

VICTORIAN COMMON FUNDING AGREEMENT

Standard Form / Schedule

Williamstown Swimming and Life Saving Club

Parties

The State of Victoria (through the Department of Justice and Community Safety)
(ABN 32 790 228 959)

and

Hobsons Bay City Council
(ABN 24 936 107 898)

in partnership with Life Saving Victoria (part of the State's emergency
management services)
(ABN 21 102 927 364)

Department of Justice and Community Safety
Released under Freedom of Information Act 1982 (Vic)

Parts of this Agreement

This Agreement is made up of the following parts:

- Details
- Schedule
- Terms and Conditions
- Attachments

Background

- A. The Organisation and the Department in collaboration with the Industry Representative Body acknowledge their partnering approach to working together in good faith to achieve the objectives of this Agreement.
- B. The Organisation, the Department and the Industry Representative Body share a vision to improve the outcomes for people in Victoria. Through this Agreement, the Organisation and the Department will engage with each other cooperatively and collaboratively to achieve this vision, utilising the Industry Representative Body as a subject matter expert as required.
- C. The Department will provide the Funding to the Organisation to deliver the Activity.
- D. The Organisation will accept the Funding and use it for the delivery of the Activity in accordance with the terms of this Agreement.

EXECUTED for and on behalf of the STATE OF VICTORIA represented by and acting through the Department of Justice and Community Safety, ABN 32 790 228 959, by:

Name and position of authorised representative	Corinne Cadilhac
	Deputy Secretary, Justice Infrastructure
	CEO, Community Safety Building Authority
Sign here: s25 - Irrelevant Information	Date: 25 August 2022

Witness

Name of Witness	s25 - N/R
Sign here:	Date: 25 August 2022

EXECUTED for and on behalf of Williamstown Swimming and Life Saving Club, ABN 82 994 577 626, by the following authorised delegate of Hobsons Bay City Council.

Complete this section including your name and position details

Name and position of authorised representative	s25 - N/R ,
	Chief Executive Officer,
	Hobsons Bay City Council
Sign here: s25 - Irrelevant Information	Date: 12/10/2022
Name and position of second authorised representative	s25 - N/R ,
	Director, Infrastructure and City Services,
	Hobsons Bay City Council
Sign here: s25 - Irrelevant Information	Date: 12/10/2022

EXECUTED for and on behalf of the Life Saving Victoria, ABN 21 102 927 364, by the following authorised delegate:

Name and position of authorised representative	Catherine Greaves
s25 - Irrelevant Information	CEO, Life Saving Victoria
Sign here:	Date: 31/08/2022

Witness

Name of Witness	s25 - N/R , Executive Assistant
Sign here: s25 - N/R	Date: 31/08/2022

Department of Justice and Community Safety
Released under Freedom of Information Act 1982 (Vic)

Details

- | | |
|--|--|
| 1. Department (clause 1.1) | The State of Victoria as represented by the Department of Justice and Community Safety (DJCS) (ABN 32 790 228 959) |
| 2. Organisation (clause 1.1) | Hobsons Bay City Council (ABN 24 936 107 898) on behalf of Williamstown Swimming and Life Saving Club (SLSC). |
| 3. Industry Representative Body (clause 1.1) | Life Saving Victoria (ABN 21 102 927 364) |
| 4. Start Date (clause 1.1) | Upon execution of this Agreement by both parties. |
| 5. End Date (clause 1.1) | 28 August 2025 |
| 6. Dispute Resolution Officer (clause 1.1) | Sonia Meloni, Program Director, Emergency Services Portfolio, CSBA |
| 7. Organisation's Primary Contact (clause 1.1) | §25 - N/R |
| 8. Organisation's address | 115 Civic Parade, Altona VIC 3018 |
| 9. Organisation's phone number | 1300 179 944 |
| 10. Organisation's email address | §25 - N/ @hobsonsbay.vic.gov.au |
| 11. Organisation's facsimile | (03) 9932 1039 |
| 12. Department's Primary Contact (clause 1.1) | §25 - N/R, Senior Manager, Strategy and Engagement, ESIA |
| 13. Department's address | Level 7, 121 Exhibition Street, Melbourne VIC 3000 |
| 14. Department's phone number | (03) 8684 0228 or Mobile: §25 - N/R |
| 15. Department's email address | §25 - N/R @justice.vic.gov.au |
| 16. Department's facsimile | N/A |
| 17. Industry Representative Body Primary Contact | §25 - N/R, General Manager, Government, and Industry Relations |
| 18. Industry Representative Body address | 200 The Boulevard, Port Melbourne VIC 3207 |
| 19. Industry Representative Body phone number | (03) 9676 6983 |
| 20. Industry Representative Body email address | §25 - N/R @lsv.com.au |

Schedule

Re: Williamstown Swimming and Life Saving Club Redevelopment

Activity	Indicative Timeframe
Concept design	September 2022
Detailed design	June 2023
Building tender release	November 2023
Contract award	February 2024
Commencement of works	February 2024
Completion of works (Clubhouse only)	May 2025
Building occupation (Clubhouse only)	May 2025
Completion of swimming pool works	July 2025
Completion of surrounding components	August 2025

Item 1: Activity details

(read with 'Terms and conditions' clause on *Funding*)

What the Funding is for

To redevelop the Williamstown Swimming and Life Saving Club, to provide the community with safe, modern, and welcoming life-saving facilities including a swimming pool, that will support continued growth in membership today and into the future, along with water safety education and swimming capability of Victorians.

Why the Department is Funding this Activity

The construction of the new Williamstown Swimming and Life Saving Club will support the delivery of core aquatic safety services at this location. In addition, the following benefits are expected as an outcome of this project:

- Improved health and safety for club volunteers and the public;
- Improved amenities at Victoria's beaches;
- A decrease in the risk of drowning (both fatal and non-fatal) by ensuring the retention and attraction of volunteers that can provide responsive and adequate services to the public on our beaches;
- A decrease in the risk of drowning (both fatal and non-fatal) by ensuring the delivery of the 'Learn to Swim' and other critical localised education programs through the adjacent swimming pool, in addition to the 'nippers' and related programs; and
- An increased opportunity to use life-saving facilities for other community purposes, increasing community presence and involvement in club activities, including water safety education.

Activity start date and end date

The Activity described in this Schedule starts on execution of this Agreement and ends on 28 August 2025.

The people/groups who are intended to benefit most from this Activity are:

The whole community, with key beneficiaries including:

- Williamstown Swimming and Life Saving Club
- School students and the local community via swimming lessons and education
- Local Council
- Local Schools and Sporting Clubs
- Local community
- Other community groups that currently use the Williamstown Swimming and Life Saving Club
- Other groups not specifically identified.

This Activity is intended to benefit people or groups living in the following places:

- City of Hobsons Bay and surrounding residents
- Users of the Williamstown Swimming and Life Saving Club patrol area
- Emergency Services volunteers, specifically the Williamstown Swimming and Life Saving Club members.

Item 2: Funding

(read with 'Terms and conditions' clause on *Funding*)

- The funding for the Activity comes from the 2021/22 State Budget, where a total of \$11.349 million was approved, allocated over three financial years - \$2.236 million in 2021/22, \$7.594 million in 2022/23, and \$1.519 million in 2023/24.
- The Department of Treasury and Finance is holding these funds in contingency, with the release of funds subject to the Minister for Emergency Services providing the Treasurer with the Detailed design, pre-tender cost plan and construction schedule to support the release of remaining funds.
- Following an initial request to the Treasurer, 15% or \$1.702 million was released as development/seed funding into the ESIA Trust in November 2021.
- It is CSBA/ESIA understanding that the Government funding is intended to include both the redevelopment of the Clubhouse and the swimming pool.
- Hobsons Bay City Council have confirmed a commitment of \$3.000 million in funding towards the project as their full contribution to be provided over the corresponding three financial years (2022-23 to 2024-25).
- The Williamstown Swimming and Life Saving Club has a contribution of \$180,000 to be utilised to support the clubhouse and swimming pool redevelopment.
- The above amounts are excluding GST. The Department does not agree that GST is payable for this Activity and the State Government contribution is limited to \$11.349 million.
- Should the value of proposed works exceed the allocated project budget, all avenues to rectify the shortfall will be explored, including value management and the possibility of a staged delivery process.
- The Project Reference Group (including representatives from Department of Justice and Community Safety, Life Saving Victoria, Hobsons Bay City Council and the Williamstown Swimming and Life Saving Club) will determine the remediation of any budget shortfalls identified.
- Whilst the Funding payments are MILESTONE based, in broad terms these monies can be expended in support of the following project deliverables:
 - Project support services
 - Project management support
 - Procurement support
 - Other specialist project management functions
 - Architectural services
 - Concept design
 - Schematic design

- Detailed design
- For-tender design
- Design consultancies
 - Quantity Surveyor
 - Services Engineer and Acoustics
 - Structural and Civil Engineer
 - Disability Discrimination Act (DDA) consultant
 - Fire Engineer
 - Façade consultant
 - Hazardous Materials (HAZMAT) consultant
 - Heritage consultant
 - Landscape architect consultant
 - Environmentally Sustainable Design (ESD) consultant
 - Building Surveyor
 - Ecologist and Planning consultant
 - Arborist consultant
- Planning, building, and due diligence works
 - Land Surveyor
 - Environmental Scientists (Geotechnical)
 - Archaeologist (Cultural and Heritage assessment)
 - Marine Engineer (Coastal Hazard Vulnerability Assessment)
 - Environmental Engineer
- Planning costs and approvals
- Building works
 - Head contractor costs (demolition)
 - Head contractor costs (construction)

Item 3: Activity deliverables and payments

(read with 'Terms and conditions' clause on *Funding*)

Activity Deliverables and Payments Table			
Deliverable or milestone	Evidence to demonstrate the deliverable is complete	Anticipated due date	Payment amount (excluding GST)
1) Sign the Funding Agreement	Funding Agreement signed by both parties and returned to ESIA	Anticipated August 2022	\$702,000
2) Market release of tender for building contractor services	A copy of market tender pack, including approved detailed/for-tender design, a pre-tender cost plan, a plan for maintaining construction timelines and planning approvals provided to ESIA	Anticipated November 2023	\$1,000,000
3) Signed contract with Builder	A copy of the signed contract with the Builder provided to ESIA	Anticipated February 2024	\$1,000,000
4) Mobilisation of builder and completion of building demolition	Evidence of building demolition and associated certificates	Anticipated February 2024	\$3,000,000

Activity Deliverables and Payments Table			
Deliverable or milestone	Evidence to demonstrate the deliverable is complete	Anticipated due date	Payment amount (excluding GST)
5) Completion of foundations/ footings/ slab work/ storm water/ sewer (where applicable)	Building Surveyor evidence certifying completion of work and adherence to design and code	Anticipated June 2024	\$2,000,000
ESIA have assumed that the Clubhouse and swimming pool will be completed separately, and the following milestones may expand based on the number of buildings that form the project, and their associated schedules for completion (gym, community centre, playground, BBQ area etc.)			
6) 50% Clubhouse build completion	At 50% completion of the total project, based on a certificate from an independent Quantity Surveyor	Anticipated December 2024	\$2,128,000
7) 50% swimming pool build completion	At 50% completion of the total project, based on a certificate from an independent Quantity Surveyor	Anticipated January 2025	\$500,000
8) 100% Clubhouse build completion and Certificate of Occupancy (COO)	At 100% completion of the total project, based on a certificate from an independent Quantity Surveyor and a Certificate of Occupancy (COO) issued by the Building Surveyor	Anticipated May 2025	\$500,000
9) 100% swimming pool build completion and Certificate of Occupancy (COO)	At 100% completion of the total project, based on a certificate from an independent Quantity Surveyor and a Certificate of Occupancy (COO) issued by the Building Surveyor	Anticipated July 2025	\$400,000
10) 100% completion of surrounding components	At 100% completion of the total project, based on a certificate from an independent Quantity Surveyor and a Certificate of Occupancy (COO) issued by the Building Surveyor	Anticipated August 2025	\$119,000

- For Hobsons Bay City Council (HBCC) to request financial transfers from the Department of Justice and Community Safety (DJCS), the following procedures are to be followed:
 - HBCC are to issue DJCS with an invoice for payment that includes the required evidence to demonstrate completion of the relevant milestone (listed in the above table under 'Evidence to demonstrate the deliverable is complete').
 - DJCS will evaluate that the documentation is correct and complete and advise HBCC before processing.
 - In the event of documentation not being correct or complete, DJCS will advise HBCC of the issues that require rectification.

- Standard 10-day payment terms will apply for DJCS payments from formal acknowledgement to HBCC of correct and complete documentation.
 - Please note that following the payment of Milestone 2) only, the remaining funds held by DTF will be required to be released to the ESIA Trust; therefore Standard 10-day payment terms may be extended.
 - DTF requires the approved detailed design, a pre-tender cost plan and construction schedule to be submitted by ESIA to release the remaining funding from DTF contingency into the ESIA Trust.
 - Once the evidence listed above is submitted by HBCC, an additional 20-day term may be required (30-day total) by DTF for processing the funding release.
- All payments will be excluding GST.

Item 4: Budget

(read with 'Terms and conditions' clause on *Funding*)

Budget Forecast Table	
Activity Income	\$ (excluding GST)
Funds from the Department	\$11,349,000
Funds from your Organisation (HBCC)	\$3,000,000
Funds from other contributors or partners	
<ul style="list-style-type: none"> • Williamstown Swimming and Life Saving Club 	\$180,000
Total Activity Income	\$14,529,000

Item 5: Reporting requirements

(read with 'Terms and conditions' clauses on *Reporting and Assets*)

- Monthly reports are to include project updates and financials and are to be submitted to ESIA each month by the 5th business day of the next month. They are to be in accordance with the issued Department Project Status Report (PSR) template (Attachment 3), which will be provided. When required, Williamstown Swimming and Life Saving Club/Hobsons Bay City Council representatives are requested to be available to answer any clarifications sought from ESIA.
- ESIA and LSV representatives are to be invited to all design decision activities consistent with the Project Governance Terms of Reference.
- ESIA and LSV are to be involved in the development of tender evaluation documentation for all consultants. In addition, they are to be included in the Project Reference Group (PRG) or similar and invited to all meetings.
- A Project Acquittal report will be provided to ESIA and LSV at the completion of the project. The format will be in accordance with the issued Departmental template (Attachment 4), which will be provided at the completion of the project. This will allow ESIA to close the project for reporting purposes and conduct all financial acquittals associated with closure. When required, Williamstown Swimming and Life Saving Club/Hobsons Bay City Council representatives are required to be available to answer any clarifications sought by ESIA.

Item 6: Activity specific requirements

- Acknowledgement and Publicity (to be read with clause 4.17)
 1. The Organisation will acknowledge any financial and other support from the Victorian Government according to the *Acknowledgement and Publicity Guidelines* as amended from time to time, which can be found at Attachment 1.
 2. The Department reserves the right to publicise and report on awarding the Funding to the Organisation.
 3. The Department reserves the right to erect signage in relation to the project and the awarding of Funding OR reserves the right to be recognised on signage erected by a co-contributor to the project. All signage and use of the Victorian Government branding must comply with the Department of Justice and Community Safety Capital Works Signage Guidelines (Attachment 2) and Brand Victoria guidelines, which can be found at <https://www.vic.gov.au/brand-victoria-guidelines-logos> and the Department must be provided with a final draft/proof for approval.

Item 7: Attachments

- Attachment 1 - Department of Justice and Community Safety - Acknowledgment and publicity guidelines for Victorian Government funding support - **Attached as a PDF**
- Attachment 2 - Department of Justice and Community Safety - Capital Works Signage Guidelines - **Attached as a PDF**
- Attachment 3 - Department of Justice and Community Safety - ESIA Monthly Reporting template - Williamstown Swimming and Life Saving Club – **Attached as an Excel sheet**
- Attachment 4 - Department of Justice and Community Safety - Project Acquittal Report - Williamstown Swimming and Life Saving Club – **Attached as a Word document**
- Attachment 5 – Letter from Hobsons Bay City Council Funding Commitment 15 December 2021 – **Attached as a PDF.**

Item 8: Special Conditions

Special Conditions - Terms and Conditions	
FOR USE IN TERMS AND CONDITIONS: VARIOUS	
1.	For the purposes of clause 3.1(f)(ii) there are no Applicable Department Policies.
2.	Despite any term of the Terms and Conditions:
2.1	Clauses 7.7, 15 and 16.3(a) have no effect.
2.2	If the Organisation is in breach of clause 4.9:
(a)	The Organisation will remedy the breach within ninety (90) Days of receiving written notice requiring it to do so; and
(b)	If notice has been given under Special Condition 2.2(a) and the breach is not satisfactorily remedied within ninety (90) Days, the Department may immediately exercise its right under clause 4.9.
2.3	If the Organisation is in breach of clause 12.5:
(a)	The Organisation will remedy the breach within ninety (90) Days of receiving written notice requiring it to do so; and
(b)	If notice has been given under Special Condition 2.3(a) and the breach is not satisfactorily remedied within ninety (90) Days, the Department may immediately exercise its right under clause 12.5.
2.4	In clauses 14.1 and 14.2 'thirty (30 days)' is replaced with 'ninety (90) days'.
2.5	For the purpose of clause 10, the Department consents to the Organisation entering into subcontracts with builders to deliver the Activity in accordance with:
(a)	The Organisation's procurement policy; and
(b)	Item 3 of this Schedule.
2.6	Clause 22.1(b)(ii) is replaced with 'not unreasonably withhold its consent or approval'.

Department of Justice and Community Safety
Released under Freedom of Information Act 1982 (Vic)

Funded agency channel

Acknowledgment and publicity guidelines for Victorian Government funding support

For organisations funded under the Service Agreement by the Department of Health and Human Services, the Department of Education and Training (Early Childhood area and the Adult and Community Further Education Board) and the Department of Justice and Regulation.

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Introduction

Under clause 4.17 of the Service Agreement or under a short form agreement, organisations must acknowledge the funding support provided by the Victorian Government for the services funded.

This acknowledgement must be made in:

- publications and publicity related to services funded – for example, websites, media releases, print and electronic documents and speeches/launches
- an organisation’s annual report.

Please note: No acknowledgement is required for general administrative notices or messages such as weekly newsletters relating to operational aspects of the business. These guidelines are focused on publications that directly relate to services funded by the Victorian Government.

By acknowledging this support, organisations are informing the community about how public funding is spent.

This change is not retrospective. Only publications or publicity developed, revised or updated after 18 March 2013 need to include this funding acknowledgement. Existing publications or publicity does not need to be revised to include this acknowledgment, until the content of the document is updated for other purposes.¹

Unless otherwise specified in any other applicable departmental policy or schedules to an organisation’s Service Agreement, the acknowledgment requirements listed in this document are required to be followed.

¹ For websites, this does not include HTML or automatic updates of pages. The funding acknowledgement only needs to be included where there is additional content or a new page is being added about an initiative, program or service funded by the Victorian Government under the Service Agreement.

Some services have program specific acknowledgement requirements described in other applicable departmental policies or schedules to an organisation's Service Agreement (including, youth programs, men's sheds and the Home and Community Care (HACC) program). This is often the case where service funding is provided jointly from the State and Commonwealth Government, such as the HACC program.

These specific program requirements will continue to apply, and to the extent that there is a conflict between program specific acknowledgement requirements and the acknowledgement requirements described in this document, specific program requirements will prevail.

Organisations should ensure that they are aware of their specific acknowledgement requirements. If an organisation has any questions about the funding acknowledgement requirements that apply to the services they deliver, it should contact its Service Agreement department contact (department contact).

Keeping the funding confidential

Organisations may be required to keep the funding confidential until a public announcement is made.

Once funding has been approved for the delivery of services by an organisation, it may remain highly confidential until the relevant minister or their representative has publicly announced that funding has been approved. An organisation will be advised in writing if this is the case at the time it is notified that funding has been approved.

Format of acknowledgement

Organisations must acknowledge the Victorian Government's funding support for services funded under the Service Agreement in published or printed materials, speeches, or other forms of presentations.

The funding acknowledgment format required in publications and publicity related to funded services is as follows:

- annual report – logo and written acknowledgment statement to be included in the report, for example on an acknowledgment or supporter page rather than on the front page
- videos – logo and written acknowledgment in credits, end slides or another appropriate part of the production.
- print and electronic documents, reports, brochures and the like – logo and written acknowledgement statement placed where appropriate
- posters – logo and written acknowledgement
- websites – written acknowledgment statement and logo (as relevant). The acknowledgement only needs to occur on relevant pages describing the funded services. Websites developed with the Victorian Government's funding support should also include a link to the department's website. An organisation can contact its department contact for the relevant URL
- media releases – written acknowledgement statement
- speeches/launches/conferences – verbal acknowledgment, display of banners (where practical) and signs and logo acknowledgment in programs/invitations/websites.

In limited circumstances, an organisation may be exempt from using the Brand Victoria logo in particular publicity and publications related to services funded. Please contact your department contact for further advice if there is a publication which you believe should be exempt.

Written acknowledgement statement of Victorian Government funding

Any written acknowledgement statement in published or printed materials associated with the funded service should include one of the statements below:

The [name of program/s/projects/s/ service/s] was/were supported by the Victorian Government.

The [name of program/s/projects/s/ service/s] are/is supported by the Victorian Government.

[Name of organisation] acknowledges the support of the Victorian Government.

Please note: The Victorian Government is to be acknowledged, not the individual department.

Brand Victoria logo

The Brand Victoria logo replaced the previous Victorian Government logo on 12 August 2015 and should be used for all new acknowledgements.



Where a logo acknowledgement by a funded organisation is required, the guidelines outlined below for using the Brand Victoria logo must be followed.

Under no circumstances should funded organisations alter these logos or copy and paste the logo from this or any other Victorian Government publication or website. The downloadable logos available in conjunction with this document on the Funded Agency Channel must be used.

There are variations on how the logo is to be used depending on what an organisation is publishing or printing.

Official colours and correct logo usage

Black is the official colour of the logo. The web-safe equivalent is RGB (R = 0, G = 0, B = 0).

The area surrounding the text and triangle should reveal the underlying background colour and should not default to white on a coloured background. It should never appear with a white box around it.

For reasons of clarity and impact, consideration should be given to the appropriate contrast between the background and the logo.

Where the background is a solid dark colour, use a white logo.

Logos cannot be stretched or distorted in any way – the ratio between width and height measurements should always be kept the same.

CORRECT - WHITE



CORRECT - REVERSED OUT HIGH CONTRAST BACKGROUND



CORRECT - WHITE BACKGROUND



INCORRECT - WHITE BOX



INCORRECT - LOW CONTRAST



INCORRECT - DISTORTED



Logo usage and placement

The visual style of the organisation receiving the funding should be the primary brand of the publication or website. The Brand Victoria logo can be placed on either side or above or below the organisation's own logo.

Clear space must be maintained around the Brand Victoria logo.

Clear space

To maintain the clarity and integrity of all logos, a minimum 'clear space' must be observed in all applications. Clear space creates an invisible frame that is a minimum area surrounding the logo that must remain free of any conflicting visual element.

Wherever possible, apply additional clear space beyond the minimum requirement.

Print applications

The clear space for print applications is at least 50 per cent of the height of the triangle in the logo.



Screen applications

The clear space for screen applications is at least 20 per cent of the height of the triangle in the logo.



Minimum size

The minimum size for **print applications** is 10 mm from the top to the bottom of the triangle in the Brand Victoria logo.



The minimum size for **screen applications** is 60 pixels from the top to the bottom of the triangle in the Brand Victoria logo.



Where there is a question of the quality of reproduction, the logo must be used at a size larger than the minimum size.

How to access the logo

The Brand Victoria logo can be downloaded from [My Agency](https://hns.dhs.vic.gov.au/facadmin/home.aspx) : <<https://hns.dhs.vic.gov.au/facadmin/home.aspx>>.

The logos are located under the heading 'Resources' on the front screen when entering My Agency. The page is titled Victorian Government insignia – logo for acknowledgment of funding support.

My Agency is a secure website. To access My Agency, staff members of organisations are required to be registered for eBusiness. Further information about registering for eBusiness is on [My Agency for non-DHHS staff](https://fac.dhhs.vic.gov.au/my-agency-non-dhhs-staff) <<https://fac.dhhs.vic.gov.au/my-agency-non-dhhs-staff>>.

If an organisation is unsure about when and how the logo should be used, an organisation should contact its department contact.

Events/conferences/launches

Where a conference supported by the Victorian Government or an event/launch has been organised in relation to a service funded by the Victorian Government:

- programs/invitations/websites should display the Brand Victoria logo (as relevant)
- any speeches and presentations should include a verbal acknowledgement of Victorian Government support. Where appropriate the relevant Minister should be acknowledged together with the relevant program/service name.

Departmental or Victorian Government signs and banners may be available for use by organisations to display at relevant events/launches and conferences and can be used where practical. When organising an event or conference, an organisation can contact its department contact to discuss the use of these signs and banners. If organisations have their own banners developed related to the service or initiative funded which includes the Brand Victoria logo a department/Government banner may not be required in some cases.

If the minister/other government representative has agreed to launch the service/project/conference, the department will coordinate participation by the minister or representative and work with organisations on the details of the event, including ensuring that appropriate banners and signs are available for the event.

Further information

Department of Health and Human Services

An organisation can contact its department contact if they require further information on the funding acknowledgement requirements above. The department contact may consult with the Communications and Media branch by [emailing Creative Services](mailto:publishing.studio@dhhs.vic.gov.au) <publishing.studio@dhhs.vic.gov.au>.

Department of Education and Training

An organisation can contact its department contact if they require further information on the funding acknowledgement requirements above. The department contact may [email the Communications division](mailto:sponsorship@edumail.vic.gov.au) <sponsorship@edumail.vic.gov.au>.

To receive this publication in an accessible format, [email Service Agreement Communications Team](mailto:sacomms@dhhs.vic.gov.au) <sacomms@dhhs.vic.gov.au>

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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This document is available on [Acknowledgement and publicity guidelines for Victorian Government funding support: Acknowledgement and publicity guidelines for Victorian Government funding support](https://fac.dhhs.vic.gov.au/acknowledgement-and-publicity-guidelines-victorian-government-funding-support)

<<https://fac.dhhs.vic.gov.au/acknowledgement-and-publicity-guidelines-victorian-government-funding-support>>

Department of Justice and Community Safety

Capital Works Signage Guidelines

Department of Justice and Community Safety
Released under Freedom of Information Act 1982 (Vic)

Updated September 2024



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If you would like to receive this publication in an accessible format, please email creativeservices@justice.vic.gov.au.

Department of Justice and Community Safety
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Introduction

Construction Signage Guidelines

The following guidelines inform the design and production of all construction signage required by the Department of Justice and Community Safety (DJCS)

Capital works signs are used to provide information about major public works to the Victorian community. Information contained on the signs include details of government funding, completion dates, and an outline of the project's benefits.

Purpose

The department has developed these guidelines to

- ensure that the Victorian public is appropriately informed about the purpose, costs and benefits of new government funded capital works projects
- provide direction on project signage
- ensure consistent design and structure of capital works signs

Application

These guidelines apply to all Victorian Government entities within the DJCS portfolio.

Capital works with funding greater than \$250,000 are required by the Victorian Government to display planning signage once funding is approved, and construction signage within two weeks of construction commencing.

Our guidelines requirements

All signs on the work site (including contractor and construction company signs) must comply with Occupational Health and Safety requirements.

Construction signage erected on DJCS capital and grants projects are erected in two stages.

Stage 1: Planning signage (optional)

Signage to announce that construction is coming soon can be erected on capital works sites once funding has been approved. Signage must meet the following criteria:

- must include a description of the type of project being delivered
- does not require an artist impression
- replaced with a construction sign within two weeks of construction commencing

The production and installation cost is paid for by DJCS or partners.

Stage 2: Construction in progress sign (mandatory)

In line with the Victorian Government's Capital Signage Guidelines, signage to announce that construction has commenced is mandatory. Signage must meet the following criteria:

- must be erected within two weeks of works commencing
- must include the name of the project
- must include a description of what the project is delivering
- features artist impressions of the completed project (where available)
- removed within three weeks of completion of works

The production and installation cost is paid for by the builder and forms part of the builder's contract.

Signage Specifications

There are two types of signs – Pedestrian Capita Works Signs and Construction Site Capita Works Signs

- › Pedestrian Capita Works Signs are aluminium/wooden signs with digitally printed faces, and should be used on smaller sites
- › Construction Site Capita Works Signs consist of vinyl/mesh banners and should be used on larger sites with perimeter fencing. Where this would not be visible to the public, Pedestrian Capita Works Signs may be used instead

The below sign types represent the 'minimum' size. However each site should be assessed individually and larger signs can be specified, subject to local planning authorities. In addition, signage must comply with local government regulations.

Sign type	Project value	Structure	Material	Min
Freestanding sign (Mandatory for Construction stage)	\$250,000 >	Aluminium hollow frame installed in the ground	Vinyl backed adhered to an aluminium frame	2000mm (W) x 1000mm (H) 21 scale
Fence sign	\$250,000 >	Wire fence	Fence mesh with eyelets and cable ties	1600mm (W) x 760mm (H) 21 scale
Site hoarding	n/a	Boarded hoarding	Vinyl adhesive panels	6900mm (W) x 1700mm (H)
Site wrap	n/a	Wire fence	Fence mesh with eyelets and cable ties	6900mm (W) x 1700mm (H)

Signage Content

When preparing content for the artwork of a construction sign, please provide the following information relevant to the sign type selected.

Stage	Content Required
Planning sign	<ul style="list-style-type: none"> • Project title (name of project) • Value (announcement amount) • Total project cost • Completion (month/year if date is guaranteed to be met) • Website URL • Partner logos (if over 10 per cent funding provided) supplied as EPS or ai • The Victoria State Government logo is mandatory.
Construction in progress	<ul style="list-style-type: none"> • Project title (name of project) • Value (announcement amount) • Completion (month/year if date is guaranteed to be met) • Website URL • 1-3 paragraphs describing the project and its deliverables (optional for entities) • Up to three artist impressions supplied as high resolution jpegs • Partner logos (if over 10 per cent funding provided) supplied as EPS or ai • The Victoria State Government logo is mandatory.

Partner logos

If a partner organisation contributes 10 per cent or more to the total project cost, their logo may be displayed on the sign (refer examples on pages 6 and 7). For partners contributing less than 10 per cent of the total project cost, they may be recognised in the project description of the construction in progress sign only. **Builders and architects are NOT permitted to display their logos on construction signage without written permission provided by the Department of Justice and Community Safety.**

Layout

Sign layouts are shown on pages 6 and 7. They include both fixed elements and mandatory fields.

Adobe Illustrator® template files are available by emailing creativeservices@justice.vic.gov.au

These templates can be populated with text and optional design elements as appropriate. Templates must not be recreated, resized or otherwise varied (use of other software, such as Microsoft Office®, is unacceptable because of its lack of pre-production options, colour matching issues and rigid grid system).

Instructions for laying out signs are contained on the pasteboard of the Adobe Illustrator® file.

Text Fields

Text must fit within the template's text boxes.

Headline captures attention by explaining what the project is and/or why it is taking place. It must be a minimum of two lines and a maximum of four lines.

Project gives the title of the project.

Contribution specifies the government's financial contribution and/or any partner contributing more than Victoria Government. If there is more than one contribution, these should be placed on a single line, separated by a comma.

Completion specifies completion month and year.

Information provides website or other contact details where more information about the project can be obtained.

Description provides more detailed information about the project. A brief description of works can be added, and vary between five to six lines of text (approximately 110 words). Note that this is an element of Pedestrian Capita Works Signs only.

In partnership with identifies the design and/or construction partners and contributors, using company names only, not logos. (Please refer to page 5 of the Co-Branding section for eligibility for logo use). This section is optional and can be omitted if required.

Authorisation tag in conformity with the *Electoral Act 2002*, a signage must carry an authorisation tag including the following details:

Authorised by [the Victorian Government/other entity name], [street address and suburb]

Printed by [printer name], [place of business]

Typeface

Fonts used in the signage are V C, Regu ar, Semibold and Bold (can be downloaded at

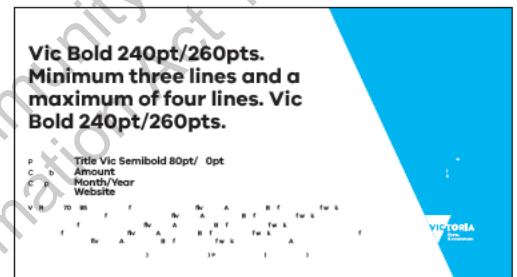
www.vic.gov.au/brand-victoria-fonts)

Colour

Background: Background is white plus PMS2995 (blue) in the Victorian Government Branding Guide lines. Overlapping colour panels must be Pantone® Cool Grey 1.

Text: Text colour is Black.

Posts: Wooden posts must be gloss black. Powder coated aluminium frames should be finished in Du ux® Dura oyl® Black Gloss 9090G or equivalent.



Sign Installation

Pedestrian Capital Works Sign (1000 H X 2000 W mm)

Pedestrian signs should be placed in the most appropriate position in relation to the works to achieve maximum visibility

Where projects take less than a year to complete, these signs may be erected with wooden posts and stays fixed to the ground (concrete footings are not required)

Where a project runs for a year or more, powder coated aluminium frames and concrete footings are required. The sign should be free standing where possible, but may be wall mounted where there is insufficient room

Construction Site Capital Works Sign (1700 H X 6900 W mm)

These signs are produced using mesh/vinyl and wrap onto a 18 metre high cyclone fence using UV resistant cable ties and eyelets positioned every metre. The signs should be positioned with a 50 mm gap from the top and from the bottom of fence

These signs can be of unlimited length, with artwork repeated around the perimeter of the fence. If repeated, each occurrence of artwork must be immediately adjacent with no spaces between occurrences

Planning Requirements

Under clause 52.05 of the Victoria Planning Provisions, signs greater than two square metres may require a planning permit

This does not affect Pedestrian Capital Works Signs as these are under two square metres

For Construction Site Capital Works Signs it is necessary to check with the relevant planning authority prior to installation of signs

Capital works signs must not be placed on or over a road or a road reserve

Layout Templates

Sign layouts are shown on pages 6 and 7. They include both fixed elements and mandatory fields

Adobe Illustrator® template files are available by emailing creativeservices@justice.vic.gov.au. These can be populated with text and optional design elements as appropriate, but must not be recreated, resized or otherwise varied (use of other software, such as Microsoft Office® is unacceptable because of its lack of pre-production options, colour matching issues and rigid grid system)

Instructions for laying out signs are contained on the pasteboard of the Adobe Illustrator® file

Assistance with laying out signs using the template and sign construction can be obtained from one of our external designer services or sign suppliers using the WoVG print contract (Finsbury Green)

Layout Elements

All signs carry the Victorian State Government brand on the right hand side of the sign

Planning signs have six layout options:

- › Without image and partner logos (refer example 1)
- › Without image and overlapping our pane (refer example 2)
- › With landscape image and partner logos (refer example 3)
- › With landscape image and overlapping our pane (refer example 4)
- › With portrait image (refer example 5)
- › With portrait image and overlapping our pane (refer example 6)

Pedestrian Capital Works Signs have six layout options:

- › Without image (refer example 7)
- › Without image and overlapping our pane (refer example 8)
- › With landscape image (refer example 9)
- › With landscape image and overlapping our pane (refer example 10)
- › With portrait image (refer example 11)
- › With portrait image and overlapping our pane (refer example 12)

Construction Site Capital Works Signs have two layout options:

- › With image (refer example 13)
- › With image and overlapping our pane (refer example 14)

In this context, images may be stylised images, artist's impressions of the completed works or graphic illustrations (eg roadmap graphic)

Co-branding: An organisation that has provided significant financial support (10 per cent or more of the project cost) towards the capita works project is entitled to display its logo on the top right hand side in alignment with the Victoria Government logo in the bottom right hand side. This may be in addition to inclusion in the 'in partnership with' section.

For those partners contributing less than 10 per cent of the project value, they can be recognised in the 'in partnership with' section in text format only.

Department of Justice and Community Safety - Capita Works Signage

Planning Signs

Planning signs erected during the planning phase are optional for works with a value of \$250,000 and over and are erected during the planning phase only. They are to be replaced within two weeks of construction commencing with the construction in progress sign.

1000 H x 2000 W mm

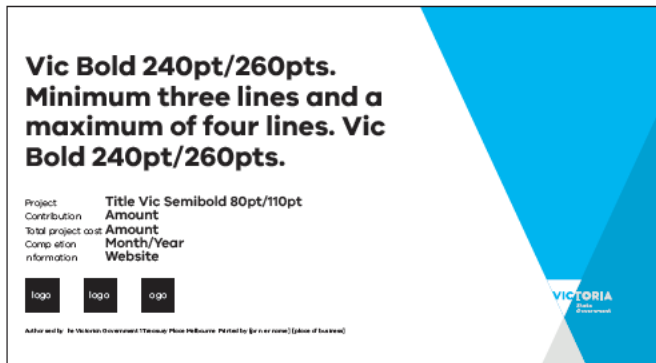
Type Fixed freestanding sign (Standard)

Material Vinyl backed pane

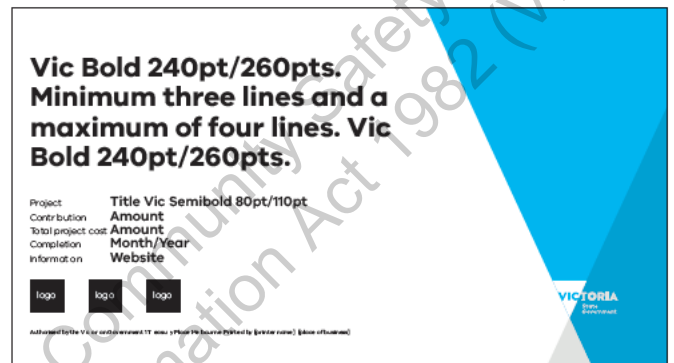
Structure Aluminium frame installed in the ground

Permit Larger signs can be erected with a permit

Example 1



Example 2



1000 H x 2000 W mm

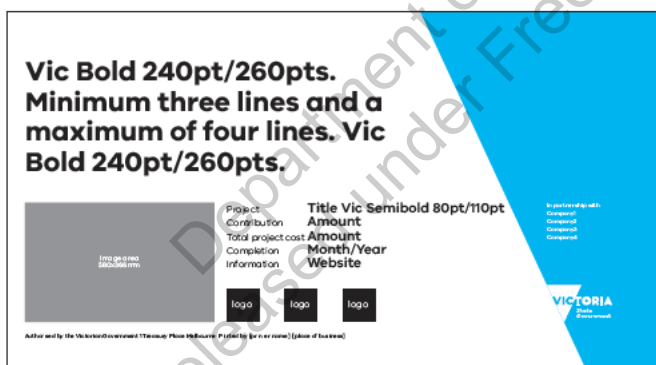
Type Optional additional fence sign

Material Fence mesh with eyelets and cable ties

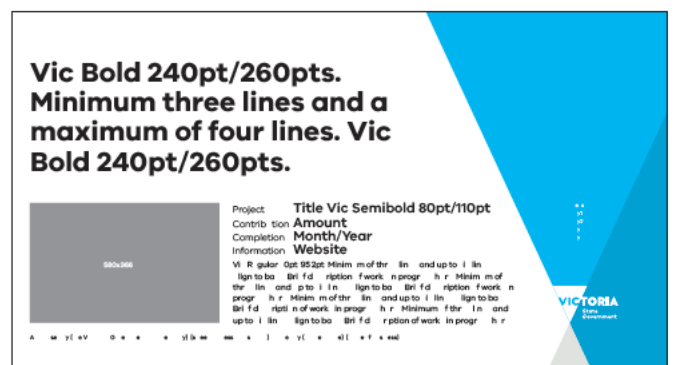
Structure Wire fence

Permit Larger signs can be erected with a permit

Example 3



Example 4



Example 5



Example 6



Construction site signs

1700 H x 6900 W mm

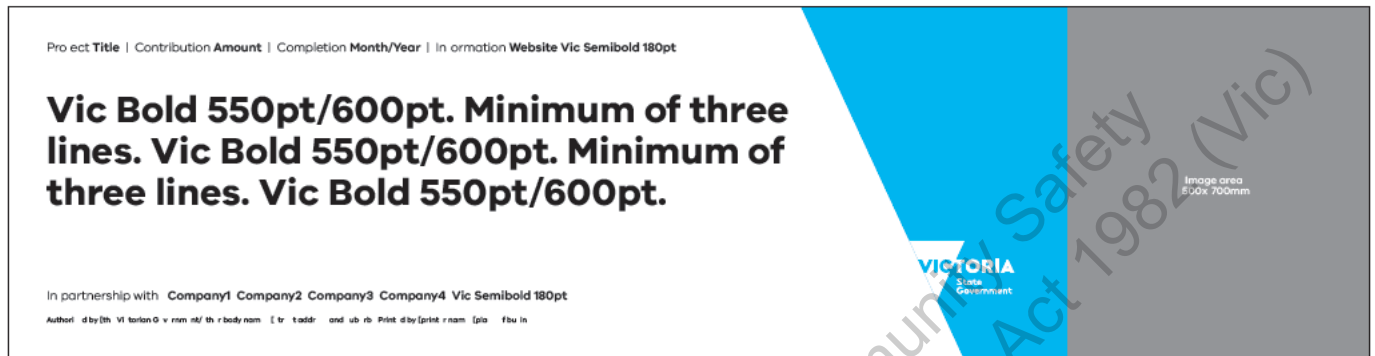
Type Large hoarding sign/site wrap

Material Adhesive vinyl panels/fence mesh

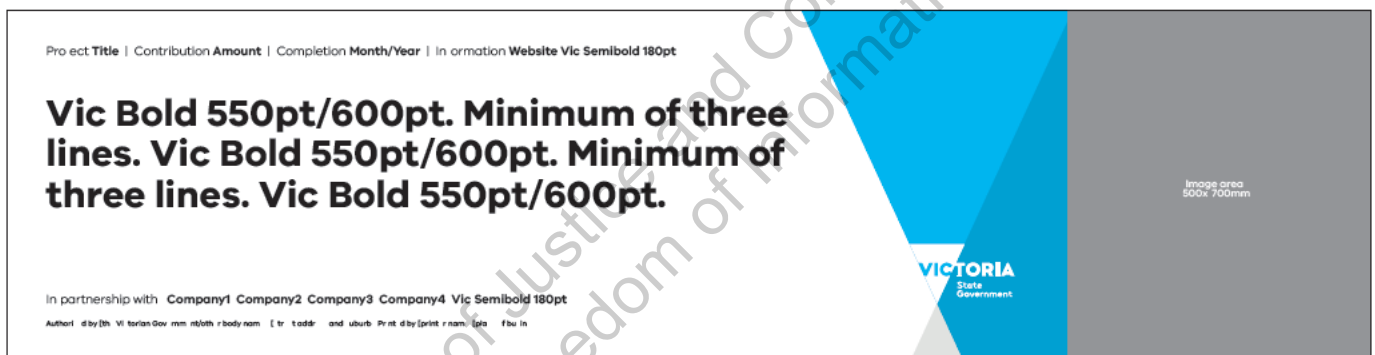
Structure Boarded hoarding/wire fence

Permit Larger signs can be erected with a permit

Example 13



Example 14



Production

Planning Signs

Production and installation of planning signs will be the responsibility of DJCS who will work with the WoVG print contract (Finsbury Green) signage supplier to produce and install signs

Construction in progress signs

The builder is responsible for the production of the mandatory construction in progress freestanding sign on site. The builder must provide a proof supplied by the printer, for approval by Creative Services creativeservices@justice.vic.gov.au prior to production commencing

Installation and Maintenance

Installation will vary for each site, and must be assessed by a signage supplier. A quote must be provided before artwork development commences to ensure the correct sign type has been selected and the correct measurements and finishes are stipulated.

Where the cost of installation is paid for by the builder as part of their contract with DJCS, it is the responsibility of the builder to ensure the sign/s are installed to meet council regulation, and all necessary permits are obtained prior to the sign/s being installed.

Signs must be maintained for graffiti and weather damage, and replaced in a timely manner. Updated artwork can be requested at any time.

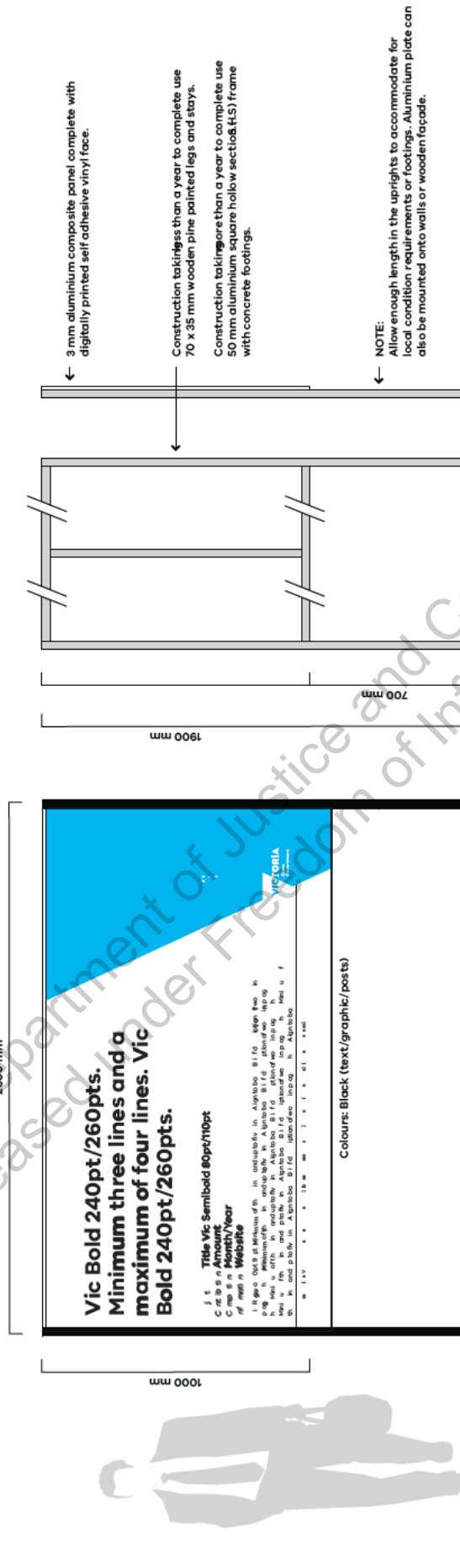
Additional Signage

The DJCS reserves the right to install additional signage to promote the project at any time prior to, or during construction. This signage takes priority over any construction/design company signage.

For any questions, please contact your Department of Justice and Community Safety project manager or Creative Services at creativeservices@justice.vic.gov.au

These guidelines were endorsed by the Department of Premier and Cabinet

ELEVATION DETAILS



Measurements are in millimetres.

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Brand Victoria colour palette

Primary

The Brand Victoria colour palette consists of ten primary colours. For consistency, only use the exact colour specifications outlined here.

Primary

	PMS 2765 C C 100 M 100 Y 9 K 57 R 32 G 21 B 71 WEBSAFE # 330033 HEX # 201547		PMS 1375 C C 0 M 48 Y 99 K 0 R 255 G 158 B 27 WEBSAFE # ff9933 HEX # ff9e1b
	PMS 326 C C 74 M 0 Y 29 K 0 R 0 G 178 B 169 WEBSAFE # 009999 HEX # 00b2a9		PMS 1805 C C 5 M 96 Y 80 K 22 R 175 G 39 B 47 WEBSAFE # 993333 HEX # af272f
	PMS 2945 C C 100 M 50 Y 0 K 15 R 0 G 76 B 151 WEBSAFE # 003399 HEX # 004c97		PMS 2602 C C 65 M 100 Y 0 K 0 R 135 G 24 B 157 WEBSAFE # 990099 HEX # 87189d
	PMS COOL GREY11 C C 44 M 34 Y 22 K 77 R 83 G 86 B 90 WEBSAFE # 666666 HEX # 53565a		PMS COOL GREY 1 C C 4 M 2 Y 4 K 8 R 217 G 217 B 214 WEBSAFE # cccccc HEX # d9d9d6
	BLACK C 0 M 0 Y 0 K 100 R 0 G 0 B 0 WEBSAFE # cccccc HEX # 000000		WHITE C 0 M 0 Y 0 K 0 R 255 G 255 B 255 WEBSAFE # cccccc HEX # ffffff

Secondary

Incorporating the primary colour palette, the Brand Victoria secondary colour palette is designed to accommodate the great range of applications across all sectors of the brand.

Secondary

	PMS 2765 C C 100 M 100 Y 9 K 57 R 32 G 21 B 71 WEBSAFE # 330033 HEX # 201547		PMS 2193 C C 92 M 24 Y 0 K 0 R 0 G 144 B 218 WEBSAFE # 0099cc HEX # 0090da		PMS 320 C C 96 M 0 Y 31 K 2 R 0 G 156 B 166 WEBSAFE # 009999 HEX # 009ca6		PMS 7484 C C 91 M 14 Y 78 K 60 R 0 G 87 B 63 WEBSAFE # 006633 HEX # 00573f		PMS 368 C C 65 M 0 Y 100 K 0 R 120 G 190 B 32 WEBSAFE # 66cc33 HEX # 78be20
	PMS 2945 C C 100 M 50 Y 0 K 15 R 0 G 76 B 151 WEBSAFE # 003399 HEX # 004c97		PMS 2995 C C 92 M 24 Y 0 K 0 R 0 G 169 B 224 WEBSAFE # 0099cc HEX # 00a9e0		PMS 326 C C 74 M 0 Y 29 K 0 R 0 G 178 B 169 WEBSAFE # 009999 HEX # 00b2a9		PMS 7726 C C 100 M 0 Y 93 K 29 R 0 G 123 B 75 WEBSAFE # 006633 HEX # 007b4b		PMS 381 C C 25 M 0 Y 98 K 0 R 206 G 220 B 0 WEBSAFE # cccc00 HEX # cedc00
	PMS 285 C C 90 M 48 Y 0 K 0 R 0 G 114 B 206 WEBSAFE # 0066cc HEX # 0072ce		PMS 297 C C 92 M 24 Y 0 K 0 R 119 G 197 B 232 WEBSAFE # 66ccff HEX # 71c5e8		PMS 318 C C 40 M 0 Y 14 K 0 R 136 G 219 B 223 WEBSAFE # 99cccc HEX # 88dbdf		PMS 354 C C 81 M 0 Y 92 K 0 R 0 G 177 B 64 WEBSAFE # 009933 HEX # 00b140		PMS 3945 C C 3 M 0 Y 90 K 0 R 243 G 229 B 0 WEBSAFE # ffcc00 HEX # f9e500
	PMS 7408 C C 0 M 29 Y 100 K 0 R 246 G 190 B 0 WEBSAFE # ffcc00 HEX # f6be00		PMS 166 C C 0 M 76 Y 100 K 0 R 227 G 82 B 5 WEBSAFE # cc6600 HEX # e35205		PMS 7623 C C 0 M 97 Y 87 K 53 R 138 G 42 B 43 WEBSAFE # 993333 HEX # 8a2a2b		PMS 2607 C C 83 M 99 Y 0 K 2 R 80 G 7 B 120 WEBSAFE # 660066 HEX # 500778		PMS 7635 C C 0 M 90 Y 25 K 8 R 198 G 54 B 99 WEBSAFE # cc3366 HEX # c63663
	PMS 115 C C 0 M 6 Y 87 K 0 R 253 G 218 B 36 WEBSAFE # ffcc33 HEX # fdda24		PMS 152 C C 0 M 66 Y 100 K 0 R 229 G 114 B 0 WEBSAFE # cc6600 HEX # e57200		PMS 1805 C C 5 M 96 Y 80 K 22 R 175 G 39 B 47 WEBSAFE # 993333 HEX # af272f		PMS 260 C C 66 M 100 Y 8 K 27 R 100 G 38 B 103 WEBSAFE # 663366 HEX # 642667		PMS 1915 C C 0 M 75 Y 21 K 0 R 239 G 74 B 129 WEBSAFE # ff3399 HEX # ef4a81
	PMS 107 C C 0 M 0 Y 92 K 0 R 251 G 225 B 34 WEBSAFE # ffcc33 HEX # fbe122		PMS 1375 C C 0 M 48 Y 99 K 0 R 255 G 158 B 27 WEBSAFE # ff9933 HEX # ff9e1b		PMS 199 C C 0 M 100 Y 72 K 0 R 213 G 0 B 50 WEBSAFE # cc0033 HEX # d50032		PMS 2602 C C 65 M 100 Y 0 K 0 R 135 G 24 B 157 WEBSAFE # 990099 HEX # 87189d		PMS 197 C C 0 M 46 Y 12 K 0 R 232 G 156 B 174 WEBSAFE # ff9999 HEX # e89cae

Department of Justice and Community Safety
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Guidance for completing monthly Project Status Reports

Status Report

Please update all the white fields in the Project Status Report tab.
Ensure you update the month and year each month

Additional Rows

There are additional rows hidden in the schedule section
You may unhide additional rows if you require them, or hide rows you are not using

Summary Status

In 'Monthly status summary' please provide a **written** summary of the status of your project.
For each of the key project elements: schedule, issues and risk, select the appropriate status from the drop down lists .
Traffic Lights are automated and is based on EMV business rules

Budget

If there is a variance, >5% please comment on the cause and how this is being addressed.
The traffic light is automated and is based on the % variance for 'year to date' figures

Schedule

Please enter your milestones with your planned start and end dates.
Baseline' dates are used for monitoring project performance against schedule.
They should be the same as your 'planned' dates *unless there are schedule changes as part of an approved Project Change Request*. Please note the change request number in the comments area.
The 'actual/forecast' dates are dates you are forecasting or the actual dates for that milestone
Select the status of each milestone from the dropdown list: "Not started, In progress, Complete.
If a milestone is at risk or provide a comment on how this is being brought back on track

Key achievements and Planned Activities

Your achievements and planned activities may be activities or tasks that aren't milestones. Some activities or achievements are significant without being a milestone.

Risks and Issues

Use the drop down lists to identify the status of your Risks and Issues
Report on critical issues in the 'issues' tab or provide as a separate document with your report.

Approval

Your Project Owner may provide an electronic or physical signature.

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LSV PROJECT STATUS REPORT

Project Details			
Project Name	Williamstown Swimming and Life Saving Club Development		Current Project Phase
Project Manager		Project Control Level	Level 1
Project Owner		Reporting Period	
Year Originally Funded	2021	State Funding Provided (Output)	
Project Overview	To redevelop the Williamstown Swimming and Life Saving Club (the club) to provide safe, modern and welcoming life-saving facilities.		

Summary Status	
Monthly Status Summary	

Asset Funding									
Whole of Project Life					Project to Date				Reasons for Deviation
Baseline Approved Budget	Current Approved Budget	Full Project Forecast	Variance (\$)	Variance (%)	Project to Date Budget	Project to Date Actual	Variance (\$)	Variance (%)	

Current Financial Year					Year to Date				Budget Commentary
Baseline Full Year Budget	Current Full Year Budget	Full Year Project Forecast	Forecast Variance at Year End (\$)	Forecast Variance at Year End (%)	Year to Date Budget	Year to Date Actual	Variance (\$)	Variance (%)	Expenditure this Month

Schedule																			
Key Milestones	Original Baseline Date	Planned Completion (Current Baseline Date)	Forecast/ Actual Completion Date	Schedule Impact (Business Days)	Status	Reasons for Deviation / Planned Corrective Action													
Design Phase																			
Concept Design																			
Schematic Design																			
Detailed Design																			
Procurement																			
Construction RFT development																			
RFT release																			
Tender period																			
Tender assessment																			
Contract award																			
Construction																			
Construction commenced																			
Construction period																			
Practical Completion																			
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Project Duration (Business Days)</th> <th>Orig. Baseline</th> <th>Curr. Baseline</th> <th>Forecast</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>0</td> <td></td> <td>0</td> </tr> </tbody> </table>										Project Duration (Business Days)	Orig. Baseline	Curr. Baseline	Forecast	Variance			0		0
Project Duration (Business Days)	Orig. Baseline	Curr. Baseline	Forecast	Variance															
		0		0															

Key Achievements This Month	
No.	Details
1	
2	
3	
4	
5	

Activities Planned for Next Month	
No.	Details
1	
2	
3	
4	
5	

Current Critical Issues					
Issue No.	Description of Issue (including impact to budget/schedule/scope)	Status	Date to Resolve By	Impact analysis (Cost/Schedule)	Planned Action(s) to Resolve
1	Nil				
2					
3					
4					
5					

Key Risks						
Risk No.	Description of Risk	Estimated Likelihood	Estimated Consequence	Risk Response / Planned Actions / Treatment Plan	Residual Likelihood	Residual Consequence

1					
2					
3					
4					
5					

Key stakeholder register				
	Name	Organisation	Position	Email
1				
2				
3				
4				
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6				
7				
8				
9				
10				

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The following table provides a guide to assessing the impact of project risk

	Insignificant	Minor	Moderate	Major	Extreme
Health & Safety	Incident - No lost time	Injury - Up to two weeks incapacity and/or lost time.	Compensable Injury - Two weeks to three months incapacity and/or lost time.	Serious injury resulting in hospitalisation and or lost time beyond three months	Fatality
Financial	Less than 1% of budget or financial year budget underspend.	1%-2.5% of budget or financial year budget underspend.	2.5%-5% of budget or financial year budget underspend.	5%-10% of budget or financial year budget underspend.	Over 10% of budget or financial year budget underspend.
Time	Schedule slippage of <2.5% of total project time	Overall schedule slippage of 2.5-5%	Overall schedule slippage of 5-7.5% of minor	Overall schedule slippage of 7.5-10%	Overall schedule slippage of >10%
Scope	Very minor disruption in ability to undertake activity or deliver project scope, which can be easily accepted by client. Very minor scope creep that can be easily accommodated with existing resources. No impact on product usage.	Minor reduction or disruption in ability to undertake activity or project, requiring management intervention. Minor areas of scope are affected	Moderate reduction in ability to undertake activity or project, requiring management intervention. However, project largely delivers the product as originally specified in the final business case	Major reduction or loss of ability to undertake activity or deliver project, requiring significant management intervention. Additional funding/resources required. Major areas of scope are reduced.	Extensive interruption to or permanent loss of ability to undertake activity or deliver project. Scope reduction that is unacceptable to the client Project product does not achieve or deliver intended objectives
People	Staffing issue requiring little management attention	Minor staffing issue which may require management attention.	Moderate staffing issue requiring management attention.	Major staffing issue requiring significant management intervention.	Unexpected loss of staff.
	Little or no impact on skills/capability	Minor impact to skills/capability impacting business area objectives in the short term.	Unavailability of core skills impacting business area objectives in the medium term.	Unavailability of critical skills or personnel with long term impacts on achievement of strategic objectives.	Prolonged unavailability of critical skills/people having an impact on achievement of strategic objectives.
Quality	Quality degradation exists, but is largely unnoticed	Quality degradation is barely noticeable	Noticeable degradation in quality	Degradation of quality will impact the way the final product is utilised	Quality reduction is unacceptable to the client
	Use of the product is largely unaffected	Only very demanding applications of the product are affected	Quality reduction requires client approval	Client and/or end-user expectations must be adjusted downwards	The final product is effectively unusable or does not deliver its intended objectives
Environmental, Social & Planning	No lasting detrimental effect on the environment i.e. noise, fumes, odour or dust emissions of short-term duration	Short term, local detrimental effect on the environment or social impact, e.g. significant discharge of pollutants within local neighbourhood	Serious, local discharge of a pollutant or source of community annoyance within general neighbourhood that requires remedial action.	Long term detrimental environmental or social impact i.e. chronic and/or significant discharge of pollutant/impact to protected area etc.	Extensive detrimental long-term impacts on the environment and community i.e. catastrophic and/or extensive discharge of persistent hazardous pollutant impact to protected area etc.

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Integrity	Isolated low scale integrity incident requiring management attention.	Integrity incident requiring management attention and internal integrity support/advice	Integrity incident(s), behavioural issue and/or policy breach likely to reduce stakeholder engagement and/or damage to organisational culture Formal intervention required to remediate and recover. Incident may be referred or notified to an external body.	Systemic integrity incident(s) with significant financial impact and/or jeopardising public trust and organisational culture. Significant intervention required to remediate and recover. Incident requiring referral or notification to an external body.	Integrity incident causing substantial financial impact and/or prolonged loss of public trust and organisational culture. Extensive intervention required to remediate and recover. Incident requiring referral or notification to an external body.
Information & Asset Management	Little or no compromise of an information or business critical system, asset or infrastructure, requiring minimal intervention to remediate. Little or no impact on service delivery.	Minor short-term loss, compromise or unavailability of an information or business critical system, asset or infrastructure, requiring minor intervention to remediate. Interruption to a business-critical service.	Moderate loss, compromise or unavailability of information or business critical systems, assets or infrastructure, requiring consultation and intervention to remediate in the medium-term. Reduction in ability to deliver multiple business critical services.	Major loss, compromise or unavailability of information or business critical systems, assets or infrastructure, requiring ongoing consultation and intervention to remediate in the long-term. Major disruption to multiple business critical services beyond the tolerance of dependent stakeholders.	Total loss of information, business critical systems, assets or infrastructure, requiring ongoing consultation and intervention to remediate over an extended period. Total cessation of, or extensive disruption to multiple business critical services, preventing delivery of dependent services and requiring extensive resources to recover.
Legal / Compliance	Technical breach with little or no material consequence; limited time impact requiring negligible action to recover. No fine/litigation.	Breach, damage or harm requiring management attention and/or short-term action to recover. Minor fine/litigation.	Breach, damage or harm resulting in complaints and/or requiring lengthy consultation to resolve with medium-term recovery. Moderate fine /litigation.	Breach, damage or harm resulting in complaints and/or requiring suspension of activity with long-term recovery. Major fine/litigation/damages. Regulatory body investigation.	Breach, damage or harm resulting in suspension of activity with extended periods of recovery, or total cessation of activity Substantial fine/litigation/damages Regulatory body investigation. May result in criminal liability.

Likelihood Rating	Description / Prediction	Historical precedence	Frequency	Probability analysis
Almost certain	You expect it will almost definitely be a regular or repeated feature of the project life	Near constant known occurrences	Monthly	> 95%
Likely	You expect it is likely to occur during the project life.	Regular known occurrences	Every few months	70 to 95%
Possible	You would expect it will occur more likely than not occur during the project	Infrequent, random known occurrences	Once every year	30 to 70%
Unlikely	You would expect it will more likely not occur than occur during the project life	Very few occurrences	Once every five years	5 to 30%

Rare	You don't expect it to occur during the project life.	Known occurrences almost unheard of	Once every ten or more years	< 5%
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Business Unit

Grant Name and Grant Number (if applicable)

Acquittal Report

1. Instructions

Please prepare your Final Report (including attachments) prior to finalising this form.

Ensure that any gaps in previous reporting, where applicable, are addressed in the Final Report.

1.1 When completing the Form:

- complete as directed
- ensure this Form is signed and dated by your organisation's Chief Executive Officer (or authorised officer as per the Funding Agreement) and a Witness
- ensure that:
 - the activity was implemented according to the Funding Agreement
 - required Financial records have been kept and activity funds were used for the appropriate purpose
 - all information provided is complete and correct.

1.2 After completing the Form:

- sign the Declaration
- submit original hardcopy (and where required an electronic copy) to the Grant Administrator with the Final report and any required documentation by the due date.

Include the following documentation:

- Final Report
- Financial Statements
- any other required documentation

1.3 Further Assistance

For further assistance please contact the Department's Grant Administrator listed below:

Name	
Title	
Business unit	
Address	Department of Justice and Community Safety Address 1 Address 2
Email	
Telephone	
Mobile	

Business Unit

Grant Name and Grant Number (if applicable)

2. Acquittal Summary

2.1 Details of Activity

Information	Details
Organisation:	
Activity Title:	
Activity Grant amount:	(please indicate whether this amount is exclusive or inclusive of GST)
Date Funding Agreement approved:	
Grant Manager's Name (recipient):	
Grant Manager's Title (recipient):	
Grant Manager's Contact:	Department: Phone: email:

2.2 Compliance Information

Check items that apply to your activity.

		Yes	No	Not Applicable
1.	Progress reports provided, as per the Funding Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Any gaps in Progress reporting are addressed in the Final Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Department of Justice and Community Safety funding has been acknowledged in activity materials, as per the Funding Agreement, and the Department's Grant acknowledgement and Publicity guidelines. Details of acknowledgements included in the Final Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Final Report (including financial and/or audited statements) provided, as per the Funding Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	All other Terms and Conditions are complied with, as per the Funding Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



15 December 2021

Mr. Jason Price
Executive Director, Project Delivery, Community Safety
Building Authority
Department of Justice and Community Safety
Level 7, 121 Exhibition Street
MELBOURNE VIC 3000

Ask for: s25 - N/R
Phone: 9932 1065
File Ref No: A3650946

Dear Jason

Hobsons Bay City Council Funding Commitment

I write to acknowledge the support of the Victorian State Government (DOJCS), for its contribution of \$11,349,000 towards the redevelopment of the Williamstown Swimming and Life Saving Club (WSLSC).

Hobsons Bay City Council's (Council) funding commitment in support of this project is \$3,000,000 which has been projected within Council's Draft 5-Year Capital Works Program. The following amounts are itemised over four years, commencing in 2022/23:

- \$500,000 in 2022/23;
- \$800,000 in 2023/24; and
- \$1,700,000 in 2025/26.

Three concept plans were developed in 2019 with indicative costs ranging from \$9,000,000 to \$17,000,000. With the \$14,349,000 currently available from Council and DOJCS, it is anticipated that "Concept Plan 2" could be achieved which includes a four-lane swimming pool. It should be noted that WSLSC aspires for "Concept Plan 3" which includes a six-lane swimming pool at an indicative cost of \$17,000,000 at the time of concept development.

Representatives from Council, WSLSC and DOJCS are currently participating in a series of workshops to identify the key stakeholders and the proposed management model of the redeveloped facility. Outcomes from the workshop will also help to form the project scope.

If you require any further information to support the development of the funding agreement, please contact s25 - N/R, Manager Active Communities and Assets on 9932 1065 or via email at s25 - N/ @hobsonsbay.vic.gov.au

We look forward to continuing the good working relationship with DOJCS to deliver this project.

Yours sincerely

s25 - Irrelevant information

S25 - N/R
Chief Executive Officer