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| REQUEST FOR A CULTURAL HERITAGE MEETING |
| Project Details |
| CHMP Number: | Click or tap here to enter text. |
| Name of Project: | Click or tap here to enter text. |
| Sponsor: | Click or tap here to enter text.  | ABN: | Click or tap here to enter text. |
| Organisation Making the Request (Customer) |
| *Please note that requests will only be accepted from registered heritage advisors.* |
| Customer Name: | Click or tap here to enter text. | ABN: | Click or tap here to enter text. |
| Registered Heritage Advisor No.: | Click or tap here to enter text. |
| WTOAC Customer Account No.: | Click or tap here to enter text. |
| *Note the Customer MUST have a WTOAC account number before proceeding.* |
| Principal Contact: | Click or tap here to enter text. |
| Phone Number: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| Purchase Order Number: | Click or tap here to enter text. | *Please ensure this purchase order contains enough funds to cover all billable expenses.*  |
| Meeting |
| Contact name: | Click or tap here to enter text. |
| Mobile No.: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Type (choose from dropdown): |
| Choose an item. | Other: Click or tap here to enter text. |
| Fees & Charges (excluding GST) |
| Online Meetings | $1,000 per hour |
| Onsite Meetings | $1,000 per hour + $70 travel per person |
| Authorisation |
| I am an authorised director / employee of this organisation, agree to the specified fees & charges and confirm that the details in this form are correct. Additionally, I accept the Terms & Conditions on this document and agree to make payment according to terms agreed with WTOAC. |
| Signatory Name:Title: | Click or tap here to enter text.Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| Signature:(Please use real signature or real signature image) |  |
| Please submit this form to [heritage.requests@wadawurrung.org.au](heritage.requests%40wadawurrung.org.au) |

**Terms and Conditions for Cultural Heritage Meetings**

1. A project establishment meeting must be undertaken with WTOAC for all projects prior to any fieldwork being undertaken.
2. An assessment methodology must be in place, and agreed to by the WTOAC office, prior to fieldwork being undertaken.
3. A results meeting must be undertaken with WTOAC to discuss the results of any assessment, prior to the submission of a CHMP or Permit for evaluation.
4. This fully completed and authorised form including purchase order number must be sent to heritage.requests@wadawurrung.org.au prior to the meeting date. Please note that meetings are subject to availability, and not finalised until confirmed by the WTOAC office.
5. Meeting requests may only be made by registered heritage advisors.
6. A meeting request is required per CHMP number – multiple CHMPs will need to be scheduled as multiple meetings and charged in accordance. All meeting fees are per meeting and travel charges may apply.
7. Current meeting fees are as per the below schedule:

$1000 + GST

$1000 + travel fee + GST for onsite meetings

Size correlates to those detailed under the Aboriginal Heritage Regulations 2018 (R81)

\*Travel fee equates to $70 per WTOAC attendee per meeting.

1. All meetings are scheduled as one-hour blocks. Any meeting expected to take longer than one hour should be booked as a two-hour meeting (2 x the rates listed above)
2. Meetings above two hours are to be quoted on by WTOAC and will be approved in limited circumstances.
3. Any confirmed meeting cancelled within two business days of its scheduled time will be charged 100% of the meeting rate. Travel fees will not be charged where a meeting has been cancelled.
4. Payment of all accounts shall be made on or before fourteen days (14) days after the date of invoice unless prior written arrangements have been made with WTOAC.
5. Any invoices that need to be reissued due to incorrect or incomplete billing details will incur a $50 reinvoicing fee.
6. In the event of default on payment by the Customer, the Customer will be liable for all losses, liabilities, costs, and expenses (including but not limited to debt recovery and legal expenses, including commission charged by debt recovery agents and solicitor’s costs) on a full indemnity basis incurred by the Company seeking to recover the default amount.