## PIA ATTACHMENT ACQUITTAL FORM

|  |  |  |
| --- | --- | --- |
| **THIS REPORT IS IN CONFIDENCE.** To be completed by the Production Company and the Mentor.  Please attach this form as the cover sheet to your narration reports. | | |
| **ATTACHMENT DETAILS** | | |
| ATTACHMENT NAME |  | |
| ATTACHMENT ROLE |  | |
| MENTOR NAME/ROLE |  | |
| PRODUCTION TITLE |  | |
| PRODUCTION COMPANY |  | |
| ATTACHMENT DATES | From: | To: |

|  |
| --- |
| **PRODUCTION COMPANY REPORT** |
| * Did the Attachment complete the placement as contracted? YN * In your opinion was the Attachment successful? If not please give reasons. YN * Would you recommend the Attachment for other projects? YN * Please attach proof of payment to the Attachment in the form of a payment summary or company invoices and receipts. Y   Production Company Representative Name & Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **MENTOR REPORT** |
| **Please provide a written report commenting on the Attachment considering the following:**   * List the tasks undertaken by the Attachment, and how well they performed each. * What training/mentoring did you provide to the Attachment? * Did the Attachment work well with the crew? Why/Why not? * Would you work with and/or recommend the Attachment for other projects? * In your opinion, is this person ready to take on professional work in this role? * Any further comments or recommendations? |

|  |
| --- |
| **SUBMITTING ACQUITTAL MATERIAL** |
| **Please email or post your completed acquittal report and supporting documentation to:**  ScreenWest Funding Administration Officer - Production  PO Box 3275, East Perth WA 6892  Email: [funding@screenwest.wa.gov.au](mailto:funding@screenwest.wa.gov.au) | |