



## **Registered Native Title Body Corporates – election for appointment as a Recognised Aboriginal Representative Body**

This form is for Registered Native Title Body Corporates (RNTBCs) who wish to be appointed as a Recognised Aboriginal Representative Body (RARB) under the *Aboriginal Heritage Act 1988* (SA) (Act).

RARBs are appointed by the State Aboriginal Heritage Committee (Committee). A RARB's key role is to understand and represent the views of all Traditional Owners of heritage within its appointment area. For an RNTBC, this will usually be its native title lands. A Traditional Owner of a site or an object is defined by the Act as someone who "in accordance with Aboriginal tradition, has social, economic or spiritual affiliations with, and responsibilities for, [a] site or object". A RARB's key power is the ability to enter into local heritage agreements, standard contracts that can govern how land-use proponents may manage and/or impact Aboriginal heritage.

Before completing this form, RNTBCs should read *Aboriginal Heritage Guideline 1 - Recognised Aboriginal Representative Bodies*, available at: [dpc.sa.gov.au/guidance](http://dpc.sa.gov.au/guidance). It is also highly recommended that RNTBCs call the Department of the Premier and Cabinet - Aboriginal Affairs and Reconciliation (DPC-AAR) on 08 8226 8900, to discuss the role and responsibilities of RARBs, what the Committee is looking for, the process for assessments and the likely timeline for decisions.

Information provided in this form will assist the Committee to assess your appointment. Any confidential information provided will be treated accordingly and not be used outside of the assessment process. If you have any concerns about providing any information, please ring DPC-AAR on 08 8226 8900 to discuss your concerns.

**The Committee requires those electing to be appointed as a RARB to produce a 'RARB Policy' describing how they will seek to meet the significant obligations of a RARB under the Act. RNTBCs will likely need professional advice – archaeological, anthropological and/or legal – to finalise this document. Model principles for inclusion in RARB Policies are at Attachment 2.**

**Nonetheless, the final RARB Policy must ultimately be acceptable to and endorsed by the RNTBC before the Committee will appoint it. RARB Policies must be binding. The Committee requests that approved RARB Policies are incorporated into an RNTBC's Rule Book and otherwise made freely available.**

The Committee and DPC-AAR are available to assist RNTBCs to develop a RARB Policy. RARB Policies are generally created iteratively over several months and after a number of reviews by the Committee. Becoming a RARB requires RNTBCs to adopt a new way of working, in particular by potentially requiring directors to understand and represent the views of non-members. As such, you should not expect to be appointed as a RARB quickly after electing for appointment. RARBs who do not fulfil their obligations under the Act may have their appointment suspended or revoked by the minister responsible for the Act. As such, the Committee wishes to make sure that RARB aspirants are clear about the role and obligations and their ability to perform them before appointment to ensure that it is lasting.

RARBs put Aboriginal people at the centre of decision making about their own heritage. Having RARBs encourages land-use proponents to approach Aboriginal people first to discuss proposals, rather than approaching government for an exemption to the Act.

RNTBC RARBs must look beyond native title boundaries, and ensure that all Traditional Owners of heritage on their lands are aware of and involved in decisions about their heritage, regardless of their membership of any RNTBC.



**Section 1 – Elector Information**

RARBs may be an individual or an organisation, but you must be incorporated before RARB status can be granted.

Please attach evidence of incorporation, your common seal and a copy of your constitution, rule book, code of conduct and any other relevant corporate governance information. GST registration is not required to become a RARB, but may be required if the RARB engages in significant financial enterprise.

**Please attach additional sheets if there is not enough space to provide any of the information requested.**

Name of body corporate: \_\_\_\_\_

Authorised representative: \_\_\_\_\_

Public Officer (if different from authorised representative): \_\_\_\_\_

Principal place of business: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

GST Registration: Yes / No ABN \_\_\_\_\_

Incorporating Legislation: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

**Section 2 – Description of your Native Title determination(s) and your intended RARB appointment area**

Please provide a detailed description of the native title determination area, and details of whether your election covers the whole area, or is limited to (an) Aboriginal site(s) or object(s) within it. Where appropriate, please attach a map to identify the boundary of the determination area. DPC-AAR can assist with mapping, please call 08 8226 8900 if required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An RNTBC may elect not to be the RARB for all or a part of its native title lands. For example, a RARB may elect to carve out a specific area, site or object to allow (a) specific Traditional Owner(s) to represent it. If this is the case, please attach the *Election not to be a Recognised Aboriginal Representative Body* form with a detailed description of the areas, sites, objects or remains within your determination area that you do not wish to represent as a RARB. For example, you may wish to allow someone else represent a specific heritage feature on your native title lands, such as where the Traditional Owner(s) of that heritage is(are) not (a) member(s) of the RNTBC. The relevant election form is available at [dpc.gov.au/rarbs](http://dpc.gov.au/rarbs).



**Section 3 – Your land access rights**

Please detail your legal, equitable and/or traditional rights to access and/or occupy land associated with the heritage you wish to represent. Include land owned, mortgaged, leased, licensed or granted to you, as well as easements, rights of way, temporary rights, contingent rights and rights yet to vest. Where relevant, please explain how long these rights will exist for and any limitations to them. Please attach evidence.

---

---

---

---

**Section 4 – Experience in Cultural Heritage Management**

Please describe your experience in managing and protecting Aboriginal cultural heritage in the determination area and/or generally. Please attach evidence of any past activities and any current policies and procedures that you use to properly manage heritage in accordance with the wishes of its Traditional Owners. Examples of cultural heritage management plans and other heritage management provisions from agreements with land-use proponents or with Traditional Owners under MoUs or “good neighbour” agreements, such as the bases for the selection of survey, monitoring, and/or clearance teams that you negotiate, are useful to demonstrate this experience.

---

---

---

---

---

---

**Section 5 – Organisational Ability**

The Committee seeks to appoint RARBs that can perform their obligations fairly, consistently, transparently and on a long-term basis. Please provide any information that supports your current or future organisational sustainability. This may include evidence of past performance, existing or proposed corporate policies and procedures, premises available to conduct business, governance and/or engagement training undertaken or proposed, availability of administrative support, access to legal, commercial or financial advice, proxy arrangements for RARB directors, auditing and reporting arrangements, funding sources, grants received and acquitted etc. Please provide evidence wherever possible.

---

---

---

---

---

---

---

---



Has your corporation been placed under special administration by the ORIC Registrar or his/her delegate in the last three years? If the answer is yes, please provide details of the measures that were required/ implemented to remedy the reason(s) for the special administration arrangements being imposed. Please provide an assessment of the performance of your organisation post the special administration arrangements being lifted.

---

---

---

---

---

---

**Section 6 – RARB Policy**

Under s.19B(4) of the Act, Registered Native Title Bodies Corporate (RNTBCs) are “taken to be appointed” as Recognised Aboriginal Representative Bodies (RARBs) for their native title lands.

However, under s.19B(5) of the Act, appointments only become effective if approved by the State Aboriginal Heritage Committee (Committee).

Before it will approve a RARB, the Committee requires those seeking appointment to provide it with a RARB Policy setting out a satisfactory description of how they intend to operate as a RARB.

Given the requirements of the Act, the Committee considers that, at minimum, a RARB Policy should contain protocols addressing three key areas of RARB responsibility:

- consultation
- heritage management
- dispute resolution.

A RARB Policy may also include other matters related to Aboriginal heritage management.

It is not sufficient for RNTBCs to rely on RNTBC Rule Books to address their responsibilities as a RARB. A key reason for this is that RNTBC RARBs are obligated to ascertain and represent the views of Traditional Owners (TOs), which may include non-RNTBC members.

A TO is defined by the Act to mean *an Aboriginal person who, in accordance with Aboriginal tradition, has social, economic or spiritual affiliations with, and responsibilities, for the site or object.*

RNTBC RARB Policies, and the protocols that comprise them, must therefore contemplate and enfranchise non-RNTBC members who may nonetheless be Traditional Owners of heritage in the area for which the RNTBC holds native title.

RARBs can only enter local heritage agreements about heritage after adequately consulting with Traditional Owners. Your ability to transparently engage and consult with Traditional Owners, whether part of your RNTBC or not, is therefore a key consideration for the Committee in assessing applications.

The Committee requests an overarching RARB Policy from all intending RARBs, demonstrating that they understand the role and responsibilities of a RARB, and that they will be ready to conduct RARB business in



accordance with the Act if appointed. At minimum, a RARB Policy should provide protocols describing how the RNTBC will:

- consult and represent the views of Traditional Owners as a RARB
- resolve disputes as a RARB
- practically manage heritage as a RARB.

Attached to this election form (Attachment 1) are RNTBC RARB Model Principles that the Committee has endorsed, to assist RARB's to draft their RARB Policy in the context of considerations the Committee believes to be key and demonstrating of best practice.

The Committee expects that if an RNTBC is approved as a RARB, the RNTBC will incorporate its endorsed RARB Policy into its Rule Book, or otherwise make it readily available to RNTBC members, Traditional Owners and land use proponents, and that it will be binding on the RARB going forward..

The questions below indicate the matters the Committee is looking for when considering whether to appoint a RARB. It is recommended that you use them as a basis to deliver.

### **Proposed Consultation Protocol**

If you were appointed as RARB, how would you let Traditional Owners know if you received a proposal that might affect heritage? This includes notifying Traditional Owners who are not your members. How would Traditional Owners have an opportunity to comment on proposals? What timeframes would be imposed? What assistance would you provide so that Traditional Owners fully understand the proposal? How will they be advised of your decisions as a RARB?

How, when and in what circumstances would you represent Traditional Owner views to a proponent?

### **Proposed Heritage Management Protocol**

RARBs are the peak heritage body for their appointment area. As they are appointed under legislation specifically framed for the protection and preservation of Aboriginal heritage in South Australia, the Committee has a reasonable expectation that a RARB will be committed to the protection of Aboriginal heritage in the first instance wherever practicable.

How will the RARB arrange for and conduct surveys of heritage, heritage monitoring etc? How will people be selected to participate?

What protocols are you proposing for the management of heritage? What policies and procedures would apply if a land-use proponent (eg developer, miner, government department) discovered new heritage in an area or site for which you were the RARB?

Do you have any further comments about your proposed approach for ongoing consultation and involvement with Traditional Owners and others if you are appointed as a RARB?

Generally, the Committee seeks an undertaking within a RARB Policy that, should the policy that is the basis of appointment as a RARB be amended from time to time, the Committee will be advised of such amendments as they occur.

### **Proposed Dispute Resolution Protocol**

RARBs are empowered to enter into local heritage agreements, standard heritage management contracts that can authorise impacts to heritage. Under the Act, local heritage agreements must include a dispute resolution



provision. As such, the Committee requests that those seeking RARB appointment develop a dispute resolution protocol that will be included in all local heritage agreements.

You should start by defining what represents a dispute. In the context of RNTBC RARBs, who are expected to represent all Traditional Owners and not just members or common law holders, an obvious dispute might be who is or is not a Traditional Owner within the meaning of the Act. This should not be a common occurrence, but is possible. Disputes might arise as to who is selected for monitoring and survey work.

How as a RARB do you propose resolving the matter of who is, or is not, a Traditional Owner, as defined under the Heritage Act?

You should also consider and define what does not constitute a dispute. For example, if a RARB consults widely with Traditional Owners and represents those views to a proponent, and the proponent seeks to avoid heritage to the extent reasonably possible, the fact that some Traditional Owners still do not agree with a proposal should not necessarily represent a dispute. Ultimately, the RARB must be able to make decisions and operate effectively.

Many RNTBCs will already have dispute resolution provisions in their Rule Book. It may be that these can be modified to also apply to non-member Traditional Owners.

Where an RNTBC is appointed as a RARB, directors will wear two hats when making decisions. As an RNTBC director, you must consider your common law holders and the Native Title Act and Regulations when making decisions that affect native title rights and interests. As a RARB director, you will have to consider a potentially broader group that includes people who assert traditional interests in Aboriginal heritage within your RARB appointment area that you have a responsibility to represent under the Act. Your dispute resolution provisions should therefore cater to both scenarios.

How, as a RARB, do you propose to resolve disputes that may arise in relation to heritage and its management within your appointment area, such as the selection of Traditional Owners for survey and monitoring teams?



## Attachment 1 – Supporting Documentation Checklist

You are required to provide the Committee with robust evidence substantiating the information in your election, to demonstrate why you are the best person or group to represent the heritage you have asked to speak for under the Act.

A checklist of the documents generally required to have your election considered is set out below. It reflects the information asked for in the form, as well as the information the Committee may reasonably request as provided for in the Act and Guideline 1. Not all will be appropriate in all circumstances, while other relevant information is also encouraged.

All information provided will be treated sensitively and confidentially. Please send scans or copies of documents, not originals.

### Typical documentation and evidence required for appointment as a RARB

- Certificate of Incorporation
- Copy of your common seal (if not provided under Section 1)
- Copy of your constitution, rule book, corporate policies and all relevant governance documents
- Copy of your RARB Policy, that includes consultation protocols, dispute resolution protocols and current heritage management procedures and protocols,
- A description of the area, site, object or ancestral remains (heritage) that you wish to represent
- Maps of Determination Area and/or the specific heritage (include photos where appropriate)
- Copy of your Native Title determination
- Copy of any MoU or 'good neighbour' agreement you have entered into and continue to observe with neighbouring cultural groups that acknowledges their traditional interests in heritage within your determination area and affords them legal rights with respect to joint protection and preservation of heritage. Legal rights may include notice of the receipt of proposals that anticipate ground-disturbing activities that may impact heritage, communication arrangements around heritage discoveries and/or inclusion in survey/monitoring and or clearance teams
- Names of current directors, including office holders
- Copy of the corporate motion endorsing your election
- Evidence of land access rights connected with or supporting the heritage
- Evidence of your organisational capacity and sustainability
- Evidence of your experience in and/or proposed methods for Aboriginal cultural heritage management
- Details of any previous elections for consideration for appointment as a RARB
- Any other information you believe will assist the Committee to understand that you are the best person, organisation or group to speak for the Aboriginal heritage you have asked to represent under the Act.



## Attachment 2 – RNTBC RARB Policies – Model Principles

Under section 19B(4) of the *Aboriginal Heritage Act 1988* (SA) (Act), Registered Native Title Bodies Corporate (RNTBCs) are “taken to be appointed” as Recognised Aboriginal Representative Bodies (RARBs) for their native title lands.

However, under section 19B(5) of the Act, appointments only become effective if approved by the State Aboriginal Heritage Committee (Committee).

Before it will approve a RARB, the Committee requires those seeking appointment to provide it with a “RARB Policy” setting out a satisfactory description of how they intend to operate as a RARB.

Given the requirements of the Act, the Committee considers that, at minimum, RNTBC RARB Policies should contain provisions addressing three key areas of RARB responsibility:

- consultation
- dispute management
- heritage management.

RNTBC RARB Policies may also address any other relevant matters.

Listed below are the principles that the Committee considers best practice for RNTBC RARBs in respect of consultation, dispute management and heritage management. The principles relating to each of these areas should be read and considered together, as they inform each other.

It is not sufficient for RNTBCs to rely solely on their Rule Books to address their responsibilities as RARBs. A key reason for this is that RNTBC RARBs are obligated to ascertain and represent the views of “Traditional Owners” (TOs) as defined in the Act, which may include non-RNTBC members. RNTBC RARB Policies may reference and/or expand upon existing provisions within RNTBC Rule Books.

A TO of an Aboriginal site or object is defined by the Act to mean *an Aboriginal person who, in accordance with Aboriginal tradition, has social, economic or spiritual affiliations with, and responsibilities, for the site or object.*

RNTBC RARB Policies must therefore contemplate and enfranchise non-RNTBC members who may nonetheless be TOs of heritage within an RNTBC RARB’s appointment area.

The Committee expects that if an RNTBC is approved as a RARB, it will incorporate its endorsed RARB Policy into its Rule Book, and that its RARB Policy will be made readily available to RNTBC members, TOs, the Committee and potential land use proponents.

Terms used in this document that are defined in the Act, have the equivalent meaning when used here.





## **Model Consultation Principles**

The Committee considers that best practice RNTBC RARB Policies will incorporate the following:

1. acknowledge and undertake to make known that the RNTBC has been appointed as a RARB
2. acknowledge and undertake to make known that the RARB represents all TOs of heritage within its appointment area, even if some TOs are not members of the RNTBC
3. undertake to consult widely amongst all TOs with an interest in heritage within the RARB's appointment area
4. create a contact list, based on central and local archives information and the RARB's own knowledge, of all TOs of heritage within the RARB's appointment area (TO Contact List)
5. invite TOs or their representatives to nominate heritage for which they speak, or are interested in, and the manner in which they would like to be contacted where that heritage may be affected
6. record this information on the TO Contact List
7. undertake to contact relevant TOs about proposals, activities, events or decisions that may affect heritage for which they have nominated an interest, in the manner they have requested
8. advertise<sup>1</sup> generally any proposal to consider negotiating a heritage agreement
9. nominate an individual(s) to perform consultation on behalf of the RARB from time to time, allowing for both cultural and gender restrictions
10. consult directly with all potentially affected TOs in their chosen manner, or as otherwise possible, when considering entering into a heritage agreement
11. make available written information about proposals that make clear potential impacts to heritage, for provision to TOs
12. make available known information relating to heritage that may be affected within a proposal area, sourced from the central and local archives information and the RARB's own knowledge, for provision to TOs. Where disclosure of the information is prohibited under section 10 of the Act, the permission of the relevant TOs of the heritage must be sought. The divulging of information contrary to Aboriginal tradition, without the authority of the Minister, is an offence under section 35 of the Act
13. afford reasonable time for TOs to consider and respond to proposals
14. request that the proponent arrange a heritage survey over the proposal area where reasonable, if requested by TOs or required by the RARB, to understand the heritage in the proposal area
15. conduct consultations in a culturally-appropriate manner, including offering translation services if possible
16. advise those wishing to provide their views that these views will be recorded and provided to the proponent, whether for or against a proposal
17. where a TO's views may contain culturally sensitive information, afford the opportunity, where possible, for the TO to directly present their views to the proponent, or else provide the TO with the opportunity to vet what information is put forward
18. ascertain and record the views of TOs (including the TO's name and the date of the consultation), the reasons for their views, and any conditions they may recommend should be imposed on proposed activities and/or a heritage agreement
19. offer to facilitate meetings between TOs, the proponent and/or the RARB, where sought
20. discuss with the proponent possible measures to avoid or mitigate damage to heritage within the proposal area, in light of known heritage and TO views
21. undertake to incorporate the wishes of TOs into any heritage agreement, to the maximum extent reasonably possible
22. retain a record of consultation outcomes in respect of proposals, activities or heritage agreements

---

<sup>1</sup> AAR will place such details on its website free of charge upon request.



23. present all outcomes of consultations, including any proposals to avoid or mitigate damage to heritage, to common law holders prior to deciding whether to enter a heritage agreement
24. advise TOs of the outcomes of any negotiations with the proponent
25. agree generally to provide TOs with non-commercially sensitive information about proposals, negotiations, projects, decisions and heritage at any reasonable time
26. provide an opportunity for TOs to provide feedback on the RARB's consultation process
27. make available an annual report of RARB activities to all TOs, which should include details of all decisions made and all heritage agreements considered, negotiated and entered into over the preceding twelve months.

### **Model Dispute Resolution Principles**

RNTBC RARB disputes may arise either within the RARB and those it represents (including non-member TOs), or between the RARB and a proponent. RNTBC RARB Policies may deal with these scenarios separately.

Dispute resolution provisions within RNTBC RARB Policies may draw upon RNTBC Rule Book dispute provisions, but these provisions will generally need to be broadened to enfranchise non-member TOs.

It is strongly recommended that dispute resolution provisions in RNTBC RARB Policies define what matters may be the subject of dispute resolution.

Matters that may benefit from dispute resolution may include:

1. who is, or who is not, a TO<sup>2</sup>
2. compliance with the RNTBC's RARB Policy
3. the composition of heritage survey, clearance and monitoring teams
4. payment arrangements for heritage survey, clearance and monitoring work
5. compliance with a heritage agreement.

Dispute resolution may not be appropriate in every circumstance, for example in relation to:

1. payment of moneys under a heritage agreement unrelated to heritage survey, clearance and monitoring work, meeting payments, heritage inductions or similar payments to individual TOs
2. a decision to negotiate or enter a heritage agreement, or impact heritage under a heritage agreement, after the RARB has consulted with TOs in good faith in accordance with its RARB Policy
3. the expression of a dissenting view during or after the RARB has consulted with TOs in good faith in accordance with its RARB Policy.

The Committee considers that best practice RNTBC RARB Policies will incorporate the following dispute resolution principles:

1. be in plain English and understandable by people with basic literacy
2. be culturally appropriate
3. define what is, or is not, a dispute
4. acknowledge that an alternative view may not always be a dispute requiring resolution
5. allow for resolution by an independent party where possible and appropriate
6. be incorporated into all heritage agreements to the extent relevant
7. contain reasonable timeframes for the resolution of disputes

---

<sup>2</sup> AAR is willing to participate in a dispute resolution process about who is a TO within the meaning of the Act, including by paying for and engaging an appropriate independent heritage expert to decide the matter. Being declared a TO does not grant that person any right of veto, only rights to consultation and to have their views represented by the RARB.



8. be flexible, and allow for different dispute resolution procedures depending upon the circumstances (e.g. internal RARB disputes v disputes between the RARB and a proponent)
9. that records are kept of all consultations, meetings and communications relating to a dispute
10. afford procedural fairness to all parties to disputes
11. require all parties to act in good faith
12. observe any confidentiality requirements agreed to during the dispute resolution process
13. provide for outcomes of the dispute resolution being made available to the parties involved.

### **Model Heritage Management Principles**

The Committee considers that best practice RNTBC RARB Policies will contain the following:

1. undertake to protect and preserve Aboriginal heritage to the extent reasonably possible
2. seek to minimise or mitigate against impacts to heritage where impacts are unavoidable
3. nominate an individual(s) to be the RARB's first point of contact for heritage management matters, allowing for cultural and gender restrictions
4. ensure a section 21 authorisation is obtained under the Act where the excavation of land to uncover heritage is contemplated, including where a heritage agreement exists
5. ensure a section 23 authorisation is obtained under the Act where damage, disturbance of interference with heritage is contemplated, including where a heritage agreement exists
6. ensure a section 29 authorisation is obtained where the sale or removal of Aboriginal objects or remains from the state (e.g. for scientific testing or loan) is contemplated, including where a heritage agreement exists
7. acknowledge that the significance of heritage will be determined by the RARB in consultation with TOs, with input from heritage professionals (e.g. archaeologists and anthropologists) where appropriate
8. be incorporated into all heritage agreements to the extent relevant
9. identify what heritage exists within a proposal area based on searches of the central archives<sup>3</sup> and local archives, from the RARB's own knowledge, and through consulting with TOs for that area
10. consider commissioning desktop assessments and reports, and undertaking heritage surveys or inspections where appropriate, to better understand what heritage exists in a proposal area, and to identify areas of high-risk
11. consider, and where practicable facilitate, on-site meetings to view a proposal area or heritage, and to ascertain the views of TOs
12. not constrain TOs from speaking publicly about their own heritage
13. clearly describe the roles and responsibilities of the RARB, TOs, the proponent and any staff, contractors and consultants under any heritage agreement (flowcharts may be useful)
14. consider the circumstances in which TOs will be engaged to conduct heritage monitoring work, and the nature and scope of their involvement
15. outline measures to avoid damage to known heritage before and during project works where possible, including:
  - sites being flagged-off with bunting prior to works commencing, where appropriate
  - avoidance zones being uploaded to GPS units for staff, vehicles and machinery
  - toolbox talks detailing specific heritage avoidance areas where required
  - arranging inductions for on-ground staff prior to works commencing to ensure they are aware of where they can and cannot go, and what their obligations are under any heritage agreement, cultural considerations and any relevant legislation

---

<sup>3</sup> AAR will perform central archives searches for RARBs free of charge.



16. outline measures for dealing with new heritage discoveries, including:
  - involvement of TOs in assessing and managing the discovery
  - provisions for reporting heritage discoveries to AAR in accordance with section 20 of the Act
  - provisions for reporting discoveries of all potential human remains to SAPOL in accordance with the *Coroners Act 2003* (SA)
  - a communication strategy for notifying the RARB, TOs and the proponent of discoveries
  - how different heritage discoveries will be managed and protected (e.g. exclusion zones and stop-work orders)
  - where, and how, any disturbed objects or remains will be kept, and any provisions for storage or repatriation
  - recording and reporting requirements for the RARB to ensure information about heritage discovered during project works is established and maintained
17. outline preferred measures to mitigate and minimise damage to heritage where impacts to either discovered or known heritage are unavoidable, including:
  - involvement of TOs
  - retrieval and salvage procedures for specific heritage site types, for example, artefact assemblages/campsites, isolated objects or ancestral remains
  - provisions for the short to long-term storage and curation of heritage retrieved
  - arrangements for relocation, reburial or repatriation of heritage in consultation with TOs
  - recording and reporting requirements for the RARB to ensure information about heritage discovered during project works is established and maintained
  - where known heritage is damaged and it is listed on the central archives, arrange for a site condition report to be prepared and submitted to AAR so that the central archives record may be updated.
18. describe the circumstances in which heritage professionals may be engaged
19. incorporate processes to determine TO support for the sale or removal of objects and remains from the state
20. incorporate processes to determine TO support for destructive and non-destructive scientific analysis on objects and remains
21. consider arrangements for Aboriginal heritage survey, clearance and monitoring team composition, prioritising involvement of TOs with the closest connection to potentially affected heritage
22. consider arrangements for cultural and/or heritage inductions for on-ground staff prior to works commencing, prioritising involvement of TOs with the closest connection to potentially affected heritage
23. consider arrangements for TO training for heritage identification, legislative awareness, heritage monitoring<sup>4</sup> and any other certifications (e.g. 'White Card' and first aid training)
24. incorporate processes defining how TOs will be selected to deliver heritage inductions and participate in heritage surveys, clearances and monitoring work etc
25. define payment rates
26. define disbursement rates for heritage-related expenses (e.g. mileage and meeting attendance rates).

RNTBC RARB Policies should be reviewed regularly and provided to the Committee for information after amendment from time to time.

---

<sup>4</sup> AAR can provide heritage, legislative awareness and monitoring training sessions to TOs and land use proponents free of charge, subject to staff availability.