Survey reporting form cover sheet for the purposes of section 34A of the *Aboriginal Heritage Act* *2006*

This form has been prepared for use by a person intending to submit relevant documentation to the Secretary to the Department of Premier and Cabinet (‘Secretary’), to complete the reporting provisions pursuant to section 34A of the *Aboriginal Heritage Act* *2006* (the ‘Act’) following a survey for Aboriginal cultural heritage (‘Survey’). Attach additional sheets where further space is required. Note that a final Survey report is required to be submitted along with this cover sheet.

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| **SECTION 1 – Submitter information** |
| Submitter (*natural person or body corporate who carried out Survey*): |  |
| ABN/ACN: |  |
| Contact name: |  |
| Postal Address: |  |
| Telephone Number |  | Fax number: |  |
| Mobile: |  |  |  |
| Email Address: |  |

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| **SECTION 2 – Survey supervisor** |
| Name: |  |

Provide a description of the supervisor’s qualifications and experience relevant to Surveys for Aboriginal cultural heritage:

**SECTION 3 – Survey Number (provided by Aboriginal Victoria after notification)**

SURVEY NO:.

**SECTION 4 – Consultation**

List any relevant registered Aboriginal parties or Traditional Owners who participated in the Survey:

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| **SECTION 5 – Description of activity and location** |
| Project Name: |  |
| List the relevant municipal district/s (ie, Local Council or Shire): |  |
| Clearly identify the **activity** for which the Survey relates (ie, cultural heritage or due diligence assessment, preliminary Aboriginal heritage test, research). If it relates to a Preliminary Aboriginal Heritage Test application, state the number assigned to that application: |
|  |
|  |
| Clearly identify the **location** (such as listing cadastral information, attaching a copy of a title search, or indicating the street address): |
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|  |
|  |

**Attach a map** (to scale, with a north arrow and indicating the municipal district - if any) that clearly identifies the Survey area.

* Please ensure the map refers to existing roads and features, rather than proposed roads and features, and includes their names.
* Please ensure the map has the survey area outlined on it.
* The map should have a legend; at least three readily identifiable geographical locations (such as road intersections, parcel boundaries, or road/river crossings) and should state the map’s projection.
* **Spatial data (e.g. ESRI shapefile or MapInfo .tab) of the Survey area will assist in the processing of this form**. Please refer to “Lodging Spatial Data in the VAHR” on the Aboriginal Victoria website for further information.

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| **SECTION 6 – Start and finish date for the Survey** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Start date* |  / /  |  | *Finish date* |  */ /*  |

**SECTION 7 – Relevant documentation**

**SECTION 3 – Cultural Heritage Management Plan Number (provided by AAV after notification)**

|  |  |  |
| --- | --- | --- |
|  | ***Yes*** | ***No*** |
| Were Aboriginal cultural heritage places located in the Survey area? (refer to **note** below) |  |  |

List the relevant documentation being submitted as part of this form, including the final Survey report:

Estimate of effective survey coverage (0-100) : %

**SECTION 8 – Checklist**

|  |  |
| --- | --- |
|  | Relevant documentation (including final Survey report) attached to this form. |
|  | Victorian Aboriginal Heritage Register Forms submitted to the Registrar. |
|  | Map, clearly identifying the Survey area, submitted with this form |
|  | **Spatial data (e.g. ESRI shapefile or MapInfo .tab)** of the Survey area submitted with this form. |

Please ensure this form and all attached items are sent to the:

Director Heritage Services

Aboriginal Victoria

Department of Premier and Cabinet

GPO Box 4912

**MELBOURNE VIC 3001**

 **OR Email: vahr@dpc.vic.gov.au**

***Notes:***

* ***All discoveries of Aboriginal places or objects must be reported to the Secretary as soon as practicable (s. 24 of the Act).***
* ***If a Survey is carried out for a preliminary Aboriginal heritage test, cultural heritage or due diligence assessment AND the Survey supervisor is an archaeologist it is expected that the relevant Victorian Aboriginal Heritage Register Forms are submitted for Aboriginal places located or inspected as part of the Survey.***