Standards for Recording Victorian Aboriginal Heritage Places and Objects

Victorian Aboriginal Heritage Register Forms

Victoria
The Place To Be
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and Community Development

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http://www.aboriginalaffairs.vic.gov.au
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Introduction

On 28 May 2007 the *State Aboriginal Heritage Act* 2006 (the Act) came into operation. The Act replaces out-dated State and Commonwealth laws and brings the management of Victoria's Aboriginal cultural heritage wholly within Victorian law. This streamlines and simplifies roles, responsibilities and administrative processes to preserve and protect Aboriginal heritage for future generations. The Act links Aboriginal heritage as an integral part of planning processes, simplifying the previous system and providing increased certainty for land owners and managers, developers and Aboriginal community groups. The Act is administered by Aboriginal Affairs Victoria (AAV).

The new Act introduced the concept of Aboriginal Place and Aboriginal Object.

The Act defines an Aboriginal Place (Place) as an area in Victoria or its coastal waters that is of cultural heritage significance to the Aboriginal people of Victoria. The area of a Place might include: an area of land or an expanse of water; land set aside for the permanent reinterment of Aboriginal human remains, or a building or structure. Other Aboriginal Places include a natural feature, formation or landscape; or an archaeological site, feature or deposit. Places may also include the surrounding regions of any of these latter two areas which may contribute to the cultural heritage significance of those Places (to the extent that disturbance of the surrounding area would detract or destroy the cultural heritage significance of those places to Aboriginal people).

Places may be sites that pre-date European contact; can relate to contemporary or historical associations; and may or may not contain archaeological remains. For example, a Place may contain the foundations of a mission building, be the site of a massacre, or be a Place of spiritual importance where no physical remains survive. Places may be identified through a range of sources, including historical research and oral histories, but may also be identified through archaeological survey and excavation. Any information regarding an Aboriginal cultural heritage Place from an informant should be recorded.

The Act defines an Aboriginal Object (Object) as any object in Victoria or the coastal waters that relates to the Aboriginal occupation of any part of Australia (regardless of its age), which is of cultural heritage significance to the Aboriginal people of Victoria. Objects also include any archaeological finds and materials which have been excavated from Aboriginal Places. Objects do not include items which were previously manufactured for sale (other than those made for traditional barter or exchange), or Aboriginal human remains.

The objectives of the Act include:

- to recognise, protect and conserve Aboriginal cultural heritage in Victoria in ways that are based on respect for Aboriginal knowledge and cultural and traditional practices; and
- to recognise the role of Aboriginal people as the custodians of Aboriginal cultural heritage.

The Act establishes the Victorian Aboriginal Heritage Register (VAHR) and requires that the details of all known Aboriginal Places, Aboriginal Objects and Aboriginal human remains, as well as Registered Aboriginal Parties (RAPs), Cultural Heritage Management Plans (CHMP), Cultural Heritage Permits (Permits), Cultural Heritage Agreements, stop orders and protection declarations be recorded on the Register.

The Register is an important tool for administration of the Act and is vital for the ongoing management of Aboriginal cultural heritage, as well as providing a research and information management tool.

The Victorian Aboriginal Heritage Register form (Heritage Register form) and associated component forms are designed as an integral part of the Victorian Aboriginal Heritage Information System (VAHIS). The VAHIS comprises the Heritage Register forms, and an electronic database for the storage, retrieval and analysis of information about Aboriginal Places. Complementing VAHIS is the Display Query System (DQS), a geographic information system (GIS) that allows the spatial display and analysis of cultural heritage information. These three elements – Heritage Register forms, VAHIS and DQS – create a cohesive and flexible information organisation system and analysis tool that contributes to the protection and management of Aboriginal Places and Objects in Victoria.

Heritage Register forms are approved forms under s.67 and 190 of the Act. They are to be used for documenting Aboriginal cultural heritage identified during the preparation of a CHMP. They are also used to record Aboriginal Places recorded by cultural heritage advisors, AAV staff and other heritage professionals. Changes to the AAV Heritage Register form following the introduction of the Act are:

- inclusion of a CHMP number (if relevant);
- compulsory use of the Map Grid of Australia 1994 (MGA 94) geographic coordinate datum and zone;
- compulsory completion of the ‘Composition of Record’ section;
- the requirement to clearly mark the location of the Place on a location map;
- compulsory requirement to plot the Place extent;
- compulsory requirement to include an Aboriginal Place context and Place extent plan (see below); and
- the requirement to identify three permanent reference points to locate the Place.

These changes include more accurate and detailed locational information. There are now four stages required for mapping the Place location. These are:

1. **Location Map**: these maps show the broad regional location of the Place in relation to the general region and are completed on copies of 1:25,000 or 1:30,000 map sheets;
2. **Place Context Plan**: these localised plans show the context of the Places to other nearby features, and are also used to verify the location of the Place in relation to at least three permanent features;
3. **Place Extent Plan**: these are accurate scaled plans showing the extent and boundaries of the Place. These plans are used to generate the Aboriginal Places GIS Layer;
4. **Place Component Plan**: These are accurate scaled plans showing the extent and boundaries of each component of the Place. These plans are used to accurately map the extent of each component of a Place (for example the extent of a shell midden and an artefact scatter).

Furthermore, in the interests of standardisation, definitions from the Department of Sustainability and Environment's (DSE) Ecological Vegetation Classes (EVC) nomenclature and the Department of Primary Industry's (DPI) Soil classification have been adopted for recording environmental information associated with Aboriginal Places.

Comments and feedback on these standards should be forwarded to the Heritage Registrar, Aboriginal Affairs Victoria.

1 Purpose

The purpose of these Standards is to assist Heritage Advisors, archaeologists and other researchers in completing Victorian Aboriginal Heritage Register (VAHR) forms to the minimum necessary standards. It explains the concepts behind the VAHR documentation system and describes the type of information required to document Aboriginal cultural heritage in Victoria.

Completion of Heritage Register forms to the minimum standard will enable:

- accurate Place information that will improve site management, and will prevent avoidable impacts due to inaccurate locational information;
- an improvement of the quality of information, in particular the accuracy of Place location information;
- refinement of the Areas of Cultural Heritage Sensitivity spatial data set (GIS layer) used to determine the need to develop Cultural Heritage Management Plans (CHMPs);
- greater consistency in the recording of Aboriginal cultural heritage;
- increased awareness of the diversity of Aboriginal cultural heritage across Victoria, including contemporary and historical cultural heritage values; and
- flexibility in the delivery of Aboriginal cultural heritage information to Victoria's Aboriginal communities and other groups.

These Standards also cover AAV's Place Inspection form which has been developed to provide a consistent record of Place visits and inspections by heritage professionals, including heritage advisors and AAV staff. Such inspections are intended to monitor potential changes in the condition of registered Places and to identify possible threats or impacts to Aboriginal Places. This information will help ensure that Places are protected and managed effectively.

These Standards should be used in conjunction with the *Guide to Preparing Aboriginal Cultural Heritage Management Plans*. This and other related information on Aboriginal Places in Victoria is available on the AAV website at:

http://www.aboriginalaffairs.vic.gov.au/web7/AAVMain.nsf/allDocs/RWP828114227F953220CA2574DB0014E5B0?OpenDocument#vahr

The Archaeologist's Field Handbook by Burke and Smith (2004) is a guide for surveying and recording Aboriginal cultural heritage Places and archaeological sites. This publication offers guidance on methodological skills and may be referred to when further technical advice for recording Aboriginal Places is required.

A glossary of terms commonly used in the recording of Aboriginal Places is contained in Appendix One. For the purpose of this document, the word **"Place"** has the same meaning as **"Aboriginal place"** as defined in under s.5 of the Act, and does not refer exclusively to archaeological sites.

2 Recording Aboriginal Cultural Heritage Places/Objects

The Heritage Register form is the basis for the collection and management of Aboriginal cultural heritage information in Victoria, and consists of two parts: the primary and secondary recording forms.

The primary recording form is the Heritage Register form. This records all relevant information about an Aboriginal Place. Details of the information required are provided in Section Four of these Standards.

The secondary recording form(s) is a component form(s). These provide detailed information about the nature of the Place, and must always be included with the primary recording form. Instructions for completing component forms are provided in Section Five.

For a Place to be registered, both the primary recording form and the secondary recording form/s must be submitted to the Heritage Registrar at AAV. Once received, information from these forms is transferred to the Victorian Aboriginal Heritage Information System (VAHIS) and a registration number is assigned to each Place. Scanned *.pdf copies of the forms are made available on the VAHR system. In accordance with s.146 of the Act, this information is available to Registered Aboriginal Parties (RAPs), cultural heritage advisors and other persons or bodies permitted to access the VAHR. Heritage Register forms provide information on the general and specific location, context, content and extent of the Place, distribution of cultural material, and details of any disturbance or management issues.

A third type of recording form, the Place Inspection form, has been developed to provide an ongoing record of visits and inspections to a registered Place. Such inspections are intended to monitor potential changes in Place condition and to identify possible threats or impacts to Places. It is **compulsory** to fill out a Place Inspection form as part of the Cultural Heritage Management Plans (CHMP) process. It is expected that as good practice, heritage advisors will fill out a Place Inspection form when visiting any previously recorded Place in a professional capacity. Using these forms will ensure that there is a permanent record of any inspection and of the current condition of a Place.

Aboriginal Objects are recorded using the Victorian Aboriginal Object(s) Collection form. This records the Place where the Object(s) originated (if known), the owner and the current location where the collection is stored.

Heritage Register forms **must be filled out in permanent pen**, either in blue or black ink. All plans and maps need to be completed in colour in accordance with the cartographic standards outlined in these Standards. Heritage Register forms completed in pencil or with illegible information will not be accepted. It is preferable in all instances to provide more information (as opposed to insufficient information) for a Place. A summary of the information that a Victorian Aboriginal Heritage Register form **must contain** is set out below.

3 Completing The Victorian Aboriginal Heritage Register Form

The Primary Record (the Victorian Aboriginal Heritage Register Form)

The following details how each section on the primary recording form is to be filled out. A fully completed example of a Heritage Register form is contained in Appendix Two.

3.1. Heritage Register Name

The Heritage Register name is to be clearly written at the top of each Heritage Register form in capital letters. Heritage Register form names should reflect a sense of geographic connection to the Place location (for example Mt Cope 1, Knob Reserve Grinding Grooves, Black Range 8). Exceptions to this are where specific Places have been named or have adopted a traditional Aboriginal name associated with its location, significance or spiritual history (for example Yeddomba Balai and Den of Nargun).

Acronyms and other abbreviated names are not useful when attributing a record to a location (for example HPHR/NHR1 and SGN-1) and should not be used.

3.2. Heritage Register Number

The Heritage Register form number is assigned by the AAV Heritage Registrar as part of the registration process.

Each registered Place is given a unique reference number made up of eight digits. The first four digits relate to the relevant 1:100,000 map sheet and should be written on the Heritage Register form by the recorder in the appropriate section. The last four digits are the sequential number assigned to the Place from the Register for that mapsheet area (for example Black Hill 7822-0045, Red River 8421-1569) and as such should be left blank by the Place recorder.

3.3. Recorder Information and Type

The name of the recorder and the business/organisation she/he is a part of, including address and contact details. Recorder types include:

- Aboriginal community;
- Aboriginal Affairs Victoria staff;
- cultural officer;
- heritage advisor;
- researcher;
- student.

3.4. Date Recorded

Indicate when the Place was recorded.

3.5. Reason for Recording

Record why the Place was recorded. Circumstances might include:

- Cultural Heritage Management Plan (CHMP);
- Cultural Heritage Permit;
- heritage assessment – for a developer, purchaser or land user;
- research;
- opportunistic find;
- other (specify).

3.6. Cultural Heritage Management Plan (CHMP) Number/Cultural Heritage Permit Number

This number will be issued by the Heritage Assessments Coordinator (AAV) when a Notice of Intent to *Prepare a Cultural Heritage Management Plan* is submitted. Alternatively, a Cultural Heritage Permit Number may be issued outside of the CHMP process. All Places recorded during the CHMP or Cultural Heritage Permit process should show the associated number.

3.7. Registered Aboriginal Party (RAP)/Local Aboriginal Community Information

Any relevant information about the Place provided by member(s) of the Registered Aboriginal Party (RAP) or local Aboriginal community should be detailed in this section along with the identity of any informant who provided information.

3.8. Composition of Record

State whether the Place consists of a single component type (for example artefact scatter, scarred tree, shell deposit) or whether it contains multiple components. Each type of component will require that a separate form be completed. These are available from the AAV website at:

http://www.aboriginalaffairs.vic.gov.au/web7/AAVMain.nsf/allDocs/RWP828114227F953220CA2574DB0014E5B0?OpenDocument#vahr

See section 5 on how to fill out the component record forms.

3.9. Number and Type of Component Forms Attached

Indicate the types and numbers of component forms which have been included with the Heritage Register form. All relevant component forms must be fully completed and attached to the primary Heritage Register form.

3.10. Threats to Place

The Threats to Place section is to be used to indicate the likelihood of potential threat(s) to the Place from development and other activities. Observations of threats to the long term preservation of the Place (along with any known/likely timeframes of potential impacts) should be noted. Any impacts to the Place (that is actual damage to the site) should also be recorded and shown on the Place extent plan.

3.11. Location

3.11.A. Map Sheet and Name

List the 1:25,000 map sheet number and name (if one exists) for the Place location. The map sheet number is used by AAV to generate the first half of the Heritage Register identification number.

3.11.B. Primary Grid Coordinates for Place

Primary grid coordinates and grid zone specification are required for each Place. The primary grid coordinates are used to locate the Place during subsequent visits. It is also used as the starting (primary) point from which to create the Place extent layer. Note that AAV only accepts Victorian Government standard MGA 94 coordinates **and zone** (for Easting/Northing).

It is important to report on how the primary grid coordinates were derived. Methods might include:

- **Global Positioning System (GPS) reading** [uncorrected/differential or Real Time Kinematic (RTK)];
- **direct survey techniques** [for example theodolite or Electronic Distance Measurement (EDM)];
- **surveyor's report**;
- **triangulation** using compass bearings or transit marks;
- **trilateration** using measured distances to known topographic features; or
- **a topographic map sheet reading** – where the primary grid coordinates are derived using a topographic map sheet, list the scale and details of the map:
  - 1:25,000 topographic map details (name and number);
  - 1:30,000 topographic map details (name and number) (1:30,000 map sheets can be purchased online at LandVic http://services.land.vic.gov.au/maps/imf/search/Topo30Front.jsp);
  - 1:100,000 topographic map details (name and number);
  - other topographic map details: (specify).

The technique used provides an indication of the accuracy of the coordinates. An estimation of the accuracy is required for each primary grid coordinate. AAV's target accuracy for recording Aboriginal Places is +/- 1 metre.

Any other maps or aerial images supplied with the documentation to demonstrate the Place location should also be indicated in the space provided.

The Place context and extent plans should indicate where the primary grid coordinate point is located with respect to the overall Place (for example north-west corner of the Place extent and mark this on the Place extent plan).

3.12. Land Tenure

Indicate if the land is held in private or public (Crown) ownership. Provide details of land ownership and tenure, including the name and contact details of the owner, manager and/or occupier. This should be adequate to enable relevant persons to be contacted to arrange access to the property. Also include the allotment, section, plan number and parish name details (this is mandatory because this information is used by AAV to verify the location of the property), along with volume and folio numbers for the land parcel. Allotment and parcel information is available at:

http://services.land.vic.gov.au/maps/lassi.jsp.

Include the street address (if applicable) of the property on which the Place is located; **don't give a PO Box address**. This information is important for future access to the Place. Telephone, fax and email information should also be recorded here.

Include the land tenure classification type (s):

- Commonwealth;
- State Government;
- Parks Victoria
- local government;
- road reserve;
- company;
- individual;
- catchment/water authority (specify);
- other (specify).

Finally, this section makes provision for recording information the land owner or manager may have about the Place, which may include information and anecdotes about past disturbance and use.

3.13. Access

Check the appropriate boxes to indicate conditions that will affect access to the Place. Pay particular attention to factors that might restrict access to the Place, including the need for 4WD vehicles, remoteness of the site, and community/owner attendance requirements.

3.14. Minimum Mapping Requirements

The following minimum standards must be adhered to when submitting plans of maps (including location maps, Place context and extent plans, and component plans).

All these maps must:

- be in colour and use standard cartographic colour conventions
  blue – lakes, rivers, streams, oceans and other water bodies
  red – major highways, major roads
  green – parks, golf courses, reserves, forests
  black – minor roads, railroads, bridges
  brown – contour lines
- include a North arrow with the plan being oriented to north at top of the page;
- include a relative scale and scale bar;
- include a legend depicting all symbols used in the map.

3.15. Location Map

A good, clear location map showing the Place marked and detailed written revisitation directions to find the Place are required. The location map should be based on a copy of a 1:25,000 or 1:30,000 (MGA map datum) topographic map with sufficient detail to accurately locate the Place area. The location map should comply with CHMP[1] requirements and must:

- be an annotated copy of the 1:25000 or 1:30000 map (specify which is used) (1:30,000 map sheets can be purchased online at LandVic http://services.land.vic.gov.au/maps/imf/search/Topo30Front.jsp);
- clearly show the location of the Place marked with a cross;
- be in colour and use standard cartographic colour conventions;
- fit into the space provided on the Heritage Register form. Note that a full page version of the plan can be provided as an attached A4 sheet (as long as they conform to the formatting standards specified in this section);
- be attached to the Heritage Register form by good quality glue to prevent delaminating (gluesticks and sticky tape should not be used to append location maps to Heritage Register forms – archival quality glue should be used). Examples of archival quality glue include:
  - Power Pritt Multipurpose Adhesive Gel (acid free)
  - Pritt Compact Glue Roller Permanent (acid free)
  - Micador Spray Adhesive (acid free)
- show a North arrow at the top of the page (with north facing to top of the page);
- show the location in a regional context;
- show the allotment boundary and number of the property where the Place is located (if possible at this scale); and
- write the relevant municipal district (if any) in which the Place is located on the map.

1 See Appendix 8 of the *Guide to Preparing Aboriginal Cultural Heritage Management Plans* for map requirements.

The Place location map should **never**:

- be too 'busy', so that it is difficult to read (only include required features that do not clutter or confuse the data in the image).

Note: If the location of more than one Place is shown on the location map, then the primary Place of concern should be clearly distinguishable from the other Places (by use of a different symbol), and the secondary Place symbols should not obscure or overwhelm the locational information contained on the plan. A legend should also be included to interpret the cartographic symbols.

Please note that the location maps on Heritage Register forms are used to verify the position of the Aboriginal Place against the primary grid coordinates for the Place. Heritage Register forms which fail the verification process cannot be accepted for inclusion in the Register, and will be returned to the recorder for revision.

When recording a Place, any GPS coordinates should be checked to ensure that they correspond to their actual ground location on the relevant 1:25,000 or 1:30,000 topographic map. This is a good procedure for cross-checking the accuracy of the GPS coordinates.

3.16. Location Map Topographic Map Name and Number

List the name and number of 1:25,000 or 1:30,000 topographic map used for the location map.

3.17. Describe How to Revisit the Place

A detailed explanation of how to revisit the Place, starting from the nearest readily identifiable point (for example a town) should be included below the location map. As much detail as necessary should be provided to facilitate future revisitation of the Place.

3.18. Describe the Place Location

A detailed description of where the Place lies in the local landscape (eg the shell midden lies on the western river bank (of the Swan River) 200m south of the Bunyip bridge).

3.19. Additional Pages

If additional pages are added to the Heritage Register form to complement the location map section, then the appropriate box should be ticked, indicating how many pages have been added.

3.20. Place Context Plan

The Place context plan is required to show the immediate area in which the Place is located in relation to surrounding features. This plan allows subsequent Place recorders to revisit the site, and aids in GIS verification and plotting of the Place location. It should not be confused with the Place extent plan, which is designed to show the dimensions/extent and local characteristics of the Place.

3.20.A. Locational Accuracy for Primary Grid Coordinates

The primary grid coordinates are used both to establish the location of a Place **and** as the primary reference point for the Place extent survey. For these reasons, it is imperative that the primary grid coordinates **must** be recorded to an accuracy of 1 m or better. It is accepted that the Place extent may not be accurately known due to problems in establishing the actual boundary of the Place, and the often changing nature of some Places (for example those on dune faces). In such cases, the recorder should outline the limitations of defining the Place extent.

There are many methods available for establishing the primary grid coordinates for each Place (see below). The preferred methods are the use of high accuracy (Differential or Real Time Kinematic [RTK]), GPS receivers or a licensed surveyor's report.

3.20.A.1. References to Permanent Topographic Features

A Place context plan **must** indicate the localised position of the Place in relation to at least three readily identifiable features (for example road intersections, river crossings, cadastral parcel boundaries, prominent permanent relocatable features) within the vicinity that can be identified on the 1:25,000 or 1:30,000 map series. The coordinates of each of the features must also be recorded.

For all Place context plans, regardless of scale, the bearing and/or distance to permanent features in the landscape needs to be recorded to help future revisitation. It may assist to include an arrow in the direction of each reference point in the Place context plan.

3.20.A.2. GPS Receivers

Most low cost recreational GPS Receivers have an average accuracy of approximately +/- 15 m. This is not of sufficient accuracy to adequately map the exact location of Places and Place extents, particularly when they are compared with cadastral (parcel) level information as required for Cultural Heritage Management Plans. For this reason, it is a requirement to provide the bearings and/or distances to three permanent and locatable reference points which can be used to verify the exact location of the primary grid coordinate point (from which all Place extent information is also calculated).

Differential or RTK GPS receivers use more sophisticated technology to obtain much more accurate coordinates. Where location by GPS coordinate readings have been obtained using differential or RTK GPS (which have a known/guaranteed accuracy of 1 m or less), they will be accepted as precise and accurate coordinate locations, and references to three permanent topographic features will not be required.

DSE (2004) has produced a basic GPS User Guide which further explains the uses and limitations of using GPS. This is available at:

http://www.land.vic.gov.au/CA256F310024B628/0/4A6A885CAF3F2078CA257452000327C5/$File/GPS_AGuideForUsers.pdf

A detailed report outlining the concept and issues of using Differential and RTK GPS (RMIT 2006) is available at:

http://www.land.vic.gov.au/CA256F310024B628/0/DFCDF7EE07DFEED3CA25712A00156F53/$File/Surveying+Using+GNSS.pdf

A best practice field guide (Milner 2006) is available at:

http://www.land.vic.gov.au/CA256F310024B628/0/311F3E48EE0204AFCA257110001EFCDE/$File/GPS+Handbook+v7.2.pdf

3.20.A.3. Electronic Distance Measurement (EDM)/Theodolite/Auto Level Surveys

Where surveying equipment (that is EDM, Theodolite or Auto Level) is used to calculate the primary grid coordinate in relation to permanent topographic features/reference points or survey marks, references to three permanent topographic features will not be required.

3.20.A.4. Surveyor's Reports

The locational coordinates supplied in licensed surveyor's reports are subject to rigid guaranteed standards by professional surveyors. Where Places are surveyed by professional surveyors, a surveyor's report will be accepted as a guaranteed accuracy, and hence references to three permanent topographic features will not be required in this case.

It is recommended that where surveyors are likely to already be required onsite for a development, that they be used (where possible) to plot the location of the primary grid coordinate and Place extent (for example during subdivision of green fields sites).

3.20.A.5. GIS Data

All Place recorders are requested to submit GIS data (MGA/GDA 94 format) of any GPS points/Place extents boundaries **where they have been mapped using GIS or CAD software**, as this removes the possibility of errors occurring when processing Place locations and extent boundaries. All GPS locations should be submitted as point data, and all Place extent boundaries should be polygon data.

3.20.B. Aerial Images

The Place context plan may be presented over the top of a good quality aerial image marked up with the information required below (for example road and river names). The aerial image should be of sufficient size and quality to clearly show four permanent points (equally spaced around the Place extent) which may be used to geo-reference the Place extent. Where original aerial images are used, the image number, date, run and height should also be supplied (if available).

3.20.C. Place Context Plan Essentials

The Place context plan **must**:

- show the Place extent boundary. A point symbol is not sufficient to show Place extent boundary (unless the Place consists of an isolated artefact only);
- clearly identify features, roads, rivers etc (where present) by labels on the plan or by the use of symbols and a legend box;
- provide a bearing and/or distance measurement to the nearest permanent features (see *Notes of Reference Points* section below);
- be in colour and use standard cartographic colour conventions;
- fit into the space provided on the Heritage Register form. Note: a full page version of the plan can be provided as an attached A4 sheet (as long as they conform to the formatting standards specified in this section – this should be noted at the bottom of the form);
- show allotment and plan numbers for property(s) where the Place is located;
- have a scale bar using a standard numerical scale and a cartographic scale (for example 1:5000);
- be at a scale consistent with standard increments and provide that scale (for example scale = 1:50 or 1:100, not 1:113.57);
- label the scale bar 'approximate distances' only when the Place context plan has not been accurately mapped using standard measured survey techniques;
- show a legend and North arrow (with north always being to top of page);
- indicate whether compass bearings are magnetic, grid or true bearings. However, it is not necessary to convert compass bearings from magnetic to true.

Place context plans should **never**:

- use non permanent topographic features, such as internal fences (within the boundary of a property), power poles or trees as primary reference points for the Place. They may be used as an addendum, when adequate primary reference points have already been used to establish the Place context and extent;
- use distances to arbitrary points on non-permanent features;
- use a dot point only to represent the location of a Place. Single points can only be used to represent the location of an isolated (single) artefact.

3.20.D. *Notes on Permanent Reference Points*

Preferred permanent features to be used for reference points include: permanent survey marks/trig marks; parcel allotment corner posts (that is boundary intersections), road intersections, or permanent topographic features which are shown on the location map. The coordinate location of the features used should be noted in the *Reference Point* section below the context plan. Where prominent features marked on a topographic map are used, the exact position (in locational coordinates) where the reading was taken to should also be recorded.

It is preferable not to show these measurements and the actual reference points on the Place context plan itself if they are too far away from the Place, but they should be described in the space under the Place context plan (as they are permanent and hence locatable). A direction arrow to each reference point may be included in the Place context plan and referred to in the *Reference Point* section.

Survey marks are generally very accurate for plotting Place locations (especially if quoted to millimetres or centimetres). Permanent survey mark locations throughout Victoria are available at:

http://services.land.vic.gov.au/landchannel/content/surveyMarkMarkSearch

Examples of types of survey marks can be found in the *Survey Practice Handbook Victoria: Part 2 – Survey Procedures, Section 5* (The Surveyors Board of Victoria, 2000) at:

http://www.surveyorsboard.vic.gov.au/publications/surveypracticehandbook2.htm

An interactive map showing the location and coordinates for parcel allotment boundaries is available at:

http://services.land.vic.gov.au/maps/lassi.jsp

Note: The coordinates in this coverage may be up to 10–15 m out of position, especially in remote areas. Care must be taken by Place recorders to ensure that the boundary grid coordinates of this base map are accurate when using boundary corner post points as reference marks.

It is acknowledged that in some more remote parts of Victoria it will be difficult to establish a precise location based on permanent reference points due to a lack of local reference features. In these cases the recorder should explain why these have not been included on the recording form. In general, this should only apply to public land not subject to development, and should not apply to freehold land where it should be possible to refer to permanent reference points. In these cases, the use of differential GPS is recommended to provide an accurate position for the Place. The recording of transit marks will also aid re-location of the Place during future Place visits (see section 3.18E.2).

3.20.E. Place Context Plans: Points to Consider

3.20.E.1. Distance Measurements to Arbitrary Points along Permanent Features

If no permanent locatable features are visible from the Place, then a bearing **and** distance measurement may be taken to arbitrary points along a permanent feature (for example a land parcel boundary, road, or river) using the following procedure. Measure the bearing **and** distance from the Place to the arbitrary point along the permanent feature (preferably at right angles to the permanent feature), and then measure a bearing **and** distance from that arbitrary point to the nearest permanent locatable point along that feature (that is a permanent survey mark at a road intersection, or land parcel corner post [boundary intersection]). Measurements to arbitrary points along a permanent feature which are not measured in relation to locatable points will not be accepted for inclusion on the Victorian Aboriginal Heritage Register.

3.20.E.2. Transit Marks

Where it is not possible to take measurements to permanent topographic features (for example in wilderness or forest areas) a GPS point should be taken at a noted point on the Place (preferably this would be the primary grid coordinate for the Place), and transit marks/bearings to a series of local prominent features should be taken to aid in Place revisitation. Transit marks entail the lining up of two prominent features that can be seen from the Place (for example northern edge of mangrove swamp with the prominent lower edge of a dip in a mountain range, or western edge of an exposed rock face and prominent isolated tree), which may be able to be subsequently located by aligning these features if they are shown on a topographic map. The direction of each transit should be recorded using compass bearing, and a sketch and photograph taken for each transit. At least three transit marks should be taken for each Place. Although in some cases it may not be possible to accurately locate any of the transit markers on a map, they are very useful in aiding more accurate Place revisitation once the general study area has been reached on the ground. Use of transit marks is also encouraged (as best practice) even where localised permanent features are available.

Aerial (preferably geo-referenced) images may be used to help identify the exact locations of transit markers, and copies should be included with (but not on) the Heritage Register forms where possible. When using non geo-referenced images, the recorder should endeavour to include four prominent features within the image (which will later be used in the geo-referencing process).

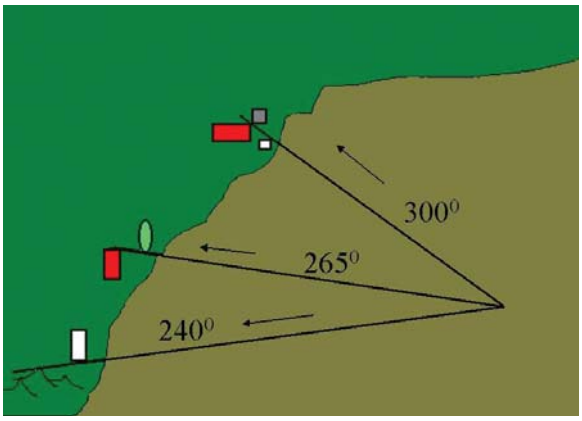


Figure 1: Example of transit marks methodology.

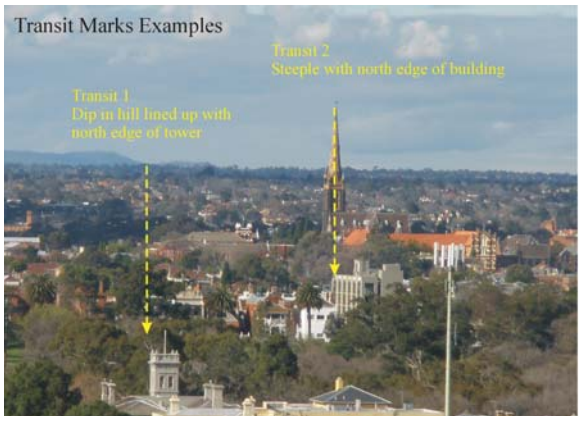


Figure 2: Example of possible transit marks.

Figure 3: Map showing transit marks directions.

Figure 4: Transit view facing southeast.

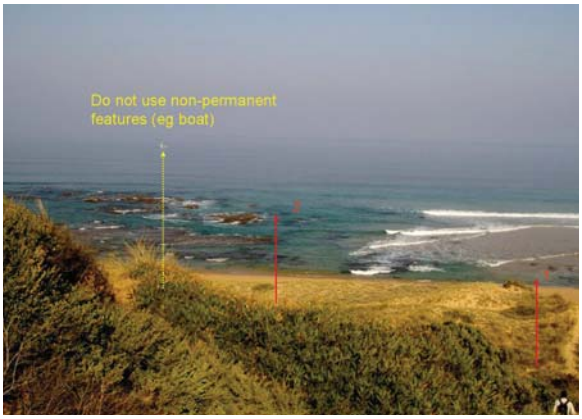


Figure 5: Transit view to south.

Figure 6: Transit view to northwest.

The above example show transit marks visible from a place.

The south-eastern view transits include:

1. eight wind turbines aligned behind one another line up with the northern edge of a tree growing from the side of a hay shed. The magnetic compass reading to this point is 121 degrees;
2. a tree lines up with the northern apex of the farmhouse at 267 Wonthaggi Road;
3. a power pole aligns between two wind farm turbines.

The southern view transits include:

1. where two rock outcrops on the shore align one above the other;
2. the western edge of the reef. The magnetic compass reading to this point is 178 degrees.

The north-western view transits include where:

1. the first peninsula bluff extremity aligns to the eastern edge of the Wonthaggi Hotel;
2. the northern edge of the vegetation line of the river bank aligns to the eastern edge of the hayshed 172 Wonthaggi Road;
3. the microwave tower aerial bearing 308 degrees (not shown in picture).

Additional Pages

If additional pages are added to the Heritage Register form to complement the context plan section, then the appropriate box should be ticked indicating how many pages have been added.

3.21. Place Extent Plan

The purpose of the Place extent plan is to clearly illustrate the extent and characteristics of the Place, along with the relationship between Place components and other features within and around the Place.

A Place extent plan must therefore be more than just a 'mud map' of the Place (although these can be included as a separate piece of paper to help to locate the Place during future visits). Rather, a Place extent plan is a scaled drawing, clearly showing all of the included components and, where possible, nearby features. It is important to note that the Place extent plan **is not** another location map or context plan, but a close-up view of the Place, as seen by the Place recorder.

The Place extent plan **must** therefore be at a sufficiently large scale to show adequate detail of the Place. It should not be confused with the location map (or possibly the context plan), which is a smaller scale plan that may include the location of permanent identifiable features on the plan. Accurately illustrating the extent and characteristics of the Place is the most important consideration in a Place extent plan.

3.21.A. *Place Extent Plan Essentials*

The Place extent plan **must**:

- show the visible and interpreted extent and orientation of the Place components on the landscape, including measurements (see below for further explanation of Place extent);
- fit into the space provided on the Heritage Register form. Note: a full page version of the plan can be provided as an attached A4 sheet (as long as they conform to the formatting standards specified in this section). Electronic lodgement of forms is being considered for the future;
- be in colour and use standard cartographic colour conventions;
- clearly identify features, roads, rivers etc (if visible around the Place at the scale used) by labels on the plan or by the use of symbols and a legend box;
- indicate the location(s) where the MGA 94 grid reference coordinates were taken or derived from (marked as a cross);
- be drawn directly onto the Heritage Register form in permanent blue or black ink. GIS representations of the Place extent plan are acceptable only if they conform to all the conditions outlined in these Standards;
- be drawn accurately and to scale. Scale bars labelled 'approximate distances' only will no longer be accepted as the Place extent plan now has to be accurately mapped using standard measured survey techniques;
- have a scale bar using a standard numerical scale and a cartographic scale (that is. 1: 500);
- show a legend and north arrow (with north always being to top of page);
- indicate whether compass bearings are true, grid or magnetic bearings. It is not however, necessary to convert compass bearings from magnetic, grid or true.

Place extent plans should **never**:

- use the boundaries of subsurface excavations to indicate the Place extent, unless they actually represent the true extent of the Place;
- be presented over the top of an aerial image; or
- use whiteout or other products not suited to long term archival storage.

3.21.B. *Place Extent Plans: Points to Consider*

It is preferable that the Place extent plan be of a large enough scale (for example 1:1000) to show sufficient details of the Place, rather than using a small scale plan (for example 1:25,000) that diagrammatically includes the location of permanent identifiable features (for definitions of scale see the Glossary). Localised features, such as rabbit warrens, slope, trees etc, should be shown on the Place extent plan to aid in interpretation. Other nearby Places which may have associations with the recorded Place may be shown where appropriate, but the principal Place must be clearly labelled.

Where a Place has several components, a plan of each component is required on an individual component form. This provides more information than can be included in the overall Place extent plan, for example, a Place with complex components such as stone structures or burials.

In many cases, a plan will not provide sufficient information to enable the three-dimensional nature of a Place or its component to be appreciated, for example rock shelters, occupation deposits exposed in banks, and earth features. In such cases a profile or cross-section should be provided. Burke and Smith (2004) provides useful information about drawing profiles.

Photographic images of a Place can be very useful to include with any Heritage Register form and can be submitted either in hard copy or electronic format. Photos cannot be submitted instead of Place extent plans, maps etc, only as additional reference material. Please note that if submitting photos they should be labelled appropriately (see *Guide to Preparing Aboriginal Cultural Heritage Management Plans*: http://www.aboriginalaffairs.vic.gov.au/web7/AAVMain.nsf/allDocs/RWP828114227F953220CA2574DB0014E5B0?OpenDocument#vahr).

3.21.C. Interpretation and Definition of Place Extent

Place extent plan boundaries will be digitised into GIS format, and hence it is important that they provide accurate representations of the known extent and orientation of the visible Place components on the landscape. It is imperative that the information provided be of a standard that allows accurate mapping of the Place location and extents. **Heritage Register forms that do not meet the standards outlined in this document will not be accepted**. Recorders are also requested to submit digital copies of this data to aid in the process of digitisation/mapping of Place boundaries and survey areas (as shape files in MGA 94 and zone)[2].

Where the Place extent is interpreted, justification of the reasoning for the extent boundaries of the Place should be noted on the Heritage Register record form (for example where two exposed areas of shell midden at the same stratigraphic level are exposed 15 m apart, it might be interpreted that the Place continues between these areas).

AAV accepts that different people will interpret and define Places differently; however, by following a standard set of recording principles, the variation in recording styles, interpretations and applied methods will be limited. In determining the extent and boundaries of a Place, the following factors should be considered:

- **Artefact Density**: For the purposes of recording Aboriginal archaeological materials, particularly scatters of stone artefacts, a Place is normally defined as an occurrence of one or more objects of cultural material.
- **Landforms**: A landform which is associated **with cultural heritage components** may be used to define a Place. For example, a blowout, ridge top, spur, lunette or stream bank may define the limits, or one of the limits of a Place. A brief justification for using landform boundaries should be included on the form.

2 See Appendix 8 of the Guide to Preparing Aboriginal Heritage Management Plans for information on the provision of digital data.

- **Component Boundaries**: The boundaries of structures (for example building or fish trap) or other contained features could define the boundary of the Place. For example, if a stone artefact scatter is found on an otherwise featureless landscape, then the concentration of chipped stone artefacts can be used to define the Place. In the case of multiple component Places, where the Place is situated within an area made up of a number of components (for example a mound or scarred tree surrounded by an artefact scatter), then the Place could be recorded and defined on the basis of the spatial relationship between components.
- **Artefact Clustering**: Where an Aboriginal Place (for example a large occupation Place) is extensive, without any clear natural or cultural boundary, then it may be necessary to define a boundary in order to confine the area being recorded. For example, in an area where a medium to high density scatter of flaked stone artefacts is widely situated across a landform (and grades away into background noise), then it may be necessary to draw a boundary within the densest section of the scatter for the purpose of recording the Place (such as around the volcanic plains west of Melbourne).

  In this example there are three ways of recording the Place.

  1. The entire area of the artefact scatter may be recorded as one Place, based on the visible extent of the artefacts. Concentrations of artefacts could then be recorded as individual components within the Place;
  2. The area of greatest cluster(s) of the artefacts may be recorded as a single Place, and the remaining (non-clustered) isolated artefacts around the area should be then **also** be recorded as individual Places;
  3. Each artefact could be recorded as an individual Place where widely dispersed.

  In this case, identifying the boundary of such a Place relies on the professional judgement of the recorder in consultation with the RAP(s) or RAP applicant(s) (if one exists) for that area. This technique is used when it is not possible or appropriate to use sub-surface testing to define the Place extent boundary. It is important to note that in areas demonstrating extensive dispersed artefacts (which might be considered background noise), that all cultural heritage must be documented, including all isolated artefacts.
- **Arbitrary Boundaries**: An arbitrary boundary should only be used where it is not possible to determine the natural or cultural extent of the Place, or where there is a compelling administrative or management reason to do so. For example, the Bend Road occupation site was defined as two Places; one on either side of Bend Road. There was no cultural, geomorphic, or archaeological reason to do so, but it made sense administratively.
- **Scarred Trees**: When recording a scarred tree, its extent should be determined by doubling the measured distance extent of the drip line (canopy area of the tree's branches). This ensures that the root systems of scarred trees are protected from any potential development close to and around the Place.

It should be noted that in cases where scarred trees are dead and/or where the canopy no longer exists, the root system of the tree is still protected under the Act, and hence the Place extent should reflect the estimated boundaries of the root system. To calculate the extent of the root system the following formula should be used:

- the distance of the buffer layer around the tree trunk should be 2 m (of buffer) for every 10 cm (of trunk diameter) at breast height (approximately 1.5 m). (that is a **buffer [m]= 2 m x (tree trunk diameter/0.1 m) [at breast height]**).

3.21.D. Place Extent Surveys and Measurements

There are a number of ways in which the Place extent plans can be represented, dependent on the type of survey undertaken, but in all cases a sufficient number of measurements should be taken to reflect the true shape of the Place extent.

3.21.D.1. Track points using Differential/RTK GPS

If differential or RTK GPS receivers are used, then waypoint readings may be taken to record the extent of the Place along its boundaries. Track points (where the GPS is set to record continuous point readings) may also be used, but prior planning of the survey is required to ensure that only the boundaries of the extents of the Place are recorded. For instance, if the track points option is used to record the Place extent, any deviation from the boundary (for example to inspect interior components of the Place) will also be recorded as the boundary. This method may not be suitable where the boundary extent is not directly accessible due to obstacles.

3.21.D.2. Measure Ground Surveys

When establishing a Place extent, all measurements should be related to the primary grid coordinates of the Place. The Place extent should be based on a measured survey of the Place, and a scaled accurate plan of the Place should be presented in the Place extent section.

Tables of measurements will be used to generate GIS data of the Place extent. The extent of the Place should be presented as a separate table (and as an electronic *.xls file) attached to the Heritage Register form in the following formats as shown below. Possible survey types and measurements tables are described below.

3.21.D.3. Distance and Bearing Measurements

This method consists of taking distance and compass bearing measurements around the outside of the Place. A new reading should be taken wherever there is a change in direction along the outside boundary. The data included is an example used to illustrate the Place extent for a right angled triangle with side measurements of: 1, 1 and √ 2 (1.4142) m.

From	To	Distance	Azimuth	Easting	Northing
1	2	1.000000	0	510089	8977105
2	3	1.414236	135		
3	1	1.000000	270		

The following definitions apply to the table:

- **From**: the point from which the measurement was taken. Point 1 should always be the primary grid coordinate for the Place referred to on the Heritage Register form. A new measurement should be taken at each change of direction along the Place extent;
- **To**: the point which was measured to;
- **Distance**: the distance should be recorded (in metres) between each point of the Place extent;
- **Azimuth**: the compass bearing between each outside point of the Place extent;
- **Easting**: the East coordinate of the primary grid coordinate;
- **Northing**: the North coordinate of the primary grid coordinate.

3.21.D.4. Radial Survey

This method consists of taking a distance and bearing from a known point (the primary grid coordinates) to points which define the outer shape of the Place extent. A new reading should be taken wherever there is a change in direction along the outside boundary. The data included is an example used to illustrate the Place extents for a right angled triangle with side measurements of: 1, 1 and √ 2 (1.4142) m.

From	To	Distance	Azimuth	Easting	Northing
1	2	1.000000	0	500089	8967105
1	3	1.000000	90		

3.21.D.5. Baseline Offset Survey

This method consists of establishing a baseline at a measured bearing from the primary grid coordinates. The survey is then conducted by measuring a distance and bearing (at a right angle from the baseline) for each point around to the boundary of the Place extent. A measurement should be taken (at a minimum) wherever there is a change in direction along the outside boundary. The data included is an example used to illustrate the Place extent for a right angled triangle with side measurements of: 1, 1 and √ 2 (1.4142) m.

From	To	Distance Along Baseline	Perpendicular Distance	Bearing Of Offset (From Baseline)	Easting	Northing	Bearing Along Baseline
1	2	0	1	90°	501089	8977105	0°
1	3	1	0	0°			

The following definitions apply to the table:

- **From**: point from which the baseline start (the primary coordinate point).
- **To**: point to which the baseline offset distance is taken;
- **Distance Along Baseline**: note the distance from the primary grid coordinate along the baseline;
- **Perpendicular Distance**: perpendicular distance taken from the baseline to the target point;
- **Bearing of Offset (from Baseline)**: right angle bearing taken from baseline out to the surveyed point. Note: Although this angle would not normally be recorded in the field (as the method involves swinging the tape to get the shortest distance from the surveyed point to the baseline, thus forming a right angle), it is calculated to indicate which side of the baseline the measurement was taken to. This measurement can alternatively be expressed as positive (to the right) or negative (to the left) of the baseline from the primary grid coordinate.
- **Bearing Along Baseline**: note the compass bearing from the primary grid coordinate along the baseline.

3.21.E. Examples Of Place Extent Assessments

Example 1: Two isolated artefacts are discovered 150 m apart. As it is unlikely that the area between these two artefacts constitutes a Place (unless there is proof to indicate otherwise) two separate Heritage Register forms should be completed, one for each artefact as a Place.

Example 2: A survey reveals two areas of shell deposit approximately 30 m apart which have been exposed by erosion in a dune. The western deposit extends 80 m to the west, with an area of vegetated dune between it and the next deposit, which extends 138 m to the east. The shell deposits appear to be in the same stratigraphic sequence within the dune, but the area between the two deposits is covered with sand and vegetation. Archaeological interpretation suggests that the two exposed regions are part of the same Place. One Heritage Register form should be completed for this Place. The Place extent would extend from the western extremity of visible deposit to the eastern limit, and would also include the area of vegetated dune.

Example 3: Two mound Places are discovered on either side of a road. On closer inspection it becomes evident that the road has cut across one large mound. The Heritage Register form would include the two areas of mound as part of the same Place, and the Place extent would include the area of road over the top of the mound.

Example 4: A scarred tree, artefact scatter and shell scatter are located within 50 m of each other. One Heritage Register form and three component forms should be filled in for this Place, even if the components probably dated from different occupation periods as the components are spatially related to each other. The underlying philosophy of the component system is to include all spatially related features regardless of temporal considerations.

3.21.F. Additional Pages

If additional pages are added to the Heritage Register form to complement the context plan section, then the appropriate box should be ticked indicating how many pages have been added.

3.22. Environmental Setting

The environmental setting of the Place including details on local landforms, water sources, soil type, vegetation structure and current land use is to be provided. These standards have adopted the Ecological Vegetation Classes (EVC) to describe landforms, soils and vegetation, as well as soil descriptions from the Department of Primary Industries (DPI) Agricultural Notes. Definitions from the Department of Sustainability and Environment's Ecological Vegetation Classes (EVC) nomenclature guide (DSE 2007) and DPI's soil classification (Nash 2008) for recording environmental conditions at Aboriginal Places.

The DSE Ecological Vegetation Classes nomenclature guide (DSE 2007) is available on-line at:

http://www.dse.vic.gov.au/CA256F310024B628/0/44DBCB04FD0233DBCA257418007692B1/$File/EVC+nomenclature.pdf

The DPI soil guide (Nash 2008) is available on-line at:

http://www.dpi.vic.gov.au/DPI/nreninf.nsf/v/F770016CDBA7A53CCA25745F0000C5C6/$file/What_is_Soil.pdf

Wherever these documents are referred to in the text, definitions for these classes are available at the web links provided above.

For further explanation of sediment and soil descriptions see Davies and Williams (1980). This publication is available on the AAV publications website.

3.22.A. Landforms

This section refers to the local environment and Place setting, that is, the features of the Place location and the adjoining area relevant to the Place being recorded. For example, the presence of mudflats, sandy beach and rock platform within 500 metres of a coastal shell midden may be relevant to the shellfish species present in the midden. Although all environmental fields should be completed, the determination of what environmental information is relevant to the Place is at the discretion of the recorder, but the basis for determination should be noted under *Additional Information*.

3.22.A.1. Land Systems

Choose the Inland or Coastal option boxes.

3.22.A.2. Land Systems – Altitude (elevation)

Record the general altitude range where the Place occurs:

- **Alpine** (1500 m);
- **Sub-alpine** (1200 – 1500 m);
- **Montane** (900 – <1200 m);
- **Foothill** (300 – <900 m);
- **Lowland** (0 – <300 m).

For definitions, see DSE (2007:2 – s. *Altitude*).

3.22.A.3. Land Systems – Climatic Zones

Record the Climatic Zone where the Place occurs:

- Alpine;
- Sub-alpine;
- Cool;
- Frost Hollow;
- Maritime;
- Semi-arid;
- Warm;
- Temperate.

For definitions, see DSE (2007:2 – s. *Climatic*).

3.22.A.4. Place Setting Slope

Ground slope is used to aid in predicting where Places are likely to occur.

Record the slope of where the Place occurs:

- **Level/Flat Ground** (<0.5o);
- **Very Gently Inclined** (0.5o – 1.5o);
- **Gently Inclined** (1.6o – 5.5o);
- **Moderately Inclined** (5.6o – 18o);
- **Steep** (19o – 30o);
- **Very Steep** (31o – 45o);
- **Precipitous** (46o – 72o);
- **Cliff** (>72o).

Record where on the landform the Place occurs:

- Lower Slope;
- Middle Slope;
- Upper Slope;
- Crest.

3.22.A.5. Aspect

The aspect is the range of directions (in degrees) that the Place is facing. The recorder will need to indicate if the aspect is a grid, magnetic or true bearing. When analysing Place location data aspect is usually the amount of view one has from the site. For instance if the site is facing directly north, the aspect is 0°; if the Place faces north to east then the aspect is 0° – 90°; if a site is on a crest or completely open, the aspect is 0° – 360° (that is an all round view). This allows one to assess the way in which Places are located relative to solar radiation, prevailing weather, or hidden as in secret or sacred Places. It may also be worth noting what can be seen from the Place under *Additional Information*. For example, the Mt Porcupine shelter has a northerly aspect overlooking the slope and Murray River floodplain.

3.22.A.6. Landform

Check the appropriate box(es) to record the details of landform in the vicinity of the Place. The relevant box(es) should be checked:

- Alluvial Terrace;
- Berm;
- Billabong;
- Blocked Coastal Stream;
- Bog/Mossbed;
- Cinder Cone;
- Claypan;
- Coast/Coastal;
- Creekline;
- Depression;
- Drainage-line;
- Dune;
- Escarpment;
- Estuarine;
- Fen;
- Flats;
- Floodplain;
- Floodway;
- Floodway Pond;
- Gallery;
- Gilgai;
- Gypseous Plains;
- Gully;
- Hillcrest;
- Hill;
- Headland;
- Inland;
- Lake;
- Lake-bed;
- Lagoon;
- Lava Plain;
- Low Rises;
- Lunette;
- Marsh;
- Meadow;
- Perched;
- Plain;
- Playa;
- Ridge;
- Riparian;
- Rise;
- Riverine;
- Rocky Outcrop;
- Scoria Cone;
- Scree-slope;
- Shell Beach;
- Sink-hole;
- Slope;
- Snow Patch;
- Soak;
- Spray Zone;
- Spring;
- Stoney Knoll;
- Stoney Rise;
- Stream;
- Stream Bank;
- Swale;
- Swamp;
- Table-land;
- Valley;
- Verge;
- Wetland.

For definitions, see DSE (2007:4-8, s. *Geomorphological*).

3.22.B. *Water*

This section refers to the presence of potable water as well as other water sources that may determine resource availability. Check the appropriate box(es) to indicate the availability of fresh water resources in the vicinity:

- Fresh;
- Salt/Brackish;
- No Local Source.

Check the appropriate box(es) to indicate seasonality of the water resources in the vicinity:

- Permanent;
- Temporary/Prone to Flooding.

Check the appropriate box(es) to indicate nature of water resources in the vicinity:

- Coastal;
- Highly Localised (springs/soaks);
- Lakes/Swamps;
- Rivers/Creeks.

Also indicate the name of the nearest fresh water source (if known).

3.22.C. *Previous and Current Land Use*

This section refers to how the land where the Place is located was, and is currently being used. Check the appropriate box(es) with either a 'P' (previous) or 'C' (current):

- Agricultural;
- Alpine Park;
- Cleared;
- Cultivated;
- Developed;
- Forestry;
- Grazed;
- Parkland;
- Plantation;
- Recreation;
- Reserve;
- Undeveloped;
- Urban;
- Other (specify).

Where the information is available, indicate previous land use under *Additional Information*. For example, an area planned for subdivision may have been undeveloped prior to its current use for grazing.

3.22.D. *Soils*

3.22.D.1. Edaphic (Moisture) Level

Check the appropriate box to indicate the level of dampness of the soil at the Place location:

- Damp;
- Dry;
- Wet.

For definitions, see DSE (2007:8, s. *Edaphic (moisture)*).

3.22.D.2. Texture: Edaphic Soils

Texture refers to the size of the particles that make up the sediment. The main grain sizes are as follows:

- Clay (<0.002 mm);
- Laterite;
- Loams;
- Peat;
- Silt (0.002 – <0.02 mm);
- Sand (0.02 – <2 mm);
- Gravel (2 +mm).

For definitions, see Nash (2008:1, s. *Soil Texture*).

3.22.D.3. Soils Texture Classes

Combinations of these textures form texture classes. Check the appropriate box(es) to indicate the type of soil texture class:

- Sand;
- Clayey (Loamy) Sand;
- Sandy Loam;
- Loam;
- Silty Loam;
- Sandy Clay Loam;
- Silty Clay Loam;
- Clay Loam;
- Sandy Clay;
- Silty Clay;
- Clay.

For definitions, see Nash (2008:1-2, s. *Soil Texture Class*).

For further explanation of sediment and soil descriptions see Davies and Williams (1980: 6).

The following sections of Soil Colour to Consistence should only be filled out where excavation has occurred.

3.22.D.4. Soil Colour

Colour is described in a standard format by using the Munsell Soil Colour Chart, which is used to define colour names and colour notation (Davies and Williams, 1980: 4).

3.22.D.5. pH Reading

A pH reading should be taken using a pH test kit to test the acidity/alkalinity of the soil. This reading provides an important indicator of the chemical properties of the soil, and may be used to explain the absence of artefacts (especially organics) in archaeological deposits onsite (Davies and Williams, 1980: 9).

3.22.D.6. Soil Structure – Shape

Weathered soil and sediment may form into natural aggregates, which is evident by cracks or fissures which occur in the section. If such aggregates occur, the soil is known as pedal, and the aggregate is described by the following classes (Davies and Williams, 1980: 7):

- **Platy**: flattened rectangle;
- **Prismatic**: like a prism;
- **Columnar**: prismatic with domed caps;
- **Blocky**: flattened faces;
- **Nut**: many rounded and flattened faces;
- **Granular**: rounded to irregular – non-porous;
- **Crumb**: rounded to irregular - porous.

Definitions from Davies and Williams (1980: 7).

3.22.D.7. Soil Structure – Size

Size varies depending on the shape of the soil structure as shown in the table below:

Shape	Fine	Medium	Coarse
Platy	≤ 2 mm	2–5 mm	≥ 5 mm
Prismatic	≤ 20 mm	20–50mm	≥ 50 mm
Columnar	≤ 20 mm	20–50mm	≥ 50 mm
Blocky	≤ 10 mm	10–20mm	≥ 20 mm
Nut	≤ 10 mm	10–20mm	≥ 20 mm
Granular	≤ 2 mm	2–5mm	≥ 5 mm
Crumb	≤ 2 mm	2–5mm	≥ 5 mm

Table after Davies and Williams (1980: 7).

3.22.D.8. Soil Consistence and Cementation

Soil Consistence describes the attributes of soil material evident by the degree and kind of adhesion and cohesion, or by the resistance to rupture or deformation. The most important measurable properties are consistence and cementation (Davies and Williams, 1980: 8).

Consistence	Dry	Moist
Non coherent	Loose	Loose
	Soft	Friable
	Hard	Firm
Cannot be broken by crushing	Extremely Hard	Extremely Hard

Table after Davies and Williams (1980:8).

Check the appropriate box to indicate the moisture of the soil at the Place location:

- Dry;
- Moist.

Then check the appropriate box to indicate the soil consistence based on moisture reading at the Place location:

- Loose;
- Soft/Friable;
- Hard/Firm;
- Extremely Hard.

Cementation refers to a brittle hard consistency caused by a cementing substance other than clay (the cementing will persist even when the soils are wet). The extent of cementation can be classified as:

- **Weakly Cemented**: can be broken by hand;
- **Strongly Cemented**: can be easily broken with a hammer;
- **Indurated**: breakable only with a sharp blow.

Definitions from Davies and Williams (1980: 7).

Further explanation of soil composition and properties is also available from DPI (Cumming 2001) at:

http://www.dpi.vic.gov.au/DPI/nreninf.nsf/9e58661e880ba9e44a256c640023eb2e/6c5ac8d3eb52fb18ca256e720024ec0f/$FILE/ATTZBHU8/LC0102.pdf

More detailed definitions of soil types and conditions are contained in the DPI Soil Glossary (DPI 2008), available at:

http://www.dpi.vic.gov.au/dpi/vro/vrosite.nsf/pages/gloss_AC

3.22.E. Vegetation

The Vegetation section provides a hierarchical range of categories from vegetative land use, to plant communities and plant genera. This section also serves as a guide to establishing relative visibility levels across the site. Check the appropriate box(es) in each field and, if the specific type of vegetation is not listed, provide details under *Additional Information*.

3.22.E.1. Vegetation Condition

This category records the extent of any remnant natural vegetation and provides an indication of the level of potential ground disturbance of the land. The following categories apply:

- **Agricultural**: a vegetation community that is dominated by introduced agricultural crops;
- **Exotic**: introduced vegetation species (specify);
- **Modified Native Vegetation**: a vegetation regime that has a range of native species but whose structure has been altered since European colonisation. Modified native vegetation refers to areas where native plants have been replanted following previous clearing; wildfire (where native grasses have been replaced by teatree); forestry (where native vegetation has been replaced by other native species); or rainforests which have been replaced by wet sclerophyll;
- **Remnant Native Vegetation**: a vegetation regime that has the same structure and range of species as existed in that location prior to European colonisation;
- **No Vegetation/Bare Land**: no significant vegetation onsite; or
- **Urban**: mixed vegetation types associated with urban development.

3.22.E.2. Ground Surface Exposure

This information is used to indicate the percentage of the Place actually inspected during the assessment. The percentage of ground surface exposure (visibility) also provides an indication of the potential for further associated material to be found, which may be obscured by poor or limited ground surface visibility.

Indicate the ease with which surface manifestations of the Place can be seen. Estimate how much of the ground surface is not obscured by vegetation or other obscurants and express as a percentage (for example if 90% of the ground in a paddock is covered in thick grass or orange rind and the rest bare exposed ground, then the ground visibility would be 10%).

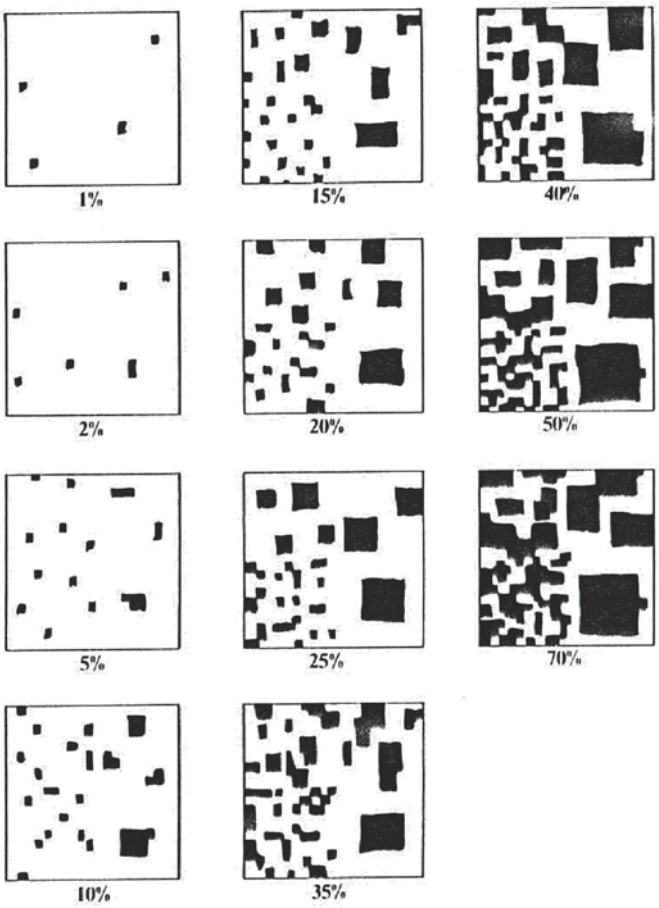


Figure 7: Estimation of percentage of ground surface visibility.

3.22.E.3. Vegetation Community Type (Structure)

Vegetation Community Types (Structure) refers to the dominant type of collective vegetation community:

- Forest;
- Grassland;
- Heathland;
- Herbland;
- Mallee;
- Mixed Forest;
- Rainforest;
- Reedbed;
- Samphire;
- Scrub;
- Sedgeland;
- Shrubland;
- Thicket;
- Tussock;
- Woodland.

For definitions, see DSE (2007:12-13, s. *Structure/lifeform ("C"Nouns)*).

Where the Place is situated in areas of aquatic vegetation, also record these Vegetation Community Types:

- Emergent;
- Floating;
- Submerged.

For definitions, see DSE (2007:9, s. *Aquatic Vegetation*).

3.22.E.4. Major Vegetation Types (Generic Names)

Specify the major type(s) of vegetation species present:

- Banksia;
- Black Box;
- Blackthorn;
- Box;
- Cane Grass;
- Coast Banksia;
- Fern;
- Gahnia;
- Ironbark;
- Lignum;
- Mangrove;
- Melaleuca;
- Pomerderris;
- Red Gum;
- Salt Paperbark;
- Spike-sedge;
- Sweet Grass
- Tea-tree.

For definitions, see DSE (2007:13-14, s. *Generic or Common Names*).

Vegetation species should be ascertained through thorough examination of the fruit and leaves. For further information regarding tree species identification and vegetation types refer to Costermans (1999).

Examples of interactive environmental maps, which include the Ecological Vegetation Classes (EVC) are available at:

http://www.dse.vic.gov.au/DSE/dsencor.nsf/LinkView/836EE128E54D861FCA256DA200208B945FD09CE028D6AA58CA256DAC0029FA1A

3.23. Additional Information

This section is to be used to add any additional descriptions of the Place context, and additional information about the Aboriginal Place, context, content or any other relevant land use history. It might include observations of previous ground disturbance, proximity to resources or any other relevant observations.

3.24. Recent Disturbance Assessment/Condition Assessment

Mark the relevant boxes to identify the condition of the Place and potential threats. The following descriptions of the overall condition of the Place and surrounds apply:

- **Excellent**: (80 – 100% intact);
- **Good**: (60 – <80% intact);
- **Fair**: (40 – <60% intact);
- **Poor**: (20 – <40% intact);
- **Very Poor**: (<20% intact);
- **Destroyed**.

Also record if the area is:

- Stable;
- Eroding; or
- Aggrading.

3.25. Impacts Affecting Heritage Place

Record any impacts affecting the Place:

- None;
- Deflation;
- Exfoliation;
- Fire;
- Gully Erosion;
- Landslip;
- Moss/Lichen;
- Native animal;
- Overgrazing;
- Pedestrian
- Rabbit Damage;
- Other Burrow or Digging;
- Scientific Investigation;
- Sheet Erosion;
- Stock Rubbing;
- Stock Trampling;
- Vandalism;
- Vehicular;
- Visitation;
- Water:
- Wind;
- Other (specify).

3.26. Summary Place Description and Management Recommendations

This should explain clearly the type of Place, where it was found, what project the survey relates to, and any relevant information relating to the management of the Place. This might include: Place interpretation, recommendations for Place protection, etc.

3.27. Current Management

Indicate any current known management regimes currently in place to manage the Place. These might include:

- None known;
- Cultural Heritage Management Plan Completed;
- Cultural Heritage Permit;
- Cultural Heritage Agreement
- Cultural Heritage Audit;
- Interim Protection Declaration;
- Ongoing Protection Declaration;
- Stop Order;
- Informal (specify);
- Inspection Program (specify);
- Management Works Implemented (specify);
- Victorian Heritage Register;
- Victorian Heritage Inventory;
- Heritage Overlay;
- National Estate;
- National Trust.

Specify any further information about listings in other management programs (for example name and number).

3.28. Documentation Supplied

This section outlines other attachments or any other information not specified elsewhere. Please note that the Act requires that all assessment documentation related to Cultural Heritage Management Plans (CHMP) must be submitted within 14 days of final approval of the CHMP or when notification is given of a proponent's intention to discontinue a CHMP. Permits are usually issued with conditions including that all documentation related to the works will be submitted to AAV when the works are completed.

3.28.A. Photographs

An electronic photograph should be submitted for each Place, and should be clearly labelled with the Place name, number, date, photographer and a brief description. Naming conventions for photographs submitted are contained in the CHMP guide (see Appendix 5, page 30, in *Guide for Preparing an Aboriginal Cultural Heritage Management Plan*.)

Also indicate if images are in digital, slide or negative format. Photographs should be submitted after the Heritage Register number has been issued.

3.28.B. Dating

Indicate if the Place has been dated (in regards to age, not when works took place), and if so, what method was used, along with any other relevant details. Provide any related documentation (for example C14 dating details).

3.28.C. *Archaeological Survey and Excavation Attributes Form*

This form should be completed by anyone who carries out a field survey in relation to any Aboriginal cultural heritage assessment. It is recommended that a copy of this from be attached with the Heritage Register Form for each Place. A copy of the form should be included as an appendix to any resulting CHMP or report. This form is available at:

http://www.aboriginalaffairs.vic.gov.au/web7/AAVMain.nsf/allDocs/RWP828114227F953220CA2574DB0014E5B0?OpenDocument#vahr

3.28.D. *Excavation*

Provide any documentation pertaining to excavation of an archaeological Place. This would include stratigraphic sections, layer and location diagrams, reduced levels (etc) for test trenches/pits and shovel pits.

3.28.E. *Object Documentation*

If Aboriginal Objects (previously called artefacts) have been collected, then an Object Collection form should be completed.

3.28.F. *Publications*

Provide any references to publications associated with the Place. It is good practice to forward copies of and/or include references to any publications resulting from the CHMP/Permit process. These will then be included on the Place record in the Registry database.

3.28.G. *Spatial Data*

3.28.G.1. GPS Data

If a GPS receiver is used to collect Place locations, then files for waypoint and track/route information should also be submitted for each Place.

3.28.G.2. GIS Data

If available, a GIS data set of the extent of each Place should be submitted with each Heritage Register form. All GIS layers should be projected to GDA/MGA 94 projection system. Please indicate the format of the GIS layer submitted:

- ***.shp file** (Arcview or ARCGIS)
- ***.map** (Mapinfo)
- ***.dxf** (AutoCad)

3.28.H. *Declaration*

The recorder should sign and date the declaration attesting to the veracity of the data supplied with the Heritage Register form.

4 Completing Heritage Register Component Forms

Place components are distinct cultural features within a Place, with particular requirements for their accurate description and associated heritage values.

Component forms are used to record information related to specific features within a Place. Information for each feature type is recorded on corresponding component forms. These component forms are:

- Aboriginal Historical Place;
- Aboriginal Non-archaeological/Intangible Aboriginal Place-Consultation;
- Artefact Scatter;
- Earth Feature;
- Human Remains;
- Quarry;
- Rock Art;
- Scarred Tree;
- Shell Midden; and
- Stone Feature.

Component forms provide detailed information about the nature of the Place, and **must** always be included with the Heritage Register form. Instructions for completing component forms are provided in this section of these Standards.

A Place may be recorded as single or multiple components and, as with past methods, single components are likely to constitute the majority of Places recorded. In cases where a Place has multiple components, it is useful to describe the spatial relationship between the components.

Example 1: A large mound is identified. On it is a redgum with distinct cultural scars; stone artefacts are noted scattered across the surface of the mound. Human remains are also identified within the mound, exposed by rabbit burrows. It is determined that an *in situ* burial exists. Local community informants relate how their grandparents often came to this place as a refuge from government inspectors. All of these components constitute a single Place whose boundaries are defined by the extent of cultural material and features within the mound and by the historical association with Aboriginal people. To record this Place it will be necessary to complete the Heritage Register form and four component sheets: one each for the earth feature, scarred tree, human remains and Aboriginal non-archaeological Place consultation. Separate MGA coordinates for the scarred tree and human remains can be recorded. If the centre of the mound and artefact scatter (if diffuse and scattered across the mound) are used for the component grid coordinate, they will share the same coordinates (Note: if a point inside the Place extent/component extent is used, then a reference must be given to tie that point to the Place boundary/component boundary extent.

Example 2: A rockshelter contains a scatter of stone artefacts across the floor, a discrete hearth in one area and Aboriginal art on the shelter walls. These different components are contained within the single landscape context (the shelter) and are considered as a single Place with three distinct components. To record this Place it will be necessary to complete the Heritage Register form and three component forms: artefact scatter, earth feature and rock art. Separate MGA 94 coordinates would be provided in cases where the components are concentrated and distinct within the rockshelter.

Outside the rockshelter are a burial and another hearth. Although these features are spatially distinct from each other, they may be part of the same Place complex. The Place recorder should attempt to determine if the features external to the rockshelter are related to the features contained within the rockshelter, or whether these external features should be defined as separate Places.

These decisions should be based on the available local evidence.

To record these Places it will be necessary to complete a Heritage Register form and the appropriate component sheets for each Place. Where there are more than one component within a Place extent (for example a shell midden, an artefact scatter and scarred tree), an individual component form should also be included for each component.

Where multiple components of the same type exist within the Place (for example multiple scarred trees), individual component forms (and component plans) should be completed for each individual component.

4.1. Completing Component Forms: Themes Common to All Forms

The following provides a guide to sections common to each of the component forms and the types of information required for each. (Further information, specific to each of the individual component forms is found in the subsequent section.)

4.1.A. Heritage Register Name

The Heritage Register name is a unique identifier and should be the same as that used on the primary recording form. This ensures that component pages for a Place can be matched if separated for any reason prior to assigning a Place number.

4.1.B. Heritage Register Number

This is assigned by the AAV Heritage Registrar as part of the registration process. Each registered Place is given a unique reference number. The Heritage Register Number is made up of eight digits; the first four relate to the relevant 1:100,000 mapsheet and the last four are the sequential numbers assigned to the Place from the VAHR, for that mapsheet area (for example 7822-0045, 8421-1569).

4.1.C. Grid Coordinates

Australian Easting/Northing map grid coordinates derived by a GPS receiver, topographic map, or on ground survey. Where the feature is part of a complex of Place components the grid co-ordinates of the component feature may be different to the primary grid coordinates of the overall Place. MGA 94 is the datum acceptable for use by AAV.

4.1.D. Component Plan

Each component form contains a component plan designed to show individual specific details of that component feature within a Place. Component forms should be completed to the standards specified in the Place extent section.

- Where **multiple** components of the same type exist within the Place (for example multiple scarred trees), individual component forms (and component plans) should be completed for each individual component (for example one for each tree).
- Be in colour and use standard cartographic colour conventions;
- Where the Place consists of a **single** component only (for example one artefact scatter only), there is no need to complete the **component plan**, as the Place extent plan is sufficient for recording these details.

4.1.E. Profile

When drawing a profile, consider the following:

- where Places are associated with caves or overhangs, the walls, ceiling or overhang should also be shown in profile;
- the position of overhangs and drip lines should be indicated. Cave or rock shelter walls with paintings should also be labelled according to the individual panels (see section on Rock Art;
- when recording an earth feature, where possible, provide a vertical cross-section sketch and, if visible, a sketch showing stratigraphy. Give the scale, compass direction of the exposure, a description of the layers including the type of soil in each layer;
- when recording a mound, include the maximum length, width and height above the ground surface. If visible, determine the thickness of any charcoal-rich soil on the mound.

4.1.F. Additional Information

Any further supporting information not contained elsewhere on the Place component form should be added here. It is also acceptable to add A4 sized pages with the component form and these should be noted on the main Heritage Register form.

Specific types of component forms are outlined in sections 4.2 – 4.12).

4.1.G. Notes of Photography

Where printed photographs are included, they should be printed on a full A4 sheet. Printed photographs which have been cut from an A4 sheet and loosely inserted with the Heritage Register form/component forms will not be accepted, as this causes problems with scanning and archival storage.

4.2. Aboriginal Historical Place

(Note: This form is currently being redesigned and replaced with another form detailing Aboriginal Historical Heritage Places. A project is currently underway which is reviewing criteria for Aboriginal Historic Heritage Places. This form should be used in the interim period).

This component form is designed to record information about places with significant historical or contemporary associations with Aboriginal people. It should be used in conjunction with the Aboriginal Place Consultation form and is designed to record the physical features (cultural and/or natural) of an Aboriginal Place. For example, features could include structural remains, fences, artefact scatters, roads and tracks, gardens or cemeteries. Some Aboriginal places, such as spiritual places, may be associated with natural features such as rivers, mountains and other landforms. These should also be recorded using this form.

4.2.A. Theme Number

This refers to the type of association that Aboriginal people have with a Place. The principal theme will be the major or long-term association with Aboriginal themes. Sub-themes will include any shorter-term associations or associations that are not of primary significance. A list of these themes is provided below.

Please indicate the extent of the Aboriginal association with place. Short-term and long-term both refer to continuous occupation or use of a place.

List the appropriate theme number from the list provided below:

Thematic List of Associations with Aboriginal Place

1.0 Associations with Pastoralism/Farming/Rural Industry:
- 1.1 properties where initial contact with pastoralists occurred
- 1.2 properties where people are known to have worked
- 1.3 properties where people are known to have lived/camped
- 1.4 properties where people visited to obtain regular supplies of food/clothing/utensils etc (other than Honorary Correspondent depots)
- 1.5 properties where people are known to have frequented for purposes other than above (or if nature of particular association is unknown)

2.0 Associations with Settlements/Towns:
- 2.1 places where people camped/lived around towns
- 2.2 places where people congregated around towns (stores, parks, houses etc)
- 2.3 shops/industries/places where people worked around settlements/towns
- 2.4 places where people obtained regular supplies of food and goods (not Board for the Protection of Aborigines depots)
- 2.5 places where people participated in settlement/town activities
- 2.6 other facilities used/frequented by people

3.0 Associations with Forests (not known if association originates in pre-contact period):
- 3.1 places where people worked in forest industries
- 3.2 places where people lived in forests

4.0 Places where people independently congregated/frequented/traveled (not known if association originates in pre-contact period):
- 4.1 living camps away from towns and properties
- 4.2 ceremonial and formal meeting places
- 4.3 places of recreation (played sport, holidays, get-togethers)
- 4.4 historical traveling routes
- 4.5 places where people procure/d food and/or raw materials

5.0 Government administration of/resources for Aboriginal people:
- 5.1 Protectorates
- 5.2 government stations
- 5.3 locations where Native Police were housed/camped/worked
- 5.4 properties/locations of Honorary Correspondents to the Board for the Protection of Aborigines
- 5.5 locations of Board for the Protection of Aborigines depots
- 5.6 places where Aboriginal affairs have been administered by the Government
- 5.7 schools
- 5.8 housing/shelters
- 5.9 hospitals/houses for sick people

6.0 Associations with the Church:
- 6.1 missions
- 6.2 schools
- 6.3 churches

7.0 Land Reserved for Aboriginal People:
- 7.1 land reserved for general Aboriginal population use
- 7.2 land reserved for specific individuals/families

8.0 Places of Conflict:
- 8.1 places where Aboriginal people were killed/assaulted/threatened by Europeans
- 8.2 places where Aboriginal people were killed/assaulted/threatened by other Aboriginal people
- 8.3 places where Europeans were killed/assaulted/threatened by Aboriginal people
- 8.4 places where Aboriginal people were imprisoned

9.0 Places where People have Died or been Buried since Contact:
- 9.1 location of individual burials outside of formal cemeteries
- 9.2 location of burial grounds outside of formal cemeteries
- 9.3 location of burials within cemeteries
- 9.4 places where people have died

10.0 Places linked to Significant People:
- 10.1 places where known ancestors were born
- 10.2 monuments
- 10.3 buildings
- 10.4 homes
- 10.5 natural features associated with significant people

11.0 Places linked to a Significant Incident:
- 11.1 significant incident relating to a specific person
- 11.2 significant incident relating to a number of people

12.0 Attachments to/Associations with Places which are known to precede Contact:

- 12.1 pre-contact food resources/areas where people continued to procure food (swamps, fish weirs, forests etc)
- 12.2 camp sites/meeting places
- 12.3 spiritual places
- 12.4 ceremonial places
- 12.5 sources of raw materials used for making artefacts post-contact
- 12.6 sources of bush medicines
- 12.7 traveling routes
- 12.8 burial/burial grounds
- 12.9 named place

13.0 Places relating to Self Determination:

- 13.1 community resource centres (co-operatives, health services, legal services etc)
- 13.2 community cultural centres (museums, keeping places etc)
- 13.3 tourism endeavours
- 13.4 businesses
- 13.5 government departments
- 13.6 land claimed/reclaimed under Native Title
- 13.7 land owned by Aboriginal people
- 13.8 places related to a significant individual achievement

4.2.B. Feature Name

The feature name should be short, precisely worded and descriptive of the feature.

4.2.C. Feature Type

Select the most appropriate category. Where the feature also has characteristics best described using another component form (for example artefact scatter) please also complete the appropriate component form. This is treated as a separate component of the overall Place.

4.2.D. Sub-surface Deposit

Indicate whether sub-surface deposit is present, absent or cannot be determined (Do not excavate unless you are authorised to do so).

4.2.E. Dimensions

The component plan should provide a detailed vertical (bird's eye) view of the Historical Place (using the Place extent plan standards) along with a profile of its extent to indicate the depth or height of the Place. Include variations in orientation in the Place extent Plan. Record all measurements in metres.

4.2.F. Date

Indicate the general period of the Aboriginal association with the Place. Where precise dates are known, for example year(s) or month(s) of association or the day of an event, also provide this information.

4.2.G. *Feature Description*

A brief written description of the feature. Where similar features exist in the area, please note any particular characteristics useful to accurately re-identify the feature.

4.2.H. *Historical Association*

Describe the type of association, event or activities that occurred at the Place. Also indicate the sources of this information, either written or published references or the names of individual informants.

4.2.I. *Condition*

Assess the condition of the feature based on material structure and identify any threats to the continued condition of the feature.

4.2.J. *Threats*

Tick relevant threats which may apply to the Place.

4.2.K. *Level of Significance*

This will be determined in relation to the type of Aboriginal association with the Place. For example, where the association is 2.1 – Places where people camped – and the feature is the remains of a campsite, then significance would be considered high. Significance should be assessed in consultation with the Place custodian, RAP or local Aboriginal people (see Section 11, page 18, in the *Guide for Preparing an Aboriginal Cultural Heritage Management Plan*).

4.2.L. *Conservation Issues/Recommendations*

Identify any issues or make recommendations relevant to the preservation of the feature.

4.2.M. *Listings*

Indicate any known registrations of the feature/site/Place in other heritage lists.

4.3. Aboriginal Non-Archaeological/Intangible Aboriginal Place Consultation

(Note: This form is currently being redesigned and replaced with another form detailing non-archaeological/intangible Aboriginal Places. A project is currently underway which is reviewing criteria for Non-archaeological intangible Aboriginal Places. This form should be used in the interim period).

This form is designed to record information and views of Aboriginal and non-Aboriginal informants regarding an Aboriginal Place. The Act defines an Aboriginal Place as an area in Victoria or its coastal waters that is of cultural heritage significance to the Aboriginal people of Victoria. In theory, all Aboriginal cultural heritage sites which are significant to Victorian Aboriginal people can be considered Aboriginal Places. On this basis, any extensive information regarding an Aboriginal Place from an informant should be recorded using this form.

This component form is primarily designed to record information about places with historical or significant contemporary associations with Aboriginal people. In particular, this component form is designed to record those places that may not have any physical or archaeological material present. There is also space to record extensive text information and particularly to document Aboriginal associations with the place. Extensive textual information can be forwarded to AAV Heritage Registry in electronic format.

4.3.A. Location

- **General Location Known**: If only the general location is known for the Place, then as the Place extent cannot be mapped, the place cannot be added to the Register. In this case, the completed component form should be attached to a completed Preliminary Report form, and the unverified Place will be added to a separate database of Places requiring further investigation (these are called Action Files). Places identified by heritage advisors should be reported on Heritage Register forms.
- **Specific Location Known** – specific locations should record the extent of the Place.

4.3.B. Aboriginal Associations

Indicate the extent of the Aboriginal association with a place. Short-term and long-term both refer to continuous occupation or use of a place.

- **Principal and Sub Theme** – historic Places thematic categories;
- **Type of Association** – record whether the details of the activities undertaken at this place were for a single event; repeated event (that is multiple event use; short-term use; long-term use; or unknown);
- **Date** – indicate the general period of the Aboriginal association with the place. Where precise dates are known, for example year(s) or month(s) of association, or the day of an event, please also provide this information.

4.3.C. *Description of Place*

This is an opportunity to describe the physical qualities of the Place. Where there are multiple features, please describe these briefly and detail the relationships between them. Each separate feature/component should also be recorded in detail using the Aboriginal Historic Place component form. Where there are no significant features please briefly describe the area and provide an indication of the extent of the place or any known boundaries.

4.3.D. *Aboriginal Associations with Place*

Describe the historical and/or contemporary associations with the place.

4.3.E. *Sources of Information*

The back page of the Aboriginal Place Consultation component form has space to record the name and contact details of informants, and space to record that information or stories.

Where information regarding Aboriginal associations with a Place is from historical documentary sources please provide adequate reference information including author, date of publication and title. If possible, please provide copies of the relevant texts/passages – particularly in the case of primary historical documents.

4.4. Artefact Scatter

This component form is used to record all scatters or exposures of Aboriginal artefacts including:

- the discard of scattered stone raw materials and pigments, associated with quarrying activities;
- the manufacture, use and maintenance of stone implements and other items made of wood, bone, hide or other materials;
- faunal remains other than shell; and
- occupation locations, including historical Places.

Artefact scatter allows for the description and recording of both lithic (stone) and non-lithic cultural artefacts (brick, tin, ceramics, glass, faunal remains) found on the ground surface. Glass and ceramic materials that have been flaked should be recorded in the Lithic Artefacts columns, while those that have not been flaked should be recorded as non-lithic material.

Surface scatters of flaked stone artefacts may be represented by one or a range of raw material types and the artefacts themselves should be identifiable using technological and typological characteristics associated with manufacture (see below for definitions).

An artefact scatter associated with an Aboriginal Historic Place might also consist of chipped or flaked stone artefacts, however, it is also likely that such a scatter will be characterised by items such as ceramics, glass, metals and other fabrics or materials of European origin.

4.4.A. *Notes on Photography*

It should be noted that the removal of any artefact discovered during a survey from its original location (for the purpose of scaled photography) may be considered to be disturbance of that Place. Where it is deemed necessary to remove an in situ artefact to enable clear photographic recording, those artefacts should be placed back in their exact original location and orientation so as not to confuse future interpretation of the Place. For this reason, artefacts should not be collected from across the Place and photographed collectively, but should be recorded individually. Artefacts should also not be removed or disturbed for photographic purposes where they are still in stratigraphical context or partially buried in the ground, except where this has been authorised by a CHMP or Permit.

4.4.B. *Context*

- **Caves**: provide more extensive protection to a range of components and, unlike overhangs, have a fully enclosed space;
- **Open Sites**: are those that are exposed on the ground surface;
- **Overhangs**: provide protection, facilitating the preservation of cultural features;
- **Sub-Surface Deposits**: of cultural material may be found within cut or eroded surfaces such as cliffs, banks, bluffs or dunes.

4.4.C. *Dimensions*

The component plan should provide a detailed vertical (bird's eye) view of the artefact scatter (using the Place extent plan standards).

The Places dimensions should be recorded as per extent on the Place extent plan. Include variations in orientation in this plan. Where Aboriginal cultural material is exposed on a path, track or erosion surfaces, and the Place boundaries should be determined on the basis of the **likelihood** of more material being present in the areas of non-exposure.

4.4.D. *Ground Surface Exposure*

Indicate the percentage of ground surface visible. Use the visibility chart provided in Section Three to assist in estimating this value.

4.4.E. *Area of Scatter Examined/Number of Artefacts/Counted Number*

One of these categories should be completed to provide an indication of the quantity of cultural material present. In cases where an artefact scatter extends over a considerable area of ground, it will not be possible to carefully examine the entire assemblage of material. In this case, please indicate which areas of the scatter have been examined and the area in square metres (m2). Average, maximum and minimum densities of material per m2 should also be recorded. Tick the most appropriate category of estimated numbers of artefacts. Where a total count has been carried out, enter the number of counted artefacts. Based on these counts, predict the estimated number of artefacts which may be encountered on the Place.

4.4.F. Composition of Scatter

This section allows for more detailed recording of the technological and typological characteristics of the artefacts so that a general description of the assemblage is obtained. Where there are a large number of artefacts present in the Place, a representative sample may be recorded, or all artefacts recorded on the additional forms. Two tables are provided: Table 1 for all modified stone, glass and ceramic artefacts and Table 2 for all other artefacts. It should be noted that unless there is convincing evidence that ceramics and glass have been deliberately flaked to manufacture artefacts they should **not** be recorded in Table 2.

It is important to realise that some definitions of attributes are problematic (for instance differentiating between cores and retouched tools) and that applying the definitions provided below to recording an assemblage in the field should depend on a consistent and 'common sense' approach. Some ambiguity exists in differentiating between retouched flakes and cores. An absolute definition used by some researchers where any artefact with a ventral surface and negative scars is a retouched flake and an artefact with no ventral surface and negative scars is a core, may not be practical.

Table 1: Lithic Artefact Types

No.	Raw Material	Manufacture Type	Cortex	Platform	Termination	Core Scars	Modification	Tool Type	L	W	Th	MD
1	Silcrete	Flake	River	Flakes	Feather	-	-Heat treatment	-	20	15	3	
2	Silcrete	Blade	-	Facetted	Hinged	-	-Retouched	Bondi	20	5	2	
3	Quartzite	Core	-	-	-	7	-	Multidirectional	46	30	25	
4	Rhyolite	Pebble	River	-	-	-	-Flaked	Axe blank	90	50	25	
5	Rhyolite	Pebble	River	-		-	Ground, pecked	Ground Edge Axe	120	60	30	
6	Quartz	Flake	-	Shattered	Bipolar				10	5	4	
7	Quartz	Core	Weathering			3		Bipolar core	15	10	5	
8	Glass	Flake	-	Two scars	Step		Retouched	Convex scraper	20	10	9	
9	Basalt	Flaked Piece	-	-	-	5	Retouch/core scars, some battering	Amorphous scraper/core	63	42	15	

Flakes are frequently used as cores in Victorian assemblages and defining them as retouched flakes may be confusing. As Holdaway and Stern (2004: 40) note, most assemblages can easily be divided into cores, tools and flakes and a less prescriptive approach is to record those that are easily recognised as such as cores and where ambiguity exists set up another category which can be analysed more closely to determine their status.

4.4.G. Attributes: Stone Tool Definitions

While there are many attributes which can be recorded on artefacts, the following attributes have been selected as the most useful and common descriptors of stone assemblages.

4.4.G.1. Raw Materials

Recording the type of raw material allows an investigation of the spatial distribution of raw materials, settlement systems, location of source, impact of distance to source on composition assemblage and manufacturing techniques. Changes in raw material use through time may provide chronological markers.

4.4.G.2. Manufacture Type

Recording the manufacturing type provides a good basic descriptor of assemblage composition and also other information such as onsite and off-site activities, reduction sequences, manufacturing techniques and can be an indicator of some post-depositional processes.

Stone knapping results in three main products: flakes, tools and cores and all other products tend to be derived from these main products (Holdaway and Stern, 2004: 33).

- **Flakes and Blades**
  - **Complete Flake**: has a ventral surface, complete fracture plane, platform and or impact point, both lateral margins and a termination (Holdaway and Stern 2004: 111);
  - **Proximal Flake**: is a broken flake that lacks a termination, is broken at right angles to the axis of percussion, and has one or all of – a platform, bulb of percussion, bulbar scar, fissures (Holdaway and Stern, 2004: 111);
  - **Medial Flake**: is a broken mid-section of a flake, broken at right angles to the axis of percussion, has no platform or termination but an identifiable ventral surface (Holdaway and Stern 2004: 111);
  - **Distal Flake**: is a broken end section of a flake, broken at right angles to axis of percussion, which has a termination but no evidence of a platform or impact point (Holdaway and Stern 2004: 111);
  - **Longitudinal Split Flake**: longitudinally broken flake retaining a part of the platform and/or impact point, and a termination with only one lateral margin intact.

- Cores
  - **Bifacial Core**: has two platforms opposite each other with flakes struck from both platforms and from opposite directions;
  - **Bipolar Core**: a commonly used technique to reduce small cores. The core is rested on an anvil and struck at right angles to the anvil. The core is usually small, amorphous in shape and may be confused with angular shatter. Attributes include crushing or battering on the opposed edges, and small negative scars on the edge which has rested on the anvil (Andrefsky 1998: 147-149; Crabtree 1972: 16; Holdaway and Stern 2004: 11);
  - **Blade Core**: cores, often prismatic or conical in shape, sometimes elaborately prepared to produce regularly sized, elongate (twice as long as wide) blades with parallel sides (Holdaway and Stern 2004: 16);
  - **Flake Core**: flake with negative flake scars and negative flake scar initiation points;
  - **Microblade Core**: smaller than a blade core, often wedge-shaped, unidirectional core with bladelet scars (Andrefsky 1987: 26, 1998: 14);
  - **Multidirectional Core**: has two or more platforms and flakes struck from a range of platforms in a range of directions;
  - **Unidirectional Core**: has scars originating from one platform and all struck in the same direction (Holdaway and Stern 2004: 180).

- Other Manufacture Categories

  Where it is difficult to determine whether an artefact is a core, flake or a tool they may be either a flaked piece or an angular fragment. Unflaked items also fall in this category.
  - **Angular Fragment**: flaking debris with concave surfaces, but no clear flake or core attributes, no regular forms and no evidence of impact point or platform. They are defined as artefacts based on a spatial association and shared raw material with defined artefacts;
  - **Flaked Piece**: may have a ventral surface and/or negative flake scars, lacking in obvious flake initiation points, and cannot be unambiguously described as a retouched flake or a core, but may be either (see definitions to both above) (Holdaway and Stern 2004: 114-115);
  - **Pebble**: Generally a water worn category which may or may not have been modified. Usually further classified into 'type' on the basis of its modification (for example grinding – ground-edged axe; retouch unifacial; bifacial pebble tool, or axe blank);
  - **Slab**: Generally a small slab of stone. Usually further classified as above on the basis of its modification (for example ground – mortar lower; pecked – bowl).

4.4.G.3. Cortex

Recording presence or absence of cortex is useful in determining origin of the raw material used and stage of reduction. The cortex is the original weathered outer surface of the rock which has been naturally, chemically or mechanically altered. If no cortex is present the column is left blank, if present the type of cortex is recorded.

Types of cortex are:

- **River**: a smooth water worn surface;
- **Weathering**: surface resulting from exposure to the elements or natural chemical alteration.

4.4.G.4. Flake Platform

This attribute describes the manufacturing characteristics of the flake platform, which can be used to investigate reduction sequence and/or manufacturing strategies.

Attributes recorded:

- **Abraded**: the platform surface has been ground (Holdaway and Stern 2004: 120);
- **Crushed or Shattered**: damaged flake platforms still retaining sufficient characteristics to indicate it is a complete flake (often associated with bipolar techniques);
- **Facetted**: three or more scars;
- **Flaked**: one to two scars;
- **Natural or Cortex**: the flake is from the outer surface of the core and has retained the natural or outer surface of the stone.

4.4.G.5. Flake Termination

This flake attribute describes the shape of the distal end of the flake and, like the platform attribute, can be used to investigate reduction sequence and/or manufacturing strategies.

Attributes recorded:

- **Axial**: where the fracture plane travels right through the core, exiting on the opposite side at right angles (Holdaway and Stern 2004: 130);
- **Bipolar**: termination with multiple step fractures and crushing;
- **Feather**: minimal thickness at terminal end, and acute angle between dorsal and ventral surfaces (Crabtree 1972: 64; Holdaway and Stern 2004: 129);
- **Hinge**: where the fracture plane exits the core at approximately right angles to the longitudinal axis of the flake (Holdaway and Stern 2004: 130);
- **Plunge**: where the fracture plane curves away from the core and into the core removing part or the entire base of the core (Holdaway and Stern 2004: 130);
- **Step**: where the flake terminates in a right angle break (Holdaway and Stern 2004: 130).

4.4.G.6. Core Scars

Refers to the number of scars with identifiable initiation points found on the core. This attribute is useful in identifying the stage in the reduction sequence, conservation and use of materials and manufacturing strategies.

4.4.G.7. Modification

This attributes refers to the secondary modification that the core, flake, angular fragment or flaked piece has undergone.

Attributes include:

- **Grinding**: refers to the abrasion of the surface of the stone to form a smooth surface or shaped edge;
- **Heating**: carried out to improve the flaking properties of the stone. Distinguished from *stone from the same source* by colour and lustre. The surface may feel shiny and greasy (Holdaway and Stern 2004: 28)[3];
- **Pecking**: refers to shaping using a hard hammer to form hollows or grooves (for example a groove for easy hafting of an axe, or to form a bowl);
- Retouch: the removal of a series of small, contiguous flakes from the edge of an artefact (Holdaway and Stern 2004: 33);
- Usewear: intermittent or irregular modification of an edge, usually less than 60°.

4.4.G.8. Tool Types

Tools are generally artefacts which have been modified to form some functional purpose. They usually have a set of characteristics or attributes which are regularly repeated so that they are recognised as distinct from other shapes or tools (Holdaway and Stern 2004: 213). Analyses of recognised types contribute to describing the composition of an assemblage, manufacture, and maintenance strategies, and the spatial and temporal variation in assemblages.

There are a number of formal tools commonly found in Victoria. The following definitions include possible formal categories for both lithic and non-lithic artefacts:

- **Adze Flake**: these are generally manufactured on large, heavy flakes that have had the edge angle steepened by retouch. This steepening of the edge angle increases the strength of the edge making it more suitable for a chopping/gouging action. They are generally hafted;
- **Amorphous Scraper**: a flake with one or more margins with continuous retouch. The shape is not consistent with other defined shapes;
- **Anvil**: a flattish stone used as the base in bipolar flaking and/or for food processing activities. The surface exhibits signs of pitting/battering from repeated impacts;
- **Axe Blank**: a large bifacially flaked form prior to grinding to provide a sharp edge;

3 In some cases lithic or other mineral material may have deliberately or incidentally heated. This may occur in quarrying situations where heat has been applied in order to split material from the parent rock or in relation to a hearth or oven in the case of heat retainers. Such material will generally not show evidence of other modification and gains its artefactual status from the heating. However this may be difficult to determine from stone that has been heated in a bushfire.

- **Backed Blade**: this category includes a wide range of distinct artefact forms that have had one or more margins retouched to remove any cutting edge;
- **Bifacial Choppers**: two or more flake removals from a cortical surface on opposing sides to form a sharp edge with an angle of less than 60 degrees (Holdaway and Stern 2004: 245);
- **Bifacial Point**: point (see below) with bifacial retouch.
- **Bipolar Flake Core**: a core showing two opposing platforms. Negative flake scars will show ripples at both ends and proceed from platform to opposite platform;
- **Bipolar Microblade Core**: as above but smaller;
- **Blade Core**: similar to a flake core but negative scars are long and thin;
- **Bondi Point**: usually asymmetrical points comprising flakes which have backed along one lateral margin and which are generally less than 80 mm in length (Holdaway and Stern 2004: 261);
- **Burins**: made either by snapping or retouching one end of a flake or blade, then using the truncated end as a platform to detach a single flake from one corner producing a triangular scar on the lateral margin of the flake. This can be enhanced by striking a second flake from the top of the triangular scar to form a chisel edge at the intersection of the first and second scars (Holdaway and Stern 2004: 241);
- **Concave and Nosed Scrapers**: (Notched and Nosed) have one or more concavities associated with retouched projections (Holdaway and Stern 2004: 230);
- **Engravers, Drills and Piercers**: usually flakes with naturally occurring projections on their ends or margins, or with projections created by retouch (Holdaway and Stern 2004: 269);
- **Flat-edged Scraper**: are scrapers made from long, straight edged flakes, with lightly trimmed, sharp retouch along the edges (Holdaway and Stern 2004: 230);
- **Geometric Microlith**: usually backed at one or both ends and sometimes the lateral margin, forming a symmetrical crescent or triangular shape along its transverse axis (Holdaway and Stern 2004: 263);
- **Grinding Slab**: also referred to as a millstone, this is the lower portion of a pair and is generally significantly larger than the muller. The slab may be either quarried or a large flat pebble. In most cases, the grinding slab will be smoothed on one or both sides and may show distinct depressions where material has gradually been abraded during use. In most cases, grinding slabs/stones are made of sandstone or stone of similar abrasive/granular qualities (for example quartzite). In some cases, narrow and linear marks might be apparent due to use in making bone artefacts;
- **Grinding Stone**: this category includes mortars, grinding slabs and mullers. Mullers are the smaller 'active' grinding partner. These are rounded or oval pebbles of sandstone or similar and with one or more flattened and abraded surface. Mortars perform similar function to the grinding slab but are of less uniform shape and may show several distinct grinding planes;
- **Ground Stone Axe**: most often of greenstone or other basalt and flexible (that is not-brittle) stone and ground to a sharp edge using sandstone or other abrasive stone. In some cases, this will also be waisted to facilitate hafting (see Waisted Axe). The mass of the axe may be reduced prior to grinding to produce a thin oval shape referred to as an axe blank;

- **Hammerstone**: used primarily for removing flakes from a core or for flake retouch. May also have been used for materials processing (crushing nuts etc). Activities evidenced by regular pitting from impacts. Hammerstones were often used repeatedly and may therefore show extensive and regular pitting;
- **Manuport**: means literally carried by hand. These are stones that do not have any artefactual characteristics, (battering, flaking, grinding etc) but are not derived from the local area and have been carried there by people. It is necessary to distinguish these from gastroliths – stones swallowed by emus and other birds (possibly including the extinct Genyornis) to act as grinders in their gizzards. Gastroliths generally show a high, all-over polish;
- **Notched Tools**: have a small amount of retouch to form a concave edge or notch on their lateral or distal margins (Holdaway and Stern 2004: 236);
- **Points**: retouched along one or both lateral margins which converge to a point when seen in plan (Holdaway and Stern 2004: 266);
- **Round-edged Scraper**: 'small, flat scrapers with convex, curved, neatly retouched edges' (Jones 1971 in Holdaway and Stern 2004: 230);
- **Scrapers**: a scraper is defined as a flake (including blades) with one or more margins of continuous retouch. This artefact category covers a broad range of both functional and stylistic types defined either on overall shape (for example thumbnail scrapers, waisted blades) or on the characteristics of the edge (round edge, steep edge, flat edge or concave and nosed scrapers (Holdaway and Stern 2004: 227);
- **Steep-edged Scrapers**: scrapers manufactured from thick flake blanks with short, robust edges that are both steep and stepped. Edge angles are high, usually greater than 80 degrees (Holdaway and Stern 2004: 230);
- **Thumbnail Scraper**: small convex edge scraper, generally with steep retouch around the majority of the flake edge, located opposite the flake platform and shaped like a thumbnail (Holdaway and Stern 2004: 235);
- **Unifacial Pebble Tool**: made from pebbles, cobbles or tabular slabs, with two or more flake removals from the cortical surface (Holdaway and Stern 2004: 245);
- **Unifacial Point**: point (see above) with unifacial retouch;
- **Waisted Blade or Tool**: generally with trimming of the lateral edges to form a 'waist';
- **Waisted Axe**: any axe that has a pecked or grooved 'waist' in order to facilitate hafting;
- **Worked Flake/Tool/Core**: worked and used, that is clear use-wear (polish, micro-flake scars);
- **Woakwine Point**: partial retouch along one edge generally thought to be a partly completed Bondi Point (Holdaway and Stern 2004: 262).

4.4.G.9. Stone Artefact Dimensions

Flakes should have all the following dimensions measured, while a maximum dimension for all other artefacts is sufficient. Dimensions should be measured using a vernier calliper in mm (see measurements in Holdaway and Stern 2004: 137-142).

- *Length*

Flake: through the percussion axis, from the percussion point to the termination (Holdaway and Stern 2004: 138).

- *Width*

Flake: at the widest point at right angles to the length axis (Holdaway and Stern 2004: 138).

- *Thickness*

Flake: at the point of maximum thickness (Holdaway and Stern 2004: 138).

- *Maximum Dimension*

This is measured for any artefact at the maximum dimension. It is a quick and handy measure of the overall size of any artefact and for investigating and describing the overall dimensions of artefacts in assemblages.

For additional information about Australian stone tool technologies, refer to:

http://arts.anu.edu.au/arcworld/resources/stone.htm

4.4.H. Other Cultural Material Artefacts

Table 2 provides a form for recording non-lithic artefacts in an artefact scatter. It should be noted that, unless there is convincing evidence indicating deliberate flaking to manufacture artefacts, ceramics and glass they should be recorded in this form (Form 2).

Table Two: Other Non-lithic Artefacts

No.	Material	Artefact Type	Comments
1	Bone	Awl	Broken into two pieces
2	Iron	Axe	Wrought iron
3	Glass	Bottle Base	Green glass, two piece mould

Definitions

- **Bone Artefacts**: any intentionally modified animal, fish or human bone. Bone tools and artefacts were generally made on the long bones or teeth of marsupials, fish or birds. Depending on the function of the tool or artefact, the bone would be variously broken, ground or drilled;
- **Bone Refuse**: all other bone material identified as being the result of human activities, this will include burning, breaking. A primary marker will be in situ association with artefactual material as part of midden, hearth or soil deposit;
- **Bone Tool**: see above. The distinction between tool and artefact is that a tool is manufactured primarily to manipulate other materials (wood, hide) In other words, it has a technological function (An artefact may only have a decorative or ritual function);
- **Burnt Rock**: any unworked stone that shows signs of having been burnt or heated;

- **Composite Tool**: a tool made of more than one material type (for example stone axe with hafted timber handle;
- **Dressed Stone**: this category is intended to identify European style stone quarried and dressed for chimneys, paving, building etc;
- **Hafted Stone Axe**: any axe that is attached to a handle, usually using string (sinew, hair or plant fibre) and a resin.

4.5. Earth Feature

This component form is used to record earth features including: mounds, ovens, soil features, earth rings, banks, ditches/trenches/channels, postholes and pits, and hearths. Earth features may or may not be associated with surface or sub-surface deposits of other cultural material.

Soil features may be exposed in eroded or cut sub-surface contexts; and may also include either constructed soil features (earth rings, banks, ditches, channels and trenches) or dug out features such as postholes or pits.

Other earth features, which may also be exposed in eroded or cut deposits, include hearths or hearth deposits including burnt stone, clay, ash and charcoal lenses. Hearth deposits are often a cluster of materials including charcoal, ash, burnt rock and/or clay nodules that may have been blackened or reddened by fire. These may also be associated with other cultural materials such as chipped stone, shell, bone etc.

The earth feature component form is designed to record information on a range of cultural heritage features. Please complete a separate component form for each separate Earth Feature component within a Place.

4.5.A. Type of Earth Feature

Indicate the type of feature. Please note that soil deposit refers to any cultural material that comprises an *in situ* archaeological deposit.

- **Bank**: creating a ditch will necessarily also create a bank or mound of spoil parallel to the ditch;
- **Ditch/Canal/Trench**: any feature dug out of the soil surface to create a long feature, generally to move water;
- Hearth: generally a cluster of materials including charcoal, ash, burnt rock and/or clay nodules that have been blackened or reddened by fire. These may be associated with other cultural material such as chipped stone, shell, bone etc;
- **Mound**: the result of continual Aboriginal occupation of a single location, generally found near rivers, lakes or swamps. They are characterised by the presence of charcoal and other occupational material such as clay or stone heat retainers and stone artefacts. They are generally circular or oval, are of variable width, and are often less than 50cm high in central-west Victoria, but are known to be metres high around the Murray River. Where mounds have been ploughed, it may show as a smear of dark, charcoal-rich soil;
- **Oven**: a cooking area characterised by the presence of clay or stone heat retainers and charcoal-rich deposits;
- **Posthole**: hole made for the installation of a post or branch into the ground;
- **Rings**: consist of a low profile of soil and small stones pushed up to form a circle. They are generally rare and are considered ceremonial in function;

- **Soil Deposit**: a deposit of *in situ* and stratified cultural material such as an artefact scatter or shell deposit;
- **Soil Feature/Pit**: soil features will be exposed in eroded or cut sub-surface contexts and include constructed soil features such as postholes or pits.

Indicate if there is any other cultural material associated with the Earth Feature for example artefact scatter. A separate component form will need to be completed to record any associated material.

4.5.B. Context

Mark the box that best describes the feature.

4.5.C. Condition

Indicate the status of the feature. Where more precise information is required to adequately describe the component condition, please provide this in the *Additional Informational* section.

4.5.D. Composition

Indicate the material of which the feature is composed. More than one category can be selected.

4.5.E. Shape

This is particularly important for describing earthen rings, trenches or ditches. Complex is defined as any configuration that has more than one line and/or that is not adequately described by the other categories.

4.5.F. Dimensions

The component plan should provide a detailed vertical (bird's eye) view of the earth feature (using the Place extent plan standards) along with a profile of its extent.

All dimensions should be recorded in metres only. For dimensions less than a metre, use a decimal point – for example 0.5 m (50 cm), 0.08 m (8 cm). Inside diameter refers to the diameter of an earthen ring measured at the widest point of the inside of the ring. If the ring is not circular, provide inside length and width measurements instead. Ring thickness refers to the width of the raised section of an earthen ring. Please use an average measure. If the ring thickness varies considerably, please indicate this in the section *Additional Information* and *Component Plan*.

4.5.G. Sub-surface Soil Colour and Texture

Where the earth feature is a sub-surface deposit provide a description of the soil colour when damp, for example dark brown, red. Where available, a Munsell colour code should be used. See the Glossary for explanation of the Munsell colour system as well as definitions of soil texture categories.

4.5.H. Additional Information

Please provide any additional information that will contribute to the complete and accurate description of the component and the relationship to other components within the Place.

4.6. Human Remains (Aboriginal)

4.6.A. Actions to be taken when Aboriginal Remains are Discovered

The discovery of human remains must, as a first priority, be reported to the Coroner or local police. If there are reasonable grounds to suspect that the remains are Aboriginal, the discovery should also be reported to AAV via the DSE Emergency Coordination Centre (Fire Management Branch) on 1300 888 544 or alternatively by calling 0429 951 701 or (03) 9208 3287. The provisions of Division 2 of Part 2 of the *Aboriginal Heritage Act* 2006 will then apply. Do not contact the media.

When recording Aboriginal human remains or burial Places, particular care should be taken to ensure that the wishes of the Aboriginal community are taken into account. The recorder should be aware that members of the local Aboriginal community may claim descent or connection with the buried individual. If the burial is in imminent danger of further destruction or exposure, it should be stabilised immediately and any decisions to undertake such a task should be discussed with the relevant local Aboriginal community and the land manager.

It is strongly recommended that Aboriginal human remains are only recorded by people with training and experience in physical anthropology. Contact AAV Heritage Registrar for further advice.

Aboriginal human remains may occur either as intact or near intact burials of individuals or as individual bones or fragments of bones deriving from eroded or otherwise damaged burials. Where there are multiple burials within a single Place, please complete separate component forms for each definable burial. Please note that a single burial is defined on the basis of a single burial pit or container (including tree) and may therefore contain the remains of more than one individual. For multiple individuals within a single burial please complete a separate component form for each individual and check the Multiple Burial box.

The following outlines how to fill in a Human Remains Component form.

4.6.B. Extent of Burial(s)

Indicate the extent of human remains in the burial(s):

- **Individual Burial**: single burial only;
- **Multiple Burials**: multiple people in burial Place;
- **Isolated Elements**: single bones evident;
- **Isolated Fragments**: fragments of bones evident;
- **Scatter**: the remains are scattered over a wide area.

4.6.C. Context

Indicate the immediate environmental context of the human remains:

- Cave;
- Coastal Dune;
- Inland Dune;
- Lunette;
- Mound;
- Niche;
- Overhang;
- Shell Deposit;
- Other (specify).

4.6.D. Interment Method

This refers to the manner in which the remains have been deposited after death and will only be completed for individual or multiple burials. Up to three boxes can be checked in this category.

- **Primary Interment**: the first or original place where a body was buried;
- **Secondary Interment**: the treatment of bones after burial where this is different to the primary interment;
- **Bundle**: this is a form of secondary burial where the soft tissue is allowed to decompose and after this process was considered to be completed, the long bones are bundled tightly together with the torso, bound and placed inside a formal grave. The bundle may be buried in an upright or horizontal position and may have been wrapped in bark (for example Springfield Gorge). Bundles may also be cremated or cached (Johnson *et al* 2006:13);
- **Disturbed**: the Place has been disturbed since the burial;
- **Extended**: the limbs were extended;
- **Flexed**: the limbs were fully bent;
- **Indeterminate**;
- **In Situ**;
- **Platform**: the remains have been placed on an elevated platform;
- **Semi-flexed**: the limbs were partially bent;
- **Tree**: the remains have been placed in the branches or fork of a tree.

4.6.E. Articulation

This category refers to the degree to which the bones are arranged as in life. This will only be completed for complete or near complete burials/interments:

- Complete;
- Incomplete;
- Disarticulated;
- Fragmentary;
- Indeterminate.

4.6.F. Bone Condition

Indicate if the bones have deteriorated, and if so, how they have been affected:

- Bleached;
- Crumbling;
- Intact;
- Splintered;
- Weathered.

4.6.G. *Preservation*

Indicate what components of the skeleton have been preserved:

- Bones;
- Flesh;
- Hair;
- Teeth.

4.6.H. *Dimensions of Burial/Scatter*

The dimensions and extent of a burial will be those of the pit or grave (if buried in one of these features). Where remains are found in a container that is not buried the dimensions will be those of the container (or hollow in the case of a tree). All dimensions should be recorded in metres. Also note the orientation (from head to toe) in which the length was measured.

The component plan should provide a detailed vertical (bird's eye) view of the burial Place/scatter (using the Place extent plan standards) along with a profile of its extent.

4.6.I. *Estimated Number of Individuals*

Indicate how many individuals are represented in the burial. A separate human remains component form should be filled in for each individual present in the burial.

4.6.J. *Evidence of Cremation*

Indicate if there is evidence that the remains were cremated. A cremation may be evidenced by bone fragments weighing 200–2000 g that may have evidence of the following characteristics (Johnson *et al*, 2006:15):

- glassy appearance;
- black, grey or white colour;
- cracking caused by heat;
- any surviving long bones may have shrunk, warped or twisted;
- associated charcoal rich soil or fragments of charcoal if burnt in situ.

4.6.K. *Visible Soil Features (Pits)/Dimensions of Pit*

Indicate if there is evidence of soil features such as the original burial pit etc. If so, record the dimensions of the pit. The orientation of the burial may help identify the cultural origins of the deceased (particularly if there is uncertainty whether the remains are Aboriginal).

4.6.L. *Remains Contained In*

Indicate if remains were contained in:

- Bark;
- Basket;
- Hide;
- Hollow Tree;
- Wooden Box;
- None;
- Other (specify).

4.6.M. *Associated Cultural Remains*

This category includes both incidentally associated cultural material (for example material normally associated with a campsite, stone artefacts, shell material, hearths) and intentionally deposited grave goods. These can be differentiated as grave goods by direct association with the remains. An Artefact Scatter component form should also be completed if grave goods are discovered. Grave goods should be marked by a G in the appropriate check box:

- Animal Hide;
- Bone Artefacts;
- Burnt Bone;
- Burnt Rock;
- Burnt Clay;
- Ceramics;
- Charcoal;
- Chipped Stone;
- Cloth;
- Feathers;
- Glass;
- Ground Stone;
- Kopi/Gypsum;
- Metal;
- Modified Shell;
- Netting/Basketry;
- Ochre;
- Plant Fibre;
- Plastic;
- Non-human Bone;
- Shell;
- Wood;
- Other (specify).

Also indicate any grave marker associated with a burial and note any inscription.

4.6.N. *Associated Grave Markers*

Note any feature used to mark the location of a grave:

- Cairn;
- Stone;
- Earth;
- Stone Alignment;
- Wooden;
- None;
- Other (for example specific scars on trees).

Also include any inscription on the grave marker in the space provided, along with any ethnographic or oral history information that might be available.

4.6.O. Elements Present

Please use the diagram of the skeleton to indicate those elements that are present only in the case of individual burials. Mark those elements that are still present using red ink. Use cross-hatching to indicate fragmentary or damaged elements.

For scatters of human remains and isolated elements and fragments, indicate the total number in the checkboxes below the skeleton diagram:

- Collarbone;
- Cranium;
- Feet/Hands;
- Long Bones;
- Lower Jaw;
- Pelvis;
- Ribs/Breastbone;
- Shoulderblade;
- Spine;
- Teeth;
- Indeterminate.

AAV is currently preparing *A Guide to the Reporting and Identification of Aboriginal Skeletal Remains* (Johnson *et al*, 2006) which will be published on the AAV website when complete.

4.7. Quarry

A quarry can be defined as the 'location of an exploited stone source' (Hiscock and Mitchell 1993: 23). A quarry may reflect minimal exploitation of the source or a broad range of complex activities. The most easily recognised quarries are those where materials are extracted from the earth and the early stages of a reductive process take place to manufacture portable items (Hiscock and Mitchell 1993: 11-12). Activities that take place in a quarry include procurement or extraction, transport and reduction (Hiscock and Mitchell 1993: 12). Quarry Places should then provide evidence for one or all of these activities, though some quarries may be hard to identify where loose rock is collected from the surface and is transported out of the area without modification. Extraction activities involving exposed or buried bedrock, exposed boulders, clasts or cobbles, transport activities involving the movement of materials to various locations within the Place, and reduction areas where manufacturing takes place to reduce the extracted material and process it to form transportable objects may all take place within the site. Frequently quarried stone types include greenstone, silcrete, quartz, quartzite, basalt, chert and sandstone. Other quarried resources include ochre and mineral pigments.

Extraction

Extraction methods include:

- selection and collection, where suitable material is loosely available on the ground;
- breaking, battering, thermally fracturing or flaking off fragments from exposed rock;
- digging up rock from below the surface.

Evidence for the employment of any of these methods will be found on the parent rocks, the sediments surrounding or covering the source material and from debris immediately surrounding the source rock.

Transport

Transport of materials within the site will be demonstrated by mapping of outcrops, Place boundaries and the location of reduction sites within the Place boundaries.

Reduction

A reduction locality within a quarry is defined by Hiscock and Mitchell (1993: 28) as "the location of early stage artefact manufacture". Reduction areas may be localised or extensive and with varying amounts of debris. Evidence of reduction sites within the quarry Place is provided by concentrations of chipped stone struck from a core or nucleus. In some cases, the quarried material is roughly shaped prior to transport in order to reduce the amount to be carried. A quarry reduction site should be noted and its characteristics recorded using a separate Artefact Scatter component form.

Completion of this component form and the associated Artefact Scatter component form will assist in documenting and understanding quarry Places in Victoria including the following information:

- Raw material procurement, selection of rock type and extraction method;
- Nature of reduction, manufacturing techniques and strategies and scale of production;
- Stage of reduction, manufacturing process and debitage present at the site (Hiscock and Mitchell 1993: 16).

4.7.A. Description of Quarry Area

4.7.A.1. Context and General Stone Type

Describe the context and broad type of stone:

- Surface;
- Subsurface.

4.7.A.2. Material Type

Indicate the stone material type based on the following descriptions:

- **Basalt**: volcanic stone, the product of cooled lava. Basalts range in grain size from fine to coarse and are generally a dark grey-blue colour (bluestone). Exposed surfaces of basalts develop an orange brown cortex;
- **Chert/Coastal Flint**: are very fine-grained, sometimes having a glassy appearance and composed of microcrystalline silica. Colours range widely from greens, reds, creams, black and grey. Referred to as coastal flint or marine chert if grey or jasper if red (caused by presence of iron oxides). Cherts may also be mottled or streaked. Marine chert in particular develops a weathered chalky cortex;
- **Epidiorite (Greenstone)**: a granular metamorphic rock derived from a basic igneous rock, but displaying the minerals of a diorite, that is hornblende and Intermediate plagioclase (Whitten and Brooks 1971: 157);
- **Granite**: a generally pink or cream, coarse-grained rock formed by the intrusion of magma into the lower crust of the earth and later exposed at the surface;
- **Greenstone**: a metamorphosed (fine-grained), hard green basalt, often used for the manufacture of axes;

- **Laterite**: rocks that are highly weathered and leached of many of the original mineral constituents. Laterites are often red (presence of haematite) and may show a fine grained appearance (top sample) or a granular appearance (lower left) depending on form of original parent rock;
- **Ochre**: also known as haematite, a soft red to yellow mineral (iron oxide – Fe2O3) found distributed widely in a variety of rocks and soils. Used as a pigment for decoration, ceremonial activities and rock art;
- **Quartz**: a hard, granular and generally a white, pink or clear crystalline mineral formed of silica. It is one of the most common minerals found on the earth surface and quartz grains are found in a diversity of other rock types;
- **Quartzite**: an altered form of sandstone, either a silica cemented sandstone or a metamorphosed (changed under compression) sandstone. Quartzites are generally medium to coarse grained and have a distinct 'sparkle' from the quartz grains;
- **Sandstone**: a granular sedimentary stone formed of a variety of mineral grains but predominantly quartz, cemented together by a finer material, often calcium carbonate in cases where the original sands were of a marine origin;
- **Silcrete**: a hard, fine-grained siliceous stone formed generally of quartz grains cemented by microcrystalline silica;
- **Siltstone**: fine grained, sedimentary rock. Classification is based on the size of constituent particles. Mudstones are composed of finer particles (clay size) than are siltstones;
- Other (specify).

4.7.A.3. Grain Size

Indicate the size of the sediment grains within the lithic material. This may depend on rock type, but broadly speaking the following classification applies (see Berkman 1995).

- Fine: <0.1–1 mm;
- Medium: 1–5 mm;
- Coarse: 5–>30 mm.

4.7.A.4. Context

Indicate the type of configuration and location of the source material:

- Beach;
- Boulder;
- Cave;
- Cliff Face;
- Overhang;
- Rock Outcrop;
- Stream Bed;
- Other (specify).

4.7.A.5. Condition of Source Material

This refers to the estimated changes to the quarried area since the last cultural activity:

- **Burnt**: quarry face shows evidence of damage from burning;
- **Exfoliated**: quarry face shows evidence of weathering where sheets of rock peel away from the surface, sometimes referred to as 'onion' weathering (not caused by fire);
- **Overgrown**: quarry face/area covered in vegetation;
- **Patination**: quarry face shows evidence of development of a fine layer from the interaction of biological and chemical agents (bacteria, lichen, water);
- **Undamaged**: no perceived change.
- **Other** (specify).

4.7.A.6. Dimensions of Quarry and Extraction Area

The component plan should provide a detailed vertical (bird's eye) view of the quarry (using the Place extent plan standards) along with a profile of its extent. The component plan should also indicate the extent of the area actually quarried within the quarry Place (that is the extraction area).

4.7.A.7. Source Structure

Indicate the nature of the stone source structure:

- **Bedrock**: the rock formations underlying soils and influencing the character of associated landforms;
- **Conglomerate**: a rock type that is composed of a range of parent materials of different minerals and sizes cemented together;
- **Exposed Blocks**: an outcrop of source material free of overlying soils;
- **Exposed Veins**: raw material that is exposed as a vein of material within parent rock;
- **Nodular**: raw material that occurs in small pieces (for example within a streambed).

4.7.B. Evidence of Extractive Modification to Source Material

4.7.B.1. Traces of Modification

Indicate the types of evidence that support the identification of the Place as a quarry:

- **Battering**: distinguished by multiple strike marks (points of impact between the subject stone and hammerstone) and a lack of negative flake scars on the subject stone;
- **Crushing**: where the stone source has been pulverised;
- **Flaking Scars**: distinguished by bulbar scars, bulbs of percussion, striking platforms, ripples and negative flake scars;
- **Grooves**: areas of abrasion on the rock surface;
- **Thermal Fracturing**: this may occur in quarrying situations in order to split material from the parent rock. Evidence of heating includes irregular fracturing, spalling and changes in colour and structure.

4.7.B.2. Extent of Use

Indicate the extent to which the quarry was utilised for stone extraction:

- **Extensive**: stone was extracted across large areas of the Place;
- **Indeterminate**: unable to determine the extent to which stone quarrying has modified the Place;
- **Localised**: only a small area of the stone resource was quarried.

4.7.B.3. Dimensions of Extraction Area

The component plan should also indicate the extent of the area actually quarried within the quarry Place (that is the extraction area).

4.7.B.4. Estimated Number of Artefacts in Extraction Area

Estimate the amount of artefacts in the extraction area. This estimate may be based on a count of artefacts within a one square metre area of average artefact density within the extraction area, or by averaging the results of similar multiple count areas across the Place.

4.7.B.5. Evidence of Pits/Tunnels/Spoil Heaps etc

Identify the presence of, or evidence for mining in the form of pits or tunnels/ spoil heaps. Where these processes are evident in the archaeological record, also complete an Earth Feature component form.

4.7.B.6. Number of Associated Production Areas

Identify the presence of, or evidence for stone tool production area/ workshops. Where these processes are evident in the archaeological record, also complete an Artefact Scatter component form.

For further information see Hiscock and Mitchell 1993, *Stone Artefact Quarries and Reduction Sites in Australia: Towards a Type Profile*. Australian Heritage Commission Technical Publications Series No. 4, Australian Government Publishing Service, Canberra.

4.8. Rock Art

Rock art is images on rock surfaces that can be produced either by the adding of pigment (pictograms: painting, drawing, stencilling, printing, etc) to the rock surface, or by breaking through or extracting the rock surface (petroglyphs: pecking, pounding, abrading, scratching etc). Pictograms are generally found in locations sheltered from the weather such as rock shelters or caves, while petroglyphs generally occur on open rock pavements or on the soft walls of caves.

Many rock art Places have other evidence of Aboriginal use and these require the completion of the appropriate component forms.

Surfaces containing rock art should never be touched as this may cause either macroscopic or microscopic damage. Information about vandalism, erosion and other damage or likely damage should be recorded and reported to AAV, who will then log the details and report this to the appropriate RAP representatives and land managers.

Those recording rock art are advised to provide an accompanying photographic record (including colour scale) of good quality (at least 300 dpi) electronic images. Detailed sketches based on tracings of the rock art should also be provided.

Heritage Register forms are not a replacement for detailed recording, which is a responsibility of a specialist, but should record as much information as possible. This should include the following categories.

4.8.A. Techniques

Indicate the method used to produce the rock art:

- **Abrading**: repeated scratching or rubbing of the substrate with an instrument to produce an engraved line or area;
- **Drawing**: the direct application of dry charcoal or ochre to rock surface (like chalk drawing);
- **Finger Marking**: using fingers to rub away soft substrate, often limestone or sandstone, to create grooves in the rock surface;
- **Painting**: the application of a wet pigment using a finger, stick or brush;
- **Pecking**: where the rock surface has been chipped away by repeated blows leaving a distinct textured surface;
- **Printing**: wet pigment is applied to an object (often a hand) and pressed to the rock surface to create a motif for example insert image;
- **Smearing**: the application of an area of pigment by wiping the hand across the rock face
- **Stencilling**: an object (often a hand) is placed on the rock surface and pigment sprayed from the mouth over and around the object leaving a negative impression of the object when the object is removed;
- **Unknown**: unidentified technique;
- **Other (specify)**: list any other techniques

4.8.B. Colours

Indicate the general colours used in motifs depicted within the Place:

- Black;
- Red;
- White;
- Yellow:
- Other – indicate in space provided.

4.8.C. Number of Panels

Indicate how many panels are evident across the Place.

4.8.D. Dimensions of Shelter

The component plan should provide a detailed vertical (bird's eye) view of the rock shelter (using the Place extent plan standards) along with a profile of its extent.

4.8.E. Context

Indicate the local context in which the rock art occurs:

- Boulder;
- Cave;
- Cliff Face;
- Collapse;
- Niche;
- Rock Fall;
- Shelter/Overhang;
- Other.

Also indicate the plane of the rock face in which the rock art occurs:

- Horizontal Face;
- Inclined Face;
- Vertical Face.

4.8.F. Aspect of Shelter

The aspect of the shelter is the direction (in degrees) that the entrance is facing. This information allows an assessment of the exposure of the art to the elements. Please indicate if the aspect is a grid, magnetic or true bearing.

4.8.G. Rock Type

Indicate the lithic type on which the art is produced (in Victoria usually sandstone, granite or limestone).

4.8.H. *Impacts to Substrate*

Indicate what influences may have affected the substrate:

- **Exfoliated**: a process of rock weathering where sheets of weathered rock peel away from the surface sometimes referred to as 'onion' weathering (not caused by fire);
- **Graffiti**: a form of damage caused by European-style painting on rock surfaces;
- **Insects**: record the type of insects and damage if known (for example bee hives, wasp nests);
- **Lichen**: a type of moss-like plant that grows on rock surfaces;
- **Salt**: damage caused by salt crystallisation and subsequent exfoliation or reaction to rock art pigments;
- **Spalled by Fire**: sheets of rock surface removed by the application of fire, similar to exfoliation;
- **Stained**: discolouration or bleaching (for example staining caused by wind blown particles silicifying to the surface, or by animals brushing against the art)
- **Undamaged**;
- **Water**;
- **Other Vandalism** (specify).

4.8.I. *Description of Panels*

A panel is defined as a single facet or slab of rock within a shelter or overhang that has art motifs on it. Where multiple panels are recorded, they should be recorded as separate panels within the boundaries of the one Place (cave, rock shelter or overhang). Where closely spaced but separate shelters of paintings occur, each shelter should be recorded as a separate Place.

Record the maximum dimensions of each panel, along with the total number of motifs and motif types.

Use unique numbers to identify individual panels, which should also be used when identifying any photographs or sketches accompanying the Heritage Register form.

4.8.I.1. Condition

For convenience indicate if a motif is in:

- excellent condition (like it was produced yesterday);
- good condition (old but still undamaged and clear enough to see);
- poor (some damage and indistinct);
- very poor (pigment present but image is hard to make out).

4.8.I.2. Art Panel Exposure

Indicate the types of impacts that an art panel may be subject to:

- Direct Rainfall;
- Direct Sunlight;
- Water Runoff;
- Water Seepage;
- None.

This category may require more than one value.

4.8.I.3. Art Panel Damage Type

Indicate any damage to the motifs or rock surface, including:

- **Exfoliated**: a process of rock weathering where sheets of weathered rock peel away from the surface;
- **Graffiti**: a form of damage caused by the painting (including spray-paint) or drawing of names, initials, symbols or pictures on the rock surfaces;
- **Insects**: record the type of insects and damage if known (for example bee hives, wasp nests);
- **Lichen**: a moss-like plant that grows on rock surfaces;
- **Salt**: white or black crusts on the rock surface usually associated with water-runs;
- **Spalled by Fire**: sheets of rock surface removed by the application of fire;
- **Undamaged**;
- **Water-runs**: water flowing down the wall but inside the shelter
- **Flaking**;
- **Staining**;
- **Other Vandalism** (specify).

This category may require more than one value.

4.8.I.4. Plan and Profile of Shelter

Indicate the location of numbered art panels within the rock art complex. Show the direction and scale. Good examples of recording rock art can be found in Gunn (1981).

4.8.J. Motif Census Table

The following is a guide to completing the Motif Census Table. Each motif needs to be given a number, sketched, photographed, and then described according technique, colour, motif type, condition and size. Where there are multiple motifs within a panel these can be grouped according to type, technique, colour, motif type and form etc.

4.8.J.1. Motif

A motif is a single feature or pattern within a rock art panel. Several types of motifs have been identified, including:

- **Animal Tracks**: Bird/Emu/Kangaroo/etc;
- **Anthropomorph**: a form with both human and animal characteristics (for example lizard man). A summary of all morph depictions is included at the end of this section;
- **Complex Design**: an art design with numerous elements. (See also Simple Design);
- **Dot**: a single mark. The motifs shown below are composed of dots;
- **Geocentric element**: dot, line or simple shape (such as 'V', 'L' or 'O');
- **Geomorph**: depiction of a geographic feature (for example river);
- **Hands**: left or right;
- **Human Figure**: motif depiction of a human person or human-like figures (cultural hero – dreaming being);

4.8.J.1. Motif (continued)

- **Simple Design**: an art design where there are few elements (See Complex Design);
- **Xenomorph**: a rock art motif depicting a foreigner or stranger, that is images of Europeans, may be identified by presence of hats, pipes, horses;
- **Zoomorph/animal**: depiction of an animal.

Provide a sketch of panels and motifs and provide a photographic record of all panels and motifs to accompany the Heritage Register form. Identify photographs and sketches with panel numbers used in the table.

4.8.J.2. Form

The form is the manner in which rock art was created. It includes:

- **Dot**: a single mark;
- **Fragment**: remnant section of art;
- **Hand Print**: art motif constructed by pressing a paint covered hand against a stone face;
- **Hand Stencil**: art motif constructed by spraying paint source over a hand held against a stone face;
- **Linear Closed**: art motif constructed by a line that enclose a space for example circle, square;
- **Linear Open**: art motif constructed by a line that does not enclose a space;
- **Outline**: art technique in which the outline of a figure is drawn, but the interior is not filled in;
- **Solid**: art motif, either painted, drawn, printed, pecked or abraded, that is 'filled-in' with pigment or with pecked or abraded marks;
- **Speckled**: art technique in which solid figures are imperfectly filled-in;
- **Superimposed**: where one motif is painted over another;
- **Unknown**.

4.8.J.3. Photography

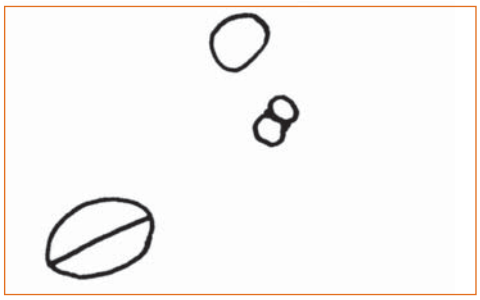
The following views should be taken when photographing a rock shelter:

- Long range view of shelter;
- Mid-range view of shelter;
- Close-up of exterior;
- Interior of the rock shelter showing the location of the art panels from many different angles, including the floor;
- Close-up views of each motif/panel.

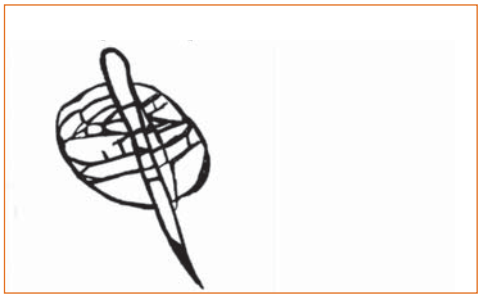
Ensure a flash and colour scale is used, especially for close-up views of motifs. Provide a sketch of panels and motifs and provide a photographic record of all panels and motifs to accompany the Heritage Register form. Identify photographs and sketches with panel numbers used in the table.

Morph Types

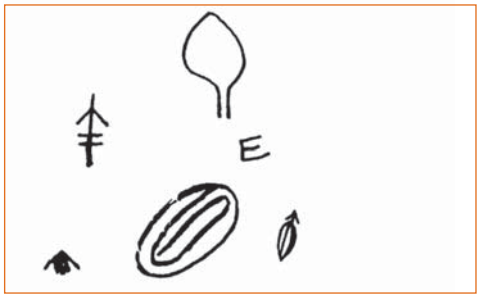
Anthropomorphs



Linear closed



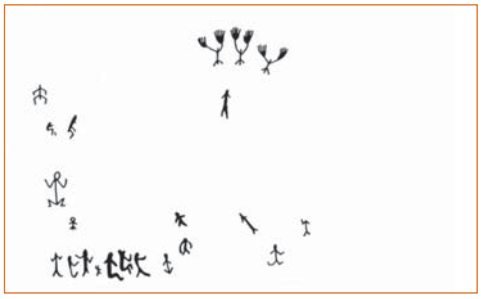
Complex design



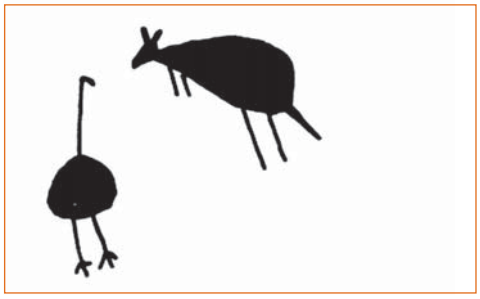
Simple designs

Three motifs composed of dots

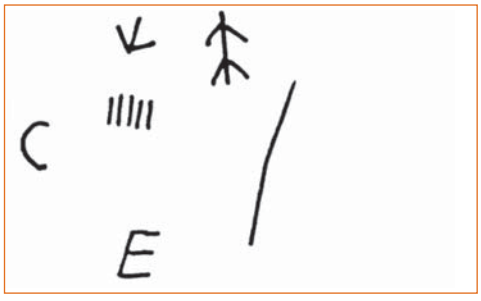
Solid motif



Human figures



Zoomorphs



Linear open

More information on rock art and recording can be found in Gunn, 1981 and 1983, or at the Auranet website: http://mc2.vicnet.net.au/home/aura/web/index.html

4.9. Scarred Tree

Scars on trees are created when the sapwood is exposed on the trunk or branch following the removal of bark for producing items such as canoes, shields, bowls or building materials. Other scar types include toe-holds, where notches were cut into the bark to make the tree easier to climb, or resource extraction holes. Although there are no known surviving carved or decorated trees in Victoria, there are historical accounts of trees being carved or decorated at several locations in Victoria.

A Guide to Recording Scarred Trees is available at the Aboriginal Affairs Victoria website at:

http://www.aboriginalaffairs.vic.gov.au/web7/AAVMain.nsf/allDocs/RWP828114227F953220CA2574DB0014E5B0?OpenDocument#vahr

The criteria for determining an Aboriginal scarred tree usually includes one or more of the following:

- the tree must be a native species that is indigenous to the area;
- the tree must be of sufficient age to carry a scar caused by traditional Aboriginal techniques;
- there is no other obvious explanation for the damage to the tree (the scar is close to a road, is in contact with a wire fence, a fallen limb from another tree that is in close proximity to the scar, etc);
- the scar should end above the ground in a rounded or square formation;
- the scar should be generally symmetrical;
- the scar may show evidence of axe marks (either stone or steel); and
- the scar must show evidence of developed overgrowth demonstrating its age and therefore likely to have been the result of Aboriginal traditional practices.

A hard copy photo of each scar (at a reasonable scale) should be included with the Scarred Tree component form.

Note: Multiple scarred trees can be recorded as one Place complex on a Heritage Register form, but an individual component form is required for each scarred tree. In this case it would be necessary to demonstrate a clear spatial relationship between the trees (for example the trees should be closely located together, and not large distances [for example 1 km] apart).

4.9.A. Dimensions of Component

The **extent of the scarred tree Place should be determined by doubling the distance from the trunk to the drip line (canopy extent) of the branches of the tree**. This ensures that the root system of the tree is protected from any potential developments around the Place. The Place extent plan should conform to the standards specified in that section.

It should be noted that in cases where scarred trees are dead and/or where the canopy no longer exists, the root system of the tree requires protection, and hence the Place extent should reflect the estimated boundaries of the root system. To calculate the extent of the root system for trees without a canopy the following formula should be used:

- the distance of the buffer layer around the tree trunk should be 2 m (of buffer) /10 cm (of trunk diameter) at breast height (approximately 1.5m). (that is the **buffer [m]= 2 m x (tree trunk diameter/0.1 m)[at breast height]**).

Another method of determining the Place extent buffer for protecting scarred trees can also be derived from the following formula:

- **Buffer = 1.5 x tree height (of an unlopped tree).**

This formula has been based on advice supplied by DSE based on data extracted from Harris *et al* 1999).

4.9.B. Species

Use a reliable tree identification guide to determine the tree species (for example

Costerman 1999). The tree leaf, bark and fruit are all important indicators of species. Major species include:

- Black Box;
- Grey Box;
- Yellow Box;
- Box (non-specific);
- Casaurina;
- Cypress Pine;
- Mallee;
- Red Gum;
- Stringybark;
- Swamp Gum;
- Other Gum;
- Uncertain;
- Other (specify).

4.9.C. Condition

Describe the condition (or health) of the tree:

- **Good Health**: generally, most living trees can be described as being in good health;
- **Poor Health (Dying)**: should only be used where it is clear that the death of a tree is imminent (for example loss of majority of foliage);
- **Dead (Standing)**: the tree has died but is still upright;
- **Fallen**: the tree has died and has fallen over;
- **Destroyed**: the Place has been destroyed (for example the area has been bulldozed);
- **Removed**: the tree has been cut down and removed from its original context to another location. In this case the actual tree should now be recorded as a collection;
- **Natural Deterioration Evident**: the tree is showing signs of natural degradation (for example fallen branches etc).

4.9.D. Total Number of Scars

Record the total number of scars present on the tree. Include any toe holds in the total count.

4.9.E. Number of Toe Holds

Toe holds are small scars resulting from the cutting of bark for climbing. These are rare as they are generally now entirely grown over and are usually only seen on old, dead trees.

4.9.F. Girth

The circumference of the tree, measured at 1.5 m above the ground.

4.9.G. Description of Scar(s) (Table)

This table records the specific details of individual scars present on a tree.

4.9.G.1. Scar Number

Where there is more than one scar (including different scar types) on the tree, each scar should be considered part of the same Place. It is important to record the direction (orientation) of the scar (face), the preservation, the tree species, and the health of the tree. By recording the scar using these criteria, it will be possible to revisit and monitor the condition of the tree over time. All length, width and height above ground measurements are recorded in metres (m).

4.9.G.2. Overgrowth

This is sometimes called regrowth. At the edge of the scar the bark heals and forms a curved surface abutting the heartwood. This overgrowth continues to grow during the life of the tree and will cover, eventually, the scar damage. All overgrowth measurements are recorded in centimetres (cm).

There are at least two dimensions to overgrowth, thickness (radial, from the centre of the tree) and width (measured from the outer edge of the overgrowth, where discernable, to its inner edge over the dry face). Overgrowth measurements (top, left, right, bottom) record the width of overgrowth, and allow an estimate to be made of the amount of the scar no longer visible. The measurement should not be taken diagonally around the bark face, but should be taken laterally from the visible edge of the former edge of the scar (which may be discernable in the regenerated bark) to the current edge of the bark.

Overgrowth can be very uneven, and so an average measurement will suffice in most cases. When dieback has extended the length of the scar beyond the original bark removal panel, as demonstrated by axe marks or weathering discontinuities, do not record the top and bottom overgrowth measurements as they are misleading.

4.9.G.3. Scar Orientation

The bearing from the scar facing outwards from the tree (that is the aspect). Indicate whether the bearing is magnetic, grid or true.

4.9.G.4. Origin of Scars

The Victorian Aboriginal Heritage Register only accepts records of scarred tree Places which are known to be of Aboriginal origin. If identification of the Aboriginal origin of the scars on a tree is **uncertain, then it should not be recorded**. Therefore only those scarred trees where the evidence is highly indicative of Aboriginal scarring should be recorded. A Cultural Heritage Advisor may undertake additional investigations to verify the origin of the scar in the course of preparing a CHMP. Scarred trees that are of 'uncertain' or 'possible' status should **not** be recorded as they can not be added to the Heritage Register.

4.9.G.5. Type of Scar

This section refers to the type and extent of damage to the tree. These are:

- **Bark Removed**: only the bark has been removed, heartwood is unmarked;
- **Carved Tree**: a tree in which the heartwood within a scar has been incised with patterned marks;
- **Heartwood Removed**: in which both bark and part of the heartwood has been removed;
- **Resource Extraction**: refers to incidental scars/tree damage not connected to collecting bark, that is toe-holds or possum-holes.

4.9.G.6. Scar Preservation

Indicate the surviving condition of the scar:

- **Excellent**: (80–100% intact);
- **Good**: (60–<80% intact);
- **Fair**: (40–<60% intact);
- **Poor**: (20–<40% intact);
- **Very Poor**: (<20% intact);
- **Destroyed**.

4.9.G.7. Axe-Marks (Number)

Indicate number of axe marks present on each scar.

4.9.G.8. Axe-Mark Method

This category is designed to record whether a steel or stone axe was used. Stone axe marks are considerably shorter and shallower than steel axe marks (see Long 2002).

Type of implement used to make the mark:

- Stone;
- Steel;
- Unknown.

4.9.G.9. Type of Axe-Marks

The categories are:

- Criss-cross;
- Linear (Singular);
- Parallel (Curved);
- Parallel (Linear);
- Random.

4.9.G.10. Stem Regrowth Present

Indicate the presence of stem regrowth. Otherwise also known as epicormic regrowth (that is the growth of a new branch stem at the base of a scar), which often grows as a natural response to damage.

4.9.H. Sketches

Include sketches of the location of the scar on the tree.

4.9.H.1. Tree

Draw an outline of the tree shape and indicate the direction from which the scar was viewed (note magnetic or true) bearing. Show the location and relationship of any multiple scars, overgrowth, toe holds or axe-marks on the tree. Allocate individual numbers to identify the location of individual detailed scar sketches on the tree (see below).

4.9.H.2. Scar No.

Include a detailed sketch of the scar on the tree. Include the shape and vertical orientation of the scar along with any other distinguishing features (for example axe marks).

4.9.I. Additional Information

Please provide any additional information that will contribute to the complete and accurate description of this component and the relationship to other components within the Place.

4.9.J. Place Extent and Scarred Trees

The extents of a scarred tree Place should be determined by doubling the measured distance of the extent of the drip line (canopy extent) of the branches of the tree. This ensures that the root system of the trees requires protection from any potential developments around the Place. This extent distance should be the minimum coverage for protecting a scarred tree, but can be increased if other components are associated with the tree.

It should be noted that in cases where scarred trees are dead and/or where the canopy no longer exists, the root system of the tree is still protected under the Act, and hence the Place extent should reflect the estimated boundaries of the root system.

To calculate the extent of the root system the following formula should be used:

- the distance of the buffer layer around the tree trunk should be 2 m (of buffer) /10cm (of trunk diameter) at breast height (approx 1.5 m). (that is **buffer [m] = 2 m x (tree trunk diameter/0.1 m)[at breast height]**).

Another method of determining the Place extent buffer for protecting scarred trees can also be derived from the following formula:

- **Buffer = 1.5 x tree height (of an unlopped tree).**

In all cases, adequate Place context and Place extent plans should show the extent of the tree, along with any other distinguishing features around the tree (using the Place extent plan standards). Where a scarred tree is part of a Place complex, a component plan should also be included for the tree.

The component plan should provide a detailed vertical (bird's eye) view of the rock shelter along with a profile of its extent.

4.9.K. Place Inspections Of Scarred Trees

Where inspections of scarred tree Places are carried out, any natural deterioration and/or cultural disturbance of the Place should be noted.

4.10. Shell Midden

Shell middens consist of either stratified or scattered shell resulting from human activities. Be aware that there are natural processes that can produce shell deposits. Cultural deposits can be distinguished from natural shell deposits by the range of shell species represented, the context of the shell, and by the presence of other material, most often charcoal, but also chipped stone artefacts, burnt stone, animal bone, human burials and other cultural material (all of which should be recorded on the appropriate component form).

4.10.A. Environment

These categories refer to the type of the immediate coastal environment of the midden:

- **Estuarine**: marine environment, low energy, enclosed environment, often enlarged areas around river mouths, for example Port Albert, and often associated with mudflats;
- **Muddy Shore**: marine environment characterised by very low energy water movement (estuarine) and the presence and deposition of fine-grained particles. Often forming tidal flats;
- **River/Lake Formed**: Landforms that have been created by the processes of rivers and lakes. These include floodplains, gorges and gullies, mudflats etc.
- **Rocky Shore**: marine environment where rocks are present rather than sand. This environment favours particular marine shell species;
- **Sandy Shore**: marine environment characterised by presence of sand and favouring particular marine shell species;
- **Other** (specify).

Also record if the Environment is Freshwater or Marine.

4.10.B. Context

These categories refer where the midden is located:

- Open;
- Sub-surface;
- Overhang;
- Cave.

4.10.C. Dimensions of Component

The component plan should provide a detailed vertical (bird's eye) view of the shell midden (using the Place extent plan standards) along with a profile of its extent.

Record the visible or interpreted extent of the Place. Also record the orientation/bearing of the Place where the primary grid coordinates measurement is taken.

4.10.D. Ground Surface Exposure

Record the percentage of ground surface visible of the feature.

4.10.E. *Area of Midden Examined*

Complete this as appropriate for large blowouts or exposures. For stratified material, use the category section.

4.10.F. *Is Midden Stratified*

Indicate if the midden is stratified:

- Yes;
- No;
- Indeterminate.

Stratified sites can only be determined when exposed in section, where a distinct layer or multiple layers of undisturbed cultural material is present. A single in situ deposit is considered a stratified midden. Complete a separate component form for each layer indicating the layer number as appropriate.

Record:

- Number of Layers;
- Layer Number (for that layer);
- Average Thickness (m);
- Average depth below surface (m).

4.10.G. *Shell Species Census Table*

Complete this as throughly as possible, indicating the percentage of material burnt or broken. For stratified deposits in section indicate Rare or Common occurrence of species. Refer to the AAV Guide to Shells Commonly Found in Victorian Middens:

http://www.aboriginalaffairs.vic.gov.au/web7/AAVMain.nsf/allDocs/RWP828114227F953220CA2574DB0014E5B0?OpenDocument#vahr

or a reputable shell identification manual for species identification. Please be aware that species names can vary in different publications.

A comprehensive list of terminology for recording and describing molluscs can be found at:

http://www.conchsoc.org/aids_to_id/bivalve-parts.php

4.10.H. Non-shell Contents of Layer

All non-shell material associated with a shell deposit must be recorded separately as specific components (except for charcoal, which can be a major component of a shell midden). Follow the advice within this section of the form:

- **Charcoal**;
- **Earth/Soil Features**: complete Earth Feature component form;
- **Human Bone**: complete Human Remains component form;
- **Manuports:** means literally "carried by hand". These are stones that do not have any artefactual characteristics, (battering, flaking, grinding etc) but are not derived from the local area and have therefore been carried there by people;
- **Non Human Bones**: (specify);
- **Stone Features**: complete Stone Features component form;
- **Stone/Non-Stone Artefacts**: complete Artefact Scatter component form;
- **Other**: (specify).

Include the respective layer number where non-shell material is associated with a specific layer within a stratified site.

4.10.I. Shell Species List

Indicate the type of shell species present. Specific types of shell from four different environmental contexts may be present:

- Rocky Platform
  1. *Turbo*;
  2. *Cabestana*;
  3. *Abalone*;
  4. *Austromytilus*;
  5. *Thais*;
  6. *Chiton*;
  7. *Limpet*;
  8. *Austrochochlea*;
  9. *Conus*;
  10. *Nerita*;
  11. *Mytilius*;
  12. *Scutus*.
- Sandy Shore
  13. *Mactra*;
  14. *Donax*;
  15. *Katelysia*;
  16. *Paphies*;
  17. *Polinices*;
  18. *Glycymeris*.
- Estuarine
  19. *Ostrea*;
  20. *Anadara*;
  21. *Saccostrea*.
- Freshwater
  22. *Velesunio*;
  23. *Alathyeria*.
  24. Unknown

4.11. Stone Feature

Stone features refer to any structure or feature that has been constructed, engineered, or utilised by Aboriginal people or associated with Aboriginal people in an historic context using stone.

4.11.A. Type of Stone Feature

Record the type of feature:

- **Cairn**: a pile of stones used as a marker;
- **Channel (Stone Races/Canals)**: are generally associated with eel or fish traps. Channels are parallel alignments of stone associated with natural or artificial drainage courses. These may form features within a complex of other stone feature types. Where clearly part of a fish or eel trap, a channel may be recorded as part of that feature type;
- **Fish or Eel Trap**: comprise stone features constructed within a tidal estuary or across an inland drainage line for trapping fish or eels;
- **Grinding Grooves**: usually take the form of small circular or elliptical depressions on rock exposures (usually sandstone). These are generally found near waterways, and represent activities relating to the production and sharpening of ground stone axes and adzes;
- **Rockwell**: rock depressions capable of preserving water from evaporation for extended periods. These depressions may have been used intact or have been modified;
- **Stone Arrangement**: arrangements of varying complexity that may have spiritual or ceremonial importance. Most stone arrangements have little or no historical or ethnographical context, and the utilitarian, spiritual or ceremonial importance may only be inferred from the arrangement itself. Some rock arrangements may exhibit clear indicators of former or present ceremonial function. It is necessary to verify ceremonial structures with representatives of the relevant local Aboriginal community before they are recorded;
- **Stone Structure**: may be used to include a range of stone features with a utilitarian rather than spiritual or ceremonial function. These functions include hunting hides or foundations and walls of shelters.

4.11.B. Part of Complex

Tick ‘Yes’ where the feature exists as part of a complex of other features.

4.11.C. Presumed Function

Tick the appropriate category:

- Boundary Marker;
- Ceremonial;
- Resource Procurement;
- Shelter;
- Unknown;
- Other (specify).

Where uncertain, tick ‘Unknown’. If the functional description required further clarification, include a brief description next to ‘Other’ and, if necessary, attach a more detailed description.

4.11.D. Associated Cultural Material

Associated cultural material must be recorded in detail. The character of this material will determine its classification as a component.

Where cultural material is located in association with the feature, tick 'Present' and complete an appropriate additional component form.

4.11.E. Place Specific Information

Complete the individual sections according to the type of Stone Feature present. Record the dimensions of the feature in metres. For grinding grooves, record the overall dimensions of groups of grinding grooves in metres and the dimensions of individual grooves in centimetres.

4.11.E.1. Context

Indicate the context in which the feature was located:

- Bedrock;
- Boulder;
- Open.

4.11.E.2. Condition

Indicate the condition of the feature:

- Collapsed;
- Intact;
- Partially Collapsed.

4.11.E.3. Material Type

Indicate the type of stone used for the feature:

- **Basalt**: volcanic stone, the product of cooled lava. Basalts range in grain size from fine to coarse and are generally a dark grey-blue colour (bluestone). Exposed surfaces of basalts develop an orange brown cortex;
- **Granite**: a generally pink or cream, coarse-grained rock formed by the intrusion of magma into the lower crust of the earth and later exposed at the surface;
- **Sandstone**: a granular sedimentary stone formed of a variety of mineral grains but predominantly quartz, cemented together by a finer material, often calcium carbonate in cases where the original sands were of a marine origin;
- **Other**;
- **Unknown**.

4.11.E.4. Dimensions

Record the visible or interpreted extent of the Place. Also record the orientation/bearing of the Place for where the primary coordinate measurement is taken.

The component plan should provide a detailed vertical (bird's eye) view of the stone arrangement (using the Place extent plan standards) along with a profile of its extent.

The Place dimensions should be recorded as per extent on the Place extent plan.

Include variations in orientation in the Place extent plan. Where Aboriginal cultural material is exposed on a path, track or erosion surface, Place boundaries should be determined on the basis of the likelihood of more material being present in area of non-exposure.

4.11.E.5. Stone Structure/Arrangement

Specify the shape/properties of the structure/feature:

- Amorphous;
- C-shaped;
- Circular;
- Complex;
- Elliptical;
- Linear;
- Oval;
- Semi-circular;
- U-shaped.

4.11.E.6. Fish Trap

Indicate the shape and properties of the fish trap:

- Alignment;
- Indeterminate;
- Retainer Walls;
- Straight;
- V-shaped.

4.11.E.7. Channel/Canal

Indicate the shape and properties of the fish trap:

- Excavated;
- Follows Natural Watercourse;
- Modified;
- Unknown.

4.11.E.8. Rockwell

Indicate the shape and properties of the rock well:

- Lid Present;
- Modified;
- Unmodified (Natural).

4.11.E.9. Grinding Groove

Record the total number of grooves, along with the shape and dimensions of each rock groove.

5 Place Inspection

5.1. Place Inspection Form

The Place Inspection form has been developed to provide a consistent record of visits and inspections to registered Places, carried out by heritage professionals. Such inspections are intended to monitor potential changes in Place condition and to identify possible threats or impacts to Places. This will help to ensure that Places are protected and managed effectively.

Information collected on the form will be added to the Victorian Aboriginal Heritage Register record in the Victorian Aboriginal Heritage Information System (VAHIS) and the completed form will be scanned and added to the digital Heritage Register form (familiar to users of the AAV Display Query System). From there, the information is available to Registered Aboriginal Parties (RAPs), heritage advisors and other eligible parties.

Where there is substantial new information regarding a Place (for instance, as a result of increased surface visibility) the Place should also be re-recorded using the appropriate Victorian Aboriginal Heritage Register form and associated component form(s).

5.1.A. Place Name/Place Number

Record the Place name and number as recorded in the Victorian Aboriginal Heritage Register.

5.1.B. Updated Grid Coordinates

Record the current location of the Place using the primary grid coordinates (in MGA 94 coordinate system). Indicate any alterations to the extent of the Place on the Place extent plan. If the location of the Place has significantly altered (for example the Place has been shown to exist in another location to that listed on the previous Heritage Register form), a location map and Place context plan should also be completed.

5.1.C. Land Status

Indicate whether the land is owned privately or by the Crown.

5.1.D. Date of Inspection

Indicate the date on which the inspection was undertaken.

5.1.E. Relevant Cultural Heritage Management Plan Number

Indicate the Cultural Heritage Management Plan Number (if applicable).

5.1.F. Inspection Conducted By

Record the details of who undertook the inspection. Indicate the postal (street) address for the recorder (**post office boxes are not suitable**).

5.1.G. *Land Owner/Manager*

Supply the details of the land owner or manager. A street address is required, as a post office box is not acceptable to facilitate contact at a later date.

Please note that where an Aboriginal Place is on private land, the permission of the owner needs to be obtained before entering the premises. Land owners and managers should also be informed of any actual or potential impacts on a Place and also informed of any management recommendations.

5.1.H. *Individuals Present During Inspection*

Record the details and duties of all those present during the Place inspection. This information may enable further clarification of recorded Place features by other researchers.

5.1.I. *Present Condition Assessment*

Indicate the condition of the Place and surrounds in relation to the former Place visit:

- **Excellent**: (80–100% intact);
- **Good**: (60–<80% intact);
- **Fair**: (40–<60% intact);
- **Poor**: (20–<40% intact);
- **Very Poor**: (<20% intact);
- **Destroyed**.

Also note if the area is:

- Stable;
- Eroding;
- Aggrading.

5.1.J. *Impacts Affecting Place*

Indicate the present and potential threats to the Place:

- **Actual Impacts**: specify threats that will affect the Place at the present time or in the near future (for example where erosion has exposed a Place, which is in danger from imminent floodwater damage, or where an ongoing development is being built close to, and will encroach upon a Place);
- **Potential Impacts**: specify conditions that have the likelihood to affect the Place sometime in the future (for example an extensive development has been proposed for the area, or the rise in popularity of motorbikes in a region could threaten the Place over time).

5.1.K. *Management Recommendations/Actions To Be Taken*

Indicate any recommended measures to protect/preserve the Place.

5.1.L. *Place Photographed/Material Collected*

Tick the appropriate boxes where photographs have been taken and if any material was collected during a Place inspection. AAV requires those undertaking Place inspections for Cultural Heritage Management Plans to provide digital photographs of the Place and its environment. All photographs should be appropriately labelled as indicated in the *Guidelines for the Preparation of Cultural Heritage Management Plans*.

5.1.M. Place Context and Extent Plans and Location Map

Updated Place context and extent plans and a location map (the latter if required) should also be completed for each Place. The standards expected for Place Inspection forms are similar to those outlined above for the main Heritage Register form. The component form is currently being updated to reflect this change. In the interim, the component plans from other component forms should be inserted as an additional page.

5.1.N. Notes on Destroyed or Removed Places

Where Places have been destroyed or removed, it is particularly important that Place inspections are completed to reflect the current status of the Place. Where Aboriginal Objects (artefacts) are removed, the status of the Place should be noted as 'destroyed' on the inspection form, and a collection form indicating the new location of the Aboriginal Objects should also be completed. Although reburial of artefacts onsite is not encouraged, should this method be adopted, then the Object Collection component form should be completed, along with a location map and Place context plan showing the new location and location coordinates. Where Aboriginal Objects are reburied they should be:

- sealed inside a suitably sealed indestructible container;
- the Heritage Register number for the Place where the objects were collected should be marked on a brass disk inside the container;
- the container should be buried inside geotech cloth onsite and adequately marked to indicate to future excavators that this is a reburied Object Collection site.

Further advice on reburial on Aboriginal Objects is contained in the Guide to Preparing a Cultural Heritage Management Plan.

6 Aboriginal Object Collection Form (Formerly Artefact Collection)

6.1. Aboriginal Object Collection

This form is used to record any private, local museum or reburied collections of Aboriginal Objects. Such collections may be in the ownership of private individuals, museums or local historical societies, or have been reburied after site excavations where the former Place has been destroyed. Where the collection is unprovenanced, such as may be the case with museum or private collections, it may be recorded as a single collection and the museum or private residence is given as the location of the collection.

The Collection Name should be specified by the recorder, and the Collections will be allocated a unique Collections Number by the AAV Registry. Where the origin of the object collection is known, the Heritage Register Number for that Place should be included. Where the Object Collection originates from multiple Places, the Heritage Register Numbers for those Places should be included under *Additional Information* or included as a spreadsheet table as an attached sheet.

6.1.A. General Description

6.1.A.1. Type of Collection

Indicate the type of collection:

- **Private**: all private individuals;
- **Museum**: all museum collections including local museums and historical societies;
- **Project**: project specific collections (for example University Collections/ Lake Condah fieldwork collection). Please specify the project details;
- **Other**: record any other type of collection.

Indicate the date material was collected. If only a general period is known, please indicate this (for example 1920s, late nineteenth century).

6.1.A.2. Date Collected

Specify the date when that material was collected (if known). Details of collections from multiple sources should be listed in an attached spreadsheet table.

6.1.A.3. Collection Origins

Record why the collection was formed:

- **CHMP**: the objects were collected as part of a CHMP process;
- **Permit**: the objects were collected as part of a Permit process;
- **Research/analysis**: the objects were collected as part of a research project;
- **Collector**: the objects were collected/bought by a collector of Aboriginal Objects;
- **Donation**: the objects were donated to a person/business;
- **Museum Collection**: the objects were collected by a museum or historical society;
- **Unprovenanced Finds**: there is no information available as to where the objects originated;
- **Other** (specify).

More than one category can be selected.

6.1.A.4. Source of Collection

Specify where the objects were collected from (if known):

- Subsurface/Excavation;
- Surface;
- Other (specify).

6.1.B. Status of Collection

More than one field may be selected to adequately describe the present status of the collection. This should be filled out in tandem with the location details for the collection.

6.1.C. Location Details

Indicate the details of the custodian of the collection. Indicate the postal (street) address for where the collection is actually housed (post office boxes are not suitable). If the Object Collection has been reburied in another location, fill out pages 2 - 4 of the form showing further locational details including the Object Collection location map and context plan. This is required to prevent unintentional disturbance of the reburied Object Collections.

6.1.D. Collection Contents

Please use this section to fully identify the types of materials found in the collection. Please also use the *Additional Information* section to provide a brief description of the collection.

6.1.E. *Notes on Standards for Re-interred Object Collections (formerly Artefact Collections)*

If artefacts are collected from a Place during the process of its destruction (under the Permit/CHMP process) and are reburied locally, then both a Place Inspection form for the destroyed Place **and** an Object Collection component form are required outlining the new location of the re-interred Object collection. Place context and extent plans (using the standards outlined for those used on Heritage Register forms) should be submitted with the Object Collection component form to aid revisitation of the new Object Collection site. This process is undertaken to ensure that the previous Place is recorded as destroyed, but also so any re-interred artefacts that are subsequently rediscovered in any later works are not interpreted as a new archaeological site.

The accumulation of collections of 'salvaged' cultural material from unprovenanced sources stored in private dwellings is to be discouraged.

It is the responsibility of the Cultural Heritage Advisor to:

- catalogue the Aboriginal cultural heritage;
- label and package the Aboriginal cultural heritage with reference to provenance; and
- arrange storage of the Aboriginal cultural heritage in a secure location together with copies of the catalogue, assessment documentation, Management Plan and the results of the analysis of the cultural heritage.

Further details of standards for the collections management are contained in the *Guidelines for the Preparation of Cultural Heritage Management Plans*.

7

Further Reading

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Heritage Register forms are available at:

http://www.aboriginalaffairs.vic.gov.au/web7/AAVMain.nsf/allDocs/RWP828114227F953220CA2574DB0014E5B0?OpenDocument#vahr

The Heritage Registrar
Aboriginal Affairs Victoria
GPO 2392
Melbourne VIC 3001
Ph. (03) 9208 3277
Fax: (03) 9208 3292
aboriginal.heritage@dpcd.vic.gov.au

The component forms are available as double-sided forms in electronic format from the AAV website at

http://www.aboriginalaffairs.vic.gov.au/web7/AAVMain.nsf/allDocs/RWP828114227F953220CA2574DB0014E5B0?OpenDocument#vahr

Component forms should be printed only as double-sided forms on white A4 paper.

Please send all completed forms to the Heritage Registrar at the above address.

A1

Appendix 1: Glossary

Aboriginal Place: An Aboriginal Place is a location that is important because of its associations with, and significance to, Aboriginal people. Aboriginal Places usually relate to contemporary or historical associations, and may or may not contain archaeological remains. For example, a Place may contain the foundations of a mission building, be the site of a massacre or be a place of spiritual importance where no physical remains survive. Aboriginal Places may be identified through a range of sources, often through historic research and oral histories, but may also be identified through archaeological survey and excavation.

The *Aboriginal Heritage Act* 2006 defines an Aboriginal Place as:
"An area in Victoria or the coastal waters of Victoria that is of cultural heritage significance to the Aboriginal people of Victoria."

It may include:

- an area of land; an expanse of water; a natural feature, formation or landscape;
- an archaeological site, feature or deposit (or an area around these features which is an integral component of those features and adds to the cultural heritage significance of those features/landscapes/archaeological sites etc to Aboriginal people);
- land at sites set aside permanently for the re-interment of Aboriginal human remains; and a building or structure.

Aboriginal Object: is an object in Victoria or the coastal waters of Victoria that:

- relates to the Aboriginal occupation of any part of Australia, whether or not it existed prior to the occupation of that part of Australia by people of non-indigenous descent and;
- is of cultural heritage significance to the Aboriginal people of Victoria; or
- is an object, material or thing that is removed or excavated from an Aboriginal Place and is of cultural heritage significance to the Aboriginal people of Victoria.

Abrading: repeated scratching or rubbing of the substrate with an instrument to produce an engraved line or area.

AMG Coordinates: The Australian Geodetic Datum (AGD) and the Australian Map Grid (AMG) co-ordinates are a set of numbers that describe a precise location on the ground in relation to a particular datum, which were introduced in Australia in 1966. AGD66 records the coordinates in latitude longitude, whereas the AMG66 is the framework used for grid coordinates (northing/easting). For more information on the differences between AMG coordinates and MGA 94 see:

http://www.ga.gov.au/geodesy/datums/aboutdatums.jsp

Software for the transformation of coordinates between AGD66 to GDA94 and AMG66 to MGA94 is available at:

http://www.land.vic.gov.au/Land/lcnlc2.nsf/childdocs/-418EED712A81C5AE4A256A0A0015CDC1-5DF1E2E5B878F6634A256A0A001DAC5C-5B923E73477D6D65CA256E5F0013D73B-E2E957070C9269184A2568B60015AC7B?open

http://www.land.vic.gov.au/Land/lcnlc2.nsf/PageLayouts/Frameset~LCFrameset?OpenDocument&FRAMEURL_CONTENT=[http://www.icsm.gov.au/icsm/gda/gdatm/]

Amorphous: without any specific describable shape.

Anthropomorph: depiction of a form with both human and animal characteristics, for example lizard man. A summary of all morph depictions is included at the end of this glossary.

Anthropomorphs

Artefact Scatter: a distribution of cultural material on the ground surface – most often stone tools - but also including European style materials such as brick, dressed stone, tin, and other materials.

Artefact Type: the formal category of tool-type eg. Thumbnail scraper, blade core etc.

Artefact Collection: A formal assembly of cultural materials derived either from field collection or from archaeological excavations.

Articulation: in relation to human remains; where the bones remain connected at the joints indicating that the remains have not been disturbed since interment.

Aspect: in relation to rockshelters, this refers to the direction of the outlook from the shelter and is expressed as a compass bearing or direction. In relation to landforms, this refers to the direction that a slope is facing.

Basalt: volcanic stone, the product of cooled lava. Basalts range in grain size from fine to coarse and are generally a dark grey-blue colour (bluestone). Exposed surfaces of basalts develop an orange brown cortex.

Beach: where marine waters meets the land and there is often deposits of sand.

Bearing: the direction of a line, generally from observer to a fixed point. Described as a direction (north northwest) or in degrees (337 degrees).

Bedrock: the rock formations underlying soils and influencing the character of associated landforms.

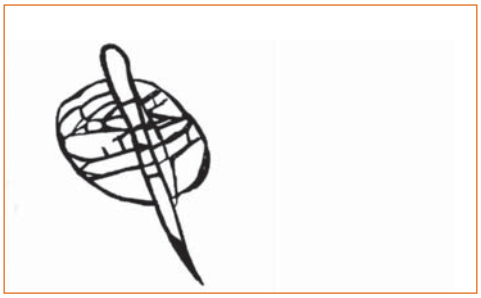
Cairn: a pile of stones used as a marker.

Chert: are very fine-grained, sometimes having a glassy appearance and composed of microcrystalline silica. Colours range widely from greens, reds, creams, black and grey. Referred to as flint or marine chert if grey or jasper if red (caused by presence of iron oxides). Cherts may also be mottled or streaked. Marine chert in particular develops a weathered chalky cortex.

Clay: extremely fine deposit with particles less than 0.002 mm, generally plastic and sticky when wet.

Cliff: a vertical or near vertical face of rock or soil.

Complex Design: an art design with numerous elements arranged irregularly. (See also Simple Design).



Complex design

Conglomerate: a rock type that is composed of a range of parent materials of different minerals and sizes cemented together.

Coordinates: relate the position of a feature on the curved surface of the earth to corresponding position within a flat paper-based map. To achieve this, the location of the feature is first referenced against a curved surface, or spheroid, that best approximates the local curvature if the earth. Because the earth is not perfectly spherical, the curvature of the earth may differ, and is approximated differently, according to the location on the earth's surface. For more information on coordinate systems see:

http://www.ga.gov.au/geodesy/datums/aboutdatums.jsp

Cremation: In relation to human remains, this refers to evidence of burning on the bones, which may be blackened or calcined.

Crown land: All land under the management of the State or Commonwealth government and includes National Parks, State forests and reserves, road reserves, stream and river frontages, foreshore reserves. More information is available at the Land Channel website:

http://www.land.vic.gov.au/

Datum: a mathematical surface on which a mapping and coordinate system is based. For more information on datums see:

http://www.ga.gov.au/geodesy/datums/aboutdatums.jsp

Deflation: occurs as a result of wind erosion, soil/sand particles are blown away leaving only heavier material (for example shells, stone) behind and creating a deflation hollow or blowout.

Dot: a single mark - the motifs shown below are composed of dots.

Three motifs composed of dots

Dune: wind-formed linear sand deposits of either calcareous or siliceous sands.

Drawing: a rock art technique; the application of a pigment stick or nodule to rock surface. This could be a dry pigment or water or fat could be added to create a pigment crayon.

Earth Feature: includes the following feature types:

- **Bank**: creating a ditch will necessarily also create a bank or mound of spoil parallel to the ditch.
- **Ditch/canal/trench**: any feature dug out of the soil surface to create a long feature, generally to move water.
- **Hearth**: generally a cluster of materials including charcoal, ash, burnt rock and/or clay nodules that have been blackened or reddened by fire. These may be associated with other cultural material such as chipped stone, shell, bone etc.
- **Mound**: the result of continual Aboriginal occupation of a single location, generally found near rivers, lakes or swamps. They are characterised by the presence of charcoal and other occupational material such as clay or stone heat retainers and stone artefacts. They are generally circular or oval, often less than 50 cm high and are of variable width. Where mounds have been ploughed, it may show as a smear of dark, charcoal-rich soil.
- **Oven**: a cooking area characterised by the presence of clay or stone heat retainers and charcoal-rich deposits.
- **Rings**: consist of a low profile of soil and small stones pushed up to form a circle. They are generally rare and are ceremonial in function.
- **Soil deposit**: a deposit of in situ and stratified cultural material such as an artefact scatter or shell deposit.
- **Soil feature/Pit**: soil features will be exposed in eroded or cut sub-surface contexts and include constructed soil features such as postholes or pits.

EDM: electronic distance measurement, a surveying instrument.

Elliptical: oval or egg shaped.

Epidiorite (Greenstone): a granular metamorphic rock derived from a basic igneous rock, but displaying the minerals of a diorite, that is hornblende and Intermediate plagioclase (Whitten and Brooks 1971: 157).

Erosion: the rapid movement of soils by wind or water.

Escarpment: a steep slope or cliff that marks the boundary of a flat or gently sloping upland area such as a plateau.

Estuarine: marine environment, low energy, enclosed environment, often enlarged areas around river mouths, for example. Port Albert, and often associated with mudflats.

Exfoliation: a process of rock weathering where sheets of weathered rock peel away from the surface sometimes referred to as 'onion' weathering. (not caused by fire)

Exposed Veins: raw material that is exposed as a vein of material within parent rock.

Exposed Blocks: an outcrop of source material free of overlying soils.

Finger Marking: a rock art technique using fingers to rub away soft substrate, often limestone or sandstone, to create grooves in the rock surface.

Flaked Stone: any stone that has been intentionally flaked (either flake or core) and showing the appropriate characteristics of conchoidal fracture - bulb of percussion, negative flake scars.

Flint: see chert.

Floodplain: flat area around rivers into which excess waters flow in times of flood. This landform is characterised by alluvial soil deposits.

GDA 94: See MGA 94 (below).

Geomorph: depiction of a geographic feature, for example a river.

Gorge: very steep sided, river incised valley landform.

Graffiti: a form of damage caused by European style painting on rock surfaces.

Granite: generally a pink or cream, coarse-grained rock formed by the intrusion of magma into the lower crust of the earth and later exposed at the surface.

Gravel: an accumulation of rounded and waterworn stones and rocks deposited by fast-flowing rivers, particles greater than 2 mm.

Greenstone: a metamorphosed (fine-grained), hard green basalt, often used for the manufacture of axes.

Gully/channel: steep-sided water scoured erosion feature in soils.

Gully erosion: erosion caused by water where a steam channel is cut into the soil.

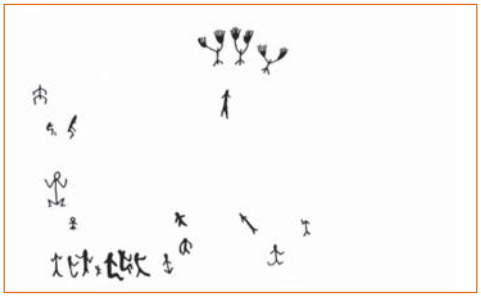
Gypsum/Kopi: Gypsum (hydrated calcium sulphate) is an evaporative mineral, generally a colourless or white crystal. When heated (over 200°C) gypsum loses some water and becomes Plaster of Paris. Gypsum flats occur in the northwest of Victoria in association with calcareous dune systems. The material was sometimes used in the manufacture of ceremonial objects.

Heartwood: the central, woody part of the tree trunk.

Hilly: moderate relief, with rounded features.

Highland plain: upland plateaus, noticeably flat areas in the highlands (for example Mt Buffalo).

Human figure: motif depiction of a person.



Human figures

Industry: the means by which a stone artefact was manufactured, for example battered, ground, pecked, flaked or heated.

In situ: a Latin phrase meaning 'in place' used to describe archaeological material, whether in a soil deposits or on land surfaces, that has not been substantially disturbed.

Interment Method: the way in which the body/bones have been buried or treated after death. Primary interment refers to the first or original place where a body was buried. Secondary interment refers to the treatment of bones after burial where this is different to the primary interment.

Karst: This is a term used to describe limestone areas in which there is sub-surface drainage through cracks and faults in the limestone and subsequent dissolution of the limestone forming sinkholes, dolines, caves and other landscape features. In Victoria, notable Karst landscapes are found around Peterborough on the southwest coast and around Buchan in Gippsland.

Landforms: different areas of the Earth's surface have different characteristics due to the interaction of different rock types, geological forces and weather and rainfall patterns (see Cochrane *et al* 1991: 58-64).

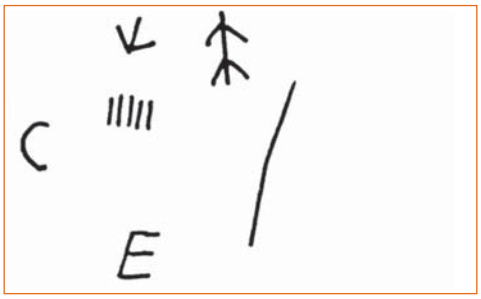
Landslip: occurs when waterlogged soils on hillsides, generally with little vegetation present, move down the slope of the hill.

Laterite: rocks that are highly weathered and leached of many of the original mineral constituents, Laterites are often red (presence of haematite) and may show a fine grained appearance (top sample) or a granular appearance (lower left) depending on form of original parent rock.

Levee/Bank: raised river deposit forming a ridge along the riverbank.

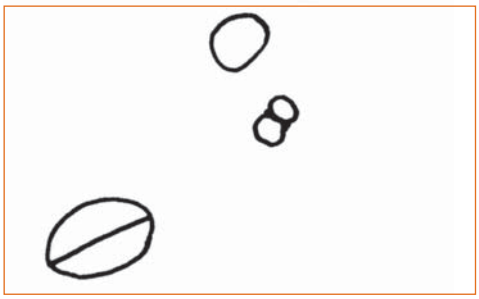
Lichen: a type of moss-like plant that grows on rock surfaces.

Linear Open: art motif constructed by a line that does not enclose a space.



Linear open

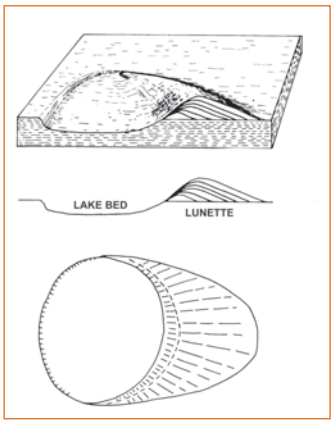
Linear Closed: art motif constructed by a line that enclose a space, for example circle, square.



Linear closed

Lowland Plain: landform with little or no topographic relief and close to sea level.

Lunette: wind-formed sand dune deposits in a crescent shape. Lunettes generally develop on the eastern side (downwind) of shallow lakes.



Lunette (after Cochrane *et al* 1991)

Mangrove: tidal mudflat with mangroves, common around Westernport and Corner Inlet.

Manuport: means literally 'carried by hand'. These are stones that do not have any artefactual characteristics, (battering, flaking, grinding etc) but are not derived from the local area and have therefore been carried there by people. It is necessary to distinguish these from gastroliths – stones swallowed by emus and other birds (including the extinct Genyornis) to act as grinders in their gizzards. Gastroliths generally show a high, all-over polish.

MGA 94: Map Grid of Australia 1994 – a new coordinate framework for Australia that is compatible with Global Positioning Systems (GPS). The geocentric datum has an origin at the centre of the Earth's mass. MGA coordinates based on GDA 94 (Geocentric Datum of Australia) differ from AGD 66 AMG coordinates by approximately 200 m in a north-easterly direction.

The coordinates of a feature comprise two figures: the Easting and the Northing, recording how far East and North respectively a feature is from a given datum or origin. Eastings, six figure numerals, are represented as vertical lines on a map. Northings, seven figure numerals, are represented as horizontal lines. The coordinates of a feature are the point at which the easting and the northing intersect.

Coordinates relate the position of a feature on the curved surface of the earth to corresponding position within a flat paper-based map. To achieve this, the location of the feature is first referenced against a curved surface, or spheroid, that best approximates the local curvature if the earth. Because the earth is not perfectly spherical, the curvature of the earth may differ, and is approximated differently, according to the location on the earth's surface.

In order to minimise the distortion resulting from projecting the curved surface of the earth onto a flat surface, Victoria is divided into two zones – zones 54 and 55. It is essential to identify the zone and map sheet when reporting grid co-ordinates as the same MGA coordinates can appear in either zone.

All site cards (reports and site lists) should include information describing the datum and map projection. All co-ordinates reported on site recording forms need to be recorded in MGA 94 or GDA 94. Detailed information regarding mapping and MGA issues can be found at the Geoscience Australia website:
http://www.ga.gov.au/geodesy/datums/aboutdatums.jsp

Mountainous: areas with high topographic relief characterised by steep slopes, ridges and deep valleys.

Modified Native Vegetation: a vegetation regime that has a range of native species but whose structure has been altered since European colonisation.

Motif: a single figure or pattern within a rock art panel.

Muddy Shore: marine environment characterised by very low energy water movement (estuarine) and the presence and deposition of fine-grained particles. Often forming tidal flats.

Mudflat: estuarine environment, fine deposits subject to tidal inundation.

Munsell: a system of colour description using printed comparisons that are described by a combination of letters and numbers. For more information on the Munsell colour system visit:

http://www.xrite.com/top_munsell.aspx

Native Vegetation: a vegetation regime that has the same structure and range of species as existed in that location prior to European colonisation. Modified native vegetation refers to areas where native plants have been replanted following previous clearing.

Nodular: raw material that occurs in small pieces (for example within a streambed).

Orientation: the direction of the long axis or opening of a stone or earth feature, measured as compass bearing or direction.

Ochre: also known as haematite, a soft red to yellow mineral (Iron oxide - Fe2O3) found distributed widely in a variety of rocks and soils. Used as a pigment for decoration, ceremonial activities and rock art.

Overhang: a shelf of rock in a cliff-face or steep slope creating a rock shelter below.

Painting: the application of a wet pigment using a finger, stick or brush.

Panel: a discrete section of rock surface with art motifs.

Panel Exposure: the types of impacts that an art panel may be subject.

Panel Damage: any damage to the motifs or rock surface of an identified art panel.

Patinated: the development of a fine covering layer on a rock surface from the interaction of biological and chemical agents (bacteria, lichen, water).

Pecking: where rock surface has been chipped away be repeated blows leaving a distinct textured surface.

Pitted Stone: stone showing evidence of battering.

Plan: view from above

Plateau: see Highland plain

Plain (above flood level): an area with little or no relief (elevation or depression) flat, level area.

Primary Component: A primary component is one that is not spatially dependent on another component, that is, it does not occur on top of, or within, another component. secondary components are those that are spatially dependent on a primary component. For example, a hearth on a mound is a secondary feature; the mound itself is a primary component. The classification of primary and secondary components does not in any way imply a greater or lesser cultural significance of any one feature.

Production Area: an area with a high density of lithic artefacts with characteristics of: high amount of waste flakes and detritus (no use wear), presence of cores, presence of hammerstones, presence of tool 'blanks', little or no presence of formal or finished tool types. Often found in association with quarries.

Printing: wet pigment is applied to an object (often a hand) and pressed to the substrate to create a motif, for example insert image

Private Land: all land in private ownership, by either individuals or companies.

More information is available at the Land Channel website
http://services.land.vic.gov.au/landchannel/content/ or
http://services.land.vic.gov.au/maps/lassi.jsp

Profile: view from the side, sometimes referred to as a section.

Quartz: a hard, granular and generally a white, pink or clear crystalline mineral formed of silica. It is one of the most common minerals found on the earth surface and quartz grains are found in a diversity of other rock types.

Quartzite: an altered form of sandstone, either a silica cemented sandstone or a metamorphosed (changed under compression) sandstone. Quartzites are generally medium to coarse grained and have a distinct 'sparkle' from the quartz grains.

Raw Material: the type of stone from which a stone tool or artefact has been made.

River/Lake Formed: Landforms that have been created by the processes of rivers and lakes. These include floodplains, gorges and gullies, mudflats etc.

Rock Outcrop: an exposure of stone material free of overlying soils.

Rock Platform: a shelf of rock, on or near the shore; habitat of particular shellfish species.

Rockwell: a depression in a rock surface that collects and stores freshwater. These are often natural features or natural features that have been enhanced by deepening or widening the opening. Some are filled by natural springs, others may be place to collect rainfall run-off from large areas of bare rock.

Rocky Shore: marine environment where rocks are present rather than sand. This environment favours particular marine shell species.

Sand: deposits of particles between 0.02 and 2 mm are classified as sands. Sand deposits are formed by flowing rivers, wind or wave action. Generally composed of quartz grains, marine sands will also have a component of calcium carbonate from shells.

Sandsheet/Sand Drift: large area of mobile sand not in dune formations. This is a wind-formed landform.

Sandstone: a granular sedimentary stone formed of a variety of mineral grains but predominantly quartz, cemented together by a finer material, often calcium carbonate in cases where the original sands were of a marine origin.

Sandy Shore: marine environment characterised by presence of sand and favouring particular marine shell species.

Scale: scale describes the level of detail at which a Place is viewed. Large scale refers to viewing a small area in large detail (for example 1:1000). Small scale is where a large area is viewed with generalised (that is small) detail (for example 1:25000).For further explanation of scale see the following website: http://www.sli.unimelb.edu.au/gisweb/SDEModule/SDE_Theory_maps.htm

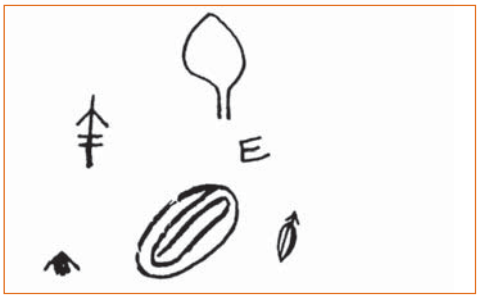
Secondary Component: A primary component is one that is not spatially dependent on another component, that is does not occur on top of, or within, another component. secondary components are those that are spatially dependent on a primary component. For example, a hearth on a mound is a secondary feature; the mound itself is a primary component. The classification of primary and secondary components does not imply a greater or lesser cultural significance of any one feature.

Section: in archaeological terminology refers to the vertical profile of a deposit, either excavated or exposed in a bank, see also profile.

Sheet Erosion: erosion caused by water where large areas of the soil surface are removed.

Silt: fine deposit with particles between 0.02 and 0.002 mm, deposited from slow-moving or still waters (lakes, estuaries).

Simple Design: an art design where there are few elements (dots, lines) and these are arranged regularly. (See Complex Design)



Simple designs

Silcrete: a hard, fine-grained siliceous stone formed generally of quartz grains cemented by microcrystalline silica.

Siltstone: fine-grained, sedimentary rock. Classification is based on the size of constituent particles. Mudstones are composed of finer particles (clay size) than are siltstones.

Site Number: each site registered with the AAV Heritage Registry is assigned a unique identifying number based its location (1:100,000 mapsheet numbers). A site occurring in the west of Melbourne (mapsheet 7822) is assigned the next available number, for example 7822-1550.

Site Name: a unique field designation used to identify a site prior to the allocation of the site number.

Smearing: a rock art technique where pigment has been applied to a rock surface and then spread over a larger area.

Solid: art motif, either painted, drawn, printed, pecked or abraded, that is 'filled-in' with pigment or with pecked or abraded marks.

Solid motif

Spalled: sheets of rock surface removed by the application of fire, similar to exfoliation.

Speckled: art technique in which solid figures are imperfectly filled-in.

Stone Feature: any component where stone has been used as the primary material in the construction of the feature.

Stone Arrangement: this term is used to describe a feature that was intended for a ceremonial function.

Stone Structure: this term is used to describe features that are likely to have been stone huts or houses, generally a semi-circular or horseshoe-shaped ring of several courses of stone.

- Boundary Marker: a stone feature used to mark territory
- Ceremonial: a feature whose primary function is to mark the place for the performance of ceremonies
- Fishtrap: a stone feature designed to catch fish using changing water levels.
- Grinding Groove: generally found in sandstone rocks, a groove used to grind an edge on an axe blank (round profile) or to grind other resources (round or 'v' profile)
- Resource Procurement: a stone feature used for hunting or the collection of food, for example fishtrap or hunting hide.
- Shelter: referring to stone structures/houses/huts.
- Stencilling: rock art technique. An object (often a hand) is placed on the substrate surface and pigment sprayed over and around the object leaving a negative impression of the object.

Stoney Rise: volcanic landform comprising numerous basalt boulders on an irregular land surface, the result of the collapse of lava tunnels.

Stratified: deposits showing a distinct layer(s) of archaeological materials in the soil horizon.

Substrate: the rock surface on which paintings or engravings are placed.

Superimposed: where one motif is painted over another.

Theme Number: Registered Aboriginal Places are internally organised according to a number of associational themes that categorise the relationship between Aboriginal people and a place based on activities eg properties where people are known to have lived/camped, places where people worked in forest industries, places where known ancestors were born. These themes were developed by AAV in consultation with Indigenous people.

Technological Class: the stage of use or manufacture of a stone artefact.

Triangulation: a survey technique where three angular measurements are taken from known locations to pinpoint the location of a feature.

Trilateration: a survey technique where three horizontal distance measurements are taken from known locations to pinpoint the location of a feature.

Undulating: landform with only slightly varied relief.

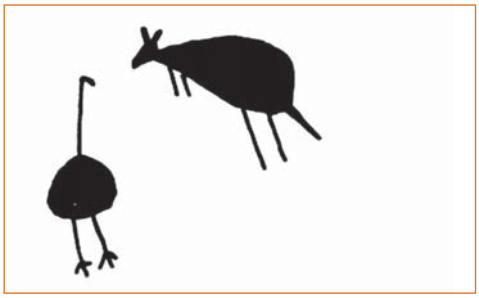
Unworked Stone: see manuport.

Volcanic: landforms created by volcanic actions, including stony rises, scoria cone, maar volcano (for example Tower Hill) basalt flows, etc. Many volcanic landforms are found on the west Victorian Volcanic Plains.

Wind Formed: landfoms, generally of sand, creating dunes and lunettes. Found predominantly along coastlines or in desert or semi-desert areas where the movement of sand and other material is unimpeded by plants.

Xenomorph: a rock art motif depicting a foreigner or stranger, that is images of Europeans, may be identified by presence of hats, pipes, horses.

Zoomorph: depiction of an animal



Zoomorphs

Appendix 2: Example of Completed Heritage Register Forms

Approved Form under section 67 of the *Aboriginal Heritage Act* 2006

Victorian Aboriginal Heritage Register Form for the purposes of the *Aboriginal Heritage Act* 2006

This form, approved by the Secretary, Department for Planning and Community Development, specifies the format in which assessment documentation relating to Aboriginal cultural heritage must be presented.

VICTORIAN ABORIGINAL HERITAGE REGISTER RECORD

HERITAGE REGISTER NAME: Tarra River Shell Midden 1

HERITAGE REGISTER NUMBER: 8220 - ____ (Office Use Only)

RECORDER INFORMATION

Name: Jack Johnson
Business: Johnson Heritage Services
Address: 1 Flinders St
Melbourne
State: VIC Post Code: 3000
Phone: (03) 5555 5555
Fax: (03) 5555 5556
E-mail: Jack.Long@AAV.gov.au

RECORDER TYPE

- ☐ Aboriginal community
- ☐ Aboriginal Affairs Victoria staff
- ☐ Cultural Officer
- ☒ Heritage Advisor
- ☐ Researcher
- ☐ Student
- ☐ Other ____

DATE RECORDED

03 - 08 - 2008

REASON FOR RECORDING:

☒ CHMP ☐ Cultural Heritage Permit ☐ Heritage Assessment
☐ Opportunistic Find ☐ Research ☐ Other (specify) ____

CULTURAL HERITAGE MANAGEMENT PLAN NUMBER (if any) 91218
Issued to the sponsor of a CHMP by AAV

PERMIT NUMBER (if any) ____

INFORMATION FROM THE RELEVANT REGISTERED ABORIGINAL PARTY/ COMMUNITY ABOUT THE SITE *(If any - identify informant as appropriate)*

RAP/ Community organisation: Gunaikurnai Land and Waters Aboriginal Corporation
Informant's Name: Sandra Patten
Address: 33 Bronsdon Street
Lakes Entrance
State: VIC Postcode: 3909
Phone: ( ) 0415 620290
Fax: ( )
E-mail: Lloyd_hood@hotmail.com

COMPOSITION OF RECORD

☒ **MULTI-COMPONENT** ☐ **SINGLE**

Total Number of Components 3

Total number of Record Forms 5 (including survey attribute form)
(including this form)

NUMBER AND TYPE OF COMPONENT OR OBJECT COLLECTION FORMS ATTACHED TO MAIN FORM

☐ Aboriginal Historic Place	1 Artefact Scatter	☐ Quarry	1 Shell Midden
☐ Aboriginal Intangible Place/ Consultation	1 Earth Feature	☐ Rock Art	☐ Stone Feature
☐ Aboriginal Object Collection	☐ Human Remains	☐ Scarred Tree	

Note: All relevant component forms must be fully completed and attached to this cover sheet.

THREAT TO PLACE

Development: ☐ Imminent ☐ Likely ☒ Unlikely ☐ Already occurred
Specify: Site may be subject to seasonal erosion from flood waters and rain
Possible date of threat: ____

1

LOCATION

1:25,000 map name and number for Place location: Port Albert: 8220-4-2

Primary Grid Coordinates:*

Easting: 4 7 6 2 3 4

Northing: 5 7 2 2 6 0 0

* *Coordinates **must** be presented using MGA/ GDA 94 datum*

Zone ☐ 54 ☒ 55

Specify how coordinates were derived:

☐ GPS (specify type): ☐ Uncorrected ☐ Differential ☐ RTK

☒ Direct survey using survey marks ☐ Surveyor's report

☒ Reference points (specify): ☒ Triangulation ☐ Trilateration

☐ Map Sheet Reading

☐ 1:25,000 map sheet _____ ☐ 1:100,000 map sheet _____

☐ 1:30,000 map sheet _____ ☐ Other (specify) _____

☐ Estimated accuracy of grid coordinate +/- 1 Metres

Additional map/s: _____

Air photo: Google Earth (attached) - viewed at scale 1:2000

LAND TENURE

Land Status:

☒ Crown ☐ Private

☒ Allotment, Section, Plan #, Parish (Mandatory): C2001, Tarra Tarra

☐ Volume/ Folio

☒ Property address: 121 Robertsons Beach Rd, Tarraville

Tenure type:

☒ Commonwealth

☐ State government

☐ Parks Victoria

☐ Local government

☐ Road reserve

☐ Company

☐ Individual

☐ Catchment/Water Authority *(specify)* _____

☐ Other *(specify)* _____

Land owner/manager

Name: VicRoads

Address (Not PO Box): 1234 Princes Highway

Packenham

State: Vic Postcode: 3666

Telephone #: 5555 5552

Email: vicroads@vicroads.gov.au

Information from land owner/manager about the site *(if any)*

The site is part of a VicRoads Reserve. Some of the southern sections of the site flood in periods of high rains.

ACCESS

Access Requirements

☐ 4WD required

☐ 4WD required if wet

☐ >30 minute walk from nearest road

☒ Accessible with non-4WD vehicle

☐ Other Area boggy after rains but accessible via road

☐ No difficulties

Access Restrictions

☒ Contact Registered Aboriginal Party

☐ Contact Aboriginal community

☐ Contact owner

☒ Contact land manager

☐ Guide required

☐ Guide desirable

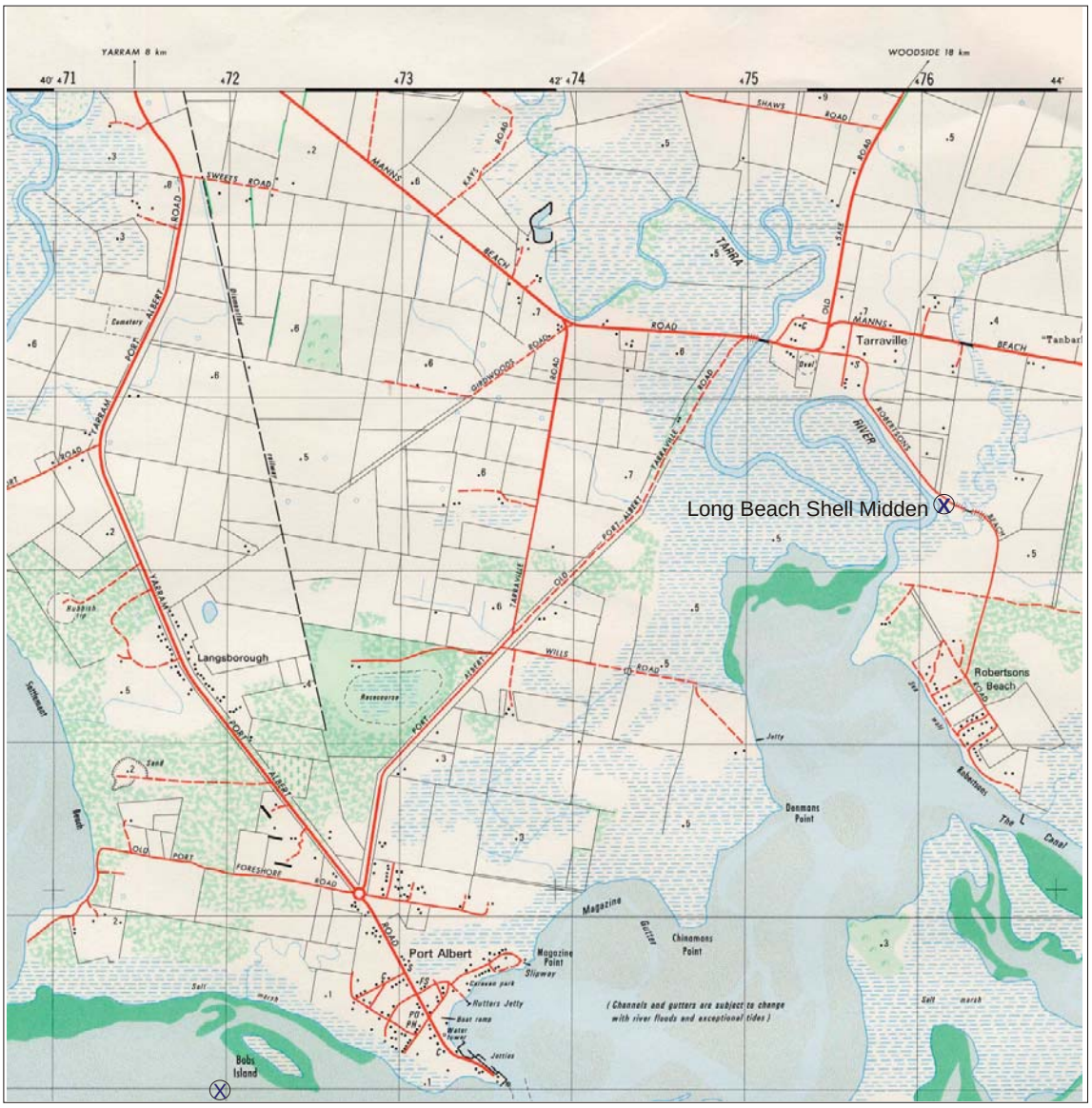
☐ Other _____

☐ No restrictions known

2

LOCATION MAP

(Copy of 1:25,000 or 1:30,000 map, fully labeled, with primary reference point clearly marked as a cross)



Topographic map used for Location Plan : ☒ 1:25,000 Number: Port Albert 8220-4-2

☐ 1:30,000 : Name:

DESCRIBE HOW TO REVISIT PLACE

(Start at known point - eg nearest town)

Travel 4km east from the roundabout intersection at the Old Port Foreshore Road at Port Albert on the Port Albert Tarraville Road. Turn right (easterly)on Manns Beach Road intersection (also known locally as Tannery Rd), and proceed 120m east past the old Sale Road turnoff onto Bridge Road (going across the Tarra River). Travel 360m east to the McKenzie road intersection and turn south (right) into McKenzie Road. Proceed 240m to the intersection with Barry Place and turn east (left) into Barry Place. Proceed approx 626m along Barry Place where the road turns into Robertson Beach Road. Proceed past this point (passing the Lindsay Road intersection). Park the car in the siding approximately 157m past the Lindsay Road Intersection.

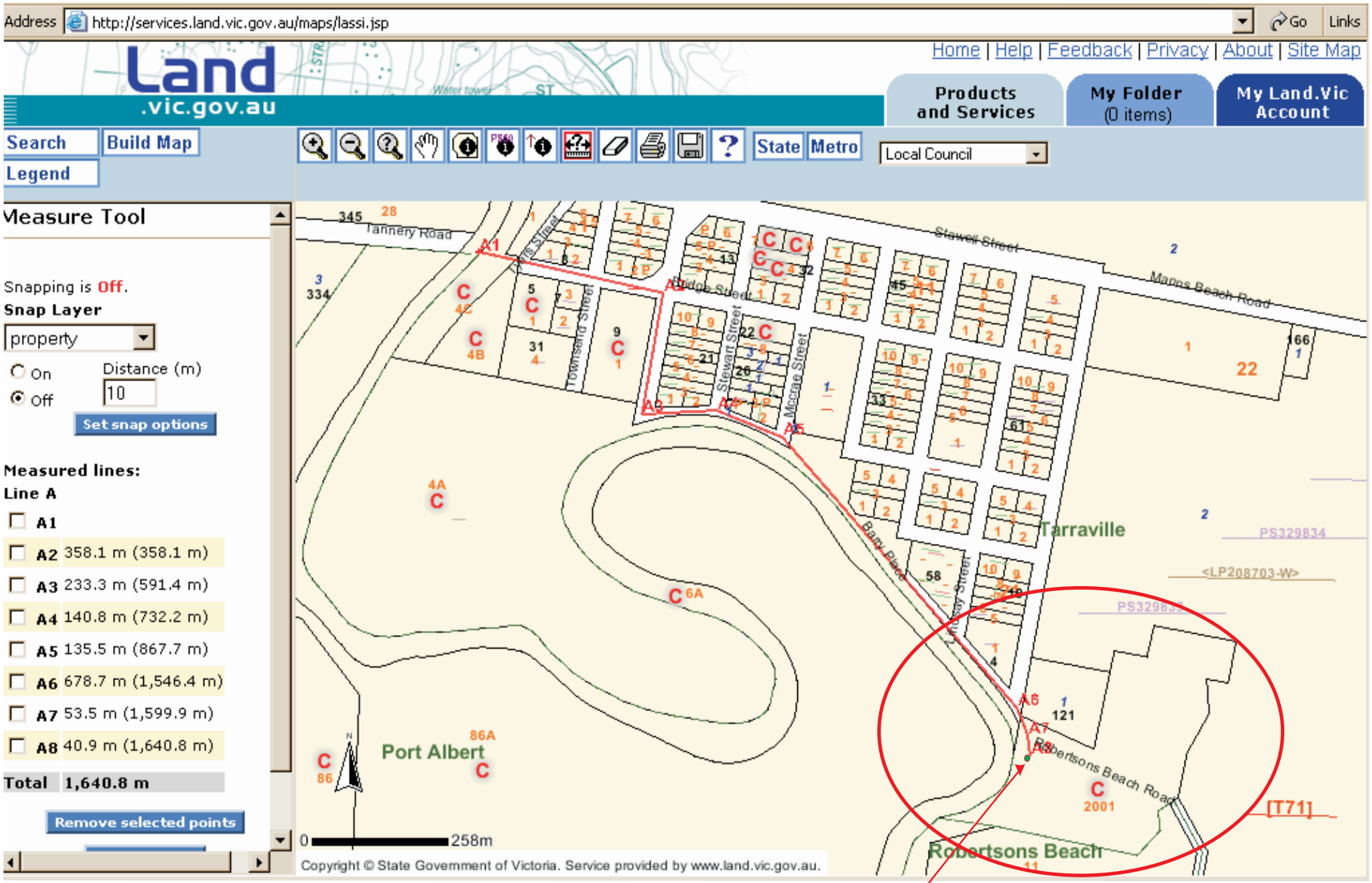
DESCRIBE THE PLACE LOCATION

The site lies on the southern side of the road, approximately 15m from this point, on the floodplain close to the eastern bank of the Tarra River.

Add additional pages as appropriate).
Number of pages added. 1

List additional information included. Landvic Map of Parcel information showing Place location

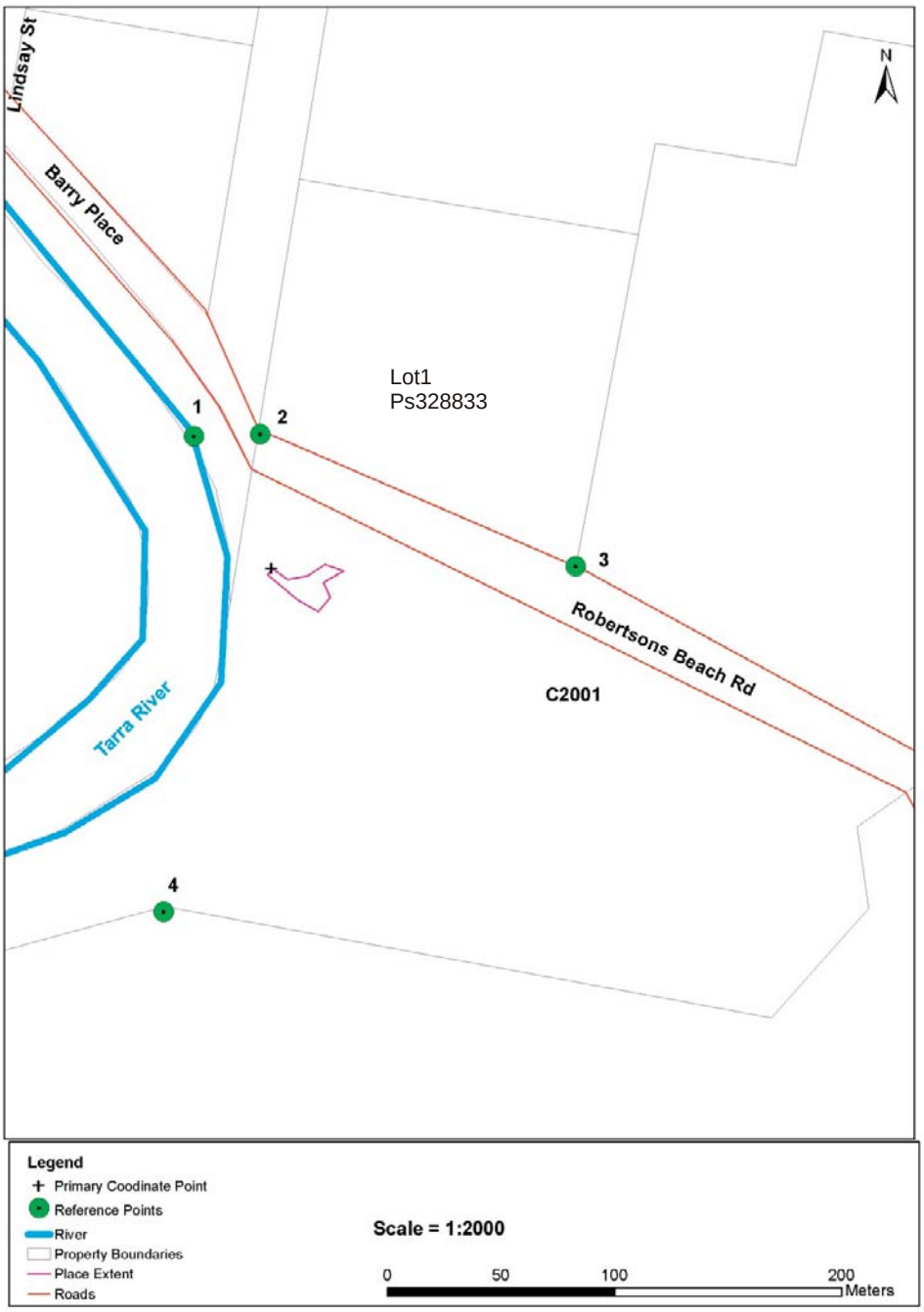
3



Tarra River Shell Midden

PLACE CONTEXT PLAN *(Must include scale and legend)*

North



Scale = 1:

Reference Points:	Easting	Northing	Zone	Bearing°	Distance (m)	Description of Reference Point
Reference Point 1	476200	5722660	55	326°	69 m	Tarra Tarra PM 6 (Survey Mark)
Reference Point 2	476229	5722659	55	345°	68 m	Northwest Corner of Allot. C2001
Reference Point 3	476367	5722601	55	87 °	122 m	South east corner of Allot. Ps329833
Reference Point 4	476185	5722448	55	202°	157 m	South west corner of Allot. C2001
Reference Point 5						
Reference Point 6						

Bearing° ☒ Magnetic/ Compass
☐ True
☐ Grid

Add additional pages as appropriate).
Number of pages added. 1

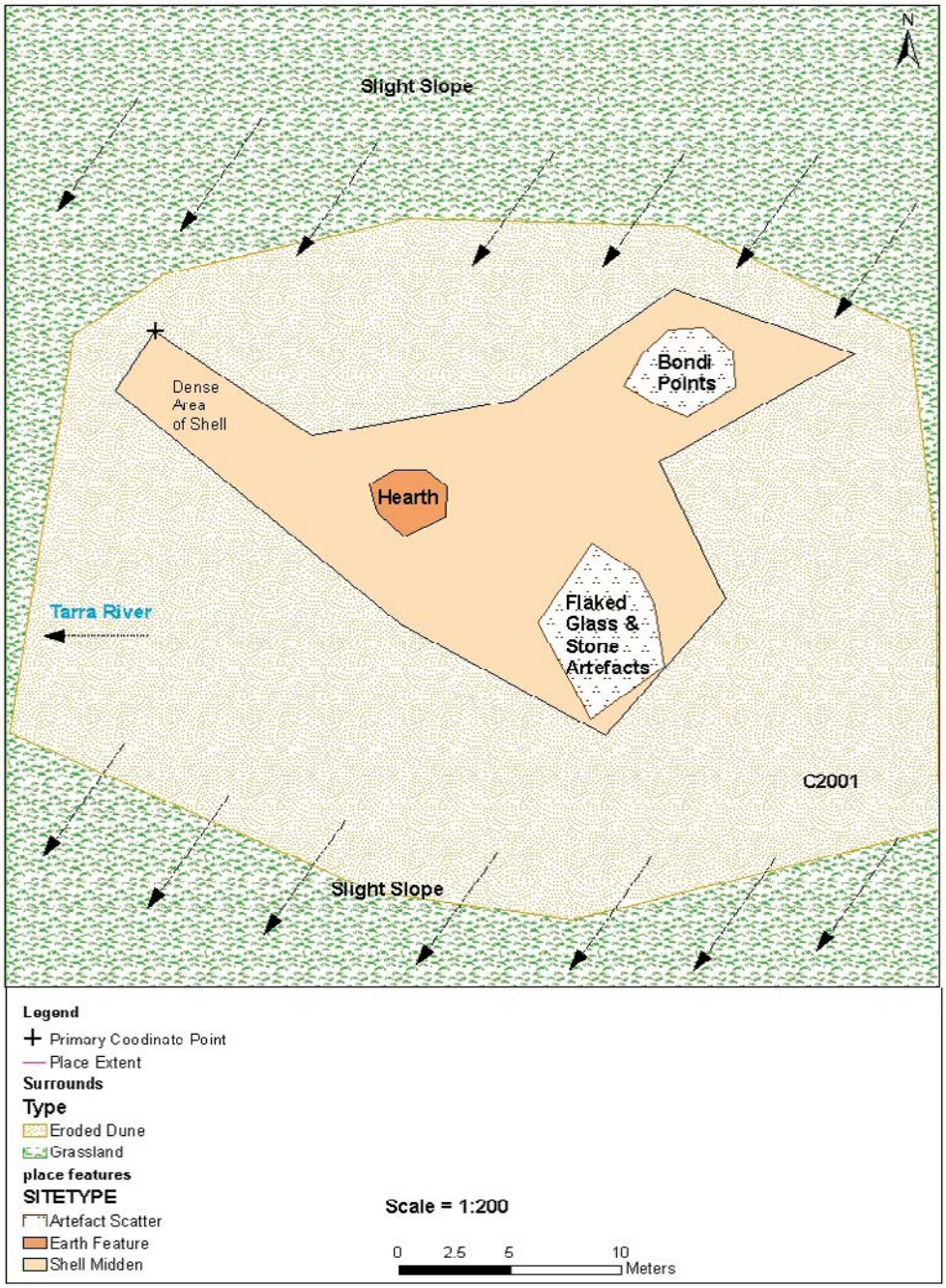
List additional information included. Google earth map of Place location

4

Google Earth Map Showing Location of Tarra River Shell Midden

PLACE EXTENT PLAN *(Must include scale and legend)*

North



Attach Place Extent Survey Data Spreadsheet

Place Extent Description and Interpretation:

The site consists of four components: a large shell scatter (which covers most of the site); a concentration of Bondi points located in the Northern extremity, and concentration of flaked bottle glass and silcrete in the south eastern corner; and a hearth site located in the middle of the site. The shell scatter consists of medium concentrations of *anadara* (approx 30 shells per square m). The Bondi Points are clustered in an area of approx. 5 long x 3 m wide, with evidence of other debitage nearby. The flaked glass artefacts have been produced from the shoulder sections of green glass bottles, and are spread over an approximate area of 5 x 8m at the bottom of the slope.
The hearth consists of river cobbles between 10 - 20cm in length concentrated over and 2.5m diam area, with small concentrations of charcoal evident in the centre of the feature. The site is located on a layer of compacted clay.

The site has been exposed due to erosion of the surface sand dune layer (which appears to have previously covered the site; as evident by the surrounding exposed dunes). A thick covering of native grasslands surrounds the exposed sand dunes, suggesting that the site has been recently exposed due erosion caused by wind or water. Water runoff from the site is negligible, as it is located on a gentle slope gradient. The proximity of the site to the Tarra River suggests that it may have been a camp site. The presence of both Bondi points and flaked bottle glass suggest the site has a lengthy occupation period. It is possible that further sections of the site extend beyond the currently exposed areas.

Add additional pages as appropriate).
Number of pages added. 1

List additional information included. Place Extent Survey Measurements Table

5

Place Extent Measurements for Tarra River Shell Midden

FROM	TO	DISTANCE	AZIMUTH	X	Y
1	2	8.1	125	476234	5722600
2	3	9.0	80		
3	4	9.1	55		
4	5	8.7	110		
5	6	10.3	240		
6	7	7.1	155		
7	8	8.3	220		
8	9	10.5	300		
9	10	17.0	310		
10	1	4.8	30		

ENVIRONMENTAL SETTING

Landforms ☐ Inland *(>1km from present coast)* ☒ Coastal *(<1km from present coast)*

Land Systems - Altitude (elevation)

☐ Alpine (>1500m) ☐ Foothill (300-<900m)
☐ Sub-alpine (1200 - 1500m) ☒ Lowland (0 - <300m)
☐ Montane (900 - < 1200m)

Land Systems -Climatic Zones

☐ Alpine ☐ Cool ☒ Maritime ☐ Warm
☐ Sub-alpine ☐ Frost Hollow ☐ Semi-arid ☐ Temperate

Place Setting Slope

☐ Level/ Flat Ground (<0.5 °) ☐ Steep (19° - 30°)
☐ Very Gently Inclined (0.5 ° - 1.5 °) ☐ Very Steep (31° - 45°)
☒ Gently Inclined (1.6 ° - 5.5 °) ☐ Precipitous (46° - 72°)
☐ Moderately Inclined (5.6 ° - 18°) ☐ Cliff (>72°)

☒ Lower slope ☐ Middle slope
☐ Upper slope ☐ Crest

Aspect 0° -360 °

Locality Environment Landform

☐ Alluvial Terrace	☐ Creekline	☐ Floodway	☐ Lake	☐ Playa	☐ Slope	☐ Swamp
☐ Berm	☐ Depression	☐ Floodway Pond	☐ Lake-bed	☐ Ridge	☐ Snow Patch	☐ Table-land
☐ Billabong	☐ Drainage-line	☐ Gallery	☐ Lagoon	☐ Riparian	☐ Soak	☐ Valley
☐ Blocked Coastal Stream	☐ Dune	☐ Gilgai	☐ Lava Plain	☐ Rise	☐ Spray Zone	☐ Verge
☐ Bog/Mossbed	☐ Escarpment	☐ Gypseous Plains	☐ Low Rises	☒ Riverine	☐ Spring	☐ Wetland
☐ Cinder Cone	☐ Estruaine	☐ Gully	☐ Lunette	☐ Rocky Outcrop	☐ Stoney Knoll	☐
☐ Claypan	☐ Fen	☐ Hillcrest	☐ Marsh	☐ Scoria Cone	☐ Stony Rise	☐
☐ Coast/Coastal	☒ Floodplain	☐ Hill	☐ Meadow	☐ Scree-slope	☐ Stream	☐
		☐ Headland	☐ Perched	☐ Shell Beach	☐ Stream Bank	☐
		☐ Inland	☐ Plain	☐ Sink-hole	☐ Swale	☐

Water

☒ Fresh ☒ Salt/Brackish ☐ No local source ☐ Permanent ☒ Temporary/ prone to flooding

☒ Coastal ☐ Highly localised *(springs, soaks, etc)* ☐ Lakes/Swamps ☒ Rivers/Creeks

Name of nearest fresh water source: Tarra River

Previous + Current Land Use(s) ***(Indicate P [previous] and C [current] in appropriate box)***

☐ Agricultural	☐ Cultivated	☐ Grazed	☐ Recreation	☐ Urban
☐ Alpine park	☐ Developed	☐ Parkland	☐ Reserve	☐ Other
☐ Cleared	☐ Forestry	☐ Plantation	☐ Undeveloped	

Soils /Sediments **Edaphic (Moisture)** ☒ Damp ☐ Dry ☐ Wet

Texture **Edaphic (Soil)** ☒ Clay ☐ Laterite ☐ Loams ☐ Peat ☐ Sands ☐ Silt

Texture Class ☐ Sand ☐ Clayey (Loamy) Sand ☐ Sandy Loam ☐ Loam ☐ Silty Loam ☐ Sandy Clay Loam ☐ Silty Clay Loam ☐ Clay Loam ☐ Sandy Clay ☐ Silty Clay ☒ Clay

Excavated areas only

Colour Munsell Chart colour # and name: _____
Colour Pattern Description: _____ **pH Reading** _____

Structure **Shape** ☐ Platy ☐ Prismatic ☐ Columnar ☐ Blocky ☐ Nut ☐ Granular ☐ Crumb
Size ☐ Fine ☐ Medium ☐ Course

Consistence **Consistence** ☐ Dry ☐ Moist ☐ Loose ☐ Soft/ Friable ☐ Hard/ Firm ☐ Extremely Hard

Cementation ☐ Weakly Cemented ☐ Strongly Cemented ☐ Indurated

Vegetation

Vegetation Condition

☐ Agricultural ☐ Exotic ☐ Remnant native vegetation ☒ Modified native vegetation
☐ No vegetation/Bare land ☐ Urban

Ground surface exposure 25 % *(Percentage of ground surface visible).*

Vegetation Community Type (Structure)

☐ Forest ☒ Grassland ☐ Heathland
☐ Herbland ☐ Mallee ☐ Mixed Forest
☐ Rainforest ☐ Reedbed ☐ Samphire ☐ Scrub
☐ Sedgeland ☐ Shrubland ☐ Thicket ☐ Tussock
☐ Woodland

Aquatic Vegetation ☐ Emergent ☐ Floating ☐ Submerged

Major Vegetation Types (Generic Names)

☐ Banksia	☐ Cane Grass	☐ Ironbark	☐ Pomaderris	☒ Sweet Grass
☐ Black Box	☐ Coast Banksia	☐ Lignum	☐ Red Gum	☐ Tea Tree
☐ Blackthorn	☐ Fern	☐ Mangrove	☐ Salt Paperbark	
☐ Box	☐ Gahnia	☐ Melaleuca	☐ Spike-sedge	

ADDITIONAL INFORMATION

6

RECENT DISTURBANCE/ CONDITION ASSESSMENT
(Overall condition of heritage site and surrounds)

- ☐ Excellent *(80-100% intact)*
- ☒ Good *(60-80% intact)*
- ☐ Fair *(40-60% intact)*
- ☐ Poor *(20-40% intact)*
- ☐ Very poor *(<20% intact)*
- ☐ Destroyed

Area is: ☐ Aggrading ☒ Eroding ☐ Stable

IMPACTS AFFECTING HERITAGE SITE

☐ None

☐ Deflation	☐ Native Animal	☒ Sheet Erosion	☐ Water
☐ Exfoliation	☐ Overgrazing	☐ Stock Rubbing	☐ Wind
☐ Fire	☐ Pedestrian	☐ Stock Trampling	
☐ Gully Erosion	☐ Rabbit Damage	☐ Vandalism	
☐ Landslip	☐ Other Burrow or Digging	☒ Vehicular	
☐ Moss/Lichen	☐ Scientific Investigation	☐ Visitation	

☐ Other

4wd vehicles are using this area to access the river bank

SUMMARY SITE DESCRIPTION AND MANAGEMENT RECOMMENDATIONS *(If any)*

Access to the site should be restricted, and possibly fenced to prevent further erosion by 4wd vehicles.

CURRENT MANAGEMENT ☐ None known

☒ Cultural Heritage Management Plan ☐ Cultural Heritage Permit ☐ Cultural Heritage Agreement

☐ Cultural Heritage Audit ☐ Interim Protection Declaration ☐ Ongoing Protection Declaration ☐ Stop Order

☐ Informal (specify) _____ ☐ Inspection program (specify) _____

☐ Management Works Implemented ☐ Other _____

☐ Victorian Heritage Register (specify) _____

☐ Victorian Heritage Inventory (specify) _____

☐ Heritage Overlay (specify) _____

☐ National Estate (specify) _____

☐ National Trust (specify) _____

DOCUMENTATION

Photographs ☒ Digital Images ☐ Slides ☐ Negatives ☐

Survey/ Excavation Methods Form ☒

Electronic copies of digital photographs should be provided to AAV after the Heritage Register Number is issued by the Heritage Registrar.

Artefacts Collected ☐
(If collected, complete an Artefact Collection Component Form)

Data Published ☐
References _____

Place Dated ☐ Dates _____

(Include method, lab number, age determination, error and material)

Spatial Data Supplied: Projected To MGA 94

Gps Data
Waypoints ☒
Routes ☐
Tracks ☒

Gis Data
Cad (*.dxf) ☐
Mapinfo File (*.map) ☐
Shape file (*.shp) ☒

Declaration:

I declare that the information in this form and its attachments is true and correct to the best of my knowledge

Signed: Jack Johnson

Date signed: 10 August 2008

Office Use Only

☐ Heritage Registry Files
☐ Archives (in secondary storage)

AAV File Number _____
Report Number/s _____

RETURN TO: The Heritage Registrar, Aboriginal Affairs Victoria, PO Box 2392, Melbourne VIC 3001

7

Checklist

☐ **All Place Fields Completed?**

☐ **Place Location Map**
☐
- ☐ Landvic Map/ Parcel Information Map (optional)

☐ **Place Context Plan**
- ☐ Reference Points Included (at least 3)
- ☐ Aerial Images (optional)

☐ **Place Extent Plan**
- ☐ Place Extent Survey Measurement Table

☐ **Component Forms**

☐ **Archaeological Survey/ Excavation Attributes Form**

☐ **Electronic Spatial Data**
- ☐ GPS Waypoints/ Routes/ Tracks
- ☐ GIS Data (if available)

☐ **Photographs (hardcopies)**

☐ **Place Dating Technique** (official documentation from dating laboratory)

☐ **Copies of associated publications** (if available)

☐ **Place Inspection Form** (if required)

☐ **Object Collection Form** (if required)

ABORIGINAL CULTURAL HERITAGE ASSESSMENT:
ARCHAEOLOGICAL SURVEY AND EXCAVATION ATTRIBUTES FORM

Project Name: Tarra River Survey

Author/Consultant: Jack Johnson Heritage Consultant

Cultural Heritage Management Plan #: 91218

Cultural Heritage Permit #:

Survey Attributes

Survey Date: 3/08/08 Ground Surface Visibility (%): 25%

Actual Survey Coverage (m^2): 10000 Effective Survey Coverage (m^2): 2500

Survey Spacing (m): 20 Transect Width (m): 5 Number in Crew: 3

Landform: Riverine Floodplain Vegetation: Grassland Disturbance: Good - Eroding along track edge

Survey Method	Survey Design	Sample	Survey Type
[X] Pedestrian	[ ] Opportunistic	[ ] Area	[X] Surface
[ ] Remote sensing (specify) _____	[ ] Random	[X] Transect	
	[X] Systematic	[ ] Locality	
	[ ] Stratified	[ ] Haphazard	
	[ ] Other	[ ] Other	

Excavation Method

Excavation Date: 5/08/08 % Area Excavated: 5%

Excavation Spacing (m): 10 Transect Length & Width (m): 10 x 1 Number in Crew: 3

Test Pit/Trench Size (m): 1 x 1m Depth (m): 1.5m

Test Pit Spacing (m): 3m

Excavation Method		Excavation Design	Sample
[X] Manual	[ ] Uncontrolled Excavation (eg shovel pit)	[ ] Opportunistic	[ ] Area
[ ] Mechanical	[ ] Monitoring	[ ] Random	[X] Transect
[ ] Auger	[X] Controlled Excavation	[X] Systematic	[ ] Locality
		[ ] Stratified	[ ] Haphazard
		[ ] Other	[ ] Other

Comments