**Heritage Study Action Definition**

This action definition describes the process for a Heritage Survey.

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| Editable Content |  |

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| **Action Trigger** |
| **Asset Type** | Environment |
| **Action Name[[1]](#footnote-1)** | Heritage Survey |
| **Precondition** | {status} = Current |
| **Critical Date** | Approval Deadline | = {ApprovalsDeadlineDate} |
| **Deadline** | Deadline[[2]](#footnote-2) | = {Critical Date} |
| **Wiki Page** |  |

*Note: The Action Trigger defines the logic of the Action. The Deadline is the latest date by which the Action can be completed.*

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| **Applies To** |
| **Jurisdiction** | **Sub Type** | **Version** |
|  | Environmental Project |  |

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| **Task List** |
| **Description** | **Days Needed Before Deadline** |
| Develop scope for heritage survey | 351d |
| Contact heritage specialist/contractors & request quotes | 330d |
| Assess contract submissions (tenders) & choose preferred supplier | 300d |
| Meet with preferred supplier to plan study schedule | 299d |
| Commence surveys on site & compile data | 298d |
| Complete surveys on site & compile data | 15d |
| Review draft report | 1d |
| Finalise and accept report | 0d |

*Note: Task List items define the Action Status and will have their own trigger dates based on the Days Needed Before the Deadline. Task List items negate the need for separate follow up Actions. You may add in as many Task List items as you wish. If a Task List item has no Days Needed Before Deadline entered then it will default to the previous Task List item Days Needed Before Deadline.*

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| **Change History** |
| **Date** | **Version** | **Changes** |
| 08/04/2019 | 1.0.0 | New Action Definition |
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1. Define the action name [↑](#footnote-ref-1)
2. This is the label that will appear on the form & can be customised [↑](#footnote-ref-2)