# REQUEST FOR A FIELD REPRESENTATIVE AND/OR HERITAGE ADVISOR

|  |  |  |
| --- | --- | --- |
| **Project Details** | CHMP Number: |  |
| Name of Project: |  |
| **Organisation making request** | Organisation: |  |
| Principal Contact: |  |
| Phone number: |  |
| Email: |  |
| **Onsite Contact** | Name: |  |
| Mobile: |  |
| **Job address** |  | |
| **Meeting Location** |  | |
| **Project Type (please check box)** | CHMP Standard Assessment | |
| CHMP Complex Assessment | |
| CHMP Salvage | |
| CHMP Induction (single WTOAC representative) | |
| CHMP Inspection (single WTOAC representative) | |
| Cultural Heritage Permit | |
| Other (provide details): | |
| **Date and Time** |  | |
| **Number of Reps Required** |  | |
| **OH&S & PPE Requirements** |  | |
| **Fees & Charges (excluding GST)**  ***\*(up to an 8-hour working day)*** | Induction: $900 + travel | |
| Fieldwork: $1350.00 + travel per person\*  Fieldwork on a Saturday: $2025 + travel per person\*  Fieldwork on a Sunday: $2700 + travel per person\*  Heritage Advisor for weekday work: $1500 + travel per person per day\*  Heritage Advisor for Saturday work: $ 2250 + travel per person per day\*  Heritage Advisor for Sunday work: $3000 + travel per person per day\*  Travel: $70 per day per representative  Meetings: $ 1000 per meeting up to 1 hour  Document Review and Provision of Comments: $550 per document | |
| Accommodation allowance as per Terms and Conditions. | |
| **Billing details** | Organisation: |  |
| Contact Person: |  |
| Address: |  |
| Email: |  |
| Phone Number: |  |
| Purchase Order No.: |  |

# **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. Requests for Inspections should be directed to* [*jesse@wadawurrung.org.au*](mailto:jesse@wadawurrung.org.au) *. All other fieldwork requests should be directed to* [*kacie@wadawurrung.org.au*](mailto:kacie@wadawurrung.org.au)
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.*

\*\*NEW CULTURAL HERITAGE SERVICES SCHEDULE OF FEES –Commencing 1/8/2022\*\*