

First People of the Millewa-Mallee Aboriginal Corporation – MEETING BOOKING FORM

PART A: APPLICANT/PROJECT DETAILS

Organisation or Company Making Request:	Applicant Name:			
	Organisation:			
	Phone/ Mobile:			
	Email:			
Contact Person:	Name:		Mobile:	
Project Details:	Name of Project:			
	CHMP No:		Activity Size:	
	Topics for Discussion			

PART B: BOOKING DETAILS – MEETINGS

Type of Meeting:	<input type="checkbox"/> Inception Meeting <input type="checkbox"/> Standard Results Meeting <input type="checkbox"/> Complex Results and Conditions Meeting <input type="checkbox"/> CHMP Amendment Inception Meeting <input type="checkbox"/> Early Engagement Meeting <input type="checkbox"/> Letter of Advice <input type="checkbox"/> Induction <input type="checkbox"/> Compliance Inspection <input type="checkbox"/> Salvage Inception Meeting <input type="checkbox"/> Salvage Results Meeting <input type="checkbox"/> Compliance Inspection <input type="checkbox"/> Other (Please Specify):	Date:	___ / ___ / ____
		Time:	
Meeting Location:		<input type="checkbox"/> Map Attached	
Billing Details:	Contact:		
	Organisation:		
	Address:		
	Phone:		
	Email:		
	Purchase Order Number:		
Consent to Record:	By signing this meeting booking form, you consent to the meeting being recorded for the records of the First People of the Millewa-Mallee Aboriginal Corporation.		
Signature:			

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PART C: SCHEDULE OF FEES – All charges below are exclusive of GST

CHMP Meeting Fees	<p>Cultural Heritage Management Plans Consultation Process with Proponents, Heritage Advisor(s) and FPMMAC Cultural Heritage Officers (x 2 min) \$3300.00+GST</p> <ul style="list-style-type: none"> • Inception Meeting prior to Project Commencement • Progress Meeting post Standard Assessment • Final Meeting post Complex Assessment / Conditions for CHMP Report <p>Please note that payment for the CHMP Invoice is required prior to booking any of the above meetings. This is a non-refundable payment as per our Terms and Conditions previously provided.</p>
Cultural Heritage Officer Fieldwork	<ul style="list-style-type: none"> • FPMMAC Cultural Heritage Officers x 2 min (per day) \$1320.00 +GST (per person) • Accommodation (as per provider's invoice) \$220.00 per night (per person) • Meal Allowance (if accommodation is utilised) per rep/day \$133.75 + GST
Inductions and Inspections	<ul style="list-style-type: none"> • Cultural Heritage Site Inductions \$880.00 +GST • RAP Inspections \$1100.00 +GST
Early Engagement Meeting incl Statement of Engagement	<ul style="list-style-type: none"> • 1 Hour meeting with 2 x FPMMAC Representatives \$750 +GST all inclusive • Statement of Engagement Letter, provided post meeting
Letter of Advice	<ul style="list-style-type: none"> • The Letter of Advice signifies early engagement and provides advice on the cultural heritage, legality and protocols of engaging First People of the Millewa-Mallee Aboriginal Corporation works \$4,000 +GST <p>Please note that the Letter of Advice will be prepared one the invoice is paid in full. There is a 60-day turnaround from the date payment is received for the Letter of Advice to be provided.</p>
'Other' Meetings	<ul style="list-style-type: none"> • All other meetings with FPMMAC's RAP Unit \$1,100 +GST all inclusive
Associated Costs	<ul style="list-style-type: none"> • Mileage per Cultural Heritage Officer (per km) \$0.88 +GST (vehicle) (per km) \$1.00 +GST (4x4) • Accommodation (if required as per provider's invoice) \$220.00 per night (per person) • Meal Allowance (if accommodation is utilised) per rep/day \$133.05 + GST <p>Please note: Mileage, Accommodation and Meal Allowance will be invoiced post meeting/s</p>
Cancellations	<p>All cancellations for Fieldwork must be provided in email with 5 clear Business days (102 hours). Failure to do so will result in a 50% charge of the daily rate or as otherwise negotiated as per our Terms and Conditions previously provided.</p> <p>Please confirm cancellation via email to: cultural.heritage@fpmmac.com.au</p>
PART D: RAP UNITS REQUIREMENTS	
Meetings	

	<p>.....</p> <ul style="list-style-type: none"> • A minimum of two FPMMAC Cultural Heritage representatives to attend all meetings with proponents and Heritage Advisors. • FPMMAC require at least three meetings during the CHMP process with the proponent, Heritage Advisor & FPMMAC Cultural Heritage representatives: <ul style="list-style-type: none"> - Inception meeting – Prior to works commencing - Post Standard Assessment – To discuss results of the Standard Assessment and to confirm the Complex Testing Methodology - Post Complex Assessment – To discuss results of the Complex Testing and to discuss the Conditions to go into the CHMP prior to submission for Evaluation
Inception Meeting	<p>3 clear business days prior (at a minimum, 1 week preferred) to the inception meeting the following information should be sent to FPMMAC Administrative email: cultural.heritage@fpmmac.com.au</p> <ul style="list-style-type: none"> - An aerial photo and map of the activity area - All Aboriginal site location data within 5km of the activity area - Shape files which indicate the planned activity, overlayed with cultural heritage in the area and geomorphological areas - Plain Language Summary - Desktop Assessment <p>Please note: If all documents required are not provided within the required timeframe, meetings will be cancelled and you will be required to submit a new Meeting Booking form</p>
Inception Meeting Checklist	<ul style="list-style-type: none"> <input type="checkbox"/> An aerial photo and map of the activity area <input type="checkbox"/> All Aboriginal site location data within 5km of the activity area <input type="checkbox"/> Shape files which indicate the planned activity, overlayed with cultural heritage in the area and geomorphological areas <input type="checkbox"/> Plain Language Summary <input type="checkbox"/> Desktop Assessment
Submission of CHMP for Evaluation	<p>When submitting your CHMP for evaluation, you must provide:</p> <ul style="list-style-type: none"> • 1 x hard copy - posted to FPMMAC PO Box 10313 Vic 3500 • 1 x electronic copy via email cultural.heritage@fpmmac.com.au <p>Please note that FPMMAC require all invoices, including the CHMP Evaluation Invoice, be paid in full prior to commencing CHMP Evaluation.</p>

Once completed, please submit to: culturalheritage@fpmmac.com.au