



Guidelines for Conducting Historical Archaeological Surveys

Published by the Victorian
Government Department of
Planning and Community
Development, Melbourne,
July 2008.

© The State of Victoria
Department of Planning and
Community Development 2008.
This publication is copyright. No
part may be reproduced by any
process except in accordance
with the *Copyright Act 1968*.

Authorised by the Victorian
Government, 8 Nicholson
Street, East Melbourne.

Printed by Stream Solutions.
Printed on 100% recycled paper.

ISBN 978-0-9805126-0-1

This publication was funded
through the strategy, *Victoria's
Heritage: Strengthening our
Communities*.

For more information
contact Heritage Victoria at
www.heritage.vic.gov.au

Disclaimer

This publication may be of
assistance to you but the
State of Victoria and its
employees do not guarantee
that the publication is
without flaw of any kind or
is wholly appropriate for
your particular purposes
and therefore disclaims all
liability for any error, loss or
other consequence which may
arise from you relying on any
information in this publication.

Contents

1	INTRODUCTION	3	5	REPORT PRODUCTION	19
1.1	Legislative requirements	3	5.1	Cover and title page	19
1.2	The Heritage Inventory	4	5.2	Summary	20
1.3	New directions	4	5.3	Table of contents	20
2	SURVEY PREPARATION	5	5.4	Introduction	20
2.1	Notification of Intent to Survey	5	5.5	Background information	21
2.1.1	Details of notifier	5	5.5.1	Environmental background	21
2.1.2	Survey location	5	5.5.2	Historical background	21
2.1.3	Dates of survey	5	5.5.3	Archaeological background	21
2.2	Background research	6	5.6	Fieldwork	22
2.2.1	Registers of cultural heritage places	6	5.6.1	Project aims	22
2.2.2	Archaeological reports	7	5.6.2	Field methodology	22
2.2.3	Heritage studies and environmental histories	7	5.6.3	Survey coverage	22
2.2.4	Other resources	7	5.6.4	Results	22
3	CONDUCTING THE SURVEY	8	5.7	Cultural heritage significance	23
3.1	General survey practice	8	5.8	Interpretation and discussion	23
3.2	Site documentation	9	5.9	Legislative requirements	23
3.2.1	Photographs	9	5.10	Management recommendations	24
3.2.2	Maps and plans	10	5.11	Bibliography	24
4	HERITAGE INVENTORY SITE CARD	11	5.12	Glossary	24
4.1	Place	11	5.13	Figures	25
4.2	Current statutory listing	12	5.14	Appendices	25
4.3	Suggested protection	12		BIBLIOGRAPHY	26
4.4	Archaeological description	13		APPENDIX A - LEGISLATION	27
4.5	Archaeological significance	14	A.1	Victorian legislation	27
4.6	Location	14	A.2	Commonwealth legislation	27
4.7	Cadastral location	15		APPENDIX B - ASSESSMENT OF THE CULTURAL HERITAGE SIGNIFICANCE OF ARCHAEOLOGICAL PLACES	28
4.8	Aboriginal values	15	B.1	Assessment of Cultural Heritage Significance on the Heritage Inventory Site Card	28
4.9	Associated sites	15	B.2	Steps in the assessment of the Cultural Heritage Significance required for the Heritage Inventory Site Card	29
4.10	Keywords	15		APPENDIX C - EXAMPLES OF STATEMENTS OF SIGNIFICANCE (STATE LEVEL)	38
4.11	Plan of site	16	C.1	Herrnhut Utopian Commune	38
4.12	Place history	16	C.2	Collins Settlement Site	40
4.13	Interpretation of site	16	C.3	Chinese Kiln and Market Garden	42
4.14	Assessment of archaeological significance	16		APPENDIX D - 'NOTICE OF INTENTION TO CARRY OUT AN ARCHAEOLOGICAL SURVEY'	44
4.15	Assessment of cultural heritage significance	17		APPENDIX E - 'HERITAGE INVENTORY SITE CARD'	45
4.16	Present use	17			
4.17	Threats	17			
4.18	References/Informants	17			
4.19	Photographs of site	18			
4.20	Map showing location of site	18			
4.21	Owner/Occupier details	18			
4.22	Recorded by	18			
4.23	Updated by	18			
4.24	File number	18			
4.25	Associated report number, author and date	18			
4.26	Associated consents	18			

These Survey Guidelines have been produced by Heritage Victoria as part of a general review of the role of the Heritage Inventory in the management of Victoria's historical archaeological resource.

The Guidelines anticipate the recommendations of the current Review of the Heritage Overlay, which are likely to include increased recognition of archaeological sites.

These Guidelines have been developed to assist the use of the new Heritage Inventory Site Card.

We welcome feedback on both the Guidelines and the revised Heritage Inventory Site Card.

Please forward any comments you may have to:
archaeology.admin@dpcd.vic.gov.au

1 Introduction

These Guidelines outline the process for completion of a survey for historical cultural heritage in Victoria. They have been produced by Heritage Victoria to ensure consistency in the recording and evaluation of sites and to enable appropriate management of Victoria's historical archaeological resource.

The protection and management of non-historical Aboriginal archaeological places and sites is addressed under the provisions of the *Aboriginal Heritage Act 2006*. For further information, contact Aboriginal Affairs Victoria.

1.1 Legislative requirements

All historical archaeological sites in Victoria older than 50 years are protected under the Heritage Act, regardless if they are recorded by Heritage Victoria. For example, if a site is uncovered in the course of a building project, it is an offence to knowingly disturb, damage or excavate it without obtaining the appropriate Consent from the Executive Director, Heritage Victoria.

Section 131 of the *Heritage Act 1995 (Vic.)* sets out the legislative requirements for archaeological surveys:

- A 'Notice of Intention to carry out an Archaeological Survey' form must be lodged with Heritage Victoria prior to conducting an archaeological field survey or a desktop study.
- Anyone who discovers an archaeological site during a survey must record and report that site. **This applies even if the brief for the survey is initially restricted to the identification of Aboriginal sites.**
- Copies of the final report resulting from the survey must be lodged with Heritage Victoria for reference and archival purposes. **A report must be submitted even if no new historical archaeological sites have been located during the course of the survey or desktop study.**

1.2 The Heritage Inventory

All known historical archaeological sites in Victoria older than 50 years are listed in the Heritage Inventory. Their protection under the Heritage Act is not dependent on an assessment of archaeological or cultural heritage significance.

The number of sites included on the Heritage Inventory exceeds 5,500 and is rapidly growing. There has been a corresponding increase in the number of Consents requested and issued for archaeological sites. As the known archaeological resource grows, so too does the complexity of management issues being considered by Heritage Victoria.

Unfortunately, the information recorded on the Heritage Inventory Site Cards and in the associated reports has often been insufficient for providing guidance to Heritage Victoria when assessing Consent applications or developing appropriate management strategies for these places.

1.3 New directions

Heritage Victoria is moving towards a landscape-based approach to the management of archaeological sites and other places. In recognition that the cultural heritage significance of an individual site may lie in its historical and/or functional relationship to other sites, the new Heritage Inventory Site Card requires the significance of archaeological sites to be assessed in relation to other places located in the vicinity - archaeological sites, built heritage places and landscape features - and to sites of similar heritage values elsewhere in the state.

The assessment of cultural heritage significance required by the new Heritage Inventory Site Card will also provide a basis for recommending that particular sites be given an increased level of recognition and protection through inclusion in the Heritage Overlay of the local planning scheme or, for sites of significance to the State of Victoria, addition to the Victorian Heritage Register.

It is anticipated that this more systematic and rigorous approach to the recording of archaeological sites will provide a sound basis for the protection and management of Victoria's historical archaeological resource, and result in a Heritage Inventory database that address local, regional and state-wide research questions.

2 Survey Preparation

2.1 Notification of Intent to Survey

Section 131(1) of the Heritage Act requires that a 'Notice of Intention to carry out an Archaeological Survey' form be lodged with Heritage Victoria prior to conducting an archaeological field survey or a desktop study.

Submission of a 'Notice of Intention to carry out an Archaeological Survey' form does not confer:

- rights of access to private property - the individual(s) responsible for the survey must ensure that all necessary permission is obtained to gain access to Crown, freehold or restricted land
- permission to undertake any form of subsurface investigations - such works cannot be conducted without having first obtained the relevant Consent or Permit from Heritage Victoria.

An example of the 'Notice of Intention to carry out an Archaeological Survey' form has been included as Appendix D.

2.1.1 Details of notifier

The following information must be provided:

- name of person(s) intending to undertake the survey
- postal address of person(s) intending to undertake the survey
- contact details of person(s) intending to undertake the survey
- name of individual/agency commissioning the survey.

2.1.2 Survey location

The following information must be provided:

- written description of the survey area
- map of survey area
- map number and name of relevant 1:100 000 Mapsheet.

Inclusion of all Mapsheet numbers is essential. This information forms the basis of a new system to allow consultants to identify previous reports undertaken in the study area.

2.1.3 Dates of survey

The following information must be provided:

- proposed dates for the survey
- signature of person(s) intending to undertake the survey
- date of signature.

2.2 Background research

An archaeological survey should enhance and add to the body of existing knowledge and should not simply duplicate previous studies. Thorough background research will provide a detailed context for undertaking the survey and interpreting the results.

The following sources must be consulted prior to conducting fieldwork:

- cultural heritage registers
- archaeological reports
- heritage studies and environmental histories.

2.2.1 Registers of cultural heritage places

The following Victorian cultural heritage registers will help to identify known historical cultural heritage sites located within, or associated with the project area:

- **Victorian Heritage Register.** Accessible via appointment by telephoning Heritage Victoria Reception on (03) 9637 9475, and available from:
http://www.heritage.vic.gov.au/page_239.asp?ID=239&submit_action=ss
- **Victorian Heritage Inventory.** Accessible via appointment by telephoning Heritage Victoria Reception on (03) 9637 9475, and available from:
http://www.heritage.vic.gov.au/page_239.asp?ID=239&submit_action=ss
- **Victorian Aboriginal Heritage Register.** Accessible to approved individuals via appointment
- **Register of the National Estate.** Available from:
<http://www.environment.gov.au/cgi-bin/ahdb/search.pl>
- **National Heritage List.** Available from:
<http://www.environment.gov.au/heritage/national/>
- **Commonwealth Heritage List.** Available from:
<http://www.environment.gov.au/cgi-bin/ahdb/search.pl>
- **World Heritage List.** Available from:
<http://www.environment.gov.au/heritage/worldheritage/>
- **Local Government Authority Planning Scheme(s).** Available from:
<http://www.dse.vic.gov.au/planningschemes/>
- **National Trust of Australia (Victoria) Register.** Available from:
http://www.natstrust.com.au/trust_register/search_the_register.

2.2.2 Archaeological reports

A review of previously conducted archaeological studies can assist in the development of an appropriate fieldwork methodology and enable site prediction models to be formulated for the project area.

Archaeological reports can be sourced from:

- **Heritage Victoria.** Accessible via appointment by telephoning Heritage Victoria Reception on (03) 9637 9475
- **Aboriginal Affairs Victoria.** Accessible to approved individuals via appointment.

2.2.3 Heritage studies and environmental histories

Heritage studies and environmental histories can be sourced from:

- **Department of Infrastructure library.** Accessible via appointment by telephoning (03) 9655 8600
- Local Government Authorities
- municipal libraries.

2.2.4 Other resources

Background historical research must include an examination of primary and secondary sources including historic maps, plans, directories, databases (e.g. Births, Deaths and Marriages), documents and images.

Historical survey plans are to be consulted and the report must include a chronology of land ownership for the project area. Secondary sources (eg. published local histories) must also be referred to, in order to establish the land-use history of the project area and surrounds.

It is expected that background research will include but is not limited to accessing records at the following:

- **Land Victoria.** Located on Level 10, 570 Bourke Street, Melbourne. Open 8:30am - 4:00pm Monday through Friday
- **Public Records Office Victoria.** Located at 99 Shiel Street, North Melbourne. Open 9:00am - 4:30pm Monday through Friday and the second and last Saturday of most months
- **State Library of Victoria.** Located at 328 Swanston Street, Melbourne. Open 10:00am - 9:00pm Monday through Thursday, 10:00am - 6:00pm Friday through Sunday
- local historical societies
- relevant archives.

3

Conducting the Survey

3.1 General survey practice

There is no single correct way to conduct an archaeological survey. However, the methodology must be sound and the surveying strategy appropriate.

The surveying strategy and methodology used during the project must be fully outlined in the report.

Note: it is anticipated that Heritage Victoria will move to an upgraded mapping system in the near future. Until that time, **all GPS coordinates must be expressed using the AGD 66 system.**



Aerial photographs assist in the planning of survey strategies.

3.2 Site documentation

Section 131(1) of the Heritage Act 1995 requires that anyone who undertakes an archaeological survey must provide all site documentation collected during the investigation to Heritage Victoria. This documentation includes photographs, maps, plans and site records (see Section 4). In most cases, this information may be submitted as part of the project report.

3.2.1 Photographs

Photography is one of the most important ways in which archaeologists record their fieldwork.

Provide photographs of the project area, particularly of each landform unit and each identified site, including any relevant features within the site. All photographs must - where appropriate - include a scale and be listed in a photography log.

PHOTOGRAPHY LOG

Complete and accurate record-keeping is essential to ensure that important information is not lost and that images remain archaeologically meaningful.

Each photograph must be recorded in the log, in which the following information must be recorded:

- site
- photograph number (sequentially numbered, e.g.: 001, 002, 003...)
- description
- direction (e.g. facing NW)
- date
- name of photographer.

Photographs must be of a quality suitable for subsequent reproduction and be submitted – along with the photography log – on an archival-quality electronic record.



A photographic board in use at the Chinese Kiln site, Bendigo

3.2.2 Maps and plans

Archaeological illustrations should provide an accurate visual representation of the site, its location and its components. It is expected that these maps and plans will then be used for the purposes of relocation, comparison and analysis.

An accurate plan(s) - drawn to scale - must be provided for each identified site, which includes all relevant features.

All site plans should show:

- site boundaries in relation to the project area
- site boundaries in relation to the local topography
- site boundaries in relation to any landmarks (eg. fences, buildings)
- the position of any exposed archaeological features within the site (eg. structural remains, artefact scatters).

The plan(s) must include the following:

- scale
- north arrow
- key to any symbols used.

4 Heritage Inventory Site Card

Section 131 of the Heritage Act requires that anyone who discovers an archaeological site during a survey must record and report that site. This means that there is a statutory as well as professional obligation on an archaeologist undertaking a survey to record all new sites within the study area. **This applies even if the brief for the survey is initially restricted to the identification of Aboriginal sites.** Failure to do so is an offence under the Act and a potential breach of duty to the client.

The Heritage Inventory is the repository for information on all known historical archaeological sites within Victoria. Information provided on the Heritage Inventory Site Card provides the basis for future management of Victoria's historical archaeological resource.

It is therefore vital that the information provided on each Heritage Inventory Site Card is accurate. All sections of the card must be completed fully and legibly in blue or black pen. Incomplete and/or incorrectly completed site cards will not be accepted and Inventory numbers will not be issued for these sites.

GUIDELINES FOR COMPLETING THE HERITAGE INVENTORY SITE CARD

An example of the Heritage Inventory Site Card can be found in Appendix E. The following headings relate to the numbered Sections 1 - 26 on the Heritage Inventory Site Card.

Heritage Inventory Number

Upon receipt of completed Site Cards, Heritage Victoria will issue Heritage Inventory numbers for any sites located during a survey. These Heritage Inventory numbers, rather than field designators, should be used in the project report.

4.1 Place

Name

Abbreviated field identifiers are not suitable site names. Where possible, incorporate the following information in the site name:

- street name
- suburb.

Other names/former names

List any other names that the site is, or has been, known as.

Description of the site

Provide a brief but detailed description of the site, including:

- topography, vegetation and associated landscape features
- standing structures (where present)
- extent of the site (approximate size and boundaries)
- visible surface features and/or artefacts
- condition.



After the 2003 bushfires it was an opportune time to discover previously concealed archaeological features. Boiler wheels, Mt Moran.

4.2 Current statutory listing

Sites identified during fieldwork may already have a statutory listing. Where appropriate, include the statutory listing number(s) from one or both of the following:

- Victorian Heritage Register
- Heritage Overlay under the local planning scheme.

4.3 Suggested protection

A higher level of statutory protection may be suggested where the assessment of the site's cultural heritage significance (Section 4.14) indicates that the site may warrant recognition and protection beyond that of the Heritage Inventory.

Recommended for the Victorian Heritage Register

A one-page statement of significance for the site must be attached to the site card. The statement must provide justification that the site is of significance to the State of Victoria (see Appendix B for guidance in drafting a statement of significance).

Recommended for the Heritage Overlay, local planning scheme

A brief statement of significance (one to two paragraphs) for the site must be attached to the site card. The statement must include justification for inclusion of the site in the Heritage Overlay (see Appendix B for guidance in drafting a statement of significance).

D listings

The Heritage Act directs that only historical archaeological places can be included in the Heritage Inventory. In the past, the Inventory has been used as a repository for information on a broad range of heritage places. In many cases, it is more appropriate for heritage places that address other cultural heritage criteria, which have little or no archaeological significance, to be included in the Heritage Overlay of the local government planning scheme rather than the Heritage Inventory.

Heritage Victoria recently undertook a review of the Heritage Inventory which resulted in the 'de-listing' of places not considered to meet the threshold for inclusion in the Inventory. **Site cards that are submitted for places that do not demonstrate archaeological values are given a 'D' listing by the Executive Director, Heritage Victoria.** These sites that are not included in the Inventory are given a 'D' rather than 'H' prefix to its record number.

The site card information for D listed sites are retained by Heritage Victoria as an archive for reference and comparison, but no level of statutory protection is extended to these sites.

4.4 Archaeological description

Archaeological description refers to the character of the archaeological deposit or evidence that identifies the place as an archaeological site. This section provides a quick reference summary. Detailed descriptions of the deposits are provided in subsequent sections.

Three primary and four secondary categories are provided. Select those that best characterise the site/deposit:

Surface cultural material

- Features
- Artefacts / Artefact scatter

Subsurface cultural deposits

- Disturbance
- Test excavation (this box should only be ticked during an update of the site card; subsurface works may not be undertaken without a Consent or Permit from Heritage Victoria)

Archaeological potential

Archaeological potential refers to the capacity of a site to contain archaeological remains. The archaeological deposits that exist at a site may not be visible on the surface, but other evidence such as surface features or historical documents can provide strong grounds for assuming the presence of subsurface archaeological deposits. Where a site is considered to have archaeological potential, the evidence must be detailed in subsequent sections of the Heritage Inventory Site Card.

4.5 Archaeological significance

Archaeological significance is a measure of the integrity of an archaeological site (eg. the state of preservation of archaeological material and deposits). It must be determined whether the site is rare or representative in terms of the extent, nature, integrity and/or preservation of the deposits (where known).

This section provides a summary indication of the site's archaeological significance and must reflect the assessment provided in Section 4.14 (see Appendix B for further guidance on assessing archaeological significance).

Select one of five options:

- high
- medium
- low
- none
- unknown.

4.6 Location

Describe the location of the site. Where possible this should include the street name and number, the suburb or town and the local government area.

The record must include:

- AMG coordinates (Easting and Northings) using the AGD 66 projection
- Mapsheet (name, number and scale).

Note: To convert map projections to AGD 66 see:

<http://www.land.vic.gov.au/Land/lcnlc2.nsf/childdocs/-418EED712A81C5AE4A256A0A0015CDC1-5DF1E2E5B878F6634A256A0A001DA5C-5B923E73477D6D65CA256E5F0013D73B-E2E957070C9269184A2568B60015AC7B?open>.

4.7 Cadastral location

The following information must be provided:

- county
- parish
- township
- section
- allotment
- SPI.

4.8 Aboriginal values

The box must be ticked and the source(s)/evidence provided if the site has known Aboriginal values. Where known, the Victorian Aboriginal Heritage Register number should be included.

4.9 Associated sites

Associated sites refer to other heritage places (including archaeological sites) that warrant consideration during the assessment of the site's cultural heritage significance and/or management. Associated sites can contribute to, or may be essential for, understanding the archaeological and/or cultural heritage significance of the site.

Associated sites fall into two main categories:

- archaeological sites that are of similar age, type, or reflect similar activities. These may be local or geographically distant, or comparative examples used to establish the relative significance of the site (see Section 4.15)
- archaeological or other heritage places (natural or cultural features in the surrounding area or landscape) that are historically related to the use(s) of the site under consideration.

The Victorian Heritage Inventory, Victorian Heritage Register or Heritage Overlay number and name of all associated sites must be listed.

4.10 Keywords

Heritage Victoria has compiled a list of keywords for the Victorian Heritage Inventory database. Although not exhaustive, these assist in the future identification of sites with similar values.

From the options provided on the site card, select the descriptors that best characterise the archaeology of the site. Although more than one descriptor may be selected from each column, it is recommended that no more than five be used in total.

4.11 Plan of site

Provide an accurate plan of the site, including all relevant features. The plan should indicate:

- site boundaries in relation to the local topography
- site boundaries in relation to any landmarks (e.g. fences, buildings)
- the position of any exposed archaeological features within the site (eg. structural remains, artefact scatters).

The plan must include the following:

- scale
- north arrow
- key to any symbols used.

4.12 Place history

Provide a short description of the history of the site based on historical and/or other sources. All information must be referenced and, where appropriate, copies of relevant historical documents and plans attached.

4.13 Interpretation of site

Interpretation of the site must be provided, and include the following information:

- phases in the development of the site
- function(s) of the site
- activities represented.

4.14 Assessment of archaeological significance

Archaeological significance is a combined measure of the context, content, integrity, representativeness and research potential of an archaeological site.

Where a site has archaeological potential, but it is not possible to directly observe or determine these measures, then assessment of the archaeological significance will be a statement of the preservation of archaeological material and deposits based on the known site history.

Provide a concise statement of archaeological significance that reflects and supports the degree of archaeological significance indicated for the site in Section 4.3 (see Appendix B for further guidance on assessing archaeological significance).

4.15 Assessment of cultural heritage significance

Article 1.2 of the *Burra Charter* (1999) defines cultural heritage significance as follows:

(A)esthetic, historic, scientific, social or spiritual value for past, present or future generations.

Cultural significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects.

Places may have a range of values for different individuals or groups.

Briefly describe the cultural heritage significance of the place using the four categories of significance defined in the Australia ICOMOS *Burra Charter* (see Appendix B). The description must indicate the degree of significance you consider the site to have under each category and supporting evidence must be provided. The description should reflect the level of protection recommended for the site, and must correspond to any statement of significance provided in Section 4.3.

Sites may have significance in one or more of these categories.

Please insert 'n/a' where a category is not applicable:

- aesthetic significance
- historic significance
- scientific significance
- social or spiritual significance.

For more information regarding the Australia ICOMOS *Burra Charter* categories of cultural heritage significance, see www.icomos.org/australia.

4.16 Present use

Describe the present use of the area encompassing the site.

4.17 Threats

Describe both present and likely potential threats to the site.

4.18 References/Informants

Provide a list of bibliographic references to the site and the names of any informants.

4.19 Photographs of site

Provide photographs of the site, including any relevant features. Each photograph must include a scale and be accompanied by the following information:

- description
- direction
- name of photographer
- date taken.

4.20 Map showing location of site

A map clearly showing the location of the site must be securely attached to the form.

Directions for the site location must provide accurate and detailed information that will allow other individuals to relocate the site, and may include any/all of the following:

- street address
- directions from the nearest major road
- grid references (AGD 66)
- Melways/VicRoads reference.

4.21 Owner/Occupier details

Full ownership and occupier details must be given wherever possible, irrespective of whether the site is located on private or Crown land.

4.22 Recorded by

The name of the individual(s) responsible for completing the site card must be listed in addition to the date of completion.

4.23 Updated by

This field is for Heritage Victoria's use only. Heritage Victoria will update the site card upon receipt of any report documenting further archaeological works at the site.

4.24 File number

This field is for Heritage Victoria's use only.

4.25 Associated report number, author and date

The details of any reports associated with the recording or assessment of the site must be included.

4.26 Associated consents

This field is for Heritage Victoria's use only.

5 Report Production

Section 131 of the Heritage Act requires that copies of the final report resulting from a survey be lodged with Heritage Victoria for reference and archival purposes. **A report must be submitted even if no new historical archaeological sites have been located during the course of the survey or desktop study.**

The report must detail the following information about the archaeological resource contained within the area or site surveyed:

- presence or absence of archaeological material
- areas of archaeological potential within the surveyed area
- character and extent of known deposits
- date of origin, occupation, abandonment and/or destruction of recorded sites
- integrity of known and potential archaeological deposits
- state of preservation.

This information should be collated into a succinct report that facilitates the formulation of a strategy for the preservation or management of those remains, and/or:

- an appropriate response or mitigation strategy to proposals that may affect such archaeological remains
- recommendations for further archaeological investigation.

If the report is being prepared as part of a potential development/impact process then it must contain sufficient data to enable informed and reasonable management decisions to be made.

Two copies of the report must be submitted to Heritage Victoria at the completion of the project: one bound hard copy and one electronic (pdf) copy.

5.1 Cover and title page

The cover and title page must detail the following:

- name of the activity, including the survey location
- Heritage Victoria project number
- author
- name of the consultancy company, organisation or other body responsible for producing the report
- name of the agency commissioning the report
- date of completion.

5.2 Summary

A brief outline of the project, including:

- description of the nature and extent of the commissioning agency's proposed works
- name of the commissioning agency
- aims and objectives of the project
- date and location of the survey
- results of the survey
- recommendations.

5.3 Table of contents

A list of the contents of the report, providing page numbers for the following:

- chapter/section headings
- chapter/section sub-headings
- tables
- figures
- bibliography
- appendices
- glossary.

5.4 Introduction

The introduction should include the following:

- principle reason for the work
- name of the commissioning agency
- aims and objectives of the study (with reference to the project brief, which should be included as an appendix)
- individuals/organisations undertaking the study
- individuals/organisations consulted during the study
- date and location of the survey
- location of the study area
- description of the study area
- owners/occupiers of the study area.

5.5 Background information

All relevant information should be reviewed and summarised. The details included should facilitate the formulation of appropriate strategies for any further fieldwork and provide a basis for interpreting the results of the project, including assessing the significance of recorded sites and proposing management recommendations. Relevant environmental, historical and archaeological studies should be consulted.

5.5.1 Environmental background

This section must include a summary of all information relating to site formation processes and relevant past human behaviour. The following points should be addressed:

- geology/geomorphology
- climate
- vegetation
- land use/modification.

5.5.2 Historical background

This section should summarise the background research undertaken into the history of the project area (see Section 2.2) with particular reference to the:

- history and development of the surrounding area/suburb
- phases of occupation/land-use of the project area.

5.5.3 Archaeological background

This section must document the following information:

- Previous archaeological and heritage studies
Summarise the principal results of previous archaeological or heritage studies undertaken within the region.
- Cultural Heritage Registers
Refer to all relevant registers and summarise any previously recorded sites located within the project area (see Section 2.2). All previously identified sites should be listed in table form.
- Site prediction
Justification of the site prediction model should include reference to any known regional patterns of site distribution and chronology, and any archaeological models that have previously been applied to the area or to similar site types.

5.6 Fieldwork

5.6.1 Project aims

This section should provide an outline of the general strategy adopted for carrying out the project. The strategy must be suitable for achieving the aims detailed in the project brief.

5.6.2 Field methodology

This section must outline the logistics of the project and address the following:

- time frames
- personnel
- materials and methods used during the survey and data collection.

Clearly outline protocols used for the definition of sites and site boundaries and for standards used for assessing site preservation.

5.6.3 Survey coverage

The following information should be presented in this section:

- survey coverage (% of area inspected)
- visibility (% of ground surface exposure within each survey area)
- processes affecting site formation and preservation within the project area.

Make reference to any factors that may have affected the results of the project. Include factors such as access to survey areas, surface visibility and weather conditions.

5.6.4 Results

This section should include a synthesis of the information obtained through fieldwork and analysis. All supporting data associated with the project (e.g. tabulations of raw data, specialist supporting reports) should be provided in an appendix.

The inclusion of individual site descriptions is not required here. These details, including Heritage Inventory and/or Victorian Heritage Register numbers, map references and separate field names should be presented in an appendix form. Note: when a site is mentioned in text, it must be identified by its Heritage Inventory number.

The following results should be presented:

- number and types of sites recorded
- any identifiable patterns of distribution.

It is expected that the description of results be supplemented by appropriate maps, plans, graphs, tables and photographs.

5.7 Cultural heritage significance

One of the most important aspects of an archaeological survey concerns the evaluation of significance - both of the project area and any identified sites. Assessments of significance are central to the formulation of effective management strategies for cultural heritage places.

The cultural heritage significance of the project area and each identified site is to be assessed by the Australia ICOMOS *Burra Charter* model, in terms of four main categories:

- historical significance
- scientific (including archaeological) significance
- aesthetic significance
- social or spiritual significance.

More information regarding the Australia ICOMOS *Burra Charter* categories of cultural heritage significance is provided in Appendix B.

5.8 Interpretation and discussion

This section must provide a summary of the findings of the project and discuss these with reference to the background documentation and any other relevant sources of information.

The consultant should consider the extent to which the results of the project support or contradict any prior archaeological models. If appropriate, these archaeological models should be reassessed and new explanatory models proposed.

Any limitations encountered should be highlighted, including non-consultation of potential sources and a full discussion of likely implications of these limitations on the reliability of any conclusions reached.

5.9 Legislative requirements

A summary of the legislation pertinent to the project area should be presented in this section.

The State and Commonwealth Acts governing cultural heritage issues within Victoria are listed in Appendix A.

5.10 Management recommendations

All management recommendations must be clear, specific to any proposed works and provide detailed advice on any actions that are deemed necessary.

It is imperative that the recommendations include advice to the commissioning agency of their statutory responsibility and any legislative restrictions that may apply to the implementation of the management recommendations. This would include information relating to the need to obtain - in advance - any Permits or Consents and should list details of the relevant individuals and/or agencies to contact.

The recommendations should define strategies for protection and management of sites and areas assessed as being archaeologically significant. Where possible, relevant alternative management options should be presented and implications discussed.

The significance of a cultural heritage place will establish its level of statutory protection (see Appendix B).

Cultural heritage places may be suggested for inclusion in the:

- Victorian Heritage Register
- Heritage Overlay under the local government planning scheme.

They may also be recommended for the:

- National Heritage List
- Commonwealth Heritage List
- Victorian Aboriginal Heritage Register.

Recommendations should also identify and discuss funding and implementation options for any suggested management programs.

Recommendations should identify if the site/area has the potential for use in public education programs or as a research project.

5.11 Bibliography

All documents and sources cited in the report should be fully referenced in an appropriate bibliographic format.

5.12 Glossary

All scientific, technical or obscure terms used in the report should be defined in a glossary.

5.13 Figures

All figures included in a report should be appropriately referenced in text.

All reports should include a map(s) clearly defining the:

- location of the study area within the State
- outline of the study area at an appropriate scale.

All maps and plans must include the following:

- north arrow
- scale
- key to any symbols used.

Photographs should be included in the report to illustrate selected sites, features and artefacts, and to supplement written descriptions of land within the project area. The photographs should be of a quality suitable for subsequent reproduction and should be accompanied by explanatory captions.

5.14 Appendices

Appendices to the report should contain essential technical and supporting detail and include:

- project brief
- list of recorded sites
- copies of Approvals, Consents, Permits and any relevant correspondence associated with the project
- specialist reports
- any other relevant information that is not appropriate for inclusion in the main body of the report.

Bibliography

Australia ICOMOS

1999. *Burra Charter: Charter for Places of Cultural Significance*.
Canberra: Australia ICOMOS.

Bickford, A. & S. Sullivan

1977. *Assessing the research significance of historic sites*. In S. Sullivan and S. Bowdler (ed.s), *Site Surveys and Significance Assessment in Australian Archaeology*. Canberra: Department of Prehistory, Research School of Pacific Studies, ANU.

Burke, H. & C. Smith.

2004. *The Archaeologist's Field Handbook*. Crows Nest NSW: Allen & Unwin.

Appendix A Legislation

Consultants should be familiar with the following legislation.

A.1 Victorian legislation

Aboriginal Heritage Act 2006

Coroner's Act 1985

Heritage Act 1995

Mineral Resources (Sustainable Development) Act 1990

Planning and Environment Act 1987

Planning and Environment (Planning Schemes) Act 1996

A.2 Commonwealth legislation

Australian Heritage Council Act 2003

Environment Protection and Biodiversity Conservation Act 1999

Environment and Heritage Legislation Amendment Act (No. 1) 2003

Native Title Act 1993

Appendix B

Assessment of the Cultural Heritage Significance of Archaeological Places

Under Section 127 of the Heritage Act, all historical archaeological places in the state are older than 50 years are protected. Known historical archaeological sites are recorded in the Victorian Heritage Inventory, maintained by Heritage Victoria.

Prior to a site being included in the Heritage Inventory, Heritage Victoria requires an assessment of the cultural heritage significance be undertaken for each site at the time of survey and recording. This will determine the appropriate level of statutory protection for each site and enable Heritage Victoria to effectively manage Victoria's historical archaeological resource into the future.

Cultural heritage significance is defined in the Australia ICOMOS *Burra Charter* as:

(A)esthetic, historic, scientific, social or spiritual value for past, present or future generations.

Cultural significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects.

The cultural heritage significance of a place is what makes it important to a community for historic, social, spiritual scientific or aesthetic reasons; that is, the heritage values of a place. The 'community' may be a particular social or ethnic group, the local community, the state or the nation.

B.1 Assessment of Cultural Heritage Significance on the Heritage Inventory Site Card

The Heritage Inventory Site Card requires the identification of the cultural heritage values of the site and the comparison of these values against similar sites to establish the degree of cultural heritage significance of the site. This assessment will be reflected in the suggested level of statutory protection for the site: inclusion in the Heritage Inventory, the Heritage Overlay or the Victorian Heritage Register.

The following information should be provided in support of the suggested level of protection.

For all sites:

- assessment of the archaeological significance (or lack of significance) of the site (Section 4.14)
- brief description of cultural heritage values of the site against the *Burra Charter* categories relevant to the site (Section 4.15).

For sites recommended for inclusion in the Heritage Overlay:

- assessment of the archaeological significance of the site (Section 4.14)
- brief description of cultural heritage values of the site against the relevant *Burra Charter* categories (Section 4.15)
- attach a one to two paragraph statement of significance that incorporates both of the above.

For sites recommended for inclusion in the Victorian Heritage Register:

- assessment of the archaeological significance of the site (Section 4.14)
- brief description of cultural heritage values of the site against the relevant *Burra Charter* categories (Section 4.15)
- attach a one-page statement of significance that incorporates both of the above and makes reference to the Heritage Council of Victoria's criteria for inclusion in the Victorian Heritage Register (see below).

B.2 Steps in the assessment of the Cultural Heritage Significance required for the Heritage Inventory Site Card

- a. Assess the archaeological significance of the site.
- b. Identify of the heritage values of the site.
- c. Summarise the heritage values according to the four *Burra Charter* categories of cultural heritage significance.
- d. Identify archaeological sites with similar values.
- e. Use comparative assessment criteria to establish the degree of significance of the site.
- f. Consider the appropriate level of statutory protection for the site on the basis of Criteria A) – D).
- g. Draft of a statement of significance for sites recommended for the Victorian Heritage Register or the Heritage Overlay under the local planning scheme.

These are discussed in detail below.

- a. Assess the archaeological significance of the site (Heritage Inventory Site Card Sections 4.14 and 4.15)

In Section 4.15 of the Heritage Inventory Site Card you are asked whether the site is of high, medium, low, none or unknown archaeological significance. The box should reflect the assessment of archaeological significance provided in Section 4.14.

Archaeological significance is a measure of the integrity of an archaeological site; the state of preservation of archaeological material, and deposits at a site. It should include an assessment of whether the site is rare or representative in terms of the extent, nature, integrity and/or preservation of the deposits (where known).

Assessments should address these questions:

- Are all or some of the deposits intact?
- What is the condition of the artefacts and other cultural material?
- How large is the site?
- What is the potential of this archaeological site to yield good spatial and temporal data?

Note: Comparative assessment of the rarity or representativeness of the site type is undertaken as part of the assessment of cultural heritage significance – see Step b.

Assessment of archaeological significance requires expertise in archaeology and knowledge of the historical archaeological record of Victoria.

Where the site is considered to have archaeological potential alone (eg. the actual nature of any archaeological deposits on the site is unknown but there is evidence suggesting the presence of subsurface deposits), then the assessment of the archaeological significance of the site should outline the evidence on which this claim is based, and include:

- the documented history of the site
- past and present uses of the site that may have affected the integrity of subsurface deposits.

b. Identify all the cultural heritage values of an archaeological place

The cultural heritage significance of archaeological sites is most often attributed to its scientific significance, namely the potential to inform about the past. However, archaeological sites may also have other heritage values – social, historical or even aesthetic. For example, a site may be significant to particular groups or communities in the past or present, or important historical events may have taken place at the site.

Appropriate site conservation and management must take all the heritage values of a site into consideration.

All relevant information about the site and its associations must be collected in order to identify the range of heritage values a site may have. This may include:

- the place of the site in the local, regional histories
- the rarity and/or technical interest of all or any part of the place
- the significance of the place to people who use or have used the place
- the significance of the place to the local (or any other) community in the past or present
- any cultural influences which have affected the nature of the archaeological material
- the relationship of the place and its parts to other sites in the local area
- the relationship of the place to other places in respect of design, technology, use or contents.

- c. Summarise the heritage values according to the four *Burra Charter* categories of cultural heritage significance

To provide a comparative framework with which to systematically assess the degree of significance of the site in relation to other sites, Section 4.15 of the Heritage Inventory Site Card requires a summary of the heritage values of the site using the four categories of heritage values defined in the Australia ICOMOS *Burra Charter*. These categories of significance are recognised by local, state and Commonwealth heritage agencies.

AESTHETIC SIGNIFICANCE

Aesthetic significance includes aspects of sensory perception for which criteria can and should be stated. Such criteria may include consideration of the form, scale, colour, texture and material of the fabric; the smells and sounds associated with the place and its use (Australia ICOMOS 1999).

The assessment of aesthetic significance will not always be relevant to archaeological sites. However, this should be determined on a site-by-site basis rather than automatically assumed to be inapplicable.

HISTORICAL SIGNIFICANCE

A place may have historical significance because it has influenced - or been influenced by - an historical figure, event, phase or activity. It may also have historical value as the site of an important event. For any given place, the significance will be greater where evidence of the association or event survives *in situ*, or where the settings are substantially intact. However, some events or associations may be so important that the place retains significance regardless of subsequent treatment (Australia ICOMOS 1999).

Historical significance is an important value to consider when assessing archaeological sites. It is essential that the background research conducted as part of the project inform this component of significance assessment.

You may like to consider and include on the Heritage Inventory Site Card the theme and/or sub-theme of the Victorian Historic Themes Framework that best characterises the historical significance of the site or simply use the Historic Themes Framework to assist your thinking about the various ways in which a site may be significant.

SCIENTIFIC SIGNIFICANCE

Scientific significance of a site reflects both the archaeological significance of the site (see Step a) and more generally its scientific or research value.

On the Heritage Inventory Site Card, a distinction is made between the assessment of the 'archaeological significance' and the assessment of 'cultural heritage significance'. This is in recognition of the special character of archaeological sites, and the need to be systematic in describing and clarifying the state of preservation or integrity of the archaeological deposits, and the more general cultural heritage significance of the site.

For example, a site may be of high archaeological significance (eg. the deposits are intact, well preserved and known to contain a wide range of artefacts) but its overall cultural heritage significance may be low due to a large number of similar sites in this condition and with this range of artefacts.

The scientific significance of an archaeological site is dependent on its research value - the potential of a site to contribute to our understanding of the past in turn dependent on the importance of the data involved, on its rarity, quality or representativeness, and on the degree to which the place may contribute further information (Australia ICOMOS 1999).

To assist in assessing the scientific significance of an archaeological site, consider the following questions from Bickford and Sullivan (1994):

- Can it provide information not available from other sources?
- Can it provide information not available on other sites?
- Can it answer pertinent research questions?

Information that merely duplicates what is already known, or that can be obtained from documentary evidence, would not qualify under this criterion, nor would a site type that is already well-studied and documented.

If an excavation has been carried out within a research design, then this contributes to its scientific significance.

SOCIAL SIGNIFICANCE

Social value embraces the qualities for which a place has become a focus of spiritual, political, national or other cultural sentiment to a majority or minority group (Australia ICOMOS 1999).

The social significance of any site lies mainly in its association with a particular social group or community. Burke and Smith (2004) suggest asking the following questions when assessing the social significance of a site:

- Is it widely known amongst the community?
- Is it highly valued by members of a community?
- Has it been known and valued for a long period of time?
- Does it have symbolic value as a local landmark or icon that people identify with?

d. Identify archaeological sites with similar values

To identify sites of similar values, you should consult the Victorian Heritage Inventory, the Victorian Heritage Register and the collection of reports of archaeological surveys held at Heritage Victoria.

Much of this research will be undertaken in preparation for a survey, but further research will be required once sites have been identified and recorded.

e. Use comparative assessment criteria to establish the degree of significance of the site

The categories of cultural heritage significance listed in the *Burra Charter* are not an end in themselves, but provide a framework for making the assessment of significance more systematic, thereby enabling comparison of the site's values with that of other sites.

This comparative assessment is done to establish the relative degree of significance of the site, whether it is of significance at a local, regional or state level and therefore whether it should be recommended for inclusion in the Heritage Overlay under the local planning scheme or the Victorian Heritage Register.

Assessment of the degree of cultural heritage significance an archaeological site – its relative importance - involves using comparative assessment criteria to determine whether the site (or particular aspects of the site) is:

- Unusual or rare

An archaeological site may be rare at a local, regional or state level. Factors that may be considered include: the degree of preservation (site integrity); material types; activities or historical periods.

- Representative of a class or type of site and a good example of this site type

A site may be significant because it represents a particular category of sites or activity, a way of life or historical theme. If significance is claimed on the basis of representativeness, then the site must be a good or exceptional example of what it represents and the reason(s) for this must be made clear.

In summary, an archaeological site may be considered to be representative of its type if it exhibits substantially more characteristics (features, artefacts or other cultural material) typical of that site type than is usual for other sites of its type:

- contains elements that are a variation of the elements typical of that item type
- exhibits characteristics that represent an important development in the type
- has stronger association with its setting than others of its type.

f. Recommended level of protection (assessment against criteria)

These levels of protection correlate to a degree of significance; whether the site is considered of significance:

- to the State of Victoria (suggested for the Victorian Heritage Register)
- to a local community or municipality (suggested for the Heritage Overlay under the local planning scheme)
- or is of some cultural heritage significance but not sufficient to warrant protection beyond that of the Heritage Inventory.

Note: Historical archaeological places included in the Victorian Heritage Register are automatically included in the Heritage Overlay under the local planning scheme.

In deciding on the level of protection, it should be considered whether the cultural heritage significance of site is sufficiently high to reach the threshold required by the various levels of protection.

State significance – the Victorian Heritage Register

Very few archaeological sites (or any other heritage places or objects) are considered to reach the threshold of significance to the State of Victoria and included in the Victorian Heritage Register.

Places suggested for the Victorian Heritage Register should have outstanding heritage values, and be a type or class of place or associated with an event, a movement, person or group that is of particular importance to the State of Victoria.

The Heritage Council of Victoria's 'Guide for Nominators' details the Heritage Council's Criteria for inclusion in the Victorian Heritage Register.

(http://www.heritage.vic.gov.au/pages/pdfs/brochures/guide_nominators.pdf)

These include the:

- Criterion A - historical importance, association with or relationship to Victoria's history of the place or object
- Criterion B - importance of a place or object in demonstrating rarity or uniqueness
- Criterion C - place or object's potential to educate, illustrate or provide further scientific investigation in relation to Victoria's cultural heritage
- Criterion D - importance of a place or object in exhibiting the principal characteristics or the representative nature of a place or object as part of a class or type of places or objects
- Criterion E - importance of the place or object in exhibiting good design or aesthetic characteristics and/or in exhibiting a richness, diversity or unusual integration of features
- Criterion F - importance of the place or object in demonstrating or being associated with scientific or technical innovations or achievements

- Criterion G - importance of the place or object in demonstrating social or cultural associations
- Criterion H - any other matter which the Council considers relevant to the determination of cultural heritage significance.

Local significance – the Heritage Overlay

An item of local significance will be of historical, social, aesthetic or technical/ research significance in a local geographical context. Given that the Heritage Overlay and the Victorian Planning Scheme operate at the municipal level, an assessment of 'local' significance usually means of significance within the local government area in which the site is located. For example, a site may contain evidence of an industry that precipitated the establishment of the local economy, such as sites related to gold mining in the Central Goldfields Shire or a shearing shed in Glenelg Shire. The site may be associated with an historical figure important in the development of the community, or may have been a centre of community social life. Archaeological sites may also be of local significance on the basis of the rarity or representativeness of the site type within the local municipality, regardless of how common they may be in the rest of the state.

However, significance to a local municipality is a somewhat artificial framework for the assessment of local significance. Local communities, settlements, industries and landscapes have changed over time and the areas defined by current municipal boundaries do not necessarily capture the historical patterning of human activities.

Archaeological sites may draw significance from their association with sites elsewhere, outside the local area. Therefore, their 'local' significance may be a measure of the need to protect them under the local planning scheme based on their relationship to sites elsewhere, or the presence of rare artefacts that are not specifically of relevance to the local historical context.

Archaeological sites may also be considered of 'local' significance where they reach a significance threshold beyond that of the Heritage Inventory but cannot be considered of significance to the State of Victoria. This will always be a subjective decision, based on a range of evidence. One example of this is a site type that is relatively common in the local area and elsewhere but is of archaeological significance, being an especially intact example. In some cases, the significance of the site may be related to sites outside of the local area, which together have significance – perhaps regional significance - that warrants the inclusion of the site in the Heritage Overlay.

g. Drafting a statement of significance for archaeological sites

A statement of significance is a succinct statement of the cultural heritage significance of a place that must be provided with the completed Heritage Inventory Site Card for all sites suggested for inclusion in the Victorian Heritage Register or in the Heritage Overlay under the local planning scheme.

Statements of significance for cultural heritage places are used by local, state and national governments as the core statement on which legal protection of heritage places is established. All management planning for the place will flow from the information provided in the statement of significance.

The two main uses for the statement of significance are to provide:

- justification of the decision to give a place a particular level of statutory protection
- guidance in relation to management of the site.

A statement of significance identifies the significance of the place and the tangible heritage that reflects those values. Given the important role that statements of significance play in the legal protection of cultural heritage places, the values of the site need to be expressed in a clear, comprehensive and unambiguous manner. statements of significance should be comprehensive and clearly expressed and rely on common language or ideas. Statements should not be so broad as to be meaningless or so widely applicable that the connection between the place and the stated significance or values is clearly demonstrated.

Most importantly, a statement of significance is not a description of the site, but a justification of why the site is important.

The statement of significance must make reference to one or more of the four categories of cultural heritage significance given in *Burra Charter* as a means to categorising the various ways in which the site is significant.

h. Statement of significance for archaeological places recommended for inclusion in the Victorian Heritage Register

For archaeological sites recommended for inclusion in the Victorian Heritage Register in Section 3 of the Heritage Inventory Site Card, the significance of the site needs to be established at a high level. The statement of significance should be drafted using the following guidelines to illustrate what, how and why the place is of State significance and thus warrants addition to the Victorian Heritage Register. The statement of significance should be no more than one page.

WHAT IS SIGNIFICANT?

This section is a description and history of the place, including the size, features, artefacts, nature and sequence of archaeological deposits as well as the integrity and condition of the site. This should be brief - usually no more than one paragraph - but should refer to all elements of the site that contribute to the site values that are discussed in the following paragraphs.

HOW IS IT SIGNIFICANT?

This section is the shortest part of the statement and always takes the same form. The place or object is simply stated to be of aesthetic, historical, scientific (archaeological), social or spiritual significance to the State of Victoria reflecting the values that may make the site of significance at a state level.

WHY IS IT SIGNIFICANT?

This section explains the exact nature of the significance claimed in the above paragraph. It is extremely important not to rely on mere statements of fact that should be included in the first paragraph. For example, rather than saying that the place is the oldest surviving example, the statement should read 'the place is historically important or significant as the oldest known surviving example of ...'.

Significance should never be implied - it should always be explicit. Where an archaeological site has been claimed in the above section to be of significance in a certain category or categories (aesthetic, historical, scientific, social or spiritual), each one of those categories must be addressed specifically in this part of the statement.

i. Statement of significance for places recommended for inclusion in the Heritage Overlay under the local planning scheme

Archaeological sites recommended for inclusion in the Heritage Overlay in Section 3 of the Heritage Inventory Site Card must have its 'local' significance outlined in a statement of significance.

This should follow the basic format discussed above for places recommended for the Victorian Heritage Register, referring to the *Burra Charter* categories of significance, stating clearly what is significant, and how and why it is significant. This should be concise and detailed, usually not more than one to two paragraphs.

Statements of significance for places included in the Heritage Overlay provide guidance to planners in relation to permit applications and must therefore identify all the elements of the site that contribute to its significance as a heritage place. The statement of significance should not just mention local significance but explain why the site is considered to be of local significance.

Appendix C

Examples of statements of significance (State Level)

The following statements of significance for the Herrnhut Utopian Commune (H2107); the Collins Settlement site (H1050); and the Chinese Kiln and Market Garden (H2106) are included as examples of Statements of Significance for places assessed as having significance at the state level.

C.1 Herrnhut Utopian Commune

WHAT IS SIGNIFICANT?

Herrnhut was a utopian commune, initially of less than 20 religious dissenters who had migrated from Germany via South Australia and Geelong. It is located about five kms north-west of Penshurst and was originally located on 1600 acres purchased for one pound per acre. It was founded in 1852 by Johann Friedrich Krummnow (1811-1880) loosely following the religious principles of the Moravians, although not officially linked with that denomination, and mixed with other values including mysticism, millenarianism and pietism. The name of the commune Herrnhut is the same as the town in Saxony Germany, where the Moravians established a commune for Moravian refugees in the early 18th century.

Krummnow's determination, passion and charismatic leadership, despite his eccentricity, physical deformities and opposition from established local German pastors, seems to have been a major factor in the early success of the commune. Various bluestone buildings were constructed over the years. These included a house for Krummnow, a church, a communal kitchen and dining room, and a dormitory. There was a cemetery located immediately behind the church. Other works included a dairy complex, various dams and wells, a mill, quarries, an orchard and vineyard.

The commune was intended to be self-sufficient with all excess produce sold. Over the years, the commune was very successful although markets for its wool, wheat and other produce were limited and distant. The communards put their religious principles to practical purpose to support other minorities. These included the local Aborigines, women in distress and homeless or destitute men. People were taken in, housed and fed but they were required to work and pray together with the communards. By the 1870s, Herrnhut was increasingly in debt and Krummnow was losing his absolute hold over the commune.

The crisis was averted when it absorbed the 60 members of another utopian commune established by Maria Heller at Pine Hills in northern Victoria. But Heller eventually defected to the nearby community of Tabor and by the late 1870s Herrnhut was in grave financial difficulty. Krummnow's failure to make a suitable rearrangement of its ownership before he died became an acute problem. Nine years after the death of Krummnow the communards agreed to the dissolution of the commune. In 1897 the land was subdivided into smaller farms and sold. The buildings slowly fell into disrepair. The church was demolished and rebuilt as a barn at Sylvan Grove.

The visible remains at Herrnhut consist of the scattered ruins of Krummnow's house, the dining room, vestiges of the dormitory and the cemetery. There are two massive Lombardy Poplars, *Populus nigra*, immediately adjacent to Krummnow's house and Radiata Pines marking the cemetery.



Herrnhut Utopian Commune, Penshurst

HOW IS IT SIGNIFICANT?

Herrnhut Utopian Commune is of historical and archaeological significance to the State of Victoria.

WHY IS IT SIGNIFICANT?

Herrnhut Utopian Commune is of historical significance as the first example of a utopian community in Australia, with particular links to German immigration as the result of religious persecution. It is of historical significance for its association with German immigration, the welfare of oppressed members of the broader community including Aborigines, women and destitute men.

It is of archaeological significance for the potential of the site remains to demonstrate a communal way of life using simple technology, local materials and vernacular forms and details, and to reveal the farming practices and broader activities associated with the commune.

C.2 Collins Settlement Site

WHAT IS SIGNIFICANT?

The British Government's decision to establish a settlement in southern Australia appears to have been prompted by favourable reports of Port Phillip Bay and concerns about the interest of the French in the area. The colonising party dispatched from England comprised military personnel, administrative staff, a few free settlers and a majority of convicts. Some were fortunate enough to be accompanied by wives and children. Lt-Governor Collins led the party of 467 persons. The site selected for the settlement was on the southern side of Port Phillip Bay at Sullivan Bay, relatively close to the Heads, a site chosen to enable protection of Bass Strait from the French. It was a difficult site to settle, without easy access to fresh running water, an anchorage well off-shore, and poor soils for agriculture; their survey of Port Phillip Bay revealed that much of the area had similar characteristics.

The settlement was established on an area of land between the Western Sister and Eastern Sister, prominent headlands which mark each end of Sullivan Bay. Most of the settlement was close to the Eastern Sister. Initially built as a tent encampment, work commenced quickly on building a jetty and other timber structures, including huts.

Local limestone was apparently used to construct chimneys for the huts, and for the building of the magazine. As well as barrels set into sand to trap fresh water, wells were dug, as were privies. Land was cleared for the growing of crops, perhaps totalling several acres. In choosing this place for a settlement, the settlers directly displaced Aboriginal people from a regular camping area. In 1804 Collins decided to move the settlement to Van Dieman's Land, where John Bowen had established a settlement at Risdon Cove in 1803. They were moved as two parties, the second group leaving on 20 May, just over seven months after the settlement had been established.

Surviving physical evidence of the settlement is limited to oak barrels recovered in 1926, and artefacts thought to date to the initial settlement of the area such as the remains of a hand blown brandy bottle inscribed "Old Cognac 1795" and a pair of leg irons. The graves site located within the Collins Settlement Historic Reserve is important for symbolic reasons in long being recognised by both the government and the community as a symbol and icon of the first attempt of European settlement in Victoria (even though historical knowledge suggests they are unlikely to be associated with the 1803-4 settlement).



Collins Settlement Site. This sheltered location was strategically chosen in 1803 because of its proximity to Port Phillip Heads.

HOW IS IT SIGNIFICANT?

Collins Settlement Site is of historical, archaeological, aesthetic (landscape) and social significance to the State of Victoria.

WHY IS IT SIGNIFICANT?

Collins Settlement Site is historically significant as the site of the British Government's first official settlement in southern Australia, in 1803. From the perspectives of global colonisation, the site contains historical fabric, associations and meanings that are vital to the understanding of the history of colonisation in southern Australia. The site is one of few Australian 'founding' sites that have survived two centuries of change. Like The Rocks in Sydney and Risdon Cove in Tasmania, the landscape of Sullivan Bay has revealed evidence from its founding period. More evidence may survive to be revealed as a result of future investigations.

Collins Settlement Site has aesthetic significance due to the survival of much of the pre-settlement landscape of Sullivan Bay, including the enclosing headlands, the old growth Moonah woodland, the shallow waters of the bay, the views between the Eastern and Western Sister and the Western Sister and St Paul's, and to Arthur's Seat. Collins Settlement Site has archaeological significance due to its potential to contain relics relating to the historic occupation of the site. Collins Settlement Site has social significance for long being recognised as the site of the 1803 settlement. The Melbourne and Peninsula communities have strongly defended the site during times when its long term protection has been threatened.

C.3 Chinese Kiln and Market Garden, Bendigo North

WHAT IS SIGNIFICANT?

The archaeological site of the Chinese Kiln and Market Garden, Bendigo North, contains the partially demolished remains of a Chinese cross-draught brick kiln and artefacts associated with the use of the kiln between 1859 and the 1880s.

Newspaper records indicate that the kiln was constructed by A'Fok, Fok Sing and Co. in 1859 when the site was immediately south east of the large Chinese camp known as Ironbark, established in 1855. The kiln appears to have been in use until the 1880s when a market garden was established on the site, the land having been acquired by Ah Jet in 1884. The market garden was abandoned around 1950, however several trees on the site still reflect this commercial use. The current owners purchased the land in the late 1970s.

Partial archaeological excavation of the site in late 2005 revealed the remains of a large domed clay brick kiln built into the bank in the west of the site. The arched firebox leading to the firing chamber is at least 1.5 metres deep and buried along with the fire box, flue, and lower section of the circular firing chamber which is estimated to be around 10 metres in diameter, extending under Thunder Street. The kiln originally stood about 10 metres high but the top of the dome has been partially demolished during construction of the road. The design of the kiln strongly suggests Asian, probably Chinese, technology especially in the construction of the wall-through firebox. Excavation on the kiln also revealed artefacts associated with the use of the kiln including brick fragments. Brincks used in the construction of a garden wall in Rowan Street Bendigo are thought to have been manufactured in the kiln.

Excavation of the later deposit which has filled the firebox and a transect of test excavations across the site revealed a dense *in situ* deposit of mainly late 19th century artefacts such as English and Chinese ceramics, including a number of complete or near complete large earthenware jars, Chinese glass gaming counters and bottle glass related to use of the site as a market garden and residence from the 1880s.

Trees on the site that date to the use of the area as a market garden are a Fig (*Ficus carica*), Pear (*Pyrus communis* cv.) and Licorice.



Stoneware jars, Chinese Kiln, Bendigo North

HOW IS IT SIGNIFICANT?

The Chinese Kiln and Market Garden, Bendigo North, is of archaeological and historical significance to the State of Victoria.

WHY IS IT SIGNIFICANT?

The Chinese Kiln and Market Garden is of archaeological significance to the State of Victoria being the only known surviving Chinese brick kiln in Victoria and possibly in Australia. Chinese brick kilns are considered extremely rare outside the Chinese mainland.

The Chinese Kiln and Market Garden is of historical significance for its association with Chinese settlement in Bendigo and as tangible evidence of the lives and enterprise of Chinese immigrants who came in large numbers to the Victorian goldfields during the second half of the 19th century. Along with the nearby Bendigo Joss House or Chinese Temple (H1791), the Chinese Kiln and Market Garden is historically significant for its association with the large Chinese camp of Ironbark, established in 1855 and the only Chinese Camp in Bendigo to have persisted into the 20th century.

Test excavation on the site has demonstrated the very high archaeological potential of the Chinese Kiln and Market Garden site to provide information about the processes and technology of 19th century brick manufacture that the Chinese brought with them to Australia and the operations of a late 19th century Chinese market garden. Excavated artefacts such as gaming tokens also demonstrate the archaeological potential of the site to provide insight into the lives of Chinese Australians who lived and worked on the site and more generally the economy and social life of the 19th century Chinese camp of Ironbark.



Appendix D

Notice of Intention to carry out an Archaeological Survey

1. Details of notifier

Name

Postal address.....

..... Postcode.....

Telephone (Business hours)..... Facsimile.....

Commissioning agent

2. Survey location

Notice is given that the above-named person intends to undertake a survey of historical archaeological sites in the area delineated on the attached map, described as: *(if more space is required, attach additional material)*

.....

The survey area is located on the following 1:100,000 map sheet/s:

Map no

Map name

.....

.....

.....

.....

.....

3. Dates of survey

It is intended that the survey will be conducted between the following dates:

From to

Signature..... Date / /

8. Indigenous values

Site has known Indigenous values

VAHR # (if known)

9. Associated sites (VHR, HO, HI, other)

.....
.....

10. Keywords No more than five words from the list

- | | | | | |
|------------------------------------------------|--------------------------------------|------------------------------------|----------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> early 19th century | <input type="checkbox"/> sub-surface | <input type="checkbox"/> urban | <input type="checkbox"/> pastoral | <input type="checkbox"/> domestic |
| <input type="checkbox"/> mid 19th century | <input type="checkbox"/> surface | <input type="checkbox"/> non-urban | <input type="checkbox"/> agricultural | <input type="checkbox"/> industrial |
| <input type="checkbox"/> late 19th century | <input type="checkbox"/> disturbed | <input type="checkbox"/> remote | <input type="checkbox"/> timber | <input type="checkbox"/> commercial |
| <input type="checkbox"/> early 20th century | | <input type="checkbox"/> costal | <input type="checkbox"/> mining | <input type="checkbox"/> religious |
| <input type="checkbox"/> mid 20th century | | | <input type="checkbox"/> transport | <input type="checkbox"/> maritime |
| <input type="checkbox"/> mid-late 20th century | | | <input type="checkbox"/> communication | <input type="checkbox"/> water infrastructure |

11. Plan of site separate plan attached

Scale 1:

Main site features:

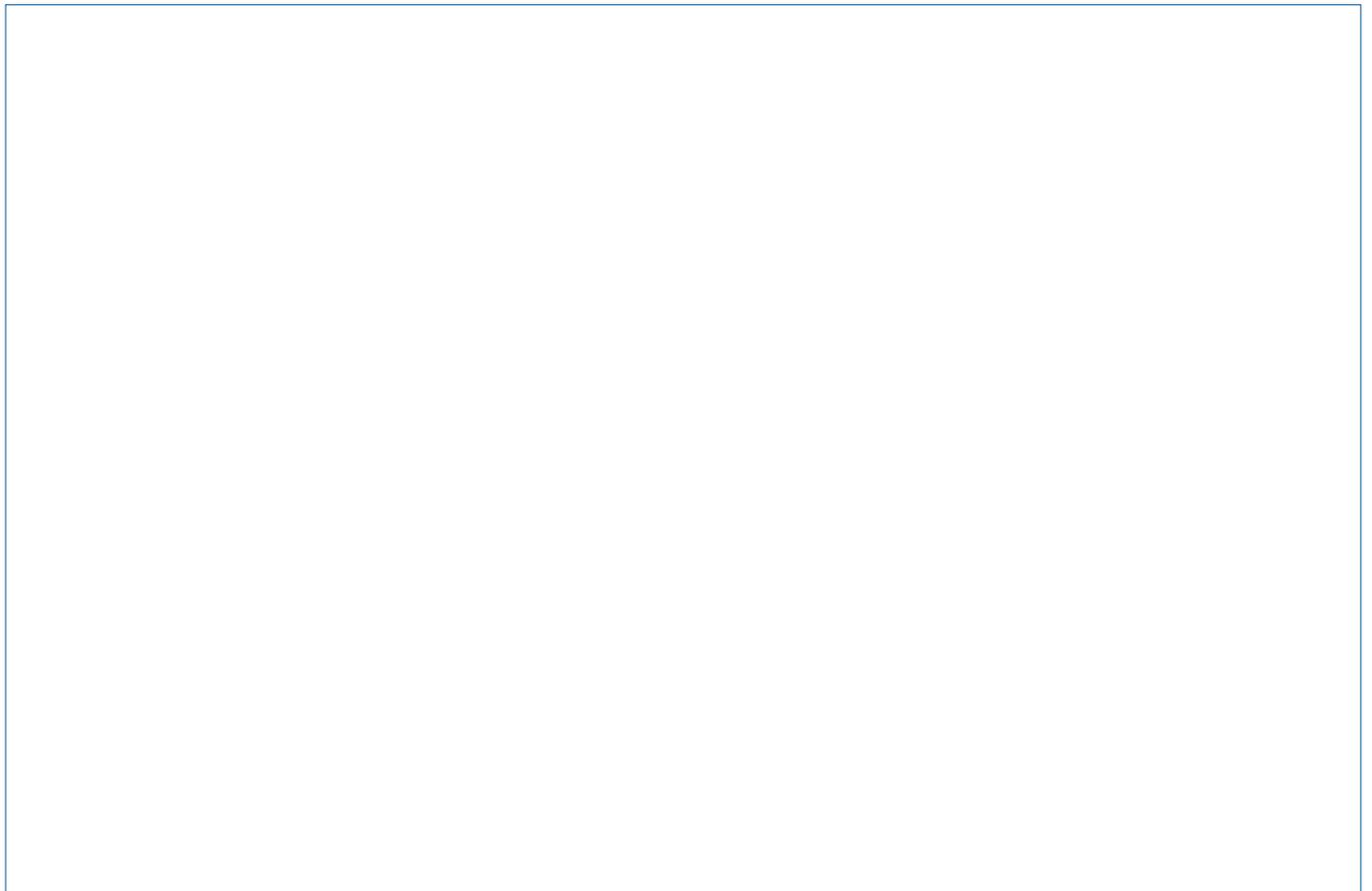
List all features noted on the plan of site including site boundary, relative location of important features, prominent landmarks, etc

.....
.....
.....
.....
.....
.....
.....

19. Photograph(s) of site

20 Map showing location of site

Scale 1:



Directions for relocation

.....

.....

.....

21. Owner/ Occupier details

Private/ Crown

Agency

Owner's name Contact name

Postal address

Telephone Facsimile

Email address

Occupier (if applicable)

Occupier's name

Postal address

Telephone Facsimile

Email address

Return completed Site Cards to Heritage Victoria, GPO Box 2392 Melbourne 3001

Recorded by Date File No.

Updated by Date

Associated report No. Author Date

Associated consents

NOTES

NOTES

NOTES

HERITAGE
COUNCIL
HERITAGE
COUNCIL
HERITAGE
COUNCIL



Department of Planning
and Community Development