



# Standard Operating Procedure

## Archaeological Find

### WAI-800-PRO-005

This is no longer a controlled document once printed.

This document must not be released outside of the company without permission of the Departmental Manager.

<b>Area:</b>	Social Development & Community
<b>Site:</b>	Waihi

	Position/Title	Name	Date
<b>Authored By:</b>	Community Support Officer	Gael Hurley	11 March 2016
<b>Reviewed By:</b>	Senior Community Advisor	Kit Wilson	14 April 2016
<b>Approved By:</b>	HSEC Manager	Kerry Watson	2 May 2016

	Document Name	Document Reference
<b>Reference Documents</b>	SOP - Iwi Consultation	Sharepoint
	Heritage Sites Management Plan	Sharepoint
	Heritage New Zealand Pouhere Taonga Act 2014	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>
	OceanaGold Waihi Excavation Permit	Sharepoint

## Document Issuance and Revision History

**Procedure Name:** Archaeological Find

**Document Reference:** WAI-800-PRO-005

Revision No.	Revision Date	Section	Page	Description of Issuance or Revision	Effective Date
1	March 2004			New Document	March 2004
2	October 2004			Review	October 2004
3	April 2006			Review	April 2006
4	June 2012			Add section on penalties under the Historic Places Act	June 2012
5	September 2014			Place SOP on updated template, update to change NZPHT to Heritage NZ, updated name of relevant act	September 2014
6	May 2016			Minor changes only – WGMC to OceanaGold New Zealand Ltd	May 2016
7	July 2018			Minor revisions	August 2018

# Table of Contents

1	<b>PURPOSE</b> .....	4
2	<b>SCOPE</b> .....	4
3	<b>RESPONSIBILITIES</b> .....	4
4	<b>BACKGROUND</b> .....	5
5	<b>PROCEDURES</b> .....	5
5.1	Cultural Find.....	5
5.2	Heritage Find .....	6
6	<b>NOTIFICATION OF LIAISON OFFICER</b> .....	6
7	<b>DEFINITIONS</b> .....	6
8	<b>REFERENCES &amp; APPENDICES</b> .....	7

## 1. PURPOSE

An archaeological site is defined in the *Heritage New Zealand Pouhere Taonga Act 2014* as:

- a. any place in New Zealand, including any building or structure (or part of a building or structure), that
  - i. was associated with human activity that occurred before 1900 or is the site of the wreck of any vessel where the wreck occurred before 1900; and
  - ii. provides or may provide, through investigation by archaeological methods, evidence relating to the history of New Zealand.

The *Heritage New Zealand Pouhere Taonga Act 2014* makes it unlawful for any person to destroy, damage or modify the whole or any part of an archaeological site without the prior authority of Heritage New Zealand. This is the case regardless of whether the land on which the site is located is designated, or the activity is permitted under the District or Regional Plan or a resource or building consent has been granted, the Act also provides for substantial penalties for unauthorised destruction, damage or modification.

Before undertaking any work that may affect an archaeological site authority from Heritage New Zealand must be obtained. The type of work that could be relevant for OceanaGold Waihi operations includes; earthworks for building platforms, topsoil stripping and access ways, earthworks for stock races or farm tracks, fencing or landscaping, trenching for telephone, power and waste disposal, road construction and building demolition. This also include establishing drill platforms and carrying out exploratory drilling programs.

Early Maori settlement and past mining has resulted in Waihi and the Coromandel Peninsula having a number of cultural and heritage sites and the potential for items relating to this heritage to be uncovered during the course of day to day activities. This procedure defines the process for dealing with human remains (*koiwi*), historical or cultural artifacts (*taonga*) unearthed during earthworks associated with the Company's operations.

The purpose of this SOP is to ensure employees and contractors are aware of and comply with the requirements of the Heritage New Zealand Pouhere Taonga Act 2014.

## 2. SCOPE

The scope of this procedure applies to all areas of the operation where earthmoving equipment is being used, where there is potential for items of historical or cultural significance to be unearthed e.g. Union Hill, OceanaGold Waihi owned properties, exploration and other operational sites. It relates to exploration staff, mining contractor staff, general contract staff and OceanaGold Waihi staff.

## 3. RESPONSIBILITIES

Role	Responsible for
General Manager	<ul style="list-style-type: none"> <li>• Overall responsibility for the site including conformance with this procedure.</li> </ul>
Company Liaison Officer	<ul style="list-style-type: none"> <li>• Main point of contact in the event that an item of interest is found.</li> <li>• Liaise with various agencies including Police and iwi representatives and arrange escorts and access to site as required.</li> </ul>
Supervisors	<ul style="list-style-type: none"> <li>• Ensure that work stops immediately if an item of interest is found.</li> <li>• Notify Company Liaison Officer.</li> </ul>
Employees & contractors	<ul style="list-style-type: none"> <li>• Awareness of the procedure and the ability to put into practice if necessary.</li> </ul>

## 4. BACKGROUND

- The Company has the necessary authorisations for mining and exploration (as defined in the Crown Minerals Act 1991) within the Waihi Area as well as various exploration permits both locally (within the Hauraki District Council area) and regionally (within the Thames Coromandel District Council area).
- The Company needs to construct facilities, undertake mining operations and explore.
- The Company consults with appropriate stakeholders including iwi and has undertaken archaeological surveys during the course of operations and for specific project planning.
- An Excavation Permit must be completed prior to work commencing. This form prompts the user to check the appropriate regulatory authority and any existing Heritage New Zealand permits and to ensure that relevant stakeholders have been consulted.
- If any doubt exists regarding the historic nature of the area an archaeologist should be engaged to carry out a site inspection and to advise on any legal requirements that may be required.
- In following these procedures, the Company may avoid the lengthy delays that would occur if work were halted due to an accidental discovery or legal compliance issue.

## 5. PROCEDURES

### 5.1 Cultural Find

The following procedures will apply immediately it becomes apparent or is suspected by workers at the site that koiwi or taonga or other artifacts have been uncovered:

- All activity in the immediate vicinity of the site will cease and the Operator will immediately advise the Supervisor of the find. The Supervisor will immediately advise the Company Liaison Officer (CLO). This requirement is included in the OceanaGold Waihi General Induction to ensure site-wide awareness.
- Until such time as the find can be verified, the area shall be made safe and secure in a way that ensures that the suspected koiwi, taonga or artifacts remain untouched as far as possible in the circumstances, and the safety of personnel is ensured.
- Within 24 hours the CLO will notify the Police, (in case of koiwi) Ngati Tamatera, Ngati Maru, Ngati Hako, Ngati Tara Tokanui, Ngati Koi Claimant Trust, Waihi Community Marae or any other iwi with an interest in the area, the appropriate regulatory authority and Heritage New Zealand or the Department of Conservation (DOC) (as the case may be) that will have an interest in the koiwi / taonga / artifact that has been uncovered.
- An archaeologist must be engaged, and a site visit arranged with tangata whenua being present immediately or no later than 24 hours after the site has been uncovered.
- The tangata whenua have the responsibility to contact an appropriate kaumatua to act on their behalf in order to guide and advise other parties as to the course of action to be followed and will immediately advise the CLO of the identity of such kaumatua and such other details as may be appropriate in the circumstances.
- The CLO will ensure that staff is available to meet and guide the police, kaumatua, DOC or Heritage New Zealand staff to the site, assisting with any requests that they may make.
- If the Police and the kaumatua are satisfied that the koiwi or taonga are of Maori origin the kaumatua will decide how they are to be dealt with and will communicate such decision to the Company and such other parties as are considered appropriate.
- Activity in the immediate vicinity of the site will remain halted until the police, kaumatua, DOC, Heritage New Zealand (as the case may be) have given approval for operations to commence once the area has been cleared by the Police or kaumatua as appropriate.

- The CLO shall ensure that kaumatua are given the opportunity to undertake karakia and such other religious or cultural ceremonies and activities at the site as may be considered appropriate in accordance with tikanga Maori.

## 5.2 Heritage Find

- If intact items relating to early mining activity or early European settlement are uncovered such as tools, bottles or other domestic items, work is to stop immediately so the area can be checked by an archaeologist.
- In following this procedure the Company can avoid lengthy delays and / or fines for legal non-compliance.

## 6. NOTIFICATION OF LIAISON OFFICER

The Company shall advise tangata whenua of the identity of the staff member appointed as CLO for the purpose of ensuring compliance with this SOP.

## 7. DEFINITIONS

Terms	Definitions
Company Liaison Officer (CLO)	The CLO appointed by the Company as the officer responsible for ensuring compliance with this SOP. The CLO has authority to enforce compliance with the SOP including the authority to halt operations on the site.
Iwi	Tribe/s who are affiliated to a specific area.
Local Iwi	Hauraki Maori Trust Board, Waihi Community Marae, Ngati Hako, Ngati Koi Claimant Trust, Ngati Tara Tokanui, Ngati Tamatera
Karakia	Prayer(s)
Kaumatua	Respected elder
Koiwi	Human remains such as skeletal material
Site	The immediate area in the vicinity of any find within the Mining Licence, Extended Project, Underground Mine Permits and Exploration Permit areas.
Tangata Whenua	Original inhabitants of an area
Taonga	Cultural artifacts such as implements, weapons or decorations traditionally utilised by tangata whenua and includes parts or remains thereof.
Tikanga	Maori custom or the way things are done.
Wahi Tapu	A sacred place.

## 8. REFERENCES & APPENDICES

Item	Title	Location
SOP	Iwi Consultation	Sharepoint
Management Plan	Heritage Sites Management Plan	Sharepoint
Public Act	Heritage New Zealand Pouhere Taonga Act 2014	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>
Permit	OceanaGold Excavation Permit	Sharepoint