# Your Ref:

Our Ref: .

date

Address

**By Post**

**And by Email:** email

Dear Name

**Activity Notice – Activity name and reference number**

(DRAFTING NOTICE – response to be sent within 15 business days of receipt of the Activity Notice)

We refer to the Activity Notice above, received by the South West Aboriginal Land and Sea Council (**SWALSC**) on behalf of the [insert Name] Agreement Group or the [insert name] Aboriginal Corporation (**RC**) (as applicable) on date.

**Activity Notice Response under clause 8.3 of the Noongar Standard Heritage Agreement.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Clause | **Key Statements** | **SWALSC/RC Assessment** |
|  | 8.3(a) | Requirement for Survey | "As per Activity Notice - key statement (b)."  Or if not agreed:  "SWALSC / RC considers that a Survey (is/is not) required."  If not agreed SWALSC / RC may wish to provide additional information in an attachment. |
|  | 1.1 | Survey Area | "As per Attachment 1 and 2 of the Activity Notice."  Or if not agreed:  Clearly describe the external boundary of the Survey Area and SWALSC / RC may wish to provide a map of the Survey Area as an attachment. |
|  | 8.3(d)(i) | Extent that the Activity Program consists of Low Ground Disturbing Activities | "As per Activity Notice - key statement (a)."  Or if not agreed:  Provide a statement of SWALSC's / RC’s opinion as to extent of LGDAs. SWALSC / RC may wish to provide additional information in an attachment. |
|  | 8.3(d)(ii) | Preferred heritage survey methodology | "As per Activity Notice - key statement (c)."  Or if not agreed:  Specify a different preferred methodology – "SWALSC's / RC’s preferred methodology is Site Identification Model / Site Avoidance Model." |
|  | 8.3(d)(iii) | Proposed heritage survey dates | "Not applicable as SWALSC / RC does not elect either to be the Aboriginal Heritage Service Provider or to contract the Aboriginal Heritage Service Provider."  Or if agreed:  "As per Activity Notice - key statement (d)."  Or if not agreed:  Specify the date for:  1. the Commencement of Fieldwork for Survey, and/or (as applicable)  2. the Last Day of Fieldwork for Survey. |
|  | 8.3(d)(v) | Election by SWALSC / RC to contract the Aboriginal Heritage Service Provider (**AHSP**) or perform the functions of the AHSP. | "SWALSC / RC does not elect either to be the AHSP or to contract the AHSP” Or “SWALSC / RC elects to be the AHSP”, Or “SWALSC / RC elects to contract the AHSP." |
|  | 8.3(d)(iv) | Estimate of costs to conduct the Survey | "Not applicable as SWALSC / RC does not elect either to be the AHSP or to contract the AHSP." [Delete Attachment 1]  Or  "SWALSC / RC elects to [be either the AHSP/ contract the AHSP]. See the Estimate of Costs in Attachment 1." [Attachment 1 must be completed.] |
|  | 8.3(d)(vii) | Names and contact details of Aboriginal Consultants for the Survey [This information must be provided with the Activity Notice Response or within 10 Business Days of the Survey Agreement Date, which in most cases will be the date of the Activity Notice Response.] | "The names and contact details of the Aboriginal Consultants are set out in Attachment 2"  Or if not provided in the Activity Notice Response, but all matters regarding the proposed survey are agreed:  "SWALSC / RC will provide the names and contact details of Aboriginal Consultants for the Survey within 10 Business Days of the date the Proponent receives this Activity Notice Response”  Or if not provided in the Activity Notice Response, and all matters regarding the proposed survey are not yet agreed:  “SWALSC / RC will provide the names and contact details of Aboriginal Consultants for the Survey within 10 Business Days of the Survey Agreement Date (cl. 9.1(a)). |

Should you wish to discuss or request further information in relation to any aspect of the matter, please do not hesitate to contact me at name[@noongar.org.au](mailto:matthew.casey@noongar.org.au) or on 93587400.

Yours sincerely

Activity Notice Assessor **South West Aboriginal Land & Sea Council**

**Attachment 1 – Estimate of Costs**

[Delete if SWALSC / RC does not elect either to be the AHSP or to contract the AHSP]

| **No.** | **Item** | **Rate** | **Incl. GST** | **Description of Work Effort** | **Estimated Cost per Item** |
| --- | --- | --- | --- | --- | --- |
| **Ethnographic Assessment** | | | | | |
|  | Aboriginal Heritage Service Provider, including administrative fee |  |  |  |  |
|  | Principal Aboriginal Heritage Consultant (if any) |  |  |  |  |
|  | Aboriginal Heritage Liaison Officer (if necessary and agreed) |  |  |  |  |
| **Archaeological Assessment** (if necessary and agreed) | | | | | |
|  | Archaeologist (archaeological team external contractors) |  |  |  |  |
|  | Fieldwork and reporting |  |  |  |  |
| **Aboriginal Consultants** | | | | | |
|  | Aboriginal Consultants – up to 8 unless otherwise agreed |  |  |  |  |
| **Field Expenses** | | | | | |
|  | Aboriginal Heritage Liaison Officer or Anthropologist accommodation/meals |  |  |  |  |
|  | Archaeologist or Archaeological Team accommodation/meals |  |  |  |  |
|  | Aboriginal Consultants accommodation/meals |  |  |  |  |
| **Travel Expenses** | | | | | |
|  | Vehicle mileage |  |  |  |  |
|  | Hire Vehicle (if survey vehicle is hired) |  |  |  |  |
|  | Aboriginal Consultants travel expenses (if required) |  |  |  |  |
|  | Airfares |  |  |  |  |
|  | Taxi travel (to and from airports or meetings) |  |  |  |  |
| **Incidental Expenses** | | | | | |
|  | Film, maps, report production and expendables |  |  |  |  |
|  | **Total Estimate** |  |  |  |  |

**Attachment 2 – Names and Details of Aboriginal Consultants**

[Delete if SWALSC / RC does not provide the names and details with the Activity Notice Response]

|  |  |  |
| --- | --- | --- |
| **[Name 1]** | Address: |  |
| Contact details |  |  |
|  |  |  |
|  |  |  |
|  | Tel No, |  |
|  | Fax No. |  |
|  | Email |  |
|  |  |  |
|  |  |  |
| **[Name 2]** | Address: |  |
| Contact details |  |  |
|  |  |  |
|  | Tel No, |  |
|  | Fax No. |  |
|  | Email |  |
|  |  |  |
|  |  |  |
| **[Name 3]** | Address: |  |
| Contact details |  |  |
|  |  |  |
|  | Tel No, |  |
|  | Fax No. |  |
|  | Email |  |
|  |  |  |
|  |  |  |
| **[Name 4]** | Address: |  |
| Contact details |  |  |
|  |  |  |
|  | Tel No, |  |
|  | Fax No. |  |
|  | Email |  |
|  |  |  |
|  |  |  |
| **[Name 5]** | Address: |  |
| Contact details |  |  |
|  |  |  |
|  | Tel No, |  |
|  | Fax No. |  |
|  | Email |  |
|  |  |  |
|  |  |  |
| **[Name 6]** | Address: |  |
| Contact details |  |  |
|  |  |  |
|  | Tel No, |  |
|  | Fax No. |  |
|  | Email |  |
|  |  |  |
|  |  |  |
| **[Name 7]** | Address: |  |
| Contact details |  |  |
|  |  |  |
|  | Tel No, |  |
|  | Fax No. |  |
|  | Email |  |
|  |  |  |
|  |  |  |
| **[Name 8]** | Address: |  |
| Contact details |  |  |
|  |  |  |
|  | Tel No, |  |
|  | Fax No. |  |
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