Bunurong Land Council
ABORIGINAL CORPORATION

336-340 Nepean Hwy, Frankston VIC 3199
PO Box 11219, Frankston VIC 3199
Ph: (03) 9770 1273
www.bunuronglc.org

# REQUEST FOR CULTURAL HERITAGE OFFICERS

Please send booking form to bookings@bunuronglc.org.au

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Project Details** | | | | | | | | | |
| **Project Number:** | | | | | | | | | |
| **CHMP / CHP Number:** | | | | | | | | | |
| **Requesting Company/Organisation** | | | | | | | | | |
| **ACN & ABN** | | | | | | | | | |
| **Onsite Contact** | | | | | | | | | |
| **Name:** | | | | | | | | | |
| **Mobile:** | | | | | | | | | |
| **Job Address** | | | | | | | | | |
| **Meeting Location** | | | | | | | | | |
| **Working with Children Check Required** | ☐ YES | | | | | ☐ NO | | | |
| **Pricing – ex GST** | Fieldwork | | | | | $1,450.00 per CHO per day | | | |
| | Induction | | | | | BLCAC HA & CHO, per CHMP - $1,800.00 | | | |
| | Inspection | | | | | BLCAC HA & CHO, per CHMP - $1,800.00 | | | |
| | Permit | | | | | BLCAC HA & CHO, per CHMP - $1,800.00 | | | |
| | Repatriation & Smoking Ceremony | | | | | $1,750.00 | | | |
| **Project Type (please tick/cross or highlight)** | CHMP Standard Assessment | | | | | | | | |
| | CHMP Complex Assessment | | | | | | | | |
| | CHMP Salvage | | | | | | | | |
| | Cultural Heritage Induction | | | | | | | | |
| | RAP Inspection | | | | | | | | |
| | Cultural Heritage Permit | | | | | | | | |
| | Repatriation & Smoking Ceremony (With Senior CHO & Elder / Traditional Owner) | | | | | | | | |
| | Other: | | | | | | | | |
| **Please indicate the specific condition this Inspection is fulfilling** | | | | | | | | | |
| **Number of CHOs Required** | ☐ 1 Induction / Inspection ONLY | ☐ 2 | ☐ 3 | ☐ 4 | ☐ 5 | ☐ 6 | ☐ 7 | ☐ 8 | ☐ Other - |
| **BLCAC HA is required for Cultural Heritage Induction /Inspection, as per CHMP Conditions** | ☐ YES | ☐ NO | | | | ☐ UNIT | | | |
| **Date(s) Requested** | | | | | | | | | |
| **Daily Reporting Time (please tick/cross or highlight)** | ☐ 8:00AM-4:00PM Field work | ☐ 8AM Induction / Inspection | | | | ☐ 12PM Induction / Inspection | | | |

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| | |
|---|---|
| **Important Information** | * All field work requests require a minimum of 2 weeks' notice. Subject to availability.<br>* All requests must have an approved CHMP/CHP<br>* The full fee will be charged for cancellations with less than 2 clear business days' notice, see Cut off times below.<br>* Cancelations must be put in writing and emailed to bookings@bunuronglc.org.au. The same applies to jobs that finish earlier than expected.<br>* The BLCAC business days are Monday to Friday. Cultural Heritage Bookings hours are 7:30AM-3:30PM.<br>* Any incomplete requests cannot be accepted and will be sent back. They will only be booked once the completed form is returned. |
| **OHS & PPE Requirements** | |

| **Cut-off times for cancellations** | |
|---|---|
| Day fieldwork requested for | Cancellation cut-off prior to fieldwork commencement* |
| Monday | Prior Wednesday 3:00pm |
| Tuesday | Prior Thursday 3:00pm |
| Wednesday | Prior Friday 3:00pm |
| Thursday | Prior Monday 3:00pm |
| Friday | Prior Tuesday 3:00pm |

*Should a Public Holiday fall on the cut-off day, the cut-off defers to the business day prior

| **Billing Details** | |
|---|---|
| **Organisation** | |
| **ABN/ACN** | |
| **Contact Person** | |
| **Email** | |
| **Phone Number** | |
| **Accounts Email & Contact Email** | |
| **Address** | |
| **Purchase Order No. (if applicable)** | |

**Terms and Conditions**

1. All fieldwork will require a minimum of two BLCAC Cultural Heritage Officers (CHOs) present on each job site. Standard exceptions to this are Cultural Heritage Inductions and Inspections, where a single CHO may attend.
2. A minimum of 1:1 ratio of CHOs to Heritage Advisors/archaeologists and laborers must always be maintained. Additional BLCAC CHOs above the minimum requirement are allowed.
3. Exemptions to #1 and #2 will only be given by the BLCAC office under specific circumstances (such as illness or last-minute changes in availability).
4. All BLCAC OH&S policies must be always adhered to, while BLCAC CHOs are present at a job site. Should BLCAC CHOs have to leave site due to an OH&S policy, then fieldwork can continue for the day. In this circumstance fieldwork will still be charged for the full day. Where work cannot be resumed, the cancellation terms apply.
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 CHOs fees are charged per job.
6. All fieldwork requests must be received on the CHO booking form and MUST include the CHMP/Permit number (if applicable), full billing details and must be signed prior to being submitted.
7. All fieldwork booking forms should come with a detailed description of the meeting location.
8. Requests for CHOs are subject to availability, and we may not have the requested number of CHOs available on a given day.

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9. Bookings are not finalised until confirmed by the BLCAC office.
10. Alterations to confirmed bookings, where the fieldwork is rescheduled to a different date, will be charged in full as a cancellation for that date if not received within 2 clear business days prior to the commencement of fieldwork.
11. Alterations to confirmed bookings, where a lesser number of CHOs are requested, will be charged as cancellations for the difference in the number of requested CHOs if not received within 2 clear business days prior to the commencement of fieldwork.
12. A flat rate per BLCAC CHO, per job, per day is charged.
13. Payment of all accounts must be made on or before fourteen (14) days from the date of invoice unless prior written arrangements have been made with the BLCAC.
14. 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 BLCAC in seeking to recover the default. All requested jobs will not go ahead, and treated as cancellations, and no further requests will be accepted until the full amount owing has been settled.
15. Supply of ACN/ABN and correct details are mandatory, and no booking will be accepted without them. For Sponsors/Billers without an ACN/ABN, the Heritage Advisor making the booking is the biller and assumes all responsibility for payment.
16. By giving their certification and agreement the Sponsor/Billing Recipient warrant that the below details are true, correct, and accurate, and confirm that the submission of this booking form is acceptance by them of all terms and conditions associated with the booking including terms of trade and cancelation fees. It is the responsibility of both the Heritage Advisor or person making the request and the Sponsor/Billing recipient to ensure that this information is true and correct.

By signing below, I acknowledge that I have read and agree to the above terms and conditions.

| **Heritage Advisor/Company making this booking request** | | |
|---|---|---|
| **Name** | **Signature** | **Date** |
| | | |

| **Sponsor/Billing Recipient (if different to the Heritage Advisor/Company making the booking request)** | | |
|---|---|---|
| **Name** | **Signature** | **Date** |
| | | |