



# **PROJECT NAME**

## **Aboriginal site officer application form**

Procedure for Aboriginal cultural heritage consultation and investigation

STAGE 3 – ROADS AND MARITIME SERVICES' PROCEDURE FOR  
ABORIGINAL CULTURAL HERITAGE CONSULTATION AND  
INVESTIGATION (RESOURCE 19)

**MONTH YEAR**

# Aboriginal site officer job description and application

## 1. Introduction

Roads and Maritime Services (RMS) is committed to involving Aboriginal people in Aboriginal archaeological activities for its projects. There are two types of Aboriginal site officer roles for RMS projects. These are (a) site officer and (b) trainee site officer.

Generally, site officers will be engaged at Stage 3 of the *Procedure for Aboriginal cultural heritage consultation and investigation* (the procedure), to undertake archaeological investigations and/or salvage activities. If a project has advertised for Aboriginal parties before undertaking a Stage 2 site survey, site officers may also be engaged to complete the survey.

## 2. Position description

A site officer must demonstrate that they have satisfactorily participated in previous archaeological fieldwork with an archaeologist. A trainee site officer does not need to demonstrate previous archaeological experience. The RMS will ensure, where practicable, that at least one trainee site officer is contracted for the provision of archaeological services.

Site officers must be able to:

- Undertake direction from the project archaeologist.
- Undertake manual labour over extended periods of time.
- Use archaeological field tools such as mattocks, shovels, trowels, wheelbarrows, buckets and wet sieving stations.
- Work in a range of climates wearing protective clothing.
- Work in teams with a wide range of people.
- Identify a broad range of Aboriginal objects across the landscape.

To qualify as a site officer, appropriate training in identifying Aboriginal objects must have been undertaken (such as the Office of Environment and Heritage's (OEH) sites awareness training course, or other relevant secondary or tertiary studies) or equivalent knowledge or experience must be demonstrated.

The duties of the site officer under the direction of the project archaeologist may include:

- Site surveying to identify known or potential Aboriginal objects.
- Pegging out locations for test pitting.
- Using shovels, brushes and trowels to excavate test pits.
- Relocating excavated materials in buckets or wheel barrows.
- Sieving excavated material.
- Identifying and recording Aboriginal objects.
- Meeting general and site specific Occupational Health and Safety requirements.

The duties of the trainee sites officer, under the direction of the project archaeologist may include, but not be limited to:

- Duties as detailed above for the sites officer, but generally requiring less experience.

### 3. Selection criteria

RMS will offer positions based on the following key selection criteria:

- An individual's ability to undertake the tasks specified in Section 2.
- An individual's availability to undertake the activity.
- An individual's experience in undertaking similar activities. Applications may be subject to a reference check.
- Individuals with demonstrated local cultural knowledge.

In addition to a consideration of the key selection criteria, RMS may give preference to applicants who live locally.

RMS is under no obligation to offer site officer positions based on an individual's association with a cultural group or area. RMS makes no guarantee that registered parties will be engaged to undertake archaeological field activities. The number of site officer positions available will be based on need as described in the archaeological methodology.

Applicants will be notified whether they have been successful or unsuccessful in their application.

### 4. Engagement

The RMS project manager has final approval on who will be engaged as a site officer. Successful applicants must be engaged to provide the services through a written contract. RMS will only engage Service Providers with NSW workers compensation insurance, public liability insurance, and comprehensive motor vehicle insurance or third party property damage insurance.

Individuals may be engaged via an appropriately insured third party, such as a skill hire company, an Aboriginal land council, an Aboriginal corporation, or similar organisation. Please advise RMS in your application whether you will require engagement through a skill hire company.

### 5. Payments

RMS will pay the Service Provider at a rate of:

- \$110 per hour (inc GST) for a site officer (minimum of four hours)
- \$77 per hour (inc GST) for a trainee site officer (minimum of four hours)

The quoted hourly rate is the rate to be paid by RMS to the Service Provider - **not** to the individual site officer/trainee site officer. The site officer/trainee site officer will be paid by the Service Provider at a rate agreed to by the Service Provider and the site officer/trainee site officer.

Payment will only be made for the provision of the services, and **not** for the time spent travelling to and from site.

## 6. Expenses

RMS will reimburse the Service Provider for the following expenses incurred in providing the Services:

- Accommodation and meals to a maximum of \$170.00 (incl GST) per night; and
- Use of one (1) private vehicle by the Site Officers/Trainee Site Officers at the ATO rate per kilometre where an alternative mode of transport for use by the Site Officers/Trainee Site Officers has not been provided by the RMS.

However, the RMS will **not** reimburse the above expenses unless:

- The RMS project manager has provided written authorisation of the expenses before the expenses are actually incurred; and
- Receipts are provided in support of any expenses claimed at the time the claim is made. For private vehicle expense claims, details of the kilometres travelled, start and finish locations and the purpose of travel must be provided with the claim.

For information only

# Aboriginal Site Officer Application Form

Name of project:

Full name	
Name of organisation (if relevant)	
Contact number	
Mailing address	
Email address	
Facsimile No. (Optional)	
Position applied for	Site Officer / Trainee Site Officer (please circle)
Please list any formal qualifications or experience relevant to position applied for  (Attach documentation or sheets as required)	
Please list any previous archaeological/sites officer experience.  (Attach additional sheets as required)	
If you have previous archaeological/site officer experience, please provide the name and contact details of at least one (1) archaeologist who	

can be contacted as a referee.	
Please provide the name and contact details of at least one (1) other person who may be contacted in regards to your previous cultural heritage experience.	
Do you have a WorkCover NSW General Induction for Construction Work in NSW card (sometimes referred to as a green card)?	Yes / No (Please circle) If you circled 'yes', please provide card number.
If selected for this role, would you be required to live away from home?	Yes / No (Please circle)
If selected for this role, would you be required to be engaged through a skill hire company?	Yes / No (Please circle) If you circled 'no', you are required to have public liability insurance, worker's compensation insurance, and (if using your own vehicle to provide the services) Motor Vehicle Comprehensive or Third Party Property Damage.
Have you registered to be consulted for this project?	Yes / No (Please circle) If you circled 'no', please provide the name of the registered person or organisation that nominated you for this position.
Are you an Aboriginal person?	Yes / No (Please circle)

**Note:** An Aboriginal site officer application form must be filled out for each individual seeking to be engaged as a site officer.

Please return to:

**Name and title of contact person**

Mailing address  
Fax No.  
Email

For information only

For information only

