



## ARCHAEOLOGICAL & HERITAGE MANAGEMENT SOLUTIONS

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11<sup>th</sup> December 2009

Balfour Management Pty Ltd  
Level 1, 101 Sussex Street,  
GPO BOX 5154  
SYDNEY, NSW, 2000

Attn: Tim Callaghan

**Re: Fee proposal for undertaking an Aboriginal heritage investigation of proposed drill site and associated access route, Nelson River Plains, NW Tasmania.**

*Our Ref: 091211\_1v*

Dear Tim,

Thankyou for your invitation to provide a fee proposal for the above project. We understand Balfour Joint Venture (BJV) propose establishing a drill site and temporary access route 2km south of Heemskirk Road, north west Tasmania. We also understand that Aboriginal Heritage Tasmania (AHT) have advised that BJV need to engage a suitably qualified archaeologist to undertake an Aboriginal heritage investigation of the proposed drill site and access road to ensure compliance with the *Aboriginal Relics Act 1975*. As an initial stage of work, we understand AHT require consultation with your consultant to determine an appropriate scope of works for the investigation.

As the scope of work required for the investigation would be determined after consultation between the consultant and AHT, we propose an initial scope of work and schedule of rates. The scope of work would be revised (where required) after consultation with AHT.

### Scope of Work

We would initially allow for:

1. Meeting with AHT to discuss the scope of work required for the investigation;
2. A review of the Tasmanian Aboriginal Site Index and AHT reports archive to identify previous investigations in and near the study area. This work would also assist in developing a predictive model of likely site types and site distribution in the study area;
3. A site visit to identify any surface Aboriginal sites or areas of sub-surface archaeological potential within the areas of proposed sub-surface disturbance. If surface sites or areas of archaeological potential are identified, the site inspection would aim to identify alternative routes into the drill site;

4. Development of an assessment report describing the results of the investigation and recommending appropriate options for managing Aboriginal heritage before and during the proposed works; and
5. Preparation of site recording forms for AHT Tasmanian Aboriginal Site Index (if any sites are identified).

#### **Team Rates**

Cost estimates set out in this proposal are based on the following team rates (ex GST):

- Jim Wheeler (Manager / Senior Archaeologist)- \$ 1,100 per day (\$ 137.50 per hour). Jim's CV is attached with this proposal.
- Erica Walther (Project Archaeologist) - \$ 800 per day (\$ 100 per hour)

Any additional site work arising from project variations would be based on the rates set out above.

#### **Cost Estimate**

Our cost estimates for this initial scope of work are as follows:

- AHT meeting and consultation - 1 day for Jim Wheeler - \$ 1,110
- Review/summary of AHT Site Index and Reports Archive - 3 days for Erica Walther - \$ 2,400
- Site Inspection - 1 day including travel time for Jim and Erica - \$1,900
- Prepare assessment report - 3 days for Erica and 2 days for Jim - \$ 4,600
- Site recording forms (\$400 per form) - allow for 2 forms - \$ 800
- Travel and accommodation expenses - allow up to \$ 2,000
- Research and communications expenses - allow up to \$ 450

**Subtotal cost estimate = \$ 13,250 (ex GST)**

#### **Timing**

We would be able to commence the project at the beginning of January 2010 and anticipate completion of the draft assessment report (subject to AHT requirements) within 6 weeks of commission.

## Exclusions

We have included the following exclusions due to the level of uncertainty about some issues of cost, time and process that can only be resolved once the project commences. We have attempted to include all reasonable costs possible in our proposal, however, the following items are essentially issues that are outside our ability to estimate at this stage:

1. Our fee and expense estimates do not allow for any additional work that may arise from the results of consultation with AHT or the outcomes of the assessment. Any additional work that may be required prior to or during the works, such as archaeological excavation, detailed archival recording or monitoring, would be a matter for either separate fee proposals or budget variations. Any additional work that may be required would be carried out in accordance with the rates set out in this proposal.
2. We have allowed for preparing up to 2 site recording forms. If more than 2 forms are required, these would be undertaken at a rate of \$400 per site.
3. AHT may require you to engage a designated Aboriginal Heritage Officer (AHO) to undertake consultation with the Aboriginal community and/or the Tasmanian Aboriginal Land Council (TALC). We have not allowed for this in our proposal. If AHT require this level of consultation, BJV could either engage the AHO directly or we could engage the AHO as a variation to our contract.
4. Please also note, if unforeseen delays such as rain delay during fieldwork or additional requirements are imposed by AHT, Tasmanian Aboriginal Land Council (TALC), Heritage Tasmania or an Aboriginal Heritage Officer (AHO), we may need to make additional time and/or cost allowances to complete the work. We would provide you with as much notice as possible about any such delays and would seek your approval of any variations based on our standard daily rates before proceeding with any additional work.
5. We assume that BJV will be able to arrange access to the land for survey and that it is readily accessible by 4WD vehicle.

## Consultants Requirements

For commencement, the following items would be useful:

- Scaled current plan of the study area including contour lines (as a PDF and/or GIS file).
- Scaled proposed design plan (as a PDF and/or GIS file).
- Any additional geotechnical, environmental and/or soils reports relevant to the subject land.

## Commission

AHMS are available to commence the work within a week of notification of acceptance. Please provide a letter or contract indicating acceptance of the proposed methodology and budget for the work set out in this proposal. The commission note should include contact and ABN details for the client/entity commissioning the work and instructions for invoicing.

## Payment

No establishment fee will be required for the current project however we require payment of invoices within 30 days of issue. We propose the following billing milestones:

- 40 % - Completion of desktop work;
- 40 % - Completion of survey and draft report; and
- 20 % - Completion of final report.

## Insurances

AHMS carry Public Liability and Professional Indemnity Insurance at 10 and 5 million dollars respectively, in addition to comprehensive Workers Compensation coverage for all staff and comprehensive insurance for company vehicles. Currency certificates for these insurance policies will be supplied on request.

## Closure

We are happy to discuss any issues of time, cost and process. If you have any questions about the above matters, please feel free to call.

Thanks again for inviting us to provide you with a proposal for this project.

Kind Regards,



Jim Wheeler.

(Manager).

## ATTACHMENT A - CURRICULUM VITAE



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## CURRICULUM VITAE - JIM WHEELER

Aboriginal Heritage Consultant

Archaeologist

Manager, AHMS Melbourne Branch

### Academic Qualifications

- B.A. Hons. Archaeology, *Australian National University*.

### Summary Details

Jim Wheeler has undertaken a wide range of cultural heritage and archaeology projects as a project manager, senior archaeologist and an independent sub-consultant. Jim has extensive fieldwork experience, having worked on numerous public sector, commercial and academic projects in Australia and Ireland. He has expertise in all aspects of Aboriginal heritage management, including archaeological assessment, project management, survey, excavation direction, post-excavation analysis, significance assessment, expert witness work and liaison with stakeholder groups. Jim has a good understanding of heritage legislation and can provide assessments, reports and management strategies that address the requirements of heritage consent agencies.

Between 1997 and 1999 Jim worked as an independent sub-consultant on a range of archaeological excavation projects for a number of consultants including Godden Mackay, Mary Dallas Consulting Archaeologists, Dominic Steele, Jo McDonald CHM Pty Ltd, Wendy Thorpe CRM, Valerie J Keeley Ltd and Austral Archaeology.

During 2000 and 2001, Jim was employed by Environmental Resources Management (ERM) Australia as archaeologist for the Hunter Valley and North Coast NSW. Responsibilities included excavation direction, project management, assessments for a range of environmental studies including EIS, REFs, SOEEs, development approvals and heritage management plans. Clients included Daracon Group, Theiss, Lake Macquarie City Council, Coffs Harbour City Council, Hunter Water, Energy Australia, NSW Roads and Traffic Authority, Dept. of Urban Affairs & Planning and Airservices Australia.

Throughout 2002 Jim was employed by Valerie J Keeley Ltd. as a senior site supervisor on the Carrickmines Castle excavation, the largest and most significant medieval castle excavation carried out to date in the Republic of Ireland. Responsibilities included supervision of a large team of archaeologists in the investigation of the southern defences of Carrickmines Castle. The role encompassed design of excavation methodology, responsibility for all aspects of the ongoing excavation, general site management and relevant post-ex and excavation report components.

Jim has been employed as an archaeologist with Archaeological and Heritage Management Solutions (AHMS) Pty Ltd since the start of 2003. Jim is the manager of AHMS Melbourne Office, responsible for heritage components of environmental, EIA and development approval studies. Responsibilities include excavation direction, project management, assessments, management plans, expert evidence and heritage mitigation solutions. Clients include South East Water Ltd, Aspen Villages, Villawood Properties, VicRoads, Dept of Environment & Conservation, Johnson Property Group,

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### ARCHAEOLOGY & HERITAGE CONSULTANTS

• SURVEY & ASSESSMENT • CONSERVATION PLANNING • STRUCTURAL RECORDING • EXCAVATION & ANALYSIS

Insite Planning Engineering & Environmental, RTA, AV Jennings, Hunter Land, Watsons Pty Ltd and the Parkview Group.

Jim is currently a member of the Aboriginal Affairs Victoria Technical Advisory Group (TAG).

### Indicative Examples of Recent Work

#### *Cultural Heritage Management Plans (CHMPs)*

- Somers to Hastings Recycled Water main 2009 on behalf of South East Water Ltd.
- M80 Ring Road Upgrade, Steele Creek Bridge 2009 on behalf of VicRoads.
- McLears Hill, Dromana, VIC 2008 on behalf of Aspen Villages Pty Ltd.
- Ocean View Lakes, Lakes Entrance, VIC 2008 on behalf of Watsons Pty Ltd.
- Norman Lodge, Mt Eliza, VIC 2008 on behalf of C. Jacobsen.
- Beluga St, Mt Eliza, VIC 2008 on behalf of Watsons Pty Ltd.
- Duffields Road, Torquay VIC 2008 on behalf of Ironbridge Holdings.
- Leigh Road, Highton VIC 2008 on behalf of Ironbridge Holdings.
- Boneo, VIC 2008 on behalf of Watsons Pty Ltd.
- A large CHMP near Hastings, VIC 2007-2008 (details withheld due to confidentiality clause).
- Recycled water project, Somers - Hastings, VIC 2009 on behalf of Southeast Water.

#### *Aboriginal Heritage Assessments*

- Queensland to Hunter Gas Pipeline, 2008 - Aboriginal heritage assessment in support of Concept Approval for a Part 3A Major Project on behalf of Manidis Roberts.
- Currawong re-development 2008 - Aboriginal heritage impact assessment and management planning on behalf of EcoVillages Australia Pty Ltd.
- Sandvik headquarters development, Tomago, NSW 2008 - Aboriginal heritage impact assessment and test excavation for Part 3A Major Project on behalf of ATB Morton.
- Redfern National Indigenous Development Centre 2007 - Aboriginal heritage impact assessment and testing for Part 3A Major Project on behalf of the Indigenous Development Corporation.
- Yarramundi Reserve, NSW, 2007 - Aboriginal heritage impact assessment and management planning for development and improvement of a proposed recreation area on behalf of Hawkesbury City Council.
- Diamond Beach Rd 2007 - Aboriginal heritage impact assessment of master-planning and proposed coastal subdivision on behalf of Insite Planning for Greater Taree City Council.
- Hume Highway Accelerated Duplication 2006-2007 - Historical heritage assessment and project management for Part 3A Major Project on behalf of RTA.
- Station Street, Penrith 2006 - Aboriginal heritage impact assessment of proposed residential development on behalf of Parkview Group.
- North Bellbird 2006 - Aboriginal heritage assessment of proposed re-zoning on behalf of Insite Planning for Johnson Property Group.
- Orange-Bloomfield Hospital, Orange 2006 - Aboriginal heritage impact assessment of proposed Part 3a Major Project re-development for NSW Government Architects Office.
- Cattai National Park 2005 - Archaeological Management Plan for NSW National Parks & Wildlife Service.

#### *Archaeological Excavation Director.*

- Marriot Waters CHP and Salvage Excavation Lyndhurst 2009 for Villawood Properties.
- Spurway Drive, Kellyville, NSW 2008: Aboriginal archaeological test excavation in advance of proposed residential development for the Seventh Day Adventist Church.
- Cowpasture Road, Green Valley, NSW 2007: 100 square metre open area excavation undertaken in advance of road upgrade for NSW RTA.
- Windsor Cemetery, Windsor, NSW 2006: Aboriginal archaeological test excavation in advance of proposed road works for NSW RTA.
- Lake Parramatta Reserve Playground, NSW 2006: Aboriginal archaeological salvage excavation on advance of a special-needs children's playground development for Parramatta City Council.
- 3M Site, St Marys, NSW 2005: Aboriginal archaeological salvage excavation in advance of proposed sub-division for Valad Property Group.

- Emmaus Village, Penrith, NSW 2005: Aboriginal archaeological test excavation for proposed retirement village extension for Catholic Health Care Services.
- *Riverwalk* development Hunter Street, Newcastle, NSW 2004: Aboriginal archaeological salvage excavation in advance of site development, for Hunter Land.
- *Sheoks* aged-care development, Bayview, Pittwater, NSW 2004: test excavation of an Aboriginal midden site in support of DA for proposed development, for Urban Traders Pty Ltd.
- Merimbula Public School, NSW - 2003- 2005: test excavation and ongoing salvage of a complex coastal Aboriginal site for proposed redevelopment of Merimbula Public School, Merimbula.
- Fern Bay Archaeology Project 2000: test excavation and salvage programme for a subdivision at Fern Bay NSW for Howship Holdings Pty Ltd. The excavation yielded some significant findings about the nature of Aboriginal settlement of coastal Holocene dune environments.

#### *Expert Evidence*

- Court Appointed Expert - *Spinolo V Waverly Council 2006*, NSW Land & Environment Court.
- *Beach Court v RTA 2007*. Expert Witness for the RTA in a matter before the NSW Land & Environment Court.
- *Davis v Gosford Council 2007*. Expert Witness for a development proponent in a matter before the NSW Land & Environment Court.

#### Publications / Papers

- Cosmos Coroneos & Jim Wheeler (2005) *Beyond 6000 BP - Investigating Submerged Aboriginal Sites: A Case Study from Southwest Arm, NSW*. Australian Archaeology Association 2005 Annual Conference, Western Australian Maritime Museum, Fremantle.
- Cosmos Coroneos, David Nutley & Jim Wheeler (2007) *Identifying Submerged Rockshelter Sites: Recent Investigations at Southwest Arm, NSW*. Australasian Archaeology Conference, University of Sydney, Sydney, NSW.
- Wheeler, J. (1998) *Dharawal Rockshelters, Food Plants and an Australian Version of the Rubbish-Heap Hypothesis*. Proceedings of the 1998 NASC Conference, Australian National University, Canberra.

#### Panel Membership

- Aboriginal Affairs Victoria - Technical Advisory Group 2009.

Contact details for referees are available upon request.