

Appendix 4

DETAILED CHECKLIST FOR CONSULTANCY REPORTS



This is only one suggested format for a standard consultancy report and not all categories will apply in every circumstance.

Title page

- Title of report
- Client or group for whom it is prepared
- Date
- Author's name and address

Summary

- Overview of project
- Overview of results
- Overview of significance
- Overview of recommendations
- Any restrictions on the use of the report or on the information contained within the report.
- (Table of) Contents
- (Table of) Figures
- (Table of) Tables

Introduction

- Brief description of project
- Where the project is located (e.g. brief statement of nearest town, or important geographical feature, state or area of state, borders of study area, etc.) and why the project was commissioned/carried out
- Who commissioned/funded the project
- Aims and scope of the study. Include any formal brief or informal instructions issued as part of the project
- Types of investigation conducted (e.g. field survey, Aboriginal consultation, excavation, document searches, oral histories)
- When fieldwork, analysis and report writing took place
- Who undertook fieldwork, analysis and report writing
- Any constraints or limitations which were imposed on the project (e.g. bad weather limited time, attitudes of landowners, particular instructions which limited the survey in any way, such as instructions from traditional owners to stay away from areas)
- Any constraints or limitations of the data (including documentary sources) collected during the project (e.g. lack of suitable oral history informants, loss of data, inability to find certain information)

Background information

- General description of study area (e.g. size, present land use, access, etc.)
- General description of environment (e.g. geology/geomorphology, topography, water courses, flora and fauna, relevant raw material sources, etc.)
- Previous impacts on the study area (e.g. past logging, clearing, ploughing, mining, erosion, etc.)
- Description of proposed development and associated works, including what activities could be expected to have an impact on the archaeology

Previous research

- Relevant ethnographic studies and findings within the region and the study area
- Relevant historical studies and findings within the region and the study area
- Relevant archaeological studies and findings within the region and the study area
- Relevant oral histories and findings within the region and the study area

Methods

- Research strategy and aims
- Detailed description of fieldwork methods for all stages of fieldwork. Outline clearly the equipment and techniques used to implement the research strategy (e.g. choice and location of sample areas, recording methods, collection methods, storage of artefacts/information, methods of analysis)
- Discussion of any problems which arose during fieldwork, analysis or report writing
- Detail of the constraints on archaeological visibility during the survey
- Description of any decisions made in the field or the laboratory which changed the scope of the study
- Details of people involved

Results

- Summary of what was found or achieved (e.g. quantities, types, distribution)
- Description of findings based on field notes and recording forms
- Relevant tabulations of data, photographs, illustrations

Discussion

- Summary of points of interest or major research problems emerging from the study
- Discussion of the evidence in regional and local perspective
- Implications of the findings and areas for future research

Assessment of significance

- General statements of significance for the study area
- Specific statements of significance for individual sites/areas (including whether further research is necessary to adequately determine significance)

Statement of impacts

- Implications of the probable effects of development on the study area and the findings (including both direct and indirect impacts)

Recommendations

- General management recommendations, including alternatives where possible (e.g. dealing with the study area in general or with particular zones or areas within it)

- Specific management recommendations, including alternatives where possible (e.g. dealing with individual sites or artefacts)
- Discussion of any issues or problems attached to these recommendations (e.g. client's preferences, difficulties, attitudes, compromises, etc.)
- Identification of any legal requirements or processes which must be followed
- References

Appendices

- Relevant additional information, including information which needs to be kept restricted
- A glossary of any technical terms or definitions used in the report (including definitions of artefact types, attributes, measurements, etc.)
- Copy of the project brief and any other relevant information from the client outlining the scope of work, etc.
- Letters of advice outlining management recommendations/opinions from community groups (e.g. Indigenous Land Councils)