



Australian Government

Department of Agriculture, Water and the Environment

Expression of Interest

Aboriginal and Torres Strait Islander Heritage Protection Act **section 10 Reporters and section 13 Consulting Agents**

The Department of Agriculture, Water and the Environment is seeking expressions of interest from entities and individuals to provide services as reporting and consulting agents under sections 10(1)(c) and 13(3) of the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cth) (**ATSIHP Act**).

Please refer to the 'Request for Expression of Interest' document for further information.

Completed forms can be submitted to atsihpa@awe.gov.au, by 6.00pm 26 April 2021.

Enquires can be directed to atsihpa@awe.gov.au, or phone (02) 6275 9450.

PART A: SUMMARY INFORMATION

1. Organisation/Individual Details

Organisation/Individual Name
ABN/ACN
Address
Email
Phone

2. Business profile

Please provide a brief statement (up to 150 words) profiling your business/describing the types of activities generally undertaken and whether it is fully or partially Aboriginal and Torres Strait Islander owned. Links to websites or LinkedIn profiles are acceptable.

3. Statement of interest

Please provide a brief statement (up to 150 words) outlining you or your company's interest in providing services under the ATSIHP Act

4. Specified Personnel

Name	Aboriginal and Torres Strait Islander?	Role	Primary area of expertise	Hourly rate	Daily rate	Willing to travel?
		(s10, s13, research assistance, administrative assistance)	Law, government administration, history		Based on 8-hour day	

5. Fee Structure

In addition to the above please provide any further information regarding your fee structure, including any administrative charges.

Please note that this EOI does not seek the provision of legal services/advice.

6. Authorization

Authorized person to sign confirming the accuracy of the information provided in this submission (e.g. company principal or, if sole trader, applicant)

Name: _____

Signature: _____

Date: _____

PART B: EXPRESSIONS OF INTEREST

Please provide responses against the criteria below for each person being nominated to undertake section 10 reporting and/or section 13 consulting agent.

Name

s10 Reporter s13 Consulting Agent Both s10 and s13 services

1. Ability to communicate respectfully and sensitively with Aboriginal and Torres Strait Islander people and other parties.

Please provide a statement of up to 200 words demonstrating your understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and your ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people and other stakeholder groups.

2. Ability to interpret and apply legislation and the ability to rapidly acquire knowledge of the ATSIHP Act and any other relevant legislation (i.e. State or Territory Indigenous heritage protection legislation)

Please provide a statement of up to 200 words outlining your experience in working with legislation.

3. Demonstrated experience in, or aptitude for, complex evaluations, including an understanding of the rules of procedural fairness

Please provide a statement of up to 200 words outlining your experience in, or aptitude for, complex decision-making, including an understanding of the rules of procedural fairness.

4. Proficient oral and written communication skills, including the ability to provide well-reasoned conclusions

Please provide a statement of up to 200 words outlining your oral and written communication skills, including the ability to provide well-reasoned conclusions.

5. Demonstrated experience dealing with complex stakeholder issues

Please provide a statement of up to 200 words outlining your experience in dealing with complex stakeholder issues

6. Demonstrated experience in mediation or in facilitating other conflict resolution processes

Please provide a statement of up to 200 words outlining your experience in mediation or other conflict resolution processes.

7. Have you been convicted of an offence in the last 10 years that involved fraud or dishonesty? If yes, please provide details

Please provide details

8. Have you ever had a banning order or disqualification order made against you e.g. disqualified from managing a corporation under the *Corporations Act 2001 (Cth)* or had a professional licence such as an Australian Financial Services Licence cancelled or suspended? If yes, please provide details

Please provide details

9. Referees

Contact 1	Contact 2
<i>Please provide the name and contact details of 2 referees we can contact to discuss the quality of your service delivery</i>	<i>Name</i> <i>Company</i> <i>Position</i> <i>Contact information (phone and email)</i>

10. Potential conflicts of interest

Please identify any potential conflicts of interest you may have in engaging with e.g. particular Aboriginal and Torres Strait Islander communities or groups or with sectors that undertake development activities, such as the mining sector. In any future possible engagement, you will be asked to declare any actual conflicts of interest with relevant stakeholder groups or the areas under consideration.

11. Curriculum vitae

Please attach a curriculum vitae of maximum 3 pages in length

Privacy Collection Notice

Personal information means any information or opinion about an identified, or reasonably identifiable, individual. The collection of personal information by the Department of Agriculture, Water and the Environment in relation to this Expression of Interest is for the purposes of assessing your expression of interest to provide the services described in this document.

Your personal information will be used and stored in accordance with the *Privacy Act 1988 (Cth)* and the department's [Privacy Policy](#), including information about access to and correction of your personal information.

To seek additional information from the department about your personal information or to make a complaint:

Email: privacy@awe.gov.au

Mail:

Privacy Officer
Department of Agriculture, Water and the Environment
GPO Box 858
Canberra
ACT 2601

Switchboard:

(61 2) 6274 1111