

WELCOME

Thank you for choosing Virtus Heritage Pty Ltd to be your cultural heritage consultant. We are excited to have you as our new client and we are committed to providing you with an exceptional service that will exceed your expectations.

Our background: Our company has over 10 years of proven experience in providing specialist expertise in archaeology, history and heritage management. Our team members have extensive experience throughout Australia and overseas in the investigation, assessment and management of archaeological sites and cultural landscapes. We believe heritage is integral to community well-being and identity, being the valued stories, places and material culture that we pass down to our future generations. Our role is to work with clients and communities to protect and manage the values of cultural heritage places and landscapes, and where impacted, develop appropriate mitigation and practical outcomes for projects balancing statutory requirements.

We work with Aboriginal and Torres Strait Islander Communities, proponents and government agencies to provide ethical and practical heritage outcomes. Our interdisciplinary team, affiliations and technical partnerships allow us to match each project with the necessary professional experience, academic skills and local expertise. Our heritage advice and reports are prepared by experienced professionals and communicated clearly, balancing statutory reporting and legislative requirements, client needs and community expectations.

We have more information on our specific services, projects, team members and publications at our website www.virtusheritage.com.au

We are always happy to answer any questions or concerns you may have. If you need to contact us at any stage during your project please do not hesitate to contact:
Mary-Jean Sutton (Director) on 0439 703 886
Kelly Kent (Office Manager) on 0433 617 401

Our sincere thanks for choosing Virtus Heritage and we look forward to working with you.



Dr Mary-Jean Sutton
Principal Archaeologist/Company Director



VIRTUSHERITAGE

CLIENT PROJECT INFORMATION CHECKLIST

VIRTUS HERITAGE

Project Name	
Company Name	
Company ABN	
Company Address	
Project Number (Client)	
Project Number (Virtus Heritage)	
Client Purchase Order Number	
Client Project Director Contact Details	Name: Role: Telephone (Mobile and Landline): Email:

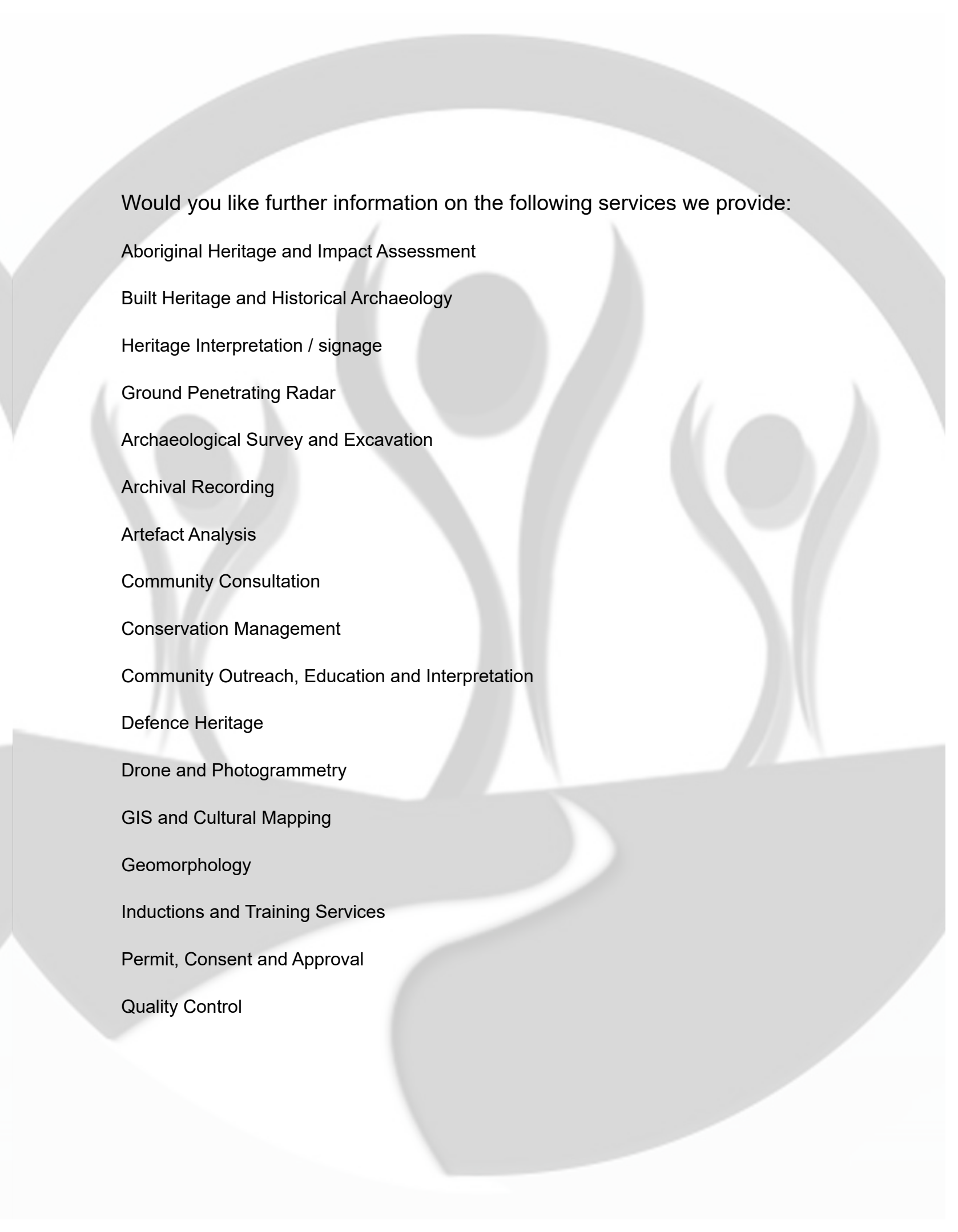
Client Project Manager Contact Details	Name: Role: Telephone (Mobile and Landline): Email:
Client Invoicing Details	Name: Role: Telephone (Mobile and Landline): Email:

ABORIGINAL CULTURAL HERITAGE ASSESSMENT/ ABORIGINAL HERITAGE IMPACT PERMIT AND HISTORICAL HERITAGE ASSESSMENT, STATEMENT OF HERITAGE IMPACT, ARCHAEOLOGICAL ASSESSMENT	YES	NO	N/A
Project Impacts			
Description of Proposed Works (this should be similar to that provided in an EIS, EA, REF or DA)			
GIS (shapefile or kml file) of AHIP application area/project area which includes all of the proposed impacts and works (including ancillary works, laydown areas, access, and indirect impacts such as vibration – essentially the assessment area)			
Construction Methodology or Works Specifications			
Commercial Engagement of Aboriginal Parties			
Client contact or Aboriginal liaison officer undertaking commercial engagement provided to Virtus Heritage			
Access			
Has landholder access organized for survey/dig by client?			
Is an escort needed to assist with access for survey/dig?			
Are there any keys to access the property for survey/dig?			
Does the client have any Dial Before You Dig information for underground services before excavation?			
Project information			
Does the client have any old air photos that can be provided to Virtus Heritage?			
Does the client have any old land title/portion plans or historical information pertaining to previous land use history (including contacts or former workers or land owners) that can comment on the history of land use, that can be provided to Virtus Heritage?			
Does the client have any previous heritage reports or archaeological assessments or environmental assessments that can be provided to Virtus Heritage?			
Does the client have descriptions of soils, landforms, topography, hydrology, flora/fauna or previous land use history that can be provided to Virtus Heritage?			
Has the client undertaken an AHIMS search and can provide the search results?			

WH&S			
Are there any known hazards or safety information (for example, presence of services on site for digs, contaminants, lack of mobile reception etc.) that Virtus Heritage need to know prior to organizing fieldwork to keep themselves and community members we may be working with safe?			
Are there any inductions we need to undertake prior to fieldwork?			
Are there any safety controls we need to be aware of when undertaking fieldwork or bring any additional Personal Protective Equipment?			
Have you signed off on the Virtus Heritage SWMS and COVID risk assessment?			
Drone			
Do you have landowner approval to fly drone?			
Are you within NPWS land and need approval?			
Description of deliverables for drone work (can include development of ortho-mosaic, high resolution photography of features/landscapes, videos, photogrammetry models etc.)			
Confirm preferred system of delivery for large files (file sharing service).			
Ground-Penetrating Radar			
Send a GIS shapefile with the area requiring GPR survey.			
Is your area for GPR survey cleared of long grass and low lying shrubs and debris (particularly metal) and lightly raked? GPR survey will not be able to commence until this is done.			
Social Media/Newsletter			
Do you wish for your project to be promoted on our social media accounts? (Linked In, Instagram, Facebook)			
Do you wish for your project to be featured in our newsletter?			
Do you need any assistance for a grant project or community interpretative outcome for your project (for example, educational tool kit for school kids, poster for your office etc?)			
Would you like us to consider your company for further opportunities working with us on grants and research & development?			
Do you wish for your project to be promoted for National Archaeology Week?			

NOTES OR ADDITIONAL INFORMATION FOR FOLLOW UP/DISCUSSION:





Would you like further information on the following services we provide:

Aboriginal Heritage and Impact Assessment

Built Heritage and Historical Archaeology

Heritage Interpretation / signage

Ground Penetrating Radar

Archaeological Survey and Excavation

Archival Recording

Artefact Analysis

Community Consultation

Conservation Management

Community Outreach, Education and Interpretation

Defence Heritage

Drone and Photogrammetry

GIS and Cultural Mapping

Geomorphology

Inductions and Training Services

Permit, Consent and Approval

Quality Control