

17 February 2023

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FEE PROPOSAL: TALBINGO MASTERPLAN – HERITAGE REPORT

Thank you for inviting OzArk Environment & Heritage (OzArk) to submit a quote for the provision of heritage assessment services for the Talbingo master planning.

1 UNDERSTANDING AND SCOPE

Harwood Architects (the client) is developing a Masterplan for Ironstone Development Group Pty Ltd and Liberty Homes Pty Ltd as part of the Kele Group (the proponent) for Lot 35 DP878862 Talbingo (**Figure 1**). The development would comprise mixed-use development which also incorporates a tourist facility (Spa Hotel), medium density mixed use precinct and detached dwelling residential area with extensive landscaping. A preliminary concept plan subdivision has been developed (**Figure 2**).

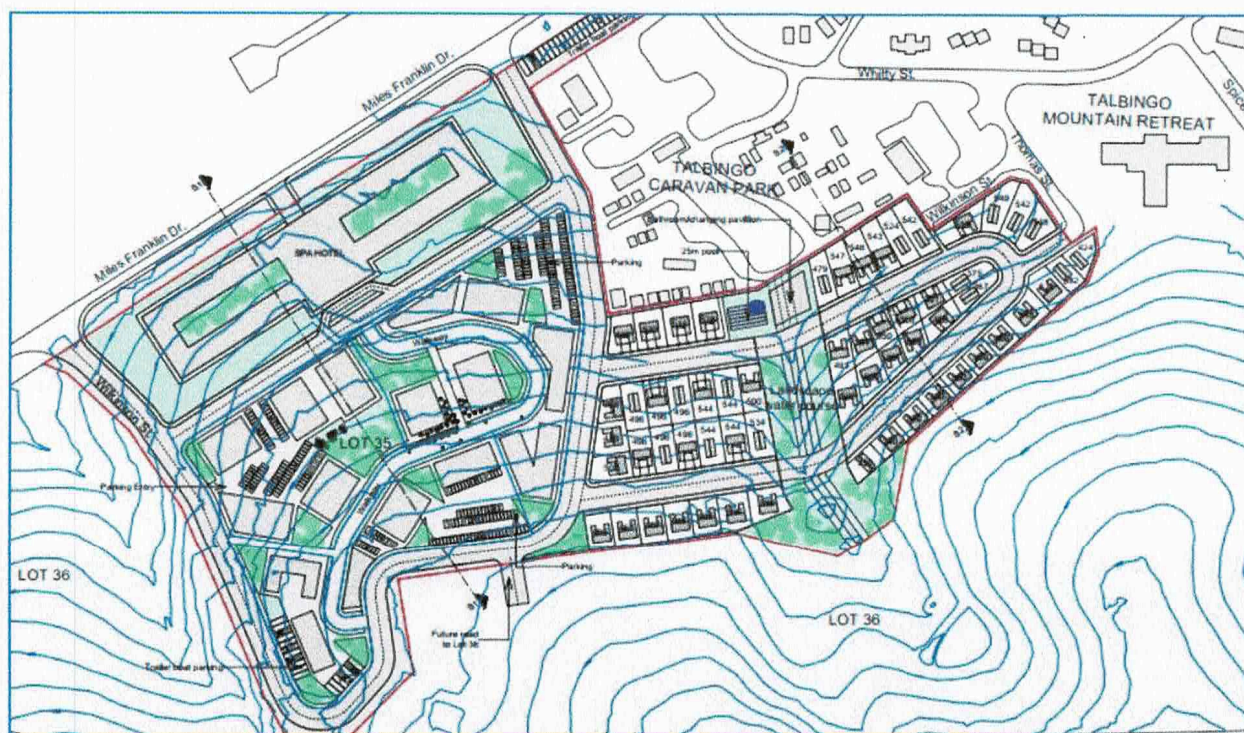
A previous "Preliminary Heritage Assessment for a Development Proposal for the Talbingo Village, Southern New South Wales" was prepared by Australian Archaeological Survey Consultants Pty Ltd in April 2006. This report recommended that a visual survey occur for both Aboriginal heritage and European heritage.

Therefore, as the RFQ is for a Master Plan, OzArk proposes to provide an Opportunities and Constraints report, with visual inspection, to assist in the planning process. If required, these reports can then be used to develop impact assessment reports, though this would be the subject of a variation/new fee proposal.

Figure 1: Location of study area at Talbingo.



Figure 2: Proposed site master plan.



2 METHODOLOGY

As per the usual requirements for a Master Plan, we have only provided for an opportunities and constraints type report for both Aboriginal and historic heritage. This will identify what is present / likely to be present over each site, as well as some guidance on the type of further assessment that may be needed should development in certain areas be planned. We note that this approach is not an impact assessment that could support a specific proposal, and will be more generic in nature.

Aboriginal community consultation has been included as an optional item. Such consultation could allow potential Aboriginal cultural values of the study areas to be discussed, as well as archaeological and heritage values.

2.1 DESKTOP REVIEW

The desktop review will include:

- a literature review of previous heritage surveys and reports undertaken within or near the study areas
- searches of the Aboriginal Heritage Information Management System (AHIMS) and federal, state, and local heritage databases to identify all known heritage constraints, including the following:
 - Tumut Local Environmental Plan 2012
 - Snowy Valley Development Control Plan 2019
 - NSW Heritage database including the State Heritage Register and Inventory
 - Australia's National Heritage List and the Australian Heritage Database
 - Any other relevant information sources.
- The results of the desktop assessment will be mapped
- A predictive site model identifying the site types that are likely to, or could potentially occur within the study areas (primarily relating to Aboriginal heritage)

Aboriginal community consultation (optional):

- If accepted, OzArk will commence communications with the Local Aboriginal Land Council. We note it is up to the proponent as to whether they wish to begin consultation with the Aboriginal community at this stage of the project. OzArk will be guided by the Proponent's wishes in regard to this and the fee proposal devised represents an optional estimate only.

2.2 FIELD INSPECTION AND CONSTRAINT/OPPORTUNITY MAPPING

This proposal element allows time for OzArk to complete a field assessment to compile an inventory of observed and likely cultural heritage sites. As discussed above, the study areas are shown on **Figure 1** and is approximately 15.25 hectares in area.

- The Aboriginal and historic field assessment would occur at the same time
- OzArk assumes that the proponent will arrange access to all inspection locations with individual landowners. If portions of the survey area are slated for inspection but are unable to be accessed, these areas will be discussed in the constraints report but only in general terms with the recommendation that these areas be assessed further if impacts were proposed.
- It is considered likely that one half-day at Talbingo will be required to inspect the study areas. Please note this will not equate to full heritage survey for the study area but should allow a sufficient characterisation of them to provide recommendations to guide recommendations for the likely assessment needed for potential future development.

Following the inspection, OzArk will produce a constraints summary and mapping that will:

- Document the location and condition of any sites identified and assess their significance at a local, state and national level
- Advise on any potential legal requirements including the need for referrals / permits associated with possible future plans to impact sites identified, i.e. requirements for further investigative assessments that may be needed should impacts be proposed. This advice will include likely timelines and additional consultancy services if needed.
- Identify any constraints from identified aboriginal heritage or historic sites etc throughout the study area that will need to be considered in future design
- Provide recommendations as to critical areas where impact should be avoided or tailored (where possible) or minimised.

2.3 REPORT

- Preparation of a draft Aboriginal and historic heritage opportunities and constraints report.
- Once circulated through internal QMS procedures, this report would be delivered to the proponent for review.
- Edits would be made as required towards finalisation of the report.

3 NOMINATED PROJECT TEAM

3.1 THE NOMINATED PROJECT TEAM

The project team for this proposal is outlined in **Table 3-1**. A brief description of the individuals' qualifications and experience is provided below.

Should OzArk be successful in this tender, staff will be allocated to the project as set out below:

- Director and Principal Archaeologist: Dr Jodie Benton
- Principal Archaeologist, project lead, editing and quality control: Ben Churcher
- General Manager: Sheridan Baker
- Office Manager and Community Consultation: Catherine Burrowes
- Senior Archaeologist: Stephanie Rusden
- Archaeologist: Harrison Rochford, Brendan Fisher, Imogen Crome, Jordan Henshaw, or Eleanore Martin depending on availability

Table 3-1. OzArk technical skills. Relevant experience.

Name / Position / Qualifications / Role	Technical Skills
Management Team	
 <p>Dr Jodie Benton Director <i>PhD Archaeology</i> <i>BA (Hons) Archaeology</i> Aboriginal and historic heritage Project Management Quality Control</p>	<p>Jodie is both Director and Principal Consulting Archaeologist of OzArk Environment & Heritage. She has over 35 years' experience, having spent many years managing archaeological projects abroad and in Australia, as well as lecturing at the University of Sydney.</p> <p>Jodie's most recent work has been primarily development driven environmental impact assessment in NSW. The heritage components of this work have enabled Jodie to develop a broad network of Aboriginal community contacts, a thorough understanding of heritage protection legislation and to refine appropriate methodologies for Aboriginal and historic heritage assessments and community consultation.</p>
 <p>Ben Churcher Principal Archaeologist <i>BA (Hons) Dip Ed</i> Aboriginal and historic heritage Project Management Quality Control</p>	<p>Ben, Principal Archaeologist with OzArk Environment & Heritage, has over 40 years' experience as an archaeologist and has been employed with OzArk since 2003. His duties include project director on large scale survey and excavation programs. Ben has written numerous comprehensive reports concerning Aboriginal and historic heritage across NSW including the assessment of scientific values for several complex State Significant projects.</p> <p>Ben's extensive work overseas includes the University of Sydney's excavations at the site of Pella in Jordan where he holds the position of Field Director. He also has a keen interest in historical sites. Ben is also the primary reviewer of archaeological reports written by OzArk staff to ensure their high quality and consistent approach.</p>

Name / Position / Qualifications / Role	Technical Skills
 <p>Sheridan Baker General Manager Business and Human Resource Management Community Consultation Integrated Management Systems</p>	<p>Sheridan is responsible for the day-to-day management of the business. Additionally, she has over 25 years' experience in community liaison, Aboriginal tenancies, negotiation, media relations, remote and isolated communities as well as business and operational management. Sheridan has worked extensively with Aboriginal communities on a variety of issues and understands protocols required for successful consultation.</p>
 <p>Catherine Burrowes Office Manager Community Consultation Office management Administration</p>	<p>Catherine is the Office Manager for OzArk Environment & Heritage and is responsible for delivery of Aboriginal Community Consultation which Catherine has been doing for the past year. Projects she has been involved in includes, APA Group, Moomba to Wilton pipeline and Eulie Pig Farm. Catherine also provides the efficient management of the office. Her administrative support to the office, including purchasing, organisational policies and procedures, and accounting administration. Catherine has excellent administration and customer service skills.</p>
Heritage Specialists	
 <p>Stephanie Rusden Senior Archaeologist <i>BA Archaeology</i> <i>BSc Land and Heritage Management</i> Aboriginal & historic heritage</p>	<p>Stephanie has a Bachelor of Science Land and Heritage Management from University of Wollongong and Bachelor of Arts (Archaeology) from University of New England. Over the last five years Stephanie has demonstrated experience in fieldwork, targeted research, GIS, scientific methodology training and report writing. Stephanie has developed positive working relationships with Aboriginal communities in the Hunter region and western NSW. She has experience in dealing with sensitive Aboriginal sites, intangible heritage and information gathering.</p>
 <p>Harrison Rochford Archaeologist <i>M. Phil (Arts and Social Sciences)</i> <i>B Liberal Studies (Hons) (Psychology/ Ancient History)</i> Aboriginal & historic heritage</p>	<p>Harrison is a Masters graduate and combines his research knowledge with practical experience focusing on historic heritage. He has extensive experience with in-depth research into a variety of historical periods, including ancient Greece. Harrison has worked on historic heritage assessments, Aboriginal consultation and heritage studies, Aboriginal heritage impact assessments including survey work, archaeological excavation, data management and GIS mapping. Harrison also has extensive editorial experience.</p>

Name / Position / Qualifications / Role	Technical Skills
 <p>Brendan Fisher Archaeologist <i>B Arts Archaeology</i> Aboriginal & historic heritage</p>	<p>Brendan has a Bachelor of Arts majoring in Archaeology and has well developed archaeological assessment skills. He has worked on a number of projects involving Aboriginal groups in the Central West. Brendan has completed artefact analysis of Aboriginal heritage excavations including lithic analysis, test excavation and salvage. He has demonstrated experience in fieldwork assessment, mapping, field photography and artefact sieving, recording, and filing. Brendan also has a variety of overseas volunteer roles, including Pella (Jordan) and Wadi Raki (Oman).</p>
 <p>Jordan Henshaw Graduate Archaeologist <i>Bachelor of Ancient History</i> Aboriginal & historic heritage</p>	<p>Jordan is a recent graduate from Macquarie University with a Bachelor of Ancient History and is interested in all facets of archaeology. Jordan has a thorough understanding of industry standard documentation, as well as reporting procedures. Jordan is eager to develop his skill set across a broad range of projects. He is also developing his skills in research, fieldwork, mapping, field photography, artefact identification, recording, and data management.</p>
 <p>Imogen Crome Graduate Archaeologist <i>Bachelor of Science (Biological Anthropology)</i> <i>Bachelor of Arts (Archaeology)</i> Aboriginal & historic heritage</p>	<p>Imogen is a recent graduate from the Australian National University with a Bachelor of Science (Biological Anthropology) and Bachelor of Arts (Archaeology). She is interested in environmental archaeology as well as historic heritage and museum studies. Imogen has completed overseas placements in Britain and Malta and completed archaeological excavation and analysis, including cataloguing of archaeological finds. She has experience in sorting and archiving archaeological material for research projects, as well as site drawing, context drawing and wet sieving. She is experienced with a range of specialist software, including OxCal and 3DfZephyr.</p>
 <p>Eleanore Martin Graduate Archaeologist (Casual) <i>Bachelor of Arts (Archaeology, honours)</i> Aboriginal & historic heritage</p>	<p>Eleanore is a recent graduate from the University of Queensland with a Bachelor of Arts (Archaeology, honours). She has an interest in both historical and Aboriginal heritage archaeology. Eleanore has experience in cleaning, identifying, illustrating and cataloguing historical archaeological material from various sites. She is also able to identify and categorise historical artefacts and technologies, lithic tools, human and animal remains and megafaunal remains. She is experienced in report writing, including site and artefact reports</p>

3.2 ISO CERTIFICATION



OzArk has the following ISO certification:

- AS/NZS ISO 9001 – 2016: Quality Management Systems
- AS/NZS ISO 14001 – 2016: Environmental Management Systems
- AS/NZS ISO 45001 – 2018: Occupational health and safety management systems

4 FEE PROPOSAL

This fee proposal includes the following key deliverables:

- Aboriginal and historic heritage constraints report
- Fieldwork

Table 4-1: Opportunity and heritage constraints - Talbingo Masterplan.

Aboriginal & Historic Heritage Opportunities and Constraints	Hours / units	Rate	Cost
Project Management			
Project Manager (Principal Archaeologist)	4	\$ 155.00	\$ 620.00
WHS / Field preparation	2	\$ 135.00	\$ 270.00
Fieldwork			
Principal Archaeologist (inc one-way travel)	2	\$ 1,650.00	\$ 3,300.00
Principal archaeologist one-way travel	3	\$ 105.00	\$ 315.00
Accommodation/ meals @ rec ATO rates (1 pp x 1n)	1	\$ 307.50	\$ 307.50
4WD KM rate vehicle	520	\$ 1.20	\$ 624.00
Background research & report writing - Talbingo			
Aboriginal Heritage (Archaeologist)	16	\$ 135.00	\$ 2,160.00
Historic Heritage (Archaeologist)	12	\$ 135.00	\$ 1,620.00
GIS Officer (figure production; mapping)	8	\$ 125.00	\$ 1,000.00
Internal review (Principal Archaeologist)	3	\$ 155.00	\$ 465.00
Client review / edits (Archaeologist)	2	\$ 135.00	\$ 270.00
Expenses			
Administrative Assistant	2	\$ 105.00	\$ 210.00
Disbursement	1	\$ 500.00	\$ 500.00
Total (pre GST)			\$ 11,661.50
GST			\$ 1,166.15
Final Total			\$ 12,827.65

Table 4-2: Aboriginal community representative (optional).

Aboriginal community representative (optional)	Hours / units	Rate	Cost
Aboriginal Site Officer	0.5	\$ 1,000.00	\$ 500.00
Administration surcharge 15%	15%	\$ 500.00	\$ 75.00
Consultation Officer	2	\$ 105.00	\$ 210.00
Total (pre GST)			\$ 785.00
GST			\$ 78.50
Final Total			\$ 863.50

4.1 ASSUMPTIONS

Whilst this quote assumes a "reasonable level" of significant items/issues. It is possible that some significant item/issue may arise that requires time beyond that which is charged in the fee proposal. Additional costs may be incurred for fieldwork that is postponed or cancelled at short notice due to weather or issues uncontrollable by OzArk. If so, we will liaise with you regarding the need for additional hours.

4.2 TERMS

1. This fee proposal is valid for 30 days from date of issue
2. The claim for payment would not exceed this quote without written notification of a variation agreed to by both parties
3. Payment is requested within 30 days from issue of invoice. OzArk reserves the right to levy a 10% late payment surcharge unless late payment has been agreed to by OzArk.

5 OZARK INSURANCES

Table 5-1 presents a list of OzArk's current insurances.

Table 5-1: OzArk current insurances.

Workers Compensation Insurance		Public Liability Insurance (Business Package)	
Policy No.	102861101	Policy No.	BIA0000123BUS
Insurance Company	icare	Insurance Company	Hollard Commercial Insurance
Expiry	31/05/2023	Policy Value:	\$20,000,000
		Expiry	26/08/2023
Professional Indemnity Insurance		Motor Vehicle Insurance	
Policy No.	04MIS2089252	Policy No.	24C 1492729 06
Insurance Company	CGU Professional Risks	Insurance Company	CGU
Policy Value	\$10,000,000 any one claim & \$30,000,000 in the aggregate	Policy Value	5 Vehicles
Expiry	4/09/2023	Expiry	8/04/2023

Allen
20/2/23