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| REQUEST FOR A FIELD REPRESENTATIVE AND / OR HERITAGE ADVISOR |
| 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. |
| Heritage Consultant (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.*  |
| Work Details |
| Onsite Contact Name: | Click or tap here to enter text. |
| Mobile No.: | Click or tap here to enter text. |
| Job Address: | Click or tap here to enter text. |
| Meeting Location: | Click or tap here to enter text. |
| Type (choose from dropdown): |
| Click here to choose an item. | Other: Click or tap here to enter text. |
| Date and Time: | Click or tap here to enter text. |
| Number of Reps Required: | Click or tap here to enter text. |
| OH&S and PPE Requirements: | Click or tap here to enter text. |
| Fees & Charges (excluding GST) |
| Induction | $900 + Travel pp\* |
| Induction – Weekend | $1,800 + Travel pp\* |
| Fieldwork  | $1,350 pp + Travel pp\* |
| Fieldwork – Weekend | $2,700 pp + Travel pp\* |
| Heritage Advisor | $1,500 pp + Travel pp\* |
| Heritage Advisor – Weekend | $3,000 pp + Travel pp\* |
| Travel | $70 per day per person |
| Document Review and Commentary | $550 per document |
| \*Accommodation | Charged when accommodation is required, capped at $250 per night per representative. |
| *Note: Fees are charged as either a fixed rate or per person, AKA “pp”, as noted above. See T&C for further information regarding these costs.* |
| 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 completed and authorised form to [heritage.requests@wadawurrung.org.au](heritage.requests%40wadawurrung.org.au) |

# **Terms and Conditions for Cultural Heritage Field Work**

1. All fieldwork will require a minimum of two WTOAC field representatives present on each job site. Standard exceptions to this are Cultural Heritage Inductions and Inspections, where a single representative will be present. Inductions and Inspections are undertaken by different staff members and will be organised and billed separately regardless of timing.
2. A minimum 1:1 field representative to archaeologist/labourer/volunteer must be always maintained. Standard exceptions to this are Cultural Heritage Inductions and Inspections. Additional WTOAC field representatives above the minimum requirement are allowed.
3. Exemptions to #1 and #2 will only be given by the WTOAC office under specific circumstances (such as illness or last-minute changes in availability). This exemption will be provided in writing.
4. All WTOAC OH&S policies must be always adhered to, while WTOAC field representatives are present at a job site. Should WTOAC field representatives have to leave site due to limitations within an OH&S policy, then fieldwork must cease for the day. In this circumstance fieldwork will still be charged for the full day.
5. Fieldwork must be booked in by CHMP number or Permit number – multiple CHMPs will need to be booked as multiple jobs and charged in accordance. All field representative fees are per job.
6. All fieldwork requests must be received on the WTOAC field representative booking form and MUST include the CHMP/Permit number (if applicable) & full billing details. All fieldwork booking forms should come with a detailed description of meeting location.
7. Fieldwork is subject to availability, and not finalised until confirmed by the WTOAC Fieldworker Coordinator.
8. Alterations to confirmed bookings, where the fieldwork is rescheduled to a different date, will be charged as a cancellation for that date, unless the request is received prior to 5pm Monday the week before the confirmed booking date. Should there be a public holiday on the Monday this will change to 5pm Tuesday the week before the confirmed booking date.
9. Alterations to confirmed bookings, where a lesser number of field representatives are requested, will be charged as cancellations for the difference in the number of requested field representatives, unless the request is received prior to 5pm Monday the week before the confirmed booking date. Should there be a public holiday on the Monday this will change to 5pm Tuesday the week before the confirmed booking date. Travel fees will only be charged for fieldworkers who have attended site.
10. All cancellations will be charged 100% of the booking amount unless the request is received prior to 5pm Monday the week before the confirmed booking date. Should there be a public holiday on the Monday this will change to 5pm Tuesday the week before the confirmed booking date. Travel fees will not be charged where fieldwork has been cancelled.
11. A flat rate per WTOAC field representative, per job, per day is charged.
12. Travel charges are a flat fee of $70 plus GST per field rep representative per day.
13. Accommodation charges will be applied when accommodation is required. All accommodation will be capped at $250 per field representative per night, including meal allowances.
14. Payment of all accounts shall be made on or before fourteen days (14) days from the date of invoice unless prior written arrangements have been made with WTOAC.
15. 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.