



Indigenous Heritage Assessment

Scope of Works

A significant amount of technical analysis and background studies have been prepared in recent years to investigate the development potential and constraints of the proposed Ingleside Release Area. The Precinct Working Group (PWG) is currently undertaking a gap analysis to confirm those elements of the previous work that are still valid and those areas where further investigation is required. Whilst not currently complete, it is envisaged that the gap analysis report will be available for review once the successful contractor is engaged to undertake this project.

Given the uncertainty of the gap analysis, the Department requires the successful contractor to undertake an initial scoping stage where the final detailed scope of works will be discussed and agreed with the PWG. The gap analysis will be undertaken with reference to the Detailed Scope of Works outlined at Stage 2 below.

Stage 1 – Initial Scoping Stage

The initial scoping stage will require the successful contractor to:

- Meet with the PWG to discuss the gap analysis and understanding of the brief as part of the project inception meeting;
- Review the completed gap analysis report and provide comment, as required;
- Undertake a desktop review of relevant background material;
- Discuss and agree with the PWG variations to the detailed scope of works (Stage 2), as necessary;
- Prepare a brief report confirming the proposed approach to the Stage 2 works.

Note that the outcomes of this phase of work may result in a variation to the scope of the contract.

Stage 2 – Detailed Scope of Works

The following detailed scope of works will ultimately need to be fulfilled by the successful contractor and should form the basis of quotations.

In addition to the 3 steps set out below, the Contractor will provide advice and input into the development of an Indicative Layout Plan (ILP), as required, in conjunction with other Contractors, the DP&I and Council.

Step 1 – Gather and analyse existing information

- Scope and gather existing information and knowledge from the gap analysis, academic work, and knowledge holders. Preliminary overview field surveys might also be undertaken where appropriate;
- Review Pittwater Council's potential areas mapping and site cards;
- Invite Stakeholder Aboriginal Communities to participate in the process;



- Manage the stakeholder Aboriginal communities' engagement process in accordance with the Aboriginal Cultural Heritage Consultation Requirements for Proponents (DECCW, 2010). Prepare an on-going consultation strategy to ensure consultation satisfies the requirements specified in Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010;
- Identify gaps and prioritise further work (to be undertaken in Step 2). This may involve the development of a preliminary sensitivity map that will identify areas with potential indigenous cultural heritage values and significance; and
- Prepare a report which summarises the existing information (including information gaps) and details the work undertaken in Step 1.

Step 2 – Identify and assess indigenous cultural heritage values

- With Stakeholder Aboriginal Communities, undertake field survey, historical research and consultation sufficient to inform the identification of places of known or potential indigenous cultural heritage values and significance in the Precinct;
- Scope and gather existing information and knowledge from previous studies, reports, academic work, and knowledge holders and undertake further research where required to inform the location, extent, condition or level of significance of a place;
- Document the research undertaken in a manner suitable for the assessment of significance;
- With Stakeholder Aboriginal Communities, assess and rank places and values identified during the research;
- Map places of known significance, demonstrating the relative level of significance and map the sensitivity of places for potential significance;
- Develop preliminary management recommendations for significant places to inform an ILP;
- Prepare a draft report outlining the social and cultural indigenous heritage values of the Precinct (including a comprehensive sensitivity/significance map) and identifying the potential land use and management options for heritage places; and
- Invite Stakeholder Aboriginal Communities to review and comment on the draft report.

Step 3 – Develop land use and management options

- Based on comments from Stakeholder Aboriginal Communities throughout Step 2, develop land use and management options for the Precinct. This should include identification of:
 - land with no archaeological or indigenous cultural heritage constraints;
 - land with some constraints that may require further assessment or specific management practices (or other actions); and
 - land recommended for conservation based on its archaeological and/or cultural heritage significance.
- Prepare a draft final report, summarising the previous reports and recommending land use and management options for the Precinct, including management of cultural heritage values;
- Following a PWG review of the draft final report, invite Stakeholder Aboriginal Communities to review and comment on the draft final report. This may include a meeting of all Stakeholders;
- Prepare a final consolidated report for submission to the DP&I;



- reviewing State and National heritage registers and Local Environmental Plans to identify any known or listed heritage items;
- an overall assessment of the study area to identify items or places of significance;
- the grading of significant elements into low, medium or high values;
- the assessment of significance in terms of elements aesthetic, historic, scientific and/or social value and the items significance at a state and local level;
- drafting, if required, of a succinct 'statement of significance'. This statement is the basis for policies and management structures that will affect the items future;
- preparation of draft Heritage inventory sheets for the inclusion of the items on the relevant sections of the resulting statutory planning instruments and the relevant sections of the State Heritage Register;
- drafting of a "statement of heritage impact" if required. The statement should explain how the heritage value of an item is to be conserved, or preferably enhanced by the proposed development;
- Archaeological mapping of any identified items or places of heritage significance, as well as the non Indigenous potential of the area; and
- Advice on appropriate development controls and illustrations for inclusion within the development control plan.

All work undertaken as part of this study is to be in accordance with the relevant guidelines issued by the NSW Office of Environment and Heritage, outlined in *Reference Documents*.

Review of Draft Indicative Layout Plan (ILP)

A review of the draft ILP is to be undertaken, once it has been significantly developed in response to technical input, to advise of any key inconsistencies or issues in relation to the Contractor's recommendations. The results of the draft ILP review are to be included in the draft and final reports.

Engagement and Payment of Aboriginal Groups

The successful consultant will be required to engage, manage and pay the relevant Aboriginal groups. As the payment amount is unknown, this will be able to be invoiced to the Department at cost.