



## GUIDELINES FOR HISTORICAL ARCHAEOLOGICAL RESEARCH PROJECTS ON REGISTERED PLACES

These guidelines are aimed primarily at proposals for which archaeological research is the sole or primary catalyst for a Works Application. They are intended as an adjunct to the existing Practice Notes which remain applicable to Works Applications involving archaeological heritage.

### 1.0 Introduction

Sites of past human occupation and activities have the potential to contribute important information on a community's historical and cultural development. Many of these sites contain material or subsurface remains that can be identified and analysed using historical archaeological methods. Such resources can mean that a site has potential archaeological research value. Archaeological research on these sites using rigorous identification, recording and analytical techniques can add to our understanding of Tasmania's history and cultural development. It can also include other significant community benefits if the research project is opened to the involvement of community members either as observers or participants. The potential for archaeological research to add to our historical understanding, as well as provide avenues for people to interact with their heritage places, is a benefit for present and future generations.

The Tasmanian Heritage Council has issued Practice Notes on the identification and management of archaeological resources. Practice Note 2 (version 2, May 2006) discusses archaeological resources within the context of developments or other activities which may impact archaeological values. Practice Note 11 discusses the research values of cemeteries and burial grounds, and provides basic guidelines for archaeological investigations therein. Both are available from the Tasmanian Heritage Council website [www.heritage.tas.gov.au](http://www.heritage.tas.gov.au)

The aim of these Practice Notes is to mitigate impacts on a site's archaeological research potential resulting from other works, and to define a process for incorporating assessment and appropriate management of archaeological values into the works approval process. This ensures that standards and procedures are in place to minimise loss of important archaeological information and provides certainty in the planning and development process.

This document provides additional guidelines where the proposed impact is the process of archaeological investigation itself. The aim is to help researchers develop proposals for archaeological research at places listed in the Tasmanian Heritage Register, and to help position all archaeological investigations, whether arising from academic research, conservation works or development projects, within a common knowledge and social responsibility framework.

See Appendix I for terms and definitions.

#### For further information contact

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## 2.0 What is historical archaeological research?

Historical archaeology is the systematic and scientific study of the human past using physical evidence in conjunction with documentary sources. The discipline encompasses a broad range of aims, methods and outcomes, including site identification, investigation and management, disciplinary development, public education and community engagement. Traditionally historical archaeology has had a role in providing information to assist in architectural reconstructions of historical sites, and in testing assumptions based on historical documentary sources or community memory. However, this has always been a subsidiary goal for historical archaeology, which has also sought to consider questions of broad-scale cultural and historical development. For instance, historical archaeology has been established longest in countries with histories of colonialism, industrialisation and large-scale immigration such as Australia, New Zealand and the USA. As a result, some of the principle themes studied by historical archaeologists have involved the impact of Victorian culture and ideology, the progression from pre-Modern to industrial cultures, and the response of ethnic groups to the constraints and circumstances of immigration.

One of the strengths of historical archaeology has been its ability and readiness to study groups that have traditionally been underrepresented in the documentary record, including convicts, women, ethnic minorities and other subaltern groups. Research directed at such issues however, must be balanced with concerns about conserving archaeological resources and promoting wider community understanding of archaeological values and research.

### 2.1 Why is historical archaeological research important?

While the development of nuanced, and increasingly complex understandings of cultural change has been the discipline's central objective, historical archaeologists have increasingly recognised their role in connecting present-day communities with their past. Archaeological resources can have deep importance for living communities, both because of their association with past lives and events, but also for the opportunity they present to further understand, and connect with ancestral communities.

One of the strengths of historical archaeology is that it uses multiple lines of evidence including material remains, documentary sources, and oral testimony to develop understandings of human cultures. Frequently, historical archaeologists study places and objects that have contemporary cultural resonance. These are

places that people remember, things that they or their family members once used. There often may be living descendants of the people being studied. The sites and materials that historical archaeologists study are part of a shared heritage that often holds different meanings for individuals and cultural groups. Some of those meanings are in the form of inherited traditions or stories; some are in the form of memories. In its quest for a considered interpretation of previous human actions, archaeological research can challenge cherished understandings of the past. For some, it may provide a more authoritative reading of physical traces that can help them recover lost perspectives or empower them in their present lives. For others, the value of an object or a site lies not in its information or cultural potential, but in such qualities as its tactile nature or rarity, or the aesthetic or ambient qualities of a place. It is important for archaeologists to be sensitive to the types of attachment that individuals or communities can hold for sites or objects on which they might be conducting research.

### 2.2 What is the relationship between archaeological research and heritage conservation?

The Australia ICOMOS Burra Charter (1999) defines conservation as “all the processes of looking after a place so as to retain its cultural significance”. It is a broad concept covering many forms of activity that aims to save the things that a community or group feels to be important from the past for present and future generations. Like any form of saving, conservation is a means to an end and not necessarily an end in itself. The purpose of conserving the fabric of the past is to enrich living communities by providing opportunities for weaving the knowledge and experience of previous generations into contemporary life. This means that the audience for any research conducted on heritage-listed sites should be seen not only as a researcher's peers or heritage managers, but as the broader community. As such, any research project on a heritage-listed site should include mechanisms for maximising community involvement and the dissemination of project results.

Archaeological research is one of the key tools by which meaning invested by past communities in places and objects can be recovered and become part of contemporary community understanding. Archaeology therefore provides an important link between the process of the preservation of heritage sites and fabric, and the greater public understanding of the historic and cultural developments represented by such places. The process of creating and conserving heritage is iterative, with new archaeological information and resultant community awareness feeding back into notions of what should be conserved and how. In its continual quest to refine understanding of the past and analyse

assumptions that underpin ethnic, class and economic structures, archaeological research can help communities identify, value and grow from their heritage investment.

Archaeological methods vary in their degree of impact on the physical fabric of a site. Some methods such as site surveying and geophysical remote sensing may have negligible physical impacts. Other methods of research result in the destruction of part of a site's fabric: investigative techniques such as excavation, paint scrapes, and chemical analyses invariably destroy some fabric in order to extract the information they contain. Although some fabric is destroyed, without this type of investigation the information and stories it contains could not be made available. It is important to weigh up the potential benefits of knowledge gained by disturbing a site or object against the impacts of fabric removal, both in terms of loss of future archaeological research potential and impacts on other heritage values.

At Port Arthur, excavations in the late 1970s were able to demonstrate the extent and importance of buried convict landscape.

This new knowledge influenced the ways that site buildings and services were subsequently designed and maintained, which significantly reduced routine destruction of original fabric.

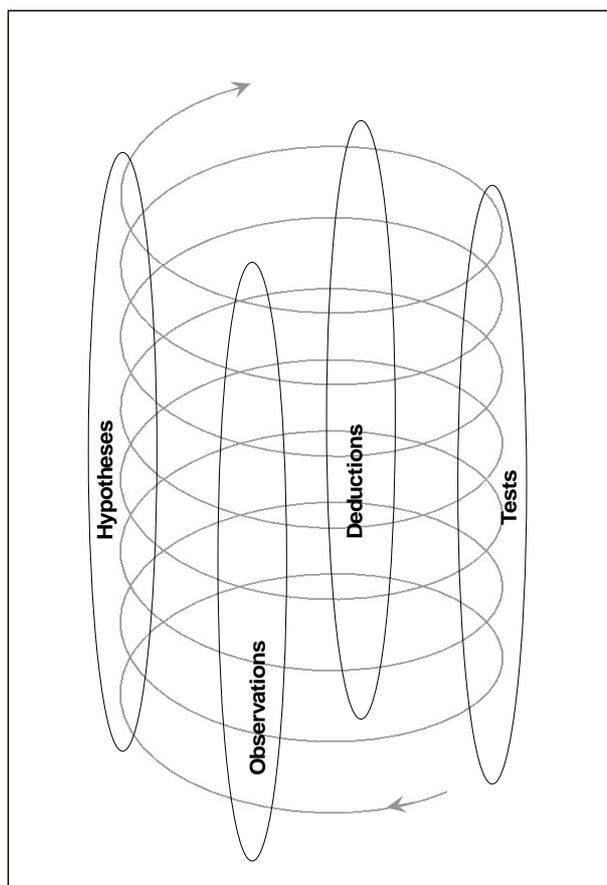


### 2.3 How does historical archaeological research create new knowledge?

Archaeology uses the scientific method of enquiry, which involves an iterative process of putting forward propositions and seeking supporting evidence. The model is continually refined until a detailed hypothesis, supported by evidence, is constructed. The steps of observation, hypothesis, deduction and testing make up a dialogue of questions and answers that provide the basis for archaeological interpretation.

This process of building and testing models is crucial to all archaeological investigation, whether that investigation is prompted by academic research, conservation studies, or site development activities.

What typically sets an archaeological research project apart from other archaeological investigations is that the goal of model-testing is the primary justification for disturbing historic fabric. The goals, methods, and anticipated final process of the proposed research project are normally detailed in the form of a Research Plan (see 3.1).



## CASE STUDY: Separate Prison, Port Arthur

Historical records suggest the A/C/D wings of the Separate Prison at Port Arthur were purpose built to implement an immutable treatment regimen (initial observation). This then leads us to propose that the construction was well planned and strictly implemented (hypothesis). From this we infer that construction should follow a fixed sequence of site preparation, installation of services, levelling, paving, erecting dividing walls and internal structures etc (deduction). To prove this we excavate a subsurface drain junction, intending to show that all drains were installed prior to levelling (test). On excavating, there is clear evidence of two separate generations of drain being installed, one before, and one after levelling but prior to paving (observation).

Our test has failed and we must revisit our hypothesis. We now propose that some alterations were introduced during the construction phase to include some undocumented ancillary structures, but that otherwise construction and use went ahead as initially planned (hypothesis). We infer all areas to the north of the ancillary structure drain will exhibit single sequence construction along the lines previously proposed (deduction). This will be demonstrated by removal of additional pavers to the north (test). Excavation reveals evidence of a third generation of services, a speaking tube connecting A wing with the Separate Keeper's house beside the prison. This has been laid following lifting and re-laying of pavers (observation).

Again the test has failed and we must return to the hypothesis. Our new hypothesis is of a slightly confused construction program, and changes in the treatment regime and administration of the complex over time. More deductions and tests may follow, gradually refining our interpretation of the site through an iterative process.

Such a simple example may lead an archaeologist to move from an initial, historically-based, proposition that the Port Arthur Separate Prison was a faithful manifestation of Pentonvillian notions of penal reform built and operated to exacting design specifications, to one where the construction and use of the prison is modified to suit local circumstances.

### 2.4 Framing archaeological research objectives as questions

Archaeological research objectives are typically framed as a series of questions. It may be helpful to consider the development of these questions in the context of a tiered structure of increasingly complex and contingent inquiries.

**Tier One Questions:** These questions outline the essential knowledge base needed for any site research or significance evaluations. Such questions are often empirical in nature, and straightforward answers can be sought and often identified. Examples of such questions might include:

- When was this site occupied?
- What were the phases of use?
- What activities were conducted on the site?
- What was the geographical extent of activities?
- When was this site abandoned?

Answers to these questions provide a foundation of information about the structure, type, use and timing of site occupation which enables the researcher to consider a second tier of questions.

**Tier 2 Questions:** Those that connect the material remains found on a site to specific behaviour. For instance, such questions might consider how the artefact contents of a privy pit or refuse area relate to the lifeways of the household that lived on the site.

**Tier 3 Questions:** These questions represent the highest level of inquiry considered by archaeologists. Such questions associate the activities and behaviour at individual sites with broad social and cultural developments such as the processes of industrialisation, or cultural change. Although these research inquiries are often framed as questions, they may not have any finite answer as such. Instead, they should be thought of as open-ended inquiries, in which questions are used to refine and situate the researcher's investigations. The goal of such research is to develop increasingly refined and nuanced understandings of human cultures within broader theoretical or comparative contexts.

### 3.0 Preparing for historical archaeological research

Under the *Historic Cultural Heritage Act 1995*, a Works Application is required for any archaeological research on a place listed in the Tasmanian Heritage Register.

In addition, the Heritage Council requires a clearly outlined Research Plan (see 3.1) to be submitted with the Works Application along with evidence of the landowner's permission for the research to be undertaken.

The Works Application, Research Plan and any relevant supporting information must be lodged with the local planning authority responsible for the municipality within which the proposed research site/s is located. A duplicate Works Application which includes copies of all supporting documentation must be lodged with each local planning authority in the case that the proposed research is to be conducted at registered places located in different municipalities.

The planning authority will refer the Works Application to the Heritage Council for assessment. The Heritage Act requires that a decision on your Works Application be delivered within 42 days of the date it is received by the local council.

Where the proposed works are minor or do not affect the significance of the place, the Heritage Council may provide you with an 'exclusion' from the normal Works Application process. Non-invasive archaeological research projects such as surveys and remote sensing, the analysis and study of excavated materials, or the excavation of non-significant deposits may be suitable for exclusion. A Research Plan would still need to be submitted in order for an assessment to be made as to whether an exclusion could be issued. In general the Heritage Council has a policy of not issuing exclusions for research excavations.

Researchers are strongly advised to seek advice from Heritage Tasmania at an early stage of project design in order to determine the specific assessment and approval requirements of the research project.

**How long does it take to obtain approval?** The Heritage Act requires that a decision on your Works Application be delivered within 42 days of the date it is received by the local council.

If the Application is refused, the Notice of Decision includes the reason/s.

The Notice of Decision also advises the applicant of their rights, including right of Appeal, and the process. Appeals must be lodged within 14 days of the formal notification of the decision by the local planning authority.

### 3.1 Research Plan

A Research Plan is essentially akin to the method statement outlined in Practice Note No. 2, however geared more to the particulars of a fully controlled archaeological investigation than the demands of development mitigation archaeology. An archaeological Research Plan will contain a number of elements.

#### 3.1.1 Research design

The research design is the part of the plan that deals specifically with the archaeological investigation process as distinct from the heritage management issues. It should contain a detailed description of the proposal that clearly explains the objectives of the archaeological research and demonstrates that there are sufficient resources committed to achieve them. A research design should cover the following general steps.

**a) Define meaningful research questions** (refer to section 2.3)

The proposed research questions should address relevant problems in our understanding of cultural development. Answering the questions should add substantively to archaeological or historical knowledge. In developing appropriate questions, it is important to be aware of what other archaeological investigations have been conducted at similar sites, or which deal with similar research themes both within Australia and overseas. Archaeologists should consult widely, both in terms of relevant studies and also individuals with relevant knowledge and experience. This material should be compiled into suitable theoretical models and questions supported by a bibliography of relevant published and unpublished references. Resolving the nature and scope of the research questions to be pursued will determine the types of sites suitable for investigation and the kinds of data that will ultimately need to be collected. The research design should outline the data that is needed to answer each question. Other factors such as accessibility may also affect the choice of site.

**b) Outline the research program**

Outline the steps involved in the research and describe the arrangements and resources necessary to carry them out. The research program should cover ethics, consultation, landowner consent, any formal approval requirements, project personnel, equipment, logistics, funding arrangements, timeframes for the various stages of research, and an outline and schedule of the various deliverables. It is important that all elements of the research program are carried out by people with suitable qualifications, skills and experience. Any students and volunteers must be supervised by qualified historical archaeologists. CVs of key personnel should be attached. All responsible personnel should be identified including, where relevant, academic supervisor, Director of a host institution, funding body

personnel. Where a person or institution other than the applicant is providing resources critical to the research project, they should countersign the Research Plan or provide a letter of support.

### **c) Define the practical methodology**

Clearly state how data and material will be collected and handled during the project. Detail procedures for invasive or non-invasive site investigations, including areas to be surveyed, excavated or sampled, site preparation requirements (i.e. vegetation clearing), safety plan and any other fieldwork particulars.

The methodology should cover physical processing and management of artefacts and records, both in the field and during any subsequent analysis and documentation. List the computer programs and data entry fields to be included in the project's artefact catalogue.

### **d) Explain the analytical and interpretative procedures**

Outline the ways in which the data will be used to generate answers to the research questions. Indicate the kinds of statistical analyses that are being proposed or what other means will be used to turn raw or tabulated data into archaeological information.

Clearly state how data and test results will be managed, stored and made available to other researchers.

### **e) Specify the project deliverables**

The Heritage Council expects that research excavation or disturbance of a site that is listed on the Heritage Register should have the potential to make a substantive contribution to the corpus of archaeological knowledge in Tasmania. Accordingly, formal or academic publications may be required if the project produces findings that are sufficiently original or important. Copies of publications, presentations and other subsequent formal information products should be lodged with Heritage Tasmania as and when they become available.

A comprehensive technical report (see 3.3) must be delivered to Heritage Tasmania at the completion of the research project. The Research Plan should outline the structure of the technical report and state the type and timing of this and other project deliverables.

The project technical report and associated data archive should be lodged with Heritage Tasmania as soon as the research is completed or otherwise within any timeframe specified as a condition of the works approval. The technical report should include, but not be limited to, an account of the research aims, methods, results, data and interpretations, communication strategy details and conservation outcomes. The report should also include a summary of the research, addressing suitable Tasmanian historic themes.

The Heritage Council believes that all archaeological research on heritage-listed sites should produce a clear public benefit in the form of meaningful public involvement and/or interpretation outcome. Accordingly, the Research Plan should outline how the wider community will be involved in the project, and how the project findings will be broadly disseminated. This may take the form of a communication strategy. The communication strategy should identify the various audiences who may have an interest in the project and outline the means for connecting with them throughout its duration. The input and consent of the owner of the registered place should be sought in developing communication strategies to ensure that owners' privacy is respected. In addition to publication in peer-reviewed journals and formal presentations, other avenues for community engagement might include where possible, allowing for safe community access and participation, media coverage, an interpretive website, school lesson plan (for example for visiting classes), archaeological teaching kit, or interpretive brochure. Other ideas for publically communicating archaeological research findings are given in Part 8 of Practice Note No. 2. Regardless of the media or method proposed, the Heritage Council will wish to see documentation and/or examples included within the Research Plan as well as completed examples within the final project report and/or archive.

### **3.1.2 Rehabilitation and conservation**

A plan for conserving or rehabilitating the excavation sites and managing recovered materials should be provided. The aim of the plan is to provide assurances that the archaeological research project will not result in further impacts on archaeological or other heritage values beyond those necessary for answering the research questions. The plan should clearly explain how the proposed research relates to the management objectives for the place.

It should outline the strategy, identify the responsible parties and commit the resources that will be required for conserving or rehabilitating any disturbed areas of the research site/s and for the appropriate treatment and curation of recovered fabric or artefacts.

Appropriate arrangements for the long-term curation of any artefacts or recovered fabric should be in place before the project is underway. These arrangements should include provision for managing any material during excavation and after-field processing, the format of the project archaeological catalogue, systems for eventual long term storage and access, and provision of appropriate long-term safe storage. If materials are to be removed from Tasmania this should be stated in the Research Plan. The long-term curation arrangements should either be an agreement with an appropriate receiving institution or could be the specifications for acceptable alternative storage. In making these arrangements researchers should be aware that there

are no statutory requirements for depositing recovered materials from private property, which belong to the land owner unless otherwise assigned.

In the case of sites on public land, all excavated materials are the property of the Crown. Arrangements for storage of the materials must be agreed to by the Heritage Council and, in the case of Aboriginal artefacts, with Aboriginal Heritage Tasmania (see 3.2). The preferred option for storage is at a receiving institution where appropriate curation will be provided.

The packing and labelling of collections should be to specified standards agreed with the receiving institution. Consultation regarding conservation requirements should be undertaken with professional conservators to minimise deterioration.

Consultation and agreements with the land manager or site owner will need to be demonstrated with regards to conservation or rehabilitation of disturbed site/s. There should be a commitment that the resources necessary to fully implement conservation and rehabilitation will be provided.

### 3.2 Undertaking the research

Permission to carry out archaeological research, in the form of a formal works approval from the Heritage Council, will be conditional on the submitted Research Plan and any conditions required by the Heritage Council being adhered to. Any works approval is issued to a particular person. This person is responsible for ensuring that all aspects of the project are properly completed and supervised, especially where work is undertaken by a team.

As commonly occurs in archaeology, new discoveries may open up new avenues of enquiry or present challenges to implementing the plan. The iterative nature of scientific enquiry means that it may be necessary to refine the Research Plan to take account of new evidence as it is discovered, or as logistical issues arise. Not everything can be accurately predicted at the outset. Maintaining good communication with the archaeological staff at Heritage Tasmania is vital to ensuring the research project stays on track. If major changes become necessary in order to pursue the original research questions, such as having to open up a new or larger trench, excavate a different site, or collect/disturb a different class of material, then an amendment to the research proposal may be warranted. Depending on the scope of the proposed

amendments, these may be appropriately accommodated within existing conditions of approval or a new Works Application may be necessary.

If Aboriginal artefacts are discovered during the project they must be dealt with in accordance with the requirements of the *Aboriginal Relics Act 1975*. This includes Aboriginal relics found in secondary (historic) contexts. If disturbance of a historical archaeological site is proposed where Aboriginal artefacts might reasonably be anticipated, consultation with Aboriginal Heritage Tasmania is strongly recommended and any resulting procedures disclosed in the Research Plan.

### 3.3 Acquitting the research project

Fully acquitting the research project will entail successfully completing all the steps outlined in the Research Plan and any conditions set by the Heritage Council. It is recognised that the data collected or archaeological material uncovered during a project may not always be sufficient to address the questions outlined in the research design. Regardless, the final agreed plan, including any approved amendments, should be fully implemented.

To acquit the project, the following should be submitted to Heritage Tasmania:

- project technical report (see 3.1.1e) which contains
  - executive summary
  - detailed account of aims, methods, results, data and interpretations of the research
  - account of the communication process and all conservation issues and outcomes
  - thematic summary of the research, placing the questions and finding within the context of suitable Tasmanian historic themes
- project archive or confirmation that the project archive has been lodged with an agreed management authority or research institution. The project archive should include
  - copies of original project records, such as survey or excavation sheets, notebooks, drawings, maps, photographs, catalogues, analytical data
  - any published articles or media
  - an index and cross reference with the project technical report
- evidence of the completion of the project deliverables in accordance with Heritage Council requirements.

**More detailed guidelines for project reporting are contained in Part 4.2 of Practice Note 2.**

## Summary of archaeological research considerations

<b>Things to consider in your research design</b>	
<b>Research questions</b>	<ul style="list-style-type: none"> <li>Have you gathered as much information from relevant historical sources, and on comparative archaeological sites and approaches as possible? Provide a detailed discussion of this information.</li> <li>State your research questions and explain the data requirements for answering each question.</li> </ul>
<b>Research program outline</b>	<ul style="list-style-type: none"> <li>What is the timing for the project? When will it start? What are the milestones for the various phases (i.e. fieldwork, analysis, reporting)?</li> <li>Where is your site/s located? What part of the site are you investigating?</li> <li>How do you propose to carry out your research?</li> <li>Are any approvals required?</li> <li>How and when will you consult with all relevant parties (i.e. landowners, relevant agencies)?</li> <li>Do all your key personnel have suitable qualifications, skills and experience? Do you intend to use volunteers? Provide CVs of key personnel.</li> <li>What equipment will be required?</li> <li>Consider the logistics of your project. Are there any special considerations? How accessible is the site? Is remote-area fieldwork required?</li> <li>How is your research program being funded? If externally funded, are there any associated constraints or commitments that may need to be considered?</li> </ul>
<b>Practical methodology</b>	<ul style="list-style-type: none"> <li>What data-gathering methods are to be used? Are they non-invasive (i.e. survey) or invasive (i.e. excavation/surface collection/sampling)?</li> <li>Does your chosen methodology reflect best practice? Will it recover suitable data for answering your research questions?</li> <li>How do you propose to undertake the work? Are there any site preparation or specific technical requirements?</li> <li>How will data be managed once it is gathered?</li> <li>If artefacts are to be collected, how will they be processed and managed during the project?</li> <li>What are the artefact cataloguing programs and data entry fields that you intend to use?</li> </ul>
<b>Analytical and interpretive procedures</b>	<ul style="list-style-type: none"> <li>How will you use the recovered data to answer your research questions?</li> <li>How will the data and results be made available to other researchers?</li> </ul>
<b>Community engagement</b>	<ul style="list-style-type: none"> <li>How will archaeological knowledge be shared with the community (i.e. presentations, publications, resources)?</li> <li>Are you planning to include community access and participation in the project?</li> </ul>

<b>Things to consider in your rehabilitation and conservation plan</b>	
<b>Assessment of impacts</b>	<ul style="list-style-type: none"> <li>How will your proposed research have an impact upon the site?</li> <li>Will archaeological material be recovered as part of your research?</li> <li>How does the proposed research relate to the management objectives for the place?</li> <li>Prepare a conservation plan addressing both site and artefact conservation.</li> </ul>
<b>Site conservation</b>	<ul style="list-style-type: none"> <li>What is your strategy for the site once archaeological investigations have been completed?</li> <li>If continued exposure of archaeological fabric is part of this strategy, do you have a binding agreement in place with the land manager or site owner that the necessary resources will be provided for the site's ongoing conservation?</li> </ul>
<b>Artefact conservation</b>	<ul style="list-style-type: none"> <li>How will these items be managed, conserved (if required) and stored during and after the excavation?</li> <li>Do you have an agreement with the owner regarding the future of the artefacts or site fabric?</li> <li>Do you have an agreement with an appropriate institution for the lodgement of any recovered artefacts or site fabric?</li> <li>Have you ensured that the recovery and processing of all archaeological items will be carried out to a standard agreed with the relevant institution?</li> </ul>

<b>Reporting requirements</b>
<ul style="list-style-type: none"> <li>A comprehensive account of the research should be provided in the form of a project technical report within the timeframe specified within the works approval. This should include, but not be limited to, an account of the research aims, methods, results, data and interpretations, communication and conservation strategies.</li> <li>The report should include a thematic summary of the research, addressing suitable Tasmanian historic themes.</li> <li>A copy of each publication produced during or arising from the research should be lodged with Heritage Tasmania as soon as practicable.</li> <li>Copies of the project archive (including but not limited to field-notes, survey/excavation forms, drawings, maps, photographs, catalogues and analytical data) should be lodged with Heritage Tasmania or an agreed institution within the timeframe specified in the works approval.</li> </ul>

## Checklist for historical archaeological research on a registered site

To be completed and submitted as a coversheet to the Heritage Council Works Application or your request for an Exclusion.

- I have read the Tasmanian Heritage Council guidelines for historical archaeological research projects
- I have consulted with relevant Heritage Tasmania staff as per Section 3.0 of the guidelines [attach any relevant correspondence to your application as Attachment 1]
- I have obtained the permission of the land manager/land owner to carry out the research as outlined in the Research Plan [attach relevant documentation as Attachment 2]
- I have prepared a formal Research Plan addressing the requirements of Section 3.1.1 of the guidelines [attach Research Plan as Attachment 3]
- I have read, and fully understand the requirements in relation to conservation of sites and artefacts outlined in Section 3.1.2 of the guidelines [attach relevant correspondence or agreements with affected parties as Attachment 4]
- I have made an arrangement with an appropriate institution regarding long-term lodgement and curation of significant excavated materials, as outlined in Section 3.1.2 [attach relevant correspondence or agreements as Attachment 5]
- I have obtained a permit under the *Aboriginal Relics Act 1975* in relation to the disturbance of Aboriginal relics and/or handling of Aboriginal material found in secondary contexts [attach copy of Permit if applicable as Attachment 6]
- I have made provision for lodgement of a project archive with Heritage Tasmania or other agreed management authority or research institution [attach relevant documentation or agreement as Attachment 7]

## **Appendix I: Terms and definitions in Practice Note 2 (version 2, May 2006)**

### **What is historical archaeology?**

Historical archaeology is the study of the past using physical evidence in conjunction with historical sources.

It focuses on the objects used by people in the past and the places where they lived and worked. It can tell us about the way things were made and used and how people lived their daily lives. Such information is usually brought to light through careful controlled archaeological excavation informed by a wide range of processes and techniques.

### **What is a historical archaeological site?**

Archaeological sites are a repository of information, with details of the past sealed within an often complex matrix of structures and deposits. They may include features below or above the ground, including structures and/or artefact bearing occupation and refuse deposits.

A historical archaeological site may include:

- Topographical features and evidence of past environments (ie, resident in pollens and diatoms)
- Evidence of site formation, evolution, redundancy and abandonment (ie, features and materials associated with land reclamation, sequences of structural development, demolition/deconstruction, and renewal)
- Evidence of function and activities according to historical theme/s represented (eg, an industrial site may contain diagnostic evidence of process, products and by-products)
- Evidence associated with domestic occupation including household items and consumables, ornaments, personal effects and toys
- Evidence of diet including animal and fish bones, and plant residues
- Evidence of pastimes and occupations including tools of trade and the tell tale, and often fragmentary, signatures of these activities and processes
- Methods of waste disposal and sanitation, including the waste itself which may contain discarded elements from all classes of artefact as well as indicators of diet and pathology
- Any surviving physical evidence of the interplay between site environment and people.

The information found in historical archaeological sites is often part of a bigger picture which offers opportunities to compare and contrast results between sites. The most common comparisons are made at the local level, however, due to advances in research and the increasing sophistication and standardisation of methods of data collection, the capacity for wider reference (nationally and, occasionally, internationally) exists and places added emphasis on conservation of historical archaeological resources.

### **Why are historical archaeological sites important?**

In Australia there is the opportunity to gain insight into aspects of our history from the earliest period of European settlement, with Tasmania having some of the most significant and well preserved historical archaeological sites in the nation.

The careful recording and collection of tangible evidence from archaeological sites, when analysed and interpreted can provide valuable, and often original, information that enhances our understanding and appreciation of our history.

Historical archaeological sites are also considered for their interpretation potential and use as a cultural resource and / or a venue for community engagement.

Historical archaeological resources are perpetually at risk and ever diminishing. The effects of disturbance cannot be undone nor can a site be re-excavated.