



Exhumation Management Procedure

SM-20-00099495 (formerly SM ES-PW-315)

Metro Body of Knowledge (MBoK)

Applicable to:	Sydney Metro
Document Owner:	Senior Heritage Advisor
System Owner:	Deputy Chief Executive, Customer Operations & Outcomes
Status:	Final
Version:	6.0
Date of issue:	24 April 2023
Review date:	24 April 2025

© Sydney Metro 2023

Name of Approver:	Carolyn Riley
Role / Title:	Executive Director Environment, Sustainability and Planning
Date Approved:	24 April 2023
Digital Signature:	

Table of contents

1.	Introduction	4
1.1.	Purpose and scope.....	5
2.	Overview of legislative requirements for dealing with human remains	6
2.1.	Discovery of human remains and forensic cases: <i>NSW Coroners Act 2009</i>	6
2.2.	Historic human remains: <i>Heritage Act 1977</i> and <i>Guidelines for the Management of Human Skeletal Remains under the Heritage Act 1977</i>	7
2.3.	Aboriginal human remains: <i>National Parks and Wildlife Act 1974</i>	7
2.4.	Exhumation of human remains: <i>Public Health Regulation 2022 (NSW)</i>	8
2.5.	<i>Work Health and Safety Act 2011</i>	8
3.	Procedure for the discovery and management of human remains.....	8
3.1.	Initial discovery of bones: What do we do?	8
3.1.1.	Stop Work and preliminary notification.....	8
3.1.2.	Confirm the remains are human.....	9
3.1.3.	Notification based on jurisdiction (forensic or archaeological) ..	10
3.2.	Archaeological exhumation methodology.....	10
3.2.1.	Securing the site	10
3.2.2.	Excavation Director.....	11
3.2.3.	Excavation and recording	11
3.2.4.	Recording	11
3.2.5.	Excavation	11
3.2.6.	Relocation of bones	12
3.3.	Resume work.....	12
3.4.	Reporting.....	12
4.	Excavation and post-excavation tasks	14
4.1.	Research questions	14
4.1.1.	Social history and burial practices.....	14
4.1.2.	Environmental factors and scientific analysis	15
4.2.	Process for DNA testing, isotope analysis and environmental sampling ..	15
4.2.1.	Pre-excavation.....	15
4.2.2.	Excavation	15
4.2.3.	Post-Excavation.....	16
4.3.	Reporting.....	16
4.4.	Public involvement.....	17
4.5.	Temporary storage and permanent repository or resting place for remains	17
4.5.1.	Temporary storage.....	17
4.5.2.	Permanent repository or resting place for remains	17
5.	Definitions.....	18
6.	Accountabilities.....	18
7.	Related documents and references	18
8.	Superseded documents	19
9.	Document history.....	19

Appendix A: NSW Health Application Form to Exhume Human Remains 20

Figures

Figure 1: Sydney Metro overview and station locations 5
Figure 2: Exhumation procedure flow chart 13

1. Introduction

Sydney Metro has developed this Exhumation Management Procedure (ExMP) to provide guidance for managing the discovery of human skeletal remains during the course of works. The procedure is applicable to both unexpected skeletal finds and controlled archaeological investigations where human remains are anticipated.

The procedure is applicable to all stages of any Sydney Metro project and to all staff and contractors.

Sydney Metro is Australia's biggest public transport project. By 2030, Sydney will have a network of four metro lines, 46 stations and 113km of new metro rail.

Sydney Metro is revolutionising how Australia's biggest city travels, connecting Sydney's north west, west, south west and greater west to fast, reliable turn-up-and-go metro services with fully accessible stations.

The metro program includes the operational Metro North West Line and three projects under construction:

- City & Southwest
- West
- Western Sydney Airport

The purpose of this ExMP is to provide a clear and concise process to follow in the event of the discovery of potential human remains during Sydney Metro activities.

This ExMP will be reviewed as required and prior to any future Sydney Metro project that has potential to impact on known burials, graves, cemeteries or burial grounds. A review may require amending the ExMP to tailor additional controls or management procedures that are specific to the impacted cemetery or burial ground. In addition, the requirements of the relevant Planning Approval will be assessed during the review of this ExMP prior to its implementation.

This ExMP should be read in conjunction with [SM-20-00099497 Unexpected Heritage Finds Procedure](#).

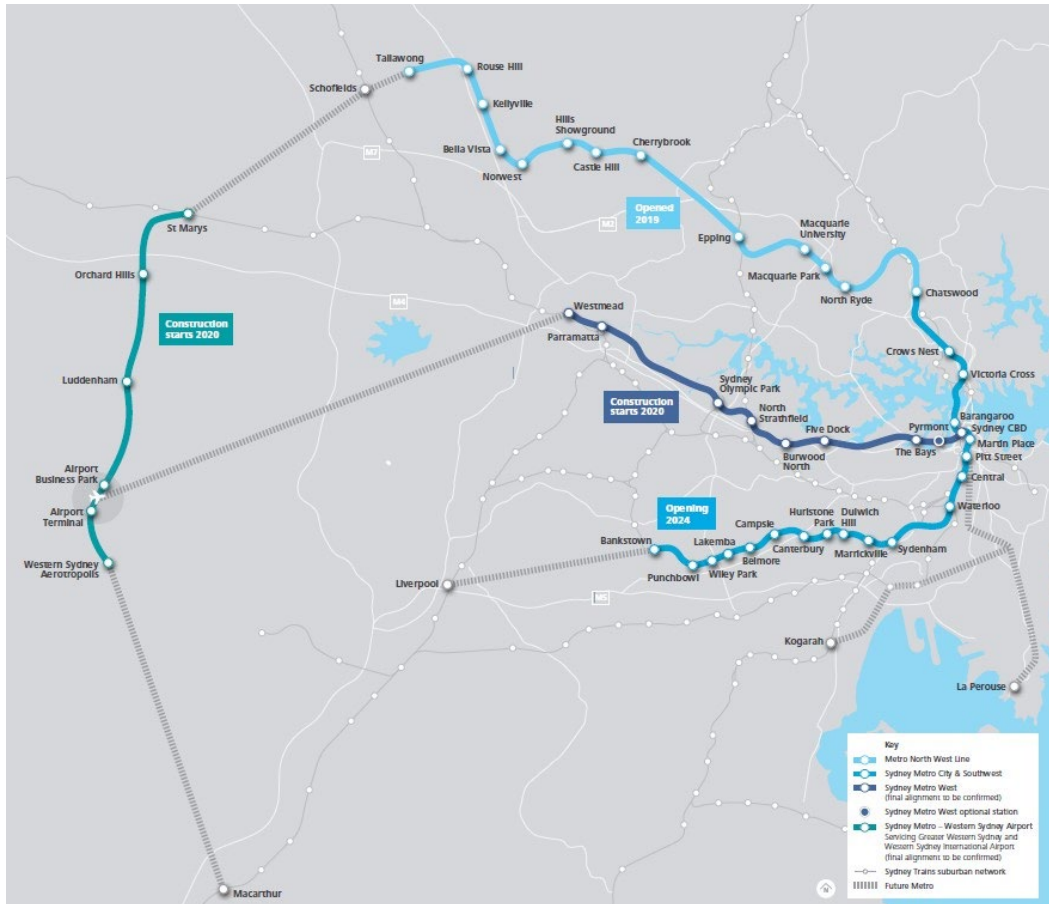


Figure 1: Sydney Metro overview and station locations

1.1. Purpose and scope

This ExMP outlines the procedure for the management of the discovery of human remains within the Sydney Metro program. It includes:

- Overview of legislative requirements for dealing with human remains (e.g. *Coroners Act 2009*, *Heritage Act 1977*, *Guidelines for the Management of Human Skeletal Remains 1988*, and the *Public Health Regulations 2022*).
- A flow chart process to be followed when human remains are uncovered.
- An archaeological methodology for the excavation of remains including processes for appropriately handling remains in accordance with the relevant guidelines (see section 2.3 and 2.4 below).
- Post-exhumation management processes including relocation, processing and long-term arrangements.
- Process for nomination of a physical anthropologist and temporary storage location.
- Process for additional analysis including DNA testing, isotope analysis and environmental sampling, and discussion on requirements for public involvement.

2. Overview of legislative requirements for dealing with human remains

The following section provides an overview of the legislation that would apply to the discovery, management and relocation of human remains. A discovery of suspected human remains may be subject to different Acts and requirements, thereby triggering different notification pathways based on the specific circumstances involved.

The first step will always be to notify the NSW Police. Confirmation of the age (antiquity) and nature of the skeletal remains as well as the reasons for the disturbance will dictate which Act and provisions will be applicable.

2.1. Discovery of human remains and forensic cases: *NSW Coroners Act 2009*

For a discovery of suspected human remains less than 100 years old, the remains would come under the jurisdiction of the State Coroner and the *NSW Coroners Act 2009*. Such a case would be considered a 'reportable death' and, under legal notification obligations set out in s35 (2); a person must report the death to a police officer, a coroner or an assistant coroner as soon as possible. This applies to all human remains less than 100 years old, regardless of ancestry (i.e. both Aboriginal and non-Aboriginal remains).

35 Obligation to report death or suspected death

- (1) *This section applies to any person who has reasonable grounds to believe that a death or suspected death of another person:
 - (a) is a reportable death or occurred in circumstances that would be examinable under Division 2 of Part 3.2, and
 - (b) has not been reported in accordance with subsection (2).*
- (2) *A person to whom this section applies must report the death or suspected death concerned to a police officer, a coroner or an assistant coroner as soon as possible after becoming aware of the grounds referred to in subsection (1).*

Maximum penalty (subsection (2)): 10 penalty units.
- (3) *A police officer to whom a death or suspected death is reported under this section is required to report the death or suspected death to a coroner or assistant coroner as soon as possible after the report is made.*
- (4) *An assistant coroner to whom a death or suspected death is reported under this section is required to report the death or suspected death to a coroner as soon as possible after the report is made.*
- (5) *A coroner to whom a death or suspected death is reported under this section is required to inform the State Coroner of the report as soon as practicable after the report is made.*

2.2. Historic human remains: *Heritage Act 1977 and Guidelines for the Management of Human Skeletal Remains under the Heritage Act 1977*

The *Heritage Act 1977* (Heritage Act) and *Guidelines for the Management of Human Skeletal Remains under the Heritage Act 1977*¹ (the Guidelines) apply to historic burials in New South Wales. It should be noted that the Guidelines are outdated in terms of the current statutory framework.

A relic is defined as an archaeological deposit or artefact that has heritage significance at a local or State level. The guidelines, *Assessing Significance for Historical Archaeological Sites and 'Relics'*², have been endorsed by the Heritage Council of NSW and should be used to assess the level of heritage or archaeological significance of the remains. With reference to burial grounds, objects such as headstones, grave enclosures and grave goods, as well as buried human remains, may be 'relics' under the Heritage Act.

Approval under the Heritage Act and the *National Parks and Wildlife Act 1974* (NPW Act) is not required if human remains are uncovered during a Critical State Significant Infrastructure (CSSI) project. However, notification to the Heritage Council under s146 of the Heritage Act, and notification of an Aboriginal object under the NPW Act is required if human remains are uncovered during archaeological or other project related investigations.

2.3. Aboriginal human remains: *National Parks and Wildlife Act 1974*

The NPW Act, administered by Heritage NSW, provides statutory protection for all Aboriginal 'objects' (consisting of any material evidence of the Aboriginal occupation of NSW) under Section 90 of the Act, and for 'Aboriginal Places' (areas of cultural significance to the Aboriginal community) under Section 84.

Discovery of Aboriginal burials and/or human remains would be addressed in the projects Aboriginal Cultural Heritage Assessment Report (ACHAR). ACHARs would be prepared in accordance with the following Heritage NSW guidelines:

- *Guidelines for Aboriginal Cultural Heritage Impact Assessment and Community Consultation*³;
- *Guide to investigating, assessing and reporting on Aboriginal cultural heritage in NSW*⁴;
- *Aboriginal cultural heritage consultation requirements for proponents 2010*⁵,
- *Code of Practice for Archaeological Investigation of Aboriginal Objects in New South Wales*⁶.

If suspected human skeletal remains are uncovered at any time during the archaeological management program, the process outlined in this ExMP and detailed in the flow chart is to

¹ NSW Heritage Office, 1998.

² Heritage Branch of the Department of Planning, 2009.

³ NSW Department of Environment and Conservation, 2005.

⁴ Office of Environment and Heritage, 2011.

⁵ Department of Environment, Climate Change and Water, 2010.

⁶ Office of Environment and Heritage, 2010.

be followed. Management of the remains would be guided by consultation with the nominated Registered Aboriginal Parties (RAPs) for the project, in adherence to the ACHAR.

2.4. Exhumation of human remains: *Public Health Regulation 2022 (NSW)*

The *Public Health Regulation 2022* provides specific regulation for the exhumation of human remains in NSW.

Under Clause 95 of the Regulation, an application for approval to exhume the remains of a dead person may be made to the Secretary via an approved form to the Local Public Health Unit delegated to act on behalf of the Secretary.

Refer to Appendix 1 for a copy of the approved form.

2.5. *Work Health and Safety Act 2011*

The *Work Health and Safety Act 2011* provisions apply to protect personnel involved in the exhumation procedure by creating and maintaining safe and healthy work practices and are enforced by WorkCover NSW. Graves, crypts and vaults could be considered to be confined spaces in some circumstances under health and safety legislation. More information on safe work practices is available at or by contacting SafeWork NSW via their website or directly.

Health and safety aspects of working with human remains should be considered. Generally, working with archaeological human skeletal remains requires no extra precautions to be taken beyond normal health and safety regulations. Once any necessary site health and safety precautions have been taken, the exhumation of human remains can proceed.

3. Procedure for the discovery and management of human remains

This procedure provides project managers, principal contractors and the Project Excavation Director with advice on the steps to follow when suspected human remains are uncovered. Information on the potential for burials and human remains where known would be included in the general project induction for all personnel. The general project induction would also include the procedure to manage human remains set out in this ExMP.

3.1. Initial discovery of bones: What do we do?

To avoid doubt, all suspected bone items must be treated as potential human skeletal remains, and work in the immediate vicinity must stop while they are protected and investigated as a matter of urgency.

3.1.1. Stop Work and preliminary notification

If bone is uncovered, all work in the vicinity of the find must stop to allow for a positive identification as either human or non-human bone.

The Project Excavation Director must be notified.

Where required, preliminary notification must be made to the NSW Police in compliance with Section 35 of the *Coroners Act 2009* (also refer to special conditions for Central Station noted in section 4).

What?	When bones are uncovered at a site, all work in the area of the find must stop immediately and the site must be secured.
Who?	The discoverer will immediately notify machinery operators so that no further disturbance of the remains will occur, as well as notifying the foreman/site supervisor, principal contractor, project archaeologist/Excavation Director and Sydney Metro Environmental Manager. Where required, preliminary notification to the NSW Police will be undertaken by the Sydney Metro Environment Manager in consultation with the Sydney Metro Senior Heritage Advisor and Excavation Director. Notification should provide verbal description of the remains and inform the police that consultation with technical specialists is being undertaken to confirm that the remains are human, as well as the burial context (archaeological or less than 100 years old, refer Step 2).
How?	Inform all site personnel of restricted access to the area of the discovery and no work to proceed until further notice. Area must be fenced off (flagging or temporary exclusion fencing).
Actions	Notify site supervisor, principal contractor, project archaeologist/Excavation Director and Sydney Metro Environmental Manger and Senior Heritage Advisor of the find and protect the suspected remains until an initial assessment can be undertaken by a technical specialist. Preliminary notification to NSW Police by Sydney Metro Environmental Manager.

3.1.2. Confirm the remains are human

Skeletal remains could either be articulated and in a recognisable form of burial such as a coffin or common burial position of the body (e.g. supine, prone or flexed), or they could be disarticulated or fragmented remains. Within the boundaries of a known historic burial ground, there is a high probability of the remains being human. In a suspected forensic case (less than 100 years old), the remains may have clothing and/or human tissue. Disarticulated or fragmented bones are often uncovered, and these may require specialist assessment to determine legal jurisdiction.

If suspected human remains are identified during the project, preliminary notification must be made to the NSW Police in compliance with Section 35 of the *Coroners Act 1999* (refer Step 1). NSW Police would be contacted immediately upon receipt of confirmation of human provenance.

What?	Confirmation that the remains are human, their burial context - whether they are forensic (less than 100 years) or archaeological (older than 100 years) and suspected ancestry (Aboriginal or non-Aboriginal).
Who?	Excavation Director and or Forensic or physical anthropologist, or archaeologist with specialist skills such as an osteoarchaeologist. Notification to the NSW Police will be undertaken by the Sydney Metro Environmental Manager.
How?	Consultation could be undertaken as either an on-site inspection or via good quality photos sent to the nominated technical specialist of 1) the remains; and 2) the site general site location of the discovery.

Actions	<p>Contact nominated technical specialists to confirm that the remains are: a) human, b) burial context (archaeological or forensic), and c) suspected ancestry (Aboriginal or non-Aboriginal). For the duration of the Sydney Metro project, the nominated technical specialists are:</p> <ul style="list-style-type: none"> • Forensic Anthropologist – TBC by contractor for project area. • Nominated Excavation Director – TBC by contractor for project area. • Sydney Metro Environmental Manager to conduct and or oversee liaison with NSW Police. <p>The archaeologist may be able to identify the nature of remains without input from the Forensic Anthropologist. The Forensic Anthropologist should be contacted as required.</p>
----------------	--

3.1.3. Notification based on jurisdiction (forensic or archaeological)

Once confirmation is received from the technical specialist that the remains are of human origin, there are three possible statutory pathways to follow based on the assessment.

What?	Forensic case: remains are less than 100 years old
Who?	If it is determined by specialist assessment (Step 2) that the remains are forensic, the remains come under the jurisdiction of the State Coroner and the Coroners Act 2009.
How?	The NSW Police would likely secure the site and will advise on the procedure to be followed.
Actions	Environmental Manager to liaise with NSW Police

What?	Archaeological – non-Aboriginal human remains – more than 100 years old.
Who?	Follow the Archaeology Exhumation Methodology as set out in Step 4 below
How?	Follow the Archaeology Exhumation Methodology as set out in Step 4 below
Actions	Follow the Archaeology Exhumation Methodology as set out in Step 4 below

What?	Archaeological – suspected Aboriginal human remains – more than 100 years old.
Who?	Recording of Aboriginal ancestral remains must be undertaken by, or conducted under the direct supervision of a specialist with registered Aboriginal parties (RAPs) present.
How?	The RAPs must be present where it is reasonably suspected that Aboriginal burials or human remains have been encountered.
Actions	Notify RAPs and Heritage NSW and follow the Aboriginal cultural heritage assessment report (ACHAR). Follow the Archaeology Exhumation Methodology as set out in Step 4.

3.2. Archaeological exhumation methodology

The following section provides a broadly accepted archaeological methodology for exhumation and the appropriate handling of human remains.

3.2.1. Securing the site

The strategy for the excavation and removal of human remains must be sensitive to public opinion and ethics and exhumation activities should not be visible to the general public. The site may need to be screened off from public areas, not only with hoarding but also in some cases with a roof to screen the site off from overlooking buildings. At all times, human remains should be treated respectfully. The perimeter of the excavation site should be demarcated by

plastic tape or flagging, with only technical staff allowed within this area for the duration of exhumation activities.

The site should be protected from the elements including flooding, contamination with dust or debris, and other disturbance. These measures would be formulated by the Excavation Director in consultation with the contractor and Sydney Metro where required and may differ from site to site.

3.2.2. Excavation Director

Archaeological investigations are to be managed by a suitably qualified Excavation Director with experience in the excavation and management of human remains. For sites with potential for locally significant remains, the Excavation Director should meet the NSW Heritage Council criteria for experience with locally significant archaeological sites. For sites with potential for State significant archaeology the Excavation Director should meet the Heritage Council of NSW criteria for experience with State significant archaeological sites.

3.2.3. Excavation and recording

Exhumation and recording are to be undertaken in accordance with best practice forensic and Heritage Council of NSW guidelines. Prior to removal, the remains should be fully recorded in situ to understand their surrounding archaeological context. This will include recording any disturbances to the burial and the identification of bones present. In some cases, the deposit of bones may be a mixture of articulated and disarticulated remains. Care should be taken to distinguish articulated remains and to assess if they represent commingled individuals or disturbed remains belonging to one individual, and to record them accordingly.

3.2.4. Recording

- A standard context recording system is to be employed.
- Detailed survey and/or measured drawings are to be prepared and include location of remains within the overall site (position of the body, the direction of the burial, noting any stratigraphic relationships with other archaeological features).
- Any associated artefacts (potential grave goods, burial furniture) are to be recorded and collected by context for later analysis.
- Photographic record of all phases of work in accordance with 'Photographic Recording of Heritage Items Using Film and Digital Capture'. Photographs are to be in RAW format, using photographic scales and photo boards where appropriate.
- Registers of contexts, photos, samples and drawings are to be kept.

3.2.5. Excavation

- Detection of the extent of the grave/remains (if disarticulated).
- Surface soils removed in excavation units of 100mm (site dependent) using small hand tools.
- Expose remains with soft paint brushes and pedestal the remains.

- Record position and depth of remains.
- Soil removed is to be sieved through 3mm mesh to examine for teeth and bone fragments.

Soil samples may be taken from the abdominal and/or chest areas of the body (articulated remains) to retrieve further evidence.

- Exhumation must be under the control of the Excavation Director, with the assistance of a Forensic Anthropologist if required. Exhumation permit/s, provided by NSW Ministry of Health may also require the presence of an authorised officer or a member of staff of the Ministry of Health.
- Further excavation of the bottom of the pit (grave) following removal to confirm the absence of further remains.

3.2.6. Relocation of bones

Removal and collection of skeletal remains is to follow the standard forensic practice of labelling as follows:

- Remove remains from the ground systematically and place in plastic bags according to anatomical areas of the body.
- Bags should not be air-tight and should have ventilation holes to prevent deterioration of fragile skeletal material. Each bag should contain labels and the separate bags should then be placed in a large plastic bag, crate or box, labelled with the context information.
- The remains should be placed in a sturdy, large cardboard box (approximately 600 x 300 x 200 mm) for relocation to off-site processing location.

3.3. Resume work

Construction work may only recommence upon receipt of clearance certificate from the Excavation Director and may require additional NSW Ministry of Health approval. If a forensic case, written authorisation from the NSW Police is required.

3.4. Reporting

A report would be prepared following the completion of the program of exhumation works, separate to the archaeological excavation report for the project. This report would include skeletal analysis catalogue, comprehensively describe the process of exhumation, detail the recording of the remains and synthesise the results of any further laboratory testing. An assessment of significance for the remains would be provided and interpreted within the context of the archaeological research design (response to research questions).

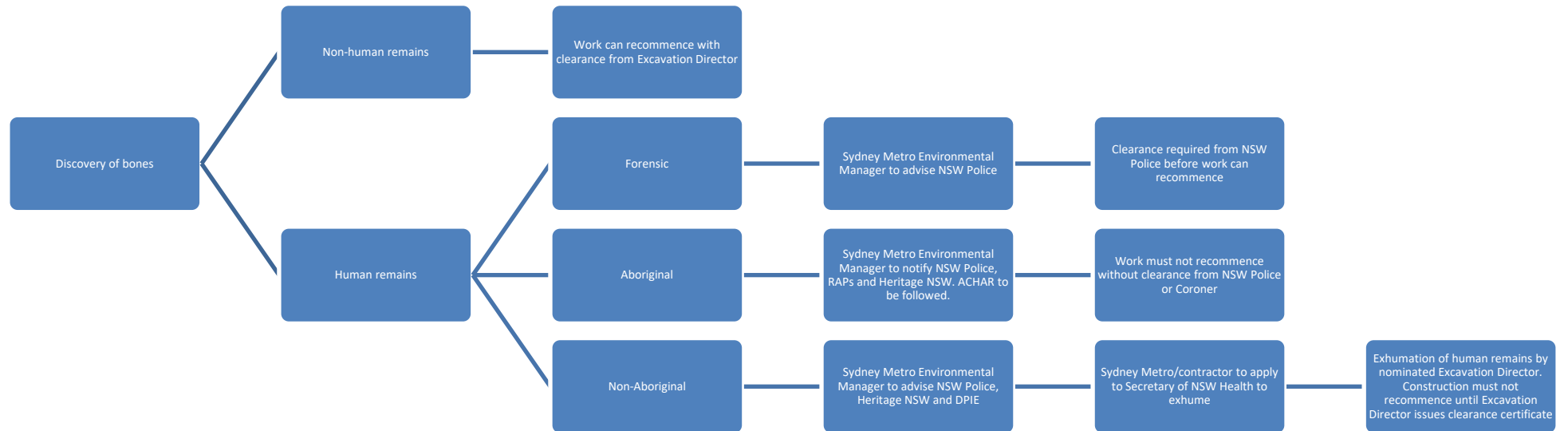


Figure 2: Exhumation procedure flow chart

4. Excavation and post-excavation tasks

All on-site management should be in accordance with the archaeological research design (ARD) and relevant archaeological method statement (AMS), and be overseen by the Excavation Director. The Excavation Director would nominate a Forensic Anthropologist where required.

4.1. Research questions

Research questions should be specific to the site and the site history. The research questions in the archaeological research design can be revised as new information emerges and new research questions can be investigated.

The following general research questions can be used to guide exhumations, should intact burials, disarticulated remain, burial cuttings or associated material culture be uncovered during work.

4.1.1. Social history and burial practices

- Does the location of the burial/burial cutting correspond with historic plans/descriptions?
- Is there evidence of exhumation?
- Do graves cut into older ones? What can this tell us about nineteenth century burial practices, and how does this compare to other excavated cemetery sites in the region?
- What is the distance between burials (if multiple burials uncovered)? Does this conform to known nineteenth century burial practices?
- What type of fill was used within grave cuttings? What can this tell us about the surrounding environment and burial practices at the time?
- What materials/tree species were used in the coffin manufacture? Can coffin manufacturing techniques or fastening methods (use of mortar, screws, nails, tacks) be identified? Does this match known burial practices of the time? If alternative methods are identified, what can this tell us about the manufacturer or economic/social landscape?
- Can the class or rank of the individual be identified via coffin materials, grave goods or clothing/shrouds?
- Which direction is the burial orientated? How does this correspond with the known/hypothesised location of denomination areas?
- If the burial is associated with more than one individual, can a familial relationship be assessed through DNA or other genetic markers identifiable within the skeletal remains?

4.1.2. Environmental factors and scientific analysis

- What is the condition of the bones? How does their condition compare to known or nearby burials of the same age? What environmental or human factors may have influenced the decomposition process?
- Can the health, nutrition, sex, race, stature or age be identified through the skeletal remains? Is there evidence of trauma on the bones? Is there evidence of pathology on the bones (e.g. syphilis, tuberculosis, tumours)?
- Can stable isotope analysis address any questions regarding diet, country of origin and nutrition?
- Can DNA testing address any questions not answerable by the skeletal remains themselves, such as sex, familial relationships (if buried with another individual/s) or race?
- Is there potential for DNA to be tested against any individuals who may come forward as a descendant of the deceased?

4.2. Process for DNA testing, isotope analysis and environmental sampling

4.2.1. Pre-excavation

The Excavation Director, in consultation with the Forensic Anthropologist, will nominate a suitable laboratory prior to works commencing. Requirements for DNA testing, isotope analysis and environmental sampling will be identified in the archaeological research design and archaeological method statement.

4.2.2. Excavation

To prevent cross-contamination, the following sample collection and excavation process should be followed:

- The location, quantity and material (bone, teeth, hair, soil, wood) of samples will be determined by the Excavation Director or Forensic Anthropologist prior to its collection.
- Samples would be stored in a safe, secure and climate controlled location while excavations are in progress. This would be chosen by the Excavation Director or Forensic Anthropologist on site.
- Each collected sample would be given a unique catalogue number and a sample register would be recorded throughout the excavation.

- 'Clean excavation' procedures would be followed during the excavation of burials and during the sample collection process⁷. This would include:
 - Latex gloves would be worn by individuals excavating and/or handling bone or soil samples. Gloves would be changed for each bone and/or individual to prevent cross-contamination;
 - Excavation tools/brushes would be cleaned prior to and after the collection of each sample to prevent cross-contamination;
 - In some cases, a face mask would be worn when samples for DNA analysis are being collected;
 - Bone samples for DNA testing would be collected with surrounding in situ soil and should not be cleaned prior to bagging;
 - It may be necessary for individuals involved in sample collection to submit DNA for comparison in the event of cross-contamination; and
 - All bags containing samples for analysis would be bagged and labelled appropriately to prevent cross contamination and ensure they are handled and stored correctly.

4.2.3. Post-Excavation

On completion of excavations, samples will be transported to nominated laboratories for analysis. A record of their location will be kept.

4.3. Reporting

The results of the investigation of human remains and the exhumation will be included in the archaeological reporting for the project in accordance with the project ARD.

Once finalised, and where it is appropriate to do so as determined in consultation with RAPs and/or as may be required by the relevant planning approval obligations, archaeological and associated specialist reports should be submitted to:

- The relevant local council and library;
- Heritage NSW library;
- The State Library of NSW; and
- Made available online for public access and educational purposes.

Further, if significant remains are identified during excavations, the results and findings would be published in academic journals and conference papers where feasible.

⁷ Guidelines for 'clean excavation' are based on procedures outlined in: Yang, D. Y. & Watt, K. 2005. Contamination controls when preparing archaeological remains for ancient DNA analysis. *Journal of Archaeological Science*, vol. 32, pp. 331–336 and *Society for Historical Archaeology*, 2015-2017. Research and Analysis of Artefacts. Accessed online at: <https://sha.org/conservation-facts/faq/analysis/#C> on 25/5/2017.

4.4. Public involvement

Archaeological excavations may uncover remains directly associated with early settlement and burial practices. Such remains are likely to generate public interest.

Public involvement may include:

- Seeking descendants of identified individuals to consult on appropriate actions and reburial proposals
- Media releases;
- Public Open Days;
- Preparation of brochures detailing the archaeological excavations;
- Interpretive signage and online blog posts or site diaries while excavations are taking place; and
- The preparation of a Heritage Interpretation Plan designed to provide interpretation of the site within the new development upon the completion of works.

Due to sensitive nature of human skeletal remains, these recommendations would be adapted and modified as appropriate under the direction of Sydney Metro and the Excavation Director.

Such recommendations would also be considered and require approval from relevant stakeholder groups such as known or potential descendants of the deceased, Heritage NSW/Heritage Council of NSW, local Council and interest groups.

4.5. Temporary storage and permanent repository or resting place for remains

4.5.1. Temporary storage

Upon the completion of archaeological excavations, skeletal remains should be boxed separately and temporarily stored within a safe, secure controlled environment to allow for further analysis of the remains. This location would be chosen by the Excavation Director and the Forensic Anthropologist and would comply with NSW legislative requirements.

4.5.2. Permanent repository or resting place for remains

A permanent repository or resting place for remains is dependent on the nature and volume of skeletal remains. Final arrangements would be dictated by Sydney Metro, the Excavation Director, Forensic Anthropologist, identified descendants of the deceased, RAPs (if applicable) and/or other stakeholders upon the completion of excavations and subsequent analysis.

5. Definitions

All terminology in this Procedure is taken to mean the generally accepted or dictionary definition. Acronyms and terms specific to this document are listed below.

Other terms and jargon are defined within the [SM-17-00000203 Sydney Metro Glossary](#).

	Definitions
IMS	Integrated Management System (IMS)
TfNSW	Transport for New South Wales
RAP	Registered Aboriginal party
ACHAR	Aboriginal cultural heritage assessment report
ARD	Archaeological research design
AMS	Archaeological method statement
OEH	Office of Environment and Heritage (now Heritage NSW)
PHU	Public Health Unit
ExMP	Exhumation Management Procedure (this Procedure)
ER	Environmental Representative (independent)

6. Accountabilities

The Executive Director, Environment, Sustainability & Planning is accountable for this Procedure including approving the document and monitoring its effectiveness. The Senior Advisor Heritage is responsible for overseeing the implementation of this Procedure, and performing a formal review of the document.

Direct Reports to the Chief Executive are accountable for ensuring the requirements of this Procedure are implemented within their area of responsibility.

Direct Reports to the Chief Executive who are accountable for specific projects/programs are accountable for ensuring associated contractors comply with the requirements of this Procedure.

7. Related documents and references

Related documents and references

- [SM-20-00099497 Unexpected Heritage Finds Procedure](#)
- [NSW Health Application to Exhume Human Remains](#)
- Department of Environment, Climate Change and Water 2010, Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010
- Department of Environment, Climate Change and Water 2010, Code of Practice for Archaeological Investigation of Aboriginal Objects in NSW

8. Superseded documents

Superseded documents

There are no documents superseded as a result of this document.

9. Document history

Version	Date of approval	Notes
1.1	May 2017	New IMS document.
2.0	July 2017	Incorporates Stage 2 (section 3)
2.1	February 2019	Extended for Metro Program wide application, includes changes specific Central Station management, and incorporates comments received from the State Coroner's Office, NSW Police, NSW Health, and Sydney Metro Environmental, Environmental Representatives engaged on the Central site and the Office of Environment and Heritage (OEH).
2.2	February 2019	Incorporates comments received from Artefact Heritage and Dr Denise Donlon issued to Health and OEH Heritage Division for consultation.
3.0	May 2019	Incorporates Health, Coroner and OEH comments.
4.0	April 2020	Updates to remove specific references to City and South West and Central Station. Change of title to "Procedure". Update to references.
5.0	16 August 2021	Updates to related documents and references.
6.0	December 2022	Minor clarifications to the procedure.


Appendix A: NSW Health Application Form to Exhume Human Remains

For a copy of the form see [NSW Health Application to Exhume Remains](#).

NSW Health Form

Application to Exhume Remains

Public Health Regulation, 2022 Section 95



In accordance with the requirements of Section 95(2) of the Public Health Regulation 2022,

I, _____
(Full name of applicant)

of _____ hereby
(Address)

apply for permission to exhume the remains of the late _____
(Name of deceased)

from Grave No: _____, Section _____, being a single
interment within the _____ Cemetery,
for the purpose of _____

I seek permission to exhume for the following reason/s:

The deceased:

- was not known to be infected with a prescribed infectious disease as defined in Section 79 of the Public Health Regulation 2022; **OR**
- was known to be infected with a prescribed infectious disease as defined in Section 79 of the Public Health Regulation 2022

I am entitled to make this application because I am: (tick one)

- The executor of the estate of the deceased; **OR**
- The nearest surviving relative of the deceased; **OR**
- If there is no executor or relative available to make the application, a proper person can make the application for the reasons set out below:

(Full reasons for proper person to make application)

NSW Health **Application to Exhume Remains** Form
Public Health Regulation, 2022 Section 95

Attached are:

- A certified copy of the death certificate of the deceased issued under the Births Deaths and Marriages Registration Act 1995.
- A statutory declaration as to:
 - My relationship to the deceased; and
 - the wishes of the deceased regarding the disposal of the body (if known);
 - the reasons why the Secretary may consider me the proper person in all circumstances to make the application (if applicable)
- The application fee of \$ _____

The exhumation is to be supervised in strict accordance with the attached Plan of Management

by _____

employed with _____
(Funeral Director/Cemetery)

in the capacity of _____

Signature of applicant: _____

Date: _____