SURVEY PREPARATION Pro forma payment request sent to RNTBC banking and finance Source agreement for payroll function Timeframes + number of checked for time RNTBC members on survey frames and numbers team confirmed for survey team RNTBC cultural heritage Team Leader/s advised of numbers for **RNTBC** payroll (external survey team service or internally) process completed Persons next on roster identified (if applicable), **Budget for heritage survey** or, team members prepared by contact person or selected by RNTBC accountant or heritage team cultural heritage team leader, ensuring appropriate leaders. Appropriateness Notice of entry or administration fee is recoveredoxdotfor work confirmed with request for heritage sent to project proponent all relevant details survey received by confirmed. **RNTBC** contact person **Contact person** reviews document and begins work flow management processes, seeks legal Availability of specialist/s checked advice as required Dates and names of and confirmed by RNTBC contact survey participants Survey participant travel, person – dates then confirmed confirmed by contact accommodation and with company daily fee calculated person and/or team **leaders Email proponent** to confirm Questions from survey Confirm if information/ Confirm if information/ team about payments + receipt area already subject of area already subject of other details directed to survey survey contact person or heritage team leaders **Payment for travel and SURVEY HELD (within agreement timeframe)**

accommodation made day before survey held, and 50% of outgoing invoice paid by project proponent





















Report provided to Team Leader/s – if no

comments received, report accepted and sent

to company once balance of invoice paid, in

accordance with agreement timeframe



Payment of money for work on survey paid on last day of survey in accordance with payroll process