



<b>Scope</b>	To provide staff some general information on HEB’s process for the management of archaeological Sites – specifically accidentally discovery of archaeological artefacts .	
<b>Contents</b>	<ul style="list-style-type: none"> <li>• <b>What is accidental discovery?</b></li> <li>• <b>Accidental Discovery Protocols – Artefacts</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training &amp; Competency Accidental Discovery Protocols – Human Remains</b></li> </ul>
<b>Process Owner</b>	This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the <b>National Environmental Manager</b> .	
<b>What is an accidental discovery?</b>	An accidental discovery is an event that can, and does occur regularly, on construction sites where the soil is being disturbed, and either an archaeological artefact or human remains are unearthed.	
Accidental Discovery Protocols – Artefacts	<p>All pre-1900 archaeological sites are protected under the Historic Places Act 1993, and must not be deliberately disturbed in order to remove artefacts. It is preferable that they are left in situ.</p> <p>The accidental discovery of artefacts is a common occurrence.</p> <ul style="list-style-type: none"> <li>• The following procedure must be followed in each instance:</li> <li>• Immediately stop work.</li> <li>• It is imperative that works in the vicinity of the find cease (approximately 5m radius is seen as adequate to allow for both protection and space for people to work) and that the area is secured.</li> <li>• If necessary, cover the artefacts to prevent further exposure or disturbance. Preservation in situ of the items is critical.</li> <li>• As soon as possible inform the National Environmental Manager.</li> <li>• The National Environmental Manager will liaise with Heritage New Zealand in order to arrange a preliminary examination of the artefacts.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>	

**Accidental  
 Discovery  
 Protocols –  
 Human Remains**

The accidental discovery of koiwi tangata/human remains is a common event.

The following procedure must be followed in each instance:

- Immediately stop work when bone material is encountered that may be human, it is important that the remains are disturbed as little as possible. It is imperative that works in the vicinity of the find cease (approximately 5m radius is seen as adequate to allow for both protection and space for people to work) and that the area is secured. If necessary, cover the bones to prevent further exposure or disturbance. Preservation in situ of the remains is critical and all remains need to be handled with respect. Disturbance of such material should be minimised and it is unlawful to disturb archaeological remains without an archaeological authority from Heritage New Zealand.
- If the work is being undertaken under an archaeological authority then the project archaeologist must be advised immediately following the find.
- As soon as possible inform the National Environmental Manager.
- The National Environmental Manager will liaise with Heritage New Zealand in order to arrange a preliminary examination of the remains to determine if they are human.
- In every situation of discovery of confirmed human remains, the police must be notified as they need to be satisfied that the remains are not evidence of a crime scene. The National Environmental Manager will be responsible for this notification.
- With the assistance of the Police and NZ Heritage the National Environmental Manager will contact tangata whenua (iwi authority/tribal runanga/Iwi Resource Management Unit/ local marae).
- The discovery of koiwi tangata/human remains can generate particular interest from the media. All interest from media should be directed to the HEB Communications Manager and they will manage any external communication.



**Forms associated with this Guidance Note: -**

Form Ref.	Doc. Control Ref.	Form Name:

**Revision Table**

Rev No.	Issue Date	Completed by	Approved by	Comments	Review Date
1	April 2017	Simon Cathcart	Mark Evans	Process Owner and forms reference added.	Feb 2019
2	April 2019	Simon Cathcart		No significant changes	April 2019