



PROJECT NAME

Aboriginal archaeological survey –
standard brief

STAGE 2 – ROADS AND MARITIME SERVICES PROCEDURE FOR ABORIGINAL
CULTURAL HERITAGE CONSULTATION AND INVESTIGATION (RESOURCE 09)

MONTH YEAR

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1 Introduction

1.1 Purpose

Roads and Maritime Services (RMS) proposes to undertake the following activity:

Provide a description of the activity and detail the likely extent of the works including the extent of the road corridor, the construction methodologies and any relevant features of the activity such as landscaping, stockpile and compound sites, services and sediment basins, if known.

The RMS requires a consultant with extensive experience in Aboriginal archaeological heritage assessment to prepare an Aboriginal archaeological survey report. This specialist input is required to inform the [preliminary environmental investigation (PEI), review of environmental factors (REF) OR environmental assessment (EA)] for this project, and to determine whether any objects or places as defined by the *National Parks and Wildlife Act 1974* would be affected by the project.

1.2 Background

Background cultural heritage information relevant to the activity that would assist you in the response to this brief and the preparation of the Aboriginal archaeological survey report includes the following.

Detail any specific cultural heritage information relevant to the activity and the specialist input that is required. This could include known heritage conservation areas, known Aboriginal sites or places, results of national native title searches, Aboriginal owners, details of any non-Aboriginal heritage, Aboriginal archaeological baseline reports (if undertaken), and the current status of any Aboriginal community consultation.

1.3 Project information available

The following project information is available to assist in your response to this brief and the preparation of the *Aboriginal Archaeological Survey Report* for the proposed activity.

Detail any specific information that could be provided to the tenderer to assist in the response to this brief and/or the preparation of the report. This could include previous environmental reports, aerial photography (historic and current), concept plans, etc... In addition the following should be provided: the scope of works, (where possible this should include any ground breaking activities, areas of cuts and fills, known utilities, utilities to be relocated, shared pathways, access paths and site compounds).

2 Scope and methodology

All works carried out under this brief must adhere to the following guidelines and procedures:



- RMS' *Procedure for Aboriginal cultural heritage consultation and investigation 2010*
- OEH's *Aboriginal cultural heritage consultation requirements for proponents 2010*
- OEH's *Supporting information requirements for AHIP applications 2009*
- OEH's *Code of practice for archaeological investigations in NSW*
- For state significant developments (SSD) or state significant infrastructure (SSI), meet th Director General of the Department of Planning and Infrastructure's requirements as follows [Insert relevant DGR's]

The successful consultant will be required to undertake and document the following tasks.

- Undertake **Stage 2** of the *RMS Procedure for Aboriginal cultural heritage consultation and investigation 2010*. Consultation must be undertaken in liaison with [insert name] RMS Aboriginal Cultural Heritage Adviser [insert location], (Phone: [insert number], Fax [insert number])
- Undertake Requirements 1 to 13 of OEH's *Code of practice for archaeological investigations in NSW*, including a site survey and the preparation of an archaeological survey report.
- Where the archaeological survey report concludes that further archaeological investigation is required, the consultant must prepare a method for archaeological testing in accordance with **(a), (b) or (c)** below.

(a) Testing in accordance with the Code of practice for archaeological investigation of Aboriginal Objects in NSW

For Part 4 or 5 projects that can follow the *Code of practice for archaeological investigation of Aboriginal Objects in NSW*, the consultant **must** prepare a sampling methodology consistent with Section 3 of the code. The methodology must also state how many Aboriginal site officers would be required to undertake the testing, if any.

(b) Testing under an AHIP

For Part 4 or 5 projects that cannot follow the *Code of practice for archaeological investigation of Aboriginal Objects in NSW*, the consultant **must** prepare an appropriate methodology and an AHIP application. The methodology must also state how many Aboriginal site officers would be required to undertake the testing, if any.

(c) Testing for SSD or SSI

For SSD or SSI projects, the consultant **must** prepare an appropriate methodology to address the Director General of the Department of Planning and Infrastructure's requirements. The methodology must also state how many Aboriginal site officers would be required to undertake the testing, if any.

OR

Where the archaeological survey report concludes that Aboriginal objects and/or places would be impacted by the implementation of the project, but further testing is not required, then the consultant **must** prepare a methodology for these impacts. This methodology may include scope for salvage. The

methodology must also state how many Aboriginal site officers would be required to undertake the salvage, if any.

- A copy of the draft report (including the proposed methodology and AHIP application, if required) must be provided to the RMS contact person for review and comment.

3 Report presentation

The consultant is to prepare the report in accordance with the following requirements:

- The report must be consistent with requirements 1 to 13 of OEH's *Code of practice for archaeological investigations in NSW*.

4 Project supervision, schedule, outputs and fees

4.1 Project supervision

The RMS contact person for the project is as follows.

The RMS contact person is the person who will be responsible for the management of the successful tenderer. Provide the contact details including postal address, email address and work phone number

Any questions relating to the proposed activity should be directed to this person.

4.2 Project schedule

Preparation of the Aboriginal archaeological (survey) report would commence upon receipt of a letter of acceptance. The timeframes for preparation and finalisation of the Aboriginal archaeological survey report are as follows.

Detail the expected date for the submission of the draft report and the final report. The timeframe should consider receipt of comment from interested parties on the draft report and any statutory requirements.

4.3 Deliverables

The outputs required for this project include the following:

- a) A draft Aboriginal **archaeological survey report** that meets the standard of OEH's *Code of practice for the archaeological investigation of Aboriginal objects in NSW 2010*.
- b) A finalised Aboriginal **archaeological survey report** that addresses comments received by the RMS.



- c) Where impacts to Aboriginal objects and/or places are anticipated, prepare a draft **archaeological methodology**. The methodology may allow for archaeological testing, salvage or impact without salvage.
- d) A revised **archaeological methodology** that addresses comments received by the RMS.
- e) Prepare an **AHIP application** for Part 4 or 5 projects that are unable to undertake archaeological testing in accordance with the *Code of practice for the archaeological investigation of Aboriginal objects in NSW 2010*, or for Part 4 or 5 projects that will harm Aboriginal objects and/or places.
- f) If any new Aboriginal archaeological objects are identified as a result of the site survey, the consultant must **notify** OEH within 21 days of finding the object.

POOR QUALITY DOCUMENTS WILL NOT BE CONSIDERED TO BE A DELIVERABLE IN ACCORDANCE WITH THIS BRIEF.

4.4 Project fees and payment

You are required to prepare a fixed price cost estimate for the works. A budget is to be included for each work element showing total hours, hourly rates, disbursements and price for you and any sub-consultants.

Note: Aboriginal site officer roles will be contracted by the RMS through a corporate entity such as an Aboriginal Land Council, 'skill hire' or similar organisation. Costs for Aboriginal site officers will be met by the project directly.

Payment will be made by the method described below. No additional work outside the agreed cost estimate is to be undertaken without prior written approval of the RMS's contact person as described above in Section 4.1.

Detail the payment type that will be used. E.g. lump sum, monthly, a percentage upon completion of a draft and the remainder at finalisation of the report, etc...

5 Response to brief

Your response to this brief should be submitted to the RMS contact person described above in Section 4.1.

The response to this Brief must adopt the following headings in the order shown:

- a) **Proposed methodology** – detail the methodology that you propose to use to satisfy the scope detailed in Section 2.
- b) **Report contents** – address the requirements described in Section 3.
- c) **Technical skills** – detail your company's technical skills and the nominated project team including CVs and the proposed time that they will spend on the project. Any variation to the nominated project team should be discussed with the RMS prior to changes.

- d) **Recent experience** – detail your recent relevant experience and lists relevant projects undertaken by the nominated project team.
- e) **Estimated costs** – address the requirements in Section 4.4.
- f) **Robustness of estimated costs** – demonstrate that the estimate costs are adequate and realistic to achieve the purpose of the brief.
- g) **Time performance** – include a detailed program of works and due dates.
- h) **[Additional information** – that includes any other additional information that may be relevant in the selection of the successful tenderer].

6 Contract information

The following information will be required to be provided for the contract. If you intend to submit a tender for this project, please ensure that you have the following.

- a) NSW Workers Compensation Insurance in accordance with the *Workers Compensation Act 1987* (or personal accident insurance).
- b) Public Liability Insurance with the following:
 - i) Limit of Liability – not less than \$10M;
 - ii) Inclusion of the RMS as an additional named insured (if possible); and
 - iii) Include Cross Liability and Waiver of Subrogation clauses (if possible).
- c) Professional Indemnity Insurance with a limit of liability not less than \$1M.
- d) Motor Vehicle Insurance including the following:
 - i) If motor vehicles will be used in the study, contractor must have comprehensive or third party property damage motor vehicle insurance.

If you require any further information, please contact the RMS contact person.

7 Occupational health and safety

The safety of field workers is paramount. All personnel involved in the field work must read and sign an appropriate and relevant Safe Work Method Statement (SWMS) prior to the commencement of any field work. A signed copy of the SWMS is to be provided to the RMS prior to accessing the site. If the site is classified as a construction site and has its own SWMS, personnel involved in the field work will need to abide by the SWMS and may need to be inducted onto the site.

The wearing of a high visibility safety vest is mandatory during the field surveys.

8 Privacy

All information provided by the RMS to you in relation to this project is confidential. You must ensure that you keep such information confidential at all times (including after completion of the services) and must not disclose it to any other person without the prior written consent of the RMS, unless required by law.

