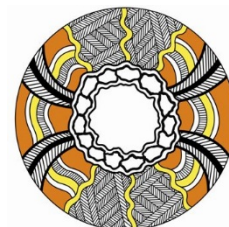


REQUEST FOR CULTURAL HERITAGE WORKER

Please submit the completed booking form to Gunditj Mirring Traditional Owners Aboriginal Corporation (GMTOAC) at least five working days in advance of fieldwork commencement.

Please read the Terms and Conditions carefully before submitting booking form.

Please return this form to gunditjmaraheritage@gunditjmirring.com



GUNDITJ MIRRORING
Traditional Owners
Aboriginal Corporation

ALL FIELDS MUST BE COMPLETED FOR THE BOOKING TO BE ACCEPTED

CHMP projects only: Has a project inception meeting taken place? *1	<input type="checkbox"/> YES <input type="checkbox"/> Non-RAP Area <input type="checkbox"/> NO: please contact the GMTOAC office prior to lodging this request		
Organisation/ Company Making Request	Principal Contact: Organisation: Phone: Mobile: Email:		
On-Site Contact*2	<input type="checkbox"/> Same as above Name: Mobile: Alternative contact number:		
Job type*3	Name of Project or CHMP title:	CHMP Number:	
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> CHMP Standard Assessment <input type="checkbox"/> CHMP Complex Assessment <input type="checkbox"/> CHMP Standard & Complex Assessment <input type="checkbox"/> CHMP Salvage <input type="checkbox"/> Cultural Heritage Induction </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Monitoring Ground Disturbance <input type="checkbox"/> Cultural Values Recording <input type="checkbox"/> Compliance Inspection <input type="checkbox"/> Cultural Heritage Permit <input type="checkbox"/> Other: </td> </tr> </table>		<input type="checkbox"/> CHMP Standard Assessment <input type="checkbox"/> CHMP Complex Assessment <input type="checkbox"/> CHMP Standard & Complex Assessment <input type="checkbox"/> CHMP Salvage <input type="checkbox"/> Cultural Heritage Induction
<input type="checkbox"/> CHMP Standard Assessment <input type="checkbox"/> CHMP Complex Assessment <input type="checkbox"/> CHMP Standard & Complex Assessment <input type="checkbox"/> CHMP Salvage <input type="checkbox"/> Cultural Heritage Induction	<input type="checkbox"/> Monitoring Ground Disturbance <input type="checkbox"/> Cultural Values Recording <input type="checkbox"/> Compliance Inspection <input type="checkbox"/> Cultural Heritage Permit <input type="checkbox"/> Other:		
Date/s Required			
Start/ Finish Time*4	Time Start:	Est. Time Finish:	

Number of Reps Required per day	
Job Location/ Meeting Place	Meeting place address (street number, name and suburb required):
	A map can be attached to this document to better highlight meeting place. Maps cannot be provided to fieldworkers.
Workplace Health and Safety*⁵	Describe measures that will be taken to assess, eliminate, avoid, and minimise risks when undertaking fieldwork:
Billing Details*⁶	Contact: Organisation: Address: Phone: Mobile: Email: Purchase Order #:
I, the billing recipient, accept the GMTOAC RAP Fee and Terms & Conditions. Signature: **	<p style="text-align: center;"><i>Digital Signature will be accepted.</i></p> <p style="text-align: center;">**By signing this form you are agreeing to conduct the fieldwork and accept the billing in accordance with GMTOAC Terms & Conditions, including the Heat and Rain policy.</p>
Notes	

Terms & Conditions

This is a booking request only. Your request will be processed, and the Gunditj Mirring Traditional Owners Aboriginal Corporation (GMTOAC) Office will contact you as soon as possible in regards to Cultural Heritage Worker(s) availability for the days you have selected. If, for any reason, you have not received a confirmation that your request has been received, please follow up with a phone call on 03 5527 1427.

Cultural Heritage Worker(s) fieldwork booking requests for the following week must be submitted no later than the second last working day of the week i.e. no later than Thursday if Friday is a working day. Fieldwork for the following week is allocated to GMTOAC field representatives on Fridays (adjusted for Public Holidays). If your booking has been confirmed, you will be notified on the last day of the working week as to who will be attending the following week, along with their contact details.

GMTOAC cannot guarantee fieldworker availability on the requested dates.

GMTOAC will provide the contact details of the Cultural Heritage Worker(s) attending so they can be contacted directly by the On-Site Contact should they be late to site.

If your booking has been processed, allocated, and a GMTOAC Cultural Heritage Worker(s) does not attend site on the hours confirmed by the GMTOAC Office and is uncontactable on the provided number, please contact the Cultural Heritage Unit on 03 55271704. If your call is not answered, please email gunditjmaraheritage@gunditjmirring.com with the details.

If you require any further information on Terms & Conditions, please contact the Cultural Heritage Unit at the GMTOAC Office on 03 55271 704.

**1 Project Induction Meeting: Fieldwork for GMTOAC RAP area CHMPs cannot commence until a mandatory project inception meeting has taken place.*

**2 On-Site Contact Details: Please ensure the On-Site Contact details are correct and the individual is contactable on the day of the booked work. These contact details will be provided to the Cultural Heritage Worker(s) and will be used by GMTOAC to confirm GMTOAC rep attendance following the booked fieldwork.*

If the On-Site Contact changes, please advise gunditjmaraheritage@gunditjmirring.com asap.

**3 Job type: The flat RAP Fee applies to a single job type. Should two or more jobs types booked for the same day (e.g. a Cultural Heritage Induction, Standard and/or Complex Assessment), the activities will be charged and invoiced separately.*

Artefact Reburials are conducted by appropriate cultural heritage workers and are charged at a separate rate. Please refer to the GMTOAC Management Policies 2017 and [Cultural Heritage Protocols Conditions Fees for Service 2021](#).

**4 Start/Finish Time: Fieldwork bookings for Standard Assessments, Complex Assessments, Salvages, Monitoring Ground Disturbance and Cultural Heritage Permit activities are booked for a maximum of 7.6 hours per day, inclusive of breaks. Cultural Heritage Inductions, Compliance Inspections and Cultural Values Recordings will be booked for the required timeframe and no more than 7.6 hours. All activities are charged at the flat RAP Fee per person.*

**5 Workplace Health and Safety: Please ensure a Job Safety Analysis/Safe Work Methods Statement procedure has taken place prior to works commencing.*

**6 Billing Details: Please refer to our [Cultural Heritage Protocols, Conditions and Fees for Service](#).*

If a Cultural Heritage Worker(s) does not attend site, is late to site or leaves site early, please advise gunditjmaraheritage@gunditjmirring.com as soon as possible so that appropriate action can be taken. GMTOAC may not be aware of a field rep's shortened attendance unless advised by the On-Site Contact.

**For a full copy of the GMTOAC, RAP Fees, Heat and Rain Policy and Cancellation Policy please contact the Cultural Heritage Unit at:
gunditjmaraheritage@gunditjmirring.com or on 03 5527 1427.**