

# Memo

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**From:**

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**Date:**

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**Status:**

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## **Archaeological / Cultural Sites – Accidental Discovery Protocol**

### **1. Process**

In the event of any discovery of suspected cultural remains (e.g. shells, charcoal or charcoal-stained soil, fire-fractured stone, or bones) the workman/contractor shall take the following action:

1. Cease all works immediately.
2. Immediately contact Project Manager, Site foreman and Hapu Chair
3. They shall contact an appointed archaeologist to advise on the significance of the find.
4. If the find is of potential significance, “contact” person(s) from the Hapu will be advised by;  
[Name of Contact] .....
5. The Historic Places Trust will also be advised in all cases (note that it is an offence under section 99 of the Historic Places Act 1993 to modify, damage or destroy an archaeological site without the prior authority of the New Zealand Historic Places Trust).

### **2. Purpose**

The purpose of this protocol is:

1. To manage and protect the integrity of “known” and “unknown” archaeological sites from damage and loss.
2. To maximise the opportunity to retrieve physical and archaeological evidence from disturbed sites. In cases where sites clearly are unable to be retained intact, the orderly and systematic removal of archaeological evidence and information is of the utmost importance.

3. Koiwi tangata (human skeletal remains) are from time to time unearthed through a range of causes, man made and natural. The dignified and appropriate cultural management of such sites and remains is of vital importance.
4. To obtain quality information on the lives, activities, food, resource use, trails and camp sites of Hapu ancestors from archaeological sites. Early detection and assessment is dependent on early intervention to manage retrieval of such information.
5. To obtain quality historic information on the lives of people, their activities, resource use and structures.

### **3. Kaiaio Irrigation Limited (KIL)**

The role of KIL as project manager is:

1. To implement internal management protocols to ensure staff and contractors are aware of the requirement to monitor operations in a way that allows the identification of archaeological sites including wahi tapu, wahi taonga, urupa or historic (European) cultural sites.
2. To implement a reporting procedure in the event of a “find” of any archaeological material as described in the Process above.
3. To ensure that KIL will meet all statutory obligations under the Historic Places Act 1993 and comply with all conditions of resource consent as they relate to matters of archaeological significance.

Signed on Behalf of Kaiaio Irrigation Limited by:

Name/Title

Name/Title

Date

Date

Signature

Signature