

Historical Archaeology Code of Practice



NSW GOVERNMENT
Department of Planning

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Historical Archaeology Code of Practice
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Foreword

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Archaeological sites provide irreplaceable evidence of the lives of Australia's previous generations. They are an invaluable resource for interpreting the nation's history and culture.

The Heritage Council of NSW has an established record in archaeological heritage management and in the negotiation of the competing demands of development and heritage on archaeological sites. The last 25 years have seen a growing number of sites with conserved and interpreted archaeological remains retained within new developments. Major historical archaeological salvage excavations have also recorded detailed information prior to site redevelopment.

The Heritage Council of NSW has also been at the forefront of developing standards, procedures and published guidelines for archaeological work and in the development of archaeological zoning and management plans to identify the most significant sites and provide increased certainty to the development community.

This updated *Code of Practice* provides a useful guide to the different roles and areas of responsibility of developers, archaeologists and state and local government authorities. The code proposes an agreed set of procedures which can be accepted voluntarily by all parties. It confirms the shared interests of heritage conservation and responsible development.



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Aims & Objectives

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This code of practice aims to help archaeologists, government authorities, property owners and developers more effectively investigate, assess and manage the development of sites that contain historical archaeological remains and deposits.

Post-contact Aboriginal sites may also need to be addressed under legislation related to historical archaeology, as well as indigenous sites legislation.

The code has six objectives:

- to improve understanding and cooperation between all parties involved in developments that may reveal or disturb historical archaeological remains;
- to explain the obligations of all parties
- to help parties investigate, conserve and manage historical archaeological sites, remains and deposits more effectively;
- to assist compliance with statutory obligations;
- to help minimise disruption to development proposals and programs;
- to promote positive public relations between developers, government authorities, the public and archaeologists.

Although the code addresses requirements for development sites, the actions and procedures outlined in the code are also relevant for those archaeological projects which may be undertaken in the absence of development, for example, research excavations. The code identifies the roles and responsibilities of the various people and organisations potentially involved in managing archaeological resources.

It suggests procedures and actions each may take to enhance the management of archaeological sites and the outcomes arising from archaeological projects.

Archaeology in Australia

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Archaeology investigates and studies physical evidence in order to explain how people lived in earlier times. This evidence includes objects and artefacts of everyday use such as crockery, bottles, tools or toys, and the remains of early historic buildings and structures. Environmental remains such as pollen or parasites which provide evidence about past living conditions may also be preserved within archaeological sites.

Historical archaeology can reveal details of the last two centuries that would otherwise be unknown, for example:

- investigations of sites such as the Hyde Park Barracks in Sydney, and 1790s convict huts in Parramatta have discovered personal possessions which provide new insight into the realities of convict life;
- relics and artefacts from excavations of nineteenth-century residential areas have revealed information about urban development, house construction and domestic life. Sites such as Lilyvale and the Cumberland Street site in The Rocks, and the Quadrant Site at Broadway, Sydney, or Cassleden Place and Little Lonsdale Street in Melbourne, have added to our understanding of the lifestyles of past eras.

Historical archaeological techniques can also be used to analyse, record and interpret still standing buildings and structures.

Historical archaeology has become more widely known and appreciated in recent decades. Well-publicised large scale urban excavations have attracted great community interest and have caught the public imagination. This is largely because the immediacy of discovery is an experience the community can enjoy and share. Public attendance at open days held as part of urban excavations and media interest in reporting the finds provides evidence of this wider public interest in archaeological projects.

Archaeology & Development

More than 200 years of urban development in Sydney and around 150 years in other Australian city centres, has brought about continual changes in land use. Today, the buildings on any city site may be the third or fourth redevelopment. Relatively few visible buildings from the first phases of European settlement survive in any of Australia's capital cities.

Heritage legislation at State and Commonwealth level, environmental planning instruments and the activities of non-government organisations such as the National Trust and Australia ICOMOS, have all contributed to the development of heritage values throughout Australia. This has led to professional, community and government interest in recovering evidence about the past.

Foundations of earlier buildings which may exist under the current structures may be partly removed or even destroyed when the new, deeper foundations of multi-storey buildings are built. It is essential to investigate these remains and deposits before redevelopment to ensure that the evidence provided by the archaeology is not lost forever. It is now widely accepted that the archaeological investigation of sites is both a desirable and integral part of their redevelopment.

Large urban redevelopment projects may also provide opportunities to conserve and display particularly important rare or representative examples of physical archaeological remains. The significance of the archaeology found through comprehensive professional investigations and assessment will be of prime importance to conservation and management decisions.

Cooperation between the developer, government agencies and archaeologist is essential at an early stage. Poorly planned and last minute investigations may impose delays, physical restrictions, unanticipated costs and other constraints on developers.

Early planning and agreements can:

- avoid unexpected and costly delays;
- provide more time to plan appropriately;
- allow archaeological costs to be factored into overall project budgets;
- give greater choice about the type of archaeological investigation required to ensure a satisfactory result;
- improve cost effectiveness, by providing the opportunities and options to amend development plans, or devise other appropriate mitigation strategies if significant features are discovered;
- encourage the dissemination of relevant and meaningful information to stakeholders and the public;
- identify potential requirements such as public open days, information leaflets or other material;
- provide the best possible conservation options for significant features on the site.

The preparation of archaeological zoning and management plans for particular CBDs and other areas has assisted state and local governments, developers and archaeologists working in several key areas to determine more accurately those sites which may need archaeological investigation and those that will not. Not every site will be significant, so it is important to use tools such as archaeological studies to determine the level of investigation appropriate to the significance of the site.

The Developer

Developers will become involved with historical archaeology when undertaking developments on sites which have previously been subject to significant past uses and historic occupations.

The proper investigation and documentation of an archaeological site is recompense for approval to remove surviving physical evidence of Australia's past. Archaeological sites and 'relics' also have statutory protection, requiring certain obligations to be met by the development community.

It is appropriate for developers to acknowledge that archaeological features are of environmental and cultural concern and have heritage value to the whole community. The property industry is in an excellent position to make an important contribution to support those community values by undertaking appropriate archaeological investigation programs on their sites.

All the aspects of a development need to be carefully planned so that unforeseen delays and additional statutory or environmental requirements are minimised.

Developers are often concerned about the additional costs of archaeological investigations, especially if they also mean unexpected delays in tight project timetables.

To avoid the potential for unexpected and unbudgeted archaeological investigations and associated delays, archaeological assessments should be a normal part of project planning and site analysis. Assessments identify whether archaeological remains and deposits may survive on a site, and indicate whether physical investigation and conservation of those remains may be warranted.

Developers can provide the community with an opportunity to interact with the past by opening sites for public inspection or 'open days'. In doing so they demonstrate how they are responsibly managing the community's heritage.

Developers should also recognise the possibility on some sites that significant features may need to be retained and conserved in their original location. Two examples in the Sydney CBD are the retention of the remains of the First Government House site as part of the Museum of Sydney and the incorporation of some archaeological remains in the new extensions to the Conservatorium of Music. More modest examples of archaeology retained within new developments can also be found in The Rocks and Walsh Bay in Sydney; in Parramatta and in Port Macquarie in New South Wales.

At the conclusion of any archaeological investigation that may occur, all parties - the developer, government authority and archaeologist - need to ensure that the results are documented. The report does not need to be lavishly produced.

The important thing is that the information generated through archaeological activity and the results of the work are not lost to the public domain. Any publication which may then be undertaken will provide the developer with more opportunities for good public relations initiatives.

Simplified and illustrated extracts of the report may be used to provide information available on websites or as the basis of media releases. It is an increasing requirement that the finished development should incorporate some interpretation which provides the public with information about the history of the site and what was found during the archaeological work.

RESPONSIBILITIES

As part of the planning and site analysis for a proposed project the **developer** should carry out the following steps.

It is particularly important to undertake this work prior to the preparation and submission of a Development Application.

1. Identify Archaeological Sensitivity

Consult with the appropriate state heritage authority and/or local government to determine the archaeological status of the site. These authorities can advise if they have information which indicates whether archaeological advice should be sought.

2. Initiate Early Liaison

Contact the state and/or local government authority and seek advice about the appropriate procedures for the identification, documentation, assessments and management of any potential archaeological resource which may be on the proposed development site. The immediate requirements should be defined (e.g. an archaeological assessment).

Contact appropriately qualified consultant archaeologists and select the person or company most suitable. This is particularly important to provide the expert advice needed to manage the process, especially if it becomes necessary to nominate a specific person as the archaeological Excavation Director under relevant legislation.

3. Undertake the Archaeological Assessment

Consult with the archaeologist and government authority regarding the archaeological potential and significance of the site. Make decisions about the course of action to be followed. These will usually include: historical research, site evaluation and significance assessment. A completed archaeological assessment will then recommend future action, such as:

archaeological investigation or monitoring of development action by an archaeologist.

4. Ensure Adequate Information and Communication

Fully and frankly communicate objectives, intentions and constraints to your chosen archaeologist and State or local government authority. Discuss the recommendations and issues raised by the archaeological assessment prior to finalising development plans and submitting a Development Application (DA).

5. Understand the Need for a 'Research Design'

If the assessment indicates there are likely to be archaeological resources on your site that require investigation, acknowledge that historical archaeological investigations must take place within an overall research framework and that an appropriate methodology needs to be developed and approved by relevant authorities before physical investigation begins.

6. Recognise Constraints and Obtain Approvals

Recognise that the first duty of the archaeologist is to the archaeological resource and its management. Understand that legislation requires that the nature and scope of the proposed program must be approved prior to commencement of the on-site work.

Recognise that often the extent, nature and significance of archaeological features cannot be fully determined until excavation has occurred. It may therefore be necessary for contingency funding and time to be available. Development delivery schedules and the design of the project may need more flexibility.

Provide adequate time for archaeological investigation before the scheduled start of major development works on-site.

7. Recognise the Role of the Archaeological Team On-Site

Provide approved site status for the archaeologist and his or her team. Make sure they have access, facilities and a defined relationship with contractors and other site workers. The roles and responsibilities of all parties working concurrently on the site should be clearly set out. This should include occupational health and safety (OH&S) requirements. A lengthy investigation will usually benefit from regular site meetings and project updates.

8. Interact with the Community

Encourage and support public relations activities including media releases, inspections and media interviews. On-site signage, leaflets, a website or site 'open days' will make the archaeological process and findings readily accessible to the public.

Public participation by volunteers involved in on-site work may not be permitted due to OH&S requirements, but should be facilitated whenever possible. Public involvement can have considerable public relations benefits for the developer and the project.

9. Complete Post-excavation Work

Accept responsibility for the funding of all the work which is required as part of the development proposal and arises from the conditions of consent for the project. Recognise your responsibility for off-site components of the archaeological work including:

- cataloguing and curating of the artefacts
- analysis of findings
- preparation of the report
- publication and other public presentation of findings
- long-term storage of artefacts
- possible conservation of features in place

- identifying or providing a repository for project notes and other archival material
- interpretation on site and other long-term provision of information about the work

Recognise that much of the value of the process lies in the archaeologists being able to fully and properly analyse the artefacts, structures and features uncovered by the archaeological work. It is essential to provide adequate funding and infrastructure to allow this post-site work to be completed.

Assist with adequate long-term arrangements for storing artefacts. Arrange for archival material and artefacts to be donated to a museum or kept in a suitable repository elsewhere, or on site.

10. Accept Government Authority Arbitration in Disputes

Acknowledge the legitimate role of the State, or when relevant the Commonwealth, authority as the arbitrator in disputes between the developer and the archaeologist about the significance of the site; the archaeological procedures required and the necessary conservation action.

The Archaeologist

Archaeologists have a primary ethical and professional duty towards the proper conservation and management of the archaeological resource. They are contracted to undertake historical archaeological assessments to determine archaeological sensitivity and investigations at sites known or expected to contain archaeological features.

Professional archaeologists have a duty to:

- competently analyse and present results
- present information to the public
- facilitate the client's compliance with legislation and the conditions of approval arising from any development consent

As contractors, archaeologists must also be aware of the pressures and constraints affecting development sites and must recognise the right of the client to have full access to information about the site. Archaeologists must endeavour to maximise the benefit to the client through positive public relations.

RESPONSIBILITIES

As part of the investigation of a site, the **archaeologist** should carry out the following steps.

1. Develop Early Liaison

Establish contact with the developer at the earliest possible stage.

Develop early liaison with State and local government authorities to determine what level of predictive information is available and which procedures are recommended.

2. Determine Archaeological Sensitivity and Significance

Determine, by undertaking an archaeological assessment, the likelihood of archaeological features and deposits being present at a site and evaluate their significance.

Identify the most appropriate means of investigating the site, including historical research, remote sensing and archaeological investigations. Undertake historical or other research likely to reveal information without the need for excavation.

Assess the overall heritage significance of the site and features. This assessment should be reviewed as the project proceeds and new information becomes available.

3. Ensure Adequate Communication

Ensure that maximum information is always available to the developer.

Provide immediate advice to the developer on the known extent and significance of the archaeological remains and any other factors likely to affect the developer's plans, such as the possible need to conserve on-site features.

Provide full and explicit information to the developer, the state authority and the consent authority regarding:

- the likelihood of archaeological features;
- legal obligations and requirements (such as those imposed by section 140 or section 60 of the *Heritage Act 1977* (NSW) in relation to 'relics');
- recommended procedures to be followed;
- other options available to the developer
- the preparation of an explicit written agreement or contract with the developer which outlines the duties and the responsibilities of the archaeologist, the necessary timing, funding and support facilities and all other matters pertaining to the project and the scope of works.

4. Recognise Constraints

Recognise the legitimate objectives and restrictions of the developer, and the costs to the developer resulting from archaeological investigation. Minimise costs and delays to the developer and ensure unnecessary work is avoided.

5. Understand the Need for Research Design

Where the assessment indicates physical investigation is warranted, prepare a research design and any required permit applications for the project. The research design should be a brief document which outlines the questions and objectives that will focus and direct physical investigation and further research. It should also indicate investigation methods to address the questions and objectives, and identify contingencies should variations arise in the field.

Discuss the research design and its requirements and issues with the developer and, if the site is on the State Heritage Register or if archaeological remains of state significance are anticipated, discuss the research design with the state authority.

Recognise the limits of personal expertise and involve additional advisory services and expert individuals as necessary. An appropriate multi-disciplinary team should be assembled for the project.

If required, liaise with professional bodies or advisory panels and seek advice.

6. Recognise the Role of the Archaeological Team On-Site

Liaise with contractors and others working on-site to ensure smooth relations and minimal disruption. Provide full information about the requirements needed by the archaeological team.

Comply with all necessary OH&S requirements and obligations. Provide adequate measures and procedures to ensure safety for all members of the project team.

Adhere to professionally-accepted archaeological methods and procedures as consistent with the investigation methods.

Provide immediate advice to the developer and government authorities regarding important discoveries. (Required under section 146 of the *Heritage Act, 1977*).

7. Encourage Public Relations

Recognise the value to the developer of positive publicity about the project.

Acknowledge the role of the developer in all statements to the media.

Consult with the developer prior to any media contact and agree with the developer in advance about the content of media releases and statements.

Encourage public participation and the involvement of volunteers where appropriate. Suggest and develop displays, site tours and similar events which will result in positive publicity for the project.

8. Continue Responsibility after the Completion of On-Site Work

Provide early advice to the developer when conservation of significant features on the site is either possible or desirable. Liaise with the developer and government authorities regarding the feasibility or desirability of retaining on-site features.

Develop innovative suggestions and schemes for the conservation and management of significant features, or provide advice regarding interpretation, including the involvement of materials conservation experts if needed.

Provide adequate resources, both human and physical, for the analysis stages of the project. Include these stages in the initial project funding agreements.

Review the preliminary results of archaeological investigation in relation to the objectives of the approved research design. Consult with the state authority and developer regarding any additional actions required.

Ensure adequate analysis of investigation in accordance with professionally accepted methods and procedures. Encourage full and proper analysis of artefacts, beyond basic cataloguing and archiving.

Present reports, archival material and artefacts as an ordered, catalogued package.

Liaise with the developer regarding donation of archival material and artefacts to a suitable museum or repository, and the lodgment of this material.

Encourage public and academic presentation of material and involvement in public presentation via displays, lectures, site presentations, websites and publications.

Consider publications about the project for both popular and academic readership and prepare material for

publication or dissemination via websites or other media. Consider deposit of non-sensitive report elements in public repositories.

Be available to consult with and advise future researchers working on the site and/or assemblages.

9. Accept the Responsibility to Organise Adequate Funding

Prepare and administer the project budget in a professional manner which identifies and itemises all expenses and recognises the cost constraints of the developer.

10. Accept Government Authority Arbitration in Disputes

Acknowledge the legitimate role of the State or Commonwealth authority (when relevant) as the appropriate arbitrator in disputes with the developer about the significance of the site, archaeological procedures and conservation action.

The Local Government Authority

Local government authorities have control of development consent in most instances. They are also directly concerned with planning at the local level and can greatly promote the conservation and management of archaeological resources through appropriate zonings and provisions in planning instruments.

RESPONSIBILITIES

As part of the management of archaeological sites, local government authorities should take the following steps.

1. Determine Archaeological Sensitivity

Liaise with the appropriate state government heritage authority regarding the archaeological sensitivity of areas within its control. Where known, provide readily accessible information and advice on the archaeological status of land.

Recognise that strategic planning in relation to archaeology can provide valuable information.

Prepare and adopt archaeological management (zoning) plans which identify sites with archaeological potential.

Provide measures in planning controls and instruments which address the requirements for sites with archaeological potential and identify the need for archaeological assessments and investigations.

Develop and promote procedures to be followed to protect archaeological resources in the event of their unexpected discovery.

2. Develop Early Liaison

Advise developers at pre-DA meetings if an archaeological assessment and/or investigation may be needed.

Provide advice about appropriate assessments, documentation and procedures for the identification and management of any potential archaeological resource that may be on their site and the possible impact of development on archaeological features.

3. Ensure Adequate Communication

Provide explicit information to the developer and archaeologist regarding:

- any legal obligations and restrictions;
- the likelihood of archaeological features (if known);
- recommended procedures to be followed;
- other options available to the developer.

4. Ensure Site Evaluation and Significance Assessment

Encourage historical or other research likely to reveal information without the need for excavation.

Require that any application for development consent on identified archaeological sites or sites in archaeologically sensitive areas, includes an assessment about the likelihood of archaeological 'relics' being present, assesses the probable importance of the archaeology and provides recommendations for management.

5. Make Decisions about the Management of the Site

Make decisions, on the basis of advice received, about the need for any archaeological investigation and how extensive the scope should be.

Include, as required, conditions in consents and other approvals that require appropriate archaeological investigation and management. Evaluate the significance of the discoveries made on the basis of advice received. Assess the need for conservation of archaeological features in their original location with the consequent changes required to the original development proposal.

Provide advice about which other consents may be required (if known).

6. Recognise Constraints

Recognise developers' objectives, and legitimate constraints and restrictions. Ensure the efficient processing of documentation and applications so delays and inconvenience are kept to a minimum.

7. Support the Need for Research Design

Liaise with the state authority and the archaeologist to ensure investigations are undertaken within adequate research frameworks.

8. Support the Archaeological Team On-site

Provide assistance with archaeological investigation programs through access to records, site infrastructure and other practical assistance such as the loan of equipment if feasible and available.

9. Encourage Public Relations

Promote positive public relations, including proper acknowledgment of the role of the developer at all stages of the project. Consult with the archaeologist and the developer prior to the distribution of any media release.

Encourage public involvement by facilitating Open Days and access to findings through dissemination of information.

10. Assist the Project

Consider applying incentives to appropriate projects in order to provide for the conservation and interpretation of significant features (e.g. varying development standards, planning agreements). Be flexible in the application of planning controls where this would allow the conservation of significant archaeological remains.

11. Dispute Resolution

Recognise the role of the state authority as the appropriate arbitrator of disputes between archaeologist and developer.

12. Post-Investigation Stage of the Project

Recognise the analysis as an integral part of the project. Assist with public presentation of the project, either through displays and promotion, or with a contribution towards publication if possible. Ensure copies of reports are made available in publicly accessible local libraries. Other relevant material such as artefact collections should also be made available in public repositories whenever possible.

The Government Heritage Authority

State government heritage authorities play an important role as coordinators, planners, arbitrators and, occasionally, as financiers of archaeological investigations and management studies.

They are responsible for implementing and interpreting heritage legislation where this has been enacted. In NSW archaeological investigations occur in accordance with approvals issued by the Heritage Council.

The State government heritage authority may also have a role in liaison with local government and in recommending or assisting the preparation and co-ordination of archaeological management plans, and archaeological research frameworks where these are desirable to provide the context for future research designs and archaeological investigation methods.

The state government authority also prepares guidelines to assist with the preparation of applications for archaeology permits and issues the consents under the heritage legislation.

Requirements under those consents may include public open days, on-site interpretation, and other measures which provide information to the wider community about the archaeological work.

RESPONSIBILITIES

To fulfil their responsibilities for managing historical archaeological sites, **government heritage authorities** should undertake the following steps.

1. Undertake Strategic Work to Determine Potential Archaeological Sensitivity

Assist with the preparation of archaeological management plans and other relevant studies which will identify sites of archaeological potential, particularly in early historic centres or other areas of archaeological interest which are likely to be subject to forthcoming development.

Coordinate available information, so that informed predictive statements about the likelihood of archaeological remains may be made.

Provide readily accessible information and advice on the archaeological status of potential development sites.

Facilitate research through the archiving of reports and other information.

2. Develop Early Liaison

Establish early contact with developers to draw attention to the requirements arising from the presence of potential archaeological features.

Provide advice on the need to manage those requirements in ways which will reduce the risks to development projects which may be caused by unforeseen discoveries and consequent delays whilst approvals are sought.

Encourage historical and/or archaeological investigation at an early stage, through direct liaison with the developer, relevant development consent authority and archaeologist.

3. Ensure Adequate Communication

Provide full and explicit information to the consent authority, developer, archaeologist and other consent authorities regarding:

- any legal obligations and restrictions
- the likelihood of archaeological features as recorded by existing information or studies
- recommended procedures or guidelines to be followed
- other options available to the developer.

4. Ensure Site Evaluation and Significance Assessment prior to submission of Applications

Ensure that full, thorough and professional assessment of the potential archaeological resource is undertaken by appropriately qualified archaeological consultants.

Encourage the completion of historical or other non-invasive research as a first step likely to reveal information without the need for excavation.

Ensure that evaluation of the site and the assessment of significance are undertaken in accordance with existing published guidelines and agreed professional practice.

5. Issue Approvals/Permits for Archaeological work

Review the results and recommendations of any submitted archaeological assessment. Determine the need for archaeological investigation and the recommended extent and nature of that investigation in accordance with the submitted research design. Assess capacity of the nominated Excavation Director to undertake the work.

Ensure that the necessary approvals are in place prior to the commencement of archaeological investigations.

Complete application processing and provide advice in a timely manner. Recommend refusal of archaeological permits if research supplied is incomplete or unsound.

6. Recognise Constraints

Recognise developers' objectives, and legitimate constraints. Ensure the efficient processing of documentation and applications so delays and inconvenience are kept to a minimum.

Minimise costs and delays to the developer and be aware of the implications for the developer arising from the procedures and actions recommended or required.

Encourage flexibility in relation to the constraints and pressures under which the archaeologist and the developer are working and respond effectively to their legitimate needs.

7. Require Adequate Funding for the Project

Require the developer to contribute to the funding of archaeological investigation. Ensure funding is sufficient to meet all legislative and consent requirements.

Contribute to project costs in an appropriate manner; for example, through heritage grants when appropriate; by helping with publications and by providing other advisory or support services if possible.

8. Promote the Production of Research Design

Coordinate and develop overall research frameworks which provide the theoretical basis for archaeological investigation strategies. They should be reviewed regularly and should include general questions and questions related to regional or local contextual issues, where appropriate.

Review and approve the specific research design supplied for archaeological investigations. The research design is a brief document which clearly outlines objectives, theoretical bases and strategy options for an archaeological project.

9. Support the Archaeological Team On-Site

Maintain a close liaison with the developer and the archaeologist during all stages of archaeological investigation. Provide support services such as regular site visits, or access to additional expert advice whenever possible.

10. Encourage Public Relations

Promote positive public relations at all stages of the project.

Acknowledge the contribution and involvement of the developer in all contact with the media, in a form approved by the developer. Consult with the archaeologist and the developer prior to the distribution of any media release.

Encourage public involvement through participation on-site when appropriate and by promoting open days or other relevant events. Ensure public access to findings through dissemination of information.

11. Continue Responsibility after Completion of On-Site Work

Based on the results of the fieldwork project, the requirements of the approved consent conditions, and the advice from the archaeologist and the developer, determine and recommend the actions most appropriate for the features discovered during excavation.

The recommendations should be made in relation to artefacts and deposits which are removed and for any features which are to be preserved, conserved or displayed on the site.

Liaise with the developer in relation to the need (if any) for redesign of the development to keep the archaeological remains discovered in-situ.

Determine the need for further statutory protection for features which have been discovered, and are to be retained within the site.

12. Help Resolve Disputes

Accept responsibility for resolving disputes which may arise between the archaeologist and the developer on matters such as the significance of the site, archaeological procedures to be used and conservation action to be undertaken.

13. Oversee Completion of the Post-Investigation Stage of the Project

Seek assurance that adequate provision - including funding, infrastructure and expert assistance - is available for the analysis stage of the project.

Review the preliminary results of the archaeological investigation in relation to the objectives of the approved research design and determine any additional actions to be carried out by the archaeologist.

Recognise the post-excavation analysis as an integral part of the project. Ensure full

and proper analysis of artefacts, beyond merely cataloguing and archiving.

Provide assistance to ensure that adequate long-term arrangements are made for the archival storage of notes, reports and artefacts.

Donation of artefacts to a museum or other suitable repository should be encouraged.

Ensure that the outcomes required under the conditions of consent such as on-site interpretation and/or conservation and display of archaeological remains, are implemented.

14. Encourage the Publication of Results

Encourage the presentation of the project to the public via appropriate means, for example: popular publications, websites, open days at the site, museum displays (either on or off site).

Ensure copies of reports are appropriately archived and made available to the public in appropriate libraries.

Professional and academic publications should also be encouraged.