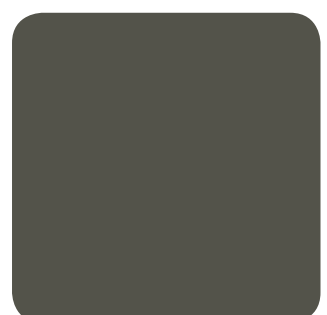
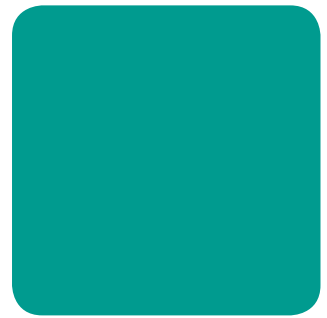
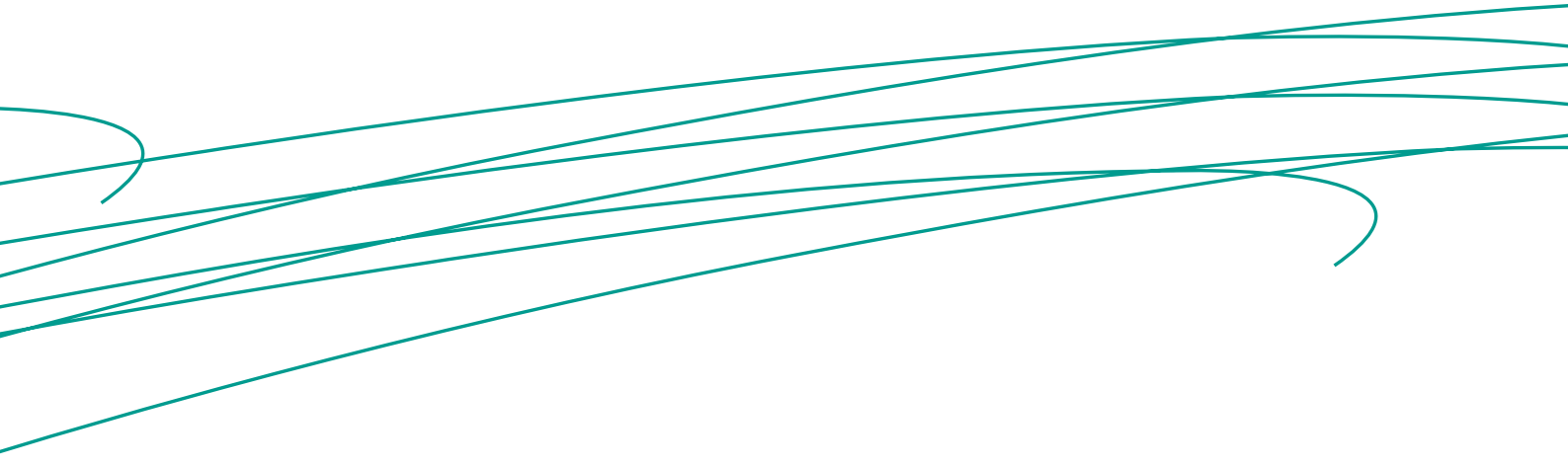


# Fees and Conduct Guidelines for Registered Aboriginal Parties



## Like to know more?

If you would like to know more about these Guidelines or the Aboriginal Heritage Act, please contact Aboriginal Affairs Victoria on: 1800 762 003, email [aboriginal.heritage@dpcd.vic.gov.au](mailto:aboriginal.heritage@dpcd.vic.gov.au) or visit [www.dpcd.vic.gov.au/aav](http://www.dpcd.vic.gov.au/aav).



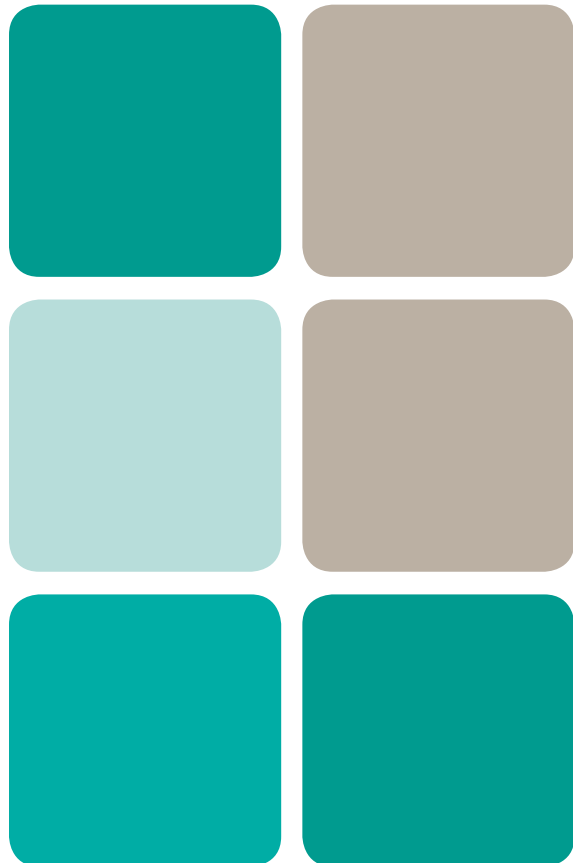
## Introduction

These Guidelines have been produced by the Department of Planning and Community Development (DPCD), and on advice from the Victorian Aboriginal Heritage Council.

The Guidelines will assist Registered Aboriginal Parties (RAPs) and project sponsors to:

1. Work out suitable fees for the participation of RAPs in the cultural heritage assessment process; and
2. Understand the standard of conduct expected of RAPs as professional organisations.

In preparing these Guidelines, the Department has taken into account input from developers, heritage consultants and Aboriginal groups as well as reviewing existing arrangements for the payment of Aboriginal groups in Victoria and elsewhere for undertaking cultural heritage-related work. Rates charged for comparable services in other industries, and standards of conduct within comparable Australian organisations, were also reviewed.





## Fee Guidelines

The aim of the Fee Guidelines is to ensure that RAPs are appropriately recompensed for participating in cultural heritage assessments, and to create certainty and transparency in relation to RAP fees.

While Sponsors and RAPs are encouraged to use these Guidelines, they are under no obligation to do so.

### Activities covered by the Guidelines

Sponsors are required to notify the relevant RAPs when they intend to prepare a cultural heritage management plan. This provides an opportunity for the RAP to be involved in the actual development of the plan.

Some of the ways RAPs may participate in the development of cultural heritage management plans include:

- consulting with the sponsor about the assessment of the area to be included in the plan (e.g. in relation to how the assessment is to be carried out, potential modifications to the assessment to address any issues raised by the RAP, and how the RAP intends to participate in the conduct of the assessment);

- participating in the conduct of the assessment (eg. attendance at fieldwork); and
- consulting with the sponsor about the recommendations to be included in the plan.

These activities are covered by the fees set out in the table 1.1.

Each fee schedule covers a range of rates. The appropriate rate to charge within that range will depend on any expenses expected to be incurred by the RAP's representatives and their skill and expertise level. The hourly rates are also inclusive of all reasonable expenses such as travel and accommodation costs.

## 1.1 Fees for Registered Aboriginal Parties

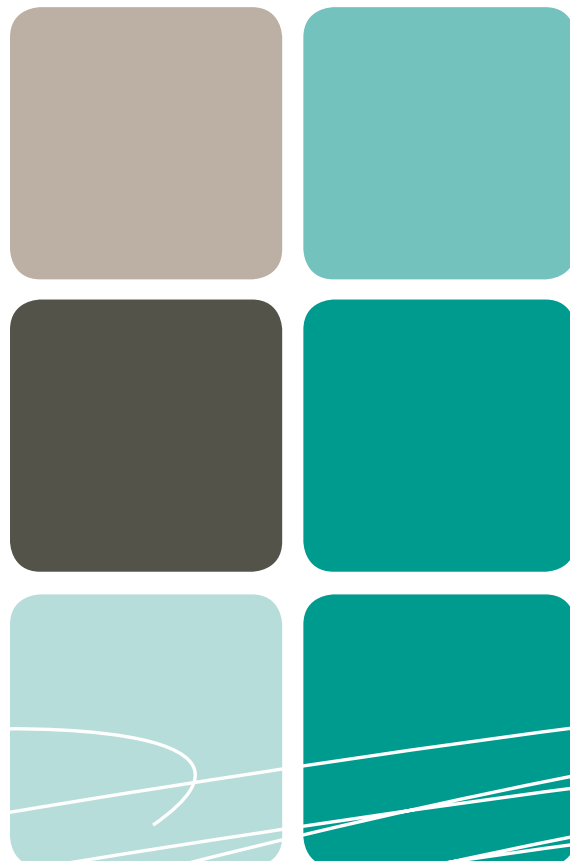
Activity	Hourly rate (inclusive of all reasonable expenses: travel and accommodation and GST)	
	7am to 5pm, Mon to Fri	All other times
Consult with sponsor on the assessment of the area for the purposes of the plan  Consult with sponsor in relation to the recommendations to be included in the plan	\$80 to \$100	\$120 to \$150
Participation in the conduct of the assessment	\$50 to \$80 (charged hourly but with a minimum of 5 hours)	\$75 to \$120 (charged hourly but with a minimum of 5 hours)

The Guidelines group activities into two separate sets of fees:

- Consultation work – this would attract a higher hourly rate as the RAP representative/s would generally have more seniority and expertise; and
- Participation work – particularly in the conduct of assessments through, for example, site visits, attracts a lower hourly rate (charged hourly but at a minimum of five hours to reflect the nature of the work).

### The Aboriginal Heritage Regulations set out other fees that RAPs can charge

RAPs are entitled to be a paid a fee for evaluating a cultural heritage management plan (once the plan has been prepared) as well as a fee for considering permit applications. These fees are set out in the Aboriginal Heritage Regulations 2007.





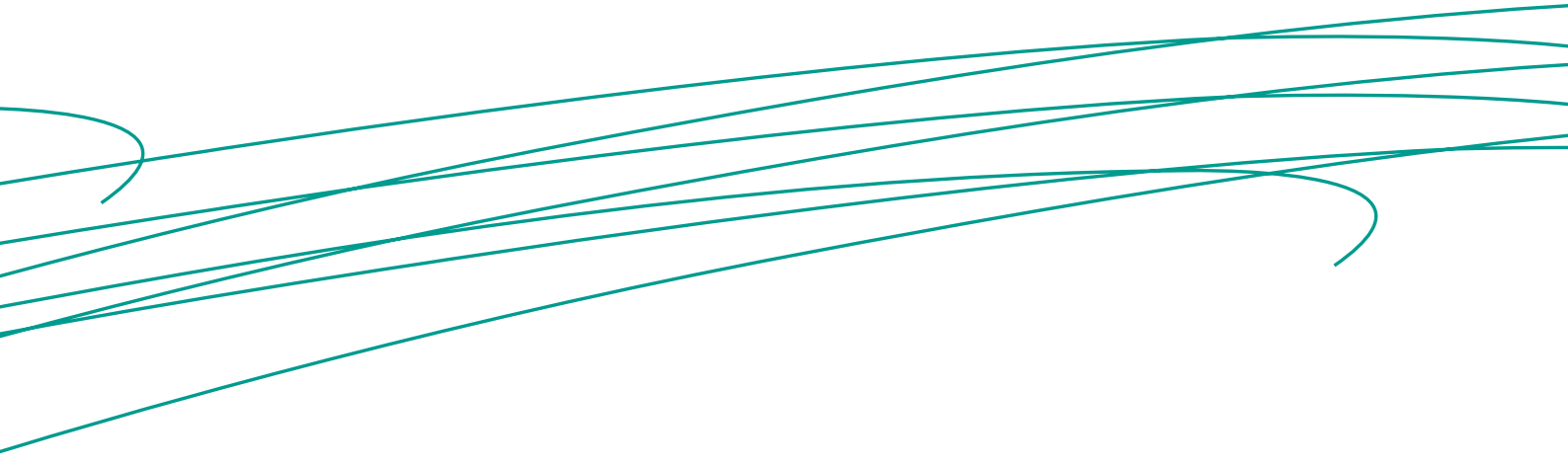
## Conduct Guidelines

Like all professional organisations, Registered Aboriginal Parties (RAPs) are expected to operate with certain standards of conduct when consulting with sponsors and participating in assessments. These guidelines outline the standards of conduct expected from all RAPs. The guidelines draw on the existing conduct standards for Aboriginal site monitors and archaeologists.

### Standards of conduct expected from RAPs

It is expected that representatives of RAPs will adhere to the following general standards of conduct:

- at all times behave in a way that upholds the RAP's values, integrity and good reputation;
- take care to know and comply with all relevant legal requirements;
- ensure that they have, and maintain, the expected level of knowledge concerning the legislation and heritage management issues;

- maintain appropriate confidentiality;
  - act with care and diligence;
  - have appropriate clothing and equipment, and comply with any and all occupational health and safety requirements that may be in place in the field or on a work site;
  - treat everyone with respect, courtesy and without harassment; and
  - ensure that they have and maintain the expected level of knowledge concerning the legislation and heritage management issues.
- 

## Standards of Conduct for RAPs - Expected Knowledge

Activity	Actions	Expected knowledge	Expected outcome
<p>Consult with sponsor on the assessment of the area for the purpose of the plan.</p>	<p>For desktop assessment, meeting may not be required.</p> <p>For standard and complex assessments, attendance at meeting with sponsor, before the field work.</p> <p>Meeting would discuss:</p> <ul style="list-style-type: none"> <li>• how the assessment is to be carried out;</li> <li>• potential modifications to proposed assessment to address any issues raised by RAP;</li> <li>• how the RAP intends to participate in the conduct of the assessment.</li> </ul>	<p>Thorough understanding of the legislation and heritage management issues.</p> <p>Ability to discuss management options.</p> <p>Authority to speak for the RAP.</p>	<p>Sponsor is fully aware of the views of the RAP on the assessment and takes those views into account.</p>
<p>Participate in the conduct of the assessment.</p>	<p>For desktop assessment, not applicable.</p> <p>For standard or complex assessment, attendance at fieldwork.</p> <p>Attendance would involve the RAP:</p> <ul style="list-style-type: none"> <li>• liaising with the heritage advisor on the conduct of the assessment; and</li> <li>• offering input and assistance as required.</li> </ul>	<p>Basic understanding of Aboriginal site identification and their likelihood in a particular landscape.</p> <p>Basic understanding of the legislation.</p>	<p>Conduct of ground survey or excavation with participation and/or input from the RAP.</p>
<p>Consult with the sponsor in relation to the recommendations to be included in the plan.</p>	<p>Attendance at meeting/s with sponsor.</p> <p>Meetings/s would involve discussion of:</p> <ul style="list-style-type: none"> <li>• how recommendations manage the activity's impacts on heritage;</li> <li>• potential modifications to recommendations suggested by RAP to better manage impact on heritage.</li> </ul>	<p>Thorough understanding of the legislation and heritage management issues.</p> <p>Ability to discuss management options.</p> <p>Authority to speak for the RAP.</p>	<p>Sponsor is fully aware of the views of the RAP on the recommendations, and takes those views into account.</p>



### **Accessibility**

If you would like to receive this publication in an accessible format, such as large print or audio, please telephone Aboriginal Affairs Victoria on 1800 762 003 or email [aboriginal.heritage@dpcd.vic.gov.au](mailto:aboriginal.heritage@dpcd.vic.gov.au).

This publication is also published in PDF and Word formats on [www.dpcd.vic.gov.au](http://www.dpcd.vic.gov.au)

Published by Aboriginal Affairs Victoria  
Department of Planning and Community Development  
1 Spring Street Melbourne Victoria 3000  
Telephone (03) 9208 3799  
March 2008

© Copyright State Government of Victoria 2008

This publication is copyright. No part may be reproduced by any process except in accordance with provisions of the Copyright Act 1968.

Authorised by Yehudi Blacher, Secretary, Department of Planning and Community Development.  
1 Spring Street, Melbourne.  
Designed by Deadly Design  
Printed on 50% recycled paper

ISBN 978-1-921331-20-6

