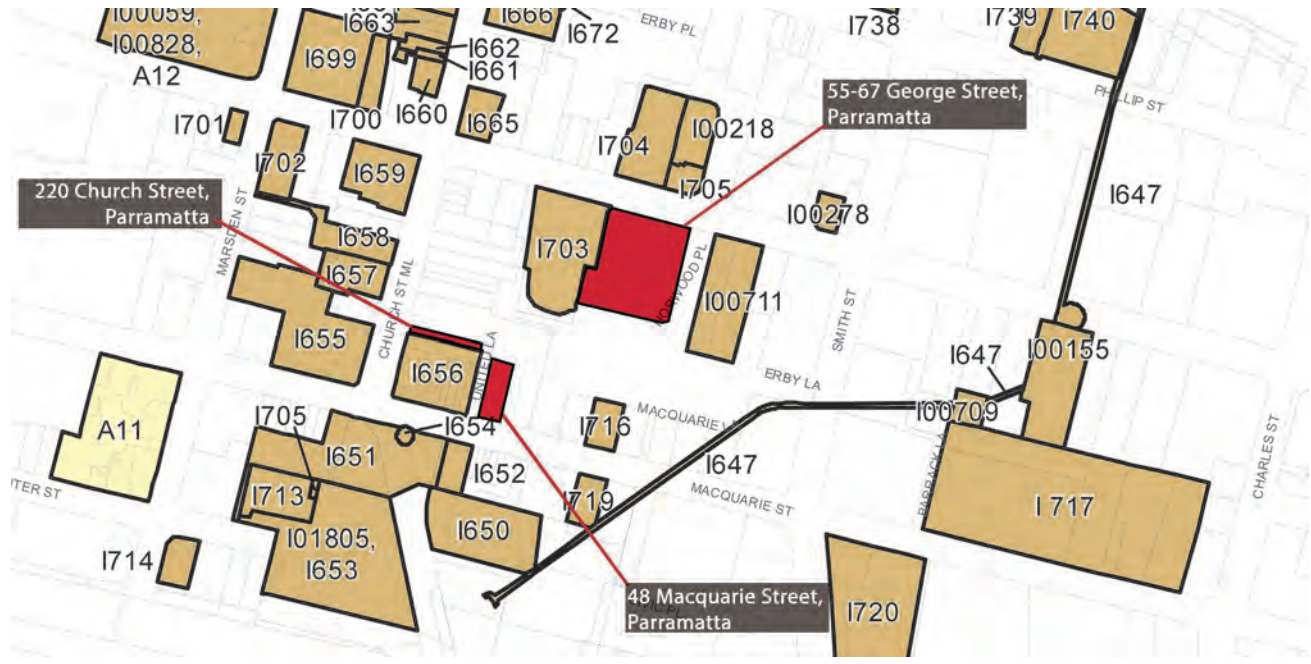


Indicative only  
Subject to design development

- Construction site
- Study area
- Existing Sydney Trains suburban rail network
- Section 170 item
- State Heritage Register item
- National Heritage List item
- Local Environmental Plan item
- World Heritage List item
- World Heritage List item (buffer zone)

**Figure 6 Parramatta metro station construction site – Heritage items and conservation areas**

Source: EIS



**Figure 7 Buildings are to be demolished (in red)**

Source: Parramatta LEP 2011 Sheet HER\_010, annotated by GML

## 5.2. Control Measures

General controls and the Revised Environmental Management Measures (REMMs), monitoring, reporting and performance measurements have been identified in this HMSP to minimise and where possible, prevent heritage related impacts resulting from construction. These “Mitigation Measures” are described in **Table 5** below.

Detailed and site-specific mitigation measures have been listed in **Section 6.4** below.

**Table 5: Mitigation Measures, reporting and reactive management strategy**

Ref.	Mitigation Measure	Works				Site			Responsibility	Monitoring and Reporting	Targets	Reactive Mgt. Strategy
		Low Impact works & Site Set-up	Internal Strip-out	Demolition	Demobilisation	Parramatta	Clyde	Westmead				
NAH1.	<p>Archival recording and reporting of the following heritage items would be carried out in accordance with the NSW Heritage Office’s How to Prepare Archival Records of Heritage Items (1998), and Photographic Recording of Heritage Items Using Film or Digital Capture (2006):</p> <p><b>Shops (and potential archaeological site)(Parramatta LEP Item No. 1703)</b></p> <p><b>Kia Ora (and potential archaeological site) Parramatta LEP Item No. 1716)</b></p> <p><b>RTA Depot (Parramatta LEP Item No. 1576)</b></p> <p><b>State Abattoirs (SEPP Listing No. A)</b></p> <p><b>White Bay Power Station (SHR Listing No. 01015)</b></p>	✓				✓			Sydney Metro	Archival Recording and Salvaged Materials and Moveable Heritage Register produced by Principal	Ensure archival records are in place prior to demolition commencing.	Ensure archival records are in place.
NAH2.	<p>A method for the demolition of existing buildings and/or structures at specified construction sites would be developed to minimise direct and indirect impacts to adjacent and/or adjoining heritage items.</p>	✓	✓	✓		✓	✓	✓	Site Manager, Sub-contractors	<p>Addressed through Demolition Management Plan and Construction Noise and Vibration Management Plan.</p> <p><b>Site Survey and Demolition Plans</b></p> <p>Provide surveys of the site areas identifying:</p>	No direct or indirect damage to adjacent and/or adjoining heritage items.	Review existing controls and implement additional controls as required.

Ref.	Mitigation Measure	Works				Site			Responsibility	Monitoring and Reporting	Targets	Reactive Mgt. Strategy
		Low Impact works & Site Set-up	Internal Strip-out	Demolition	Demobilisation	Parramatta	Clyde	Westmead				
										<ol style="list-style-type: none"> <li>1. the listed curtilages (boundaries) of heritage items on site and adjacent to the site</li> <li>2. the buildings, trees, vegetation and other features of the site overlaid with the heritage significance of these elements</li> <li>3. the predicted locations of sub-surface structures or potential archaeological deposits</li> <li>4. extent of demolition proposed including buffer zones.</li> </ol> <p><b>Protection during demolition and works</b> Identify specific protection methods for barriers and/or temporary supports to structures to prevent damage to retained heritage elements. Identify specific methodologies for</p>		

Ref.	Mitigation Measure	Works				Site			Responsibility	Monitoring and Reporting	Targets	Reactive Mgt. Strategy
		Low Impact works & Site Set-up	Internal Strip-out	Demolition	Demobilisation	Parramatta	Clyde	Westmead				
									<p>detachment of fabric to be demolished where connected to heritage fabric not approved for demolition.</p> <p>Do not use any heritage listed structure within the Site as a site facility or for the storage of any materials unless otherwise agreed by the Principal at its absolute discretion. [SM-W-PCE-PS-408]</p> <p><b>Vibration Monitoring during demolition and throughout the course of works</b></p> <p>Identify vibration thresholds and monitoring methods including the types, location and fixing of monitoring instruments/datums. This is to be done in consultation with the nominated built heritage expert and historic structures engineer.</p> <p>For the purposes of determining acceptable thresholds, all heritage structures should be</p>			



Ref.	Mitigation Measure	Works				Site			Responsibility	Monitoring and Reporting	Targets	Reactive Mgt. Strategy
		Low Impact works & Site Set-up	Internal Strip-out	Demolition	Demobilisation	Parramatta	Clyde	Westmead				
										classified as DIN-4150 Class 3 structures—i.e. 'Structures that, because of their particular sensitivity to vibration, cannot be classified under lines 1 and 2 and are of great intrinsic value (e.g. listed buildings under preservation order)' and should also consider the thresholds identified under BS7385 in the CNVIS.		
NAH5.	Where heritage items, including significant archaeology are impacted by Stage 1 works, consideration would be given to their inclusion in the Heritage Interpretation Plan for future stages.	✓	✓	✓		✓	✓	✓	Delta Project Manager	<p>Information supplied to Sydney Metro as requested.</p> <p>Salvage in accordance with the salvage register. The Principal has confirmed that the following items have been deemed required to be salvaged, for use by the Museum of Applied Arts and Sciences (MAAS):</p> <ol style="list-style-type: none"> <li>1. Parramall Shopping Centre sign – North (George Street end)</li> <li>2. Parramall Shopping Centre sign – South (Horwood Place end)</li> </ol>	Information supplied as requested.	Supply requested information.

Ref.	Mitigation Measure	Works				Site			Responsibility	Monitoring and Reporting	Targets	Reactive Mgt. Strategy
		Low Impact works & Site Set-up	Internal Strip-out	Demolition	Demobilisation	Parramatta	Clyde	Westmead				
										Keep records of salvage and provide to coordinator of heritage interpretation. Keep objects safe until handover to Principal. The salvage and handover has been specified in the scope of works.		
NAH6.	The archaeological research design would be implemented. Significant archaeological findings would be considered for inclusion in heritage implementation (as per NAH5) for the project and be developed in consultation with the relevant local council.	✓		✓		✓	✓	✓	Sydney Metro Delta Project Manager	Archaeological Research Design prepared by Sydney Metro.	Archaeological Research Design in place prior to demolition works commencing. Implement requirements related to Delta's scope.	Ensure Archaeological Research Design in place prior to demolition works commencing.
NAH7.	An Archaeological Excavation Report would be prepared by the Excavation Director and be provided to the NSW Heritage NSW, Department of Premier and Cabinet within two years of the completion of archaeological excavations specified in the archaeological research design(s).	✓		✓		✓			Sydney Metro Delta Project Manager	Archaeological Research Report prepared by Sydney Metro Information supplied by Delta as requested.	Information supplied as requested.	Information supplied as requested.
NAH8.	In the event that State significant archaeology associated with early convict occupation is located at Parramatta metro station:	✓		✓		✓			Sydney Metro Delta Project Manager	Sydney Metro to manage in situ conservation requirements.	In situ conservation plan in place if required.	Ensure in situ conservation requirements are included in

Ref.	Mitigation Measure	Works				Site			Responsibility	Monitoring and Reporting	Targets	Reactive Mgt. Strategy
		Low Impact works & Site Set-up	Internal Strip-out	Demolition	Demobilisation	Parramatta	Clyde	Westmead				
	<ul style="list-style-type: none"> <li>In situ conservation would be considered. If in situ conservation is not feasible and reasonable, a strategy to mitigate impacts would be prepared in consultation with the NSW Heritage Council (or delegate)</li> <li>An Archaeological Method Statement would be prepared in consultation with the NSW Heritage Council (or delegate) for management of the archaeological remains, whether for conservation or archaeological investigation and recording</li> <li>An accessible publication would be prepared within two years of archaeological excavations to document the archaeological investigations</li> <li>Sydney Metro would provide for the meaningful curation, display and public access of any artefacts collected. This may involve partnerships with museums, local heritage centres and/or universities.</li> </ul>								Delta to facilitate in situ requirements related to the scope.		Toolbox talks as required.	
NAH10.	<p>An assessment of significance would be prepared in consultation with the relevant local council for the following potential unlisted heritage items:</p> <ul style="list-style-type: none"> <li>220 Church Street, Parramatta</li> <li>48 Macquarie Street, Parramatta</li> </ul>	✓		✓		✓			Sydney Metro Demolition Site Manager	Sydney Metro's consultant, CityPlan Services, has assessed these buildings within the works areas—namely, 220 Church Street and 48 Macquarie Street, Parramatta.	Archival recordings in place prior to demolition works commencing.	Ensure archival recordings in place prior to demolition works commencing.

Ref.	Mitigation Measure	Works				Site			Responsibility	Monitoring and Reporting	Targets	Reactive Mgt. Strategy
		Low Impact works & Site Set-up	Internal Strip-out	Demolition	Demobilisation	Parramatta	Clyde	Westmead				
	<ul style="list-style-type: none"> <li>Pine Inn at 19 Parramatta Road, Concord</li> <li>338-340 Parramatta Road, Burwood</li> <li>Former warehouse shed, Glebe Island.</li> </ul> If the assessment of significance confirms these items have local heritage value, an archival recording would be undertaken.								Sydney Metro would undertake Archival recordings.			
NAH11.	No Heritage listed structure within the Site will be used as a site facility or for storage of any materials unless otherwise agreed by the Principal.	✓	✓	✓	✓	✓	✓	✓	Demolition Site Manager	No heritage listed sites used as site facilities, or Approval in place to use heritage listed site.  Built Heritage Expert and Historic Structures Engineer to review and confirm location of amenities compound and recommended further mitigating measures.	No heritage listed sites used as site facilities, or Approval in place to use heritage listed site.	No heritage listed sites used as site facilities, or Approval in place to use heritage listed site.
AH1.	Aboriginal stakeholder consultation would be carried out in accordance with the Heritage NSW, Department of Premier and Cabinet's Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010 (DECCW, 2010).	✓				✓	✓	✓	Sydney Metro Delta Project Manager	Sydney Metro to facilitate consultation. Delta to undertake consultation with Registered Aboriginal Parties as required.	Appropriate consultation undertaken.	Ensure appropriate consultation undertaken.
AH2.	Archaeological test excavation (and salvage when required) would be carried out where intact natural profiles with the potential to contain significant archaeological deposits are encountered	✓				✓			Demolition Site Manager	Excavations at Clyde would be conducted in accordance with the methodology outlined in	Archaeological test excavation and salvage undertaken when required.	Cease excavation works and ensure archaeological test excavation and salvage



Ref.	Mitigation Measure	Works				Site			Responsibility	Monitoring and Reporting	Targets	Reactive Mgt. Strategy
		Low Impact works & Site Set-up	Internal Strip-out	Demolition	Demobilisation	Parramatta	Clyde	Westmead				
	at the specified construction sites and the Parramatta power supply route. Excavations would be conducted in accordance with the methodology outlined in the Aboriginal cultural heritage assessment report.									the Aboriginal cultural heritage assessment report. Excavations at Parramatta would be conducted in accordance with the Aboriginal archaeology excavation methodology developed in accordance with condition D22 and contained within the Aboriginal Heritage Report prepared by Sydney Metro		undertaken in accordance with the methodology outlined in the Aboriginal cultural heritage assessment report and Aboriginal Heritage Report (Parramatta station construction site).
AH3.	If Aboriginal archaeological remains are recovered during Stage 1, results would be incorporated into Aboriginal heritage interpretation for the Concept in consultation with registered Aboriginal parties.	✓	✓	✓	✓	✓	✓	✓	Site Manager Delta Project Manager	Daily Inspections Unexpected Finds Procedure Information supplied to Sydney Metro as requested.	Identify potential archaeological remains. Information supplied to Sydney Metro as requested.	Supply requested information.
AH4.	In the event that a potential burial site or potential human skeletal material is exposed during construction, the Sydney Metro Exhumation Management Plan would be implemented.	✓	✓	✓	✓	✓	✓	✓	Site Manager	In accordance with the Sydney Metro Exhumation Management Plan	Managed in accordance with the Sydney Metro Exhumation Management Plan	Managed in accordance with the Sydney Metro Exhumation Management Plan

### 5.3. Archaeological Investigations

#### 5.3.1. Parramatta Station Construction Site

The Parramatta station construction site is a potential archaeological site and requires management in accordance with the ARDEM 2021 and AHR 2021. In summary the archaeological methodology for the enabling works at this site are as follows.

Enabling Works Activity	Archaeological fieldwork method
Service investigations within previously disturbed areas (ie existing trench alignments).	Unexpected finds procedure. (Refer to Section 6.12, ARDEM 2021)
Removal of services/substations/trees etc.	Archaeological monitoring where excavation outside previously disturbed areas is anticipated. (Refer to Section 6.6, ARDEM 2021)
Geotechnical and contamination testing boreholes	Relocate away from convict hut locations, and areas of high or known archaeology including Town Drain. Supply data for archaeological analysis. Unexpected finds procedure.
Geotechnical and contamination test pits	Relocate away from convict hut locations, and areas of high or known archaeology including Town Drain. Archaeological Monitoring.
Demolition to slab/current ground surface.	Unexpected finds procedure.
Excavation for new service installations (temporary, relocations and diversions).	Test excavation. (Refer to Section 6.3, ARDEM 2021) Salvage excavation or monitoring (depending on testing results). (Refer to Section 6.4, ARDEM 2021) Monitoring if minor or shallow excavations not expected to impact archaeological layers.
Area 2 removal of slab/ground surface (refer to Figure 9)	Archaeological monitoring.
Area 1A and 1B for archaeological clearance works (refer to Figure 9)	Test excavation. Salvage excavation. Archaeological monitoring if localised or shallow excavations are proposed in areas of potential and are not expected to impact significant archaeology. Review for opportunities for conservation/relocation/interpretation of state significant archaeology and Town Drain prior to salvage excavation. (Refer to Section 6.5, ARDEM 2021)

**Archaeological Monitoring:** Supervision, by an archaeologist, of minor or localised construction related ground disturbance or excavation works within an area of archaeological potential. If archaeological deposits or features are identified, further archaeological investigations, such as test or salvage excavation, would be required prior to construction impact. Refer to Section 6.6 of the ARDEM 2021.

**Test Excavation:** Archaeological excavation of small test pits or trenches to determine the nature and extent of archaeological deposits and features, prior to construction impacts. Undertaken by the archaeological team for both historical and Aboriginal archaeology. Test excavation will be undertaken as part of service relocation works and the archaeological investigation area, including the alignment of the Town Drain (refer to Figure 9). The test excavation methodology and strategy are provided in Section 6.3 or the ARDEM 2021 and the AHR 2021.

**State significant archaeology and the Town Drain impact review:** State significant archaeology and physical remains of the Town Drain will be subject to a review. This process is outlined in Section 6.4 of the ARDEM 2021.

Further approval under MCoA D15 is required prior to impacts to the Town Drain. D15 is Sydney Metro’s responsibility and Delta will work under their direction in relation to D15.

**Salvage Excavation:** Detailed archaeological investigation, excavation and recording within localised or large open areas undertaken prior to construction impacts. Salvage excavation will be undertaken as part of service relocation works and the archaeological investigation area (refer to Figure 9). The salvage excavation methodology and strategy are provided in Section 6.5 of the ARDEM 2021 and the AHR 2021.

Archaeological works, including unexpected finds responses, monitoring, testing and salvage excavation, will be undertaken by the nominated archaeological consultant engaged by Delta. Archaeological works would be undertaken in accordance with the methodologies provided in the ARDEM 2021 and the AHR 2021.

Aboriginal archaeological excavations will include representatives from the Project’s Registered Aboriginal Parties (RAPs) engaged by Delta or the nominated archaeological consultant. Refer to sections 5.2.4, 5.2.5 and 5.2.8 of the AHR 2021.

Archaeological findings and artefacts recovered during archaeological works will be subject to interpretation and curation requirements identified in the ARDEM 2021 (refer to Sections 6.18 and 6.19).

- Artefacts will be securely stored on site temporarily during archaeological excavations and then transferred to the nominated archaeological consultant’s office (and their archaeological specialists) during post-excavation analysis. Once post-excavation analysis is complete, the historical artefact collection will be returned to Sydney Metro’s nominated repository (yet to be determined) for long term storage.
- Aboriginal objects will be temporarily stored in a locked room at the archaeologist’s office. Consultation with the RAPs will be undertaken to determine the long-term curation location for Aboriginal objects.
- Artefacts and other archaeological findings may be included in interpretation and public displays within the new station developments. Details are not yet known; however, the process will be informed by Section 6.19 of the ARDEM 2021 and the Sydney Metro West Heritage Interpretation Strategy (yet to be prepared).
- The archaeological findings would be made available to Sydney Metro to inform heritage interpretation planning for the project.



**Figure 8 Historical archaeological clearance and associated works during the Enabling Works Program**

Source: Sydney Metro with GML annotations

### 5.3.2. Clyde

Aboriginal archaeological test excavation will be undertaken within the area of Aboriginal archaeological potential identified in the EIS (Figure 3). The test excavation, and salvage excavation if required, methodologies in the Archaeological Method Statement (AMS) prepared for Clyde, as per the ACHAR 2020 and REMM AH2.

The Aboriginal archaeological excavations will be undertaken by the nominated archaeological consultant and representatives from the RAPs, engaged by Delta or the nominated archaeological consultant. Refer to sections 3.2.5 and 3.2.8 of the Clyde WMS 2021.

Artefacts recovered during archaeological works will be subject to curation requirements identified in the AHR 2021 and the ARDEM 2021 (refer to Sections 6.18.2). Artefacts will be securely stored on site temporarily during archaeological excavations and then transferred to the nominated archaeological consultant's office and stored in a locked room. Consultation with the RAPs will be undertaken to determine the long-term curation location for Aboriginal objects.

The archaeological findings would be made available to Sydney Metro to inform heritage interpretation planning for the project.

### 5.3.3. Westmead

Service investigations within previously disturbed areas (ie existing trench alignments) will be managed with the used of Unexpected finds procedure. (Refer to Section 6.12, ARDEM 2021).

### 5.3.4. Archaeological reporting

Archaeological investigation findings will be subject to analysis and reporting in accordance with the ARDEM 2021 and the AHR 2021. Sydney Metro will be responsible for submitting the reports to Heritage NSW and DPIE.

## 5.4. Heritage Management Measures by Location

### 5.4.1. Wetlands at Parramatta River, Camellia (and Ermington; Parramatta; and Rydalmere) Item no. I1

Refer Flora and Fauna Management Sub Plan section for management of Wetlands (I1). Refer EIS for further background on this heritage item and potential impacts.

### 5.4.2. Victorian Regency terraced shops at 41-45 George Street, Parramatta

This heritage item is located within the Parramatta metro station construction site. The heritage item consists of the Victorian Regency structure at 43-47 George Street, in addition to a collection of modern structures, at 49-57 George Street which is currently occupied by 'Crunch Fitness'. It will be retained and protected by Delta during the demolition stage of the Project. The heritage curtilage includes adjoining modern buildings that are not considered to have heritage significance, that will be removed as part of the demolition works. Refer EIS for further background on this heritage item and potential impacts.

Delta will provide the following measures:

- Delta will carry out vibration monitoring throughout the Project at sites identified in the Noise and Vibration Management Sub Plan. This will be reviewed with input from the Built Heritage Expert and Historic Structures Engineer in accordance with the recommendations for NAH2 and Condition D16 and will include review of protective hoarding or equipment used for vibration and noise monitoring before their installation to ensure any such work does not have an adverse impact on the heritage significance of the item.
- Where Sydney Metro requires access to Victorian Regency Terraced Shops for photographic recordings, Delta will provide Sydney Metro and its contractors with safe access to enable compliance with this requirement.
- As the site has been identified as a potential archaeological site, Delta will implement an unexpected finds procedure (refer to **Section 6.7**) for the unexpected discovery of indigenous and non-indigenous heritage items and human remains throughout Portion of Parramatta works.

### 5.4.3. Kia Ora Georgian House at 64 Macquarie Street

This heritage item Kia Ora Georgian House is located within the Parramatta metro station construction site at 64 Macquarie Street. It will be retained and protected by Delta during the demolition stage of the Project. Refer EIS for further background on this heritage item and potential impacts.

Delta will provide the following measures:



- Delta will carry out vibration monitoring throughout the Project at sites identified in the Noise and Vibration Management Sub Plan. This will be reviewed with input from the Built Heritage Expert and Historic Structures Engineer in accordance with the recommendations for NAH2 and Condition D16 and will include review of protective hoarding or equipment used for vibration and noise monitoring before their installation to ensure any such work does not have an adverse impact on the heritage significance of the item.
- Where Sydney Metro requires access to Kia Ora Georgian House for photographic recordings, Delta will provide Sydney Metro and its contractors with safe access to enable compliance with this requirement.
- Delta will implement an unexpected finds procedure (refer to **Section 6.7**) for the unexpected discovery of indigenous and non-indigenous heritage items and human remains throughout Portion of Parramatta works.

#### 5.4.4. The Roxy Theatre

The Roxy Theatre heritage item is located immediately adjacent to the construction site at 67-69 George St, Parramatta. The Construction Noise and Vibration Management Plan predicts that the works have potential to expose this heritage item to vibration levels above the cosmetic damage screening criteria. To mitigate the risk of damage caused by exceedance of vibration levels, Delta will undertake the following mitigation measures:

- A more detailed assessment of the structure (in consultation with a structural engineer) and vibration monitoring will be carried out to ensure vibration levels remain below appropriate limits for that structure. This will be reviewed with input from the Built Heritage Expert and Historic Structures Engineer in accordance with the recommendations for NAH2.
- A more detailed assessment would specifically consider the heritage values of the structure in consultation with a heritage specialist to ensure sensitive heritage fabric is adequately monitored and managed.
- It will be retained and protected by Delta during the demolition stage of the Project.
- Delta will carry out vibration monitoring throughout the Project at sites identified in the Noise and Vibration Management Sub Plan and confirmed in consultation with the Built Heritage Expert and Historic Structures Engineer.

Refer EIS for further background on this heritage item and potential impacts.

In accordance with MCoA C13(e), Delta will rectify any damage to the Roxy Theatre caused by the demolition works in consultation with the Built Heritage Expert within six months of the completion of the demolition works.

#### 5.4.5. Convict Drain

The Parramatta metro station construction site includes a portion of the curtilage of the convict drain heritage item, located beneath Macquarie Lane and below no. 74 Macquarie Street (refer to Figure 7, 8 and 10). The location has been identified during recent archaeological works in Macquarie Lane and to the south of the site in Macquarie Street (refer to Section 4.8.4, ARDEM 2021 for further details). The Convict Drain is subject to MCoA D15 and D26.

- D15—requires investigation to locate the drain prior to excavation. It also requires further approval from the Planning Secretary for proposed impacts to the drain. Sydney Metro is responsible for D15 and will advise of the requirements in relation to D15.
- D26—requires early physical investigation (archaeological test excavation) to verify the nature and extent of the convict drain and inform the approach to its management and impact mitigation. The nominated archaeological consultant engaged by Delta will undertake the early physical investigations as part of the archaeological works in accordance with D26 and the methodology in the ARDEM 2021 (refer to Sections 6.3 and 6.4).

#### Demolition works

Demolition of modern buildings on the site would not result in adverse heritage impact, and would not result in the item's heritage listing eligibility being reduced. Delta will provide the following measures for the convict drain during demolition:

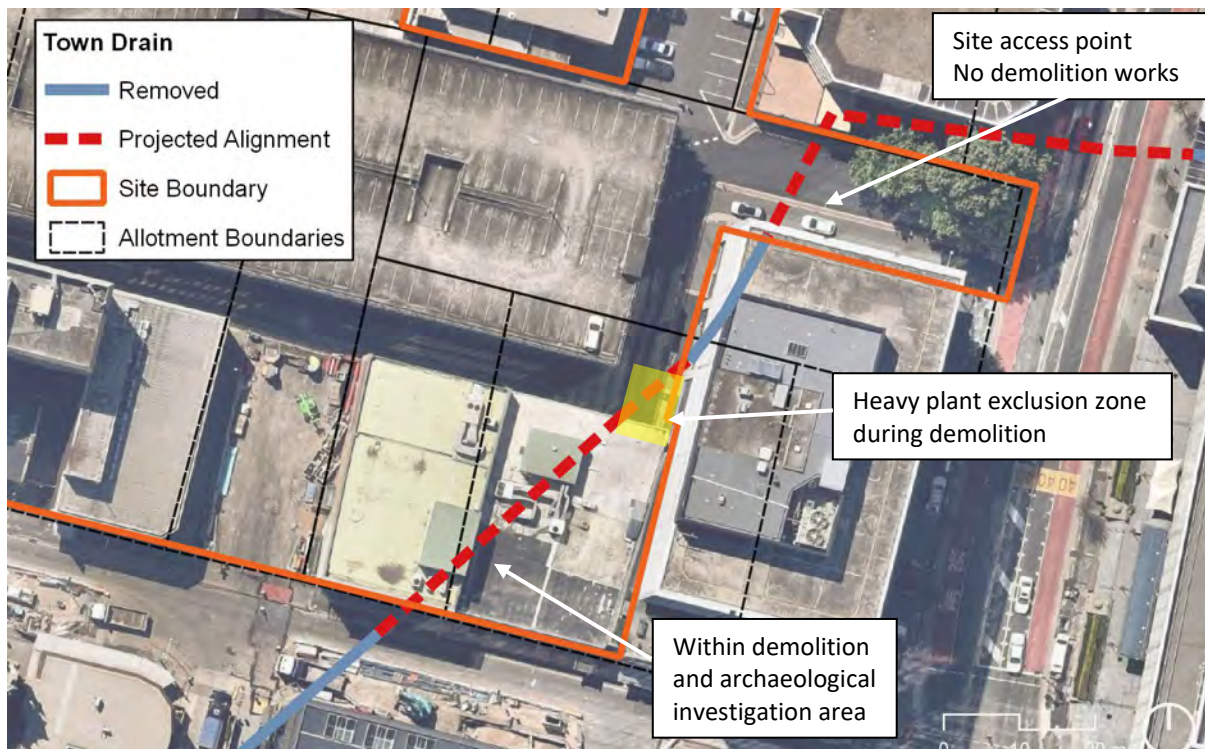
- Demolition will be undertaken to the lowest slab on ground. With all slabs remaining in place for the duration of demolition works. These concrete slabs present at the property 74 Macquarie Street where the Convict drain runs below
- An exclusion zone will be established in Macquarie Lane for heavy plant in the small portion where the Convict drain runs only 400mm below the existing surface levels.
- The largest machine operating in this location will be a 47t excavator. This has a ground bearing pressure of 88kPa

**Archaeological works**

Archaeological clearance works in Area 1b (refer to Figure 7) will involve archaeological investigations of the Convict Drain in accordance with the ARDEM 2021. This includes test excavation (refer to Section 6.4 of the ARDEM 2021) and impact/conservation review (refer to Section 6.5 of the ARDEM 2021).

Further approval under MCoA D15 is required prior to impact or removal of the convict drain within the archaeological clearance works area (refer to Figure 10). Sydney Metro is responsible for this process and will provide direction regarding the management of the convict drain as part of the archaeological works. Should impact to the convict drain be approved, the methodology for archaeological and archival recording provided in Section 6.5 and 6.8 of the ARDEM 2021 will be followed, along with any further approval conditions imposed as part of compliance with D15.

The archaeological works will be undertaken by the nominated archaeological consultant engaged by Delta.



**Figure 9 Location of the Parramatta Convict Drain, heavy plant exclusion zone during demolition, and part of alignment within the demolition and archaeological investigation area**

Source: ARDEM 2021 with GML annotations

**5.4.6. Horse Parapet Façade (and potential archaeological site)**

The Horse Parapet Façade is located outside the construction, on the corner of Macquarie and Church Street.

Demolition of modern buildings on the construction site would not result in any substantial adverse heritage impact and would not result in the item’s heritage listing eligibility being reduced.

Delta will provide the following measures:

- Delta will carry out vibration monitoring throughout the Project at sites identified in the Noise and Vibration Management Sub Plan. This will be reviewed with input from the Built Heritage Expert and Historic Structures Engineer in accordance with the recommendations for NAH2.

**5.4.7. RTA Depot (Clyde)**

This heritage item RTA Depot is located within the Clyde stabling and maintenance facility construction site. It will be retained and protected by Delta during the demolition stage of the Project.

Delta will provide the following measures:

- Delta will carry out vibration monitoring throughout the Project at sites identified in the Noise and Vibration Management Sub Plan. This will be reviewed with input from the Built Heritage Expert and Historic Structures Engineer in accordance with the recommendations for NAH2.

- Where Sydney Metro requires access to the RTA Depot for photographic recordings, Delta will provide Sydney Metro and its contractors with safe access to enable compliance with this requirement.
- Before installing protective hoarding or equipment used for vibration and noise monitoring, the advice of a suitably qualified and experienced built heritage expert will be obtained and implemented to ensure any such work does not have an adverse impact on the heritage significance of the item.

In accordance with MCoA C13(e), Delta will rectify any damage to the RTA Depot façade caused by the demolition works in consultation with the Built Heritage Expert within six months of the completion of the demolition works.

#### 5.4.8. Westmead

There are no identified heritage buildings in the vicinity of the construction site. Demolition and clearing works are not likely to result in any impacts to listed significant items or archaeological remains.

Delta will provide the following measures:

- Delta will carry out vibration monitoring throughout the Project at sites identified in the Noise and Vibration Management Sub Plan. This will be reviewed with input from the Built Heritage Expert and Historic Structures Engineer in accordance with the recommendations for NAH2.

### 5.5. Protection of Adjacent Heritage Buildings

Scaffold will be erected around the adjacent buildings to RTA Depot (Clyde), Kia Ora Georgian House 58-60 and 68 Macquarie Street during the demolition of these buildings by Delta's subcontractor and in accordance with Delta's Health and Safety Management Plan.

Delta will provide the following measures:

- Shade cloth will be installed on to the scaffold to provide both a physical barrier and a visual screen between the building and Delta's demolition works, protecting the building from dust and debris generated by demolition.
- Hoarding will be installed across the Back of The Roxy Theatre to facilitate the installation of scaffold protection around the Carpark Demolition at 71 George Street.
- The design of all temporary works will require approval from the Principal in relation to urban design and visual impacts. Delta will issue the design to Sydney Metro for approval prior to installation.
- Delta will regularly inspect and maintain all construction hoardings and scaffolding. These will be kept clean and free of dust and dirt. Graffiti on construction hoardings or scaffolding will be removed or painted over promptly.
- Site specific delta induction to include heritage protection. A heritage briefing will be given to operatives working adjacent to heritage prior to any works commencing. Works adjacent to heritage building and awning at 41-45 George Street Victorian Regency structure will be carried out by hand and electrical tools only. All works will be managed by an experienced Demolition supervisor.
- Delta will engage and coordinate a noise and vibration specialist and heritage consultant to advise on monitoring locations in accordance with MCOAs D47 and D48. This mitigation strategy will be pertinent to all adjacent heritage items not within the demolition footprint.

### 5.6. Interpretation and Salvage

Sydney Metro is preparing a Heritage Interpretation Strategy for Sydney Metro West. Delta and the nominated archaeological consultant will provide information about the archaeological findings to inform heritage interpretation planning as required.

Advice on movable heritage and significant fabric has been carried out by Sydney Metro to be documented in the Salvaged Materials and Moveable Heritage Register that will be issued to Delta. A suitably qualified Heritage Specialist will be engaged to advise on the removal, transport and storage of items removed for salvage.

The only item that has been identified for heritage salvage is the Parramatta Mall "Parramall" sign which will be salvaged for the Museum of Applied Arts and Sciences. This is attached in **Appendix A**. Prior to any Salvage work taking place by Delta, all work methodologies will be checked by a qualified heritage consultant. All Heritage salvage work will take place prior to demolition commencing on the relevant building that may impact on the item to be salvaged (refer to photos in **Appendix A**).

Where undocumented heritage is found, or deemed to be found, operatives will follow the unexpected finds procedure as outlined below in **Section 6.7**.

## 5.7. Unexpected Finds Procedure

### 5.7.1. Unexpected Finds

An Unexpected Heritage Finds Procedure has been developed by the Sydney Metro for application across the Project, see **Appendix B**. The unexpected finds procedure will apply to all works at Parramatta, Clyde and Westmead. Works at Parramatta are also subject to the unexpected finds procedure outlined in the ARDEM 2021 (refer to Section 6.12). This includes contacting the nominated Excavation Director for advice on unexpected archaeological finds during demolition works.

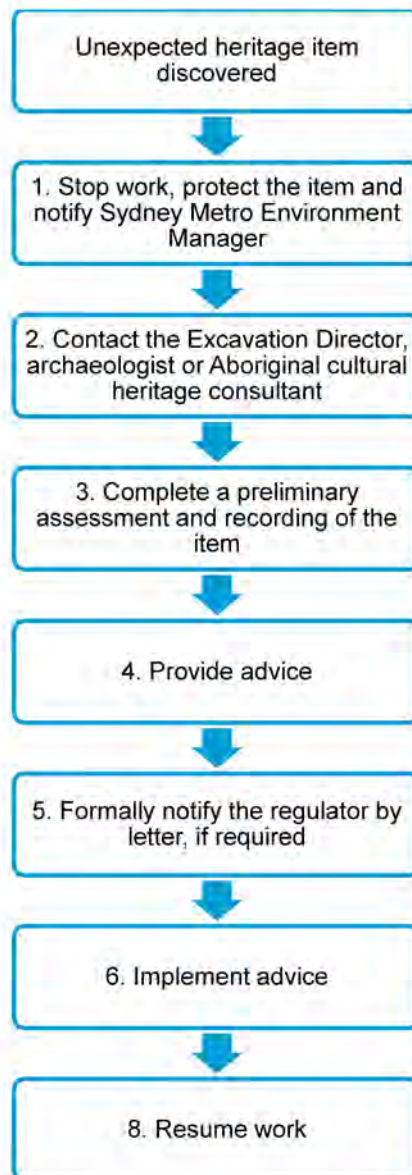
In the first instance, Delta will verbally notify the Sydney Metro Nominated Representative to seek advice as soon as possible after Delta becomes aware of the unexpected find. Works in the vicinity of the unexpected find will cease immediately. If human skeletal remains are found during the Project, works will cease immediately across the whole of the site.

Unexpected finds of archaeological relics (local or state) as defined by the *Heritage Act 1977* require notification under Section 146. Lodgement of a Section 146 notification will be through the NSW Heritage Management System.

If human skeletal remains are identified any archaeological investigation would be undertaken by the Principal in accordance with the *Skeletal Remains: Guidelines for Management of Human Skeletal Remains* (Heritage Council of NSW, 1998). An Exhumation Policy for the Project will be developed by the Principal, where necessary, and will be adhered to by Delta.

The Unexpected Finds Procedure is illustrated in Figure 11.





**Figure 11 Unexpected Finds Procedure**

Source: Sydney Metro Unexpected Finds Procedure May 2021

### 5.7.2. Notifiable Events

A notifiable event is any environmental incident or non-compliance issue that triggers a specific statutory requirement to notify a regulatory authority. Notifiable events that are relevant to the heritage aspects of the Project are:

- Discover relic: Condition E20 of the MCoAs requires the Excavation Director to be notified to assess the finds, identify their significance level, and provide mitigation advice according to the significance level and the impact proposed;
- Unexpected finds of archaeological relics (local or state) as defined by the *Heritage Act 1977* require notification under Section 146. Lodgement of a Section 146 notification will be through the NSW Heritage Management System.
- Discover Aboriginal remains: Section 20 of the *National Parks & Wildlife Act 1974* requires notification to be made in writing to the Director-General of EPA within a reasonable time after becoming aware of the find;
- Discover aboriginal relic: Section 91 of the *Commonwealth Aboriginal & Torres Strait Islanders Heritage Protection Act 1984* requires notification to be made in writing to the Commonwealth Minister of the Environment as soon as practicable after becoming aware of the find;
- Non-compliance: Condition A45 of the MCoAs requires the Planning Secretary to be notified in writing via the Major Projects website within seven (7) days after the Proponent becomes aware of any non-compliance with the conditions of this approval; and
- Condition A46 of the MCoAs requires non-compliance notification to identify the CSSI (including the application number for it), set out the condition of approval that the development is non-compliant with, the

way in which it does not comply and the reasons for the non-compliance (if known) and what actions have been, or will be undertaken to address the non-compliance. Note: A non-compliance which has been notified as an incident does not need to also be notified as a non-compliance.

### 5.7.3. Environmental Incidents

An environmental incident is an occurrence or set of circumstances in which pollution or an adverse environmental impact has occurred or is likely to result. An adverse environmental impact includes damage to a heritage item.

Where damage to a heritage item results from Delta's activities, the Environmental Incident Response procedure within Construction Environmental Management Plan (CEMP) will apply as follows:

- Delta will verbally notify the Director-General of Heritage NSW as soon as possible after Delta becomes aware of an incident. The Nominated Representative will provide advice to Delta on the classification of the incident and whether notification to any regulatory authority is required.
- Condition A43 of the MCoAs requires the Planning Secretary to be notified via phone or in writing via the Major Projects website immediately after the Proponent becomes aware of an incident. Any notification via phone must be followed up by a notification in writing via the Major Projects website within 24 hours of the initial phone call. The written notification must identify the CSSI (including the application number and the name of the CSSI if it has one) and set out the location and general nature of the incident.
- Condition A44 of the MCoAs requires that a Subsequent notification must be given and reports submitted in accordance with the requirements set out in Appendix A of the Approval.

### 5.8. Consultation

The HMSP has been provided to relevant stakeholders including Local Council, NSW Department of Environment, Industry and Planning (DPIE) and the NSW Heritage Council.

Ongoing consultation will be undertaken throughout the Project, including with the NSW Heritage Council, where required, and the Sydney Metro Design Review Panel and will be amended as required during the Project.

Please see **Appendix C** for a list of stakeholders consulted and their responses with prior to submitting to planning.

Need to include evidence of consultation in relevant appendix

## 6. TRAINING

IMS Procedure 03, Competency, Induction and Training requires that all persons (permanent and temporary employees and contractors) who undertake work on a Delta Group site must as a minimum hold a current:

- Generic Construction Industry OHS Induction;
- Delta Group induction;
- Client induction (as required);
- SWMS, toolbox, and SOP inductions;
- Site Management Plan/s induction; and
- Site specific inductions.

### 6.1. Site inductions

Site Inductions will be conducted by the Work Health and Safety Manager, Site Manager, or designated person. Workers, including Delta employees, contractors, sub-contractors, and suppliers, must undergo Site Induction training and be deemed competent prior to being given approval to access Delta's Project sites.

Visitors and consultants who are to be escorted at all times, or who will not undertake work outside the Site Office area, will not need to undergo the Site Induction.

Site Induction training will inform all site personnel about their requirements and responsibilities for heritage and archaeological management under the HMSP, the protection of adjacent heritage and other buildings, and operation of vibration-generating equipment alongside heritage buildings prior to its demolition.

### 6.2. Management Plan Training

Management Plan training will be carried out prior to personnel commencing work on the Project. Management Plan training will include the provisions of the Delta HMSP.

Refresher training will be carried out after six months following commencement of the Project, and as required, when site inspections, audits, task observations and the like uncover work practices not in accordance with the Plan.

### 6.3. Toolbox Talks

Toolbox talks will be conducted weekly as a minimum, and will be used to present the status of safety and environmental performance, incidents, safety and security alerts, lessons learnt, bulletins, messages, etc.

A heritage toolbox will be conducted at Parramatta and Clyde for personnel undertaking archaeological clearance works. The toolbox will include requirements and responsibilities relating to archaeology and Aboriginal cultural heritage.

The Environment and Sustainability Manager will periodically participate in the weekly toolbox talks to emphasise aspects of environmental management or to provide updates when there are changes to legislation, work methods, or scope. Following any heritage related incident, the Environment and Sustainability Manager will provide an incident-specific toolbox lesson for all site personnel.

Delta’s IMS Form 054 Toolbox Meeting will be used to record all toolbox talks.

## 7. MONITORING AND INSPECTION

### 7.1. Site Inspections

Delta will carry out surveillance of protection measures, including checking of heritage mitigation measures, in accordance with Procedure 24 Inspection, Monitoring and Measurement. Regular site inspections are carried out by the Site Manager, and recorded on SEF 049 Site Inspection Report. Site inspections cover the whole of the Portion, including the site perimeter, and assess progress, risk, opportunities, and quality, safety, and environmental aspects of the Project. Daily Pre-start inspections are carried out by the Site Manager and recorded on Safety and Environmental Form SEF 047 Site Diary - Daily pre-start.

Periodic inspections by Delta’s Environmental and Sustainability Manager (or delegate) will be carried out to verify the adequacy of all environmental measures. This will be documented in SEF 049 Site Inspection Report.

A timetable of site inspections is provided in **Table 7** below.

**Table 7 Site Inspection Timetable**

Inspection	Frequency	Content
Daily Pre-start	Daily	Safety, environment, quality
Site Inspection	Weekly	Safety, environment
Environmental Inspection	Weekly	Environment
ER Inspection	Weekly	Environment

### 7.2. Condition Surveys of Heritage Sites

In accordance with MCoA C13(d), Delta will be undertaking post condition surveys of the Roxy Theatre & the RTA Depot within three months of completion of the Demolition Works. Further information on how conditions surveys will be conducted in accordance with MCoAs D60 and D61 is detailed within Section 6.8 of the CEMP.

### 7.3. Monitoring Procedure

#### 7.3.1. Noise and Vibration Monitoring

In accordance with MCoA D63, noise and vibration monitoring will be undertaken using permanent installations at the nearest representative sensitive receivers around the demolition site as identified in the relevant Detailed Noise and Vibration Impact Statements. Results from these monitors shall be reviewed on a weekly basis to ensure ongoing compliance. Where complaints are received, additional monitoring may be conducted at the specific location of complaint.

Monitoring results shall be made available online for access by key project stakeholders. Proposed permanent monitor locations are detailed the Noise and Vibration Management Sub Plan and Noise and Vibration Impact Assessments. The number and location of monitoring points shall be reviewed after an initial period of 2 - 3 months. Where noise and vibration levels are negligible and, in consideration of the works still to be completed, those levels are not expected to increase for the remainder of the project, consideration shall be given to the removal of redundant monitoring points.

### 7.3.2. Vibration Screening Criteria

Heritage buildings and structures will be assessed as per the screening criteria in the Noise and Vibration Management Sub Plan and the Sydney Metro City Construction Noise and Vibration Standard (SM020-00098866).

British Standard 7385: Part 2 1993 suggests levels of vibration at which cosmetic, minor, and major damage may occur, and that vibration levels up to the cosmetic damage level are considered safe and have produced no observable damage for building types.

Heritage buildings should not be assumed to be more sensitive to vibration unless they are found to be structurally unsound. Therefore, the cosmetic damage screening level per receiver type is:

- 25 mm/sec for reinforced or framed structures; and
- 7.5 mm/sec for unreinforced or light framed structures.

Where a heritage item is found to be structurally unsound, a more conservative cosmetic damage criterion of 2.5mm/sec peak component particle velocity must be applied. Condition inspections will be prepared by Delta’s sub-contractor and submitted to the Principal in accordance with the terms of the contract prior to the commencement of demolition.

Exceedance of the cosmetic damage level will not require demolition to cease, but alerts the Site Manager to proceed with caution at reduced force or load, or reduce the number of vibration-generating plant/equipment items operating simultaneously. An exceedance will also require the Project Manager to implement alternative techniques pending further analysis of the vibration frequency content in order to determine any potential exceedance of the criteria presented in the NVMS.

### 7.4. Site Audits

Delta carries out routine safety, environmental, and quality audits of all of its projects. Delta’s heritage management measures will be incorporated into these in accordance with Delta’s IMS Procedure AUD 005 Audit Environmental and as a component of this HMSP.

Where Delta performs compliance audits of its systems and procedures, the Principal will be invited to participate in the audit planning and oversee conduct of the audit. Delta will later provide a copy of the audit report to the Principal.

Where sub-contractors are employed to deliver aspects of the Project, Delta will require its audit and surveillance requirements are maintained by the sub-contractor, and provide evidence that the sub-contractor’s activities are being effectively overseen by Delta. If requested by the Principal, Delta will provide evidence of the effective implementation of management systems and procedures by its sub-contractors.

Delta’s management plans, systems, and processes will be subject to audit and surveillance by the Principal to gain assurance that Delta has established effective management systems and processes to meet the requirements of the Contract. The Principal may utilise its own auditors and surveillance officers to perform these activities, supported by subject matter experts where relevant.

The audit and surveillance activities may include risk-based compliance testing, desktop review of documentation, inquiry and observation of activities, or review of developing processes or activities.

Delta will be cooperative in assisting the Principal’s auditors and surveillance officers in undertaking their duties. This will include providing safe access to sites, systems and documentation, providing facilities to perform audits and surveillance, and the participation of Delta and Subcontractor representatives as required.

A timetable of site audits is provided in **Table 8**.



**Table 8 Site Audit Timetable**

Inspection	Frequency	Content
Internal HSEQ Audit	Monthly	Safety, environment (including heritage), quality
Internal Project Audit	Monthly	Project objectives Project specific management plans and procedures (including the HMSP)
Principal's Audit	As determined throughout contract	Project management plans, systems, and processes

## 8. RECORDS AND REPORTING

### 8.1. Compliance Records

Delta will retain copies of all compliance records generated for heritage management and heritage monitoring. These records will include:

- Inspections undertaken in relation to heritage management measures;
- Archival recordings undertaken of any heritage item;
- Unexpected finds and stop work orders;
- Records of any impacts avoided or minimised through design or construction methods; and
- Vibration monitoring of heritage items, including exceedances and actions taken in response.

Delta will notify the Director-General of Heritage NSW where Delta becomes aware of an unexpected find. Works in the vicinity of the unexpected find will cease immediately. Depending on the nature of the unexpected find, ongoing management will be carried out by Sydney Metro, or the NSW Police. Delta will retain records as required by these parties.

### 8.2. Reporting

#### 8.2.1. Heritage Incident/Non-Compliance Report

Incident or non-compliance reports will be provided to the Principal's Representative within 48 hours of the observation using either SEF 010-A Accident-Incident Report or SEF 052 Non-conformance Report.

The Principal's Representative will review the report and provide advice to Delta if necessary, on any requirements for an incident investigation.

#### 8.2.2. Incident Register

Delta will maintain an incident register to manage the information associated with reporting of unexpected finds, heritage inspections, and non-compliances. The register will be maintained by the Environment and Sustainability Manager and will assist Delta to report monthly to the Principal in accordance with the requirements of the Contract.

The Delta Health and Safety Manager will be responsible for updating the incident register following an incident or non-compliance.

The incident register will be submitted to Sydney Metro upon request.

#### 8.2.3. Monthly Report

Delta will prepare and submit a monthly report which meets the requirements of the Contract. The Monthly Report will be submitted to the Principal's Representative for review.


## 9. APPENDICES

## A. SALVAGE RECOMMENDATIONS

The following table is extracted from Heritage Salvage Advice Report by City Plan Heritage P/L, R03, issued 29/07/2021. It identifies the location and condition of those elements and materials by CPH which may be salvaged from 220 Church Street, 48 Macquarie Street and Parramall Shopping Centre in Parramatta, prior to the commencement of any removal or demolition works. It is appreciated that some of these salvageable elements/detailing may need to be removed when the demolition works commence. Recommendations have been made accordingly in the table below to ensure no damage occur to the identified elements during the removal in the case of being removed following commencement of demolition works. The recommendation for the 'reuse' of salvaged materials relates to their retrieval from the site and provision to recycling yards so that in future these materials may be used in other heritage conservation projects when required.


These items were identified for potential recycling or use in interpretation. None were required to be salvaged as their significance would not be retained after demolition. The only exception to this is the Parramall sign which will be salvaged and delivered to the Museum of Applied Arts and Sciences (Castle Hill storage) for future interpretive purposes.

**Table 5 Identified elements for salvage showing the building, element, location and future use.**

Location/ Label Registration No.	Element	Reuse/ Recommendation and Significance	Image
<b>220 Church Street</b>			
It is as an example of Victorian commercial terrace building retains several fabric elements that have the potential to be salvaged and recycled in future. Due to the high level of modification on the ground floor, the materials to be salvaged relate largely to detailing on the first floor. This includes door frames, skirting, cornices and picture rails, as well as an individual vent grill and ceiling rose.			
<b>West façade (indicated in red)</b> <b>Label:</b> <b>'Ext.Prpt.1'</b>	Parapet Feature (building name plate)	<b>Interpretation/recycle (Optional)</b>  Note: This naming plate may need to be removed during the demolition works. Ensure to salvage it first by saw-cutting together with the engaged piers on both sides and to the extent of the parapet height as indicated through red outline.  The existing parapet of 220 Church Street is of High significance as an original element of the building. The element demonstrates the aesthetic characteristics of Victorian commercial design, while also identifying the structure as part of the original 'Fuller's Buildings' site. While the removal of the parapet would relinquish some of its significance in context, the sign still retains significance as associated with the other surviving Fullers Buildings on Church Street.  The potential for interpretation of the formerly existing 'Fuller's' sign in connection to the existing piece at 220 Church Street would be a valuable addition to the Church Street precinct enriching the understanding of the area's commercial history, and the nearby Horse Parapet buildings. The salvage of the parapet could be an option if confirmed for interpretation by the	


Location/ Label Registration No.	Element	Reuse/ Recommendation and Significance	Image
<p><b>Level 1, entirety of original building (west side). Including 3 rooms and corridor.</b>  <b>Label:</b>            'Int.Lvl1.DF1'            'Int.Lvl1.DF2'            'Int.Lvl1.DF3'            Etc.</p>	<p>Door Frames</p>	<p>interpretation strategy to be prepared for the site.</p> <p><b>Recycle (Optional)</b></p> <p>The existing door frames are of Moderate significance to the site as elements of the original construction of the building with aesthetic contribution to the site helping to understand the historical provenance of the building. It is desirable that these elements upon removal be salvaged and recycled/sold.</p> <p>Should their recycle is not practicable then disposal to a recycling timber yard or similar second-hand construction materials place may be considered.</p>	
<p><b>Level 1, entirety of original building (west side). Including 3 rooms and corridor.</b>  <b>Label:</b>            'Int.Lvl1.SK1'            'Int.Lvl1.SK2' etc.</p>	<p>Skirting</p>	<p>Recycle (Optional)</p> <p>The existing skirting boards are of Moderate significance as elements of the original construction of the building with aesthetic contribution to the site helping to understand the provenance of the building. These elements upon their removal have scope for future salvage and recycle/resale. However, their salvage for reuse is not necessary.</p>	
<p><b>Level 1, third room from the west (original building) west wall.</b>  <b>Label:</b>            'Int.Lvl1.V1'</p>	<p>Vents</p>	<p><b>Interpretation/Recycle (Optional)</b></p> <p>The remaining vent grate is of High significance as an element of the original construction of the building with aesthetic contribution to the site helping to understand the provenance of the building, and scope for future salvage and recycle/resale. The element's intricate design is easily identifiable as part of the Victorian construction of the building. The salvage of the vent grill is an option if required by the interpretation strategy to be undertaken for the site, otherwise recycling should be considered.</p>	
<p><b>Level 1, westernmost room (original building)</b>  <b>Label:</b>            'Int.Lvl1.PR1'</p>	<p>Picture Rails</p>	<p><b>Recycle (Optional)</b></p> <p>The existing picture rails are of Moderate significance as elements of the original construction of the building with aesthetic contribution to the site helping to understand the historical provenance of the building. These elements upon removal their have scope for future salvage and recycle/resale.</p>	



Location/ Label Registration No.	Element	Reuse/ Recommendation and Significance	Image
<p><b>Level 1, westernmost room (original building)</b> Label: 'Int.Lvl1.CR1'</p>	<p>Ceiling Rose</p>	<p><b>Interpretation/Recycle (Optional)</b></p> <p>The existing ceiling rose of is of High significance as an original element of the building. The element demonstrates the aesthetic characteristics of Victorian commercial design, while also identifying the structure as part of the original Fuller's Buildings' site. The ceiling rose is of an intricate design of high ornamental value, easily identifiable as part of the Victorian provenance of the building. The salvage of ceiling rose is an option if required by the interpretation strategy to be undertaken for the site, otherwise recycling should be considered.</p>	


**48 Macquarie Street**

Is a fine example of post-war modernist design is characterised by its striking and progressive form with tasteful finishes. However, due to the very functional approach of modernist design, detailing and ornamentation as they were in previous periods of architectural history are largely avoided. Therefore, the building at 48 Macquarie Street as an example of this functional practice retains little salvageable detailing that could potentially be directly re-used or utilised in interpretation. The main exception to this is the finely crafted staircase balustrade and timber handrail which should be salvaged prior to demolition works. In addition, two plaques have been identified that are connected to the original safe rooms within the building, that are valuable as evidence in the common post-war practice of installing safe rooms in office buildings and could be reused elsewhere in future.

<p><b>Central Building Void, Ground Floor, Level 1 and Level 2</b> Label: 'Int.Bldg.Stairs'</p>	<p>Staircase balustrade and timber handrail.</p>	<p><b>Recycle (Optional)</b></p> <p>If possible, salvage terrazzo treads for recycling.</p> <p>The staircase structure and balustrade of 48 Macquarie Street is the of High significance as one of the only remaining decorative features of the building that showcases high aesthetic in the context of its modernist design.</p> <p>Its salvage for recycling is desirable if practical.</p>	
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**Parramall Shopping Centre**

It is an arcade building constructed c.1979. The building houses a number of speciality shops and commercial operations. The semi-circular arched arcade with curved metal roof and projecting neon-light style signage facing George Street and Horwood Place are significant local icons that are well known and important to the local community. The mall itself and its original signage are characteristic of widescale commercial development in Parramatta throughout the 1970s-1980s in particular its labyrinth of arcades which characterised this particular era of development. While the building is not considered of high architectural or technical significance, it has some historic and social value as a local landmark important to the community. The salvage of this item has been requested by the Museum of Applied Arts and Science for the purpose incorporation into their collection associated with the Powerhouse Museum.

Location/ Label Registration No.	Element	Reuse/ Recommendation and Significance	Image
<p><b>Parramall north and southern entryways facing Horwood Place and George Street.</b></p>	<p>Parramall neon Sign</p>	<p><b>Interpretation / Conservation</b></p> <p>The Parramall Sign provides a visual representation of the bright stylistic character of commercial development in Parramatta during the 1970s-1980s. The arched curve of the base structure and the font and of the neon-style lit text are easily identifiable as a reminder of the former structure. The sign has interpretive value as a representation of the commercial history of Parramatta during its era of construction. Provide the sign to Powerhouse Museum for inclusion in their Collection.</p>	

## **B. SYDNEY METRO UNEXPECTED HERITAGE FINDS PROCEDURE & EXHUMATION MANAGEMENT PROCEDURE**

[SM-18-00105232] Version 4.1 dated May 2021

[SM ES-PW-315/5.0] Version 5.1 dated May 2021

Unclassified



# Sydney Metro Unexpected Heritage Finds Procedure

SM-18-001105232

Metro Body of Knowledge (MBoK)

<b>Applicable to:</b>	Sydney Metro
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## 1. Introduction

### 1.1. Purpose

This procedure has been prepared to provide a consistent approach to the management of unexpected Aboriginal and non-Aboriginal heritage uncovered during Sydney Metro activities. It applies to all Sydney Metro activities, both the pre-construction (prior to the Construction Heritage Management Plan approval) and construction phase (post Construction Heritage Management Plan approval) and pre or post-approval activities that are subject to the NSW *Heritage Act (1977)* (Heritage Act) and the *National Parks and Wildlife Act 1974* (NPW Act).

In NSW, there are strict laws to protect and manage both Aboriginal and non-Aboriginal heritage. As a result, appropriate management measures need to be implemented to avoid or minimise impacts, ensure compliance with statutory requirements, and to minimise the risk of penalties to individuals, Sydney Metro and its contractors. This procedure includes Sydney Metro's heritage notification obligations under the Heritage Act, NPW Act and the *Coroner's Act 2009* and the requirements of the conditions of approval (CoA) issued by NSW Department of Planning, Industry and Environment.

Note that a Contractor must not amend the *Sydney Metro Unexpected Finds Procedure* or use a different procedure without the prior approval of Sydney Metro.

This procedure must be read in conjunction with the relevant approval conditions, contract documents and other plans and procedures including the *Sydney Metro Exhumation Management Procedure*, in addition to any other relevant documents as developed by the contractor for the delivery of Sydney Metro activities.

### 1.2. Scope

This procedure applies to the discovery of any unexpected heritage item, where the find is not anticipated in an approved Archaeological Research Design (ARD) or Archaeological Method Statement (AMS) or other project specific document related to heritage. It applies to all Sydney Metro activities.

This procedure must be followed by all Sydney Metro staff, contractors, subcontractors or any person undertaking work for Sydney Metro. It includes references to some of the relevant legislative and regulatory requirements, but is not intended to replace them.

This procedure *does not apply* to:

- the discovery and disturbance of heritage items as a result of investigations being undertaken in accordance with the *Code of Practice for Archaeological Investigations of Aboriginal Objects in NSW 4376 2010*<sup>1</sup>; an Aboriginal Heritage Impact Permit (AHIP) issued under the NPW Act; or a permit approval issued under the Heritage Act;
- the discovery and disturbance of heritage items as a result of construction related activities, where the disturbance is permissible in accordance with an AHIP or an approval issued under the Heritage Act or State Significant Infrastructure (SSI) /State Significant Development (SSD) planning approval; or



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- the discovery and disturbance of a heritage item of local significance, where the find is identified and anticipated to occur in an AMS or ARD.

Construction Environment Management Plans (CEMP) should reference or include this procedure. Where there is an approved CEMP, it must be followed in the first instance. Where there is a difference between approved CEMPs and this procedure, the approved CEMP must be followed. Where an approved CEMP does not provide sufficient detail on particular issues, this procedure should be used as a reference.

### 1.3. Definitions and abbreviations

#### 1.3.1. What is an unexpected heritage find?

An 'unexpected heritage find' can be defined as:

- any unanticipated discovery of an Aboriginal object or archaeological work or relic, which Sydney Metro does not have approval to disturb and/or is not covered under an existing management process or plan
- a find that has not been identified or assessed in a project assessment or document related to heritage
- a find that is not referenced in an archaeological research design (ARD) or archaeological method statement (AMS)
- a find that is not covered by an existing approval under the NPW Act or Heritage Act.

#### 1.3.2. Abbreviations

All terminology in this document is taken to mean the generally accepted or dictionary definition. Other terms and jargon specific to this document are defined within the [SM-17-0000203 Sydney Metro glossary](#). Acronyms specific to this document are listed below.

	Definitions
AHIP	Aboriginal Heritage Impact Permit
Aboriginal object	An Aboriginal object is any deposit, object or material evidence (not being a handcraft made for sale) relating to the Aboriginal habitation of the area, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction, and includes Aboriginal remains. An Aboriginal object may include a shell midden, stone tools, bones, rock art, Aboriginal-built fences and stockyards, scarred trees and the remains of fringe camps.
ARD	Archaeological Research Design
AMS	Archaeological Method Statement
CEMP	Construction Environmental Management Plan
CoA	Conditions of Approval
CSSI	Critical State Significant Infrastructure
EP&A Act	NSW <i>Environmental Planning and Assessment Act 1979</i>

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<b>Disturbance</b>	Disturbance is considered to be any physical interference to an item that results in it being destroyed, defaced, damaged, harmed, impacted or altered in any way (this includes archaeological investigation activities).
<b>Excavation Director</b>	A person that has been determined by the Heritage Council of NSW or delegate to meet the Criteria for Assessment of Excavation Directors (4 September 2019 and as updated) and can therefore competently archaeologically investigate a site of either local and/or state significance.
<b>Heritage Act</b>	NSW <i>Heritage Act 1977</i>
<b>NPW Act</b>	NSW <i>National Parks and Wildlife Act 1974</i>
<b>Heritage NSW</b>	Formerly Office of Environment and Heritage (OEH). Now Heritage NSW as part of the Department of Premier and Cabinet NSW.
<b>IMS</b>	Integrated Management System (IMS)
<b>Relic (non-Aboriginal heritage)</b>	A relic means any deposit, artefact, object or material evidence that: <ul style="list-style-type: none"> <li>a) relates to the settlement of the area that comprises NSW, not being Aboriginal settlement, and</li> <li>b) is of State or local significance.</li> </ul>
<b>SSD</b>	State Significant Development
<b>SSI</b>	State Significant Infrastructure
<b>TFNSW</b>	Transport for New South Wales
<b>Work (non-Aboriginal heritage)</b>	Archaeological features such as historic utilities or buried infrastructure that provide evidence of prior occupations such as former rail or tram track, timber sleepers, kerbing, road pavement, fences, culverts, historic pavement, buried retaining walls, cisterns, conduits, sheds or building foundations, but are also subject to assessment by the Excavation Director to determine its classification.

#### 1.4. Accountabilities

The Director Environment, Sustainability and Planning is accountable for this document including approving the document, monitoring its effectiveness and performing a formal document review.

Direct Reports to the Chief Executive are accountable for ensuring the requirements of this document are implemented within their area of responsibility.

Direct Reports to the Chief Executive who are accountable for specific projects/programs are accountable for ensuring associated contractors comply with the requirements of this document.

## 2. Types of unexpected heritage finds and their statutory protections

Project, field and environmental personnel (including construction contractors) are critical to the early identification and protection of unexpected heritage finds.

**Appendix 1** illustrates the wide range of heritage items uncovered to date during Transport for NSW projects and provides an understanding of what unexpected finds may look like.



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Unexpected heritage finds are categorised as either:

- (a) Aboriginal objects;
- (b) Historic (non-Aboriginal) heritage items; or
- (c) Human skeletal remains.

The relevant legislation that applies to each of these categories is described below.

## 2.1. Aboriginal objects

The NPW Act provides the basis for the care, protection and management of Aboriginal objects and places in NSW.

An Aboriginal object is defined as: *any deposit, object or material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of the area that comprises New South Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction, and includes Aboriginal remains.*

An 'Aboriginal place' is an area declared by the Minister administering the Act to be of special significance with respect to Aboriginal culture. An Aboriginal place does not have to contain physical evidence of occupation (such as Aboriginal objects).

Under section 87 of the Act, it is an offence to harm or desecrate an Aboriginal object or place. There are strict liability offences. An offence cannot be upheld where the harm or desecration was authorised by an AHIP and the permit's conditions were not contravened. Defences and exemptions to the offence of harming an Aboriginal object or Aboriginal place are provided in section 87, 87A and 87B of the Act. A person must notify Heritage NSW if a person is aware of the location of an Aboriginal object.

Penalties for some of the offences can include two years imprisonment and/or up to \$550,000 (for individuals), and a maximum penalty of \$1.1 million (for corporations).

Examples of Aboriginal objects include stone artefacts, shell middens, axe grinding grooves, pigment or engraved rock art, burials and scarred trees.

### IMPORTANT!

**All Aboriginal objects, regardless of significance, are protected under law.**

If any impact is expected to an Aboriginal object, an AHIP is usually required from Heritage NSW. When a person becomes aware of an Aboriginal object they must notify the Director-General of Heritage NSW about its location. Assistance on how to do this is provided in section 4 (Step 5).

## 2.2. Historic (non-Aboriginal) heritage items

The Heritage Act provides for the care, protection and management of heritage items in NSW. Historic (non-Aboriginal) heritage items include:

- archaeological 'relics' as defined under the Heritage Act; and



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- other items such as works, buildings or movable objects, which are not considered 'relics' under the Act.

### 2.2.1. Archaeological relics

Under section 139, it is an offence to disturb or excavate any land knowing or having reasonable cause to suspect that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed, unless the disturbance or excavation is carried out in accordance with an excavation permit issued by Heritage NSW under the Act.

A relic is defined as: *'any deposit, artefact, object or material evidence that: (a) relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and (b) is of State or local heritage significance.'*

A person must notify Heritage NSW, if a person is aware or believes that they have discovered or located a relic (section 146). Penalties for offences under the Heritage Act can include six months imprisonment and/or a fine of up to \$1.1million.

#### IMPORTANT!

**All relics are subject to statutory controls and protection.**

If a relic is likely to be disturbed, an approval is usually required from the Heritage Council of NSW. When a person discovers a relic, they must notify the Heritage Council of NSW of its location.

### 2.2.2. Other items

Some historic heritage items are not considered to be 'relics', but are instead referred to as works, buildings, structures or movable objects. Examples of these items that may be encountered include culverts, historic pavements, retaining walls, tramlines, rail tracks, turn tables, timber sleepers, cisterns, fences, sheds, buildings and conduits.

Usually archaeological relics are uncovered via a process of excavation or soil removal. When an unexpected find is uncovered, an archaeological excavation permit under section 140 or section 60 of the Heritage Act may be required to further investigate or remove it if investigation is not covered by an existing approval. In contrast, 'other historic items' either exist above the ground surface (for example a shed), or they are designed to operate and exist beneath the ground surface (for example a culvert). They may also need a permit to alter, disturb or remove them if there is not an approval already in place.

## 2.3. Human skeletal remains

The *Sydney Metro Exhumation Management Procedure* provides a more detailed explanation of the approval processes related to human skeletal remains.

Human skeletal remains can be classified as:

- reportable deaths
- Aboriginal objects; or

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- relics

Where it is suspected that less than 100 years has elapsed since death, human skeletal remains come under the jurisdiction of the State Coroner and the *Coroners Act 2009* (NSW). Under s35(2) of the Act, a person must report a death to a police officer, a coroner or an assistant coroner as soon as possible. This applies to all human remains less than 100 years old regardless of ancestry. Public health controls may also apply.

Where the remains are suspected of being more than 100 years old, they are considered to be either Aboriginal objects or non-Aboriginal relics, depending on the ancestry of the individual. Aboriginal human remains are protected under the NPW Act, while non-Aboriginal heritage remains are protected under the Heritage Act. The discovery of Aboriginal human remains also triggers notification requirements to the Commonwealth Minister for the Environment under s20 (1) of the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984*.

**IMPORTANT!**

**All human skeletal remains are subject to statutory controls and protections.** All bones must be treated as potential human skeletal remains and work around them must stop while they are appropriately protected and investigated, the relevant authorities notified and approvals received.

### 3. Unexpected heritage finds procedure

In the event that an unexpected find is encountered on a Sydney Metro project, the steps summarised in Figure 1 and detailed in Table 1 must be followed. There are seven steps in the procedure.

**IMPORTANT!**

Sydney Metro may have approval to impact certain heritage items during construction. If you think that you may have discovered a heritage item and you are unsure whether an approval is in place or not, **STOP** work and follow this procedure.

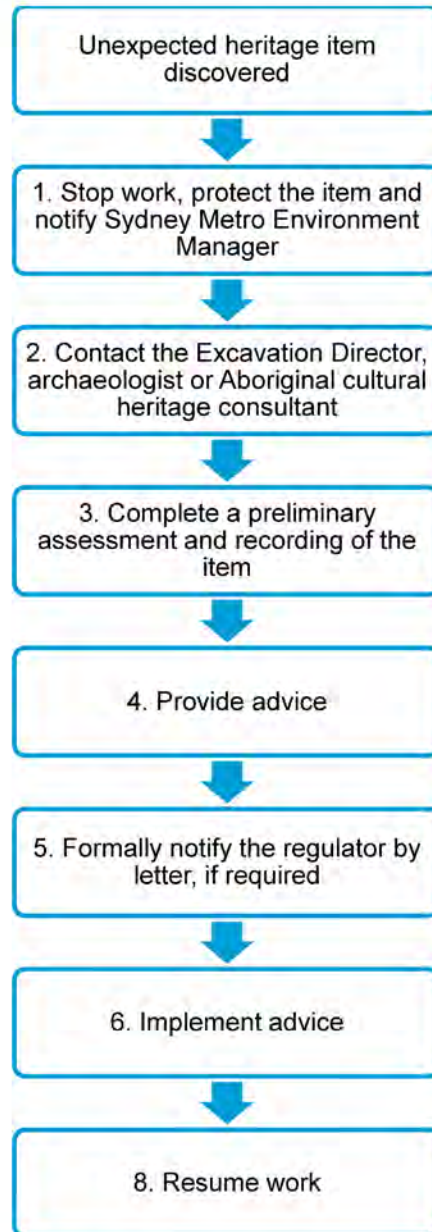
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Figure 1: Summary of steps to be taken on the discovery of an unexpected heritage item



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**Table 1: Specific tasks to be implemented following the discovery of an unexpected heritage item**

Step	Task	Responsibility	Guidance and tools
<b>1 Stop work and protect the item</b>			
1.1	Stop all work in the immediate area of the item and notify the Project Manager	Contractor / Supervisor	<b>Appendix 1</b> Identifying Unexpected Heritage Items
1.2	Establish a 'no-go zone' around the item. Use high visibility fencing, where practical. No ground disturbing work is to be undertaken within this zone until further archaeological investigations are completed, and if required, appropriate approvals are obtained.  Inform all on-site personnel about the no-go zone.	Contractor's Project Manager or Supervisor	
<b>2 Engage an archaeologist</b>			
2.1	Contact the nominated Excavation Director, archaeologist or Aboriginal cultural heritage consultant to discuss the location and nature of the item and arrange an inspection. The project CEMP should contain the contact details of the archaeologist.  Provide as much information as possible to the Excavation Director, archaeologist or Aboriginal cultural heritage consultant, including photographs of the item.  Inform the Sydney Metro Environment Manager, and keep them involved in the process. The Environment Manager will inform the Sydney Metro Senior Heritage Advisor.	Contractor's Project Manager	
2.2	Where there is no project Excavation Director, archaeologist or Aboriginal cultural heritage consultant engaged for the work, engage a suitably qualified consultant to assess the find.  If the find is likely to be an Aboriginal object, engage a suitably qualified and experienced Aboriginal cultural heritage consultant.  If the find is a non-Aboriginal heritage item, engage a suitably qualified and experienced historical archaeological consultant.	Contractor's Project Manager	

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Step	Task	Responsibility	Guidance and tools
<b>3</b>	<b>Preliminary assessment and recording</b>		
3.1	<p>Occasionally, the Excavation Director, archaeologist or Aboriginal cultural heritage consultant may determine from the photographs provided at Step 2.1 that it is not necessary to inspect the item because no heritage constraint exists for the project (for example the item is not an Aboriginal object or archaeological relic).</p> <p>This advice should be provided in writing (for example via email or letter with the consultant's name and company clearly identifiable) to the Sydney Metro Project Manager, Environment Manager and Senior Heritage Advisor.</p>	Excavation Director, archaeologist or Aboriginal cultural heritage consultant	Proceed to Step 7
3.2	Arrange access for the Excavation Director, archaeologist or Aboriginal cultural heritage consultant to inspect the item as soon as practicable. In most cases, a site inspection is required to conduct a preliminary assessment.	Contractor's Project Manager / Excavation Director	
3.3	<p>Subject to the Excavation Director, archaeologist or Aboriginal cultural heritage consultant's assessment, work may recommence at a set distance from the item. This is to protect any other archaeological evidence that may exist in the vicinity, which may have not yet been uncovered.</p> <p>The 'no-go zone' established in Step 1.2 may need to be adjusted to reflect the area of archaeological potential, as determined by the Excavation Director, archaeologist or Aboriginal cultural heritage consultant.</p>	Excavation Director, archaeologist or Aboriginal cultural heritage consultant / Contractor's Project Manager	
3.4	<p>Has the item been damaged or harmed?</p> <p>If yes, record the incident in the Incident Management System. Implement any additional reporting requirements related to the planning approval and CEMP where relevant</p>	Contractor's Project Manager / Excavation Director, archaeologist or Aboriginal cultural heritage consultant	
3.5	<p>Can the work avoid further impact to the item?</p> <p>Project Manager to confirm with Sydney Metro Environment Manager.</p>	Contractor's Project Manager	



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Step	Task	Responsibility	Guidance and tools
3.6	Record the item and complete the Unexpected Heritage Item Recording Form.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant	<p><b>Appendix 2</b> Unexpected Heritage Item Recording Form</p> <p><b>Appendix 3</b> Photographing Unexpected Heritage Items</p>
3.7	<p>Is the item likely to be bone?</p> <p>If yes, follow the steps in Appendix 4 'Uncovering bones'. Where it is obvious that the bones are human remains, you must notify the local police by telephone immediately. They may take command of all or part of the site. Also refer to the Sydney Metro Exhumation Management Procedure.</p> <p>If no, proceed to the next step.</p>	Excavation Director, archaeologist or Aboriginal cultural heritage consultant	
3.8	<p>The Excavation Director, archaeologist or Aboriginal cultural heritage consultant may provide advice after the inspection and preliminary assessment that no heritage constraint exists for the project (for example the item is not an Aboriginal object or relic).</p> <p>This advice should be provided in writing (for example via email or letter with the consultant's name and company clearly identifiable) to the Sydney Metro Project Manager, Environment Manager and Senior Heritage Advisor.</p>	Excavation Director, archaeologist or Aboriginal cultural heritage consultant	Proceed to Step 7
3.9	Where required, seek additional specialist technical advice (such as a forensic or physical anthropologist to identify skeletal remains). The Excavation Director, archaeologist or Aboriginal cultural heritage consultant can provide contacts for such specialist consultants.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant	
<b>4</b>	<b>Provide advice</b>		
4.1	The Excavation Director, archaeologist or Aboriginal cultural heritage consultant should provide written advice with input from Registered Aboriginal Parties where appropriate. The plan should include as a minimum a) a description of the item, b) an assessment of the significance of the item, c) approval or statutory notification requirements, d) reporting requirements, e) consultation requirements, and f) relevance	Excavation Director, archaeologist or Aboriginal cultural heritage consultant	<p><b>Appendix 4</b> Archaeological / heritage advice checklist</p> <p><b>Other references</b> DECCW 2010, Aboriginal Cultural Heritage Consultation</p>

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Step	Task	Responsibility	Guidance and tools
	to other project approvals or management plans.		Requirements for Proponents 2010  DECCW 2010, Code of Practice for the Archaeological Investigation of Aboriginal Objects in NSW  Heritage Branch 2009, Assessing Significance for Historical Archaeological Sites and 'Relics'
4.2	In preparing the advice, the Excavation Director, archaeologist or Aboriginal cultural heritage consultant must review the CEMP, heritage sub-plans, conditions of project approval and associated heritage assessment documentation (for example an Environmental Impact Statement Technical Paper).  The Excavation Director, archaeologist or Aboriginal cultural heritage consultant must determine if the item is consistent with previous heritage or project approvals or management plans. The Project Manager must provide all relevant documents to the Excavation Director to assist with this.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant / Contractor's Project Manager	
4.3	The Excavation Director, archaeologist or Aboriginal cultural heritage consultant must submit this advice as a report, letter or email to the Project Manager as soon as practicable.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant	
4.4	The Project Manager, Sydney Metro Environment Manager and Sydney Metro Senior Heritage Advisor should review the advice to ensure that all requirements are addressed and can be reasonably implemented.	Consultant's Project Manager / Sydney Metro Environment Manager / Sydney Metro Senior Heritage Advisor	
<b>5</b>	<b>Notify the regulator, if required</b>		
5.1	Based on the advice and any statutory requirements, is notification to Heritage NSW and the Secretary required?  If no, proceed directly to Step 6.  If yes, proceed to next step.	Sydney Metro Environment Manager / Sydney Metro Senior Heritage Advisor	



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Step	Task	Responsibility	Guidance and tools
5.2	If notification is required, complete the template notification letter and forward with supporting documentation (including advice obtained at Step 4) to the Sydney Metro Environment Manager. The Environment Manager will seek the approval of the Sydney Metro Senior Heritage Advisor and the signature of the Director Project Environment, Sustainability & Planning or Director Environment, Sustainability & Planning	Sydney Metro Environment Manager	<b>Appendix 5</b> Template Notification Letter
5.3	<p>Forward the signed notification letter to Heritage NSW once approved and cc Sydney Metro.</p> <p>Informal notification (via a phone call or email) to Heritage NSW prior to sending the letter is appropriate.</p> <p>The advice and completed Unexpected Heritage Item Recording Form (Appendix 2) must be submitted with the notification letter (for both Aboriginal objects and non-Aboriginal relics).</p> <p>If the item is an archaeological relic as defined under the Act, a section 146 notification form must also be completed and sent to Heritage NSW as part of the notification.</p>	Sydney Metro Environment Manager	<p><b>Appendix 2</b> Unexpected Heritage Item Recording Form</p> <p><b>Appendix 5</b> Template Notification Letter</p>
5.4	A copy of the final signed notification letter, archaeological or heritage management plan and the Unexpected Heritage Item Recording Form is to be kept on file and a copy sent to the Sydney Metro Project Manager	Sydney Metro Environment Manager / Contractor's Project Manager	
<b>6</b>	<b>Implement advice</b>		
6.1	The advice should be modified to take into account any additional advice resulting from notification and discussions with the regulator if required.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant / Contractor's Project Manager	
6.2	Implement advice. Where impact cannot be avoided, this could include a formal assessment of heritage significance and impact assessment, preparation of excavation or recording methodologies, consultation with Registered Aboriginal Parties and obtaining heritage approvals if required.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant / Contractor's Project Manager	<p>DECCW 2010, Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010</p> <p>DECCW 2010, Code of Practice for the Archaeological Investigation of</p>

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Step	Task	Responsibility	Guidance and tools
			Aboriginal Objects in NSW
6.3	Where heritage approvals are required, contact the Sydney Metro Environment Manager for further advice and support. Please note there are time constraints associated with heritage approval preparation and processing.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant / Contractor's Project Manager	
6.4	For SSI or SSD projects, or projects approved under Part 5 of the EP&A Act, assess whether the heritage impact is consistent with the project approval or if project approval modification is required from the Department of Planning, Industry and Environment or the relevant consent authority.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant / Contractor's Project Manager	
6.5	Where statutory approvals (or project modifications) are required, impact upon Aboriginal objects or relics must not occur until heritage and planning approvals have been issued by the appropriate regulator.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant / Contractor's Project Manager	
6.6	Where statutory approval is not required but where recording is recommended by the Excavation Director, archaeologist or Aboriginal cultural heritage consultant, sufficient time and resources must be allowed for this to occur.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant / Contractor's Project Manager	
6.7	Ensure short term and permanent storage locations are identified for archaeological material or other heritage material recovered from site, where required. Interested third parties (for example local Aboriginal land councils, local councils or museums) should be consulted on this issue. Contact the Excavation Director, archaeologist or Aboriginal cultural heritage consultant for advice on this issue.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant / Contractor's Project Manager	
<b>7</b>	<b>Resume work</b>		
7.1	Seek written clearance to resume project work from the Excavation Director, archaeologist or Aboriginal cultural heritage consultant.  Clearance would only be given once all archaeological excavation or heritage recommendations and approvals (where required) are complete. Resumption of	Contractor's Project Manager	

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Step	Task	Responsibility	Guidance and tools
	project work must be in accordance with all the relevant project and heritage approvals / determinations.		
7.2	If required, ensure archaeological excavation / heritage reporting and other heritage approval conditions are completed in the required timeframes. This includes artefact retention repositories, conservation and / or disposal strategies.	Excavation Director, archaeologist or Aboriginal cultural heritage consultant / Contractor's Project Manager	
7.3	If additional unexpected heritage items are discovered, this procedure must begin again from Step 1.	All	



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## 4. Responsibilities

Table 2: Roles and responsibilities

Role	Responsibility
Contractor / Supervisor	<p>Stop work immediately when an unexpected heritage item is encountered. Cordon off area until Contractor Environmental Manager / Excavation Director, archaeologist or Aboriginal cultural heritage consultant advises that work can recommence.</p> <p>Manage the process of the identification, protection and mitigation of impacts on the heritage item.</p> <p>Liaise with the Sydney Metro Project Manager, Environment Manager and Senior Heritage Advisor.</p> <p>Assist the Excavation Director, archaeologist or Aboriginal cultural heritage consultant with mitigation and statutory requirements.</p> <p>Complete Incident Report and review CEMP for any changes that may be required. Proposed amendments to the CEMP if any changes are required.</p>
Contractor's Project Manager	Ensure all aspects of this procedure are implemented. Advise the Contractor / Supervisor to recommence work if all applicable requirements have been satisfied and the Contractor Environmental Manager/ Excavation Director, archaeologist or aboriginal cultural heritage consultant has approved recommencement of work.
Contractor's Excavation Director / archaeologist or Aboriginal cultural heritage consultant	Provide expert advice to the Contractor and Sydney Metro Environment Manager on find identification, significance, mitigation, legislative procedures and requirements.
Environmental Representative	Ensure compliance with relevant approvals (new and existing) and the Construction Environment Management Plan.
Sydney Metro Environment Manager	Notify the Director Project Environment, Sustainability & Planning of find and help support Contractor with managing Incident Reporting.
Sydney Metro Senior Heritage Advisor	Provide expert advice to Sydney Metro Environment Manager and project as required.

## 5. Seeking advice

Advice on this procedure should be sought from the Sydney Metro Environment Manager in the first instance. Contractors and delivery partners should ensure their own project environment managers are aware of and understand this procedure.

Technical archaeological or heritage advice regarding an unexpected heritage item should be sought from a suitably qualified and experienced archaeologist / Aboriginal heritage consultant.

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## 6. Related documents and references

### Related documents and references

- SM ES-PW-315/5.0 Sydney Metro Exhumation Management Procedure
- SM-17-00000096 Sydney Metro Environmental Incident Classification and Reporting
- 3TP-SD-015/7.0 Transport for NSW Guide to Environmental Control Map
- Roads and Maritime Services, November 2015, Unexpected Heritage Items Heritage Procedure 02
- [SM-17-00000203 Sydney Metro glossary](#)
- Department of Environment, Climate Change and Water 2010, Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010
- Department of Environment, Climate Change and Water 2010, Code of Practice for Archaeological Investigation of Aboriginal Objects in NSW
- Heritage Branch Department of Planning 2009, Assessing Significance for Historical Archaeological Sites and 'Relics'

## 7. Superseded documents

### Superseded documents

Sydney Metro Unexpected Heritage Finds Procedure v3.3

## 8. Document history

Version	Date of approval	Notes
1.1	June 2017	Incorporates Environmental Representative comments
1.2		Amends p13 step 8 reference to s146
1.3		Incorporates Planning Mods 1-4 including amended CoA E20
1.4	March 2018	Incorporates Environmental Representative comments
2.0		Removes SSI 15-7400 COA reference
3.0		Revises definitions
3.1		Revises procedure
3.2		Revises roles and responsibilities
3.3		Minor edits and corrections
4.0	April 2021	Revises definitions and procedure; references the Sydney Metro Exhumation Management Procedure v5 with amendments throughout for consistency with that document.
4.1	April 2021	Updates to related documents and references.



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## Appendix 1: Examples of unexpected heritage finds

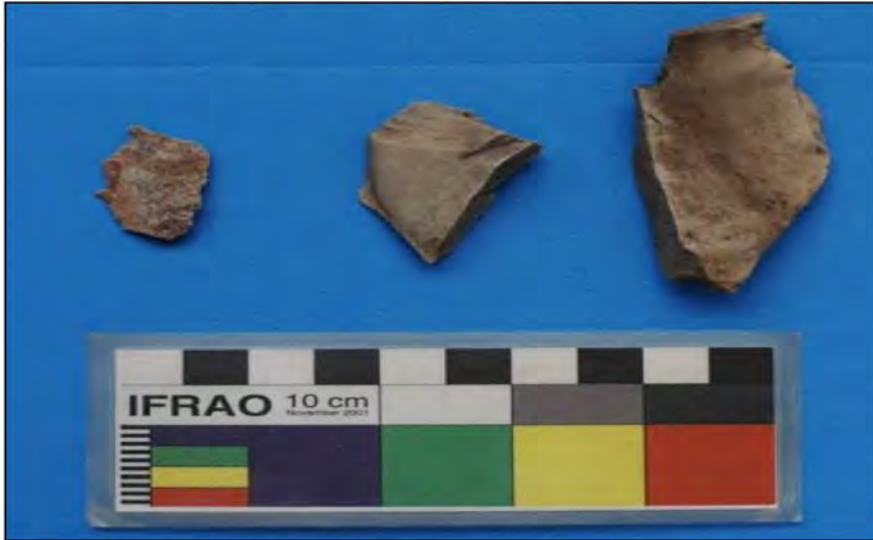


Plate 1: Aboriginal stone artefacts found at the Wickham Transport Interchange, 2015

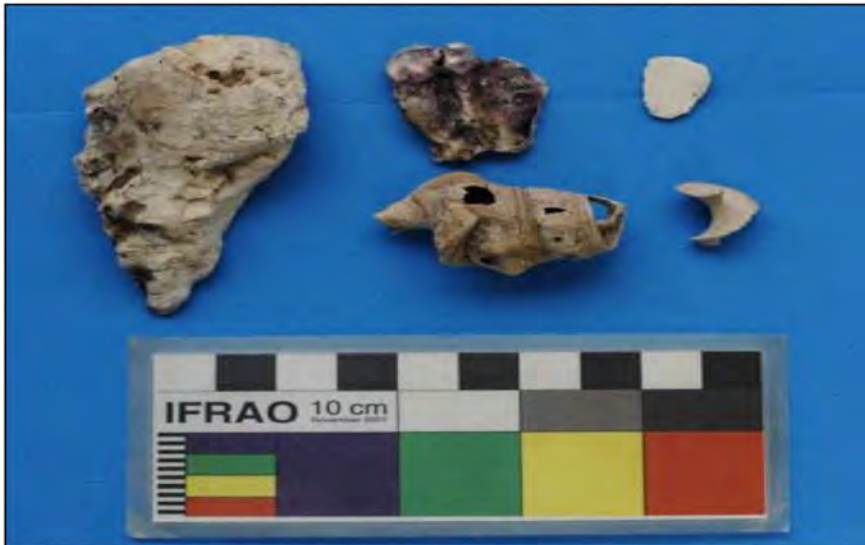


Plate 2: Aboriginal artefacts (shell material) found at the Wickham Transport Interchange, 2015

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Plate 3: 1840s seawall and 1880s retaining wall uncovered at Balmain East, 2016



Plate 4: Sandstone pavers uncovered at Balmain East, 2016

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Plate 5: Platform at Hamilton Station classified as a 'work' by the project archaeologist, Wickham Transport Interchange project, 2015



Plate 6: Sandstone flagging and cesspit, Wynyard Walk project, 2014



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Plate 7: Chinese Ming Dynasty pottery and English porcelain / pottery dating back to the early nineteenth century, Wynyard Walk project, 2014



Plate 8: Pottery made by convict potter Thomas Ball during the early settlement, Wynyard Walk project, 2014

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The following images, obtained from the Roads and Maritime Services Unexpected Heritage Items Heritage Procedure 02.



Plate 9: Top left hand picture continuing clockwise: Stock camp remnants (Hume Highway Bypass at Tarcutta); linear archaeological feature with post holes (Hume Highway Duplication), animal bones (Hume Highway Bypass at Woomargama); cut wooden stake; glass jars, bottles, spoon and fork recovered from refuse pit associated with a Newcastle Hotel (Pacific Highway, Adamstown Heights, Newcastle area)

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Plate 10: Culturally modified stone discovered on Main Road 92, about two kilometres west of Sassafras. The remaining images shown a selection of stone artefacts retrieved from test and salvage archaeological excavations during the Hume Highway Duplication and Bypass projects from 2006-2010.

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## Appendix 2: Unexpected Heritage Find Recording Form

This form is to be completed by the Excavation Director on the discovery of an archaeological heritage find during construction or maintenance works			
Date:	Recorded by: (include name and position)		
<b>Project name:</b>			
<b>Description of works being undertaken:</b>			
<b>Description of exact location of item</b>			
<b>Description of item found</b> <i>(What type of item is it likely to be? Tick the relevant boxes).</i>			
<b>A. A relic</b>	<input type="checkbox"/>	A 'relic' is evidence of a past human activity relating to the settlement of NSW with local or state heritage significance. A relic might include bottle, utensils, plates, cups, household items, tools, implements, and similar items	
<b>B. A 'work', building or structure'</b>	<input type="checkbox"/>	A 'work' can generally be defined as a form infrastructure such as track or rail tracks, timber sleepers, a culvert, road base, a bridge pier, kerbing, and similar items	
<b>C. An Aboriginal object</b>	<input type="checkbox"/>	An 'Aboriginal object' may include stone tools, stone flakes, shell middens, rock art, scarred trees and human bones	
<b>D. Bone</b>	<input type="checkbox"/>	Bones can either be human or animal remains. <b>Remember that you must contact the local police immediately by telephone if you are certain that the bone(s) are human remains.</b>	
<b>E. Other</b>	<input type="checkbox"/>		
<b>Provide a short description of the item</b> <i>(E.g. metal rail tracks running parallel to the rail corridor. Good condition. Tracks set in concrete, approximately 10 cm below the current ground surface).</i>			

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<p><b>Sketch</b> <i>(Provide a sketch of the item's general location in relation to other road features so its approximate location can be mapped without having to re-excavate it. In addition, please include details of the location and direction of any photographs of the item taken)</i></p>			
<p><b>Action taken</b> (Tick either A or B)</p>			
<p>A. Unexpected item <b>would not</b> be further impacted on by the works</p>	<input type="checkbox"/>	<p><b>Describe how works would avoid impact on the item.</b> (E.g. the rail tracks would be left in situ and recovered with paving.)</p>	
<p>B. Unexpected item would be further impacted by the works</p>	<input type="checkbox"/>	<p><b>Describe how works would impact on the item.</b> (E.g. milling is required to be continued to a depth of 200 mm depth to ensure the pavement requirements are met. Rail tracks would need to be removed.)</p>	
<p>Excavation Director, archaeologist or Aboriginal cultural heritage consultant</p>		<p>Name</p>	
		<p>Signature</p>	

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**IMPORTANT**

It is a statutory offence to disturb Aboriginal objects or relics (including human remains) without an approval. All work affecting Aboriginal objects and relics must cease until an approval is sought.

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### Appendix 3: Photographing unexpected heritage items

Photographs of unexpected finds in their current context (*in situ*) may assist archaeologists/Aboriginal heritage consultants to better identify the heritage values of the item. Emailing good quality photographs to specialists can allow for better quality and faster heritage advice. The key elements that must be captured in photographs of the item include its position, the item itself and any distinguishing features. All photographs must have a scale (ruler, scale bar, mobile phone, coin etc.) and a note describing the direction of the photograph.

#### Context and detailed photographs

It is important to take a general photograph (Figure 1) to convey the location and setting of the item. This will add value to the subsequent detailed photographs also required (Figure 2).

**Removal of the item from its context (e.g. excavating from the ground) for photographic purposes is not permitted.**

#### Photographing distinguishing features



Figure 2: Close up detail of the sandstone surface showing material type, formation and construction detail. This is essential for establishing date of the feature.

Where unexpected items have a distinguishing feature, close up detailed photographs must be taken of these features, where practicable. In the case of a building or bridge, this may include diagnostic details architectural or technical features. See Figures 3 and 4 for examples.



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Figure 3: Ceramic bottle artefact with stamp.



Figure 4: Detail of the stamp allows 'Tooth & Co Limited' to be made out. This is helpful to a specialist in gauging the artefact's origin, manufacturing date and likely significance.

### Photographing bones

The majority of bones found on site will be animal bones often requiring no further assessment (unless they are in archaeological context). However, if bones are human, the police must be contacted immediately (see Appendix 5 for detailed guidance). Taking quality photographs of the bones can often resolve this issue quickly. The project archaeologist can confirm if bones are human or non-human if provided with appropriate photographs.

Ensure that photographs of bones are not concealed by foliage (Figure 5) as this makes it difficult to identify. Minor hand removal of foliage can be undertaken as long as disturbance of the bone does not occur. Excavation of the ground to remove bone(s) should not occur, nor should they be pulled out of the ground if partially exposed.

Where sediment (adhering to a bone found on the ground surface) conceals portions of a bone (Figure 6) ensure the photograph is taken of the bone (if any) that is not concealed by sediment.



Figure 5: Bone concealed by foliage.



Figure 6: Bone covered in sediment

Ensure that all close up photographs include the whole bone and then specific details of the bone (especially the ends of long bones, the *epiphysis*, which is critical for species identification). Figures 7 and 8 are examples of good photographs of bones that can easily



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be identified from the photograph alone. They show sufficient detail of the complete bone and the epiphysis.



Figure 7: Photograph showing complete bone.



Figure 8: Close up of a long bone's epiphysis.

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## Appendix 4: Archaeological / heritage advice checklist

The archaeologist/Aboriginal heritage consultant must provide advice to the Sydney Metro Environment Manager and Senior Advisor Heritage as soon as possible after an inspection of the site has been completed. This advice can include a range of activities and processes, which differ depending on the find and its significance.

In discussions with the archaeologist/Aboriginal heritage consultant the following checklist can be used as a prompt to ensure all relevant heritage issues are considered when developing this plan. This will allow the project team to receive clear and full advice to move forward quickly. Archaeological and/or heritage advice on how to proceed can be received in a letter or email outlining all relevant archaeological and/or heritage issues.

	Required	Outcome/notes
<b>Assessment and investigation</b>		
• Assessment of significance	Yes/No	
• Assessment of heritage impact	Yes/No	
• Archaeological excavation	Yes/No	
• Archival photographic recording	Yes/No	
<b>Heritage approvals and notifications</b>		
• AHIP, section 140, section 139 exceptions, section 60, exemptions etc.	Yes/No	
• Regulator Aboriginal objects / relics notification	Yes/No	
• Notification to the appropriate agency for s170 heritage conservation register	Yes/No	
• Compliance with CEMP or other project heritage approvals	Yes/No	
<b>Stakeholder consultation</b>		
• Consultation with Registered Aboriginal Parties	Yes/No	
<b>Management</b>		
• Retention or conservation strategy (e.g. items may be subject to long conservation and interpretation)	Yes/No	
• Disposal strategy	Yes/No	
• Short term and permanent storage locations (interested third parties should be consulted on this issue).	Yes/No	
• Control Agreement for Aboriginal objects	Yes/No	



Unclassified

## Appendix 5: Template notification letter

*Note: Notification of the discovery of a relic is required under section 146 of the Heritage Act 1977. The notification should be submitted through the Heritage Management System (HMS).*

Insert on Sydney Metro letterhead

[Name]  
Heritage NSW  
[Address]

[Select and type salutation and name],

### Re: Unexpected heritage item discovered during Sydney Metro activities

I write to inform you of an unexpected [select: Aboriginal object / relic] found during Sydney Metro activities at [insert location] on [insert date] in accordance with the notification requirement under select: [NPW Act, section 146 of the *Heritage Act 1977* (NSW)]. [Where the regulator has been informally notified at an earlier date by telephone, this should be referred to here].

**NB:** On finding Aboriginal human skeletal remains this letter must also be sent to the Commonwealth Minister for the Environment in accordance with notification requirements under section 20(1) of the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Commonwealth).

[Provide a brief overview of the project background and project area. Provide a summary of the description and location of the item, including a map and image where possible. Also include how the project was assessed under the *Environmental Planning and Assessment Act 1979* (NSW) (e.g. Part 5). Also include any project approval number, if available].

Sydney Metro [or contractor] has sought professional archaeological advice regarding the item. A preliminary assessment indicates [provide a summary description and likely significance of the item]. Please find additional information on the site recording form attached.

Based on the preliminary findings, Sydney Metro [or contractor] is proposing [provide a summary of the proposed archaeological/heritage approach (e.g. develop archaeological research design (where relevant), seek heritage approvals, undertake archaeological investigation or conservation, interpretation). Also include preliminary justification of such heritage impact with regard to project design constraints and delivery program].

The proposed approach will be further developed in consultation with a nominated Heritage NSW staff member.

Should you have any feedback on the proposed approach, or if you require any further information, please do not hesitate to contact [Environment and Planning Project Manager] on [add contact number].

Yours sincerely

[Name]

Sydney Metro Director, Environment, Sustainability & Planning

[Attach the advice from the Excavation Director, archaeologist or Aboriginal cultural heritage consultant, completed recording form and section 146 notification]

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## C. STAKEHOLDER RESPONSES

DocumentNo SMWSDS-DLT-1NL-HE-PLN-000037 Rev 01 Sts RVW Discipline HE

Note: This table has been reduced to reflect consultation requirements of external stakeholders only in accordance with condition A6 and C5

Attachments	Item	Date	Rev	Sts	Raised By	Raised By Company	Commented By	Document Ref	Deed Ref	Comments	Closed-O	Category
No	64	2021-09-21	00	RVW	Michael Jollon	Parramatta City Council	John Ieroklis	Entire document	N/A	Comment from City of Parramatta City Planning Team: Parramatta station area It is noted that heritage items within the Parramatta metro station construction site are proposed to be retained and protected including the Victorian Regency terraced shops at 41 – 45 George Street, Kia Ora Georgian house at 64 Macquarie Street and the Convict Drain. Items adjoining the site include the Roxy Theatre at 67 – 69 George Street and the Horse Parapet Facade on the corner of Macquarie Streets and Church Streets. The management plan appears to identify appropriate measures to protect these items during demolition of surrounding buildings. Measures include particularly the erection of scaffolding with shade cloth around heritage buildings and also relate to vibration control and monitoring. However, it should be ensured that the extent of protection of the identified heritage items is not less than the area identified in the heritage maps for the items in Parramatta LEP 2011 and or in the State Heritage Register if relevant. There is concern that the Heritage Management Plan does not identify the significant Aboriginal and European archaeology of the site. Whilst assurances have been provided that this contract does not involve any significant excavation that could affect the archaeological resources the significant archaeology should be usefully referenced in the Heritage Management Plan. Clyde construction site It is noted that Figure 9 Clyde Site Heritage Items map of the main Delta Group Site Establishment Management Plan correctly identifies the heritage items within the construction area being the RTA Depot on Unwin Street and wetlands. This map is not included in the Heritage Management Plan. Adjoining the property on Shirley Street is the heritage listed Capral Aluminium Building. The wetlands listing should be referenced in the Heritage Management plan and measures provided for its protection, including no removal of vegetation. It should be ensured that the extent of the area of the RTA depot protected during demolition of buildings at the Clyde construction site is not less than the area shown on the heritage map and included with the Parramatta LEP 2011.	Y	OBS
No	64.01	2021-10-19	00	RVW	Sammy Abi Salloum	Delta	Sammy Abi Salloum	Entire document	N/A	Aboriginal and non-Aboriginal archaeology at Parramatta site added. Potential Aboriginal archaeological deposit at Clyde added. Refer to Section 5.1Appendix E addedd Clyde Site Identifying RTA DepotRecommended site survey and demolition plans be prepared. Refer NAH2 in section 5.3.	Y	OBS

include – Heritage comments and our responses – from Team Binder comment 65

include consultation letters sent to Heritage NSW, Parramatta and Cumberland Council



## D. ENVIRONMENTAL POLICY

# ENVIRONMENTAL MANAGEMENT POLICY (04)



## POLICY STATEMENT

As part of our commitment to achieving the principles of responsible environmental management, sustainability and protection of the natural environment in our worksites, we recognise our legal and moral responsibility to ensure that our activities, products and services are designed to protect and enhance the environment in the communities in which we operate, and our obligations to ensuring that our operations do not place the natural environment or the local community at risk of harm.

## AIMS AND OBJECTIVES

We are committed to environmental improvement and prevention of pollution. We will achieve this by working with our customers, suppliers and the community. To achieve these objectives we will –

- develop, implement and maintain a management system that addresses the requirements of ISO 14001;
- reduce waste through innovative work practices and recycling practices;
- minimise environmental impacts by reduction of polluting substances produced by our operations, activities, products or services;
- minimise the impact of our operations on the neighbouring community;
- increase the use of environmentally acceptable materials, equipment and technology in place of those which are considered harmful;
- ensure that our suppliers follow acceptable environmental policies; and
- actively promote environmental awareness among workers, clients, customers and the general public

At Delta Group we recognise that the overall responsibility environmental sustainability rests with management, who will be accountable for the implementation of this policy. These responsibilities include –

- ensuring that all environmental policies and procedures are implemented;
- establishing measurable objectives and targets to ensure continued improvement aimed at the elimination of waste, pollution and environmental harm;
- encouraging consultation and co-operation between management, workers and stakeholders in matters which may affect or impact on the environment; and
- providing adequate resources to meet these environmental commitments.

Workers responsibilities include –

- following all environmental policies and procedures; and
- recognising and reporting hazards which may affect the health and well-being of the environment.



CEO

## AUSTRALIA WIDE

Head Office: 577 Plummer Street, Port Melbourne VIC 3207 / Ph: 03 9646 8277 Fax: 03 9646 6877 / [delta@deltagroup.com.au](mailto:delta@deltagroup.com.au)

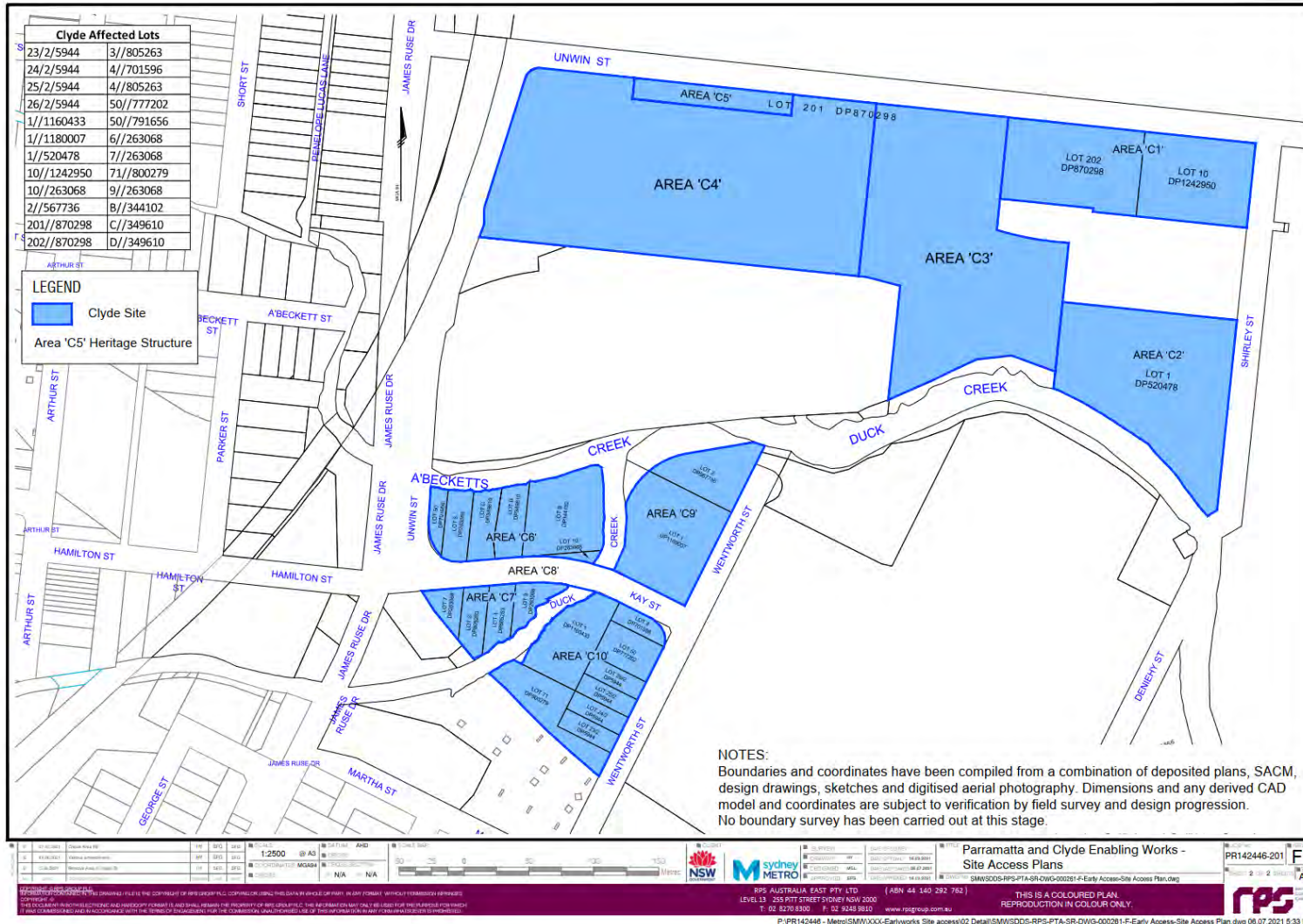
1800 335 824 / [DELTAGROUP.COM.AU](http://DELTAGROUP.COM.AU)



### E. CLYDE SITE IDENTIFYING RTA DEPOT

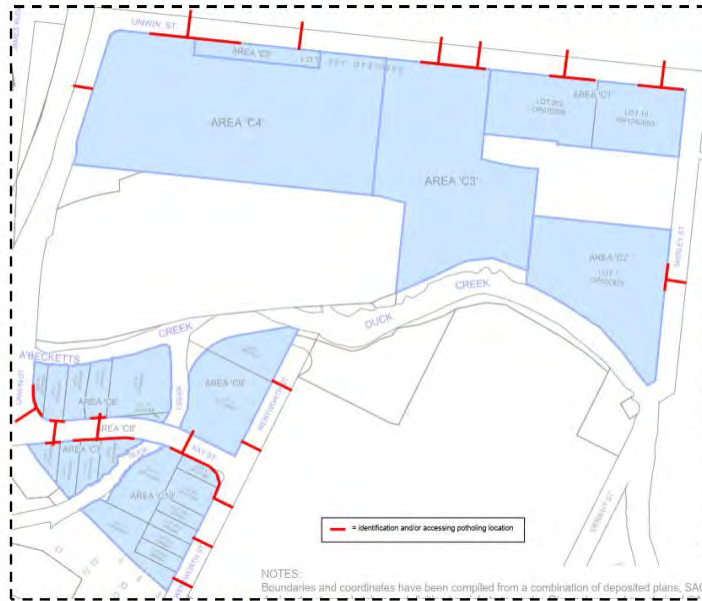
The Heritage RTA Depot at the

Clyde site is bounded by the area "Area 'C5'"

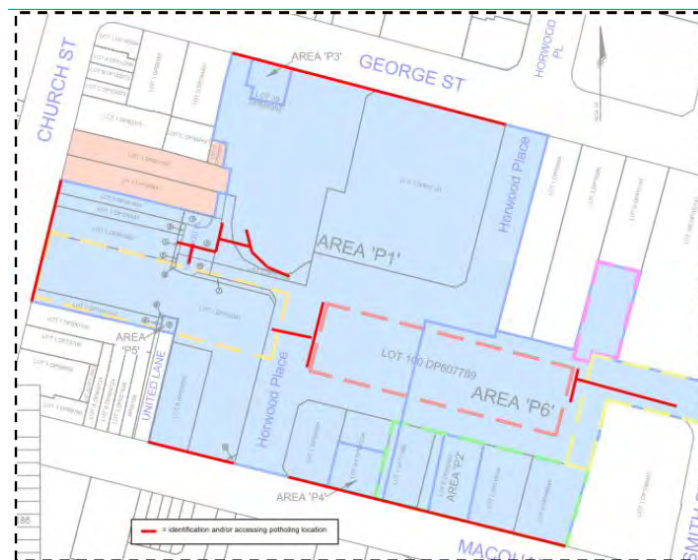


## F. LOCATIONS OF EXCAVATION FOR SERVICE DISCONNECTION

### Clyde



### Parramatta



### Westmead







[REDACTED]  
Director Sustainability, Environment and Planning  
Sydney Metro West  
PO Box K659  
HAYMARKET NSW 1240

02/12/2021

Dear [REDACTED]

**Sydney Metro West – Approval of PCWEW Heritage Management Plan Phase C (SSI-10038)**

I refer to your submission dated 26 November 2021 requesting approval of the PCWEW Heritage Management Plan which was submitted in accordance with Condition C7 of the approval for the Sydney Metro West Concept and Stage 1 (SSI-10038). I also acknowledge your response to the Department's review comments and requests for additional information.

I note that the Sydney Metro West PCWEW Heritage Management Plan:

- has been prepared in consultation with relevant councils and Heritage NSW
- has been reviewed by Sydney Metro and no issues have been raised
- has been endorsed by the Environmental Representative
- contains the information required by the conditions of approval.

As nominee of the Planning Secretary, I approve the Sydney Metro West PCWEW Heritage Management Plan, Revision 3, 26 November 2021, pursuant to condition C10.

You are reminded that if there is any inconsistency between the approved document and the conditions of approval, then the requirements of the conditions of approval will prevail.

Please ensure that you make the Sydney Metro West PCWEW Heritage Management Plan publicly available on the project website.

If you wish to discuss the matter further, please contact [REDACTED] on [REDACTED]

Yours sincerely

[REDACTED]  
**Director – Infrastructure Management**

As nominee of the Planning Secretary