

		Gunnedah NSW 2380
Heilamon Cultural Consultants	Clifford Johnson	77 Tobruk Ave, Muswellbrook NSW 2333
Jason Wilson		23 Clews St, Dubbo NSW 2830
Jodie Mckinnon		100 Stock Rd, Gunnedah NSW 2380
John Matthews		16/A Mahogany Ave Muswellbrook NSW 2333
Joshua Matthews		21 Bando Street , Gunnedah NSW 2380
Justin Matthews		16/B Mahogany Ave Muswellbrook NSW 2333
KL.KG Saunders Trading Service		6 Bowfield Place, Muswellbrook NSW 2333
Lorraine Towney		32 Dewhurst Street Quirindi, NSW 2343
Luke Cameron Cultural Management		28 Herbert St, Gunnedah NSW 2380
Mavonia Welsh		1 Yabsley Ave, Marrickville NSW, 2204
ME Griffiths Cultural Management	Marie- Ellen Griffiths	10 herbert Street, Gunnedah NSW 2380
Michael Long		17 Albion Street Gunnedah NSW 2380
Michelle Saunders		24 Walhallow Village, Walhallow NSW 2340
Michelle Saunders		24 Walhallow Village, Walhallow NSW 2340
Min Min Aboriginal Corporation	CEO	Po Box 877, Gunnedah NSW 2380
NARRABRI LALC	Chairperson	PO Box 37 NARRABRI NSW 2390
Natasha Rodgers		7 Toy Court, Wodonga VIC 3690
Paul Moodie		15 Schwager St Gunnedah NSW 2380
Robert Miller		34 Baxter Street Gunnedah NSW 2380
Rodney Mathews		8 Fitzgerald Ave Muswellbrook NSW 2333
Ron Smith		Flat 8, 6 Hasting River Drive, Port Macquire
Ronald Long		32 High Street, Gunnedah, NSW 2380
Roslyn Smith		Unit 4 122 Upper St

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The Office of Environment and Heritage.

		Tamworth NSW 2340
Scott Smith		Unit 4 122 Upper St Tamworth NSW 2340
Sonny Fitzroy		17 Albion Street Gunnedah NSW 2380
Steve Saunders		35 Walhallow Village, Caroona NSW 2343
T&G Culture Consultants	Tony Griffiths	4 Wattle Street, Gunnedah NSW 2380
Tania Mathews		23 Reid street, Narrabri NSW 2390
Tracy Woltley		75 High Street Gunnedah NSW 2380
Troy Silver		57 Hopedale Ave Gunnedah NSW,2380

### **Moree Plains Shire**

<b>Organisation/Affiliation</b>	<b>Name/Title</b>	<b>Address</b>
Alison Sampson		36 Hill Street, Caroona NSW 2343
AT Gomilaroi Cultural Consultancy	Aaron Talbott	6 Bando Street, Gunnedah NSW 2380
BJC Cultural Management	Ben Cameron	11 Stanley Street, Gunnedah NSW 2380
Brian Draper		7 Sovereign St, Dubbo NSW 2830
D F T V Enterprises	Derrick Vale	5 Mountbatten Close, Rutherford NSW 2320
Donna Moodie		PO Box 356 Darling Heights QLD 4350
Gomeroi Murri Ganuurr Yuurray Wadi Palinka	Greg Griffith	4 Wattle Street, Gunnedah NSW 2380
Hazel Collins		3 Carroll Street, Gunnedah NSW 2380
Jason Wilson		23 Clews St, Dubbo NSW 2830
Joshua Matthews		21 Bando Street , Gunnedah NSW 2380
Kevin Sampson		1 Martyn Street Breeza,

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		nsw 2381
KL.KG Saunders Trading Service		6 Bowfield Place, Muswellbrook NSW 2333
Lorraine Towney		32 Dewhurst Street Quirindi, NSW 2343
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Mavonia Welsh		1 Yabsley Ave, Marrickville NSW, 2204
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Michael Long		17 Albion Street Gunnedah NSW 2380
Michelle Saunders		24 Walhallow Village, Walhallow NSW 2340
MOREE LALC	Chairperson	PO Box 924 MOREE NSW 2400
MUNGINDI LALC	Chairperson	PO Box 26 MUNGINDI NSW 2406
Natasha Rodgers		7 Toy Court, Wodonga VIC 3690
Paul Moodie		15 Schwager St Gunnedah NSW 2380
Paul Moodie		15 Schwager St Gunnedah NSW 2380
Ray Tighe		PO Box 3074, East Moree NSW 2400
Ron Smith		Flat 8, 6 Hasting River Drive, Port Macquire
Ronald Long		32 High Street, Gunnedah, NSW 2380
Roslyn Smith		Unit 4 122 Upper St Tamworth NSW 2340
Scott Smith		Unit 4 122 Upper St Tamworth NSW 2340
Steve Saunders		35 Walhallow Village, Caroona NSW 2343
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Tania Mathews		23 Reid street, Narrabri NSW 2390
Terry Hie Hie Aboriginal Co -op	Karen Craigie	4 Clarke Ave Moree

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## **GWYDIR SHIRE**

<b>Organisation/Affiliation</b>	<b>Name/Title</b>	<b>Address</b>
AT Gomilaroi Cultural Consultancy	Aaron Talbott	6 Bando Street, Gunnedah NSW 2380
Brian Draper		7 Sovereign St, Dubbo NSW 2830
Gomeroi Narrabri Aboriginal corporation	Chairperson ( Craig Trindall 0430295911)	29 Doyle Street, Narrabri NSW 2390
Kevin Sampson		1 Martyn Street Breeza, nsw 2381
Lorraine Towney		32 Dewhurst Street Quirindi, NSW 2343
Michael Long		17 Albion Street Gunnedah NSW 2380
MOREE LALC	Chairperson	PO Box 924 MOREE NSW 2400
Natasha Rodgers		7 Toy Court, Wodonga VIC 3690
Nyakka Aboriginal Corporation	Rhonda Kitckener	265 Rusden Street, Armidale NSW 2350
Paul Moodie		15 Schwager St Gunnedah NSW 2380
Ray Tighe		PO Box 3074, East Moree NSW 2400
Ron Smith		Flat 8, 6 Hasting River Drive, Port Macquire
Ronald Long		32 High Street, Gunnedah, NSW 2380
Roslyn Smith		Unit 4 122 Upper St Tamworth NSW 2340

The Department of Environment Climate Change and Water is now known as  
The Office of Environment and Heritage.

18 February 2016  
Brenda and James Trindall  
b.trindall@gmail.com

**RE: NOTIFICATION OF ABORIGINAL CULTURAL HERITAGE AND ARCHAEOLOGICAL ASSESSMENT,  
PROPOSED INLAND RAIL PROGRAMME – NARRABRI TO NORTH STAR, NSW**

Dear Sir/Madam

Australian Rail Track Corporation (ARTC) is proposing to construct a new freight line between Melbourne and Brisbane, via central-west New South Wales (NSW) known as Inland Rail.

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Your organisation was identified as having a potential interest in this project and therefore we are writing to invite you to register an interest in being consulted regarding the project. Consultation will be used to inform the Aboriginal Cultural Heritage and Archaeological Assessment. If you do wish to register an interest in ongoing consultation regarding the Narrabri to North Star project, please provide registration of interest by no later than **4 March 2016**.

Please send any registered Aboriginal party group information to:

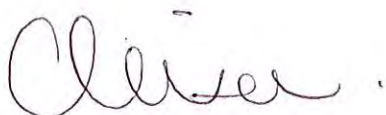
Nicola Roche  
Umwelt (Australia) Pty Ltd  
75 York St, Teralba NSW  
Ph: 4950 5322      Email: [nroche@umwelt.com.au](mailto:nroche@umwelt.com.au)

In compliance with the Department of Environment Climate Change and Water Aboriginal Cultural Heritage Consultation Requirements for Proponents (2010) the contact details for ARTC are as follows:

Alison Crocker  
Community Engagement Manager  
Parkes to Narromine / Narrabri to North Star  
Australian Rail Track Corporation  
20 Newton Street, Broadmeadow NSW 2292  
Ph: 0411 110081      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

Should you have any queries or wish to discuss this notification letter, please do not hesitate to call Nicola in the first instance as per the contact details provided within this letter.

Yours sincerely



Alison Crocker  
Community Engagement Manager  
Parkes to Narromine / Narrabri to North Star  
Australian Rail Track Corporation



Inland Rail Programme  
Australian Rail Track Corporation  
GPO Box 14  
SYDNEY NSW 2001

18 February 2016  
Craig Trindall  
trindallconsulting@gmail.com

**RE: NOTIFICATION OF ABORIGINAL CULTURAL HERITAGE AND ARCHAEOLOGICAL ASSESSMENT,  
PROPOSED INLAND RAIL PROGRAMME – NARRABRI TO NORTH STAR, NSW**

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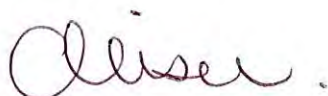
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Yours sincerely



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Community Engagement Manager  
Parkes to Narromine / Narrabri to North Star  
Australian Rail Track Corporation



Inland Rail Programme  
Australian Rail Track Corporation  
GPO Box 14  
SYDNEY NSW 2001

18 February 2016  
Debra Hanes  
[dhanes@y7mail.com](mailto:dhanes@y7mail.com)

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PROPOSED INLAND RAIL PROGRAMME – NARRABRI TO NORTH STAR, NSW**

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Alison Crocker  
Community Engagement Manager  
Parkes to Narromine / Narrabri to North Star  
Australian Rail Track Corporation

Inland Rail Programme  
Australian Rail Track Corporation  
GPO Box 14  
SYDNEY NSW 2001

18 February 2016  
Helen Wenner  
[Helen.wenner@det.nsw.edu.au](mailto:Helen.wenner@det.nsw.edu.au)

**RE: NOTIFICATION OF ABORIGINAL CULTURAL HERITAGE AND ARCHAEOLOGICAL ASSESSMENT,  
PROPOSED INLAND RAIL PROGRAMME – NARRABRI TO NORTH STAR, NSW**

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Yours sincerely



Alison Crocker  
Community Engagement Manager  
Parkes to Narromine / Narrabri to North Star  
Australian Rail Track Corporation



18 February 2016  
Jacqueline Jones  
[Jacqueline.m.jones@det.nsw.edu.au](mailto:Jacqueline.m.jones@det.nsw.edu.au)

**RE: NOTIFICATION OF ABORIGINAL CULTURAL HERITAGE AND ARCHAEOLOGICAL ASSESSMENT,  
PROPOSED INLAND RAIL PROGRAMME – NARRABRI TO NORTH STAR, NSW**

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Yours sincerely



Alison Crocker  
Community Engagement Manager  
Parkes to Narromine / Narrabri to North Star  
Australian Rail Track Corporation



Inland Rail Programme  
Australian Rail Track Corporation  
GPO Box 14  
SYDNEY NSW 2001

18 February 2016  
Lyn Trindall  
[admin@narrabrilalac.com.au](mailto:admin@narrabrilalac.com.au)

**RE: NOTIFICATION OF ABORIGINAL CULTURAL HERITAGE AND ARCHAEOLOGICAL ASSESSMENT,  
PROPOSED INLAND RAIL PROGRAMME – NARRABRI TO NORTH STAR, NSW**

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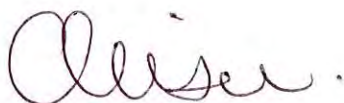
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Yours sincerely



Alison Crocker  
Community Engagement Manager  
Parkes to Narromine / Narrabri to North Star  
Australian Rail Track Corporation

18 February 2016  
Steven Booby  
[Steven.booby@environment.nsw.gov.au](mailto:Steven.booby@environment.nsw.gov.au)

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PROPOSED INLAND RAIL PROGRAMME – NARRABRI TO NORTH STAR, NSW**

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Alison Crocker  
Community Engagement Manager  
Parkes to Narramine / Narrabri to North Star  
Australian Rail Track Corporation  
20 Newton Street; Broadmeadow NSW 2292  
Ph: 0411 110081      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

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Yours sincerely



Alison Crocker  
Community Engagement Manager  
Parkes to Narromine / Narrabri to North Star  
Australian Rail Track Corporation



<b>Meeting Title</b>	Cultural Heritage Consultation			
<b>Attendees:</b>	<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
	Sarah Harris (IR)			
	David Chubb (GHD)			
	Nicola Roche (Umwelt)			
<b>Apologies:</b>	Geoff Hudson	<b>Location:</b>	Moree Council	
<b>Distribution:</b>	As above + attendance sheet		<b>Minute Taker:</b>	Sarah Harris
<b>Date:</b>	10 May 2016		<b>Time:</b>	9am

Item No.	Comments/Action	Action By	Due Date
1	Acknowledgement of Country (SH)		
1.1	Introduction – Inland Rail Programme and Narrabri to North Star project		
1.2			
2	Introduction (NR)		
2.1	Discussed the process, consultation stages and key stages		
3	Showed mapping		
3.1	Discussed proposed assessment/survey methodology - 1-2 week survey duration - EOI		
4	9:45am – additional attendees arrived – provided a summary of what had been already discussed		
4.1	Identified that temporary areas/laydowns etc are not yet identified		
5	Discussed general construction activities		
5.1	Stated comments duration closes 25 May and EOI will be sent out within the fortnight to all attendees/RAPs to commence the formal engagement process		
6	Question Time		
6.1	Who is a RAP and how we have selected them (Karen Craigie) – NR advised that the OEH RAPs register has been used to identify RAPs for this process – 75 contacts were identified from the OEH database – 45 applicable to NNS project area		
	Can the RAPs engage a spokesperson (Terry Carter)		
	Gamarada Group presented themselves available to be facilitator/spokesperson (Wayne Nean)		
	Terry Carter enquired about the opportunity for local Indigenous employment		
	Is ARTC employing an Indigenous CH Advisor? (Karen Craigie)		
	NR closed the meeting with next steps – comments close 25 May EOI to be out within the next 2 weeks Proposed survey duration and approx. number of persons Meeting closed approx. 10:30am.		
	Gamarada Group provided resume and business card to SH		





<b>Meeting Title</b>	Cultural Heritage Consultation			
<b>Attendees:</b>	<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
	Sarah Harris (IR)			
	David Chubb (GHD)			
	Nicola Roche (Umwelt)			
<b>Apologies:</b>	Geoff Hudson		<b>Location:</b>	Narrabri – Crossing Theatre
<b>Distribution:</b>	As above + attendance sheet		<b>Minute Taker:</b>	Sarah Harris
<b>Date:</b>	10 May 2016		<b>Time:</b>	2pm

Item No.	Comments/Action	Action By	Due Date
	Acknowledgement of Country – Michael Long		
	Introduction – Inland Rail Programme and Narrabri to North Star project		
	Introduction (NR)		
	Discussed the process, consultation stages and key stages		
	Showed mapping		
	Discussed proposed assessment/survey methodology - 1-2 week survey duration - EOI		
	Identified that temporary areas/laydowns etc are not yet identified		
	Discussed general construction activities		
	Stated comments duration closes 25 May and EOI will be sent out within the fortnight to all attendees/RAPs to commence the formal engagement process		
	Discussion		
	Suggest use old satellite mapping to determine old lagoon sites/creek lines and gilgai country (Michael Long)		
	Possible grinding groves (George Sampson)		
	Potential need to undertake salvage if vegetation is encountered that has significance re bush medicine (Michael Long / Brian Draper)		
	Survey attendee selection – who does this – is there opportunity to use this as a training exercise for younger Indigenous <u>people</u> (Michael Long / Donna Sampson)		
	Potential for preparation sites within the project area (sites utilised prior to burial) (Michael Long)		
	Baradine and Pilliga is an area of particular interest – dense scrub and less disturbed (Brian <u>Draper</u> <del>Sampson</del> and Michael Long)		
	Meeting closed approx. 3pm		

30 May 2016

Gomeroi Service Provider  
Anthony Munro Director  
122 Emperor Drive  
ANDERGROVE QLD 4740  
anthonymunro@yahoo.com.au

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Anthony

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

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Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

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- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

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It is the responsibility of your organisation to ensure that accurate contact details are provided by the commencement of fieldwork to ARTC (IR). Failure to provide accurate contact details may lead to issues with invoice payment and further engagement.

In the event that fieldwork is cancelled prior to the scheduled field day, no payment for services will be made by ARTC (IR). In the event that fieldwork must be cancelled during the course of a fieldwork day, payment will be made for that part of the day (either a half or full day) that was worked, depending on when the cancellation takes place. A half day rate will be paid for any cancellations prior to 12pm, while a full date rate will be paid for any cancellations after 12pm. If survey participants have travelled to site prior to the cancellation, travel costs will be paid at the specified rates.

### **Working Requirements**

The fieldwork will include participation of Aboriginal fieldworkers who are competent at stone artefact recognition, fit for full working days of manual labour and who are willing to work as part of a fieldwork team under the leadership of the fieldwork supervisor. There will be an emphasis on safe working in accordance with safety planning documents and policies. There must be commitment to work for the agreed daily hours.

All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

Your nominated fieldworkers must wear the following Personal Protective Equipment (PPE) on site at all times:

- 1) High visibility vest or work shirt suitable for rail corridor work i.e. only orange in colour with cross reflector at back;
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- 4) Hat;
- 5) Eye protection (certified to relevant Australian Standard);
- 6) Steel cap work lace boots (no slip on boots are allowed); and
- 7) Long trousers.

It is the responsibility of your organisation to ensure your fieldworkers are equipped with the required PPE and are physically capable of undertaking the nominated fieldwork tasks. Personnel who are not supplied with or wearing the required correct PPE or who are not physically capable of undertaking fieldwork as stipulated in this letter will be dismissed from fieldwork.

It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

**IMPORTANT NOTE: ARTC Drug & Alcohol Policy**

Please note: ARTC (including rail corridors) is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free (0.0 Level) whilst at work / training.

**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

1. Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;
2. Ability of the nominated personnel to satisfy any other requirements in this letter;
3. Capability, skills and experience of the nominated personnel;
4. Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;
5. Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);
6. Availability of the nominated fieldworkers during the specified fieldwork period; and
7. Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

---

---

---

2. Any other terms of engagement (excluding rates of fees which have been outlined above):

---

---

3. Will the nominated fieldworkers be employees of the Aboriginal party?

---

---

4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

---

5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

---

6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

---

**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Alfred Priestley

murrialfred@gmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Alfred

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

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The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

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Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

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10. Capability, skills and experience of the nominated personnel;
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Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation

## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

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Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Gamarada Consulting Australia  
Tony Simmons  
109 Kirkwood St  
Armidale NSW 2350  
gamaradaconsulting@outlook.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Tony

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

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- 4) Hat;
- 5) Eye protection (certified to relevant Australian Standard);
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It is the responsibility of your organisation to ensure your fieldworkers are equipped with the required PPE and are physically capable of undertaking the nominated fieldwork tasks. Personnel who are not supplied with or wearing the required correct PPE or who are not physically capable of undertaking fieldwork as stipulated in this letter will be dismissed from fieldwork.

It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

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Please note: ARTC (including rail corridors) is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free (0.0 Level) whilst at work / training.

**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

15. Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;
16. Ability of the nominated personnel to satisfy any other requirements in this letter;
17. Capability, skills and experience of the nominated personnel;
18. Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;
19. Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);
20. Availability of the nominated fieldworkers during the specified fieldwork period; and
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ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.



### Commercial Registration and Engagement

All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation

## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

---

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

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6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

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Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Cutmore Family Clan Group  
Dianne Creighton  
PO Box 518  
ALSTONVILLE NSW 2477  
dcreighton2@bigpond.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Dianne

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

ARTC (IR) current standard rates for engagement of NSW RAPs is as follows:

Activity	As at May 2016
Site survey or archaeological investigation services undertaken by an Aboriginal site officer	\$120 per hour, capped at 8 hours per day
Site survey or archaeological investigation services undertaken by a trainee or junior Aboriginal site officer	\$84 per hour, capped at 8 hours per day

Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

If travel assistance is required (generally where travel of over 90 minutes is required from home address to the nominated meeting place for fieldwork), ARTC (IR) will, by prior ARTC (IR) approval only, provide payment for accommodation and travel at the following specified rates:

- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

If fieldwork is cancelled prior to the scheduled field day, then your organisation will be notified by at least 7 pm on the last work day prior to the scheduled field day. This notice will be provided by the fieldwork supervisor and contact will be made via telephone (including a voicemail or SMS) or email. If fieldwork is cancelled on the

scheduled field day, then your organisation will be notified in the same way and fieldworkers in attendance may also be notified.

It is the responsibility of your organisation to ensure that accurate contact details are provided by the commencement of fieldwork to ARTC (IR). Failure to provide accurate contact details may lead to issues with invoice payment and further engagement.

In the event that fieldwork is cancelled prior to the scheduled field day, no payment for services will be made by ARTC (IR). In the event that fieldwork must be cancelled during the course of a fieldwork day, payment will be made for that part of the day (either a half or full day) that was worked, depending on when the cancellation takes place. A half day rate will be paid for any cancellations prior to 12pm, while a full date rate will be paid for any cancellations after 12pm. If survey participants have travelled to site prior to the cancellation, travel costs will be paid at the specified rates.

### **Working Requirements**

The fieldwork will include participation of Aboriginal fieldworkers who are competent at stone artefact recognition, fit for full working days of manual labour and who are willing to work as part of a fieldwork team under the leadership of the fieldwork supervisor. There will be an emphasis on safe working in accordance with safety planning documents and policies. There must be commitment to work for the agreed daily hours.

All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

Your nominated fieldworkers must wear the following Personal Protective Equipment (PPE) on site at all times:

- 1) High visibility vest or work shirt suitable for rail corridor work i.e. only orange in colour with cross reflector at back;
- 2) Long sleeved work shirt for sun protection;
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If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

- 22. Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;
- 23. Ability of the nominated personnel to satisfy any other requirements in this letter;
- 24. Capability, skills and experience of the nominated personnel;
- 25. Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;
- 26. Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);
- 27. Availability of the nominated fieldworkers during the specified fieldwork period; and
- 28. Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

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ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.



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All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

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A form is attached to provide the required EOI information and nominate fieldworkers.

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Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation

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PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

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Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

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What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Connor Oslizlok  
PO Box 1183  
MOREE NSW 2400  
tighe.dorothy@hotmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Sir/Madam

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

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Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

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32. Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;
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Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation

## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

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Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(attach additional pages if required)

30 May 2016

Braiden Tighe  
PO Box 1183  
MOREE NSW 2400  
tighe.dorothy@hotmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Sir/Madam

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

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If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

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It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

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Please note: ARTC (including rail corridors) is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free (0.0 Level) whilst at work / training.

**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

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All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

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37. Ability of the nominated personnel to satisfy any other requirements in this letter;
38. Capability, skills and experience of the nominated personnel;
39. Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;
40. Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);
41. Availability of the nominated fieldworkers during the specified fieldwork period; and
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ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

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This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation

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PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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Ph 0411 110 081

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Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

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### **Working Requirements**

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**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

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If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

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Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

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54. Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);
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Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation

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PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

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Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)



## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

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Describe relevant training, inductions, certificates, etc. (provide details):

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\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

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What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Jason Groves  
PO Box 1183  
MOREE NSW 2400  
tighe.dorothy@hotmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Sir/Madam

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

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The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

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Activity	As at May 2016
Site survey or archaeological investigation services undertaken by an Aboriginal site officer	\$120 per hour, capped at 8 hours per day
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- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
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Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

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Environment Manager  
Inland Rail  
Australian Rail Track Corporation



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PO Box 1183  
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## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

---

6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

---

**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Dorothy Tighe  
PO Box 1183  
MOREE NSW 2400  
tighe.dorothy@hotmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Sir/Madam

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

ARTC (IR) current standard rates for engagement of NSW RAPs is as follows:

Activity	As at May 2016
Site survey or archaeological investigation services undertaken by an Aboriginal site officer	\$120 per hour, capped at 8 hours per day
Site survey or archaeological investigation services undertaken by a trainee or junior Aboriginal site officer	\$84 per hour, capped at 8 hours per day

Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

If travel assistance is required (generally where travel of over 90 minutes is required from home address to the nominated meeting place for fieldwork), ARTC (IR) will, by prior ARTC (IR) approval only, provide payment for accommodation and travel at the following specified rates:

- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

If fieldwork is cancelled prior to the scheduled field day, then your organisation will be notified by at least 7 pm on the last work day prior to the scheduled field day. This notice will be provided by the fieldwork supervisor and contact will be made via telephone (including a voicemail or SMS) or email. If fieldwork is cancelled on the

scheduled field day, then your organisation will be notified in the same way and fieldworkers in attendance may also be notified.

It is the responsibility of your organisation to ensure that accurate contact details are provided by the commencement of fieldwork to ARTC (IR). Failure to provide accurate contact details may lead to issues with invoice payment and further engagement.

In the event that fieldwork is cancelled prior to the scheduled field day, no payment for services will be made by ARTC (IR). In the event that fieldwork must be cancelled during the course of a fieldwork day, payment will be made for that part of the day (either a half or full day) that was worked, depending on when the cancellation takes place. A half day rate will be paid for any cancellations prior to 12pm, while a full date rate will be paid for any cancellations after 12pm. If survey participants have travelled to site prior to the cancellation, travel costs will be paid at the specified rates.

### **Working Requirements**

The fieldwork will include participation of Aboriginal fieldworkers who are competent at stone artefact recognition, fit for full working days of manual labour and who are willing to work as part of a fieldwork team under the leadership of the fieldwork supervisor. There will be an emphasis on safe working in accordance with safety planning documents and policies. There must be commitment to work for the agreed daily hours.

All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

Your nominated fieldworkers must wear the following Personal Protective Equipment (PPE) on site at all times:

- 1) High visibility vest or work shirt suitable for rail corridor work i.e. only orange in colour with cross reflector at back;
- 2) Long sleeved work shirt for sun protection;
- 3) Sun cream;
- 4) Hat;
- 5) Eye protection (certified to relevant Australian Standard);
- 6) Steel cap work lace boots (no slip on boots are allowed); and
- 7) Long trousers.

It is the responsibility of your organisation to ensure your fieldworkers are equipped with the required PPE and are physically capable of undertaking the nominated fieldwork tasks. Personnel who are not supplied with or wearing the required correct PPE or who are not physically capable of undertaking fieldwork as stipulated in this letter will be dismissed from fieldwork.

It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

**IMPORTANT NOTE: ARTC Drug & Alcohol Policy**

Please note: ARTC (including rail corridors) is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free (0.0 Level) whilst at work / training.

**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

71. Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;
72. Ability of the nominated personnel to satisfy any other requirements in this letter;
73. Capability, skills and experience of the nominated personnel;
74. Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;
75. Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);
76. Availability of the nominated fieldworkers during the specified fieldwork period; and
77. Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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---

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

---

---

4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

---

5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

---

6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

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**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Kawul Cultural Services  
Vicky Slater Manager  
33 Gardner Cct  
SINGLETON NSW 2330  
vicki.slater@hotmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Vicky

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

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Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

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- 4) Hat;
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If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

- 78. Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;
- 79. Ability of the nominated personnel to satisfy any other requirements in this letter;
- 80. Capability, skills and experience of the nominated personnel;
- 81. Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;
- 82. Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);
- 83. Availability of the nominated fieldworkers during the specified fieldwork period; and
- 84. Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

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This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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---

3. Will the nominated fieldworkers be employees of the Aboriginal party?

---

---

4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

---

5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

---

6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

---

**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Wurrumay Consultant  
Kerrie Slater Manager  
89 Pyramid St  
EMU PLAINS NSW 2750  
wurrumay@hotmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Kerrie

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

ARTC (IR) current standard rates for engagement of NSW RAPs is as follows:

Activity	As at May 2016
Site survey or archaeological investigation services undertaken by an Aboriginal site officer	\$120 per hour, capped at 8 hours per day
Site survey or archaeological investigation services undertaken by a trainee or junior Aboriginal site officer	\$84 per hour, capped at 8 hours per day

Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

If travel assistance is required (generally where travel of over 90 minutes is required from home address to the nominated meeting place for fieldwork), ARTC (IR) will, by prior ARTC (IR) approval only, provide payment for accommodation and travel at the following specified rates:

- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

If fieldwork is cancelled prior to the scheduled field day, then your organisation will be notified by at least 7 pm on the last work day prior to the scheduled field day. This notice will be provided by the fieldwork supervisor and contact will be made via telephone (including a voicemail or SMS) or email. If fieldwork is cancelled on the

scheduled field day, then your organisation will be notified in the same way and fieldworkers in attendance may also be notified.

It is the responsibility of your organisation to ensure that accurate contact details are provided by the commencement of fieldwork to ARTC (IR). Failure to provide accurate contact details may lead to issues with invoice payment and further engagement.

In the event that fieldwork is cancelled prior to the scheduled field day, no payment for services will be made by ARTC (IR). In the event that fieldwork must be cancelled during the course of a fieldwork day, payment will be made for that part of the day (either a half or full day) that was worked, depending on when the cancellation takes place. A half day rate will be paid for any cancellations prior to 12pm, while a full date rate will be paid for any cancellations after 12pm. If survey participants have travelled to site prior to the cancellation, travel costs will be paid at the specified rates.

### **Working Requirements**

The fieldwork will include participation of Aboriginal fieldworkers who are competent at stone artefact recognition, fit for full working days of manual labour and who are willing to work as part of a fieldwork team under the leadership of the fieldwork supervisor. There will be an emphasis on safe working in accordance with safety planning documents and policies. There must be commitment to work for the agreed daily hours.

All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

Your nominated fieldworkers must wear the following Personal Protective Equipment (PPE) on site at all times:

- 1) High visibility vest or work shirt suitable for rail corridor work i.e. only orange in colour with cross reflector at back;
- 2) Long sleeved work shirt for sun protection;
- 3) Sun cream;
- 4) Hat;
- 5) Eye protection (certified to relevant Australian Standard);
- 6) Steel cap work lace boots (no slip on boots are allowed); and
- 7) Long trousers.

It is the responsibility of your organisation to ensure your fieldworkers are equipped with the required PPE and are physically capable of undertaking the nominated fieldwork tasks. Personnel who are not supplied with or wearing the required correct PPE or who are not physically capable of undertaking fieldwork as stipulated in this letter will be dismissed from fieldwork.

It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

**IMPORTANT NOTE: ARTC Drug & Alcohol Policy**

Please note: ARTC (including rail corridors) is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free (0.0 Level) whilst at work / training.

**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

85. Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;
86. Ability of the nominated personnel to satisfy any other requirements in this letter;
87. Capability, skills and experience of the nominated personnel;
88. Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;
89. Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);
90. Availability of the nominated fieldworkers during the specified fieldwork period; and
91. Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

---

---

4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

---

5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

---

6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

---

**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Huckada Dreamin Heritage Group  
Richard Slater  
121 Robert St  
TAMWORTH NSW 2340  
richard.slater@hotmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Richard

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

ARTC (IR) current standard rates for engagement of NSW RAPs is as follows:

Activity	As at May 2016
Site survey or archaeological investigation services undertaken by an Aboriginal site officer	\$120 per hour, capped at 8 hours per day
Site survey or archaeological investigation services undertaken by a trainee or junior Aboriginal site officer	\$84 per hour, capped at 8 hours per day

Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

If travel assistance is required (generally where travel of over 90 minutes is required from home address to the nominated meeting place for fieldwork), ARTC (IR) will, by prior ARTC (IR) approval only, provide payment for accommodation and travel at the following specified rates:

- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

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### **Working Requirements**

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All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

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**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

92. Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;
93. Ability of the nominated personnel to satisfy any other requirements in this letter;
94. Capability, skills and experience of the nominated personnel;
95. Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;
96. Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);
97. Availability of the nominated fieldworkers during the specified fieldwork period; and
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ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

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ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

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This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

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6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

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Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

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What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Madelaine McGrady  
Madelaine McGrady  
5/11/13 Crossingham St  
CANTON BRIDGE NSW 2263

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Madelaine

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

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The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

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Alison Crocker  
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Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

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100. Ability of the nominated personnel to satisfy any other requirements in this letter;

101. Capability, skills and experience of the nominated personnel;

102. Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;

103. Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);

104. Availability of the nominated fieldworkers during the specified fieldwork period; and

105. Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

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6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

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**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Kullila Site Consultants  
Paul Charles  
14 Werrang Road  
Primbee NSW 2502  
g.m.maher@hotmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Paul

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

ARTC (IR) current standard rates for engagement of NSW RAPs is as follows:

Activity	As at May 2016
Site survey or archaeological investigation services undertaken by an Aboriginal site officer	\$120 per hour, capped at 8 hours per day
Site survey or archaeological investigation services undertaken by a trainee or junior Aboriginal site officer	\$84 per hour, capped at 8 hours per day

Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

If travel assistance is required (generally where travel of over 90 minutes is required from home address to the nominated meeting place for fieldwork), ARTC (IR) will, by prior ARTC (IR) approval only, provide payment for accommodation and travel at the following specified rates:

- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

If fieldwork is cancelled prior to the scheduled field day, then your organisation will be notified by at least 7 pm on the last work day prior to the scheduled field day. This notice will be provided by the fieldwork supervisor and contact will be made via telephone (including a voicemail or SMS) or email. If fieldwork is cancelled on the

scheduled field day, then your organisation will be notified in the same way and fieldworkers in attendance may also be notified.

It is the responsibility of your organisation to ensure that accurate contact details are provided by the commencement of fieldwork to ARTC (IR). Failure to provide accurate contact details may lead to issues with invoice payment and further engagement.

In the event that fieldwork is cancelled prior to the scheduled field day, no payment for services will be made by ARTC (IR). In the event that fieldwork must be cancelled during the course of a fieldwork day, payment will be made for that part of the day (either a half or full day) that was worked, depending on when the cancellation takes place. A half day rate will be paid for any cancellations prior to 12pm, while a full date rate will be paid for any cancellations after 12pm. If survey participants have travelled to site prior to the cancellation, travel costs will be paid at the specified rates.

### **Working Requirements**

The fieldwork will include participation of Aboriginal fieldworkers who are competent at stone artefact recognition, fit for full working days of manual labour and who are willing to work as part of a fieldwork team under the leadership of the fieldwork supervisor. There will be an emphasis on safe working in accordance with safety planning documents and policies. There must be commitment to work for the agreed daily hours.

All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

Your nominated fieldworkers must wear the following Personal Protective Equipment (PPE) on site at all times:

- 1) High visibility vest or work shirt suitable for rail corridor work i.e. only orange in colour with cross reflector at back;
- 2) Long sleeved work shirt for sun protection;
- 3) Sun cream;
- 4) Hat;
- 5) Eye protection (certified to relevant Australian Standard);
- 6) Steel cap work lace boots (no slip on boots are allowed); and
- 7) Long trousers.

It is the responsibility of your organisation to ensure your fieldworkers are equipped with the required PPE and are physically capable of undertaking the nominated fieldwork tasks. Personnel who are not supplied with or wearing the required correct PPE or who are not physically capable of undertaking fieldwork as stipulated in this letter will be dismissed from fieldwork.

It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

**IMPORTANT NOTE: ARTC Drug & Alcohol Policy**

Please note: ARTC (including rail corridors) is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free (0.0 Level) whilst at work / training.

**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

106.Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;

107.Ability of the nominated personnel to satisfy any other requirements in this letter;

108.Capability, skills and experience of the nominated personnel;

109.Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;

110.Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);

111.Availability of the nominated fieldworkers during the specified fieldwork period; and

112.Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

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---

4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

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Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

National Koori Site Management  
Ali Maher  
3 Cuthbert Drive  
Mt Warrigal NSW 2528  
g.m.maher@hotmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Ali

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

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The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

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Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

113.Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;

114.Ability of the nominated personnel to satisfy any other requirements in this letter;

115.Capability, skills and experience of the nominated personnel;

116.Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;

117.Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);

118.Availability of the nominated fieldworkers during the specified fieldwork period; and

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ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

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Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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---

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

---

---

3. Will the nominated fieldworkers be employees of the Aboriginal party?

---

---

4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

---

5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

---

6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

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**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Dhinawan-Dhigaraa Culture and Heritage Pty Limited  
Athol Smith  
16 Yantara Place  
Woodcroft NSW 2767  
dhinawan2@yahoo.com.au

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Athol

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

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The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

ARTC (IR) current standard rates for engagement of NSW RAPs is as follows:

Activity	As at May 2016
Site survey or archaeological investigation services undertaken by an Aboriginal site officer	\$120 per hour, capped at 8 hours per day
Site survey or archaeological investigation services undertaken by a trainee or junior Aboriginal site officer	\$84 per hour, capped at 8 hours per day

Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

If travel assistance is required (generally where travel of over 90 minutes is required from home address to the nominated meeting place for fieldwork), ARTC (IR) will, by prior ARTC (IR) approval only, provide payment for accommodation and travel at the following specified rates:

- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

If fieldwork is cancelled prior to the scheduled field day, then your organisation will be notified by at least 7 pm on the last work day prior to the scheduled field day. This notice will be provided by the fieldwork supervisor and contact will be made via telephone (including a voicemail or SMS) or email. If fieldwork is cancelled on the

scheduled field day, then your organisation will be notified in the same way and fieldworkers in attendance may also be notified.

It is the responsibility of your organisation to ensure that accurate contact details are provided by the commencement of fieldwork to ARTC (IR). Failure to provide accurate contact details may lead to issues with invoice payment and further engagement.

In the event that fieldwork is cancelled prior to the scheduled field day, no payment for services will be made by ARTC (IR). In the event that fieldwork must be cancelled during the course of a fieldwork day, payment will be made for that part of the day (either a half or full day) that was worked, depending on when the cancellation takes place. A half day rate will be paid for any cancellations prior to 12pm, while a full date rate will be paid for any cancellations after 12pm. If survey participants have travelled to site prior to the cancellation, travel costs will be paid at the specified rates.

### **Working Requirements**

The fieldwork will include participation of Aboriginal fieldworkers who are competent at stone artefact recognition, fit for full working days of manual labour and who are willing to work as part of a fieldwork team under the leadership of the fieldwork supervisor. There will be an emphasis on safe working in accordance with safety planning documents and policies. There must be commitment to work for the agreed daily hours.

All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

Your nominated fieldworkers must wear the following Personal Protective Equipment (PPE) on site at all times:

- 1) High visibility vest or work shirt suitable for rail corridor work i.e. only orange in colour with cross reflector at back;
- 2) Long sleeved work shirt for sun protection;
- 3) Sun cream;
- 4) Hat;
- 5) Eye protection (certified to relevant Australian Standard);
- 6) Steel cap work lace boots (no slip on boots are allowed); and
- 7) Long trousers.

It is the responsibility of your organisation to ensure your fieldworkers are equipped with the required PPE and are physically capable of undertaking the nominated fieldwork tasks. Personnel who are not supplied with or wearing the required correct PPE or who are not physically capable of undertaking fieldwork as stipulated in this letter will be dismissed from fieldwork.

It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

**IMPORTANT NOTE: ARTC Drug & Alcohol Policy**

Please note: ARTC (including rail corridors) is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free (0.0 Level) whilst at work / training.

**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

120.Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;

121.Ability of the nominated personnel to satisfy any other requirements in this letter;

122.Capability, skills and experience of the nominated personnel;

123.Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;

124.Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);

125.Availability of the nominated fieldworkers during the specified fieldwork period; and

126.Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

---

5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

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6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

---

**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Michael Long  
Michael Long  
17 Albion St  
Gunnedah NSW 2380  
whitecockatoo1@hotmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Michael

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

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You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

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All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

127.Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;

128.Ability of the nominated personnel to satisfy any other requirements in this letter;

129.Capability, skills and experience of the nominated personnel;

130.Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;

131.Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);

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ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

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ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

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This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

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---

4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

---

6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

---

**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Cheryl Barnes  
Cheryl Barnes

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Cheryl

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

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The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

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Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

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You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

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Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

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- 7) Long trousers.

It is the responsibility of your organisation to ensure your fieldworkers are equipped with the required PPE and are physically capable of undertaking the nominated fieldwork tasks. Personnel who are not supplied with or wearing the required correct PPE or who are not physically capable of undertaking fieldwork as stipulated in this letter will be dismissed from fieldwork.

It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

**IMPORTANT NOTE: ARTC Drug & Alcohol Policy**

Please note: ARTC (including rail corridors) is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free (0.0 Level) whilst at work / training.

**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

- 134. Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;
- 135. Ability of the nominated personnel to satisfy any other requirements in this letter;
- 136. Capability, skills and experience of the nominated personnel;
- 137. Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;
- 138. Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);
- 139. Availability of the nominated fieldworkers during the specified fieldwork period; and
- 140. Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

---

---

4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

---

5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

---

6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

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**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

David Nichols  
David Nichols

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear David

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

ARTC (IR) current standard rates for engagement of NSW RAPs is as follows:

Activity	As at May 2016
Site survey or archaeological investigation services undertaken by an Aboriginal site officer	\$120 per hour, capped at 8 hours per day
Site survey or archaeological investigation services undertaken by a trainee or junior Aboriginal site officer	\$84 per hour, capped at 8 hours per day

Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

If travel assistance is required (generally where travel of over 90 minutes is required from home address to the nominated meeting place for fieldwork), ARTC (IR) will, by prior ARTC (IR) approval only, provide payment for accommodation and travel at the following specified rates:

- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

If fieldwork is cancelled prior to the scheduled field day, then your organisation will be notified by at least 7 pm on the last work day prior to the scheduled field day. This notice will be provided by the fieldwork supervisor and contact will be made via telephone (including a voicemail or SMS) or email. If fieldwork is cancelled on the

scheduled field day, then your organisation will be notified in the same way and fieldworkers in attendance may also be notified.

It is the responsibility of your organisation to ensure that accurate contact details are provided by the commencement of fieldwork to ARTC (IR). Failure to provide accurate contact details may lead to issues with invoice payment and further engagement.

In the event that fieldwork is cancelled prior to the scheduled field day, no payment for services will be made by ARTC (IR). In the event that fieldwork must be cancelled during the course of a fieldwork day, payment will be made for that part of the day (either a half or full day) that was worked, depending on when the cancellation takes place. A half day rate will be paid for any cancellations prior to 12pm, while a full date rate will be paid for any cancellations after 12pm. If survey participants have travelled to site prior to the cancellation, travel costs will be paid at the specified rates.

### **Working Requirements**

The fieldwork will include participation of Aboriginal fieldworkers who are competent at stone artefact recognition, fit for full working days of manual labour and who are willing to work as part of a fieldwork team under the leadership of the fieldwork supervisor. There will be an emphasis on safe working in accordance with safety planning documents and policies. There must be commitment to work for the agreed daily hours.

All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

Your nominated fieldworkers must wear the following Personal Protective Equipment (PPE) on site at all times:

- 1) High visibility vest or work shirt suitable for rail corridor work i.e. only orange in colour with cross reflector at back;
- 2) Long sleeved work shirt for sun protection;
- 3) Sun cream;
- 4) Hat;
- 5) Eye protection (certified to relevant Australian Standard);
- 6) Steel cap work lace boots (no slip on boots are allowed); and
- 7) Long trousers.

It is the responsibility of your organisation to ensure your fieldworkers are equipped with the required PPE and are physically capable of undertaking the nominated fieldwork tasks. Personnel who are not supplied with or wearing the required correct PPE or who are not physically capable of undertaking fieldwork as stipulated in this letter will be dismissed from fieldwork.

It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

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**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

- 141.Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;
- 142.Ability of the nominated personnel to satisfy any other requirements in this letter;
- 143.Capability, skills and experience of the nominated personnel;
- 144.Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;
- 145.Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);
- 146.Availability of the nominated fieldworkers during the specified fieldwork period; and
- 147.Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

---

---

4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

---

5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

---

6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

---

**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Brian Draper  
Brian Draper  
2/135 Bloomfield St  
Gunnedah NSW 2380  
briandraper0013@gmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Brian

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

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If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

148.Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;

149.Ability of the nominated personnel to satisfy any other requirements in this letter;

150.Capability, skills and experience of the nominated personnel;

151.Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;

152.Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);

153.Availability of the nominated fieldworkers during the specified fieldwork period; and

154.Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

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ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

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A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

---

---

---

2. Any other terms of engagement (excluding rates of fees which have been outlined above):

---

---

3. Will the nominated fieldworkers be employees of the Aboriginal party?

---

---

4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

---

5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

---

6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

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**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Kevin Sampson  
Kevin Sampson  
1 Martin St  
Breeza NSW 2381  
k.sampson@hotmail.com.au

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Kevin

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

ARTC (IR) current standard rates for engagement of NSW RAPs is as follows:

Activity	As at May 2016
Site survey or archaeological investigation services undertaken by an Aboriginal site officer	\$120 per hour, capped at 8 hours per day
Site survey or archaeological investigation services undertaken by a trainee or junior Aboriginal site officer	\$84 per hour, capped at 8 hours per day

Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

If travel assistance is required (generally where travel of over 90 minutes is required from home address to the nominated meeting place for fieldwork), ARTC (IR) will, by prior ARTC (IR) approval only, provide payment for accommodation and travel at the following specified rates:

- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

If fieldwork is cancelled prior to the scheduled field day, then your organisation will be notified by at least 7 pm on the last work day prior to the scheduled field day. This notice will be provided by the fieldwork supervisor and contact will be made via telephone (including a voicemail or SMS) or email. If fieldwork is cancelled on the

scheduled field day, then your organisation will be notified in the same way and fieldworkers in attendance may also be notified.

It is the responsibility of your organisation to ensure that accurate contact details are provided by the commencement of fieldwork to ARTC (IR). Failure to provide accurate contact details may lead to issues with invoice payment and further engagement.

In the event that fieldwork is cancelled prior to the scheduled field day, no payment for services will be made by ARTC (IR). In the event that fieldwork must be cancelled during the course of a fieldwork day, payment will be made for that part of the day (either a half or full day) that was worked, depending on when the cancellation takes place. A half day rate will be paid for any cancellations prior to 12pm, while a full date rate will be paid for any cancellations after 12pm. If survey participants have travelled to site prior to the cancellation, travel costs will be paid at the specified rates.

### **Working Requirements**

The fieldwork will include participation of Aboriginal fieldworkers who are competent at stone artefact recognition, fit for full working days of manual labour and who are willing to work as part of a fieldwork team under the leadership of the fieldwork supervisor. There will be an emphasis on safe working in accordance with safety planning documents and policies. There must be commitment to work for the agreed daily hours.

All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

Your nominated fieldworkers must wear the following Personal Protective Equipment (PPE) on site at all times:

- 1) High visibility vest or work shirt suitable for rail corridor work i.e. only orange in colour with cross reflector at back;
- 2) Long sleeved work shirt for sun protection;
- 3) Sun cream;
- 4) Hat;
- 5) Eye protection (certified to relevant Australian Standard);
- 6) Steel cap work lace boots (no slip on boots are allowed); and
- 7) Long trousers.

It is the responsibility of your organisation to ensure your fieldworkers are equipped with the required PPE and are physically capable of undertaking the nominated fieldwork tasks. Personnel who are not supplied with or wearing the required correct PPE or who are not physically capable of undertaking fieldwork as stipulated in this letter will be dismissed from fieldwork.

It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

**IMPORTANT NOTE: ARTC Drug & Alcohol Policy**

Please note: ARTC (including rail corridors) is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free (0.0 Level) whilst at work / training.

**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

155.Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;

156.Ability of the nominated personnel to satisfy any other requirements in this letter;

157.Capability, skills and experience of the nominated personnel;

158.Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;

159.Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);

160.Availability of the nominated fieldworkers during the specified fieldwork period; and

161.Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

---

5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

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6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

---

**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Natasha Talbott  
Natasha Talbott  
102 Lincoln St  
Gunnedah NSW 2380  
natashat83@hotmail.com

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Natasha

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

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It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

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Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

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### **Working Requirements**

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All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

Your nominated fieldworkers must wear the following Personal Protective Equipment (PPE) on site at all times:

- 1) High visibility vest or work shirt suitable for rail corridor work i.e. only orange in colour with cross reflector at back;
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- 4) Hat;
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**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

162.Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;

163.Ability of the nominated personnel to satisfy any other requirements in this letter;

164.Capability, skills and experience of the nominated personnel;

165.Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;

166.Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);

167.Availability of the nominated fieldworkers during the specified fieldwork period; and

168.Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

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This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

---

---

4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

---

5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

---

6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

---

**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

T&G Culture Consultants  
Tony Griffiths  
10 Herbert St  
Gunnedah NSW 2380

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Tony

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

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The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

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Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

If travel assistance is required (generally where travel of over 90 minutes is required from home address to the nominated meeting place for fieldwork), ARTC (IR) will, by prior ARTC (IR) approval only, provide payment for accommodation and travel at the following specified rates:

- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

If fieldwork is cancelled prior to the scheduled field day, then your organisation will be notified by at least 7 pm on the last work day prior to the scheduled field day. This notice will be provided by the fieldwork supervisor and contact will be made via telephone (including a voicemail or SMS) or email. If fieldwork is cancelled on the

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It is the responsibility of your organisation to ensure that accurate contact details are provided by the commencement of fieldwork to ARTC (IR). Failure to provide accurate contact details may lead to issues with invoice payment and further engagement.

In the event that fieldwork is cancelled prior to the scheduled field day, no payment for services will be made by ARTC (IR). In the event that fieldwork must be cancelled during the course of a fieldwork day, payment will be made for that part of the day (either a half or full day) that was worked, depending on when the cancellation takes place. A half day rate will be paid for any cancellations prior to 12pm, while a full date rate will be paid for any cancellations after 12pm. If survey participants have travelled to site prior to the cancellation, travel costs will be paid at the specified rates.

### **Working Requirements**

The fieldwork will include participation of Aboriginal fieldworkers who are competent at stone artefact recognition, fit for full working days of manual labour and who are willing to work as part of a fieldwork team under the leadership of the fieldwork supervisor. There will be an emphasis on safe working in accordance with safety planning documents and policies. There must be commitment to work for the agreed daily hours.

All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

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It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

**IMPORTANT NOTE: ARTC Drug & Alcohol Policy**

Please note: ARTC (including rail corridors) is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free (0.0 Level) whilst at work / training.

**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

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170.Ability of the nominated personnel to satisfy any other requirements in this letter;

171.Capability, skills and experience of the nominated personnel;

172.Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;

173.Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);

174.Availability of the nominated fieldworkers during the specified fieldwork period; and

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ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

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ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

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This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

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6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

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Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Bigundi Biame Gunnedarr Traditional People  
Wayne Griffiths  
16 South Street  
Gunnedah NSW 2380

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Wayne

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

ARTC (IR) current standard rates for engagement of NSW RAPs is as follows:

Activity	As at May 2016
Site survey or archaeological investigation services undertaken by an Aboriginal site officer	\$120 per hour, capped at 8 hours per day
Site survey or archaeological investigation services undertaken by a trainee or junior Aboriginal site officer	\$84 per hour, capped at 8 hours per day

Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

If travel assistance is required (generally where travel of over 90 minutes is required from home address to the nominated meeting place for fieldwork), ARTC (IR) will, by prior ARTC (IR) approval only, provide payment for accommodation and travel at the following specified rates:

- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

If fieldwork is cancelled prior to the scheduled field day, then your organisation will be notified by at least 7 pm on the last work day prior to the scheduled field day. This notice will be provided by the fieldwork supervisor and contact will be made via telephone (including a voicemail or SMS) or email. If fieldwork is cancelled on the

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Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

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Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

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Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Wayne Nean  
Wayne Nean  
4/317-319 Auburn St  
Moree NSW 2400  
wayne.nean26@gmail.com                      wnean@myune.edu.au

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

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Yours sincerely



Geoff Hudson  
Environment Manager  
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Australian Rail Track Corporation



## EXPRESSION OF INTEREST FOR COMMERCIAL ENGAGEMENT – KEY CONSIDERATIONS

PLEASE PROVIDE INFORMATION FOR YOUR ORGANISATION AND NOMINATED FIELDWORKER (ATTACH ADDITIONAL PAGES IF REQUIRED).

1. Provide a brief statement in relation to the cultural knowledge and / or connection held by the Aboriginal party (or nominated site workers) to the project area:

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2. Any other terms of engagement (excluding rates of fees which have been outlined above):

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3. Will the nominated fieldworkers be employees of the Aboriginal party?

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4. Please attach copies of certificates of currency for workers compensation and public liability Insurance (**no less than \$10 million**).

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5. Complete a nomination form for each proposed fieldworker representing the Aboriginal party.

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6. Please attach any additional information that you feel may be relevant to your EOI. Information not identified within this EOI documentation will not be considered in assessing received EOIs.

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**Completed Expression of Interest forms and any attached supporting documentation must be provided by no later than Friday 10<sup>th</sup> June 2016 to:**

Alison Crocker

Community Engagement Manager

Ph 0411 110 081

Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

## FIELDWORKER NOMINATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number (mobile preferable): \_\_\_\_\_

Describe the fieldworker's cultural connection to the project area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's fieldwork skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the fieldworker's last five Aboriginal site fieldwork projects and tasks performed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Describe relevant training, inductions, certificates, etc. (provide details):

\_\_\_\_\_

\_\_\_\_\_

Does the fieldworker understand that attendance for the entirety of nominated workdays is required?

\_\_\_\_\_

\_\_\_\_\_

What is the availability of the site worker? (e.g. all week days, certain nominated days per week, up to two/three/four days per week, or describe if other):

\_\_\_\_\_

Is the fieldworker fit for fieldwork which may involve survey in steep and rugged terrain?

\_\_\_\_\_

(attach additional pages if required)

30 May 2016

Ronald Long  
Ronald Long  
32 High St  
Gunnedah NSW 2380  
ronaldlong3270@yahoo.com.au

## **RE: REQUEST FOR EOI – ARTC –INLAND RAIL – NARRABRI TO NORTH STAR PROJECT**

Dear Ronald

I am writing to you in your capacity as a Registered Aboriginal Party (RAP) for the Narrabri to North Star project as part of the Melbourne to Brisbane Inland Rail Programme

As a RAP, *Australian Rail Track Corporation - Inland Rail* ARTC (IR) is writing to invite your organisation to submit an expression of interest (EOI) for commercial engagement in the Cultural Heritage and Archaeological Assessment fieldwork and possibly other services for this Project.

### **Fieldwork Arrangements**

The proposed fieldwork program is to be undertaken as a component of the Aboriginal cultural heritage assessment for the project. The fieldwork will involve undertaking pedestrian survey both within and outside the existing rail corridor as well as travelling within the rail corridor.

The fieldwork program is scheduled to commence in mid-late July, with the duration of the fieldwork program to be determined once ARTC have received all EOI documents. Timeframes will be subject to confirmation.

It may be that more than one organisation is engaged to carry out fieldwork. If so, it is proposed that the work will be distributed equitably among the organisations which are engaged. For example, work might be parcelled out on a roster basis. A decision about the way in which work is allocated will be made after the EOI process.

Fieldwork days will be based on an 8 working hour day, commencing on departure from the daily meeting point and concluding on return to the daily meeting point. Additional time is allowed for one morning tea break of 30 minutes duration and one lunch break of 30 minutes duration.

The meeting place for fieldwork each day will be discussed with survey participants prior to commencement of the program, with adequate time allowance made for travel by survey participants.

### **Commercial Rates, Expenses and Nominated Personnel**

ARTC (IR) invites your organisation to submit a list of personnel whom your organisation nominates to represent it in the fieldwork, if your organisation is engaged. Please note that it is current ARTC (IR) policy for one trainee or junior Aboriginal Staff to accompany two RAPs in undertaking fieldwork.

ARTC (IR) current standard rates for engagement of NSW RAPs is as follows:

Activity	As at May 2016
Site survey or archaeological investigation services undertaken by an Aboriginal site officer	\$120 per hour, capped at 8 hours per day
Site survey or archaeological investigation services undertaken by a trainee or junior Aboriginal site officer	\$84 per hour, capped at 8 hours per day

Individual fieldworker names and specific project experience must be nominated on the attached form in your EOI.

It is noted that the proposed engagement is for two senior representatives (Aboriginal Site Officer) and one trainee or junior Aboriginal site officer from your organisation per day.

If travel assistance is required (generally where travel of over 90 minutes is required from home address to the nominated meeting place for fieldwork), ARTC (IR) will, by prior ARTC (IR) approval only, provide payment for accommodation and travel at the following specified rates:

- accommodation and meals to a maximum of \$170.00 (including GST) per night per person
- vehicle travel to the site area at a rate of 63c per kilometre; and
- If ARTC (IR) deem it as being necessary for a particular RAP representative to travel via public transport i.e. train and or plane, ARTC (IR) will, by prior ARTC (IR) approval only, pay for a return domestic economy flight/train fare only from eastern state Australian cities.

Please note with regards to the above, only these specified daily expenses of the personnel doing the field work on the relevant day will be paid. ARTC (IR) will not provide payment for any other proposed expenses.

An additional fee of 20% on the total of each fieldwork invoice (20% of total invoice amount excluding GST) may be applied to cover all ancillary costs of coordination, administration and insurance.

You must nominate only people who satisfy the requirements for fieldwork personnel which are set out in this letter.

If your organisation is engaged, then any changes to your nominated fieldwork personnel must be authorised by ARTC (IR) at least 24 hours prior to a scheduled field day in which it is proposed that those personnel will do any fieldwork. In the event that other personnel who are not authorised by ARTC (IR) attend site on behalf of your organisation, those individuals will not be able to participate in the fieldwork and will be sent home, and your organisation will forfeit that day of fieldwork. Failure to gain authorisation for changes to nominated fieldwork personnel by ARTC (IR) may also lead to issues with invoice payment and further engagement.

### Cancellations

Cancellation of fieldwork for any given day can occur because of poor weather or for a variety of other reasons.

If fieldwork is cancelled prior to the scheduled field day, then your organisation will be notified by at least 7 pm on the last work day prior to the scheduled field day. This notice will be provided by the fieldwork supervisor and contact will be made via telephone (including a voicemail or SMS) or email. If fieldwork is cancelled on the

scheduled field day, then your organisation will be notified in the same way and fieldworkers in attendance may also be notified.

It is the responsibility of your organisation to ensure that accurate contact details are provided by the commencement of fieldwork to ARTC (IR). Failure to provide accurate contact details may lead to issues with invoice payment and further engagement.

In the event that fieldwork is cancelled prior to the scheduled field day, no payment for services will be made by ARTC (IR). In the event that fieldwork must be cancelled during the course of a fieldwork day, payment will be made for that part of the day (either a half or full day) that was worked, depending on when the cancellation takes place. A half day rate will be paid for any cancellations prior to 12pm, while a full date rate will be paid for any cancellations after 12pm. If survey participants have travelled to site prior to the cancellation, travel costs will be paid at the specified rates.

### **Working Requirements**

The fieldwork will include participation of Aboriginal fieldworkers who are competent at stone artefact recognition, fit for full working days of manual labour and who are willing to work as part of a fieldwork team under the leadership of the fieldwork supervisor. There will be an emphasis on safe working in accordance with safety planning documents and policies. There must be commitment to work for the agreed daily hours.

All Aboriginal fieldworkers **MUST** complete an ARTC (IR)-specific induction before they can start any fieldwork. If your organisation is engaged then ARTC (IR) will contact you to outline what that induction will entail prior to the scheduled field day.

Your nominated fieldworkers must wear the following Personal Protective Equipment (PPE) on site at all times:

- 1) High visibility vest or work shirt suitable for rail corridor work i.e. only orange in colour with cross reflector at back;
- 2) Long sleeved work shirt for sun protection;
- 3) Sun cream;
- 4) Hat;
- 5) Eye protection (certified to relevant Australian Standard);
- 6) Steel cap work lace boots (no slip on boots are allowed); and
- 7) Long trousers.

It is the responsibility of your organisation to ensure your fieldworkers are equipped with the required PPE and are physically capable of undertaking the nominated fieldwork tasks. Personnel who are not supplied with or wearing the required correct PPE or who are not physically capable of undertaking fieldwork as stipulated in this letter will be dismissed from fieldwork.

It will be a mandatory requirement that all fieldworkers will be required to agree to ARTC (IR) site specific safety documentation prior to commencement of fieldwork. All fieldworkers must adhere to the ARTC (IR) safety documentation at all times and will be required to sign each day to demonstrate an understanding of the site requirements.

**IMPORTANT NOTE: ARTC Drug & Alcohol Policy**

Please note: ARTC (including rail corridors) is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free (0.0 Level) whilst at work / training.

**You should be aware that fieldworkers could be randomly tested for drugs and/or alcohol whilst on site.**

All fieldworkers will be required to complete a timesheet for each day of work. Payment terms for invoices are 30 days.

**Compliance Requirements**

All Aboriginal fieldworker organisations and their individual fieldworkers will be required to demonstrate relevant insurances. If you do not have the required insurance, you cannot undertake field work.

If you would like to submit an EOI for commercial engagement, please complete the attached EOI form and return this to ARTC by no later than **Friday 10<sup>th</sup> June 2016** to:

Alison Crocker  
Community Engagement Manager  
Ph 0411 110 081                      Email: [acrocker@artc.com.au](mailto:acrocker@artc.com.au)

EOIs will be assessed by ARTC according to the selection criteria:

190.Demonstrated cultural knowledge / connection to the project area, for both the organisation and its nominated personnel;

191.Ability of the nominated personnel to satisfy any other requirements in this letter;

192.Capability, skills and experience of the nominated personnel;

193.Fitness and ability of the nominated fieldworkers to complete the required fieldwork tasks;

194.Track record of the organisation and its nominated personnel on previous projects, if applicable (eg Workplace Health and Safety compliance, past performance, punctuality and reliability);

195.Availability of the nominated fieldworkers during the specified fieldwork period; and

196.Demonstration of current insurances for both the organisation and its nominated personnel.

ARTC (IR) currently intends to select one or more organisations to participate in fieldwork. However, ARTC (IR) is not required to select any organisations as part of this EOI process, and ARTC (IR) may vary any of the content of this letter as part of this EOI process.

ARTC (IR) may (in its absolute discretion), but is not required to, consider any EOI documents which are submitted in response to this letter, including any documents which are submitted after the due date or are not completed in accordance with the requirements of this letter.

ARTC (IR) will decide the weighting for each of the evaluation criteria in ARTC's (IR) absolute discretion.

ARTC (IR) will decide the number of organisations selected to participate in fieldwork in ARTC's (IR) absolute discretion.

### Commercial Registration and Engagement

All parties that are selected to participate in fieldwork will be engaged under a contract by GHD Pty Ltd on behalf of ARTC (IR). This will require completion of supplier registration documentation and entering into a subcontractor agreement. This must be completed before the commencement of fieldwork.

This letter is an invitation to submit an expression of interest, and is not an offer of any kind.

A form is attached to provide the required EOI information and nominate fieldworkers.

All parties who submit an EOI will be advised as to whether they have been selected to participate in fieldwork after ARTC (IR) has finished its evaluation of EOIs. Further contact will then be made with those parties whose EOIs were successful to coordinate contracts for engagement and confirm fieldwork timing.

Should you require any further information or like to discuss the contents of this letter further, please do not hesitate to contact me on the details provided.

Yours sincerely



Geoff Hudson  
Environment Manager  
Inland Rail  
Australian Rail Track Corporation