# REQUEST FOR A CULTURAL HERITAGE MEETING

|  |  |  |
| --- | --- | --- |
| **Project Details** | CHMP Number: |  |
| Name of Project: |  |
| **Organisation making request** | Organisation: |  |
| Principal Contact: |  |
| Phone number: |  |
| Email: |  |
| **Meeting Contact** | Name: |  |
| Mobile: |  |
| **Meeting address (if onsite)** |  | |
| **Meeting Type (please check box)** | CHMP Inception Meeting | |
| CHMP Standard Assessment Results Meeting | |
| CHMP Complex Assessment Results Meeting | |
| CHMP Compliance Meeting | |
| Cultural Heritage Permit Meeting | |
| Other (provide details): | |
| **Fees & Charges (excluding GST)** | * Online meetings $1000.00 + GST * Onsite meetings $1000.00 + $70.00 travel per person + GST | |
| **Billing details** | Organisation: |  |
| Contact Person: |  |
| Address: |  |
| Email: |  |
| Phone Number: |  |
| Purchase Order No. |  |

# **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. All meeting requests must be received on the approved WTOAC meeting booking form, prior to the meeting date and must include the CHMP number (if applicable), project name & full billing details.
5. Meeting requests can be directed to [rap@wadawurrung.org.au](mailto:rap@wadawurrung.org.au)
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 + GST + travel fee\* 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. Meetings are subject to availability, and not finalised until confirmed by the WTOAC office.
4. 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.
5. 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.
6. Any invoices that need to be reissued due to incorrect or incomplete billing details will incur a $50 reinvoicing fee.
7. 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.