

**Public Record Office Victoria**

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**REQUEST FOR QUOTATION (RFQ)**

**Indigenous Stolen Wages – Preliminary Investigation**

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## INTRODUCTION

Public Record Office Victoria (PROV) is seeking quotations for a resource to conduct a preliminary investigation into Indigenous Stolen Wages in Victoria. The investigation is to be conducted by a single resource full-time, onsite at PROV, for a period of between eight and fourteen weeks.

The resource will be responsible for undertaking research on this issue from records in the collections of PROV and the National Archives of Australia (NAA), and making recommendations based on that research.

The resource will be based at the PROV's Victorian Archives Centre in North Melbourne. They will also liaise with other teams within PROV as well as staff of the NAA and Aboriginal Affairs Victoria. The research will be undertaken under the direction of the Coordinator Archival Records and with input from the Koorie Records Unit, within the Access Services section of PROV.

This employment opportunity will suit someone with a mix of archival research and report writing skills. Familiarity with the workings of 19<sup>th</sup> & 20<sup>th</sup> century recordkeeping systems, Victorian Aboriginal history and the PROV archival control system is desirable.

## BACKGROUND

On 7 December 2006, the Senate Legal and Constitutional Affairs Committee tabled in the Commonwealth Parliament a report entitled *Unfinished Business: Indigenous Stolen Wages*. Six recommendations were made in the report, with recommendations 1 and 5 being of particular relevance to the Victorian Government.

In Recommendation 1, the Committee recommended that the Commonwealth Government and state governments facilitate unhindered access to their archives for Indigenous people and their representatives for the purposes of researching the indigenous stolen wages issue as a matter of urgency.

In Recommendation 5, the Committee recommended that the Commonwealth in relation to the Northern Territory and the Australian Capital Territory and the state governments of South Australia, Tasmania and Victoria<sup>1</sup>;

- a) urgently consult with Indigenous people in relation to the stolen wages issues:
- b) conduct preliminary research of their archival material; and
- c) if this consultation and research reveals that the similar practices operated in relation to the withholding, underpayment or non-payment of Indigenous wages and welfare entitlements in these states, then establish compensation schemes using the New South Wales model.

The Victorian Government has committed to undertake preliminary research into the issue of Indigenous stolen wages to ascertain if there is evidence of this having occurred in Victoria. This research is to be undertaken by PROV.

As the state archive of Victoria, PROV is responsible for the effective and efficient management, preservation and use of public records of the Victorian Government. Public records are documentary evidence of government actions, both past and present, and date back to the establishment in Victoria of permanent Government services in 1836.

PROV holds records created by agencies responsible for the administration of what was previously termed the "Care and Protection of Aborigines". Large numbers of Victorian Government records pertaining to this activity were transferred to the Commonwealth when the Aboriginal Affairs function was transferred in 1974. These records today are in the custody of the National Archives of Australia. Thus records pertaining to this research are located both in the custody of PROV and the National Archives of Australia.

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<sup>1</sup> Research into Indigenous Stolen Wages has already occurred in Queensland and New South Wales.



## SCOPE OF WORK

### 1.1 Preliminary Investigation Overview

The nominated resource is to conduct the preliminary investigation into Stolen Wages in Victoria, to make recommendations and produce relevant reports. The investigation is envisaged to take up to three stages. Stage 1 is to be completed. Stages 2 and 3 are dependent upon a recommendation being made to initiate it from the previous Stage.

The stages are:

#### STAGE ONE: Establishing the broad legal framework

*Objective:* To determine whether:

- it was legally possible for the Colonial/State government to garnish or withhold wages of Aborigines in Victoria, and
- this was government policy at the time.

*Timeframe for stage:* 30 - 40 working days

#### STAGE TWO (if proceeded with): Determine actual implementation

*Objective:* To determine whether:

- any Colonial/State government policy to garnish or withhold wages of Aborigines in Victoria was implemented, and
- how this policy was implemented.

*Time frame for stage:* 20 working days

#### STAGE THREE (if proceeded with): Case studies

*Objective:* To investigate and write up case studies of individuals affected by the Colonial/State government policy to garnish or withhold wages of Aborigines in Victoria and provide an indication of the potential liability to the Victorian Government.

*Time frame for stage:* 10 working days

The nominated resource will report directly to the Coordinator Archival Records, within the Access Services section of PROV.

### 1.2 Tasks to be Performed

The nominated resource will perform the following services for each stage:

#### 1.2.1 STAGE ONE: Establishing the broad legal framework

Undertake research into:

- a. relevant legislation governing Aborigines (e.g. *Aborigines Protection Acts*)
- b. regulations or orders stemming from these Acts published in the *Government Gazette*
- c. records within the collections of PROV/NAA supporting the development of above legislation and regulations or orders.

Produce the following outputs:

- a. a report addressing the basic objective outlined above, and if relevant
- b. a project plan for the next stage of research, and
- c. likely sources that would need to be researched within PROV/NAA collections for the next stage of research (especially records of the type that enabled Stolen Wages research to be undertaken in Queensland and NSW)

### **1.2.2 STAGE TWO (if proceeded with): Determine actual implementation**

Undertake research into:

- a. records of contemporary aboriginal agencies at NAA and PROV, notably the Board for the Protection of Aborigines and the Lake Tyers Reserve, and any other records identified as part of the first stage of the research
- b. records of contemporary complimentary agencies at NAA and PROV, notably the Department of the Chief Secretary and Treasury
- c. identify records within the Collections of PROV/NAA relating to individual cases supporting the development of case studies.

Produce the following outputs:

- a. a report addressing the basic objective outlined above, and if relevant
- b. a project plan for the next stage of research, and
- c. likely sources that would need to be researched within PROV/NAA collection for the next stage of research

### **1.2.3 STAGE THREE (if proceeded with): Case studies**

Undertake research into:

- a. records of contemporary aboriginal agencies at NAA and PROV, notably the Board for the Protection of Aborigines and the Lake Tyers Reserve, and any other records identified as part of the first and second stages of the research
- b. records of contemporary complimentary agencies at NAA and PROV, notably the Department of the Chief Secretary and Treasury

Produce the following outputs:

- a. a report addressing the basic objective outlined above.

## **1.3 Skills and Experience**

The nominated resource is expected to possess the following skills and experience:

1. Excellent communication skills both verbally and in writing/documentation, for use in interactions with all stakeholders.
2. Ability to effectively build and manage relationships with all stakeholders.
3. Proven ability to write project plans.
4. Proven ability to conduct research using archival collections.
5. Experience in using the archival finding aids of PROV and NAA.
6. Experience in using 19<sup>th</sup> and 20<sup>th</sup> century recordkeeping systems would be highly regarded.
7. Knowledge of Victorian Aboriginal history would be highly regarded.

8. Experience within Victorian Government would be highly regarded.

#### **1.4 Contract Details**

The research will be undertaken onsite at PROV at the Victorian Archives Centre at:

99 Shiel Street, North Melbourne.

The nominated resource will be employed for 40 – 70 working days for a specified fee.

The resource will be accountable to the Coordinator Archival Records.

The nominated resource will provide the Coordinator Archival Records with regular written reports identifying hours spent on the services and tasks achieved.

A project board consisting of the Director, PROV, a representative from Aboriginal Affairs Victoria, and a representative from the PROV Koorie Records Unit will oversee the project.



## RESPONSE TO RFQ

### 1.5 Closing Date for Responses

The closing date for lodgment of responses is 5 pm on July 9th, 2007.

### 1.6 Delivery of Responses

Your response to this RFQ can be in writing and delivered by hand to:

Public Record Office Victoria  
99 Shiel Street  
North Melbourne  
VIC 3051  
Attention: Charlie Farrugia

Electronic responses will also be accepted via email to [charlie.farrugia@prov.vic.gov.au](mailto:charlie.farrugia@prov.vic.gov.au)

Please mark your response "Indigenous Stolen Wages – Preliminary Investigation"

### 1.7 Content

Your response to this RFQ must include the following information for each nominated candidate:

- Cost quotation (based on separate costings for each individual stage plus a quoted daily rate for any additional days);
- CV of nominated resource/s;
- Services response;
- Skills and Experience response; and
- Contract acceptance.

#### 1.8.1 Cost Quotation

Your response should include formal quotation of cost breakdown (time, expenses and GST) for the research and writing services you will provide. The cost must cover the work for each of the 3 stages outlined above plus the provision of a daily rate for any additional work required.

The quotation needs to be provided as a fixed price quote for the provision of the research and writing services for the term of the contract.

#### 1.8.2 CV

You must provide the CV of the person/s who you nominate to provide the research and writing services. CVs should be presented in such a manner that they address the skills and experience requirements found in Section 1.3 above.

#### 1.8.3 Contract Acceptance

You must clearly indicate your willingness to sign the standard Victorian Government contract covering the provision of Professional Services. If you are not willing to sign the contract in its current form, you should suggest changes that would allow you to do so and provide these with your response. PROV reserves the right to accept or reject any or all of the suggested changes.



## QUOTATION ASSESSMENT PROCESS

### 1.9 Questions and Clarification

If a respondent has any questions or clarifications concerning the background, content, expectations, response or requirements of this RFQ, they should direct them in the first instance to Charlie Farrugia. Mr Farrugia can be contacted via phone on 9348 5600 or via email at [charlie.farrugia@prov.vic.gov.au](mailto:charlie.farrugia@prov.vic.gov.au).

PROV will reply to all respondents except where PROV deems the information to be sensitive or confidential. However PROV reserves the right to initiate negotiations or to communicate with any person or persons who submits a response to this RFQ concerning or relating to any aspect of their response.

