

s 22

**From:** s 47F(1) <s 47F(1)@bfh.com.au>  
**Sent:** Wednesday, 1 November 2023 1:41 PM  
**To:** CDG Projects  
**Cc:** s 47F(1); s 47F(1)@giantsteps.net.au; s 47F(1)  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation Request  
**Attachments:** CDG1085 - Variation Request Form.docx; 231030\_GIANT STEPS\_TP DOCUMENT\_AMENDMENT.pdf

Hi s 22

My apologies this has taken so long to get to you, we wanted to work through as much of the redesign process as we could to ensure a high degree of confidence in what we are sending you.

Please find attached our Variation Request. I have left the section relating to the Activity Statement A.5 in markup so you can see the changes we are proposing. I am also including the recent town package application set for your reference but in overall terms we feel we are providing a better outcome when compared to the existing Activity Statement. By way of brief update on our progress, aside from the finalisation of a couple of material specifications, council are comfortable with our proposed changes and have indicated that they will approve our secondary consent application. A cost review this week has also indicated we are on track to meet budget.

s 47F(1) and I are available to work through this at your convenience.

Best

s

47F(1)

BFH | 21 Carters Avenue Toorak 3142 Melbourne Australia | D s 47F(1) | M s 47F(1)

# GIANT STEPS MELBOURNE CAMPUS

KEW, VIC

Town Planning Submission | **Secondary Consent - Revision 6**  
30.10.2023



Jackson  
Clements  
Burrows  
Architects



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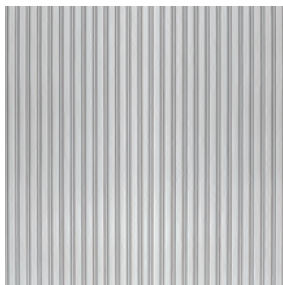
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*Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts*



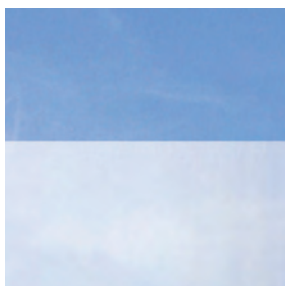
**BR-01**  
TEXTURED BRICK



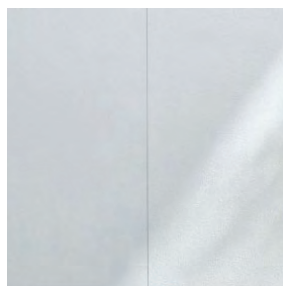
**EF-01**  
CORRUGATED METAL



**PV-01**  
IMPERMEABLE PAVEMENT



**GL-01**  
CLEAR GLAZING  
ALL PROPOSED EXTERNAL GLAZING TO CONSIST OF MIN. 6MM SINGLE GLAZING OR BETTER



**MF-01**  
CFC CLADDING



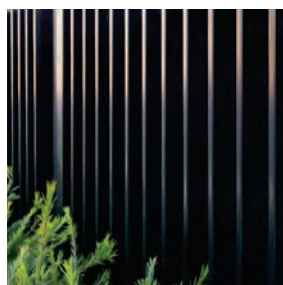
**MF-02**  
ACOUSTIC SCREEN



**EM-01**  
METAL PLATE / SURROUND



**EM-02**  
METAL PLATE / SURROUND



**ET-01**  
PALISADE FENCE



**ET-03**  
OVERLOOKING SCREEN



**AT-01**  
PERMEABLE ASTRO TURF



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Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

### VARIATION REQUEST

<b>Program</b>	Community Development Grants Programme	
<b>Project ID Number</b>	CDG1085	
<b>Grantee</b>	Giant Steps Melbourne Ltd	
<b>Project</b>	Giant Steps Autism School Expansion	
<b>Total Project Cost</b>	\$13,900,000 (GST exclusive)	
<b>Total AG Funding</b>	\$13,900,000 (GST exclusive)	
<b>Project Officer</b>	S 22	Email: <a href="mailto:cdg.projects@infrastructure.gov.au">cdg.projects@infrastructure.gov.au</a>

#### 1. Provide a brief update on the current status of the project:

##### Comments

After completing final design the Quantity Surveyor provided a final cost update which came in over budget due to delays and general market cost escalations. We proceeded to attempt to stage the project in order to deliver a significant part of our original commitment which we then took to tender. Our tender pricing also came back over budget so we have begun working on an alternative design that would allow us to deliver as much as possible with the available funding.

Due to the incredibly creative work of our architects and consultant team we have been able to redesign the project with what we believe is a net overall gain to the deliverables under the activity statement. There are some areas that we have reduced but overall, we are delivering more than our commitments under the previous variation.



<b>Milestones</b>	List affected milestones and complete the table below - or N/A Milestone 3 through to Completion Milestone.
<b>Budget/Contributions</b>	Annexure B - Provide overview of any proposed changes to contributions or N/A Not Applicable – No Change.
<b>Total project cost</b>	Annexure B - enter proposed new project total cost if changing or N/A Not Applicable – No Change.
<b>Other</b>	Include detail of any other proposed changes not included above or N/A

Milestones					
Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<p><b>Progress Report 3</b></p> <p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>15% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p><u>Leave blank if no change to milestone requirements</u></p> <ul style="list-style-type: none"> <li>15% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/09/2023</p> <p>Report Due 01/10/2023</p>	<p><u>10/12/2023</u></p> <p><u>Report Due 17/12/2023</u></p>	<p>47G</p>	
<p><b>Progress Report 4</b></p> <p>Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>engagement of contractor and confirmation that the contractor is compliant with the Code for the Tendering and Performance of Building Work 2016 and accredited under the Australian Government Building and Construction WHS Accreditation Scheme.</li> <li>20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li><u>Leave blank if no change to milestone requirements</u></li> <li>20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/11/2023</p> <p>Report Due 01/12/2023</p>	<p><u>10/03/2024</u></p> <p><u>Report Due 17/3/2024</u></p>		
<p><b>Progress Report 5</b></p> <p>Evidence acceptable to the Commonwealth that</p>	<ul style="list-style-type: none"> <li><u>Leave blank if no change to milestone requirements</u></li> </ul>	<p>01/01/2024</p> <p>Report Due 01/02/2024</p>	<p><u>10/05/2024</u></p> <p><u>Date</u></p>		

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Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount	
the following has been achieved: • 25% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.	<a href="#">24% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</a>		<a href="#">Report Due 17/5/2024</a>	s 47G		
<b>Progress Report 6</b> Evidence acceptable to the Commonwealth that the following has been achieved: • 30% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.	• <del>Leave blank if no change to milestone requirements</del> <a href="#">32% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</a>	01/03/2024  Report Due 01/04/2024	<del>10/7/2024</del> Date  <a href="#">Report Due 17/7/2024</a>			
<b>Progress Report 7</b> Evidence acceptable to the Commonwealth that the following has been achieved: • 40% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.	• <del>Leave blank if no change to milestone requirements</del> <a href="#">40% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</a>	01/05/2024  Report Due 01/06/2024	<del>10/8/2024</del> Date  <a href="#">Report Due 17/8/2024</a>			
<b>Progress Report 8</b> Evidence acceptable to the Commonwealth that the following has been achieved: • 45% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.	• <del>Leave blank if no change to milestone requirements</del> <a href="#">48% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</a>	01/07/2024  Report Due 01/08/2024	<del>10/9/2024</del> Date  <a href="#">Report Due 17/9/2024</a>			

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Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<p><b>Progress Report 9</b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>50% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>55% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/09/2024  Report Due 01/10/2024</p>	<p>10/10/2024  Report Due 17/10/2024</p>	<p>47G</p>	
<p><b>Progress Report 10</b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>60% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>64% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/10/2024  Report Due 01/11/2024</p>	<p>Date 10/11/2024  Report Due 17/11/2024</p>		
<p><b>Progress Report 11</b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>65% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>73% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/11/2024  Report Due 01/12/2024</p>	<p>Date 10/12/2024  Report Due 17/12/2024</p>		
<p><b>Progress Report 12</b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>75% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>78% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/01/2025  Report Due 01/02/2025</p>	<p>Date 18/1/2025  Report Due 25/1/2025</p>		
<p><b>Progress Report 13</b> Evidence acceptable to the Commonwealth that the following has been achieved:</p>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>88% of the Project is completed and</li> </ul>	<p>01/03/2025  Report Due 01/04/2025</p>	<p>Date 10/3/2025</p>		

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Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount		
<ul style="list-style-type: none"> <li>85% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<a href="#">certified by the Project Manager, Quantity Surveyor, or similar.</a> <ul style="list-style-type: none"> <li></li> </ul>		<a href="#">Report Due 17/3/2025</a>	s 47G			
<p><b>Progress Report 14</b> Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>an Event Invitation has been submitted to the Department as required at Item H of the Schedule;</li> <li>90% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>95% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/05/2025  Report Due 01/06/2025</p>	<p>Date <a href="#">10/4/2025</a>  <a href="#">Report Due 17/4/2025</a></p>				
<p><b>Completion Report</b> Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>the Activity, at Item A.5 of the Schedule, is complete;</li> <li>the Project, at Item A.2 of the Schedule, is complete;</li> <li>all approvals required to enable public access and use of the facility have been met and the Project is fully Operational; and</li> <li>100% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p>	<p>01/11/2025  Report Due 23/02/2026</p>	<p>Date <a href="#">10/5/2025</a>  <a href="#">Report Due 17/5/2025</a></p>				

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3. What is the reason for the variation?

Provide an explanation for why the funding agreement should be varied e.g. planning delays/environmental factors/re-design due to budget limitations

**Comments**

Due to extended delays in planning and the impact of COVID on program and market escalation costs, we have been forced to redesign the project to meet the funding budget.

**4. If a funding partner has withdrawn support from the project, please include an overview of the likely impact to the Activity/Project in terms of viability:**

**NOTE:** as a pre-condition to entering into your Funding Agreement, you signed a Deed of Undertaking declaring:

- The Commonwealth is not and will not be responsible for the provision of any funding in addition to the amount approved by the Minister and stipulated in the Funding Agreement.
- The Grantee is responsible for any additional funding (if any) required for the Project.

N/A if not relevant to this request

**Comments**

Not Applicable. Funding has not changed

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5. If the proposed Activity and/or Project Completion date are after the date specified in your Schedule, please provide:

- details of what you have already undertaken to bring the project back on schedule; and
- any other measures you are putting in place to address the delays.

Comments

There is no change to the project completion date however many of the milestone dates are changing due to the redesign process causing a cascading effect.

We acknowledge that we have already made one variation to the agreement and have taken significant further steps to ensure we can deliver the project successfully within budget. Primarily, we have engaged our preferred builder to work alongside the design and consultant team providing constant feedback from a cost perspective. Their input is also assisting with the project program.

We have already completed more than 50% of the redesign work.

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6. What is the likely impact if the variation request is not approved?

Include whether:

- there will be delays to delivering the Activity and/or Project;
- the scope of the Activity and/or Project will be reduced or changed;
- the Activity and/or Project will not be able to be continued without the variation; and/or
- there will be other issues encountered in completing the Activity and/or Project.

Comments

We would not be able to deliver on the Activity commitments without the variation.

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**DECLARATION BY OFFICER AUTHORISED TO REQUEST VARIATION TO THE FUNDING AGREEMENT**

I confirm that the recipient, project partners and associated activities are in compliance with current Australian government sanctions (refer to: <https://www.dfat.gov.au/international-relations/security/sanctions>) and acknowledge responsibility for ensuring our ongoing compliance.

I certify that the information provided in this Variation Request Form is complete and correct:

Name:  Position:

Signed:  Date:

***This Certification is to be signed by the Chief Executive Officer, General Manager, or a person authorised by your organisation to complete and submit this form on their behalf.***

s 22

**From:** s 47F(1) <s 47F(1)@bfh.com.au>  
**Sent:** Friday, 17 November 2023 10:45 AM  
**To:** CDG Projects  
**Cc:** s 47F(1); s 47F(1); s 47F(1); giantsteps.net.au; s 47F(1)  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation Request

Hi s 22

I hope all is well. I wanted to check in and make sure you received my earlier email regarding the variation request. Please let me know if there is any further information we can provide.

Best  
s

BFH | 21 Carters Avenue Toorak 3142 Melbourne Australia | D s 47F(1) | M s 47F(1)

---

**From:** s 47F(1)  
**Sent:** Wednesday, November 1, 2023 2:41 PM  
**To:** CDG Projects  
**Cc:** s 47F(1); s 47F(1); giantsteps.net.au; s 47F(1)  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation Request

s22(1)(a)(ii) - duplicate email chain

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**From:** CDG Projects  
**Sent:** Tuesday, 21 November 2023 7:06 AM  
**To:** s 47F(1) CDG Projects  
**Cc:** s 47F(1) s 47F(1) s 47F(1) giantsteps.net.au; s 47F(1)  
**Subject:** CDG1085 - Giant Steps Autism School Expansion - Variation Request [SEC=OFFICIAL]

OFFICIAL

Hi s 47F(1)

Yes, many apologies for not getting back to you sooner.

I have received the email/documentation, and if I require anything further, I will let you know.

Have a great day.

Regards

s 22 (She/Her)

Program Delivery Officer • Regional Programs Branch • Regional Development and Local Government Division

*My hours of work are 8.00 am to 4.00 pm Monday to Friday (WFH Tu and Th)*

E s 22 [infrastructure.gov.au](mailto:s 22@infrastructure.gov.au)

P s 22

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](http://infrastructure.gov.au)

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.  
I recognise and respect their continuing connection to the land, waters and communities.  
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

**From:** s 47F(1)  
**Sent:** Friday, 17 November 2023 11:45 AM  
**To:** CDG Projects  
**Cc:** s 47F(1) ; s 47F(1) ; s 47F(1) giantsteps.net.au; s 47F(1)  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation Request

s22(1)(a)(ii) - duplicate email chain

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**From:** s 47F(1) <s 47F(1)@bfh.com.au>  
**Sent:** Tuesday, 5 December 2023 6:40 AM  
**To:** CDG Projects  
**Cc:** s 47F(1); s 47F(1); s 47F(1); giantsteps.net.au; s 47F(1)  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation Request [SEC=OFFICIAL]  
**Attachments:** Community Development Grants (CDG) Programme – Variations [SEC:OFFICIAL] [SEC=OFFICIAL]

Hi s 22

I received the attached email from the department yesterday which seems to be a generic communication to grant holders. Given we are in the process of a variation request I thought it prudent to reach out to you to check if this changes anything we currently have under way with you. It does mention potential new contact people but I assume we will continue to work through the currently proposed variation with you. Please let me know if anything has changed and we need to do anything differently.

Without putting any pressure on you during what is a busy time for everyone, do you have any timeline in mind for our variation? The reason for asking is just to tie this in with other processes for our project. We have final pricing coming back in on the 18<sup>th</sup> of December and are working towards executing our construction contract before we break for Christmas.

Thanks again for your assistance with our project.

S  
47F(1)

BFH | 21 Carters Avenue Toorak 3142 Melbourne Australia | D s 47F(1) | M s 47F(1)

**From:** CDG Projects  
**Sent:** Tuesday, November 21, 2023 8:06 AM  
**To:** s 47F(1); CDG Projects  
**Cc:** s 47F(1); s 47F(1); s 47F(1); giantsteps.net.au; s 47F(1)  
**Subject:** CDG1085 - Giant Steps Autism School Expansion - Variation Request [SEC=OFFICIAL]

**OFFICIAL**

s22(1)(a)(ii) - duplicate email chain



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**From:** CDG Projects <CDG.Projects@infrastructure.gov.au>  
**Sent:** Monday, 4 December 2023 12:14 PM  
**To:** s 47F(1)  
**Subject:** Community Development Grants (CDG) Programme – Variations [SEC:OFFICIAL] [SEC=OFFICIAL]  
**Attachments:** mg\_info.txt

OFFICIAL



**Australian Government**  
**Department of Infrastructure,  
 Transport, Regional Development,  
 Communications and the Arts**

Dear s 47F(1)

## Community Development Grants (CDG) Programme – Variations

I am writing to remind you of some key information regarding your project, the CDG1085 / CDG1699- Giant Steps Autism School Expansion for Giant Steps Melbourne LTD which is being funded through the Community Development Grants (CDG) Programme.

Subsequently, to the email dated 20 September 2023, informing all grantee's that there will be no extensions to projects beyond the project completion date of 31 December 2025 and that there is no additional funding available for your project through CDG, the Department would like to draw your attention to the approval of variations.

The Department would like to remind you of Section 12.4 (page 17) of the Community Development Grants Programme Guidelines;

### 12.4 Grant agreement variations

*"We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your agreement. You can request a variation by completing a Request for Variation for, to be supplied by us.*

***You should not assume that a variation request will be successful. We will consider your request based on provisions in the agreement and the likely impact on achieving outcomes."***

We understand the nature of infrastructure projects that many times delays can occur outside of the grantee's control. If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need to request a variation to the grant agreement. We can only vary a milestone between financial years if there is enough uncommitted program funding available in the relevant year to allow for the revised payment schedule (i.e. we must ensure the sum of all contracted milestones for the Program remain within the Commonwealth-approved financial year allocations).

If there are insufficient uncommitted funds in the relevant year, we can request a movement of funds to reprofile the Commonwealth-approved financial year allocations. Under established processes, these requests are brought forward for consideration twice yearly in the lead up to the Budget (May) and the Mid-Year Economic Fiscal Outlook (MYEFO) (November). Movement of funds is a decision for government and may not necessarily be approved.

With this in mind, to inform the next movement of funds process available to us through the 24-25 Budget [May 2024], grantees should advise us of any variations that require a movement of milestones between financial years by 12 January 2024.

In the near future, you may receive an email from the Community Grants Hub advising that the administration of the grant is being delivered by them, in this instance, if you wish to submit a variation request you should do so in line with the details in that correspondence and prior to 12 January 2024, for consideration through the Federal Budget process.

If you have not yet received correspondence from the Community Grants Hub, and you have any concerns regarding a proposed variation I encourage you to reach out to [CDG.Projects@infrastructure.gov.au](mailto:CDG.Projects@infrastructure.gov.au) as soon as possible with any concerns you may have.

I appreciate your understanding and support as we work together to make this project a success.

Thank you,

**Dr Jennie Hood**

Assistant Secretary • Regional Programs Branch • Regional Development and Local Government  
**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**

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[infrastructure.gov.au](http://infrastructure.gov.au)

s 22

**From:** s 47F(1) <s 47F(1)@bfh.com.au>  
**Sent:** Saturday, 9 December 2023 10:07 AM  
**To:** CDG Projects  
**Cc:** s 47F(1); s 47F(1); s 47F(1); giantsteps.net.au; s 47F(1)  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation Request [SEC=OFFICIAL]  
**Attachments:** Appendix 6.5 Regional Partnerships reporting pack v2.0 - signed.pdf

Hi s 22

Pleased find attached the signed variation request.

Thank you

S  
47F(1)

BFH | 21 Carters Avenue Toorak 3142 Melbourne Australia | D s 47F(1) | M s 47F(1)

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**From:** CDG Projects  
**Sent:** Tuesday, November 21, 2023 8:06 AM  
**To:** s 47F(1); CDG Projects  
**Cc:** s 47F(1); s 47F(1); s 47F(1); giantsteps.net.au; s 47F(1)  
**Subject:** CDG1085 - Giant Steps Autism School Expansion - Variation Request [SEC=OFFICIAL]

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s22(1)(a)(ii) - duplicate email chain



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### VARIATION REQUEST

<b>Program</b>	Community Development Grants Programme	
<b>Project ID Number</b>	CDG1085	
<b>Grantee</b>	Giant Steps Melbourne Ltd	
<b>Project</b>	Giant Steps Autism School Expansion	
<b>Total Project Cost</b>	\$13,900,000 (GST exclusive)	
<b>Total AG Funding</b>	\$13,900,000 (GST exclusive)	
<b>Project Officer</b>	s 22	Email: <a href="mailto:cdg.projects@infrastructure.gov.au">cdg.projects@infrastructure.gov.au</a>

**1. Provide a brief update on the current status of the project:**

**Comments**

After completing final design the Quantity Surveyor provided a final cost update which came in over budget due to delays and general market cost escalations. We proceeded to attempt to stage the project in order to deliver a significant part of our original commitment which we then took to tender. Our tender pricing also came back over budget so we have begun working on an alternative design that would allow us to deliver as much as possible with the available funding.

Due to the incredibly creative work of our architects and consultant team we have been able to redesign the project with what we believe is a net overall gain to the deliverables under the activity statement. There are some areas that we have reduced but overall, we are delivering more than our commitments under the previous variation.

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2. Provide detail of how you propose the funding agreement to be varied:

**Threshold 3 Funding Agreement**

<p><b>Project description</b></p>	<p>s 47G</p>
<p><b>Activity description</b></p>	
<p><b>Completion date/s</b></p>	<p>A.5 – enter proposed completion date or N/A                  Current: 1 November 2025                  Not Applicable – No Change.</p>
<p><b>Milestones</b></p>	<p>List affected milestones and complete the table below - or N/A                  Milestone 3 through to Completion Milestone.</p>
<p><b>Budget/Contributions</b></p>	<p>Annexure B - Provide overview of any proposed changes to contributions or N/A                  Not Applicable – No Change.</p>

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<b>Total project cost</b>	Annexure B - enter proposed new project total cost if changing or N/A Not Applicable – No Change.
<b>Other</b>	Include detail of any other proposed changes not included above or N/A

### Milestones

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<p><b><u>Progress Report 3</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>15% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>15% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/09/2023  Report Due 01/10/2023	10/12/2023  Report Due 17/12/2023	s 47G	
<p><b><u>Progress Report 4</u></b> Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>engagement of contractor and confirmation that the contractor is compliant with the Code for the Tendering and Performance of Building Work 2016 and accredited under the Australian Government Building and Construction WHS Accreditation Scheme.</li> <li>20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/11/2023  Report Due 01/12/2023	10/03/2024  Report Due 17/3/2024		
<p><b><u>Progress Report 5</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>25% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>24% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/01/2024  Report Due 01/02/2024	10/05/2024  Report Due 17/5/2024		
<p><b><u>Progress Report 6</u></b></p>	<ul style="list-style-type: none"> <li>32% of the Project is completed and</li> </ul>	01/03/2024  Report Due	10/7/2024		

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>30% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	certified by the Project Manager, Quantity Surveyor, or similar.	01/04/2024	Report Due 17/7/2024	s 47G	
<b>Progress Report 7</b> Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>40% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>40% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/05/2024 Report Due 01/06/2024	10/8/2024 Report Due 17/8/2024		
<b>Progress Report 8</b> Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>45% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>48% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/07/2024 Report Due 01/08/2024	10/9/2024 Report Due 17/9/2024		
<b>Progress Report 9</b> Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>50% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	Leave blank if no change to milestone requirements <ul style="list-style-type: none"> <li>55% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/0/2024 Report Due 01/10/2024	10/10/2024 Report Due 17/10/2024		
<b>Progress Report 10</b> Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>60% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	Leave blank if no change to milestone requirements <ul style="list-style-type: none"> <li>64% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/10/2024 Report Due 01/11/2024	Date 10/11/2024 Report Due 17/11/2024		

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<p><b><u>Progress Report 11</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>65% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>73% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/11/2024  Report Due 01/12/2024	<p>Date 10/12/2024</p> <p>Report Due 17/12/2024</p>	s 47G	
<p><b><u>Progress Report 12</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>75% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>78% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/01/2025  Report Due 01/02/2025	<p>Date 18/1/2025</p> <p>Report Due 25/1/2025</p>		
<p><b><u>Progress Report 13</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>85% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>88% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> <li></li> </ul>	01/03/2025  Report Due 01/04/2025	<p>Date 10/3/2025</p> <p>Report Due 17/3/2025</p>		
<p><b><u>Progress Report 14</u></b> Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>an Event Invitation has been submitted to the Department as required at Item H of the Schedule;</li> <li>90% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>95% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/05/2025  Report Due 01/06/2025	<p>Date 10/4/2025</p> <p>Report Due 17/4/2025</p>		
<p><b><u>Completion Report</u></b> Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>the Activity, at Item A.5 of the Schedule, is complete;</li> <li>the Project, at Item A.2 of the Schedule, is complete;</li> </ul>	<p>Leave blank if no change to milestone requirements</p>	01/11/2025  Report Due 23/02/2026	<p>Date 10/5/2025</p> <p>Report Due 17/5/2025</p>		

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<ul style="list-style-type: none"> <li>all approvals required to enable public access and use of the facility have been met and the Project is fully Operational; and</li> <li>100% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>					

**3. What is the reason for the variation?**

Provide an explanation for why the funding agreement should be varied e.g. planning delays/environmental factors/re-design due to budget limitations

**Comments**

Due to extended delays in planning and the impact of COVID on program and market escalation costs, we have been forced to redesign the project to meet the funding budget.

**4. If a funding partner has withdrawn support from the project, please include an overview of the likely impact to the Activity/Project in terms of viability:**

**NOTE:** as a pre-condition to entering into your Funding Agreement, you signed a Deed of Undertaking declaring:

- The Commonwealth is not and will not be responsible for the provision of any funding in addition to the amount approved by the Minister and stipulated in the Funding Agreement.
- The Grantee is responsible for any additional funding (if any) required for the Project.

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N/A if not relevant to this request

**Comments**

Not Applicable. Funding has not changed

**5. If the proposed Activity and/or Project Completion date are after the date specified in your Schedule, please provide:**

- details of what you have already undertaken to bring the project back on schedule; and
- any other measures you are putting in place to address the delays.

**Comments**

There is no change to the project completion date however many of the milestone dates are changing due to the redesign process causing a cascading effect.

We acknowledge that we have already made one variation to the agreement and have taken significant further steps to ensure we can deliver the project successfully within budget. Primarily, we have engaged our preferred builder to work alongside the design and consultant team providing constant feedback from a cost perspective. Their input is also assisting with the project program.

We have already completed more than 50% of the redesign work.

**6. What is the likely impact if the variation request is not approved?**

Include whether:

- there will be delays to delivering the Activity and/or Project;
- the scope of the Activity and/or Project will be reduced or changed;
- the Activity and/or Project will not be able to be continued without the variation; and/or

- there will be other issues encountered in completing the Activity and/or Project.

**Comments**

We would not be able to deliver on the Activity commitments without the variation.

**DECLARATION BY OFFICER AUTHORISED TO REQUEST VARIATION TO THE FUNDING AGREEMENT**

I confirm that the recipient, project partners and associated activities are in compliance with current Australian government sanctions (refer to: <https://www.dfat.gov.au/international-relations/security/sanctions>) and acknowledge responsibility for ensuring our ongoing compliance.

I certify that the information provided in this Variation Request Form is complete and correct:

Name: s 47F(1) [Redacted] Position: Administrative

Signed: s 47F(1) [Redacted] Date: 08/12/2023

***This Certification is to be signed by the Chief Executive Officer, General Manager, or a person authorised by your organisation to complete and submit this form on their behalf.***

s 47F(1) DIRECTOR

s 47F(1)  
Darwin 023 15:36 GMT+11 08/12/2023

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# Appendix 6.5 Regional Partnerships reporting pack v2.0

Final Audit Report

2023-12-08

Created:	2023-12-08
By:	Daniel Fink (daniel.fink@bfh.com.au)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ2I238qRaSnbSSB-uqpnzl36ntRlylIX

## "Appendix 6.5 Regional Partnerships reporting pack v2.0" History

-  Document created by s 47F(1) @bfh.com.au  
 2023-12-08 - 4:35:25 AM GMT- IP address: 43.255.45.146
-  Document emailed to s 47F(1) @bfh.com.au for signature  
 2023-12-08 - 4:35:28 AM GMT
-  Document emailed to s 47F(1) @giantsteps.net.au for signature  
 2023-12-08 - 4:35:29 AM GMT
-  Email viewed by s 47F(1) @bfh.com.au  
 2023-12-08 - 4:35:51 AM GMT- IP address: 43.255.45.146
-  Document e-signed by s 47F(1) @bfh.com.au  
 Signature Date: 2023-12-08 - 4:36:25 AM GMT - Time Source: server- IP address: 43.255.45.146
-  Email viewed by s 47F(1) @giantsteps.net.au  
 2023-12-08 - 6:36:52 AM GMT- IP address: 52.102.12.181
-  Document e-signed by s 47F(1) @giantsteps.net.au  
 Signature Date: 2023-12-08 - 6:46:55 AM GMT - Time Source: server- IP address: 110.141.47.199
-  Agreement completed.  
 2023-12-08 - 6:46:55 AM GMT

s 22

**From:** CDG Projects  
**Sent:** Monday, 11 December 2023 9:21 AM  
**To:** s 47F(1) CDG Projects  
**Cc:** s 47F(1) s 47F(1) s 47F(1) giantsteps.net.au; s 47F(1)  
**Subject:** CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]  
**Attachments:** CDG1085 - Variation 2 Att A.docx

**Importance:** High

OFFICIAL

Hi s 47F(1)

Many thanks for sending through the signed Variation.

I have updated the schedule (attached) with the relevant dates.

Please note that the timeframe between the *Milestone Completion Date* and the *Due Date for Report* is 4 weeks, and the *Due Date for Funding Payment* is 2 weeks after this. Therefore some of the dates you have recommended have changed slightly. Also if any dates fell on a weekend, I have amended them to be a week day.

Finally, the Completion Date is now 12 May 2025 (previously 1 November 2025) – as per the *Completion Milestone Due Date* as per the Variation Request Form.

Can you please review and let me know if everything is approved.

Once I have confirmation I will be able to submit my assessment for consideration.

Regards

s 22 (She/Her)

Program Delivery Officer • Regional Programs Branch • Regional Development and Local Government Division

*My hours of work are 8.00 am to 4.00 pm Monday to Friday (WFH Tu and Th)*

E s 22 [infrastructure.gov.au](mailto:s 22@infrastructure.gov.au)

P s 22

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](http://infrastructure.gov.au)

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

**From:** s 47F(1)  
**Sent:** Saturday, 9 December 2023 11:07 AM  
**To:** CDG Projects  
**Cc:** s 47F(1) ; s 47F(1) ; s 47F(1) giantsteps.net.au; s 47F(1)  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation Request [SEC=OFFICIAL]  
s22(1)(a)(ii) - duplicate email chain

## ANNEXURE A

Table of Milestones, Reports and Funding payments relating to the Activity

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Progress Report 1	<p>Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>• engagement of consultant team</li> <li>• preparation of concept design</li> <li>• Town Planning approval</li> <li>• tender and engagement of demolition contractor</li> <li>• 5% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>1 April 2022</p> <p>Completed</p>	s 47G	<p>2 May 2022</p> <p>Completed</p>	<p>16 May 2022</p> <p>Completed</p>
Progress Report 2	<p>Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>• confirmation of final cost estimates;</li> <li>• confirmation of final designs;</li> <li>• the activity at Item A.5 is reviewed and if required, varied to reflect the outputs of the final designs;</li> <li>• 10% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>1 July 2023</p> <p>Completed</p>		<p>1 August 2023</p> <p>Completed</p>	<p>15 August 2023</p> <p>Completed</p>

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Progress Report 3	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>15% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 September 2023</del> 11 December 2023	s 47G	<del>1 October 2023</del> 8 January 2024	<del>15 October 2023</del> 22 January 2024
Progress Report 4	Evidence acceptable to the Commonwealth that the following have been achieved: <ul style="list-style-type: none"> <li>engagement of contractor and confirmation that the contractor is compliant with the Code for the Tendering and Performance of Building Work 2016 and accredited under the Australian Government Building and Construction WHS Accreditation Scheme.</li> <li>20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 November 2023</del> 11 March 2024		<del>1 December 2023</del> 8 April 2024	<del>15 December 2023</del> 22 April 2024
Progress Report 5	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li><del>25%</del> 24% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 January 2024</del> 10 May 2024		<del>1 February 2024</del> 7 June 2024	<del>15 February 2024</del> 21 June 2024
Progress Report 6	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li><del>30%</del> 32% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 March 2024</del> 10 July 2024		<del>1 April 2024</del> 7 August 2024	<del>15 April 2024</del> 21 August 2024

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Progress Report 7	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>40% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 May 2024</del> 9 August 2024	s 47G	<del>1 June 2024</del> 6 September 2024	<del>15 June 2024</del> 20 September 2024
Progress Report 8	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li><del>45%</del> 48% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 July 2024</del> 10 September 2024		<del>1 August 2024</del> 14 October 2024	<del>15 August 2024</del> 28 October 2024
Progress Report 9	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li><del>50%</del> 55% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 September 2024</del> 10 October 2024		<del>1 October 2024</del> 7 November 2024	<del>15 October 2024</del> 21 November 2024
Progress Report 10	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li><del>60%</del> 64% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 October 2024</del> 11 November 2024		<del>1 November 2024</del> 9 December 2024	<del>15 November 2024</del> 23 December 2024
Progress Report 11	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li><del>65%</del> 73% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 November 2024</del> 10 December 2024		<del>1 December 2024</del> 7 January 2025	<del>15 December 2024</del> 21 January 2025

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Progress Report 12	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>75% <del>75%</del> 78% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 January 2025</del> 20 January 2025	s 47G	<del>1 February 2025</del> 17 February 2025	<del>15 February 2025</del> 3 March 2025
Progress Report 13	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>85% <del>85%</del> 88% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 March 2025</del> 10 March 2025		<del>1 April 2025</del> 7 April 2025	<del>15 April 2025</del> 21 April 2025
Progress Report 14	Evidence acceptable to the Commonwealth that the following have been achieved: <ul style="list-style-type: none"> <li>an Event Invitation has been submitted to the Department as required at Item H of the Schedule;</li> <li>90% <del>90%</del> 95% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 May 2025</del> 10 April 2025		<del>1 June 2025</del> 8 May 2025	<del>15 June 2025</del> 22 May 2025

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Project Completion Report	<p>Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>the Activity, at Item A.5 of the Schedule, is complete;</li> <li>the Project, at Item A.2 of the Schedule, is complete;</li> <li>all approvals required to enable public access and use of the facility have been met and the Project is fully Operational; and</li> <li>100% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p><del>1 November 2025</del> 12 May 2025</p>	<p>s 47G</p>	<p><del>23 February 2026</del> 12 August 2025</p>	<p><del>9 March 2026</del> 26 August 2025</p>

**ANNEXURE B**

<b>BUDGET FOR THE EXPENDITURE OF CDG FUNDING</b>		
Cost item	Description	Amount (GST exclusive)
Design, construction & fit out	Giants Steps Autism School Expansion	\$13,900,000
<b>Funding (A)</b>		<b>\$13,900,000</b>

<b>OTHER CONTRIBUTIONS (FINANCIAL)</b>			
Name of Contributor	Cost Item	Description of item	Amount (GST exclusive)
<b>Other Contributions (Financial) (B)</b>			<b>\$0</b>

<b>TOTAL COST ESTIMATE (A + B) (GST exclusive):</b>	<b>\$13,900,000</b>
---	---------------------

<b>OTHER CONTRIBUTIONS (IN-KIND)</b>	
Name of Contributor	Description of Other Contribution (In-kind)
N/A	N/A



s 22

**From:** s 47F(1) <s 47F(1)@bfh.com.au>  
**Sent:** Tuesday, 12 December 2023 7:57 PM  
**To:** s 47F(1)@CDG Projects  
**Cc:** s 47F(1)@s 47F(1); s 47F(1)@s 47F(1); s 47F(1)@giantsteps.net.au  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]  
**Attachments:** GIANT STEPS\_COST REPORT\_21-Payments.pdf; GIANT STEPS\_COST REPORT\_21-Summary.pdf; Progress Claim 3 - signed.pdf

**Categories:** s 22

Hi s 22

Following s 47F(1) email, see attached signed Progress Claim No. 3 along with supporting documentation.

Please let us know if you need to discuss anything.

Thank you again for your assistance.

S  
47F(1)

BFH | 21 Carters Avenue Toorak 3142 Melbourne Australia | D s 47F(1) | M s 47F(1)

---

**From:** s 47F(1)  
**Sent:** Tuesday, December 12, 2023 12:55 PM  
**To:** CDG Projects  
**Cc:** s 47F(1); s 47F(1); s 47F(1)@giantsteps.net.au; s 47F(1)  
**Subject:** Re: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

Hi s 22

I have spoken to s 47F(1) this morning and also reviewed your variation response issued yesterday. Based on the short time between now and your leave / Christmas break, we propose the below:

### Milestone Payment 3

Due to variation not been agreed and the project funds are required to payment expenses claimed, We will submit the milestone payment 3 in accordance with the existing approved **Annexure A - Table of Milestones, Reports and Funding payments relating to the Activity**. Obviously noting the due date for this report was the 1<sup>st</sup> of October, however we have only just satisfied the requirements due to the delays (addressed in the variation request).

### Variation Request

After reviewing your updates, we would like to defer the agreement of this until after Christmas. This is mostly due to the Head Contract sum, program and cashflow being due at the end of this week. With these contract documents, we can more accurately review and agreement milestone dates. The current variation request is based on an educated assessment. This will also firm up the completion date. We will change Milestone 4 to increase by s 47G due to Milestone 3 adopting the current approved schedule.

One question we have for you and the grants office is around the timing for progress payment reports through to payment. You have quoted a total timeframe of 6 weeks. Refer below quoted timeframe

"Please note that the timeframe between the *Milestone Completion Date* and the *Due Date for Report* is 4 weeks, and the *Due Date for Funding Payment* is 2 weeks after this."

We are relying on the commonwealth funding to pay the Head Contractor on time. Usually under head contracts / Security of Payments Act (SOPA), a contractor requires payment within 20 business days from the claim / milestone completion date. That is a 4 week turn around. Can the variation request address this? The current construction industry is seeing contractor turmoil around financial stability, this is a key risk in the industry, and if we can ensure we are not adding to this that would increase the chances of successful deliver. Could the grants office consider the below timeframes:

- Timeframe between *Milestone Completion Date* and the *Due Date for Report* is 2 weeks
- Timeframe between *Due Date for Report* and the *Due Date for Funding Payment* is 2 weeks.

We look forward to hearing back from you.

Regards,

s 47F(1)

Associate Director

s 47F(1)

**Melbourne Office**

5A/26 Wellington Street  
Collingwood VIC 3066

--

**Geelong Office**

20-28 Brougham Street  
Geelong VIC 3220

**Fontic**

**From:** CDG Projects <[CDG.Projects@infrastructure.gov.au](mailto:CDG.Projects@infrastructure.gov.au)>

**Date:** Tuesday, 12 December 2023 at 9:48 am

**To:** s 47F(1) <s 47F(1) [bfh.com.au](mailto:bfh.com.au)>, CDG Projects <[CDG.Projects@infrastructure.gov.au](mailto:CDG.Projects@infrastructure.gov.au)>

**Cc:** s 47F(1) <s 47F(1) [fontic.com.au](mailto:fontic.com.au)>, "s 47F(1) <s 47F(1) [wearedigital.com.au](mailto:wearedigital.com.au)>,"

"s 47F(1) [giantsteps.net.au](mailto:giantsteps.net.au)" <s 47F(1) [giantsteps.net.au](mailto:giantsteps.net.au)>, s 47F(1) <s 47F(1) [fontic.com.au](mailto:fontic.com.au)>

**Subject:** CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

**OFFICIAL**

Hi s

47F(1)

Thank you for getting back to me.

If you are wanting to submit Progress Report 3 prior to the execution of the Variation Request, then the current milestone payment is s 47G ex GST. We can just add the additional s 47G (proposed in the Variation Request) onto Milestone 4 payment if that suits you?

If you prefer to have the Variation executed prior to submission of Milestone 3, then the current proposal payment of s 47G ex GST would stand.

Happy to discuss in greater detail over the phone if you prefer.

Regards

s 22 (She/Her)

Program Delivery Officer • Regional Programs Branch • Regional Development and Local Government Division

*My hours of work are 8.00 am to 4.00 pm Monday to Friday (WFH Tu and Th)*

E s 22 [infrastructure.gov.au](mailto:infrastructure.gov.au)

P s 22

GPO Box 594 Canberra, ACT 2601

Department of Infrastructure, Transport, Regional Development, Communications and the Arts  
 CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS

[infrastructure.gov.au](https://infrastructure.gov.au)

I would like to acknowledge the traditional custodians of this land on which we meet, work and live.  
 I recognise and respect their continuing connection to the land, waters and communities.  
 I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.

OFFICIAL

**From:** s 47F(1) <s 47F(1) [bfh.com.au](mailto:bfh.com.au)>  
**Sent:** Tuesday, 12 December 2023 9:03 AM  
**To:** CDG Projects <[CDG.Projects@infrastructure.gov.au](mailto:CDG.Projects@infrastructure.gov.au)>  
**Cc:** s 47F(1) <s 47F(1) [fontic.com.au](mailto:fontic.com.au)>; s 47F(1) <s 47F(1) [wearedigital.com.au](mailto:wearedigital.com.au)>;  
 s 47F(1) [giantsteps.net.au](mailto:giantsteps.net.au); s 47F(1) <s 47F(1) [fontic.com.au](mailto:fontic.com.au)>  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

Thanks s 22

We are working to finalise everything for you this morning.

Just a quick question regarding the milestone 3 claim, should we use relevant dates from the proposed variation request? I assume so but just want to be sure. Also I wanted to clarify that we are going to claim the original s 47G rather than the s 47C that is in the proposed variation request.

Is this what you are anticipating for the claim 3?

Thanks

s 47F(1)

BFH | 21 Carters Avenue Toorak 3142 Melbourne Australia | D s 47F(1) | M s 47F(1)

**From:** CDG Projects <[CDG.Projects@infrastructure.gov.au](mailto:CDG.Projects@infrastructure.gov.au)>  
**Sent:** Monday, December 11, 2023 9:21 AM  
**To:** s 47F(1) <s 47F(1) [bfh.com.au](mailto:bfh.com.au)>; CDG Projects <[CDG.Projects@infrastructure.gov.au](mailto:CDG.Projects@infrastructure.gov.au)>  
**Cc:** s 47F(1) <s 47F(1) [fontic.com.au](mailto:fontic.com.au)>; s 47F(1) <s 47F(1) [wearedigital.com.au](mailto:wearedigital.com.au)>;  
 s 47F(1) [giantsteps.net.au](mailto:giantsteps.net.au); s 47F(1) <s 47F(1) [fontic.com.au](mailto:fontic.com.au)>  
**Subject:** CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]  
**Importance:** High

s22(1)(a)(ii) - duplicate email chain



**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
----------	------	-----------	-------------	--------------	-----------	-----------------	------------	---------------

2000 - PROFESSIONAL FEES								
2001.00	ARCHITECT JCB							
2002.00	TOWN PLANNER CONTOUR							
2003.00	STRUCTURAL / CIVIL BROGUE							
2004.00	BUILDING SERVICES WATERMAN							

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—  
ABN 16 601 405 770

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info@fontic.com.au  
03 7065 4047

Melbourne  
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Collingwood VIC 3066

Geelong  
20-28 Brougham Street  
Geelong VIC 3220

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
----------	------	-----------	-------------	--------------	-----------	-----------------	------------	---------------

2005.00	FIRE ENGINEERING Intuitive							
2006.00	BUILDING SURVEYOR FLOREANCIG SMITH							
2007.00	QUANTITY SURVEYOR NAPIER & BLAKELEY							
2008.00	ACOUSTIC RESONATE							
2009.00	DDA Before Compliance							
2010.00	TRAFFIC ENGINEER RATIO							
2011.00	ESD WATERMAN							
2012.00	LANDSCAPE ARCHITECT ACLA							



**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
----------	------	-----------	-------------	--------------	-----------	-----------------	------------	---------------

2013.00	LAND SURVEYING SWANSON							
2014.00	ARBORIST  TREE LOGIC / THE GREEN CONNECTION / SAME DAY TREE WORKS							
2015.00	GEOTECHNICAL STATEWIDE							
2016.00	HERITAGE ASSESSMENT BRYCE RAYWORTH							
2017.00	PROJECT MANAGER FONTIC							
2018.00	WASTE LEIGH DESIGN							
2019.00	PLAYGROUND DESIGNER INCLUSIVE THRU DESIGN							
2020.00	HAZMAT HAZCON							



**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
		s 47G						
2021.00	CONTAMINATION ASSESSMENT EDGE							
2022.00	FAÇADE N/A							
2023.00	PERFORMANCE SOLUTIONS DDEG							
2024.00	SIGNAGE Pidgeon Ward							
2025.00	LEGAL Arnold Block Leibler							
2028.00	N/A N/A							
2029.00	CONTINGENCY (0%) 0%							

**TOTAL PROFESSIONAL FEES** \$ 1,630,523.19 | \$ 60,350.00 | #####

3000 - AUTHORITY FEES		
3001.00	COUNCIL PERMIT COSTS BOROONDARA, DELWP	s 47G
3002.00	BUILDING PERMIT B	
3003.00	AUTHORITY (HEADWORKS) CONTRIBUTION FRV FRV	
3004.00	ASSET PROTECTION PERMIT (BOND) BOROONDARA	
3005.00	ELECTRICAL KIOSK OFFER \$ -	
3006.00	SEWER AND WATER OFFER \$ -	
3007.00	STORMWATER ENG / COUNCIL G	

**TOTAL AUTHORITY FEES** \$ 85,955.55 | \$ - | \$85,955.55

4000 - CONSTRUCTION COSTS		
4001.00	HEAD CONTRACTOR McCorkell	s 47G
4002.00	DEMOLITION MANN GROUP Ultrasol Rent a Fence	

Fontic Group  
—  
ABN 16 601 405 770

fontic.com.au  
info@fontic.com.au  
03 7065 4047

Melbourne  
5A / 26 Wellington Street  
Collingwood VIC 3066

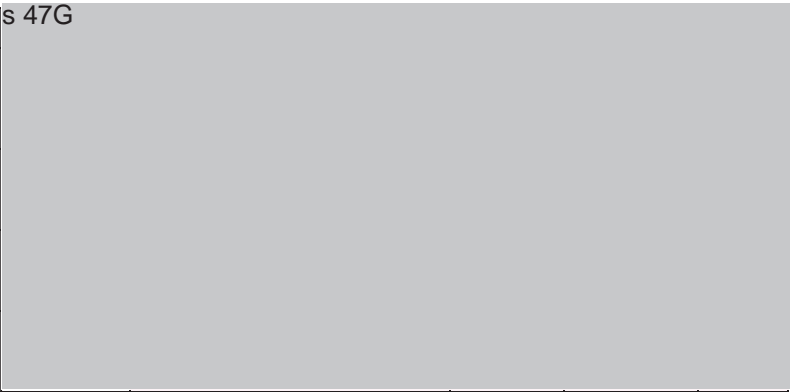
Geelong  
20-28 Brougham Street  
Geelong VIC 3220

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
4003.00	DEMOLITION - ELECTRICAL BRW							
4004.00	LOOSE FURNITURE \$	-						
4005.00	CONTAMINATION REMOVAL \$	-						
4006.00	ESCALATION \$	0.02						



**TOTAL CONSTRUCTION COSTS \$ 144,696.50 \$ 60,000.00 #####**

**TOTAL PAYMENTS TO DATE \$ 1,861,175.24 \$ 120,350.00 #####**

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**GIANT STEPS MELBOURNE  
PROJECT COST SUMMARY**

ALL FIGURES EXCLUDE GST

NO.	ITEM	CONSULTANT	A BUDGET	B COMMITTED CONTRACT	C VARIATIONS APPROVED	(B+C)	E WORKS UNLET	F FORECAST VARIATIONS	(D + E + F)	(H - A)	I APPROVED FOR PAYMENT	% CLAIMED (Committed)	(I / G)	(G - I)
						D TOTAL COMMITTED TO DATE			G TOTAL FORECAST	H FORECAST VARIANCE TO BUDGET			J % CLAIMED (Forecast)	K TOTAL FORECAST TO COMPLETE
<b>2000 - PROFESSIONAL FEES</b>														
2001	ARCHITECT	JCB	\$ 47G											
2002	TOWN PLANNER	CONTOUR												
2003	STRUCTURAL / CIVIL	BROGUE												
2004	BUILDING SERVICES	WATERMAN												
2005	FIRE ENGINEERING	Intuitive												
2006	BUILDING SURVEYOR	FLOREANGIG SMITH												
2007	QUANTITY SURVEYOR	NAPIER & BLAKELEY												
2008	ACOUSTIC	RESONATE												
2009	DDA	Before Compliance												
2010	TRAFFIC ENGINEER	RATIO												
2011	ESD	WATERMAN												
2012	LANDSCAPE ARCHITECT	ACLA												
2013	LAND SURVEYING	SWANSON												
2014	ARBORIST	TREE LOGIC / THE GREEN												
2015	GEOTECHNICAL	STATEWIDE												
2016	HERITAGE ASSESSMENT	BRYCE RAYWORTH												
2017	PROJECT MANAGER	FONTIC												
2018	WASTE	LEIGH DESIGN												
2019	PLAYGROUND DESIGNER	INCLUSIVE THRU DESIGN												
2020	HAZMAT	HAZCON												
2021	CONTAMINATION ASSESSMENT	EDGE												
2022	FAÇADE	N/A												
2023	PERFORMANCE SOLUTIONS	DDEG												
2024	SIGNAGE	Pidgeon Ward												
2025	LEGAL	Arnold Block Leibler												
2029	CONTINGENCY (0%)		0%											
<b>TOTAL PROFESSIONAL FEES</b>			<b>\$ 1,350,000</b>	<b>\$ 1,271,261</b>	<b>\$ 998,024</b>	<b>\$ 2,269,286</b>	<b>\$ 4,303</b>	<b>\$ 14,000</b>	<b>\$ 2,287,588</b>	<b>\$ 937,588</b>	<b>\$ 1,734,429</b>		<b>76%</b>	<b>\$ 553,159</b>
<b>3000 - AUTHORITY FEES</b>														
3001	COUNCIL PERMIT COSTS	BOROONDARA, DELWP	\$ 47G											
3002	BUILDING PERMIT	B												
3003	AUTHORITY (HEADWORKS) CONTRIBUTION	C												
3004	ASSET PROTECTION PERMIT (BOND)	BOROONDARA												
3005	ELECTRICAL KIOSK OFFER													
3006	SEWER AND WATER OFFER													
3007	STORMWATER ENG / COUNCIL	G												
3008	CONTINGENCY (0%)		0%											
<b>TOTAL AUTHORITY FEES</b>			<b>\$ 560,000</b>	<b>\$ 38,188</b>	<b>\$ -</b>	<b>\$ 83,668</b>	<b>\$ 366,332</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ (110,000)</b>	<b>\$ 85,956</b>		<b>19%</b>	<b>\$ 364,044</b>
<b>4000 - CONSTRUCTION COSTS</b>														
4001	HEAD CONTRACTOR	McCorkell	\$ 47G											
4002	DEMOLITION	MANN GROUP												
4003	DEMOLITION - ELECTRICAL	BRW												
4004	LOOSE FURNITURE													
4005	CONTAMINATION REMOVAL													
4006	ESCALATION		2%											
4007	CONTINGENCY (5%)		5%											
<b>TOTAL CONSTRUCTION COSTS</b>			<b>\$ 11,071,000</b>	<b>\$ 129,719</b>	<b>\$ 14,978</b>	<b>\$ 144,697</b>	<b>\$ 11,021,000</b>	<b>\$ -</b>	<b>\$ 11,165,697</b>	<b>\$ 94,697</b>	<b>\$ 204,697</b>		<b>2%</b>	<b>\$ 10,961,001</b>
<b>TOTAL COSTS (Items 0-4)</b>			<b>\$ 12,981,000</b>	<b>\$ 1,439,168</b>	<b>\$ 1,013,002</b>	<b>\$ 2,497,651</b>	<b>\$ 11,391,635</b>	<b>\$ 14,000</b>	<b>\$ 13,903,285</b>	<b>\$ 922,285</b>	<b>\$ 2,025,081</b>		<b>15%</b>	<b>\$ 11,878,204</b>
<b>NOTES</b>														
11/8/23	Funding Milestone 1 payment of \$1,000,000 utilised in project. GSM have contributed a further \$150,000. Increases total project costs budget to \$14,050,000. Cost to complete based on funding grant payments outstanding is \$12,900,000.													



**\*\*IMPORTANT – PLEASE READ BEFORE COMMENCING THIS REPORT\*\***

**Project Progress Reporting**

The templates included in this pack have been provided to assist you in meeting your reporting requirements under the Funding Agreement (the Agreement). Grantees are required to prepare reports using these templates. Some information to assist you is included in blue text, you can also contact your project officer if you need further advice/assistance.

When submitting your report, you **must** include sufficient evidence to demonstrate that the requirements of the milestone you are reporting on (listed in the Agreement and on the next page of this document) have been met.

Some examples of acceptable documentation are:

Confirmation of final costs	<ul style="list-style-type: none"> <li>• Tender documents/contract</li> </ul>
Confirmation of final designs	<ul style="list-style-type: none"> <li>• Tender documents/contract</li> <li>• Stamped designs</li> </ul>
Confirmation of partner funding	<ul style="list-style-type: none"> <li>• Letter (on letterhead) from funding partner confirming contribution</li> </ul>
% project completion	<ul style="list-style-type: none"> <li>• Completed/Signed Statement of Completion</li> <li>• Progress photos</li> </ul>
Cash Expenditure	<ul style="list-style-type: none"> <li>• Signed financial certification/acquittal/auditor’s statement or equivalent (in accordance with Agreement type)</li> <li>• Paid invoices, the invoice as well as payment confirmation, e.g. bank statement or General Ledger report showing the corresponding transaction</li> </ul>
Committed Expenditure	<ul style="list-style-type: none"> <li>• Invoices for work in progress and/or completed but not yet paid for or other relevant documentation</li> </ul>



Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

### REGIONAL PROGRAMS – PROGRESS REPORT (Threshold 3)

Program	Community Development Grants Programme	
Project ID Number	CDG1085	
Grantee	Giant Steps Melbourne Ltd	
Project	Giant Steps Autism School Expansion	
Total Project Cost	\$13,900,000 (GST exclusive)	
Total AG funding	\$13,900,000 (GST exclusive)	
Milestone	Number: 3	Due date: 1/10/23
Payment	s 47G (GST exclusive)	
Project Officer	s 22	Email: <a href="mailto:CDG.Projects@infrastructure.gov.au">CDG.Projects@infrastructure.gov.au</a>

### CURRENT MILESTONE REQUIREMENTS

Milestone Number & Due Date	Milestone Description	Date achieved	Detail the evidence you have provided with this report to demonstrate achievement of <i>each individual Milestone element</i>
3	<p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>15% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	1/10/23	<p><b>E.g. photos, approvals, permits, contracts.</b>  <b>Note: all photos need to be labelled and dated. If a payment is connected with this Progress Report, please provide a correctly rendered tax invoice to the Department with your evidence. If you have not been able to achieve the Milestone element, refer to Question 2.</b></p>

#### 1. Provide a brief update on the progress of the project:

##### Comments

Redesign has been completed and the builder is now finalising pricing. Through a collaborative process with the builder and relevant consultants we have a very high conviction that the project will be on budget. We are working with our lawyer to finalise the construction contract and are looking to close this out either before the Christmas break or early in January. We have received our amended permit from Council and are planning to commence construction early in 2024.

#### 2. Has construction started? If so, provide date of commencement.

Completed demolition ONLY

Commencement Date: \_\_ Q1 2024 \_\_\_\_\_

3. If you have not been able to achieve a milestone requirement, advise status and mitigation strategies in place for the project to be brought back onto schedule. If there is likely to be any impact on the delivery of future milestones and/or project completion, please provide detail below:

Comments  
Refer to Variation request covering proposed changes to the milestones dates.

**STATEMENT OF RECEIPTS AND EXPENDITURE**  
**Project Funding for the period: April 2022 to November 2023**

Project funds received to date	Amount GST Exclusive
CDG Grant Funding received	\$1,695,000
Interest on CDG Grant Funding (1)	\$0
<b>Total CDG Funding received (A)</b>	<b>\$1,695,000</b>
<b>Other contributions received (cash) (B)</b>	<b>\$0</b>
<b>Total funds received (cash) (A + B)</b>	<b>\$1,695,000</b>

Contributor (2) – as per Funding Agreement	Eligible Expenditure Item – Cost Item/s as listed in Funding Agreement	Contribution/ Budgeted Amount (Cash) GST exclusive	Committed Expenditure (3) GST exclusive	Cash Expenditure (4) GST exclusive
Community Development Grants Programme	Design, construction & fit- out	\$13,900,000	\$ 132,385.00	\$ 1,892,696
<b>Total</b>		<b>\$13,900,000</b>	<b>(A) \$</b>	<b>(B) \$</b>
			<b>Total Expenditure to date (A + B)</b>	<b>\$ 2,025,081</b>

- INTEREST ON GRANT FUNDING: Interest earned on Grant Funding received. If no interest has been applied or no Grant Funding has been received, then '0' should be entered in this field.
- CONTRIBUTOR: Include total Australian Government contribution as well as contributions identified in Clause 1 of Supplementary Terms of the Agreement.
- COMMITTED EXPENDITURE: Committed Expenditure includes expenditure on work completed to date where invoices have been issued but payments have not yet been made. Evidence is required of this expenditure, which may include unpaid invoices, or other relevant documentation.
- CASH EXPENDITURE: Evidence is required of payments made to date including receipts.

(NOTE) Report all receipts and expenditure as GST exclusive.

I am a person authorised to sign this Certification on behalf of my organisation; and the information provided is complete and correct.

Name: s 47F(1) Position: ADMINISTRATIVE DIRECTOR

Signed: s 47F(1) Date: 12/12/2023  
Claire Allen (Dec 12, 2023 15:41 GMT+11)

***This Certification is to be signed by the Chief Executive Officer, General Manager, or a person authorised by your organisation to complete and submit this form on their behalf.***

## CERTIFICATION

<b>Program</b>	Community Development Grants Programme
<b>Grantee</b>	Giant Steps Melbourne Ltd
<b>Project</b>	Giant Steps Autism School Expansion

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, and Giant Steps Melbourne Ltd, executed on 24 February 2022 (subsequently varied on 28 April 2023) (the Agreement), I certify that:

1. All Funding and Other Contributions received were expended for the purpose of the Activity and Project, and expended and held in a manner in accordance with the program guidelines and Agreement; and
2. Salaries and allowances paid to any person involved in the Activity under the Agreement were in accordance with the applicable award or agreement in force under the relevant law on industrial or workplace relations; and
3. I confirm that the recipient, project partners and associated activities are in compliance with current Australian government sanctions (refer to: <https://www.dfat.gov.au/international-relations/security/sanctions>) and acknowledge responsibility for ensuring our ongoing compliance.
4. I am a person authorised to make this Certification on behalf of my organisation; and the information provided is complete and correct

Name: s 47F(1) Position: ADMINISTRATIVE DIRECTOR

Signed: s 47F(1) Date: 12/12/2023  
Claire Allen (Dec 12, 2023 15:41 GMT+11)

***This Certification is to be signed by the Chief Executive Officer, General Manager, or a person authorised by your organisation to complete and submit this form on their behalf.***

## STATEMENT OF COMPLETION VALUE Giant Steps Autism School Expansion

As at 12/12/23 the Project is 15% complete as defined in the Schedule at Item A.2 of the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, and Giant Steps Melbourne Ltd.

---

### Contractor Certification

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: Contract Manager or similar

---

### Project Manager (or equivalent) Certification

Signed:  s 47F(1) \_\_\_\_\_ Name:  s 47F(1) \_\_\_\_\_

Position: Project Manager

---

### Grantee Certification

Signed:  s 47F(1) \_\_\_\_\_ Name:  s 47F(1) \_\_\_\_\_

Position: Chief Executive Officer/General Manager

I hereby certify that I am a person authorised to sign this Statement on behalf of my organisation; and the information provided is complete and correct.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts









# Progress Claim 3

Final Audit Report

2023-12-12

Created:	2023-12-12
By:	s 47F(1) (s 47F(1) @bfh.com.au)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMMtW2NH3JcXQXKcqa7GpBFVeedUH80Wc

## "Progress Claim 3" History

-  Document created by s 47F(1) @bfh.com.au  
2023-12-12 - 3:21:35 AM GMT - IP address: 43.255.45.146
-  Document emailed to s 47F(1) @fontic.com.au for signature  
2023-12-12 - 3:21:39 AM GMT
-  Document emailed to s 47F(1) @giantsteps.net.au for signature  
2023-12-12 - 3:21:39 AM GMT
-  Email viewed by s 47F(1) @giantsteps.net.au  
2023-12-12 - 3:21:47 AM GMT - IP address: 20.70.106.3
-  Document e-signed by s 47F(1) @giantsteps.net.au  
Signature Date: 2023-12-12 - 4:41:36 AM GMT - Time Source: server- IP address: 43.255.33.210
-  Email viewed by s 47F(1) @fontic.com.au  
2023-12-12 - 8:09:34 AM GMT - IP address: 121.200.4.189
-  Document e-signed by s 47F(1) @fontic.com.au  
Signature Date: 2023-12-12 - 8:10:12 AM GMT - Time Source: server- IP address: 121.200.4.189
-  Agreement completed.  
2023-12-12 - 8:10:12 AM GMT





s 22

**From:** CDG Projects  
**Sent:** Wednesday, 13 December 2023 6:24 PM  
**To:** s 47F(1)  
**Cc:** CDG Projects  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]  
**Attachments:** GIANT STEPS\_COST REPORT\_21-Payments.pdf

## OFFICIAL

Good afternoon s

I am looking after this project (CDG1085 - Giant Steps Autism School Expansion) for the remainder of the year whilst s 22 is on leave.

Could I please request the following to assist with the Progress Assessment of Milestone 3:

1. Amended Payments Report – The “Total Claimed” column in the Giant Steps Cost Report Payments PDF (attached) isn’t wide enough and can only shows ##### - please amend and resubmit document.

Please note: As it stands, it does not appear that the expenditure listed in the Giant Steps Cost Report Payments PDFs 47G matches the figures stipulated in the progress report 3 statements of receipts and expenditure (s 47G). If that is the case, are you able to provide some insight on the discrepancy.

2. Copies of contractor invoices – Could I please request copies of contractor invoices for at least s 47G (GST inclusive), but for preferably all expended costs involving government grant funds.
3. Photos of demolition works – I understand that demolition work has taken place as part of the most recent progress report. Could photos please be provided for grant reference.
4. Progress Report 3 is linked to a payment of s 47G (GST inclusive). Please forward an invoice to the Department made out as follows:

Department of Infrastructure, Transport, Regional Development, Communications and the Arts  
 GPO Box 594  
 CANBERRA ACT 2601

The invoice should include your organisation’s name, ABN, an invoice number, the date issued, and the relevant GST amount payable.

Thank you for your assistance and kindest regards,

s 22

Grants Officer • Program Delivery • Regional Programs Delivery • Regional Development and Local Government Division

s 22 [infrastructure.gov.au](mailto:infrastructure.gov.au)

Ps 22

GPO Box 594 Canberra, ACT 2601

Department of Infrastructure, Transport, Regional Development, Communications and the Arts  
**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](http://infrastructure.gov.au)

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.  
I recognise and respect their continuing connection to the land, waters and communities.  
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

**OFFICIAL**

---

**From:** s 47F(1)  
**Sent:** Tuesday, 12 December 2023 8:57 PM  
**To:** s 47F(1) ; CDG Projects  
**Cc:** s 47F(1) ; s 47F(1) ; s 47F(1) giantsteps.net.au  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

s22(1)(a)(ii) - duplicate email chain





**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
----------	------	-----------	-------------	--------------	-----------	-----------------	------------	---------------

2000 - PROFESSIONAL FEES								
2001.00	ARCHITECT JCB							
2002.00	TOWN PLANNER CONTOUR							
2003.00	STRUCTURAL / CIVIL BROGUE							
2004.00	BUILDING SERVICES WATERMAN							

Fontic Group  
—  
ABN 16 601 405 770

fontic.com.au  
info@fontic.com.au  
03 7065 4047

Melbourne  
5A / 26 Wellington Street  
Collingwood VIC 3066

Geelong  
20-28 Brougham Street  
Geelong VIC 3220

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
----------	------	-----------	-------------	--------------	-----------	-----------------	------------	---------------

		s 47G	; 47G					
2005.00	FIRE ENGINEERING Intuitive							
2006.00	BUILDING SURVEYOR FLOREANCIG SMITH							
2007.00	QUANTITY SURVEYOR NAPIER & BLAKELEY							
2008.00	ACOUSTIC RESONATE							
2009.00	DDA Before Compliance							
2010.00	TRAFFIC ENGINEER RATIO							
2011.00	ESD WATERMAN							
2012.00	LANDSCAPE ARCHITECT ACLA							



**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
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		s 47G	s 47G					
2013.00	LAND SURVEYING SWANSON							
2014.00	ARBORIST  TREE LOGIC / THE GREEN CONNECTION SAME DAY TREE WORKS							
2015.00	GEOTECHNICAL STATEWIDE							
2016.00	HERITAGE ASSESSMENT BRYCE RAYWORTH							
2017.00	PROJECT MANAGER FONTIC							
2018.00	WASTE LEIGH DESIGN							
2019.00	PLAYGROUND DESIGNER INCLUSIVE THRU DESIGN							
2020.00	HAZMAT HAZCON							

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
		\$ 47G	\$ 47G					
2021.00	CONTAMINATION ASSESSMENT EDGE							
2022.00	FAÇADE N/A							
2023.00	PERFORMANCE SOLUTIONS DDEG							
2024.00	SIGNAGE Pidgeon Ward							
2025.00	LEGAL Arnold Block Leibler							
2028.00	N/A N/A							
2029.00	CONTINGENCY (0%) 0%							

**TOTAL PROFESSIONAL FEES** \$ 1,630,523.19 | \$ 60,350.00 | #####

3000 - AUTHORITY FEES								
		\$ 47G	\$ 47G					
3001.00	COUNCIL PERMIT COSTS BOROONDARA, DELWP							
3002.00	BUILDING PERMIT B							
3003.00	AUTHORITY (HEADWORKS) CONTRIBUTION FRV FRV							
3004.00	ASSET PROTECTION PERMIT (BOND) BOROONDARA							
3005.00	ELECTRICAL KIOSK OFFER \$						-	
3006.00	SEWER AND WATER OFFER \$						-	
3007.00	STORMWATER ENG / COUNCIL G							

**TOTAL AUTHORITY FEES** \$ 85,955.55 | \$ - | \$85,955.55

4000 - CONSTRUCTION COSTS								
		\$ 47G	\$ 47G					
4001.00	HEAD CONTRACTOR McCorkell							
4002.00	DEMOLITION MANN GROUP Ultrasol Rent a Fence							

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
		s 47G	s 47G					
4003.00	DEMOLITION - ELECTRICAL BRW							
4004.00	LOOSE FURNITURE \$	-						
4005.00	CONTAMINATION REMOVAL \$	-						
4006.00	ESCALATION \$	0.0						

**TOTAL CONSTRUCTION COSTS \$ 144,696.50 \$ 60,000.00 #####**

**TOTAL PAYMENTS TO DATE \$ 1,861,175.24 \$ 120,350.00 #####**

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s 22

---

**From:** s 47F(1) <s 47F(1)@bfh.com.au>  
**Sent:** Thursday, 14 December 2023 9:18 PM  
**To:** CDG Projects  
**Cc:** s 47F(1); s 47F(1); s 47F(1); s 47F(1); giantsteps.net.au  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]  
**Attachments:** Project Invoices since July 2023.zip; Demolition Image 1.jpg; Demolition Image 2.jpg; GIANT STEPS\_COST REPORT\_21-Payments.pdf; Updated Milestone 3 Claim - signed.pdf; Invoice INV-0547.pdf  
**Categories:** s 22

Hi s 22 Apologies for the oversight.

Please see updated PDF report attached with the column expanded. We are also attaching all new invoices since our Milestone 2 claim. I believe our previous claim had all invoices up to and including Milestone 2. Regarding your query about the figures, we found an error in the formulas calculating the table totals, this has been corrected and the amounts now reconcile. We have updated the Milestone claim form and re-signed.

The demolition work was completed some time ago and photos were provided with Milestone 1, but I am attaching them again now for your convenience. But just to be clear, the demolition works were not part of this Milestone 3.

Finally, I am attaching the invoice.

Thank you for picking this up in s 22 absence.

Best

s

BFH | 21 Carters Avenue Toorak 3142 Melbourne Australia | D s 47F(1) | M s 47F(1)

---

**From:** CDG Projects  
**Sent:** Wednesday, December 13, 2023 6:24 PM  
**To:** s 47F(1)  
**Cc:** CDG Projects  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

s22(1)(a)(ii) - duplicate email chain





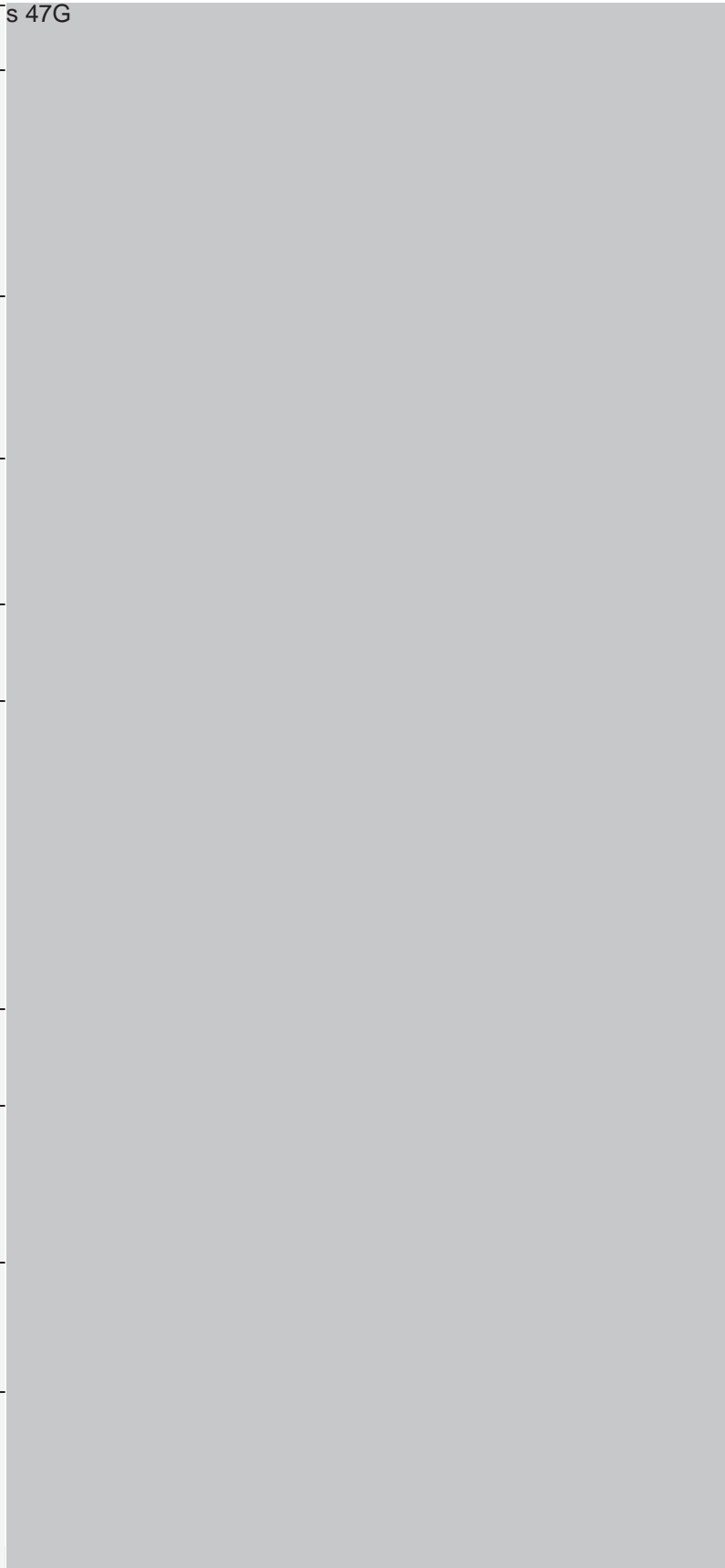
**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
<b>2000 - PROFESSIONAL FEES</b>								
2001.00	ARCHITECT <b>JCB</b>	s 47G						
2002.00	TOWN PLANNER <b>CONTOUR</b>							
2003.00	STRUCTURAL / CIVIL <b>BROGUE</b>							
2004.00	BUILDING SERVICES <b>WATERMAN</b>							
2005.00	FIRE ENGINEERING <b>Intuitive</b>							



**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
2006.00	BUILDING SURVEYOR <b>FLOREANCIG SMITH</b>							
2007.00	QUANTITY SURVEYOR <b>NAPIER &amp; BLAKELEY</b>							
2008.00	ACOUSTIC <b>RESONATE</b>							
2009.00	DDA <b>Before Compliance</b>							
2010.00	TRAFFIC ENGINEER <b>RATIO</b>							
2011.00	ESD <b>WATERMAN</b>							
2012.00	LANDSCAPE ARCHITECT <b>ACLA</b>							
2013.00	LAND SURVEYING <b>SWANSON</b>							
2014.00	ARBORIST <b>TREE LOGIC / THE GREEN CONNECTION / SAME DAY TREE WORKS</b>							





**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
2015.00	GEOTECHNICAL STATEWIDE							
2016.00	HERITAGE ASSESSMENT BRYCE RAYWORTH							
2017.00	PROJECT MANAGER FONTIC							
2018.00	WASTE LEIGH DESIGN							
2019.00	PLAYGROUND DESIGNER INCLUSIVE THRU DESIGN							
2020.00	HAZMAT HAZCON							
2021.00	CONTAMINATION ASSESSMENT EDGE							
2022.00	FAÇADE N/A							
2023.00	PERFORMANCE SOLUTIONS DDEG							
2024.00	SIGNAGE Pidgeon Ward							
2025.00	LEGAL Arnold Block Leibler							
2026.00	N/A N/A							
2029.00	CONTINGENCY (0%) 0%							



**TOTAL PROFESSIONAL FEES \$ 1,674,079.19 | \$ 60,350.00 | \$ 1,734,429.19**

Fontic Group  
—  
ABN 16 601 405 770

fontic.com.au  
info@fontic.com.au  
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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
----------	------	-----------	-------------	--------------	-----------	-----------------	------------	---------------

3000 - AUTHORITY FEES								
3001.00	COUNCIL PERMIT COSTS BOROONDARA, DELWP	s 47G						
3002.00	BUILDING PERMIT B							
3003.00	AUTHORITY (HEADWORKS) CONTRIBUTIONS FRV FRV							
3004.00	ASSET PROTECTION PERMIT (BOND) BOROONDARA							
3005.00	ELECTRICAL KIOSK OFFER \$						-	
3006.00	SEWER AND WATER OFFER \$						-	
3007.00	STORMWATER ENG / COUNCIL G							
<b>TOTAL AUTHORITY FEES</b>						\$ 85,955.55	\$ -	\$ 85,955.55

4000 - CONSTRUCTION COSTS								
4001.00	HEAD CONTRACTOR McCorkell	s 47G						
4002.00	DEMOLITION MANN GROUP Ultrasol Rent a Fence							
4003.00	DEMOLITION - ELECTRICAL BRW							
4004.00	LOOSE FURNITURE \$						-	
4005.00	CONTAMINATION REMOVAL \$						-	
4006.00	ESCALATION \$						0.02	
<b>TOTAL CONSTRUCTION COSTS</b>						\$ 144,696.50	\$ 60,000.00	\$ 204,696.50

<b>TOTAL PAYMENTS TO DATE</b>						\$ 1,904,731.24	\$ 120,350.00	\$ 2,025,081.24
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**\*\*IMPORTANT – PLEASE READ BEFORE COMMENCING THIS REPORT\*\***

**Project Progress Reporting**

The templates included in this pack have been provided to assist you in meeting your reporting requirements under the Funding Agreement (the Agreement). Grantees are required to prepare reports using these templates. Some information to assist you is included in blue text, you can also contact your project officer if you need further advice/assistance.

When submitting your report, you **must** include sufficient evidence to demonstrate that the requirements of the milestone you are reporting on (listed in the Agreement and on the next page of this document) have been met.

Some examples of acceptable documentation are:

Confirmation of final costs	<ul style="list-style-type: none"> <li>Tender documents/contract</li> </ul>
Confirmation of final designs	<ul style="list-style-type: none"> <li>Tender documents/contract</li> <li>Stamped designs</li> </ul>
Confirmation of partner funding	<ul style="list-style-type: none"> <li>Letter (on letterhead) from funding partner confirming contribution</li> </ul>
% project completion	<ul style="list-style-type: none"> <li>Completed/Signed Statement of Completion</li> <li>Progress photos</li> </ul>
Cash Expenditure	<ul style="list-style-type: none"> <li>Signed financial certification/acquittal/auditor’s statement or equivalent (in accordance with Agreement type)</li> <li>Paid invoices, the invoice as well as payment confirmation, e.g. bank statement or General Ledger report showing the corresponding transaction</li> </ul>
Committed Expenditure	<ul style="list-style-type: none"> <li>Invoices for work in progress and/or completed but not yet paid for or other relevant documentation</li> </ul>



Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

### REGIONAL PROGRAMS – PROGRESS REPORT (Threshold 3)

Program	Community Development Grants Programme	
Project ID Number	CDG1085	
Grantee	Giant Steps Melbourne Ltd	
Project	Giant Steps Autism School Expansion	
Total Project Cost	\$13,900,000 (GST exclusive)	
Total AG funding	\$13,900,000 (GST exclusive)	
Milestone	Number: 3	Due date: 1/10/23
Payment	s 47G (GST exclusive)	
Project Officer	s 22	Email: <a href="mailto:CDG.Projects@infrastructure.gov.au">CDG.Projects@infrastructure.gov.au</a>

### CURRENT MILESTONE REQUIREMENTS

Milestone Number & Due Date	Milestone Description	Date achieved	Detail the evidence you have provided with this report to demonstrate achievement of <i>each individual Milestone element</i>
3	<p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>15% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	1/10/23	<p><b>E.g. photos, approvals, permits, contracts.</b>  <b>Note: all photos need to be labelled and dated. If a payment is connected with this Progress Report, please provide a correctly rendered tax invoice to the Department with your evidence. If you have not been able to achieve the Milestone element, refer to Question 2.</b></p>

#### 1. Provide a brief update on the progress of the project:

<p>Comments</p> <p>Redesign has been completed and the builder is now finalising pricing. Through a collaborative process with the builder and relevant consultants we have a very high conviction that the project will be on budget. We are working with our lawyer to finalise the construction contract and are looking to close this out either before the Christmas break or early in January. We have received our amended permit from Council and are planning to commence construction early in 2024.</p>
--

#### 2. Has construction started? If so, provide date of commencement.

Completed demolition ONLY

Commencement Date: \_\_ Q1 2024 \_\_\_\_\_

3. If you have not been able to achieve a milestone requirement, advise status and mitigation strategies in place for the project to be brought back onto schedule. If there is likely to be any impact on the delivery of future milestones and/or project completion, please provide detail below:

Comments  
Refer to Variation request covering proposed changes to the milestones dates.

**STATEMENT OF RECEIPTS AND EXPENDITURE**  
**Project Funding for the period: April 2022 to November 2023**

Project funds received to date	Amount GST Exclusive
CDG Grant Funding received	\$1,695,000
Interest on CDG Grant Funding (1)	\$0
<b>Total CDG Funding received (A)</b>	<b>\$1,695,000</b>
<b>Other contributions received (cash) (B)</b>	<b>\$0</b>
<b>Total funds received (cash) (A + B)</b>	<b>\$1,695,000</b>

Contributor (2) – as per Funding Agreement	Eligible Expenditure Item – Cost Item/s as listed in Funding Agreement	Contribution/ Budgeted Amount (Cash) GST exclusive	Committed Expenditure (3) GST exclusive	Cash Expenditure (4) GST exclusive
Community Development Grants Programme	Design, construction & fit- out	\$13,900,000	\$ 120,350	\$ 1,904,731
<b>Total</b>		<b>\$13,900,000</b>	<b>(A) \$</b>	<b>(B) \$</b>
			<b>Total Expenditure to date (A + B)</b>	<b>\$ 2,025,081</b>

- INTEREST ON GRANT FUNDING: Interest earned on Grant Funding received. If no interest has been applied or no Grant Funding has been received, then '0' should be entered in this field.
- CONTRIBUTOR: Include total Australian Government contribution as well as contributions identified in Clause 1 of Supplementary Terms of the Agreement.
- COMMITTED EXPENDITURE: Committed Expenditure includes expenditure on work completed to date where invoices have been issued but payments have not yet been made. Evidence is required of this expenditure, which may include unpaid invoices, or other relevant documentation.
- CASH EXPENDITURE: Evidence is required of payments made to date including receipts.

(NOTE) Report all receipts and expenditure as GST exclusive.

I am a person authorised to sign this Certification on behalf of my organisation; and the information provided is complete and correct.

Name: s 47F(1) Position: ADMINISTRATIVE DIRECTOR

Signed: s 47F(1) Date: 14/12/2023  
(Dec 14, 2023 16:51 GMT+11)

***This Certification is to be signed by the Chief Executive Officer, General Manager, or a person authorised by your organisation to complete and submit this form on their behalf.***



### CERTIFICATION

<b>Program</b>	Community Development Grants Programme
<b>Grantee</b>	Giant Steps Melbourne Ltd
<b>Project</b>	Giant Steps Autism School Expansion

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, and Giant Steps Melbourne Ltd, executed on 24 February 2022 (subsequently varied on 28 April 2023) (the Agreement), I certify that:

1. All Funding and Other Contributions received were expended for the purpose of the Activity and Project, and expended and held in a manner in accordance with the program guidelines and Agreement; and
2. Salaries and allowances paid to any person involved in the Activity under the Agreement were in accordance with the applicable award or agreement in force under the relevant law on industrial or workplace relations; and
3. I confirm that the recipient, project partners and associated activities are in compliance with current Australian government sanctions (refer to: <https://www.dfat.gov.au/international-relations/security/sanctions>) and acknowledge responsibility for ensuring our ongoing compliance.
4. I am a person authorised to make this Certification on behalf of my organisation; and the information provided is complete and correct

Name: s 47F(1) Position: ADMINISTRATIVE DIRECTOR

Signed: s 47F(1) Date: 14/12/2023  
(Dec 14, 2023 16:51 GMT+11)

***This Certification is to be signed by the Chief Executive Officer, General Manager, or a person authorised by your organisation to complete and submit this form on their behalf.***

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

## STATEMENT OF COMPLETION VALUE Giant Steps Autism School Expansion

As at 12/12/23 the Project is 15% complete as defined in the Schedule at Item A.2 of the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, and Giant Steps Melbourne Ltd.

---

### Contractor Certification

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: Contract Manager or similar

---

### Project Manager (or equivalent) Certification

Signed: s 47F(1) \_\_\_\_\_ Name: s 47F(1) \_\_\_\_\_

Position: Project Manager

---

### Grantee Certification

Signed: s 47F(1) \_\_\_\_\_ Name: s 47F(1) \_\_\_\_\_

Position: Chief Executive Officer/General Manager

I hereby certify that I am a person authorised to sign this Statement on behalf of my organisation; and the information provided is complete and correct.









# Updated Milestone 3 Claim

Final Audit Report

2023-12-14

Created:	2023-12-14
By:	s 47F(1) @bfh.com.au
Status:	Signed
Transaction ID:	CBJCHBCAABAA1DhuUJNhHcWm1-Ln3STIGG6efME54Z2y

## "Updated Milestone 3 Claim" History

-  Document created by s 47F(1) @bfh.com.au  
 2023-12-14 - 5:39:07 AM GMT - IP address: 43.255.45.146
-  Document emailed to s 47F(1) @fontic.com.au for signature  
 2023-12-14 - 5:39:13 AM GMT
-  Document emailed to s 47F(1) @giantsteps.net.au for signature  
 2023-12-14 - 5:39:14 AM GMT
-  Email viewed by s 47F(1) @giantsteps.net.au  
 2023-12-14 - 5:49:28 AM GMT - IP address: 52.102.12.197
-  Document e-signed by s 47F(1) @giantsteps.net.au  
 Signature Date: 2023-12-14 - 5:51:29 AM GMT - Time Source: server- IP address: 1.145.77.243
-  Email viewed by s 47F(1) @fontic.com.au  
 2023-12-14 - 6:10:07 AM GMT - IP address: 202.91.45.36
-  Document e-signed by s 47F(1) @fontic.com.au  
 Signature Date: 2023-12-14 - 6:11:36 AM GMT - Time Source: server- IP address: 202.91.45.36
-  Agreement completed.  
 2023-12-14 - 6:11:36 AM GMT



# TAX INVOICE

Department of Infrastructure, Transport, Regional Development,  
Communications and the Arts  
GPO BOX 594  
CANBERRA ACT 2601  
AUSTRALIA

**Invoice Date**  
14 Dec 2023

**Invoice Number**  
INV-0547

**Reference**  
CDG1085-03

**ABN**  
46 606 552 283

Giant Steps Melbourne  
Limited  
11 Malmsbury Street  
KEW VIC 3101  
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
Capital Grant Project - CDG1085 - Progress Payment #3	1.00	s 47G	10%	s 47G
			Subtotal	s 47G
			TOTAL GST 10%	s 47G
			<b>TOTAL AUD</b>	<b>s 47G</b>

## Due Date: 29 Dec 2023

EFT:  
Giant Steps Melbourne Gift Account  
BSB: s 47G  
Account: s 47G

# PAYMENT ADVICE

To: Giant Steps Melbourne Limited  
11 Malmsbury Street  
KEW VIC 3101  
AUSTRALIA

**Customer** Department of Infrastructure,  
Transport, Regional Development,  
Communications and the Arts

**Invoice Number** INV-0547

**Amount Due** s 47G

**Due Date** 29 Dec 2023

**Amount Enclosed**

Enter the amount you are paying above



Ref: 6305.02

August 31, 2023.

**Fontic**

5A/26 Wellington St  
Collingwood VIC 3066

**REVIEWED**  
19 Sep 2023

# Tax Invoice

**Attention:** s 47F(1)

**Tax Invoice No. 202308 / 11**

## Giant Steps Kew Additional Fees Engineering Consulting Services

Professional fees for services rendered to the end of August 2023, in accordance with our fee letter dated August 18, 2023.

	<u>Fee</u>	<u>% Complete</u>	<u>Claim</u>
Schematic Design	s 47G		
Design Development			
Contract Documentation			
Contract Administration Uplift			
Section J Assessment			
<b>Total Fee</b>			
<b>This Claim excluding GST</b>			
<b>Less Previously Claimed</b>			
<b>This Invoice excluding GST</b>			
<b>GST @ 10%</b>			
<b>This Invoice</b>			

s 47F(1)

**Waterman Group (AUS) Pty Ltd**

s 47F(1)

**Director**

**Payment Terms - 14 Days** Direct Payment Details:

s 47G

This is a payment claim under the Building and Construction Industry Security of Payment Act 2002

Type: 40 Items  
PL: RJP

**Waterman Group (Aus) Pty Ltd**

ACN 121 003 334 ABN 46 121 003 334

www.waterman-australia.com.au

**Melbourne:** t +61 3 9685 9900 melbourne@waterman-australia.com.au

**Sydney:** t +61 2 9411 9957 sydney@waterman-australia.com.au

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts





**REVIEWED**  
19 Sep 2023

Ref: 6305.03

August 31, 2023.

### Tax Invoice

**Fontic**

5A/26 Wellington St  
Collingwood VIC 3066

Attention: s 47F(1)

Tax Invoice No. 202308 / 101

**Giant Steps Kew – Additional Fee Claim  
Engineering Consulting Services**

Professional fees for services rendered to the end of August 2023, in accordance with our fee letter dated August 18, 2023.

	Fee	% Complete	Claim
Synagogue inclusion in title	s 47G		
Additional requirement for electrical substation			
Upgrade of existing building detection system			
Multi purpose rooms added to level 2			
Construction value increase			
Staging update of documents 16/03/23			
Staging update of documents issued 19/04/23			
<b>Total Fee</b>			
<b>This Claim excluding GST</b>			
<b>Less Previously Claimed</b>			
<b>This Invoice excluding GST</b>			
<b>GST @ 10%</b>			
<b>This Invoice</b>			

**Waterman Group (AUS) Pty Ltd**

s 47F(1)  
Director

**Payment Terms - 14 Days** Direct Payment Details:

s 47G

This is a payment claim under the Building and Construction Industry Security of Payment Act 2002

Type: 40 Items  
PL: RJP

**Waterman Group (Aus) Pty Ltd**

ACN 121 003 334 ABN 46 121 003 334

www.waterman-australia.com.au

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melbourne@waterman-australia.com.au

Sydney: t +61 2 9411 9957

sydney@waterman-australia.com.au

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts





**REVIEWED**  
19 Sep 2023

# TAX INVOICE

Brogue Consulting Engineers  
ABN 16153604123  
128 Rupert St Collingwood VIC 3066

**Billing Details:**

To: Fontic  
Attn: s 47F(1)  
Address: 5A/26 Wellington Street, Collingwood, VIC, 3066

Invoice No: **230807**  
Job No: **19181V3**  
Issue Date: **29/08/2023**  
Client Ref:

**Project: Giant Steps School Kew**

Professional Services Amount Due (Ex GST)

STRUCTURAL SCHEMATIC DESIGN  
CIVIL SCHEMATIC DESIGN  
CIVIL WSUD REPORT

s 47G

s 47G

Total (Ex GST): s 47G  
GST:  
Total:

**Payment Options - Invoice Number:230807**

By Mail - Cheques payable to:  
Brogue Consulting Engineers  
128 Rupert Street  
Collingwood Vic 3066

Total Excluding GST: s 47G  
GST:  
Total:

Direct Deposit:  
Bank:  
BSB:  
Acc No:

s 47G

**Due By: 12-Sep-23**



FEE BREAKDOWN (EX. GST): GIANT STEPS SCHOOL KEW

INVOICE NUMBER: 230807  
PROJECT NUMBER: 19181V3  
DATE: 29/08/2023  
RECIPIENT: s 47F(1)

FEE SCHEDULE (Ex. GST)	AGREED FEE	PREVIOUS INVOICE	CURRENT INVOICE	REMAINING FEE
STRUCTURAL SCHEMATIC DESIGN	s 47G			
STRUCTURAL TENDER DOCUMENTATION (100% COMPLETE)				
STRUCTURAL TENDER PHASE SERVICES				
STRUCTURAL CONSTRUCTION DOCUMENTATION				
STRUCTURAL IN-HOUSE DUAL CERTIFICAION				
STRUCTURAL CONSTRUCTION PHASE SERVICES				
CIVIL SCHEMATIC DESIGN				
CIVIL TENDER DOCUMENTATION (100% COMPLETE)				
CIVIL TENDER PHASE SERVICES				
CIVIL CONSTRUCTION DOCUMENTATION				
CIVIL CONSTRUCTION PHASE SERVICES				
CIVIL WSUD REPORT				





Ref: 6305.02

August 31, 2023.

**Fontic**

5A/26 Wellington St  
Collingwood VIC 3066

**REVIEWED**  
19 Sep 2023

# Tax Invoice

**Attention:** s 47F(1)

**Tax Invoice No. 202308 / 11**

## Giant Steps Kew Additional Fees Engineering Consulting Services

Professional fees for services rendered to the end of August 2023, in accordance with our fee letter dated August 18, 2023.

	<u>Fee</u>	<u>% Complete</u>	<u>Claim</u>
Schematic Design	s 47G		
Design Development			
Contract Documentation			
Contract Administration Uplift			
Section J Assessment			
<b>Total Fee</b>			
<b>This Claim excluding GST</b>			
<b>Less Previously Claimed</b>			
<b>This Invoice excluding GST</b>			
<b>GST @ 10%</b>			
<b>This Invoice</b>			

s 47F(1)

**Waterman Group (AUS) Pty Ltd**

s 47F(1)

**Director**

**Payment Terms - 14 Days** Direct Payment Details:

s 47G

This is a payment claim under the Building and Construction Industry Security of Payment Act 2002

Type: 40 Items  
PL: RJP

**Waterman Group (Aus) Pty Ltd**

ACN 121 003 334 ABN 46 121 003 334

www.waterman-australia.com.au

**Melbourne:** t +61 3 9685 9900

melbourne@waterman-australia.com.au

**Sydney:** t +61 2 9411 9957

sydney@waterman-australia.com.au

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts





**REVIEWED**  
19 Sep 2023

Ref: 6305.03

August 31, 2023.

### Tax Invoice

**Fontic**

5A/26 Wellington St  
Collingwood VIC 3066

**Attention:** s 47F(1)

**Tax Invoice No. 202308 / 101**

**Giant Steps Kew – Additional Fee Claim  
Engineering Consulting Services**

Professional fees for services rendered to the end of August 2023, in accordance with our fee letter dated August 18, 2023.

	Fee	% Complete	Claim
Synagogue inclusion in title	s 47G		
Additional requirement for electrical substation			
Upgrade of existing building detection system			
Multi purpose rooms added to level 2			
Construction value increase			
Staging update of documents 16/03/23			
Staging update of documents issued 19/04/23			
<b>Total Fee</b>			
<b>This Claim excluding GST</b>			
<b>Less Previously Claimed</b>			
<b>This Invoice excluding GST</b>			
<b>GST @ 10%</b>			
<b>This Invoice</b>			

**Waterman Group (AUS) Pty Ltd**

s 47F(1)  
**Director**

**Payment Terms - 14 Days** Direct Payment Details:

s 47G

This is a payment claim under the Building and Construction Industry Security of Payment Act 2002

Type: 40 Items  
PL: RJP

**Waterman Group (Aus) Pty Ltd**

ACN 121 003 334 ABN 46 121 003 334

www.waterman-australia.com.au

**Melbourne:** t +61 3 9685 9900

melbourne@waterman-australia.com.au

**Sydney:** t +61 2 9411 9957

sydney@waterman-australia.com.au

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts





**REVIEWED**  
19 Sep 2023

# TAX INVOICE

Brogue Consulting Engineers  
ABN 16153604123  
128 Rupert St Collingwood VIC 3066

### Billing Details:

To: Fontic  
Attn: s 47F(1)  
Address: 5A/26 Wellington Street, Collingwood, VIC, 3066

Invoice No: **230807**  
Job No: **19181V3**  
Issue Date: **29/08/2023**  
Client Ref:

### Project: Giant Steps School Kew

Professional Services Amount Due (Ex GST)

STRUCTURAL SCHEMATIC DESIGN  
CIVIL SCHEMATIC DESIGN  
CIVIL WSUD REPORT

s 47G

s 47G

Total (Ex GST): s 47G  
GST:  
**Total:**

---

### Payment Options - Invoice Number:230807

By Mail - Cheques payable to:  
Brogue Consulting Engineers  
128 Rupert Street  
Collingwood Vic 3066

Total Excluding GST: s 47G  
GST:  
**Total:**

Direct Deposit:  
Bank:  
BSB:  
Acc No:

s 47G

**Due By: 12-Sep-23**



**FEE BREAKDOWN (EX. GST): GIANT STEPS SCHOOL KEW**

INVOICE NUMBER: 230807

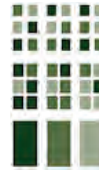
PROJECT NUMBER: 19181V3

DATE: 29/08/2023

RECIPIENT: s 47F(1)

FEE SCHEDULE (Ex. GST)	AGREED FEE	PREVIOUS INVOICE	CURRENT INVOICE	REMAINING FEE
STRUCTURAL SCHEMATIC DESIGN	s 47G			
STRUCTURAL TENDER DOCUMENTATION (100% COMPLETE)				
STRUCTURAL TENDER PHASE SERVICES				
STRUCTURAL CONSTRUCTION DOCUMENTATION				
STRUCTURAL IN-HOUSE DUAL CERTIFICAION				
STRUCTURAL CONSTRUCTION PHASE SERVICES				
CIVIL SCHEMATIC DESIGN				
CIVIL TENDER DOCUMENTATION (100% COMPLETE)				
CIVIL TENDER PHASE SERVICES				
CIVIL CONSTRUCTION DOCUMENTATION				
CIVIL CONSTRUCTION PHASE SERVICES				
CIVIL WSUD REPORT				

s 47G



**Leigh Design**

waste management plans for all urban developments

# TAX INVOICE

Giant Steps Melbourne Limited  
 Attention: Mr s 47F(1)  
 C/- Fontic  
 5A/26 Wellington Street  
 Collingwood VIC 3066

**REVIEWED**  
 19 Sep 2023

**Invoice Date**  
 1 Sep 2023

**Invoice Number**  
 INV-11964

**Reference**  
 FA dated 2-8-23

Leigh Design Pty Ltd  
 ABN: 37 139 522 437  
 PO Box 115  
 CARNEGIE VIC 3163  
 Phone: 03 8516 5399  
 info@leighdesign.com.au  
 www.leighdesign.com.au

Description	Quantity	Unit Price	GST	Amount AUD
Preparation of a Waste Management Plan for the development listed at the delivery address below (remaining 50%).	s 47G			

Site Address:

Giant Steps Melbourne Campus  
 11 Malmsbury Street, Kew, Victoria

Subtotal	s 47G
TOTAL GST 10%	
<b>TOTAL AUD</b>	

**Due Date: 15 Sep 2023**

Online payment preferred to:  
 Leigh Design Pty Ltd  
 s 47G

\*Please reference the above Invoice Number with your payment

When paying by cheque, please detach the payment advice and post to address provided.

# PAYMENT ADVICE

To: Leigh Design Pty Ltd  
 ABN: 37 139 522 437  
 PO Box 115  
 CARNEGIE VIC 3163  
 Phone: 03 8516 5399  
 info@leighdesign.com.au  
 www.leighdesign.com.au

<b>Customer</b>	Giant Steps Melbourne Limited
<b>Invoice Number</b>	INV-11964
<b>Amount Due</b>	s 47G
<b>Due Date</b>	15 Sep 2023
<b>Amount Enclosed</b>	Enter the amount you are paying above

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Melbourne 8 Gwynne Street, Cremorne, VIC 3121 Phone: (03) 9429 3111  
Geelong Suite 2, 12-14 Union Street, Geelong VIC 3220 Phone: (03) 4224 0240  
Sydney Level 11/10 Carrington St, Sydney NSW 2000 Phone: (02) 9696 1225  
Brisbane Level 6/200 Adelaide St, Brisbane QLD 4000 Phone: (07) 3724 9277

Date  
11 September 2023

Project Number  
20440T

Invoice Number  
INV-64149

**REVIEWED**  
19 Sep 2023

Terms  
14 Days

Client  
Giant Steps Melbourne Limited  
5A/26 Wellington Street Collingwood VIC 3066

Attention  
Mrs 47F(1) C/- Fontic

Project  
Giant Steps School - 11 Malmsbury Street Kew

## TAX INVOICE

### Transport Engineering Services for August 2023

Tasks	Amount
Stage 1 - Traffic Engineering Design Inputs - Hourly Rate up to \$2,500 + GST Completion of Stage (100% of Fixed Fee)	s 47G
Send design review markups through to JCB	
Review plans and provide feedback	
Stage 2 - Update Car Park Management Plan - Fixed Fee \$1,200 + GST Completion of Stage (100% of Fixed Fee)	
Update Car Park Management Plan	
	Subtotal
	GST
	Total
	Less Amount Paid
	<b>Amount Due</b>

ABN 93 983 380 225

Project No: 20440T  
Invoice No: INV-64149  
Amount Paid: .....

s 47G

Please email remittance advice to [accounts@ratio.com.au](mailto:accounts@ratio.com.au), or fax 9429 3011. Please include Ratio Invoice number

**TAX INVOICE**



Jackson  
Clements  
Burrows  
Architects

Jackson Clements Burrows Pty Ltd  
ABN:92 072 854 883  
Wurundjeri Woi-wurrung Country  
345 Swan St  
Richmond Vic 3121

T +61 3 9654 6227  
accounts@jcba.com.au  
www.jcba.com.au

Giant Steps Melbourne  
s 47F(1)  
C/- Fontic Group  
5A/26 Wellington Street  
Collingwood, VIC 3066

31 August 2023  
Invoice No: 80000367  
Due Date: 30 September 2023

Project 019-051.00 GIANT STEPS SCHOOL MELBOURNE  
**Professional Services from 01 August 2023 to 31 August 2023**

	Agreed Fee	(%) Percent Complete	Total Invoiced	Previous Fee Invoiced	Current Fee Invoiced
<b>Architectural Services</b>					
Schematic Design	s 47G				
Design Development					
Construction Documentation					
Tender & Negotiation					
Construction Administration					
<b>Total Architectural Services</b>					
<b>Additional Services</b>					
Staged Works					
Additional Services					
<b>Total Additional Services</b>					
<b>Redesign Services</b>					
Schematic Design / Town Planning					
Design Development					
Construction Documentation					
Construction Services					
<b>Total Redesign Services</b>					
<b>Total Fee</b>	s 47G				
<b>GST @ 10%</b>					
<b>Total this Invoice</b>					s 47G

**REVIEWED**  
19 Sep 2023

**Terms & Conditions**

This is a payment claim under the Building and Construction Industry Security of Payment Act 2002.

s 47G

Forward remittance advice to: accounts@jcba.com.au

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

**REVIEWED**

19 Sep 2023

31 Aug 2023

**TAX INVOICE  
INV-2920  
GSM**Giant Steps Melbourne P/L  
11 Malmsbury St  
KEW VIC 3101  
AUSTRALIA

Description	Quantity	Unit Price	Amount
Project Management & Superintendent services for the month of August 2023 Refer to attached progress payment certificate	S		
		Subtotal	\$ 47G
		Total GST 10%	
		Invoice Total	
<b>Due Date: 14 Sep 2023</b>		<b>Amount Due</b>	

This is a payment claim under the "Building &amp; Construction Industry Security of Payment Act 2002"

**Banking Details:**  
\$ 47G**Terms**

Full payment is required by the due date. Late payments will be subject to an interest charge of 20% per annum.

Please email remittance advice to: [office@fontic.com.au](mailto:office@fontic.com.au)

For Accounts enquiries please email as above or call 03 7065 4047



**PROGRESS PAYMENT CERTIFICATE  
PROJECT MANAGEMENT**

To: Giant Steps Melbourne Pty Ltd

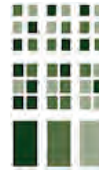
Certificate Date 31/8/2023

Project: GSM

Claim No 9

Phase	Agreed Fee	%	Work Complete	Previously Claimed	Current Claim					
<b>Project Management / Client Correspondence / Reporting</b>	s 47G									
Project management / correspondence / reporting / issues										
<b>Consultant Appointment</b>										
Nil - hourly rates if required										
<b>Design Development</b>										
Management of Design Development and authority approvals										
<b>Tender</b>										
Tender Preparation										
Administration of Tender										
Tender analysis and appointment										
<b>Construction (Superintendent Role)</b>										
Assumed construction duration - will be adjusted (-/+ ) based on \$7,500 X 13 months										
<b>Post Construction</b>										
Post Completion Defects (hourly rates)										
<b>TOTAL</b>						s 47F(1)				

Additional Works	Agreed Fee	%	Work Complete	Previously Claimed	Current Claim
<b>Variation #1 - Pre-Head contract tender variation</b>	s 47G				
Stage 1 - Ongoing Grant updates / Program updates / Client engagement					
Stage 2 - Contam/Geotech/DDA/Building Surveyor/Hazmat/Landsurveyor					
Stage 3 - Protracted town planning phase, inc. communication and strategy					
Stage 4 - Extended Design Phase and redesigns due to budget issues					
Stage 5 - Separate demolition tender and contract preparation					
Stage 6 - Separate demolition / electrical works management					
<b>Variation #2 - Post-Head contract tender variation</b>					
Stage 1 - Project administration, Programming & Funding coordination.					
Stage 3 - Oversee schematic design & resubmit town planning amendment					
Stage 4 - Redesign new scheme and manage preferred builder involvement					
Stage 5 - Post tender preferred contractor management & Engagement					
Stage 6 - Management of contractor and works for staged early works (Monthly rate)					
Stage 6 - Construction rate (Increases allowance based on development program)					
<b>Total Variations</b>	s 47F(1)				
<b>TOTAL (Inc Variations)</b>					



**Leigh Design**

waste management plans for all urban developments

# TAX INVOICE

Giant Steps Melbourne Limited  
 Attention: Mr s 47F(1)  
 C/- Fontic  
 5A/26 Wellington Street  
 Collingwood VIC 3066

**REVIEWED**  
 19 Sep 2023

**Invoice Date**  
 1 Sep 2023

**Invoice Number**  
 INV-11964

**Reference**  
 FA dated 2-8-23

Leigh Design Pty Ltd  
 ABN: 37 139 522 437  
 PO Box 115  
 CARNEGIE VIC 3163  
 Phone: 03 8516 5399  
 info@leighdesign.com.au  
 www.leighdesign.com.au

Description	Quantity	Unit Price	GST	Amount AUD
Preparation of a Waste Management Plan for the development listed at the delivery address below (remaining 50%).	s 47G			
Site Address:				
Giant Steps Melbourne Campus 11 Malmsbury Street, Kew, Victoria				

**Due Date: 15 Sep 2023**

Online payment preferred to:  
 Leigh Design Pty Ltd  
 s 47G

\*Please reference the above Invoice Number with your payment

When paying by cheque, please detach the payment advice and post to address provided.

✂

# PAYMENT ADVICE

To: Leigh Design Pty Ltd  
 ABN: 37 139 522 437  
 PO Box 115  
 CARNEGIE VIC 3163  
 Phone: 03 8516 5399  
 info@leighdesign.com.au  
 www.leighdesign.com.au

<b>Customer</b>	Giant Steps Melbourne Limited
<b>Invoice Number</b>	INV-11964
<b>Amount Due</b>	s 47G
<b>Due Date</b>	15 Sep 2023
<b>Amount Enclosed</b>	_____

Enter the amount you are paying above

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Melbourne 8 Gwynne Street, Cremorne, VIC 3121 Phone: (03) 9429 3111  
Geelong Suite 2, 12-14 Union Street, Geelong VIC 3220 Phone: (03) 4224 0240  
Sydney Level 11/10 Carrington St, Sydney NSW 2000 Phone: (02) 9696 1225  
Brisbane Level 6/200 Adelaide St, Brisbane QLD 4000 Phone: (07) 3724 9277

Date  
11 September 2023

Project Number  
20440T

Invoice Number  
INV-64149

**REVIEWED**  
19 Sep 2023

Terms  
14 Days

Client  
Giant Steps Melbourne Limited  
5A/26 Wellington Street Collingwood VIC 3066

Attention Mrs 47F(1) C/- Fontic

Project Giant Steps School - 11 Malmsbury Street Kew

## TAX INVOICE

### Transport Engineering Services for August 2023

Tasks	Amount
Stage 1 - Traffic Engineering Design Inputs - Hourly Rate up to \$2,500 + GST Completion of Stage (100% of Fixed Fee)	s 47G
Send design review markups through to JCB	
Review plans and provide feedback	
Stage 2 - Update Car Park Management Plan - Fixed Fee \$1,200 + GST Completion of Stage (100% of Fixed Fee)	
Update Car Park Management Plan	
	Subtotal
	GST
	Total
	Less Amount Paid
	<b>Amount Due</b>

ABN 93 983 380 225

s 47G

Project No: 20440T  
Invoice No: INV-64149  
Amount Paid: .....

Please email remittance advice to [accounts@ratio.com.au](mailto:accounts@ratio.com.au), or fax 9429 3011. Please include Ratio Invoice number

**TAX INVOICE**



Jackson  
Clements  
Burrows  
Architects

Jackson Clements Burrows Pty Ltd  
ABN:92 072 854 883  
Wurundjeri Woi-wurrung Country  
345 Swan St  
Richmond Vic 3121

T +61 3 9654 6227  
accounts@jcba.com.au  
www.jcba.com.au

Giant Steps Melbourne  
s 47F(1)  
C/- Fontic Group  
5A/26 Wellington Street  
Collingwood, VIC 3066

31 August 2023  
Invoice No: 80000367  
Due Date: 30 September 2023

Project 019-051.00 GIANT STEPS SCHOOL MELBOURNE  
**Professional Services from 01 August 2023 to 31 August 2023**

	Agreed Fee	(%) Percent Complete	Total Invoiced	Previous Fee Invoiced	Current Fee Invoiced
<b>Architectural Services</b>					
Schematic Design					
Design Development					
Construction Documentation					
Tender & Negotiation					
Construction Administration					
<b>Total Architectural Services</b>					
<b>Additional Services</b>					
Staged Works					
Additional Services					
<b>Total Additional Services</b>					
<b>Redesign Services</b>					
Schematic Design / Town Planning					
Design Development					
Construction Documentation					
Construction Services					
<b>Total Redesign Services</b>					
<b>Total Fee</b>					
<b>GST @ 10%</b>					
			<b>Total this Invoice</b>		<b>s 47G</b>

**REVIEWED**  
19 Sep 2023

**Terms & Conditions**  
This is a payment claim under the Building and Construction Industry Security of Payment Act 2002.

**Electronic Funds Transfer:**  
s 47G

Forward remittance advice to: accounts@jcba.com.au

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

**REVIEWED**

19 Sep 2023

31 Aug 2023

**TAX INVOICE  
INV-2920  
GSM**Giant Steps Melbourne P/L  
11 Malmsbury St  
KEW VIC 3101  
AUSTRALIA

Description	Quantity	Unit Price	Amount
Project Management & Superintendent services for the month of August 2023 Refer to attached progress payment certificate	1.00	s 47G	
		Subtotal	s 47G
		Total GST 10%	
		Invoice Total	
<b>Due Date: 14 Sep 2023</b>		<b>Amount Due</b>	

This is a payment claim under the "Building &amp; Construction Industry Security of Payment Act 2002"

**Banking Details:**

s 47G

**Terms**

Full payment is required by the due date. Late payments will be subject to an interest charge of 20% per annum.

Please email remittance advice to: [office@fontic.com.au](mailto:office@fontic.com.au)

For Accounts enquiries please email as above or call 03 7065 4047

**PROGRESS PAYMENT CERTIFICATE  
PROJECT MANAGEMENT**

To: Giant Steps Melbourne Pty Ltd

Certificate Date 31/8/2023

Project: GSM

Claim No 9

Phase	Agreed Fee	%	Work Complete	Previously Claimed	Current Claim
<b>Project Management / Client Correspondence / Reporting</b>					
Project management / correspondence / reporting / issues	Discounted to nil		\$ -		\$ -
<b>Consultant Appointment</b>					
Nil - hourly rates if required					
<b>Design Development</b>					
Management of Design Development and authority approvals					
<b>Tender</b>					
Tender Preparation					
Administration of Tender					
Tender analysis and appointment					
<b>Construction (Superintendent Role)</b>					
Assumed construction duration - will be adjusted (-/+ ) based on \$7,500 X 13 months					
<b>Post Construction</b>					
Post Completion Defects (hourly rates)					
<b>TOTAL</b>					

Additional Works	Agreed Fee	%	Work Complete	Previously Claimed	Current Claim
<b>Variation #1 - Pre-Head contract tender variation</b>					
Stage 1 - Ongoing Grant updates / Program updates / Client engagement					
Stage 2 - Contam/Geotech/DDA/Building Surveyor/Hazmat/Landsurveyor					
Stage 3 - Protracted town planning phase, inc. communication and strategy					
Stage 4 - Extended Design Phase and redesigns due to budget issues					
Stage 5 - Separate demolition tender and contract preparation					
Stage 6 - Separate demolition / electrical works management					
<b>Variation #2 - Post-Head contract tender variation</b>					
Stage 1 - Project administration, Programming & Funding coordination.					
Stage 3 - Oversee schematic design & resubmit town planning amendment					
Stage 4 - Redesign new scheme and manage preferred builder involvement					
Stage 5 - Post tender preferred contractor management & Engagement					
Stage 6 - Management of contractor and works for staged early works (Monthly rate)					
Stage 6 - Construction rate (Increases allowance based on development program)					
<b>Total Variations</b>					
<b>TOTAL (Inc Variations)</b>					

Disbursements	\$ -
Total	<b>\$ 47G</b>
GST 10%	\$ -
<b>Total Due</b>	<b>\$ -</b>



**REVIEWED**  
11 Oct 2023

Ref: 6305.02

September 30, 2023.

### Tax Invoice

**Fontic**

5A/26 Wellington St  
Collingwood VIC 3066

**Attention:** s 47F(1)

**Tax Invoice No. 202309 / 55**

**Giant Steps Kew Additional Fees  
Engineering Consulting Services**

Professional fees for services rendered to the end of September 2023, in accordance with our fee letter dated August 18, 2023.

s 47G

- Schematic Design
- Design Development
- Contract Documentation
- Contract Administration Uplift
- Section J Assessment

Total Fee  
 This Claim excluding GST  
 Less Previously Claimed

**This Invoice excluding GST**

GST @ 10%

**This Invoice**

s 47F(1)

**Waterman Group (AUS) Pty Ltd**

s 47F(1)

**Director**

**Payment Terms - 14 Days** Direct Payment Details:

s 47G

This is a payment claim under the Building and Construction Industry Security of Payment Act 2002

Type: 40 Items  
PL: RJP

**Waterman Group (Aus) Pty Ltd**

ACN 121 003 334 ABN 46 121 003 334  
www.waterman-australia.com.au

**Melbourne:** t +61 3 9685 9900 melbourne@waterman-australia.com.au

**Sydney:** t +61 2 9411 9957 sydney@waterman-australia.com.au

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts





**REVIEWED**  
11 Oct 2023

# TAX INVOICE

Brogue Consulting Engineers  
ABN 16153604123  
128 Rupert St Collingwood VIC 3066

### Billing Details:

To: Fontic  
Attn: s 47F(1)  
Address: 5A/26 Wellington Street, Collingwood, VIC, 3066

Invoice No: **230902**  
Job No: **19181V3**  
Issue Date: **28/09/2023**  
Client Ref:

**Project: Giant Steps School Kew**

---

Professional Services Amount Due (Ex GST)

---

STRUCTURAL	DESIGN DOCUMENTATION (50% COMPLETE)
CIVIL	SCHEMATIC DESIGN
CIVIL	DESIGN DOCUMENTATION (50% COMPLETE)

s 47G

Total (Ex GST): s 47G  
GST:  
Total:

---

### Payment Options - Invoice Number:230902

By Mail - Cheques payable to:  
Brogue Consulting Engineers  
128 Rupert Street  
Collingwood Vic 3066

Total Excluding GST: s 47G  
GST:  
Total:

Direct Deposit:  
Bank:  
BSB:  
Acc No:

s 47G

**Due By: 12-Oct-23**





FEE BREAKDOWN (EX. GST): GIANT STEPS SCHOOL KEW

INVOICE NUMBER: 230902  
PROJECT NUMBER: 19181V3  
DATE: 28/09/2023  
RECIPIENT: s 47F(1)

FEE SCHEDULE (Ex. GST)	AGREED FEE	PREVIOUS INVOICE	CURRENT INVOICE	REMAINING FEE
STRUCTURAL SCHEMATIC DESIGN	s 47G			
STRUCTURAL DESIGN DOCUMENTATION (50% COMPLETE)				
STRUCTURAL EXISTING STRUCTURE MODIFICATION				
STRUCTURAL CONSTRUCTION DOCUMENTATION				
STRUCTURAL IN-HOUSE DUAL CERTIFICAION				
STRUCTURAL CONSTRUCTION PHASE SERVICES				
CIVIL SCHEMATIC DESIGN				
CIVIL DESIGN DOCUMENTATION (50% COMPLETE)				
CIVIL CONSTRUCTION DOCUMENTATION				
CIVIL CONSTRUCTION PHASE SERVICES				
CIVIL WSUD REPORT				

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts



10 Prince Patrick St  
 RICHMOND VIC 3121  
 T: 03 9381 4366  
 www.acla.net.au

**REVIEWED**  
 11 Oct 2023

DATE 30/09/2023

INVOICE NO. 2758

Tax Invoice

Att: Att: Nick Gubbins, Fontic  
 Giant Steps Melbourne Ltd  
 11 Malmsbury St  
 KEW VIC 3101

PROJECT NO 2340

PROJECT Giant Steps Variation

QTY	DESCRIPTION	Fee	P.O. NO.			AMOUNT (GST excl)
			Prior %	Curr %	Total %	
1	Revised Concept and Town Planning	s 47G				
Subtotal						s 47G
Total GST						
Balance Due						

Terms Net 30

Payments can be made via EFT to:

s 47G

Remittance Advice to be emailed to maria@acla.net.au.  
 Please quote your invoice number.

**TAX INVOICE**



Jackson  
Clements  
Burrows  
Architects

Jackson Clements Burrows Pty Ltd  
ABN:92 072 854 883  
Wurundjeri Woi-wurrung Country  
345 Swan St  
Richmond Vic 3121

T +61 3 9654 6227  
accounts@jcba.com.au  
www.jcba.com.au

**REVIEWED**  
11 Oct 2023

Giant Steps Melbourne  
s 47F(1)  
C/- Fontic Group  
5A/26 Wellington Street  
Collingwood, VIC 3066

30 September 2023  
Invoice No: 80000430  
Due Date: 30 October 2023

Project 019-051.00 GIANT STEPS SCHOOL MELBOURNE  
Professional Services from 01 September 2023 to 30 September 2023

	Agreed Fee	(%) Percent Complete	Total Invoiced	Previous Fee Invoiced	Current Fee Invoiced
<b>Architectural Services</b>					
Schematic Design					
Design Development					
Construction Documentation					
Tender & Negotiation					
Construction Administration					
<b>Total Architectural Services</b>					
<b>Additional Services</b>					
Staged Works					
Additional Services					
<b>Total Additional Services</b>					
<b>Redesign Services</b>					
Schematic Design / Town Planning					
Design Development					
Construction Documentation					
Construction Services					
<b>Total Redesign Services</b>					
<b>Total Fee</b>					
<b>GST @ 10%</b>					
			<b>Total this Invoice</b>		<b>s 47G</b>

**Terms & Conditions**  
This is a payment claim under the Building and Construction Industry Security of Payment Act 2002.

s 47G

Forward remittance advice to: accounts@jcba.com.au

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts



02 Oct 2023

**REVIEWED**  
11 Oct 2023

**TAX INVOICE**  
**INV-2975**  
**GSM**

Giant Steps Melbourne P/L  
11 Malmsbury St  
KEW VIC 3101  
AUSTRALIA

Description	Quantity	Unit Price	Amount
Project Management & Superintendent services for the month of September 2023 Refer to attached progress payment certificate	1.00	s 47G	
		Subtotal	s 47G
		Total GST 10%	
		Invoice Total	
<b>Due Date: 16 Oct 2023</b>		<b>Amount Due</b>	

This is a payment claim under the "Building & Construction Industry Security of Payment Act 2002"

**Banking Details:**  
s 47G

**Terms**  
Full payment is required by the due date. Late payments will be subject to an interest charge of 20% per annum.

Please email remittance advice to: [office@fontic.com.au](mailto:office@fontic.com.au)

For Accounts enquiries please email as above or call 03 7065 4047

**PROGRESS PAYMENT CERTIFICATE  
PROJECT MANAGEMENT**

To: Giant Steps Melbourne Pty Ltd

Certificate Date 30/9/2023

Project: GSM

Claim No 10

Phase	Agreed Fee	%	Work Complete	Previously Claimed	Current Claim
<b>Project Management / Client Correspondence / Reporting</b>					
Project management / correspondence / reporting / issues	s 47G				
<b>Consultant Appointment</b>					
Nil - hourly rates if required					
<b>Design Development</b>					
Management of Design Development and authority approvals					
<b>Tender</b>					
Tender Preparation					
Administration of Tender					
Tender analysis and appointment					
<b>Construction (Superintendent Role)</b>					
Assumed construction duration - will be adjusted (-/+ ) based on \$7,500 X 13 months					
<b>Post Construction</b>					
Post Completion Defects (hourly rates)					
<b>TOTAL</b>					

Additional Works	Agreed Fee	%	Work Complete	Previously Claimed	Current Claim
<b>Variation #1 - Pre-Head contract tender variation</b>	s 47G				
Stage 1 - Ongoing Grant updates / Program updates / Client engagement					
Stage 2 - Contam/Geotech/DDA/Building Surveyor/Hazmat/Landsurveyor					
Stage 3 - Protracted town planning phase, inc. communication and strategy					
Stage 4 - Extended Design Phase and redesigns due to budget issues					
Stage 5 - Separate demolition tender and contract preparation					
Stage 6 - Separate demolition / electrical works management					
<b>Variation #2 - Post-Head contract tender variation</b>					
Stage 1 - Project administration, Programming & Funding coordination.					
Stage 3 - Oversee schematic design & resubmit town planning amendment					
Stage 4 - Redesign new scheme and manage preferred builder involvement					
Stage 5 - Post tender preferred contractor management & Engagement					
Stage 6 - Management of contractor and works for staged early works (Monthly rate)					
Stage 6 - Construction rate (Increases allowance based on development program)					
<b>Total Variations</b>					
<b>TOTAL (Inc Variations)</b>					

Disbursements	\$	-
Total	\$	s 47G
GST 10%	\$	
<b>Total Due</b>	<b>\$</b>	

# Tax Invoice



Resonate Consultants Pty Ltd  
 ABN 86 152 097 955  
 Level 1, 23 Peel Street  
 Adelaide SA 5000  
 08 8155 5888

<b>Invoice number:</b>	RA14757
<b>Invoice issued date:</b>	27 September, 2023
<b>Invoice due date:</b>	27 October, 2023
<b>Purchase order number:</b>	—
<b>Project:</b>	Giant Steps School
<b>Services:</b>	Acoustic Consultancy
<b>Resonate project number:</b>	M190650
<b>Project contact:</b>	s 47F(1) jcba.com.au
<b>Invoice submitted to:</b>	s fontic.com.au Fontic Group 5A/26 Wellington Street COLLINGWOOD VIC 3066
<b>Invoice copy to:</b>	s 47F(1) jcba.com.au s 47F(1) @jcba.com.au

**Scope of works:**

Phase	Fee (excluding GST)	Previously invoiced (excluding GST)	% Work complete	This invoice (excluding GST)
Design advice on construction materials / details during three main reviews – one being during town planning and setting out the criteria for the project, one at the end of Design Development and one on the draft Construction set for services / architecture.	s 47G			
Update of the Acoustic Report prepared by Resonate (Ref.: M190650RP1, Revision A, dated 29 June 2020) ready for re-submission to council based on the final Town Planning drawings.				
Update of acoustic design report for the design team / construction reference				
<b>Total</b>				

<b>Fee (GST exclusive)</b>	<b>GST</b>	<b>Total this invoice (GST inclusive)</b>
s 47G		

---

**Remittance:**

- Direct deposit:
  - s 47G
  - Email remittance to: [accounts@resonate-consultants.com](mailto:accounts@resonate-consultants.com)
  - Reference invoice number: RA14757
- Credit card: payment over the phone which incurs a fee of 1.79%, or
- Cheque: posted to Resonate Consultants Pty Ltd, Level 1, 23 Peel Street, Adelaide SA 5000



Ref: 6305.02

October 31, 2023.

# Tax Invoice

**Fontic**

5A/26 Wellington St  
Collingwood VIC 3066

Attention: s 47F(1)

Tax Invoice No. 202310 / 18

**Giant Steps Kew Additional Fees  
Engineering Consulting Services**

Professional fees for services rendered to the end of October 2023, in accordance with our fee letter dated August 18, 2023.

	Fee	% Complete	Claim
Schematic Design	s 47G		
Design Development			
Contract Documentation			
Contract Administration Uplift			
Section J Assessment			
<b>Total Fee</b>			
<b>This Claim excluding GST</b>			
<b>Less Previously Claimed</b>			

**This Invoice excluding GST**

GST @ 10%

**This Invoice**

Cost Code: 2004-V2

**REVIEWED**  
17 Nov 2023

**Waterman Group (AUS) Pty Ltd**

s 47F(1)  
Director

**Payment Terms - 14 Days** Direct Payment Details:

s 47G

This is a payment claim under the Building and Construction Industry Security of Payment Act 2002

Type: 40 Items  
PL: RJP

**Waterman Group (Aus) Pty Ltd**

ACN 121 003 334 ABN 46 121 003 334

www.waterman-australia.com.au

Melbourne: t +61 3 9685 9900 melbourne@waterman-australia.com.au

Sydney: t +61 2 9411 9957 sydney@waterman-australia.com.au

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# TAX INVOICE

Brogue Consulting Engineers  
ABN 16153604123  
128 Rupert St Collingwood VIC 3066

### Billing Details:

To: Fontic  
Attn: s 47F(1)  
Address: 5A/26 Wellington Street, Collingwood, VIC, 3066

Invoice No: **231003**  
Job No: **19181V3**  
Issue Date: **27/10/2023**  
Client Ref:

**Project: Giant Steps School Kew**

Professional Services	Amount Due (Ex GST)
STRUCTURAL DESIGN DOCUMENTATION (50% COMPLETE)	s 47G
STRUCTURAL EXISTING STRUCTURE MODIFICATION	
CIVIL DESIGN DOCUMENTATION (50% COMPLETE)	
CIVIL CONSTRUCTION DOCUMENTATION	

2003-V4



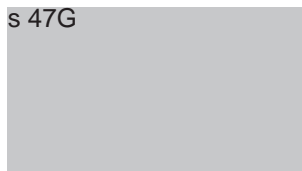
Total (Ex GST): \$ s 47G  
GST: \$  
Total: \$

### Payment Options - Invoice Number:231003

By Mail - Cheques payable to:  
Brogue Consulting Engineers  
128 Rupert Street  
Collingwood Vic 3066

Total Excluding GST: \$ s 47G  
GST: \$  
Total: \$

Direct Deposit:  
Bank:  
BSB:  
Acc No:



**Due By: 10-Nov-23**



FEE BREAKDOWN (EX. GST): GIANT STEPS SCHOOL KEW

INVOICE NUMBER: 231003  
PROJECT NUMBER: 19181V3  
DATE: 27/10/2023  
RECIPIENT: s 47F(1)

FEE SCHEDULE (Ex. GST)	AGREED FEE	PREVIOUS INVOICE	CURRENT INVOICE	REMAINING FEE
STRUCTURAL SCHEMATIC DESIGN	s 47G			
STRUCTURAL DESIGN DOCUMENTATION (50% COMPLETE)				
STRUCTURAL EXISTING STRUCTURE MODIFICATION				
STRUCTURAL CONSTRUCTION DOCUMENTATION				
STRUCTURAL IN-HOUSE DUAL CERTIFICAION				
STRUCTURAL CONSTRUCTION PHASE SERVICES				
CIVIL SCHEMATIC DESIGN				
CIVIL DESIGN DOCUMENTATION (50% COMPLETE)				
CIVIL CONSTRUCTION DOCUMENTATION				
CIVIL CONSTRUCTION PHASE SERVICES				
CIVIL WSUD REPORT				
	s 47G			

**PROGRESS PAYMENT CERTIFICATE**

Certificate Date: 17/11/2023

Project : Giant Steps Melbourne Autism School Expansion  
 Client: Giant Steps Melbourne Limited

Invoice Date: 31/10/2023

Invoice Number 231003

Service : **Structural & Civil Engineering**  
 Brogue Consulting Engineers

STATEMENT OF CONTRACT	
Original contract Sum (Excluding GST) <i>Based on consultant fee letter dated 1st August 2019</i>	\$74,000.00
<b>Total Approved Variations</b>	<b>\$91,900.00</b>
<b>ADJUSTED CONTRACT SUM, EXCLUDES GST</b>	<b>\$165,900.00</b>

Phase	Agreed Fee	%	Work Complete	Previously Claimed	Current Claim	Cost to complete
<b>Description</b>						
<b>Structural Engineering</b>						
Schematic Design	s 47G				\$ -	s 47G
Design Development					\$ -	
Construction Documentation					\$ -	
In House dual Certification					\$ -	
Construction Services (Includes Civil)					\$ -	
<b>Total Original Fee</b>	<b>s 47G</b>					
<b>Civil Engineering</b>						
Schematic Design	s 47G				\$ -	
Design Development					\$ -	
Construction Documentation					\$ -	
Construction Services					\$ -	
<b>Total Original Fee</b>	<b>s 47G</b>					
<b>Variations - Architectural</b>						
V#1 - VAR02 Outfall Drain	s 47G				\$ -	
V#2 - VAR03 Lanscape Rev 3B					\$ -	
V#3 - VAR04 Design changes for Substation and staged delivery					\$ -	
V#4 - Post Tender - Redesign - Schematic (Combined)					\$ -	s 47G
V#4 - Post Tender - Redesign - Design Development (Combined)					\$ -	
V#4 - Post Tender - Redesign - Construction Doc (Combined)					\$ -	
V#4 - Post Tender - Redesign - Allowance for existing building modifications					\$ -	
V#5 - Post Tender - WSUD Report					\$ -	
<b>Total Variations</b>	<b>s 47G</b>					
<b>Total Revised Fee</b>						
<b>Cost To Complete</b>						

Total Disbursements

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**PROGRESS PAYMENT CERTIFICATE**

Certificate Date: 17/11/2023

Invoice Date: 31/10/2023

Project : Giant Steps Melbourne - Expansion Project  
 Client: Giant Steps Melbourne

Invoice Number 202310/18

Service : **Building Engineering Services for Mechanical, Electrical, Hydraulics, Fire and ESD.**  
 Waterman

<b>STATEMENT OF CONTRACT</b>	
Original contract Sum (Excluding GST) <i>Based on consultant fee letter dated 15th August, 2019</i>	\$ 47G
<b>Total Approved Variations</b>	
<b>ADJUSTED CONTRACT SUM, EXCLUDES GST</b>	

Phase	Agreed Fee	%	Work Complete	Previously Claimed	Current Claim	Cost to complete
<b>Description</b>						
<b>Building Engineering Services for Mechanical, Electrical, Hydraulics, Fire and ESD.</b>						
Schematic Design	\$ 47G					\$ 47G
Design Development						
Contract Documentation						
Construction Services						
<b>Total Original Fee</b>	\$ 47G					
<b>Variations - Building Services Engineering</b>						
V#1 - Pre tender changes in scope as per fee variation dated 18/10/22 and email dated 14/4/23 (NOT AGREED)	\$ 47G					\$ 47G
V#2 - Post Tender Redesign - Schematic Design						
V#2 - Post Tender Redesign - Design Development						
V#2 - Post Tender Redesign - Contract Documentation						
V#2 - Post Tender Redesign - Contract Administration (Uplift)						
V#2 - Post Tender Redesign - Section J Assessment						
<b>Total Variations</b>	\$ 47G					
<b>Total Revised Fee</b>	\$ 47G					
<b>Cost To Complete</b>						

Total Disbursements

NIL

\$ 47G

GST 10%  
**Total Now Due**

\$

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# Tax Invoice

Client:  
Giant Steps Melbourne  
c/- Fontic  
5a-26 Wellington Street  
Collingwood VIC 3066

Invoice #: 00013448  
Date: 26/10/2023  
Claim 8  
Consultant: Rachel Moran  
Customer PO:

**Project Description: 202000104 - Giant Steps Melbourne**

Description	This Claim (GST Excl)
Building Surveying Services (excluding GST) Schematic Design Phase - Agreed fee s 47G . Previously claimed in full. Design Development/ Tender Phase - Agreed fee s 47G . Previously claimed s 47G . This claim - Construction Documentation Phase - Agreed fee s 47G Construction Phase - Agreed fee s 47G	s 47G

**REVIEWED**  
17 Nov 2023

Cost Code: 2006-2

**DUE DATE:**  
  
9/11/2023

Subtotal:	s 47G
GST:	
<b>Balance Due:</b>	

Please ensure the invoice number is quoted as a reference and a remittance is forwarded by fax (03) 9429 9868 or email: accounts@floreancigsmith.com.au  
s 47G

Please quote Invoice Number: 00013448  
Cheques are to be made payable to: Floreancig Smith Building Surveyors

**Please Note:**  
The above invoice is payable in accordance with Schedule 2 of the Building Act 1993. This invoice requires payment prior to issue of Building Permit or as agreed on the appointment/agreement letter of Floreancig Smith Building Surveyors.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

# Intuitive Consulting Pty Ltd



A.B.N. 41 612 292 789

116 Bank Street  
South Melbourne  
VIC 3205

Cost Code: 2005-V1

## Tax Invoice

Giant Steps Melbourne Limited  
11 Malmsbury St, Kew VIC 3101  
ABN: 46 606 552 283  
Attn: s 47F(1) [redacted]  
[redacted]@bfh.com.au

**Invoice No.:** IC\_2363D  
**Date:** 31/10/2023  
**Client PO #:**  
**Project Number:**  
**Payment Terms (Days):** Net 30

DETAILS	TOTAL (ex-GST)
Project: 11 Malmsbury Street, Kew VIC 3101 - Giant Steps School  Updated Fire Engineering Report	s 47G
<div style="border: 2px solid blue; border-radius: 15px; padding: 10px; display: inline-block;"> <p><b>REVIEWED</b> 17 Nov 2023</p> </div>	

**Thank you for your business!**

**Please include our invoice number(s) in the description of your bank transfer.**

Subtotal:	s 47G
Freight (ex-GST):	
GST:	
Total(inc-GST):	
Paid to Date:	
<b>Balance Due:</b>	

### How to Pay

by mail

**Intuitive Consulting Pty Ltd**

Address:  
116 Bank Street  
South Melbourne VIC 3205

**Tel: + 61 7006 0464**

Email: S [redacted]@intuitiveconsulting.com.au

Web: www.intuitiveconsulting.com.au

Or EFT:

s 47G [redacted]

s 47G

Invoice No: **IC\_2363D** Amount Due:

[redacted]

31 Oct 2023

**TAX INVOICE**

Giant Steps Melbourne Limited  
11 Malmsbury Street  
Kew Vic 3101

**Cost Code:**  
**2002-V3 = \$6,000**  
**2002-V2 = \$13,176.25**

Attention: s 47F(1)

Via email: accounts@giantsteps.net.au

Invoice: 344059

Job No: 190429

**11 MALMSBURY STREET, KEW**

**PAID**  
**17 Nov 2023**

**Services provided (from April 2023 to 27 October 2023):**

- Meeting with client and architect
- Review comments from architect
- Review revised plans
- Discussion with client
- Prepare list of matters to be reviewed and discussed
- Meeting with client, architect and project manager 01/05/2023
- Liaise with client group
- Discussions with Project Manager re substation
- Provide written advice to project manager
- Discussion with architect
- Discussion with client
- Liaise with Council planner re meeting time
- Review amended plans and provide comment
- Review updated plans
- Seek and review further information ahead of meeting
- Meeting with Council Officer
- Discussions with client
- Request amendments to plans from architect
- Partial draft of Secondary Consent request
- Discussion with architect
- Discussion with client
- Finalise secondary consent request
- Review amended plans prepared by project architect and email query seeking clarification on retaining wall
- Review and comment on updated plans, finalise cover letter, prepare lodgement email, collate and lodge secondary consent application with Council and copy to client and project architect 26/05/2023
- Video conference with client 9/06/2023 to discuss potential future amendment application, contemplating removal of basement and replacement at-grade car parking, with associated built form changes incl. Follow up email notes to client
- Discussions re amendments to proposal
- Review proposals for scaled back scheme
- Review history of decision for impacts on revised design
- Discussions re proposal
- Meeting with client, architect and project manager 15/06/2023
- Advice to client
- Review sketch plans
- Feedback on plans to project team
- Discussions with Council officer
- Discussions with client
- Review Council feedback on Secondary Consent plans
- Discussion with client
- Meeting with Council officer
- Provide updated plan to Council planner
- Review revised project timeframes
- Provide advice to client re documentation and timing

**REVIEWED**  
**17 Nov 2023**

31 Oct 2023

**TAX INVOICE**

Giant Steps Melbourne Limited  
 11 Malmsbury Street  
 Kew Vic 3101

Attention: s 47F(1)

Via email: [accounts@giantsteps.net.au](mailto:accounts@giantsteps.net.au)**Invoice:** 344059**Job No:** 190429**11 MALMSBURY STREET, KEW**

- Review requirements for secondary consent request and provide advice to Project Manager
- Review tree removal and arborist report
- Review architect's comments
- Discussion with client
- Review draft secondary consent plans
- Discussions with project manager
- Convey changes required to project manager and architect
- Discussions with architect
- Review revised secondary consent plans
- Provide feedback to architect and team
- Seek confirmation of CMP approval process
- Review updated plans
- Review Waste Management Plan
- Follow up outstanding documentation
- Chase up Council officer re CMP lodgement
- Chase consultants for final material for secondary consent lodgement
- Discussions with client
- Review acoustic report
- Review Stormwater Management Plan
- Follow up Car Park Management Plan
- Finalise and lodge Secondary Consent request
- Liaise with client and Council re process and timing
- Discussion with Council planner
- Liaise with project manager
- Lodge Construction Management Plan
- Lodge landscape plan
- Monitor progress of secondary consent request
- Provide update to client group
- Review comments from Council officers on material and provide to client group
- Meeting with client and architect
- Discussions with Council officers
- Discussions with client
- Provide amended images to Council and discuss with Council officer
- Relay response to client group
- Follow up Council officers for comment on materials
- Monitor progress of secondary consent request
- Discussion with client

Fee Value

s 47G





31 Oct 2023

**TAX INVOICE**

Giant Steps Melbourne Limited  
11 Malmsbury Street  
Kew Vic 3101

Attention: s 47F(1)

Via email: accounts@giantsteps.net.au

**Invoice:** 344059

**Job No:** 190429

**11 MALMSBURY STREET, KEW**

**TOTAL SERVICES**

GST

**INVOICE TOTAL (incl GST)**

s 47G

**PAYMENT IS APPRECIATED WITHIN 14 DAYS**

PLEASE RETURN THIS SECTION WITH YOUR PAYMENT

**PAYMENTS PAYABLE TO:**

**Invoice No:** 344059

s 47G

**Client Name:** Giant Steps Melbourne Limited

**Amount:**

s 47G

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

**TAX INVOICE**



Jackson  
Clements  
Burrows  
Architects

Jackson Clements Burrows Pty Ltd  
ABN:92 072 854 883  
Wurundjeri Woi-wurrung Country  
345 Swan St  
Richmond Vic 3121

T +61 3 9654 6227  
accounts@jcba.com.au  
www.jcba.com.au

Giant Steps Melbourne  
s 47F(1)  
C/- Fontic Group  
5A/26 Wellington Street  
Collingwood, VIC 3066

31 October 2023  
Invoice No: 80000473  
Due Date: 30 November 2023

Project 019-051.00 GIANT STEPS SCHOOL MELBOURNE  
**Professional Services from 01 October 2023 to 31 October 2023**

	Agreed Fee	(%) Percent Complete	Total Invoiced	Previous Fee Invoiced	Current Fee Invoiced
<b>Architectural Services</b>					
Schematic Design	s 47G				
Design Development					
Construction Documentation					
Tender & Negotiation					
Construction Administration					
<b>Total Architectural Services</b>					
<b>Additional Services</b>					
Staged Works					
Additional Services					
<b>Total Additional Services</b>					
<b>Redesign Services</b>					
Schematic Design / Town Planning					
Design Development					
Construction Documentation					
Construction Services					
<b>Total Redesign Services</b>					
<b>Total Fee</b>					s 47G
<b>GST @ 10%</b>					
<b>Cost Code: 2001-V3</b>					
<b>Total this Invoice</b>					

**REVIEWED**  
17 Nov 2023

**Terms & Conditions**  
This is a payment claim under the Building and Construction Industry Security of Payment Act 2002.

**Electronic Funds Transfer:**  
s 47G

Forward remittance advice to: accounts@jcba.com.au

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts



31 Oct 2023

**TAX INVOICE**  
**INV-3003**  
**Giant Steps Melbourne**

**Cost Code: 2017-V2**

Giant Steps Melbourne P/L  
 11 Malmsbury St  
 KEW VIC 3101  
 AUSTRALIA

**REVIEWED**  
 17 Nov 2023

Description	Quantity	Unit Price	Amount
Project Management & Superintendent services for the month of October 2023 Refer to attached progress payment certificate	1.00	s 47G	
		Subtotal	s 47G
		Total GST 10%	
		Invoice Total	
<b>Due Date: 14 Nov 2023</b>		<b>Amount Due</b>	

This is a payment claim under the "Building & Construction Industry Security of Payment Act 2002"

**Banking Details:**  
 s 47G

**Terms**  
 Full payment is required by the due date. Late payments will be subject to an interest charge of 20% per annum.

Please email remittance advice to: [office@fontic.com.au](mailto:office@fontic.com.au)

For Accounts enquiries please email as above or call 03 7065 4047

**PROGRESS PAYMENT CERTIFICATE  
PROJECT MANAGEMENT**

To: Giant Steps Melbourne Pty Ltd

Certificate Date 31/10/2023

Project: GSM

Claim No 11

Phase	Agreed Fee	%	Work Complete	Previously Claimed	Current Claim
<b>Project Management / Client Correspondence / Reporting</b>					
Project management / correspondence / reporting / issues	Discounted to nil		\$ -		\$ -
<b>Consultant Appointment</b>					
Nil - hourly rates if required	-				
<b>Design Development</b>					
Management of Design Development and authority approvals	s 47G				
<b>Tender</b>					
Tender Preparation					
Administration of Tender					
Tender analysis and appointment					
<b>Construction (Superintendent Role)</b>					
Assumed construction duration - will be adjusted (-/+ ) based on \$7,500 X 13 months					
<b>Post Construction</b>					
Post Completion Defects (hourly rates)					
<b>TOTAL</b>	<b>s 47G</b>				

Additional Works	Agreed Fee	%	Work Complete	Previously Claimed	Current Claim
<b>Variation #1 - Pre-Head contract tender variation</b>					
Stage 1 - Ongoing Grant updates / Program updates / Client engagement	s 47G				
Stage 2 - Contam/Geotech/DDA/Building Surveyor/Hazmat/Landsurveyor					
Stage 3 - Protracted town planning phase, inc. communication and strategy					
Stage 4 - Extended Design Phase and redesigns due to budget issues					
Stage 5 - Separate demolition tender and contract preparation					
Stage 6 - Separate demolition / electrical works management					
<b>Variation #2 - Post-Head contract tender variation</b>					
Stage 1 - Project administration, Programming & Funding coordination.					
Stage 3 - Oversee schematic design & resubmit town planning amendment					
Stage 4 - Redesign new scheme and manage preferred builder involvement					
Stage 5 - Post tender preferred contractor management & Engagement					
Stage 6 - Management of contractor and works for staged early works (Monthly rate)					
Stage 6 - Construction rate (Increases allowance based on development program)					
<b>Total Variations</b>	<b>s 47G</b>				
<b>TOTAL (Inc Variations)</b>					

Cost Code: 2008-V1

# Tax Invoice



Resonate Consultants Pty Ltd  
 ABN 86 152 097 955  
 Level 1, 23 Peel Street  
 Adelaide SA 5000  
 08 8155 5888

<b>Invoice number:</b>	RA14907
<b>Invoice issued date:</b>	31 October, 2023
<b>Invoice due date:</b>	30 November, 2023
<b>Purchase order number:</b>	—
<b>Project:</b>	Giant Steps School
<b>Services:</b>	Acoustic Consultancy
<b>Resonate project number:</b>	M190650
<b>Project contact:</b>	s 47F(1) s fontic.com.au
<b>Invoice submitted to:</b>	s fontic.com.au Fontic Group 5A/26 Wellington Street COLLINGWOOD VIC 3066
<b>Invoice copy to:</b>	s fontic.com.au s 47F(1) @jcba.com.au

**Scope of works:**

Phase	Fee (excluding GST)	Previously invoiced (excluding GST)	% Work complete	This invoice (excluding GST)
Design advice on construction materials / details during three main reviews – one being during town planning and setting out the criteria for the project, one at the end of Design Development and one on the draft Construction set for services / architecture.	s 47G			
Update of the Acoustic Report prepared by Resonate (Ref.: M190650RP1, Revision A, dated 29 June 2020) ready for re-submission to council based on the final Town Planning drawings.				
Update of acoustic design report for the design team / construction reference				
<b>Total</b>				

<b>Fee (GST exclusive)</b>	<b>GST</b>	<b>Total this invoice (GST inclusive)</b>
s 47G		

---

**Remittance:**

- Direct deposit:
  - s 47G
  - Email remittance to: [accounts@resonate-consultants.com](mailto:accounts@resonate-consultants.com)
  - Reference invoice number: RA14907
- Credit card: payment over the phone which incurs a fee of 1.79%, or
- Cheque: posted to Resonate Consultants Pty Ltd, Level 1, 23 Peel Street, Adelaide SA 5000



Ref: 6305.02

November 30, 2023.

### Tax Invoice

**Fontic**

5A/26 Wellington St  
Collingwood VIC 3066



2004-V2

Attention: s 47F(1)

Tax Invoice No. 202311 / 9

**Giant Steps Kew Additional Fees  
Engineering Consulting Services**

Professional fees for services rendered to the end of November 2023, in accordance with our fee letter dated August 18, 2023.

	Fee	% Complete	Claim
Schematic Design	s 47G		
Design Development			
Contract Documentation			
Contract Administration Uplift			
Section J Assessment			
<b>Total Fee</b>			
This Claim excluding GST			
Less Previously Claimed			
<b>This Invoice excluding GST</b>			
GST @ 10%			
<b>This Invoice</b>			

s 47F(1)

**Waterman Group (AUS) Pty Ltd**

s 47F(1)  
**Director**

**Payment Terms - 14 Days** Direct Payment Details:

s 47G

This is a payment claim under the Building and Construction Industry Security of Payment Act 2002

Type: 40 Items  
PL: JJP

**Waterman Group (Aus) Pty Ltd**

ACN 121 003 334 ABN 46 121 003 334  
www.waterman-australia.com.au

**Melbourne:** t +61 3 9685 9900 melbourne@waterman-australia.com.au  
**Sydney:** t +61 2 9411 9957 sydney@waterman-australia.com.au

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts



# Tax Invoice

Client:  
Giant Steps Melbourne  
c/- Fontic  
5a-26 Wellington Street  
Collingwood VIC 3066

Invoice #: 00013448  
Date: 26/10/2023  
Claim 8  
Consultant: s 47F(1)

**Project Description: 202000104 - Giant Steps Melbourne**

Description	This Claim (GST Excl)
Building Surveying Services (excluding GST) Schematic Design Phase - Agreed fee s 47G Previously claimed in full. Design Development/ Tender Phase - Agreed fee s 47G Previously claimed s 47G This claim - Construction Documentation Phase - Agreed fee s 47G Construction Phase - Agreed fee s 47G	s 47G

**Reviewed**  
7 Dec 2023

Was in the previous month claim 2006-V3

**DUE DATE:**  
  
9/11/2023

Subtotal: s 47G  
GST:  
**Balance Due:**

Please ensure the invoice number is quoted as a reference and a remittance is forwarded by fax (03) 9429 9868 or email: accounts@floreancigsmith.com.au

s 47G

Please quote Invoice Number: 00013448

Cheques are to be made payable to: Floreancig Smith Building Surveyors

Please Note:  
The above invoice is payable in accordance with Schedule 2 of the Building Act 1993. This invoice requires payment prior to issue of Building Permit or as agreed on the appointment/agreement letter of Floreancig Smith Building Surveyors.

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## Tax Invoice

Client:  
Giant Steps Melbourne  
c/- Fontic  
5a-26 Wellington Street  
Collingwood VIC 3066

Invoice #: 00013649  
Date: 28/11/2023  
Claim 9  
Consultant: s 47F(1)  
Customer PO:

**Project Description: 202000104 - Giant Steps Melbourne**

Description	This Claim (GST Excl)
Building Surveying Services (excluding GST) Schematic Design Phase - Agreed fee s 47G Previously claimed in full. Design Development/ Tender Phase - Agreed fee s 47G . Previously claimed s 47G This claim - Construction Documentation Phase - Agreed fees 47G Construction Phase - Agreed fee s 47G  2006-V3  <div style="border: 2px solid green; border-radius: 15px; padding: 5px; display: inline-block; text-align: center;"> <b>Reviewed</b> 7 Dec 2023                 </div>	s 47G

**DUE DATE:**  
12/12/2023

Subtotal:	s 47G
GST:	
<b>Balance Due:</b>	

Please ensure the invoice number is quoted as a reference and a remittance is forwarded by fax (03) 9429 9868 or email: accounts@floreancigsmith.com.au

s 47G

Please quote Invoice Number: 00013649

Cheques are to be made payable to: Floreancig Smith Building Surveyors

**Please Note:**  
The above invoice is payable in accordance with Schedule 2 of the Building Act 1993. This invoice requires payment prior to issue of Building Permit or as agreed on the appointment/agreement letter of Floreancig Smith Building Surveyors.

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# TAX INVOICE

Fontic  
 Attention: s 47F(1)  
 5A/26 Wellington Street,  
 COLLINGWOOD VIC 3066  
 AUSTRALIA

**Invoice Date**  
 30 Nov 2023

**Invoice Number**  
 231107-19181V3

**Reference**  
 Giant Steps School Kew

**ABN**  
 16 153 604 123

Brogue Consulting Engineers  
 Pty Ltd  
 Attention: Accounts  
 128 Rupert St  
 COLLINGWOOD VIC 3066  
 AUSTRALIA

**Reviewed**  
 7 Dec 2023

Part of the double invoice on previous page

Description	Quantity	Unit Price	GST	Amount AUD
Structural Existing Structure Modification	1.00	s 47G		
Structural VAR005 - VM Updates	1.00			
			Subtotal	s 47G
			TOTAL GST 10%	
			<b>TOTAL AUD</b>	

**Due Date: 14 Dec 2023**

Payment by Mail - Cheques payable to: Brogue Consulting Engineers Pty Ltd  
 128 Rupert Street, Collingwood Vic 3066

s 47G

✂️  
**PAYMENT ADVICE**

To: Brogue Consulting Engineers Pty Ltd  
 Attention: Accounts  
 128 Rupert St  
 COLLINGWOOD VIC 3066  
 AUSTRALIA

**Customer** Fontic  
**Invoice Number** 231107-19181V3  
**Amount Due** s 47G  
**Due Date**  
**Amount Enclosed**

Enter the amount you are paying above

TAX INVOICE



Jackson Clements Burrows Architects

Jackson Clements Burrows Pty Ltd
ABN:92 072 854 883
Wurundjeri Woi-wurrung Country
345 Swan St
Richmond Vic 3121

T +61 3 9654 6227
accounts@jcba.com.au
www.jcba.com.au

Giant Steps Melbourne
s 47F(1)
C/- Fontic Group
5A/26 Wellington Street
Collingwood, VIC 3066

30 November 2023
Invoice No: 80000540
Due Date: 30 December 2023

Project 019-051.00 GIANT STEPS SCHOOL MELBOURNE
Professional Services from 01 November 2023 to 30 November 2023

Table with 5 columns: Agreed Fee, (% Complete), Total Invoiced, Previous Fee Invoiced, Current Fee Invoiced. Rows include Architectural Services, Additional Services, Redesign Services, and Total Fee.

GST @ 10%

Reviewed
7 Dec 2023

2001-V3

Terms & Conditions
This is a payment claim under the Building and Construction Industry Security of Payment Act 2002.

Electronic Funds Transfer:
s 47G

Forward remittance advice to: accounts@jcba.com.au

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30 Nov 2023

**Reviewed**  
7 Dec 2023

**TAX INVOICE**  
**INV-2975**  
**GSM**

2017-V2

Giant Steps Melbourne P/L  
11 Malmsbury St  
KEW VIC 3101  
AUSTRALIA

Description	Quantity	Unit Price	Amount
Project Management & Superintendent services for the month of November 2023 Refer to the attached progress payment certificate	1.00	s 47G	
		Subtotal	s 47G
		Total GST 10%	
		Invoice Total	
<b>Due Date: 16 Dec 5952</b>		<b>Amount Due</b>	

This is a payment claim under the "Building & Construction Industry Security of Payment Act 2002"

**Banking Details:**

s 47G

**Terms**

Full payment is required by the due date. Late payments will be subject to an interest charge of 20% per annum.

Please email remittance advice to: [office@fontic.com.au](mailto:office@fontic.com.au)

For Accounts enquiries please email as above or call 03 7065 4047

s 22

**From:** s 47F(1) <s fontic.com.au>  
**Sent:** Friday, 15 December 2023 4:26 PM  
**To:** CDG Projects  
**Cc:** s 47F(1) s 47F(1) s 47F(1) giantsteps.net.au; s 47F(1)  
**Subject:** Re: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

**Categories:** s 22

Hi s 22

To assist further, the below link includes the invoices issued with Milestone 2 report. This was for all project invoices received to date as at 31/07/2023.

<https://www.odrive.com/s/43550489-a081-4df7-9788-df85562d329e-657be326>

Regards,

s 47F(1)  
Associate Director  
s 47F(1)

**Melbourne Office**  
5A/26 Wellington Street  
Collingwood VIC 3066

--

**Geelong Office**  
20-28 Brougham Street  
Geelong VIC 3220

---

**From:** s 47F(1)  
**Date:** Friday, 15 December 2023 at 1:59 pm  
**To:** CDG Projects, s 47F(1)  
**Cc:** s 47F(1), "s 47F(1)", "s 47F(1) giantsteps.net.au"  
**Subject:** Re: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

Hi s 22

Please refer to invoices also provided in Milestone Report 2 which should total the total cost to date being claimed in Milestone 3, we did not resend these due to already providing them. If you want me to re-issue, please confirm.

Regards,

s 47F(1)  
Associate Director  
s 47F(1)

**Melbourne Office**  
5A/26 Wellington Street  
Collingwood VIC 3066

--

**Geelong Office**  
20-28 Brougham Street  
Geelong VIC 3220

**From:** CDG Projects  
**Date:** Friday, 15 December 2023 at 1:02 pm  
**To:** s 47F(1)  
**Cc:** s 47F(1), s 47F(1), "s 47F(1)", "s 47F(1)" giantsteps.net.au", CDG Projects  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon s 47F(1)

Thank you for sending those documents through.

In regards to the contractor invoices, from my calculation, the invoices provided are only equivalent to s 47G (GST inclusive).

Per my previous email, I require invoices at least s 47G (GST inclusive) as part of my progress report assessment.

Regards,

s 22

Grants Officer • Program Delivery • Regional Programs Delivery • Regional Development and Local Government Division

s 22 [infrastructure.gov.au](http://infrastructure.gov.au)

P s 22

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](http://infrastructure.gov.au)

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.  
I recognise and respect their continuing connection to the land, waters and communities.  
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

**OFFICIAL**

**From:** s 47F(1)  
**Sent:** Thursday, 14 December 2023 9:18 PM  
**To:** CDG Projects  
**Cc:** s 47F(1); s 47F(1); s 47F(1); s 47F(1) giantsteps.net.au  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

s22(1)(a)(ii) - duplicate email chain

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s 22

**From:** CDG Projects  
**Sent:** Monday, 8 January 2024 4:29 PM  
**To:** s 47F(1) CDG Projects  
**Cc:** s 47F(1) ; s 47F(1) ; s 47F(1) ; s 47F(1) giantsteps.net.au  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]  
**Attachments:** GIANT STEPS\_COST REPORT\_21-Payments.pdf; GIANT STEPS\_COST REPORT\_21-Summary.pdf

OFFICIAL

Good afternoon,

The quality assurance team has noted that the revised financial information supplied by s 47F(1) on 14 December 2023 (attached) does not contain the notes table (below) included in the original financial summary submitted 12 December 2023.

[Redacted block containing s 47G]

Could I please request confirmation in writing that s 47G to the project that the new total project cost is now \$14,050,000. Clarification on this matter will be required for the assessment to be finalised.

Regards,

s 22  
Grants Officer • Program Delivery • Regional Programs Delivery • Regional Development and Local Government Division  
s 22 [infrastructure.gov.au](http://infrastructure.gov.au)  
Ps 22  
GPO Box 594 Canberra, ACT 2601

Department of Infrastructure, Transport, Regional Development, Communications and the Arts  
CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS

[infrastructure.gov.au](http://infrastructure.gov.au)

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

**From:** s 47F(1)  
**Sent:** Thursday, 14 December 2023 9:18 PM  
**To:** CDG Projects  
**Cc:** s 47F(1) ; s 47F(1) ; s 47F(1) ; s 47F(1) giantsteps.net.au  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]  
s22(1)(a)(ii) - duplicate email chain

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
----------	------	-----------	-------------	--------------	-----------	-----------------	------------	---------------

2000 - PROFESSIONAL FEES								
2001.00	ARCHITECT JCB							s 47G
2002.00	TOWN PLANNER CONTOUR							
2003.00	STRUCTURAL / CIVIL BROGUE							
2004.00	BUILDING SERVICES WATERMAN							
2005.00	FIRE ENGINEERING Intuitive							

Fontic Group  
—  
ABN 16 601 405 770

fontic.com.au  
info@fontic.com.au  
03 7065 4047

Melbourne  
5A / 26 Wellington Street  
Collingwood VIC 3066

Geelong  
20-28 Brougham Street  
Geelong VIC 3220

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
		s 47G						
2006.00	BUILDING SURVEYOR <b>FLOREANCIG SMITH</b>							
2007.00	QUANTITY SURVEYOR <b>NAPIER &amp; BLAKELEY</b>							
2008.00	ACOUSTIC <b>RESONATE</b>							
2009.00	DDA <b>Before Compliance</b>							
2010.00	TRAFFIC ENGINEER <b>RATIO</b>							
2011.00	ESD <b>WATERMAN</b>							
2012.00	LANDSCAPE ARCHITECT <b>ACLA</b>							
2013.00	LAND SURVEYING <b>SWANSON</b>							
2014.00	ARBORIST <b>TREE LOGIC / THE GREEN CONNECTION / SAME DAY TREE WORKS</b>							

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
2015.00	GEOTECHNICAL STATEWIDE	s 47G						
2016.00	HERITAGE ASSESSMENT BRYCE RAYWORTH							
2017.00	PROJECT MANAGER FONTIC							
2018.00	WASTE LEIGH DESIGN							
2019.00	PLAYGROUND DESIGNER INCLUSIVE THRU DESIGN							
2020.00	HAZMAT HAZCON							
2021.00	CONTAMINATION ASSESSMENT EDGE							
2022.00	FAÇADE N/A							
2023.00	PERFORMANCE SOLUTIONS DDEG							
2024.00	SIGNAGE Pidgeon Ward							
2025.00	LEGAL Arnold Block Leibler							
2026.00	N/A N/A							
2029.00	CONTINGENCY (0%) 0%							

<b>TOTAL PROFESSIONAL FEES</b>	<b>\$ 1,674,079.19</b>	<b>\$ 60,350.00</b>	<b>\$ 1,734,429.19</b>
--------------------------------	------------------------	---------------------	------------------------

Fontic Group  
—  
ABN 16 601 405 770

fontic.com.au  
info@fontic.com.au  
03 7065 4047

Melbourne  
5A / 26 Wellington Street  
Collingwood VIC 3066

Geelong  
20-28 Brougham Street  
Geelong VIC 3220

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
----------	------	-----------	-------------	--------------	-----------	-----------------	------------	---------------

**3000 - AUTHORITY FEES**

3001.00	COUNCIL PERMIT COSTS <b>BOROONDARA, DELWP</b>	s 47G						
3002.00	BUILDING PERMIT <b>B</b>							
3003.00	AUTHORITY (HEADWORKS) CONTRIBUTIONS <b>FRV FRV</b>							
3004.00	ASSET PROTECTION PERMIT (BOND) <b>BOROONDARA</b>							
3005.00	ELECTRICAL KIOSK OFFER \$						-	
3006.00	SEWER AND WATER OFFER \$						-	
3007.00	STORMWATER ENG / COUNCIL <b>G</b>							

<b>TOTAL AUTHORITY FEES</b>	\$ 85,955.55	\$ -	\$ 85,955.55
-----------------------------	--------------	------	--------------

**4000 - CONSTRUCTION COSTS**

4001.00	HEAD CONTRACTOR <b>McCorkell</b>	s 47G						
4002.00	DEMOLITION <b>MANN GROUP Ultrasol Rent a Fence</b>							
4003.00	DEMOLITION - ELECTRICAL <b>BRW</b>							
4004.00	LOOSE FURNITURE \$						-	
4005.00	CONTAMINATION REMOVAL \$						-	
4006.00	ESCALATION \$						0.02	

<b>TOTAL CONSTRUCTION COSTS</b>	\$ 144,696.50	\$ 60,000.00	\$ 204,696.50
---------------------------------	---------------	--------------	---------------

<b>TOTAL PAYMENTS TO DATE</b>	\$ 1,904,731.24	\$ 120,350.00	\$ 2,025,081.24
-------------------------------	-----------------	---------------	-----------------

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**GIANT STEPS MELBOURNE  
PROJECT COST SUMMARY**

ALL FIGURES EXCLUDE GST

NO.	ITEM	A	B	C	D	E	F	G	H	I	J	K
		BUDGET	COMMITTED CONTRACT	VARIATIONS APPROVED	TOTAL COMMITTED TO DATE	WORKS UNLET	FORECAST VARIATIONS	TOTAL FORECAST	FORECAST VARIANCE TO BUDGET	APPROVED FOR PAYMENT	% CLAIMED (Forecast)	TOTAL FORECAST TO COMPLETE
					(B+C)			(D + E + F)	(H - A)		(I/G)	(G - I)
<b>2000 - PROFESSIONAL FEES</b>												
2001	ARCHITECT											
2002	TOWN PLANNER											
2003	STRUCTURAL / CIVIL											
2004	BUILDING SERVICES											
2005	FIRE ENGINEERING											
2006	BUILDING SURVEYOR											
2007	QUANTITY SURVEYOR											
2008	ACOUSTIC											
2009	DDA											
2010	TRAFFIC ENGINEER											
2011	ESD											
2012	LANDSCAPE ARCHITECT											
2013	LAND SURVEYING											
2014	ARBORIST											
2015	GEOTECHNICAL											
2016	HERITAGE ASSESSMENT											
2017	PROJECT MANAGER											
2018	WASTE											
2019	PLAYGROUND DESIGNER											
2020	HAZMAT											
2021	CONTAMINATION ASSESSMENT											
2022	FACADE											
2023	PERFORMANCE SOLUTIONS											
2024	SIGNAGE											
2025	LEGAL											
2029	CONTINGENCY (0%)											
	<b>TOTAL PROFESSIONAL FEES</b>	\$ 1,350,000	\$ 1,271,261	\$ 998,024	\$ 2,269,286	\$ 4,303	\$ 14,000	\$ 2,287,588	\$ 937,588	\$ 1,734,429	76%	\$ 553,159
<b>3000 - AUTHORITY FEES</b>												
3001	COUNCIL PERMIT COSTS											
3002	BUILDING PERMIT											
3003	AUTHORITY (HEADWORKS) CONTRIBUTION											
3004	ASSET PROTECTION PERMIT (BOND)											
3005	ELECTRICAL KIOSK OFFER											
3006	SEWER AND WATER OFFER											
3007	STORMWATER ENG / COUNCIL											
3008	CONTINGENCY (0%)											
	<b>TOTAL AUTHORITY FEES</b>	\$ 560,000	\$ 38,188	\$ -	\$ 83,668	\$ 386,332	\$ -	\$ 450,000	\$ (110,000)	\$ 85,956	19%	\$ 364,044
<b>4000 - CONSTRUCTION COSTS</b>												
4001	HEAD CONTRACTOR											
4002	DEMOLITION											
4003	DEMOLITION - ELECTRICAL											
4004	LOOSE FURNITURE											
4005	CONTAMINATION REMOVAL											
4006	ESCALATION											
4007	CONTINGENCY (6%)											
	<b>TOTAL CONSTRUCTION COSTS</b>	\$ 11,071,000	\$ 129,719	\$ 14,978	\$ 144,697	\$ 11,021,000	\$ -	\$ 11,165,697	\$ 94,697	\$ 204,697	2%	\$ 10,961,001
	<b>TOTAL COSTS (Items 0-4)</b>	\$ 12,981,000	\$ 1,439,168	\$ 1,013,002	\$ 2,497,651	\$ 11,391,635	\$ 14,000	\$ 13,903,285	\$ 9,22,865	\$ 2,025,081	15%	\$ 11,876,204
<p><b>NOTES</b></p> <p>11/8/23 Funding Milestone 1 payment of \$1,000,000 utilised in project. GSM have contributed a further \$150,000. Increases total project costs budget to \$14,050,000. Cost to complete based on funding grant payments outstanding is \$12,900,000.</p>												



s 22

**From:** CDG Projects  
**Sent:** Wednesday, 17 January 2024 10:58 AM  
**To:** s 47F(1) s 47F(1) s 47F(1) s 47F(1) giantsteps.net.au  
**Cc:** CDG Projects; s 22  
**Subject:** CDG1085 - Giant Steps Autism School Expansion - Variation Request [SEC=OFFICIAL]  
**Attachments:** Appendix 6.5 Regional Partnerships reporting pack v2.0 - signed.pdf; CDG1085 - Att G - Variation 2 Schedule.docx

**Importance:** High

## OFFICIAL

Good morning s

As Progress Report 3 is in its final stages of consideration, I am following up on the attached Variation Request Form as I would like to continue with my assessment.

Can you please advise if the attached is still current (apart from Milestone 3 being achieved)? Also attached is the draft Schedule for review.

If there have been any changes, I am happy to follow up with a Teams meeting to discuss the changes etc?

If a Teams meeting is required, below are dates/times I am available (allow 30 mins):

18/01/24 between 8.00 am and 9.30 am, and 11.30 am and 3.30 pm  
 19/01/24 between 8.00 am and 10.30 am, and 12.00 pm and 3.30 pm  
 22/01/24 between 8.00 am and 10.30 am, and 12.30 pm and 3.00 pm

Please let me know when it would suit you, and I will send through the invite.

If no changes are required, please let me know by return email.

Many thanks.

Regards

s 22 (She/Her)

Program Delivery Officer • Regional Programs Branch • Regional Development and Local Government Division

*My hours of work are 8.00 am to 4.00 pm Monday to Friday (WFH Tu and Th)*

ES 22 [infrastructure.gov.au](mailto:s 22@infrastructure.gov.au)

PS 22

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
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*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.  
 I recognise and respect their continuing connection to the land, waters and communities.  
 I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

**From:** s 47F(1)

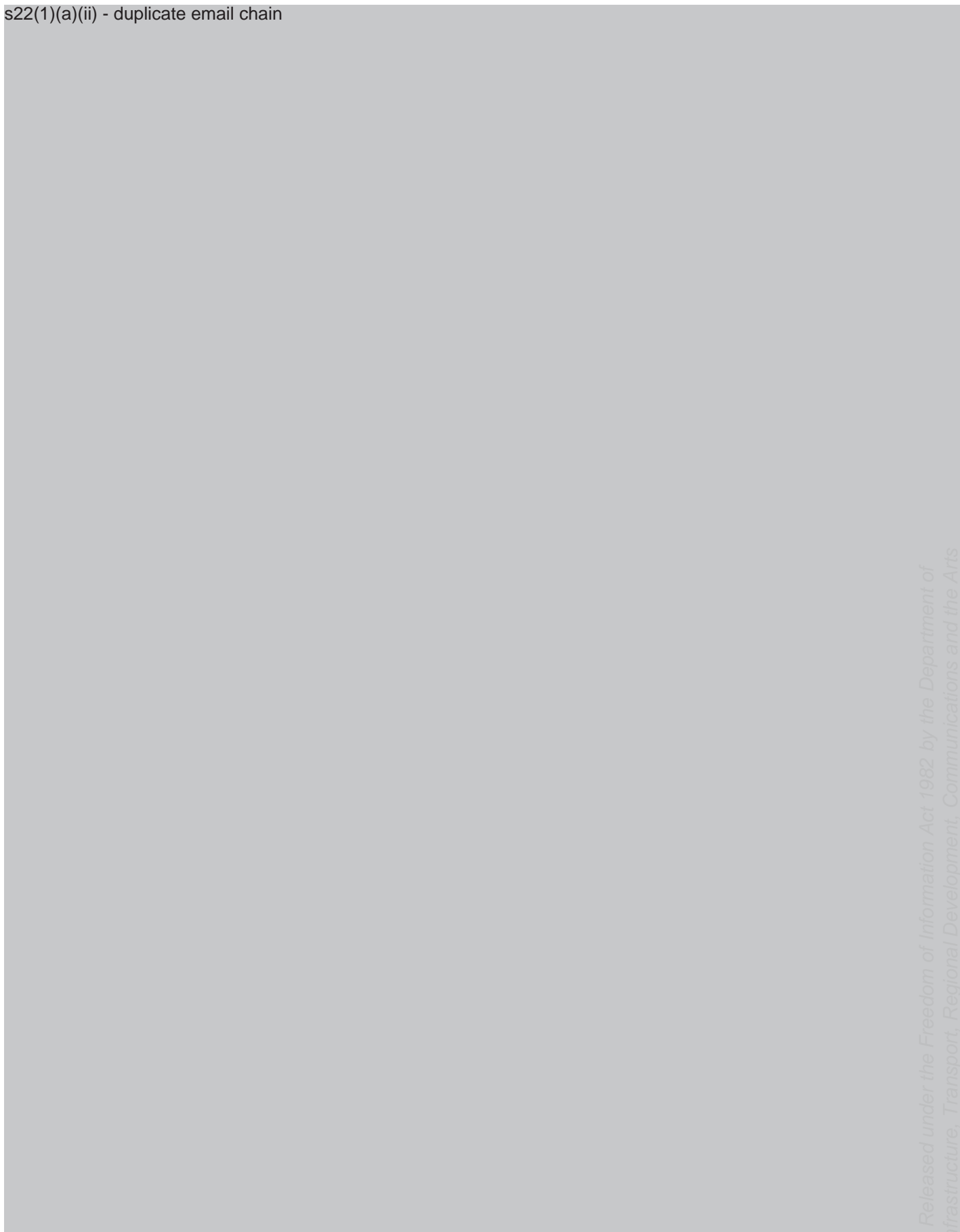
**Sent:** Saturday, 9 December 2023 11:07 AM

**To:** CDG Projects

**Cc:** s 47F(1); s 47F(1); s 47F(1) giantsteps.net.au; s 47F(1)

**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation Request [SEC=OFFICIAL]

s22(1)(a)(ii) - duplicate email chain



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### VARIATION REQUEST

<b>Program</b>	Community Development Grants Programme	
<b>Project ID Number</b>	CDG1085	
<b>Grantee</b>	Giant Steps Melbourne Ltd	
<b>Project</b>	Giant Steps Autism School Expansion	
<b>Total Project Cost</b>	\$13,900,000 (GST exclusive)	
<b>Total AG Funding</b>	\$13,900,000 (GST exclusive)	
<b>Project Officer</b>	s 22	Email: <a href="mailto:cdg.projects@infrastructure.gov.au">cdg.projects@infrastructure.gov.au</a>

**1. Provide a brief update on the current status of the project:**

**Comments**

After completing final design the Quantity Surveyor provided a final cost update which came in over budget due to delays and general market cost escalations. We proceeded to attempt to stage the project in order to deliver a significant part of our original commitment which we then took to tender. Our tender pricing also came back over budget so we have begun working on an alternative design that would allow us to deliver as much as possible with the available funding.

Due to the incredibly creative work of our architects and consultant team we have been able to redesign the project with what we believe is a net overall gain to the deliverables under the activity statement. There are some areas that we have reduced but overall, we are delivering more than our commitments under the previous variation.

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<b>Total project cost</b>	Annexure B - enter proposed new project total cost if changing or N/A Not Applicable – No Change.
<b>Other</b>	Include detail of any other proposed changes not included above or N/A

### Milestones

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<p><b><u>Progress Report 3</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>15% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>15% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/09/2023  Report Due 01/10/2023	10/12/2023  Report Due 17/12/2023	s 47G	
<p><b><u>Progress Report 4</u></b> Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>engagement of contractor and confirmation that the contractor is compliant with the Code for the Tendering and Performance of Building Work 2016 and accredited under the Australian Government Building and Construction WHS Accreditation Scheme.</li> <li>20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/11/2023  Report Due 01/12/2023	10/03/2024  Report Due 17/3/2024		
<p><b><u>Progress Report 5</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>25% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>24% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	01/01/2024  Report Due 01/02/2024	10/05/2024  Report Due 17/5/2024		
<p><b><u>Progress Report 6</u></b></p>	<ul style="list-style-type: none"> <li>32% of the Project is completed and</li> </ul>	01/03/2024  Report Due	10/7/2024		

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>30% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>certified by the Project Manager, Quantity Surveyor, or similar.</p>	<p>01/04/2024</p>	<p>Report Due 17/7/2024</p>	<p>s 47G</p>	
<p><b>Progress Report 7</b></p> <p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>40% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>40% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/05/2024</p> <p>Report Due 01/06/2024</p>	<p>10/8/2024</p> <p>Report Due 17/8/2024</p>		
<p><b>Progress Report 8</b></p> <p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>45% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>48% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/07/2024</p> <p>Report Due 01/08/2024</p>	<p>10/9/2024</p> <p>Report Due 17/9/2024</p>		
<p><b>Progress Report 9</b></p> <p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>50% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>55% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/0/2024</p> <p>Report Due 01/10/2024</p>	<p>10/10/2024</p> <p>Report Due 17/10/2024</p>		
<p><b>Progress Report 10</b></p> <p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>60% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>64% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/10/2024</p> <p>Report Due 01/11/2024</p>	<p>Date 10/11/2024</p> <p>Report Due 17/11/2024</p>		

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Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<p><b><u>Progress Report 11</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>65% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>73% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/11/2024  Report Due 01/12/2024</p>	<p>Date 10/12/2024  Report Due 17/12/2024</p>	s 47G	
<p><b><u>Progress Report 12</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>75% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>78% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/01/2025  Report Due 01/02/2025</p>	<p>Date 18/1/2025  Report Due 25/1/2025</p>		
<p><b><u>Progress Report 13</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>85% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>88% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> <li></li> </ul>	<p>01/03/2025  Report Due 01/04/2025</p>	<p>Date 10/3/2025  Report Due 17/3/2025</p>		
<p><b><u>Progress Report 14</u></b> Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>an Event Invitation has been submitted to the Department as required at Item H of the Schedule;</li> <li>90% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>95% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/05/2025  Report Due 01/06/2025</p>	<p>Date 10/4/2025  Report Due 17/4/2025</p>		
<p><b><u>Completion Report</u></b> Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>the Activity, at Item A.5 of the Schedule, is complete;</li> <li>the Project, at Item A.2 of the Schedule, is complete;</li> </ul>	<p>Leave blank if no change to milestone requirements</p>	<p>01/11/2025  Report Due 23/02/2026</p>	<p>Date 10/5/2025  Report Due 17/5/2025</p>		

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<ul style="list-style-type: none"> <li>all approvals required to enable public access and use of the facility have been met and the Project is fully Operational; and</li> <li>100% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>					

**3. What is the reason for the variation?**

Provide an explanation for why the funding agreement should be varied e.g. planning delays/environmental factors/re-design due to budget limitations

**Comments**

Due to extended delays in planning and the impact of COVID on program and market escalation costs, we have been forced to redesign the project to meet the funding budget.

**4. If a funding partner has withdrawn support from the project, please include an overview of the likely impact to the Activity/Project in terms of viability:**

**NOTE:** as a pre-condition to entering into your Funding Agreement, you signed a Deed of Undertaking declaring:

- The Commonwealth is not and will not be responsible for the provision of any funding in addition to the amount approved by the Minister and stipulated in the Funding Agreement.
- The Grantee is responsible for any additional funding (if any) required for the Project.

N/A if not relevant to this request

**Comments**

Not Applicable. Funding has not changed

**5. If the proposed Activity and/or Project Completion date are after the date specified in your Schedule, please provide:**

- details of what you have already undertaken to bring the project back on schedule; and
- any other measures you are putting in place to address the delays.

**Comments**

There is no change to the project completion date however many of the milestone dates are changing due to the redesign process causing a cascading effect.

We acknowledge that we have already made one variation to the agreement and have taken significant further steps to ensure we can deliver the project successfully within budget. Primarily, we have engaged our preferred builder to work alongside the design and consultant team providing constant feedback from a cost perspective. Their input is also assisting with the project program.

We have already completed more than 50% of the redesign work.

**6. What is the likely impact if the variation request is not approved?**

Include whether:

- there will be delays to delivering the Activity and/or Project;
- the scope of the Activity and/or Project will be reduced or changed;
- the Activity and/or Project will not be able to be continued without the variation; and/or

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- there will be other issues encountered in completing the Activity and/or Project.

**Comments**

We would not be able to deliver on the Activity commitments without the variation.

**DECLARATION BY OFFICER AUTHORISED TO REQUEST VARIATION TO THE FUNDING AGREEMENT**

I confirm that the recipient, project partners and associated activities are in compliance with current Australian government sanctions (refer to: <https://www.dfat.gov.au/international-relations/security/sanctions>) and acknowledge responsibility for ensuring our ongoing compliance.

I certify that the information provided in this Variation Request Form is complete and correct:

Name: s 47F(1) Position: Administrative

Signed: s 47F(1) Date: 08/12/2023

***This Certification is to be signed by the Chief Executive Officer, General Manager, or a person authorised by your organisation to complete and submit this form on their behalf.***

s 47F(1)  
  
Daniel Fink (Dec 8, 2023 15:36 GMT+11)

DIRECTOR

08/12/2023

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# Appendix 6.5 Regional Partnerships reporting pack v2.0

Final Audit Report

2023-12-08

Created:	2023-12-08
By:	s 47F(1) @bfh.com.au
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ2I238qRaSnbSSB-uqpnzI36ntRlyIIX

## "Appendix 6.5 Regional Partnerships reporting pack v2.0" History

-  Document created by s 47F(1) @bfh.com.au  
2023-12-08 - 4:35:25 AM GMT- IP address: 43.255.45.146
-  Document emailed to s 47F(1) @bfh.com.au for signature  
2023-12-08 - 4:35:28 AM GMT
-  Document emailed to s 47F(1) @giantsteps.net.au for signature  
2023-12-08 - 4:35:29 AM GMT
-  Email viewed by s 47F(1) @bfh.com.au  
2023-12-08 - 4:35:51 AM GMT- IP address: 43.255.45.146
-  Document e-signed by s 47F(1) @bfh.com.au  
Signature Date: 2023-12-08 - 4:36:25 AM GMT - Time Source: server- IP address: 43.255.45.146
-  Email viewed by s 47F(1) @giantsteps.net.au  
2023-12-08 - 6:36:52 AM GMT- IP address: 52.102.12.181
-  Document e-signed by s 47F(1) @giantsteps.net.au  
Signature Date: 2023-12-08 - 6:46:55 AM GMT - Time Source: server- IP address: 110.141.47.199
-  Agreement completed.  
2023-12-08 - 6:46:55 AM GMT

## ANNEXURE A

Table of Milestones, Reports and Funding payments relating to the Activity

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Progress Report 1	<p>Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>engagement of consultant team</li> <li>preparation of concept design</li> <li>Town Planning approval</li> <li>tender and engagement of demolition contractor</li> <li>5% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>1 April 2022</p> <p>Completed</p>	s 47G	<p>2 May 2022</p> <p>Completed</p>	<p>16 May 2022</p> <p>Completed</p>
Progress Report 2	<p>Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>confirmation of final cost estimates;</li> <li>confirmation of final designs;</li> <li>the activity at Item A.5 is reviewed and if required, varied to reflect the outputs of the final designs;</li> <li>10% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>1 July 2023</p> <p>Completed</p>		<p>1 August 2023</p> <p>Completed</p>	<p>15 August 2023</p> <p>Completed</p>



Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Progress Report 3	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>15% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	1 September 2023 <b>Completed</b>	s 47G	1 October 2023 <b>Completed</b>	15 October 2023 <b>Completed</b>
Progress Report 4	Evidence acceptable to the Commonwealth that the following have been achieved: <ul style="list-style-type: none"> <li><b>Confirmation of</b> engagement of contractor <del>and confirmation that the contractor is compliant with the Code for the Tendering and Performance of Building Work 2016 and accredited under the Australian Government Building and Construction WHS Accreditation Scheme.</del></li> <li>20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 November 2023</del> <b>11 March 2024</b>		<del>1 December 2023</del> <b>8 April 2024</b>	<del>15 December 2023</del> <b>22 April 2024</b>
Progress Report 5	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li><del>25%</del> <b>24%</b> of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 January 2024</del> <b>10 May 2024</b>		<del>1 February 2024</del> <b>7 June 2024</b>	<del>15 February 2024</del> <b>21 June 2024</b>

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Progress Report 6	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>30% <del>30%</del> 32% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 March 2024</del> 10 July 2024	s 47G	<del>1 April 2024</del> 7 August 2024	<del>15 April 2024</del> 21 August 2024
Progress Report 7	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>40% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 May 2024</del> 9 August 2024		<del>1 June 2024</del> 6 September 2024	<del>15 June 2024</del> 20 September 2024
Progress Report 8	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>45% <del>45%</del> 48% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 July 2024</del> 10 September 2024		<del>1 August 2024</del> 14 October 2024	<del>15 August 2024</del> 28 October 2024
Progress Report 9	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>50% <del>50%</del> 55% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 September 2024</del> 10 October 2024		<del>1 October 2024</del> 7 November 2024	<del>15 October 2024</del> 21 November 2024
Progress Report 10	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>60% <del>60%</del> 64% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 October 2024</del> 11 November 2024		<del>1 November 2024</del> 9 December 2024	<del>15 November 2024</del> 23 December 2024

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Progress Report 11	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>65% <b>73%</b> of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 November 2024</del> <b>10 December 2024</b>	s 47G	<del>1 December 2024</del> <b>7 January 2025</b>	<del>15 December 2024</del> <b>21 January 2025</b>
Progress Report 12	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>75% <b>78%</b> of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 January 2025</del> <b>20 January 2025</b>		<del>1 February 2025</del> <b>17 February 2025</b>	<del>15 February 2025</del> <b>3 March 2025</b>
Progress Report 13	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> <li>85% <b>88%</b> of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 March 2025</del> <b>10 March 2025</b>		<del>1 April 2025</del> <b>7 April 2025</b>	<del>15 April 2025</del> <b>21 April 2025</b>
Progress Report 14	Evidence acceptable to the Commonwealth that the following have been achieved: <ul style="list-style-type: none"> <li>an Event Invitation has been submitted to the Department as required at Item H of the Schedule;</li> <li>90% <b>95%</b> of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<del>1 May 2025</del> <b>10 April 2025</b>		<del>1 June 2025</del> <b>8 May 2025</b>	<del>15 June 2025</del> <b>22 May 2025</b>

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Project Completion Report	<p>Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>the Activity, at Item A.5 of the Schedule, is complete;</li> <li>the Project, at Item A.2 of the Schedule, is complete;</li> <li>all approvals required to enable public access and use of the facility have been met and the Project is fully Operational; and</li> <li>100% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p><del>1 November 2025</del> 12 May 2025</p>	<p>s 47G</p>	<p><del>23 February 2026</del> 12 August 2025</p>	<p><del>9 March 2026</del> 26 August 2025</p>

**ANNEXURE B**

<b>BUDGET FOR THE EXPENDITURE OF CDG FUNDING</b>		
Cost item	Description	Amount (GST exclusive)
Design, construction & fit out	Giants Steps Autism School Expansion	\$13,900,000
<b>Funding (A)</b>		<b>\$13,900,000</b>

<b>OTHER CONTRIBUTIONS (FINANCIAL)</b>			
Name of Contributor	Cost Item	Description of item	Amount (GST exclusive)
<b>Other Contributions (Financial) (B)</b>			<b>\$0</b>

<b>TOTAL COST ESTIMATE (A + B) (GST exclusive):</b>	<b>\$13,900,000</b>
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<b>OTHER CONTRIBUTIONS (IN-KIND)</b>	
Name of Contributor	Description of Other Contribution (In-kind)
N/A	N/A

s 22

**From:** s 47F(1) <s 47F(1)@fontic.com.au>  
**Sent:** Monday, 29 January 2024 4:22 PM  
**To:** CDG Projects  
**Subject:** Re: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]  
**Attachments:** 20240117\_GIANT STEPS\_COST REPORT\_22.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi s 22

If you have time to discuss this over the phone that would be greatly appreciated.

s 47F(1)  
Project Manager  
s 47F(1)

**Melbourne Office**  
5A/26 Wellington Street  
Collingwood VIC 3066

--  
**Geelong Office**  
20-28 Brougham Street  
Geelong VIC 3220



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**From:** CDG Projects  
**Date:** Monday, 29 January 2024 at 3:17 pm  
**To:** s 47F(1)  
**Cc:** CDG Projects  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon s 47F(1)

Thank you for your time on the phone earlier.

I have spoken with my supervisor and confirmed that payments must be tied to specific and actionable milestones. The makeup of these milestones (including the percentages of the progress milestones) can be altered in order to assist the projects progression; however there is a limit on the amount of money that can be allocated to projects based on the progress percentage.

Could I please request that you send through the spreadsheet you discussed on the phone and what milestone requirements would need to be lowered in order for the grantee to meet its funding obligations to the contractors. On the phone I know you mentioned for example that the grantee would only be able to reach 24% for the milestone that should be at 30% for example.

Once I have these specifics I will be able to seek some direction from the higher ups and see if we can reach a compromise that enables the projects to meet its obligations to both the subcontractors and the department.

Regards,

s 22

Grants Officer • Program Delivery • Regional Programs Delivery • Regional Development and Local Government Division

s 22 [infrastructure.gov.au](http://infrastructure.gov.au)

Ps 22

GPO Box 594 Canberra, ACT 2601

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*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.  
I recognise and respect their continuing connection to the land, waters and communities.  
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

**OFFICIAL**

**From:** s 47F(1)  
**Sent:** Tuesday, 16 January 2024 3:50 PM  
**To:** s 22 ; s 47F(1)  
**Cc:** s 47F(1) ; s 47F(1) ; s 47F(1) [giantsteps.net.au](mailto:giantsteps.net.au); CDG Projects  
**Subject:** Re: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

Hi s 22

Apologies yesterday was my first day back in the office. As this job has been going on for some time there were some formula issues when our company updated its reporting system and Excel documentation. Please note that the total project cost will not exceed 13.9 million. Currently, total costs are \$13,896,861. If you have any further questions, please feel free to give me a call.

[Redacted content]

s 47G

s 47F(1)  
Project Manager  
s 47F(1)

**Melbourne Office**  
5A/26 Wellington Street  
Collingwood VIC 3066

--  
**Geelong Office**  
20-28 Brougham Street  
Geelong VIC 3220

--

**From:** "s 22" <s 22@infrastructure.gov.au>  
**Date:** Tuesday, 16 January 2024 at 3:40 pm  
**To:** s 47F(1) <s 47F(1)@bfh.com.au>  
**Cc:** s 47F(1) <s 47F(1)@fontic.com.au>, s 47F(1) <s 47F(1)@fontic.com.au>, "s 47F(1)" <s 47F(1)@wearedigital.com.au>, "s 47F(1)" <s 47F(1)@giantsteps.net.au>

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<s 47F(1) [redacted] [giantsteps.net.au](mailto:giantsteps.net.au)>, CDG Projects <[CDG.Projects@infrastructure.gov.au](mailto:CDG.Projects@infrastructure.gov.au)>

**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon,

Just following up to see if anyone is able to provide any clarification on the below?

Regards,

s 22 [redacted]

Grants Officer • Program Delivery • Regional Programs Delivery • Regional Development and Local Government Division

s 22 [redacted] [\[redacted\]@infrastructure.gov.au](mailto:[redacted]@infrastructure.gov.au)

Ps 22 [redacted]

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**

**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](http://infrastructure.gov.au)

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.  
I recognise and respect their continuing connection to the land, waters and communities.  
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

**OFFICIAL**

**From:** CDG Projects

**Sent:** Monday, 8 January 2024 4:29 PM

**To:** s 47F(1) [redacted] <s 47F(1) [redacted] [bfh.com.au](mailto:[redacted]@bfh.com.au)>; CDG Projects <[CDG.Projects@infrastructure.gov.au](mailto:CDG.Projects@infrastructure.gov.au)>

**Cc:** s 47F(1) [redacted] <s 47F(1) [redacted] [fontic.com.au](mailto:[redacted]@fontic.com.au)>; s 47F(1) [redacted] <s 47F(1) [redacted] [fontic.com.au](mailto:[redacted]@fontic.com.au)>; s 47F(1) [redacted]

<s 47F(1) [redacted] [wearedigital.com.au](mailto:[redacted]@wearedigital.com.au)>; s 47F(1) [redacted] [giantsteps.net.au](mailto:[redacted]@giantsteps.net.au)

**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

s22(1)(a)(ii) - duplicate email chain





**GIANT STEPS MELBOURNE  
PROJECT COST SUMMARY**

ALL FIGURES EXCLUDE GST

NO.	ITEM	CONSULTANT	A BUDGET	B COMMITTED CONTRACT	C VARIATIONS APPROVED	(B+C)	E WORKS UNLET	F FORECAST VARIATIONS	(D + E + F)	(H - A)	I APPROVED FOR PAYMENT	% CLAIMED (Committed)	(I / G)	(G - I)
						D TOTAL COMMITTED TO DATE			G TOTAL FORECAST	H FORECAST VARIANCE TO BUDGET			J % CLAIMED (Forecast)	K TOTAL FORECAST TO COMPLETE
<b>2000 - PROFESSIONAL FEES</b>														
2001	ARCHITECT	JCB	\$ 47G											
2002	TOWN PLANNER	CONTOUR												
2003	STRUCTURAL / CIVIL	BROGUE												
2004	BUILDING SERVICES	WATERMAN												
2005	FIRE ENGINEERING	Intuitive												
2006	BUILDING SURVEYOR	FLOREANCIG SMITH												
2007	QUANTITY SURVEYOR	NAPIER & BLAKELEY												
2008	ACOUSTIC	RESONATE												
2009	DDA	Before Compliance												
2010	TRAFFIC ENGINEER	RATIO												
2011	ESD	WATERMAN												
2012	LANDSCAPE ARCHITECT	ACLA												
2013	LAND SURVEYING	SWANSON												
2014	ARBORIST	TREE LOGIC / THE GREEN												
2015	GEOTECHNICAL	STATEWIDE												
2016	HERITAGE ASSESSMENT	BRYCE RAYWORTH												
2017	PROJECT MANAGER	FONTIC												
2018	WASTE	LEIGH DESIGN												
2019	PLAYGROUND DESIGNER	INCLUSIVE THRU DESIGN												
2020	HAZMAT	HAZCON												
2021	CONTAMINATION ASSESSMENT	EDGE												
2022	FAÇADE	N/A												
2023	PERFORMANCE SOLUTIONS	DDEG												
2024	SIGNAGE	Pidgeon Ward												
2025	LEGAL	Arnold Block Leibler												
2026														
2027														
2028	N/A	N/A												
2029	CONTINGENCY (0%)		0%											
<b>TOTAL PROFESSIONAL FEES</b>			<b>\$ 1,350,000</b>	<b>\$ 1,271,261</b>	<b>\$ 998,024</b>	<b>\$ 2,269,286</b>	<b>\$ 4,303</b>	<b>\$ 14,000</b>	<b>\$ 2,287,588</b>	<b>\$ 937,588</b>	<b>\$ 1,763,642</b>		<b>77%</b>	<b>\$ 523,947</b>
<b>3000 - AUTHORITY FEES</b>														
3001	COUNCIL PERMIT COSTS	BOROONDARA, DELWP	\$ 47G											
3002	BUILDING PERMIT	B												
3003	AUTHORITY (HEADWORKS) CONTRIBUTION	C												
3004	ASSET PROTECTION PERMIT (BOND)	BOROONDARA												
3005	ELECTRICAL KIOSK OFFER													
3006	SEWER AND WATER OFFER													
3007	STORMWATER ENG / COUNCIL	G												
3008	CONTINGENCY (0%)		0%											
<b>TOTAL AUTHORITY FEES</b>			<b>\$ 560,000</b>	<b>\$ 38,188</b>	<b>\$ -</b>	<b>\$ 83,668</b>	<b>\$ 264,520</b>	<b>\$ -</b>	<b>\$ 348,188</b>	<b>\$ (211,812)</b>	<b>\$ 101,119</b>		<b>29%</b>	<b>\$ 247,069</b>
<b>4000 - CONSTRUCTION COSTS</b>														
4001	HEAD CONTRACTOR	McCorkell	\$ 47G											
4002	DEMOLITION	MANN GROUP												
4003	DEMOLITION - ELECTRICAL	BRW												
4004	LOOSE FURNITURE													
4005	CONTAMINATION REMOVAL													
4006	ESCALATION		2%											
4007	CONTINGENCY (4.5%)													
<b>TOTAL CONSTRUCTION COSTS</b>			<b>\$ 11,379,116</b>	<b>\$ 11,246,107</b>	<b>\$ 14,978</b>	<b>\$ 11,261,085</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,261,085</b>	<b>\$ (118,031)</b>	<b>\$ 204,697</b>		<b>2%</b>	<b>\$ 11,056,389</b>
<b>TOTAL COSTS (Items 0-4)</b>			<b>\$ 13,289,116</b>	<b>\$ 12,555,556</b>	<b>\$ 1,013,002</b>	<b>\$ 13,614,039</b>	<b>\$ 268,823</b>	<b>\$ 14,000</b>	<b>\$ 13,896,861</b>	<b>\$ 607,746</b>	<b>\$ 2,069,457</b>		<b>15%</b>	<b>\$ 11,827,404</b>

NOTES	
11/8/23	Funding

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**GIANT STEPS MELBOURNE  
PROJECT CASH FLOW**  
Date Updated:

ITEM	CONSTRUCTION	CONTRACTOR / SUPPLIER	TOTAL FORECAST COSTS	APPROVED FOR PAYMENT	COST TO COMPLETE	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
<b>2000 - PROFESSIONAL FEES</b>															
TOTAL PROFESSIONAL FEES			\$ 47G												
<b>3000 - AUTHORITY FEES</b>															
TOTAL AUTHORITY FEES															
<b>4000 - CONSTRUCTION COSTS</b>															
TOTAL CONSTRUCTION COSTS															
<b>TOTAL PROJECT COSTS (NOT INCLUDING CONTINGENCY)</b>															
<b>TOTAL ACCRUED CASH FLOW</b>															

Milestone Payment Number	Previous Month Certified	Cost Complete %	Milestone Payment Received	Milestone Payments Accrued	CashFlow Balance
		15%			
		15%			
		15%			
		17%			
		22%			
		26%			
		30%			
		36%			

Milestone Payment Number	MONTH CERTIFIED	CERTIFICATE DATE	REPORT DUE / Payment Mth	Payment Due	% Complete (Works)	MILESTONE \$\$	Accumulated	% Complete (Payments Rec.)
1	Done	Done	Done	Done	7.2%	\$ 47G		7.2%
2	Done	Done	Done	Done	12.2%			12.2%
3	Nov-23	10/12/2023	17/12/2023	22/01/2024	15.3%			17.6%
4 (Contractor appointment)	15/2/24	25/2/24	26/2/24	27/3/24	17.5%			25.9%
5	15/03/24	25/03/2024	26/03/2024	23/04/2024	21.6%			34.1%
6	15/04/24	25/04/2024	26/04/2024	24/05/2024	25.6%			43.1%
7	15/05/24	25/05/2024	26/05/2024	23/06/2024	30.2%			49.6%
8	15/06/24	25/06/2024	26/06/2024	24/07/2024	36%			56.4%
9	15/07/24	25/07/2024	26/07/2024	23/08/2024	41.9%			64.5%
10	15/08/24	25/08/2024	26/08/2024	23/09/2024	48.7%			72.6%
11	15/09/24	25/09/2024	26/09/2024	24/10/2024	56.4%			80.9%
12	15/10/24	25/10/2025	26/10/2025	23/11/2025	64.7%			89.2%
13	15/11/25	25/11/2025	26/11/2025	23/12/2025	73.4%			92.8%
14	15/12/25	25/12/2025	26/12/2025	23/01/2025	82.5%			96.4%
Final Report	15/01/25	25/01/2025	26/01/2025	23/02/2025	90.9%			100.0%
<b>TOTAL</b>						<b>\$ 13,900,000</b>	<b>\$13,900,000</b>	

Milestone Payment Number	Previous Month Certified	Cost Complete %	Milestone Payment Received	Milestone Payments Accrued	CashFlow Balance
		30207%			
		15%			
		15%			
		17%			
		22%			
		26%			
		30%			
		36%			

PLEASE NOTE THAT THE POSITIVE MONTHS DO NOT HAVE TO PAY THE \$553,284 BACK FROM MA

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ALL FIGURES EXCLUDE GST

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	
s 47G																						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

s 47G	9	10	11	12	13	14	15			
	42%	49%	56%	65%	73%	83%	91%	96%	99%	100%

s 47G										

s 47G	9	10	11	12	13	14	15			
	42%	49%	56%	65%	73%	83%	91%	96%	99%	100%

s 47G										

REFLECT  
RCH

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Fontic

Apr-26	TOTAL
\$ -	\$ 523,947
\$ -	\$ 247,069
\$ -	\$ 11,056,388
\$	\$ 11,827,403
\$	\$ -

Fontic Group  
 -  
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**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

ITEM NO.	ITEM	Cost Code	DESCRIPTION	BUDGET			COMMITTED			PAYMENTS						
				QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE	
<b>2000 - PROFESSIONAL FEES</b>																
2001	ARCHITECT JCB	2001-1 2001-2 2001-3 2001-4 2001-5 2001-6	Schematic Design Design Development Construction Documentation Tender & Negotiation Construction Administration  Leave blank													
2002	TOWN PLANNER CONTOUR	2002-1 2002-2 2002-3	Stage 1 Preliminary Advice Stage 2 Preparation of Application Stage 3 Management of Application - hourly  Leave blank													
2003	STRUCTURAL / CIVIL BROGUE	2003-1 2003-2 2003-3 2003-4 2003-5	Schematic Design DD/Tender Documentation Construction Documentation (structural only) Construction (structural & civil) In house dual certification if required  Leave blank													
2004	BUILDING SERVICES WATERMAN	2004-1 2004-2 2004-3 2004-5 2004-6	Schematic Design Design Development Documentation Construction  Leave blank													
2005	FIRE ENGINEERING Intuitive	2005-1 2005-2 2005-3 2005-5 2005-6	Performance Based Design Brief & concept Fire Engineering Brief Fire Engineering Report Reg 129 Pre-app & Application FRV/CFA Minutes  Leave blank													
2006	BUILDING SURVEYOR FLOREANCIG SMITH	2006-1 2006-2 2006-3 2006-4	Schematic Design Design Development Documentation Construction  Leave blank													
2007	QUANTITY SURVEYOR NAPIER & BLAKELEY	2007-1 2007-2 2007-3 2007-4	Schematic Design Cost Estimate Design Development Cost Estimate Pre Tender Construction Cost Estimate Tender Review & Assessment, Tender Report Progress claim assessments  Leave blank													
2008	ACOUSTIC RESONATE	2008-1 2008-2 2008-3	Town Planning Design development Tender & construction documentation  Leave blank													
2009	DDA Before Compliance	2009-1 2009-2 2009-3	Prepare Performance Based design Brief   Leave blank													
2010	TRAFFIC ENGINEER RATIO	2010-1 2010-2 2010-3 2010-4 2010-5 2010-6 2010-7	Concept Design Schematic/Design Development Contract Documentation Construction/Completion Stage 1 Transport Impact Assessment Report Green Travel Plan Design review  Leave blank													
2011	ESD	2011-1	Section J													



**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

		NEW	BUDGET			COMMITTED			PAYMENTS						
ITEM NO.	ITEM	Cost Code	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE
	WATERMAN	2011-2				\$ 47G									
			Leave blank												
2012	LANDSCAPE ARCHITECT ACLA	2012-1	Initiation/CD/DD TD CA												
			Leave blank												
2013	LAND SURVEYING SWANSON	2013-1 2013-2 2013-3 2013-4	Plan of feature & level survey Underground Service Locating Plan of feature & level survey												
			Leave blank												
2014	ARBORIST TREE LOGIC / THE GREEN CONNECTION / SAME	2014-1 2014-2 2014-3 2014-4 2014-5	Stage 1 - Site visit, measure trees (Tree Logic) Stage 2 - tree assessment & written report Pre-demolition report (Green Connection) Tree pruning (Same Day Tree Works) Demolition supervision (Same Day Tree Works)												
			Leave blank												
2015	GEOTECHNICAL STATEWIDE	2015-1 2015-2 2015-3 2015-4	Fieldwork Laboratory Report Final Investigation												
			Leave blank												
2016	HERITAGE ASSESSMENT BRYCE RAYWORTH	2016-1	Initial advice to client group Ongoing advice												
			Leave blank												
2017	PROJECT MANAGER FONTIC	2017-1 2017-2 2017-3 2017-4	Design Development Tender Documentation Construction Documentation Construction/Completion												
			Leave blank												
2018	WASTE LEIGH DESIGN	2018-1 2018-2	WMP												
			Leave blank												
2019	PLAYGROUND DESIGNER INCLUSIVE THRU DESIGN	2019-1 2019-2	Concept/Scheme Documentation												
			Leave blank												
2020	HAZMAT HAZCON		Div 6 audit Samples												
			Leave blank												
2021	CONTAMINATION ASSESSMENT EDGE		Soil Categorisation Fieldwork Soil Categorisation Report												
			Leave blank												
2022	FAÇADE N/A														
			Leave blank												
2023	PERFORMANCE SOLUTIONS DDEG		DDEG - Façade - Design Brief & Report & Cert SPBS - Unisex Facilities - Brief & Cert												
			Leave blank												
2024	SIGNAGE Pidgeon Ward		Concept Design Design Development Tender & Construction												
			Leave blank												
2025	LEGAL Arnold Block Leibler														
			Leave blank												

**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

ITEM NO.	ITEM	Cost Code	DESCRIPTION	BUDGET			COMMITTED			PAYMENTS								
				QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE			
2028	N/A N/A					\$ 47G												
			Leave blank															
2029	CONTINGENCY (0%) 0%		0% Contingency across professional fees															
			Leave blank															
<b>TOTAL PROFESSIONAL FEES</b>						<b>\$ 1,350,000</b>			<b>\$ 1,271,261.13</b>		<b>\$ 1,233,805</b>			<b>\$ 29,090</b>	<b>\$ 29,090</b>	<b>\$ -</b>	<b>\$ 1,204,715</b>	

3000 - AUTHORITY FEES				BUDGET			COMMITTED			PAYMENTS								
ITEM NO.	ITEM	Cost Code	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE			
3001	COUNCIL PERMIT COSTS BOROONDARA, DELWP	3001-1 3001-2				\$ 47G												
			Leave blank															
3002	BUILDING PERMIT B	3002-1 3002-2	Relocation New supply															
			Leave blank															
3003	AUTHORITY (HEADWORKS) CONTRIBUTIONS C	3003-1 3003-2																
			Leave blank															
3004	ASSET PROTECTION PERMIT (BOND) BOROONDARA	3004-1 3004-2																
			Leave blank															
3005	ELECTRICAL KIOSK OFFER \$	3005-1 3005-2 3005-3 3005-4 3005-5 3005-6	Potention street upgrade Design and Supply Offers (revised for Pillar) Feasibility Offer Design Offer Supply Offer															
			Leave blank															
3006	SEWER AND WATER OFFER \$	3006-1 3006-2																
			Leave blank															
3007	STORMWATER ENG / COUNCIL G	3007-1 3007-2																
			Leave blank															
3008	CONTINGENCY (0%) 0%																	
			Leave blank															
<b>TOTAL AUTHORITY FEES</b>						<b>\$ 560,000</b>			<b>\$ 38,188.00</b>		<b>\$ 38,188</b>			<b>\$ 22,914</b>	<b>\$ 22,914</b>	<b>\$ -</b>	<b>\$ 15,274</b>	

4000 - CONSTRUCTION COSTS				BUDGET			COMMITTED			PAYMENTS					
ITEM NO.	ITEM	Cost Code	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE
4001	HEAD CONTRACTOR McCorkell	4001-1 4001-2				\$ 47G									
			Leave blank												
4002	DEMOLITION MANN GROUP	4002-1 4002-2	Demolition Asbestos removal												
			Leave blank												
4003	DEMOLITION - ELECTRICAL BRW	4003-1 4003-2	BRW Elec isolation												
			Leave blank												
4004	LOOSE FURNITURE \$	4004-1 4004-2	Allowance for Loose Furniture (Principal to raise outside of budget)												
			Leave blank												
4005	CONTAMINATION REMOVAL	4005-1	CAT C Rec												



**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

				BUDGET			COMMITTED					PAYMENTS			
ITEM NO.	ITEM	Cost Code	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE
	\$	-	4005-2			\$ 47G									
			Leave blank												
4006	ESCALATION		4006-1												
	\$	0.02	4006-2												
			Leave blank												
4007	CONTINGENCY (4.5%)														
	0%		Construction Contingance (4.5% of head contract valu												
			Leave blank												
						<b>TOTAL CONSTRUCTION COSTS</b>	\$	10,686,388		#####	\$	11,246,107		\$	-
						<b>TOTAL BUDGET TO DATE</b>	\$	12,596,388		<b>TOTAL COMMITTED TO DATE</b>	#####	\$	52,004	\$	52,004
												\$	-	\$	-
															\$





**GIANT STEPS MELBOURNE  
PROJECT VARIATIONS**

ITEM NO.	ITEM	Cost Code	DESCRIPTION	FORECAST VARIATIONS	APPROVED AMOUNT	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE		
<b>2000 - PROFESSIONAL FEES</b>												
2001	ARCHITECT	2001-V1	V#1 - Budget Increase for tender redesign			s 47G						
		2001-V2	V#2 - Pre-tender design change to stages.									
		2001-V3	V#3 - Post Tender Redesign									
		2001-V4	Leave blank									
										TOT		
2002	TOWN PLANNER CONTOUR	2002-V1	Hourly Rates Allowance									
		2002-V2	Post tender Redesign Variation for secondary consent									
		2002-V3	Pre tender secondary consent application									
		2002-V4	Leave blank									
										TOT		
2003	STRUCTURAL / CIVIL BROGUE	2003-V1	V#1 - VAR02 Outfall Drain									
		2003-V2	V#2 - VAR03 Landscape Rev 3B									
		2003-V3	V#3 - VAR 04 Further design changes									
		2003-V4	V#4 - Post Tender Redesign									
		2003-V5	V#5 - WSUD Design for TP									
		2003-V6	V#6 Pile Design & BP 1 Certification									
		2003 -V7	V#7 BP 2 Certification									
			Leave blank									
										TOT		
2004	BUILDING SERVICES WATERMAN	2004-V1	V#1 Pre Tender Changes									
		2004-V2	V#2 Post Tender Redesign									
			Leave blank									
										TOT		
2005	FIRE ENGINEERING Intuitive	2005-V1	V#1 - Post Tender Redesign Phase									
			Leave blank									
										TOT		
2006	BUILDING SURVEYOR FLOREANCIG SMITH	2006-V1	S29 fees (demo permit)									
		2006-V2	Demolition permit									
		2006-V3	Redesign Assessment as per Fee dated 10/7/23									
			Leave blank									
										TOT		
2007	QUANTITY SURVEYOR NAPIER & BLAKELEY											
			Leave blank									
										TOT		
2008	ACOUSTIC RESONATE	2008-V1	Redesign Assessment as per Fee dated 17/7/23									
			Leave blank									
										TOT		
2009	ODA Before Compliance		V#1 - Post tender redesign phase									
			Leave blank									
										TOT		
2010	TRAFFIC ENGINEER RATIO		14/09 Additional review and TP reporting Post Tender Redesign Variation									
			Leave blank									
										TOT		
2011	ESD WATERMAN											
			Leave blank									
										TOT		
2012	LANDSCAPE ARCHITECT ACLA		V#1 - Post tender redesign phase									
			Leave blank									
										TOT		
2013	LAND SURVEYING SWANSON											
			Leave blank									
										TOT		
2014	ARBORIST TREE LOGIC / THE GREEN CONNECTION / SAME DAY TREE WORKS											
			Leave blank									
										TOT		
2015	GEOTECHNICAL STATEWIDE											
			Leave blank									
										TOT		
2016	HERITAGE ASSESSMENT BRYCE RAYWORTH											
			Leave blank									
										TOT		
2017	PROJECT MANAGER FONTIC	2017-V1 2017-V2	V#1 - Pre head contractor tender changes V#2 - Post head contractor tender changes									
			Leave blank									
										TOT		
2018	WASTE LEIGH DESIGN		V#1 Post head contractor tender redesign. (Allowance									
			Leave blank									
										TOT		
2019	PLAYGROUND DESIGNER INCLUSIVE THRU DESIGN											
			Leave blank									
										TOT		
2020	HAZMAT HAZCON											
			Leave blank									
										TOT		
2021	CONTAMINATION ASSESSMENT EDGE		Additional Analysis Deeper Testing & Analysis 09/09 Additional on-site testing Additional scope allowance									
			Leave blank									
										TOT		
2022	FAÇADE N/A											
			Leave blank									
										TOT		
2023	PERFORMANCE SOLUTIONS DDEG											
			Leave blank									
										TOT		
2024	SIGNAGE Pidgeon Ward											
			Leave blank									
										TOT		
2025	LEGAL Arnold Block Leibler											
			Leave blank									
										TOT		
2026	N/A N/A											
			Leave blank									
										TOT		
2029	CONTINGENCY (0%) 0%		Contingency Dradown									
			Leave blank									
										TOT		
<b>TOTAL PROFESSIONAL FEES</b>							\$ 14,000	\$ 998,024	\$ 267,656	\$ 249,856	\$ 17,800	\$ 720,243
<b>3000 - AUTHORITY FEES</b>												
3001	COUNCIL PERMIT COSTS						0	0	0	0		



**GIANT STEPS MELBOURNE  
PROJECT VARIATIONS**

ITEM NO.	ITEM	Cost Code	DESCRIPTION	FORECAST VARIATIONS	APPROVED AMOUNT	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE	
<b>TOTAL</b>							<b>s 47G</b>				
3002	BUILDING PERMIT B					Leave blank					
<b>TOTAL</b>											
3003	AUTHORITY (HEADWORKS) CONTRIBUTIONS C					Leave blank					
<b>TOTAL</b>											
3004	ASSET PROTECTION PERMIT (BOND) BOROONDARA					Leave blank					
<b>TOTAL</b>											
3005	ELECTRICAL KIOSK OFFER \$	-				Leave blank					
<b>TOTAL</b>											
3006	SEWER AND WATER OFFER \$	-				Leave blank					
<b>TOTAL</b>											
3007	STORMWATER ENG / COUNCIL G					Leave blank					
<b>TOTAL</b>											
3008	CONTINGENCY (0%) 0%					Leave blank					
<b>TOTAL</b>											
<b>TOTAL AUTHORITY FEES</b>							\$ -	\$ -	\$ -	\$ -	
<b>4000 - CONSTRUCTION COSTS</b>							<b>s 47G</b>				
4001	HEAD CONTRACTOR McCorkell					Leave blank					
<b>TOTAL</b>											
4002	DEMOLITION MANN GROUP		Dilapidation survey of school building Tree ground protection Mattress removal (58 @ \$75ea) BP levy - payable to Floreancig Smith Film to windows and fence hire Elec isolation (due to incomplete iso by BRW)			Leave blank					
<b>TOTAL</b>											
4003	DEMOLITION - ELECTRICAL BRW					Leave blank					
<b>TOTAL</b>											
4004	LOOSE FURNITURE \$	-				Leave blank					
<b>TOTAL</b>											
4005	CONTAMINATION REMOVAL \$	-				Leave blank					
<b>TOTAL</b>											
4006	ESCALATION \$	0.02				Leave blank					
<b>TOTAL</b>											
4007	CONTINGENCY (4.5%) 0%					Leave blank					
<b>TOTAL</b>											
<b>TOTAL CONSTRUCTION COSTS</b>							\$ -	\$ 14,978	\$ -	\$ -	
<b>TOTAL APPROVED VARIATIONS TO DATE</b>							\$ 1,013,002.45	\$ 267,656.25	\$ 249,856.25	\$ 17,800.00	\$ 735,221.20

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s 22

---

**From:** CDG Projects  
**Sent:** Wednesday, 31 January 2024 9:52 AM  
**To:** s 47F(1)  
**Cc:** CDG Projects  
**Subject:** RE: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

OFFICIAL

Thanks s 47F(1)

I will call you later today to discuss.

Regards,

s 22

Grants Officer • Program Delivery • Regional Programs Delivery • Regional Development and Local Government Division

s 22 [infrastructure.gov.au](https://infrastructure.gov.au)

Ps 22

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
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[infrastructure.gov.au](https://infrastructure.gov.au)

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.  
I recognise and respect their continuing connection to the land, waters and communities.  
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

---

**From:** s 47F(1)  
**Sent:** Monday, 29 January 2024 4:22 PM  
**To:** CDG Projects  
**Subject:** Re: CDG1085 - Giant Steps Autism School Expansion - Variation 2 Schedule [SEC=OFFICIAL]

s22(1)(a)(ii) - duplicate email chain

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s 22

**From:** CDG Projects  
**Sent:** Thursday, 1 February 2024 4:03 PM  
**To:** s 47F(1) s 47F(1) s 47F(1)  
**Cc:** CDG Projects; s 22  
**Subject:** CDG1085 - Teams Meeting to Discuss Changes to Milestone Dates & Payments [SEC=OFFICIAL]  
**Attachments:** CDG1085 - 20240117\_GIANT STEPS\_COST REPORT\_22.xlsx

**Importance:** High

OFFICIAL

Good afternoon everyone,

I have returned from leave today and have liaised with s 22 regarding the proposed changes to the variation schedule (see attached Cost Report). Please note I made a slight alteration to Milestone 3 payment, it is as per the current Funding Agreement (ie s 47G ex GST).

I would like to catch up with everyone to discuss a way forward, so you are able to make progress, and we can submit the variation to the Delegate for consideration.

Below are times that s 22 and I are available, please let me know when it suits you and I will forward a Teams meeting invite:

- 02/02/2024 Between 12.00 pm – 3.00 pm
- 05/02/2024 Between 10.00 am – 12.30 pm
- 06/02/2024 Between 10.00 am – 3.30 pm
- 07/02/2024 Between 10.00 am – 2.00 pm

Please allow ~45 minutes.

Regards

s 22 (She/Her)

Program Delivery Officer • Regional Programs Branch • Regional Development and Local Government Division

*My hours of work are 8.00 am to 4.00 pm Monday to Friday (WFH Tu and Th)*

E s 22 [infrastructure.gov.au](mailto:s 22@infrastructure.gov.au)

P s 22

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

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*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

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Geelong  
20-28 Brougham Street  
Geelong VIC 3220

## Instructions

1. Only input data into the fields that are a non-fill or white colour except in the case of the grey fields in the Summary page.
2. Coloured boxes (blues, greys and reds) are automatically filled via formula (please do not overwrite).
3. Check that totals are accurately summed (check hidden rows/columns) particularly when adding rows/columns
4. Please do not delete rows/columns as this may mess up the links in the subsequent sheets. Instead, group the rows/columns and hide them.
5. Update Cash Flows each month with actuals and update forecast.
6. Please ensure Payments Pivot Table at the bottom of the 'Payments' Tab is filtered correctly and the worksheet data is 'Refreshed' prior to printing or saving for external viewing.
7. Cost coding and invoice processing must be done in conjunction with a 'Progress Claim Certificate' if works are under a Consultant Agreement. If not, the invoice should be coded accordingly via a stamp function.

## Group and Ungroup Rows/Columns

1. Select the rows/columns that you want to group
2. Select the 'Data' tab in the toolbar
3. Select 'Group' or 'Ungroup'

## Adding Rows

1. In the summary page, copy and paste the previous row (the row that matches what the new row should have)
2. Ensure that the backsheets (budget, committed, variations, and payments) are updated to support the new row by adding another item row (just look at how the sheet is set up)
3. In the summary page, link the cells of the new row to the corresponding ones in the backsheets.
4. Check that the new row in the summary page is working correctly by inputting dummy figures into the corresponding new cells backsheets.
5. Check that 'SUM' formulas are picking up all rows after adding new rows.

## DISCUSSION POINTS

CONTINGENCY SHOULD BE ITS OWN SECTION AND MANAGED AS NEGATIVE VARIATIONS. DISCUSS WITH AD



**GIANT STEPS MELBOURNE  
PROJECT COST SUMMARY**

ALL FIGURES EXCLUDE GST

NO.	ITEM	CONSULTANT	A BUDGET	B COMMITTED CONTRACT	C VARIATIONS APPROVED	(B+C)	E WORKS UNLET	F FORECAST VARIATIONS	(D + E + F)	(H - A)	I APPROVED FOR PAYMENT	% CLAIMED (Committed)	(I / G)	(G - I)
						D TOTAL COMMITTED TO DATE			G TOTAL FORECAST	H FORECAST VARIANCE TO BUDGET			J % CLAIMED (Forecast)	K TOTAL FORECAST TO COMPLETE
<b>2000 - PROFESSIONAL FEES</b>														
2001	ARCHITECT	JCB	\$ 47G											
2002	TOWN PLANNER	CONTOUR												
2003	STRUCTURAL / CIVIL	BROGUE												
2004	BUILDING SERVICES	WATERMAN												
2005	FIRE ENGINEERING	Intuitive												
2006	BUILDING SURVEYOR	FLOREANCIG SMITH												
2007	QUANTITY SURVEYOR	NAPIER & BLAKELEY												
2008	ACOUSTIC	RESONATE												
2009	DDA	Before Compliance												
2010	TRAFFIC ENGINEER	RATIO												
2011	ESD	WATERMAN												
2012	LANDSCAPE ARCHITECT	ACLA												
2013	LAND SURVEYING	SWANSON												
2014	ARBORIST	TREE LOGIC / THE GREEN												
2015	GEOTECHNICAL	STATEWIDE												
2016	HERITAGE ASSESSMENT	BRYCE RAYWORTH												
2017	PROJECT MANAGER	FONTIC												
2018	WASTE	LEIGH DESIGN												
2019	PLAYGROUND DESIGNER	INCLUSIVE THRU DESIGN												
2020	HAZMAT	HAZCON												
2021	CONTAMINATION ASSESSMENT	EDGE												
2022	FAÇADE	N/A												
2023	PERFORMANCE SOLUTIONS	DDEG												
2024	SIGNAGE	Pidgeon Ward												
2025	LEGAL	Arnold Block Leibler												
2026														
2027														
2028	N/A	N/A												
2029	CONTINGENCY (0%)		0%											
<b>TOTAL PROFESSIONAL FEES</b>			<b>\$ 1,350,000</b>	<b>\$ 1,271,261</b>	<b>\$ 998,024</b>	<b>\$ 2,269,286</b>	<b>\$ 4,303</b>	<b>\$ 14,000</b>	<b>\$ 2,287,588</b>	<b>\$ 937,588</b>	<b>\$ 1,763,642</b>		<b>77%</b>	<b>\$ 523,947</b>
<b>3000 - AUTHORITY FEES</b>														
3001	COUNCIL PERMIT COSTS	BOROONDARA, DELWP	\$ 47G											
3002	BUILDING PERMIT	B												
3003	AUTHORITY (HEADWORKS) CONTRIBUTION	C												
3004	ASSET PROTECTION PERMIT (BOND)	BOROONDARA												
3005	ELECTRICAL KIOSK OFFER													
3006	SEWER AND WATER OFFER													
3007	STORMWATER ENG / COUNCIL	G												
3008	CONTINGENCY (0%)		0											
<b>TOTAL AUTHORITY FEES</b>			<b>\$ 560,000</b>	<b>\$ 38,188</b>	<b>\$ -</b>	<b>\$ 83,668</b>	<b>\$ 264,520</b>	<b>\$ -</b>	<b>\$ 348,188</b>	<b>\$ (211,812)</b>	<b>\$ 101,119</b>		<b>29%</b>	<b>\$ 247,069</b>
<b>4000 - CONSTRUCTION COSTS</b>														
4001	HEAD CONTRACTOR	McCorkell	\$ 47G											
4002	DEMOLITION	MANN GROUP												
4003	DEMOLITION - ELECTRICAL	BRW												
4004	LOOSE FURNITURE													
4005	CONTAMINATION REMOVAL													
4006	ESCALATION		2%											
4007	CONTINGENCY (4.5%)													
<b>TOTAL CONSTRUCTION COSTS</b>			<b>\$ 11,379,116</b>	<b>\$ 11,246,107</b>	<b>\$ 14,978</b>	<b>\$ 11,261,085</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,261,085</b>	<b>\$ (118,031)</b>	<b>\$ 204,697</b>		<b>2%</b>	<b>\$ 11,056,389</b>
<b>TOTAL COSTS (Items 0-4)</b>			<b>\$ 13,289,116</b>	<b>\$ 12,555,556</b>	<b>\$ 1,013,002</b>	<b>\$ 13,614,039</b>	<b>\$ 268,823</b>	<b>\$ 14,000</b>	<b>\$ 13,896,861</b>	<b>\$ 607,746</b>	<b>\$ 2,069,457</b>		<b>15%</b>	<b>\$ 11,827,404</b>

NOTES	
11/8/23	Funding

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**GIANT STEPS MELBOURNE**  
**PROJECT CASH FLOW**  
 Date Updated:

ITEM	CONSTRUCTION	CONTRACTOR / SUPPLIER	TOTAL FORECAST COSTS	APPROVED FOR PAYMENT	COST TO COMPLETE	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
<b>2000 - PROFESSIONAL FEES</b>															
TOTAL PROFESSIONAL FEES			\$ 47G												
<b>3000 - AUTHORITY FEES</b>															
TOTAL AUTHORITY FEES															
<b>4000 - CONSTRUCTION COSTS</b>															
TOTAL CONSTRUCTION COSTS															
<b>TOTAL PROJECT COSTS (NOT INCLUDING CONTINGENCY)</b>															
<b>TOTAL ACCRUED CASH FLOW</b>															

Milestone Payment Number																
Previous Month Certified											3	4			8	
Cost Complete %									15%	15%	15%	17%	22%	26%	30%	36%
Milestone Payment Received																
Milestone Payments Accrued																
CashFlow Balance																

Milestone Payment Number	MONTH CERTIFIED	CERTIFICATE DATE	REPORT DUE / Payment Mth	Payment Due	% Complete (Works)	MILESTONE \$\$	Accumulated	% Complete (Payments Rec.)
1	Done	Done	Done	Done	7.2%	\$ 47G		7.2%
2	Done	Done	Done	Done	12.2%			12.2%
3	Nov-23	10/12/2023	17/12/2023	22/01/2024	15.3%			17.6%
4 (Contractor appointment)	15/2/24	25/2/24	26/2/24	27/3/24	17.5%			25.9%
5	15/03/24	25/03/2024	26/03/2024	23/04/2024	21.6%			34.1%
6	15/04/24	25/04/2024	26/04/2024	24/05/2024	25.6%			43.1%
7	15/05/24	25/05/2024	26/05/2024	23/06/2024	30.2%			49.6%
8	15/06/24	25/06/2024	26/06/2024	24/07/2024	36%			56.4%
9	15/07/24	25/07/2024	26/07/2024	23/08/2024	41.9%			64.5%
10	15/08/24	25/08/2024	26/08/2024	23/09/2024	48.7%			72.6%
11	15/09/24	25/09/2024	26/09/2024	24/10/2024	56.4%			80.9%
12	15/10/24	25/10/2025	26/10/2025	23/11/2025	64.7%			89.2%
13	15/11/25	25/11/2025	26/11/2025	23/12/2025	73.4%			92.8%
14	15/12/25	25/12/2025	26/12/2025	23/01/2025	82.5%			96.4%
Final Report	15/01/25	25/01/2025	26/01/2025	23/02/2025	90.9%			100.0%
<b>TOTAL</b>						<b>\$ 13,900,000</b>	<b>\$13,900,000</b>	

Milestone Payment Number																
Previous Month Certified											3	4	5	6	7	8
Cost Complete %									30207%	15%	15%	17%	22%	26%	30%	36%
Milestone Payment Received																
Milestone Payments Accrued																
CashFlow Balance																

PLEASE NOT THAT THE POSITIVE MONTHS DO NOT HAVING TO PAY THE \$553,284 BACK FROM MAI

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ALL FIGURES EXCLUDE GST

Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

s 47G	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$

s 47G										
	9	10	11	12	13	14	15			
	42%	49%	56%	65%	73%	83%	91%	96%	99%	100%

s 47G										
-------	--	--	--	--	--	--	--	--	--	--

s 47G										
	9	10	11	12	13	14	15			
	42%	49%	56%	65%	73%	83%	91%	96%	99%	100%

s 47G										
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REFLECT  
RCH

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Fontic

Apr-26	TOTAL
\$ -	\$ 523,947
\$ -	\$ 247,069
\$ -	\$ 11,056,388
\$	\$ 11,827,403
\$	\$ -

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**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

NEW				BUDGET			COMMITTED				PAYMENTS				
ITEM NO.	ITEM	Cost Code	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE
<b>2000 - PROFESSIONAL FEES</b>															
2001	ARCHITECT JCB	2001-1 2001-2 2001-3 2001-4 2001-5 2001-6	Schematic Design Design Development Construction Documentation Tender & Negotiation Construction Administration  Leave blank	s 47G											
2002	TOWN PLANNER CONTOUR	2002-1 2002-2 2002-3	Stage 1 Preliminary Advice Stage 2 Preparation of Application Stage 3 Management of Application - hourly Leave blank												
2003	STRUCTURAL / CIVIL BROGUE	2003-1 2003-2 2003-3 2003-4 2003-5	Schematic Design DD/Tender Documentation Construction Documentation (structural only) Construction (structural & civil) In house dual certification if required Leave blank												
2004	BUILDING SERVICES WATERMAN	2004-1 2004-2 2004-3 2004-5 2004-6	Schematic Design Design Development Documentation Construction Leave blank												
2005	FIRE ENGINEERING Intuitive	2005-1 2005-2 2005-3 2005-5 2005-6	Performance Based Design Brief & concept Fire Engineering Brief Fire Engineering Report Reg 129 Pre-app & Application FRV/CFA Minutes Leave blank												
2006	BUILDING SURVEYOR FLOREANCIG SMITH	2006-1 2006-2 2006-3 2006-4	Schematic Design Design Development Documentation Construction Leave blank												
2007	QUANTITY SURVEYOR NAPIER & BLAKELEY	2007-1 2007-2 2007-3 2007-4	Schematic Design Cost Estimate Design Development Cost Estimate Pre Tender Construction Cost Estimate Tender Review & Assessment, Tender Report Progress claim assessments Leave blank												
2008	ACOUSTIC RESONATE	2008-1 2008-2 2008-3	Town Planning Design development Tender & construction documentation Leave blank												
2009	DDA Before Compliance	2009-1 2009-2 2009-3	Prepare Performance Based design Brief Leave blank												
2010	TRAFFIC ENGINEER RATIO	2010-1 2010-2 2010-3 2010-4 2010-5 2010-6 2010-7	Concept Design Schematic/Design Development Contract Documentation Construction/Completion Stage 1 Transport Impact Assessment Report Green Travel Plan Design review Leave blank												
2011	ESD	2011-1	Section J												

**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

ITEM NO.	ITEM	Cost Code	DESCRIPTION	BUDGET			COMMITTED			PAYMENTS								
				QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE			
	<b>WATERMAN</b>	2011-2																
			Leave blank															
2012	<b>LANDSCAPE ARCHITECT ACLA</b>	2012-1	Initiation/CD/DD TD CA															
			Leave blank															
2013	<b>LAND SURVEYING SWANSON</b>	2013-1 2013-2 2013-3 2013-4	Plan of feature & level survey Underground Service Locating Plan of feature & level survey															
			Leave blank															
2014	<b>ARBORIST TREE LOGIC / THE GREEN CONNECTION / SAME</b>	2014-1 2014-2 2014-3 2014-4 2014-5	Stage 1 - Site visit, measure trees (Tree Logic) Stage 2 - tree assessment & written report Pre-demolition report (Green Connection) Tree pruning (Same Day Tree Works) Demolition supervision (Same Day Tree Works)															
			Leave blank															
2015	<b>GEOTECHNICAL STATEWIDE</b>	2015-1 2015-2 2015-3 2015-4	Fieldwork Laboratory Report Final Investigation															
			Leave blank															
2016	<b>HERITAGE ASSESSMENT BRYCE RAYWORTH</b>	2016-1	Initial advice to client group Ongoing advice															
			Leave blank															
2017	<b>PROJECT MANAGER FONTIC</b>	2017-1 2017-2 2017-3 2017-4	Design Development Tender Documentation Construction Documentation Construction/Completion															
			Leave blank															
2018	<b>WASTE LEIGH DESIGN</b>	2018-1 2018-2	WMP															
			Leave blank															
2019	<b>PLAYGROUND DESIGNER INCLUSIVE THRU DESIGN</b>	2019-1 2019-2	Concept/Scheme Documentation															
			Leave blank															
2020	<b>HAZMAT HAZCON</b>		Div 6 audit Samples															
			Leave blank															
2021	<b>CONTAMINATION ASSESSMENT EDGE</b>		Soil Categorisation Fieldwork Soil Categorisation Report															
			Leave blank															
2022	<b>FAÇADE N/A</b>																	
			Leave blank															
2023	<b>PERFORMANCE SOLUTIONS DDEG</b>		DDEG - Façade - Design Brief & Report & Cert SPBS - Unisex Facilities - Brief & Cert															
			Leave blank															
2024	<b>SIGNAGE Pidgeon Ward</b>		Concept Design Design Development Tender & Construction															
			Leave blank															
2025	<b>LEGAL Arnold Block Leibler</b>																	
			Leave blank															

S 47G



**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

NEW				BUDGET			COMMITTED					PAYMENTS			
ITEM NO.	ITEM	Cost Code	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE
2028	N/A N/A					\$ 47G									
			Leave blank												
2029	CONTINGENCY (0%) 0%		0% Contingency across professional fees												
			Leave blank												
<b>TOTAL PROFESSIONAL FEES</b>						<b>\$ 1,350,000</b>		<b>\$ 1,271,261.13</b>	<b>\$ 1,233,805</b>			<b>\$ 29,090</b>	<b>\$ 29,090</b>	<b>\$ -</b>	<b>\$ 1,204,715</b>

3000 - AUTHORITY FEES															
3001	COUNCIL PERMIT COSTS BOROONDARA, DELWP	3001-1 3001-2				\$ 47G									
			Leave blank												
3002	BUILDING PERMIT B	3002-1 3002-2	Relocation New supply												
			Leave blank												
3003	AUTHORITY (HEADWORKS) CONTRIBUTIONS C	3003-1 3003-2													
			Leave blank												
3004	ASSET PROTECTION PERMIT (BOND) BOROONDARA	3004-1 3004-2													
			Leave blank												
3005	ELECTRICAL KIOSK OFFER \$	3005-1 3005-2 3005-3 3005-4 3005-5 3005-6	Potention street upgrade Design and Supply Offers (revised for Pillar) Feasibility Offer Design Offer Supply Offer												
			Leave blank												
3006	SEWER AND WATER OFFER \$	3006-1 3006-2													
			Leave blank												
3007	STORMWATER ENG / COUNCIL G	3007-1 3007-2													
			Leave blank												
3008	CONTINGENCY (0%) 0%														
			Leave blank												
<b>TOTAL AUTHORITY FEES</b>						<b>\$ 560,000</b>		<b>\$ 38,188.00</b>	<b>\$ 38,188</b>			<b>\$ 22,914</b>	<b>\$ 22,914</b>	<b>\$ -</b>	<b>\$ 15,274</b>

4000 - CONSTRUCTION COSTS															
4001	HEAD CONTRACTOR McCorkell	4001-1 4001-2				\$ 47G									
			Leave blank												
4002	DEMOLITION MANN GROUP	4002-1 4002-2	Demolition Asbestos removal												
			Leave blank												
4003	DEMOLITION - ELECTRICAL BRW	4003-1 4003-2	BRW Elec isolation												
			Leave blank												
4004	LOOSE FURNITURE \$	4004-1 4004-2	Allowance for Loose Furniture (Principal to raise outside of budget)												
			Leave blank												
4005	CONTAMINATION REMOVAL	4005-1	CAT C Rec												



**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

ITEM NO.	ITEM	Cost Code	DESCRIPTION	BUDGET			COMMITTED					PAYMENTS						
				QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE			
	\$ -	4005-2	Leave blank	s 47G														
4006	ESCALATION \$	0.02	4006-1 4006-2	Leave blank														
4007	CONTINGENCY (4.5%) 0%		Construction Contingance (4.5% of head contract valu	Leave blank														
<b>TOTAL CONSTRUCTION COSTS</b>				\$ 10,686,388	#####	\$ 11,246,107					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET TO DATE</b>				\$ 12,596,388	<b>TOTAL COMMITTED TO DATE</b>		#####				\$ 52,004	\$ 52,004	\$ -	#####				

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**GIANT STEPS MELBOURNE  
PROJECT VARIATIONS**

ITEM NO.	ITEM	Cost Code	DESCRIPTION	FORECAST VARIATIONS	APPROVED AMOUNT	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE	
<b>2000 - PROFESSIONAL FEES</b>											
2001	ARCHITECT	2001-V1	V#1 - Budget Increase for tender redesign			s 47G					
		2001-V2	V#2 - Pre-tender design change to stages.								
		2001-V3	V#3 - Post Tender Redesign								
		2001-V4	Leave blank								
			<b>TOTAL</b>								
2002	TOWN PLANNER CONTOUR	2002-V1	Hourly Rates Allowance								
		2002-V2	Post tender Redesign Variation for secondary consent								
		2002-V3	Pre tender secondary consent application								
		2002-V4	Leave blank								
			<b>TOTAL</b>								
2003	STRUCTURAL / CIVIL BROGUE	2003-V1	V#1 - VAR02 Outfall Drain								
		2003-V2	V#2 - VAR03 Landscape Rev 3B								
		2003-V3	V#3 - VAR 04 Further design changes								
		2003-V4	V#4 - Post Tender Redesign								
		2003-V5	V#5 - WSUD Design for TP								
		2003-V6	V#6 Pile Design & BP 1 Certification								
		2003-V7	V#7 BP 2 Certification								
			Leave blank								
			<b>TOTAL</b>								
2004	BUILDING SERVICES WATERMAN	2004-V1	V#1 Pre Tender Changes								
		2004-V2	V#2 Post Tender Redesign								
			Leave blank								
			<b>TOTAL</b>								
2005	FIRE ENGINEERING Intuitive	2005-V1	V#1 - Post Tender Redesign Phase								
			Leave blank								
			<b>TOTAL</b>								
2006	BUILDING SURVEYOR FLOREANCIG SMITH	2006-V1	S29 fees (demo permit)								
		2006-V2	Demolition permit								
		2006-V3	Redesign Assessment as per Fee dated 10/7/23								
			Leave blank								
			<b>TOTAL</b>								
2007	QUANTITY SURVEYOR NAPIER & BLAKELEY										
			Leave blank								
			<b>TOTAL</b>								
2008	ACOUSTIC RESONATE	2008-V1	Redesign Assessment as per Fee dated 17/7/23								
			Leave blank								
			<b>TOTAL</b>								
2009	DDA Before Compliance		V#1 - Post tender redesign phase								
			Leave blank								
			<b>TOTAL</b>								
2010	TRAFFIC ENGINEER RATIO		14/09 Additional review and TP reporting Post Tender Redesign Variation								
			Leave blank								
			<b>TOTAL</b>								
2011	ESD WATERMAN										
			Leave blank								
			<b>TOTAL</b>								
2012	LANDSCAPE ARCHITECT ACLA		V#1 - Post tender redesign phase								
			Leave blank								
			<b>TOTAL</b>								
2013	LAND SURVEYING SWANSON										
			Leave blank								
			<b>TOTAL</b>								
2014	ARBORIST TREE LOGIC / THE GREEN CONNECTION / SAME DAY TREE WORKS										
			Leave blank								
			<b>TOTAL</b>								
2015	GEOTECHNICAL STATEWIDE										
			Leave blank								
			<b>TOTAL</b>								
2016	HERITAGE ASSESSMENT BRYCE RAYWORTH										
			Leave blank								
			<b>TOTAL</b>								
2017	PROJECT MANAGER FONTIC	2017-V1 2017-V2	V#1 - Pre head contractor tender changes V#2 - Post head contractor tender changes								
			Leave blank								
			<b>TOTAL</b>								
2018	WASTE LEIGH DESIGN		V#1 Post head contractor tender redesign. (Allowance)								
			Leave blank								
			<b>TOTAL</b>								
2019	PLAYGROUND DESIGNER INCLUSIVE THRU DESIGN										
			Leave blank								
			<b>TOTAL</b>								
2020	HAZMAT HAZCON										
			Leave blank								
			<b>TOTAL</b>								
2021	CONTAMINATION ASSESSMENT EDGE		Additional Analysis Deeper Testing & Analysis 09/09 Additional on-site testing Additional scope allowance								
			Leave blank								
			<b>TOTAL</b>								
2022	FAÇADE N/A										
			Leave blank								
			<b>TOTAL</b>								
2023	PERFORMANCE SOLUTIONS DDEG										
			Leave blank								
			<b>TOTAL</b>								
2024	SIGNAGE Pidgeon Ward										
			Leave blank								
			<b>TOTAL</b>								
2025	LEGAL Arnold Block Leibler										
			Leave blank								
			<b>TOTAL</b>								
2026	N/A N/A										
			Leave blank								
			<b>TOTAL</b>								
2029	CONTINGENCY (0%) 0%		Contingency Dradown								
			Leave blank								
			<b>TOTAL</b>								
<b>TOTAL PROFESSIONAL FEES</b>							\$ 14,000	\$ 998,024			
<b>3000 - AUTHORITY FEES</b>											
3001	COUNCIL PERMIT COSTS						0	0	0	\$ -	
							\$ 267,656	\$ 249,856	\$ 17,800	\$ 720,243	

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**GIANT STEPS MELBOURNE  
PROJECT VARIATIONS**

ITEM NO.	ITEM	Cost Code	DESCRIPTION	FORECAST VARIATIONS	APPROVED AMOUNT	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE
3002	BUILDING PERMIT B		TOTAL	\$ -	\$ -		0	0	0	0
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
3003	AUTHORITY (HEADWORKS) CONTRIBUTIONS C		TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
3004	ASSET PROTECTION PERMIT (BOND) BOROONDARA		TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
3005	ELECTRICAL KIOSK OFFER \$		TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
3006	SEWER AND WATER OFFER \$		TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
3007	STORMWATER ENG / COUNCIL G		TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
3008	CONTINGENCY (0%) 0%		TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
<b>TOTAL AUTHORITY FEES</b>				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
<b>4000 - CONSTRUCTION COSTS</b>										
4001	HEAD CONTRACTOR McCorkell		TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
4002	DEMOLITION MANN GROUP		Disapidation survey of school building Tree ground protection Mattress removal (58 @ \$75ea) BP levy - payable to Floreancig Smith Firm to windows and fence hire Elec isolation (due to incomplete iso by BRW)				0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
4003	DEMOLITION - ELECTRICAL BRW		TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
4004	LOOSE FURNITURE \$		TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
4005	CONTAMINATION REMOVAL \$		TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
4006	ESCALATION \$	0.02	TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
4007	CONTINGENCY (4.5%) 0%		TOTAL	\$ -	\$ -		0	0	0	\$ -
			Leave blank				0	0	0	\$ -
			TOTAL	\$ -	\$ -		0	0	0	\$ -
<b>TOTAL CONSTRUCTION COSTS</b>				\$ -	\$ 14,978		\$ -	\$ -	\$ -	\$ 14,978
<b>TOTAL APPROVED VARIATIONS TO DATE</b>				\$ 1,013,002.45			\$ 267,656.25	\$ 249,856.25	\$ 17,800.00	\$ 735,221.20

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
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2000 - PROFESSIONAL FEES								
2001.00	ARCHITECT JCB	s 47G	s 47G					
2002.00	TOWN PLANNER CONTOUR							
2003.00	STRUCTURAL / CIVIL BROGUE							
2004.00	BUILDING SERVICES WATERMAN							

Fontic Group  
—  
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03 7085 4047

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Geelong  
20-28 Brougham Street  
Geelong VIC 3220

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
		s 47G	s 47G					
2005.00	FIRE ENGINEERING Intuitive							
2006.00	BUILDING SURVEYOR FLOREANCIG SMITH							
2007.00	QUANTITY SURVEYOR NAPIER & BLAKELEY							
2008.00	ACOUSTIC RESONATE							
2009.00	DDA Before Compliance							
2010.00	TRAFFIC ENGINEER RATIO							
2011.00	ESD WATERMAN							
2012.00	LANDSCAPE ARCHITECT ACLA							
2013.00	LAND SURVEYING SWANSON							



**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
		s 47G	s 47G					
2014.00	ARBORIST <b>TREE LOGIC / THE GREEN CONNECTION SAME DAY TREE WORKS</b>							
2015.00	GEOTECHNICAL <b>STATEWIDE</b>							
2016.00	HERITAGE ASSESSMENT <b>BRYCE RAYWORTH</b>							
2017.00	PROJECT MANAGER <b>FONTIC</b>							
2018.00	WASTE <b>LEIGH DESIGN</b>							
2019.00	PLAYGROUND DESIGNER <b>INCLUSIVE THRU DESIGN</b>							
2020.00	HAZMAT <b>HAZCON</b>							
2021.00	CONTAMINATION ASSESSMENT <b>EDGE</b>							
2022.00	FAÇADE <b>N/A</b>							
2023.00	PERFORMANCE SOLUTIONS <b>DDEG</b>							



**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
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2025.00	LEGAL Arnold Block Leibler							
2028.00	N/A N/A							
2029.00	CONTINGENCY (0%) 0%							

\$ 47G	\$ 47G							
--------	--------	--	--	--	--	--	--	--

<b>TOTAL PROFESSIONAL FEES</b>	<b>\$ 1,734,429.19</b>	<b>\$ 29,212.50</b>	<b>\$ 1,763,641.69</b>
--------------------------------	------------------------	---------------------	------------------------

3000 - AUTHORITY FEES	
3001.00	COUNCIL PERMIT COSTS BOROONDARA, DELWP
3002.00	BUILDING PERMIT B
3003.00	AUTHORITY (HEADWORKS) CONTRIBUTION FRV FRV
3004.00	ASSET PROTECTION PERMIT (BOND) BOROONDARA
3005.00	ELECTRICAL KIOSK OFFER \$ -
3006.00	SEWER AND WATER OFFER \$ -
3007.00	STORMWATER ENG / COUNCIL G

\$ 47G			
--------	--	--	--

<b>TOTAL AUTHORITY FEES</b>	<b>\$ 85,955.55</b>	<b>\$ 15,163.58</b>	<b>\$ 101,119.13</b>
-----------------------------	---------------------	---------------------	----------------------

4000 - CONSTRUCTION COSTS	
4001.00	HEAD CONTRACTOR McCorkell
4002.00	DEMOLITION MANN GROUP Ultrasol Rent a Fence
4003.00	DEMOLITION - ELECTRICAL BRW
4004.00	LOOSE FURNITURE \$ -
4005.00	CONTAMINATION REMOVAL \$ -
4006.00	ESCALATION \$ 0.02

\$ 47G			
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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
					<b>TOTAL</b>	\$	- \$	- \$
					<b>TOTAL CONSTRUCTION COSTS</b>	\$	144,696.50	\$ 204,696.50
					<b>TOTAL PAYMENTS TO DATE</b>	\$	1,965,081.24	\$ 2,069,457.32

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Geelong  
20-28 Brougham Street  
Geelong VIC 3220



**GIANT STEPS MELBOURNE  
PAYMENT RECOMMENDATION SUMMARY**

ITEM NO.	ITEM	THIS CLAIM (ex. GST)	GST	TOTAL (inc. GST)
<b>2000 - PROFESSIONAL FEES</b>				
2001	ARCHITECT JCB	S 47G		
2002	TOWN PLANNER CONTOUR			
2003	STRUCTURAL / CIVIL BROGUE			
2004	BUILDING SERVICES WATERMAN			
2005	FIRE ENGINEERING Intuitive			
2006	BUILDING SURVEYOR FLOREANCIG SMITH			
2008	ACOUSTIC RESONATE			
2017	PROJECT MANAGER FONTIC			
<b>TOTALS</b>				

**GIANT STEPS - KEW  
PROJECT TOTAL FORECAST COMPARISON  
MONTH ON MONTH**

Cost Report 21    Cost Report 20    Cost Report 19    Cost Report 18

NO.	ITEM	CONSULTANT	DIFF to Previous Month	COMMENTS	TOTAL FORECAST	TOTAL FORECAST	TOTAL FORECAST	TOTAL FORECAST	
<b>1. PROFESSIONAL FEES</b>									
2001	ARCHITECT	JCB	s 47G						
2002	TOWN PLANNER	CONTOUR							
2003	STRUCTURAL / CIVIL	BROGUE							
2004	BUILDING SERVICES	WATERMAN							
2005	FIRE ENGINEERING	Intuitive							
2006	BUILDING SURVEYOR	FLOREANCIG SMITH							
2007	QUANTITY SURVEYOR	NAPIER & BLAKELEY							
2008	ACOUSTIC	RESONATE							
2009	DDA	Before Compliance							
2010	TRAFFIC ENGINEER	RATIO							
2011	ESD	WATERMAN							
2012	LANDSCAPE ARCHITECT	ACLA							
2013	LAND SURVEYING	SWANSON							
2014	ARBORIST	TREE LOGIC / THE GREEN CONNEC							
2015	GEOTECHNICAL	STATEWIDE							
2016	HERITAGE ASSESSMENT	BRYCE RAYWORTH							
2017	PROJECT MANAGER	FONTC							
2018	WASTE	LEIGH DESIGN							
2019	PLAYGROUND DESIGNER	INCLUSIVE THRU DESIGN							
2020	HAZMAT	HAZCON							
2021	CONTAMINATION ASSESSMENT	EDGE							
2022	FAÇADE	N/A							
2023	PERFORMANCE SOLUTIONS	DDEG							
2024	SIGNAGE	Pidgeon Ward							
2025	LEGAL	Arnold Block Leibler							
2026									
2027									
2028	N/A	N/A							
2029	CONTINGENCY (0%)	0%							
<b>TOTAL PROFESSIONAL FEES</b>					\$ 12,000	\$ 2,293,088	\$ 2,281,088	\$ 2,281,868	\$ 2,282,868
<b>2. AUTHORITY FEES &amp; INFRASTRUCTURE</b>									
3001	COUNCIL PERMIT COSTS	BOROONDARA, DELWP	s 47G						
3002	BUILDING PERMIT	B							
3003	AUTHORITY (HEADWORKS) CONTRIBUTION								
3004	ASSET PROTECTION PERMIT (BOND)	BOROONDARA							
3005	ELECTRICAL KIOSK OFFER								
3006	SEWER AND WATER OFFER								
3007	STORMWATER ENG / COUNCIL	G							
3008	CONTINGENCY (0%)	0%							
<b>TOTAL AUTHORITY FEES</b>					\$ -	\$ 450,000	\$ 450,000	\$ 450,845	\$ 450,845
<b>3. CONSTRUCTION COSTS</b>									
4001	HEAD CONTRACTOR	McCorkell	s 47G						
4002	DEMOLITION	MANN GROUP							
4003	DEMOLITION - ELECTRICAL	BRW							
4004	LOOSE FURNITURE								
4005	CONTAMINATION REMOVAL								
4006	ESCALATION	2%							
4007	CONTINGENCY (5%)	5%							
<b>TOTAL CONSTRUCTION COSTS</b>					\$ -	\$ 11,165,697	\$ 11,165,697	\$ 11,165,697	\$ 11,165,697
<b>TOTAL COSTS (Items 0-3)</b>					\$ 12,000	\$ 13,908,785	\$ 13,896,785	\$ 13,898,410	\$ 13,899,410

s 22

**From:** s 47F(1) <s 47F(1)@bfh.com.au>  
**Sent:** Thursday, 1 February 2024 5:33 PM  
**To:** CDG Projects; s 47F(1); s 47F(1)  
**Cc:** s 22  
**Subject:** RE: CDG1085 - Teams Meeting to Discuss Changes to Milestone Dates & Payments [SEC=OFFICIAL]

Thanks s 22

I can make anytime on the 2<sup>nd</sup> and 5<sup>th</sup> I could also probably do the 6<sup>th</sup> if needed.

Thanks  
s 47F(1)

BFH | 21 Carters Avenue Toorak 3142 Melbourne Australia | D s 47F(1) | M s 47F(1)

**From:** CDG Projects  
**Sent:** Thursday, February 1, 2024 4:03 PM  
**To:** s 47F(1); s 47F(1); s 47F(1)  
**Cc:** CDG Projects; s 22  
**Subject:** CDG1085 - Teams Meeting to Discuss Changes to Milestone Dates & Payments [SEC=OFFICIAL]  
**Importance:** High


**OFFICIAL**

s22(1)(a)(ii) - duplicate email chain

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s22(1)(a)(ii) - duplicate email chain



s 22

**From:** s 47F(1) <s 47F(1)@fontic.com.au>  
**Sent:** Friday, 2 February 2024 2:34 PM  
**To:** CDG Projects  
**Cc:** s 22, s 47F(1), s 47F(1)  
**Subject:** Re: CDG1085 - Teams Meeting to Discuss Changes to Milestone Dates & Payments [SEC=OFFICIAL]

Hi s 22

Could we please make the meeting at 10 am on Monday the 5<sup>th</sup> thank you.

s 47F(1)  
Project Manager  
s 47F(1)

**Melbourne Office**  
5A/26 Wellington Street  
Collingwood VIC 3066

--  
**Geelong Office**  
20-28 Brougham Street  
Geelong VIC 3220



---

**From:** s 47F(1)  
**Date:** Thursday, 1 February 2024 at 5:33 pm  
**To:** CDG Projects, s 47F(1), s 47F(1)  
**Cc:** s 22  
**Subject:** RE: CDG1085 - Teams Meeting to Discuss Changes to Milestone Dates & Payments [SEC=OFFICIAL]

s22(1)(a)(ii) - duplicate email chain



s22(1)(a)(ii) - duplicate email chain



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s 22

**From:** s 22 <s 22@govteams.gov.au> on behalf of s 22 <s 22@infrastructure.gov.au>  
**Sent:** Friday, 2 February 2024 3:23 PM  
**To:** GRINSTEAD, s 22  
**Subject:** GovTEAMS FW: [SEC=OFFICIAL:Sensitive] CDG1085 - Giant Steps - Catch up [SEC=OFFICIAL]

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**OFFICIAL:Sensitive**

**From:** s 22  
**Sent:** Friday, February 2, 2024 3:23:10 PM (UTC+10:00) Canberra, Melbourne, Sydney  
**To:** s 22  
**Subject:** Accepted: [SEC=OFFICIAL:Sensitive] CDG1085 - Giant Steps - Catch up [SEC=OFFICIAL]  
**When:** Monday, February 5, 2024 10:00 AM-11:00 AM.  
**Where:** Microsoft Teams Meeting

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**OFFICIAL:Sensitive**

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Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

s 22

**From:** s 22  
**Sent:** Monday, 5 February 2024 10:59 AM  
**To:** GRINSTEAD, s 22  
**Subject:** CDG1085 - Progress 3 Report Approved [SEC=OFFICIAL]  
**Attachments:** CDG1085 - Progress Report Pack -PR4 .docx

**OFFICIAL**

Hi s [redacted] s [redacted] and s [redacted]

I am pleased to advise that the Progress Report for Milestone 3 for the CDG1085 project submitted by you has been accepted by the Department. The associated payment of s 47G has been processed and should appear in your nominated bank account within the next 3-5 business days. Please let me know if this is not the case and I will follow up for you.

Your next Progress Report was due for submission by 01/12/2023. As discussed in today's meeting, a variation request will be submitted based on the revised information you will provide around the changes to funding and extra milestones. Noting that the agreement may not be in place in time, you are still able to submit progress reports based on the previous executed agreements.

To assist with this, please find attached a Progress Report template for completion and return. This report will detail your achievements against the requirements of Milestone 4, as shown in the current hFunding Agreement:

**Milestone 4 requirements**

Evidence acceptable to the Commonwealth that the Recipient has completed the following identified activities:

- Engagement of contractor and confirmation that the contractor is compliant with the Code for the Tendering and Performance of Building Work 2016 and accredited under the Australian Government Building and Construction WHS Accreditation Scheme.
- 20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar

**Please note - If you reach completion of the milestone ahead of schedule, you can complete and submit the report as soon as you are ready. There is no requirement to wait until the scheduled due date if you are running ahead of schedule.**

The Progress Report Milestone is linked to a payment of s 47G (GST exclusive). So that I can finalise the payment, please submit an invoice to the Department made out as follows:

Department of Infrastructure, Transport, Regional Development, Communications and the Arts  
 GPO Box 594  
 CANBERRA ACT 2601

The invoice should include your organisation's name, ABN, an invoice number, the date issued, and if applicable, the relevant GST amount payable.

It is important that all Reports and Statements are signed by the Chief Executive Officer, General Manager or Equivalent.

**CHANGE TO ACTIVITY**

If there is a change to the Activity on the Funding Agreement, you must advise the Department of the change as soon as possible in writing.

Looking forward to working with you on the next phase of the project, and don't hesitate to give me a call if you have any queries, or wish to discuss the project.

Have a great day.

s 22

Grants Officer • Program Delivery • Regional Programs Delivery • Regional Development and Local Government Division

s 22 [infrastructure.gov.au](https://infrastructure.gov.au)

Ps 22

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](https://infrastructure.gov.au)

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.  
I recognise and respect their continuing connection to the land, waters and communities.  
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL



**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts**

**\*\*IMPORTANT – PLEASE READ BEFORE COMMENCING THIS REPORT\*\***

**Project Progress Reporting**

The templates included in this pack have been provided to assist you in meeting your reporting requirements under the Funding Agreement (the Agreement). Grantees are required to prepare reports using these templates. Some information to assist you is included in blue text, you can also contact your project officer if you need further advice/assistance.

When submitting your report, you **must** include sufficient evidence to demonstrate that the requirements of the milestone you are reporting on (listed in the Agreement and on the next page of this document) have been met.

Some examples of acceptable documentation are:

Confirmation of final costs	<ul style="list-style-type: none"> <li>• Tender documents/contract</li> </ul>
Confirmation of final designs	<ul style="list-style-type: none"> <li>• Tender documents/contract</li> <li>• Stamped designs</li> </ul>
Confirmation of partner funding	<ul style="list-style-type: none"> <li>• Letter (on letterhead) from funding partner confirming contribution</li> </ul>
% project completion	<ul style="list-style-type: none"> <li>• Completed/Signed Statement of Completion</li> <li>• Progress photos</li> </ul>
Cash Expenditure	<ul style="list-style-type: none"> <li>• Signed financial certification/acquittal/auditor's statement or equivalent (in accordance with Agreement type)</li> <li>• Paid invoices, the invoice as well as payment confirmation, e.g. bank statement or General Ledger report showing the corresponding transaction</li> </ul>
Committed Expenditure	<ul style="list-style-type: none"> <li>• Invoices for work in progress and/or completed but not yet paid for or other relevant documentation</li> </ul>



Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

### REGIONAL PROGRAMS – PROGRESS REPORT (Threshold 3)

Program	Community Development Grants Programme	
Project ID Number	CDG1085	
Grantee	Giant Steps Melbourne Ltd	
Project	CDG1085 - Giant Steps Autism School Expansion	
Total Project Cost	\$13,900,000 (GST exclusive)	
Total AG funding	\$13,900,000 (GST exclusive)	
Milestone	Number: 4	Due date:
Payment	s 47G (GST exclusive)	
Project Officer	s 22	Email: CDG.Projects@infrastructure.gov.au

### OVERDUE MILESTONE REQUIREMENTS TO BE MET

Milestone Number & Due Date	Milestone Description	Date achieved	Detail the evidence you have provided with this report to demonstrate achievement of <i>each individual Milestone element</i>
4 12/12/2023	<p>Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>Engagement of contractor and confirmation that the contractor is compliant with the Code for the Tendering and Performance of Building Work 2016 and accredited under the Australian Government Building and Construction WHS Accreditation Scheme.</li> <li>20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar</li> </ul>		<p><b>E.g. photos, approvals, permits, contracts. Note: all photos need to be labelled and dated. If a payment is connected with this Progress Report, please provide a correctly rendered tax invoice to the Department with your evidence. If you have not been able to achieve the Milestone element, refer to Question 2.</b></p>

#### 1. Provide a brief update on the progress of the project:

#### 2. Has construction started? If so, provide date of commencement.

YES/NO



**Commencement Date:** \_\_\_\_\_

3. If you have not been able to achieve a milestone requirement, advise status and mitigation strategies in place for the project to be brought back onto schedule. If there is likely to be any impact on the delivery of future milestones and/or project completion, please provide detail below:

**STATEMENT OF RECEIPTS AND EXPENDITURE**  
**Project Funding for the period: XX Month Year to XX Month Year**

Project funds received to date	Amount GST Exclusive
CDG Grant Funding received	\$0
Interest on CDG Grant Funding (1)	\$0
<b>Total CDG Funding received (A)</b>	<b>\$0</b>
<b>Other contributions received (cash) (B)</b>	<b>\$0</b>
<b>Total funds received (cash) (A + B)</b>	<b>\$0</b>

Contributor (2) – as per Funding Agreement	Eligible Expenditure Item – Cost Item/s as listed in Funding Agreement	Contribution/ Budgeted Amount (Cash) GST exclusive	Committed Expenditure (3) GST exclusive	Cash Expenditure (4) GST exclusive
Community Development Grants Programme	Design, Construction and fit out	\$13,900,000	\$	\$
<b>Total</b>		<b>\$13,900,000</b>	<b>(A) \$</b>	<b>(B) \$</b>
			<b>Total Expenditure to date (A + B)</b>	<b>\$</b>

- INTEREST ON GRANT FUNDING: Interest earned on Grant Funding received. If no interest has been applied or no Grant Funding has been received, then '0' should be entered in this field.
- CONTRIBUTOR: Include total Australian Government contribution as well as contributions identified in Clause 1 of Supplementary Terms of the Agreement.
- COMMITTED EXPENDITURE: Committed Expenditure includes expenditure on work completed to date where invoices have been issued but payments have not yet been made. Evidence is required of this expenditure, which may include unpaid invoices, or other relevant documentation.
- CASH EXPENDITURE: Evidence is required of payments made to date including receipts.

(NOTE) Report all receipts and expenditure as GST exclusive.

I am a person authorised to sign this Certification on behalf of my organisation; and the information provided is complete and correct.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***This Certification is to be signed by the Chief Executive Officer, General Manager, or a person authorised by your organisation to complete and submit this form on their behalf.***

**CERTIFICATION**

<b>Program</b>	Community Development Grants Programme
<b>Grantee</b>	Giant Steps Melbourne Ltd
<b>Project</b>	Giant Steps Autism School Expansion

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, and, Giant Steps Melbourne Ltd executed on 24 April 2022 (subsequently varied on 28 April 2023 (the Agreement), I certify that:

1. All Funding and Other Contributions received were expended for the purpose of the Activity and Project, and expended and held in a manner in accordance with the program guidelines and Agreement; and
2. Salaries and allowances paid to any person involved in the Activity under the Agreement were in accordance with the applicable award or agreement in force under the relevant law on industrial or workplace relations; and
3. I confirm that the recipient, project partners and associated activities are in compliance with current Australian government sanctions (refer to: <https://www.dfat.gov.au/international-relations/security/sanctions>) and acknowledge responsibility for ensuring our ongoing compliance.
4. I am a person authorised to make this Certification on behalf of my organisation; and the information provided is complete and correct

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***This Certification is to be signed by the Chief Executive Officer, General Manager, or a person authorised by your organisation to complete and submit this form on their behalf.***

## STATEMENT OF COMPLETION VALUE

XXX XXX

As at [date] the Project is XX% complete as defined in the Schedule at Item A.2 of the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, Giant Steps Melbourne Ltd.

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### Contractor Certification

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: Contract Manager or similar

---

### Project Manager (or equivalent) Certification

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: Project Manager

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### Grantee Certification

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: Chief Executive Officer/General Manager

I hereby certify that I am a person authorised to sign this Statement on behalf of my organisation; and the information provided is complete and correct.

s 22

**From:** s 47F(1) <s 47F(1)@fontic.com.au>  
**Sent:** Thursday, 8 February 2024 5:12 PM  
**To:** s 22  
**Cc:** s 47F(1); s 47F(1)  
**Subject:** Giant Steps Melbourne - Variation Request  
**Attachments:** 20240207\_GIANT STEPS\_COST REPORT\_23 Rev 1[7].pdf; 20240207\_GIANT STEPS\_COST REPORT\_23 Rev 1[5].xlsx; CDG1085 - Variation Request Form[1].pdf

Hi s 22 and s 22

Thank you for your time this week to go through everything. I have attached all the relevant documentation for our variation application. See below for an explanation of the Excel document

Please review the PDF of the cost reporting spreadsheet or if you open the Excel document and refer to the sheet "CFs"

You will see the existing funding agreement and in contrast the proposed variation cash flow. We have shown these as 2 tables C1 and C2.

- Table 1 titled Current Milestone Agreement is referred to as C1
- Table 2 titled Variation Milestone Agreement is referred to as C2
- Please see the formulas provided within the titles on the left side of the table (in column C)
- For both tables, the orange squares represent the month in which the milestone payment will be certified, and the report submitted.
- For both tables, the blue squares represent the month in which the milestone payment will be received by Giant steps based on a 5-6 week payment cycle.

As you can see with the current grant structure Giant Steps would be in breach of contract due to not being able to pay monthly progress claims. This in turn would mean the project would be put on halt. We would request that special consideration be applied to this application, so the new variation structure allows for works to progress.

When reviewing the Excel/PDF document against the Variation Form, please note we have added an additional 2-3 months to each milestone payment on the variation form. This is simply to give Giant Steps a buffer and not exceed the cut-off date. The dates presented in the Excel document are the dates we are targeting. (refer to Variation Milestone Agreement table)

If you have any questions about the Excel document and how we have reported the figures, please contact me at any time as I will happily go through in detail any questions.

s 47F(1)  
 Project Manager  
 s 47F(1)

**Melbourne Office**  
 5A/26 Wellington Street  
 Collingwood VIC 3066

--  
**Geelong Office**  
 20-28 Brougham Street  
 Geelong VIC 3220

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**GIANT STEPS MELBOURNE  
PROJECT CASH FLOW**  
Date Updated:

ALL FIGURES EXCLUDE GST

ITEM	CONSTRUCTION	CONTRACTOR / SUPPLIER	TOTAL FORECAST COSTS	APPROVED FOR PAYMENT	COST TO COMPLETE	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
<b>1000 - PROFESSIONAL FEES</b>																												
<b>TOTAL PROFESSIONAL FEES</b>			\$ 2,287,588	\$ 1,766,642	\$ 521,047				\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 32,621	\$ 521,047
<b>1000 - AUTHORITY FEES</b>																												
<b>TOTAL AUTHORITY FEES</b>			\$ 348,188	\$ 114,237	\$ 233,951						\$ 19,836	\$ 173,271	\$ 15,000	\$ 6,461					\$ 6,461				\$ 6,461				\$ 233,951	
<b>4000 - CONSTRUCTION COSTS</b>																												
<b>TOTAL CONSTRUCTION COSTS</b>			\$ 11,261,685	\$ 204,697	\$ 11,056,988						\$ 358,720	\$ 785,531	\$ 512,823	\$ 603,333	\$ 757,560	\$ 810,742	\$ 921,361	\$ 1,028,788	\$ 1,124,516	\$ 1,177,698	\$ 1,109,957	\$ 992,957	\$ 578,137	\$ 279,693	\$ 34,287		\$ 11,056,988	
<b>TOTAL PROJECT COSTS (NOT INCLUDING CONTINGENCY)</b>			\$ 13,896,861	\$ 2,084,576	\$ 11,812,285				\$ 32,621	\$ 32,621	\$ 411,177	\$ 971,423	\$ 560,243	\$ 642,414	\$ 795,180	\$ 843,362	\$ 953,981	\$ 1,067,869	\$ 1,157,136	\$ 1,210,318	\$ 1,142,577	\$ 1,032,038	\$ 610,757	\$ 312,922	\$ 46,748		\$ 11,812,285	
<b>TOTAL ACCRUED CASH FLOW</b>			\$ 2,064,575						\$ 2,117,195	\$ 2,148,816	\$ 2,560,993	\$ 3,332,415	\$ 4,092,959	\$ 4,735,373	\$ 5,525,553	\$ 6,360,915	\$ 7,322,897	\$ 8,390,766	\$ 9,547,902	\$ 10,750,220	\$ 11,900,707	\$ 12,932,835	\$ 13,543,593	\$ 13,856,115	\$ 13,896,863	\$ 13,896,863	\$ 13,896,863	

**Current Milestone Agreement - Cashflow & Schedule**

Milestone Payment Number (Certificate Month)	Milestone Payment Number (Payment Received Month)	Cost Complete %	Milestone Payment Received	Milestone Payments Accrued	Cashflow Balance (C1 - Current Months B costs)	Monthly Payments Due (30 days after A accrued)	Adjusted Cashflow (C1 - Previous months B costs)
		15%		\$ 47G			

Milestone Payment Number and % required	MONTH CERTIFIED	CERTIFICATE DATE	REPORT DUE Payment Mth	Payment Due	% Complete (Works)	MILESTONE \$	Accumulated	% Complete (Payments Rec.)
1	Done	Done	Done	Done	7%	\$ 47G		7.2%
2	Done	Done	Done	Done	12%			12.2%
3	Done	Done	Done	Done	15%			17.2%
4 (Contractor appointment 20% complete)	15/2/24	25/2/24	26/2/24	27/2/24	18%			25.8%
5 (25% complete)	15/03/24	25/3/2024	26/3/2024	23/4/2024	23%			27.2%
6 (30% complete)	15/04/24	25/4/2024	26/4/2024	24/5/2024	29%			32.2%
7 (40% complete)	15/05/24	25/5/2024	26/5/2024	23/6/2024	33%			42.2%
8 (45% complete)	15/06/24	25/6/2024	26/6/2024	24/7/2024	40%			49.0%
9 (50% Complete)	15/07/24	25/7/2024	26/7/2024	23/8/2024	46%			57.1%
10 (60% Complete)	15/08/24	25/8/2024	26/8/2024	23/9/2024	53%			65.2%
11 (65% Complete)	15/09/24	25/9/2024	26/9/2024	24/10/2024	60%			73.3%
12 (75% Complete)	15/10/24	25/10/2024	26/10/2024	23/11/2024	69%			81.3%
13	15/11/25	25/11/2024	26/11/2024	23/12/2024	77%			89.3%
14	15/12/25	25/12/2024	26/12/2024	23/1/2025	86%			97.8%
Final Report	15/01/25	25/1/2025	26/1/2025	23/2/2025	93%			104.6%
<b>TOTAL</b>						\$ 13,145,000	\$ 13,145,000	

**Variation Milestone Agreement - Cashflow & Schedule**

Milestone Payment Number (Certificate Month)	Milestone Payment Number (Payment Received Month)	Cost Complete %	Milestone Payment Received	Milestone Payments Accrued	Cashflow Balance (C2 - Current Months B costs)	Monthly Payments Due (30 days after A accrued)	Adjusted Cashflow (C2 - Previous months B costs)
				\$ 47G			

NOTE: The requested milestone schedule has adopted a standard 3 month buffer to the below dates as a contingency

Milestone Payment Number and % required	MONTH CERTIFIED	CERTIFICATE DATE	REPORT DUE Payment Mth	Payment Due	% Complete (Works)	MILESTONE \$	Accumulated	% Complete (Payments Rec.)
1 - COMPLETE	Done	Done	Done	Done	7%	\$ 47G		7.2%
2 - COMPLETE	Done	Done	Done	Done	12%			12.2%
3 - COMPLETE	Nov-23	10/12/2023	17/12/2023	22/1/2024	15%			17.2%
4 (20% complete + LOI)	15/2/24	25/2/24	26/2/24	1/4/2024	18%			25.8%
5 (25% complete + Contract Execution)	15/03/24	25/3/2024	26/3/2024	1/5/2024	23%			27.2%
6 (30% complete)	15/04/24	25/4/2024	26/4/2024	1/6/2024	29%			32.2%
7 (35% complete)	15/05/24	25/5/2024	26/5/2024	1/7/2024	33%			42.2%
8 (40% complete)	15/06/24	25/6/2024	26/6/2024	1/8/2024	40%			49.0%
9 (45% Complete)	15/07/24	25/7/2024	26/7/2024	1/9/2024	46%			57.1%
10 (52% Complete)	15/08/24	25/8/2024	26/8/2024	1/10/2024	53%			65.2%
11 (60% Complete)	15/09/24	25/9/2024	26/9/2024	1/10/2024	60%			73.3%
12 (70% Complete)	15/10/24	25/10/2024	26/10/2024	1/12/2024	69%			81.3%
13 (75% Complete)	15/11/24	25/11/2024	26/11/2024	1/1/2025	77%			89.3%
14 (85% Complete)	15/12/24	25/12/2024	26/12/2024	1/2/2025	86%			97.8%
15 (Project Update)	15/02/25	25/2/2025	26/2/2025	N/A	93%			104.6%
16 (Project Update)	15/03/25	25/3/2025	26/3/2025	N/A	99.8%			104.6%
17 Final Report	15/04/25	25/4/2025	26/4/2025	1/6/2025	100.0%			104.6%
<b>TOTAL</b>						\$ 13,900,000	\$ 13,900,000	

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts



## VARIATION REQUEST

<b>Program</b>	Community Development Grants Programme	
<b>Project ID Number</b>	CDG1085	
<b>Grantee</b>	Giant Steps Melbourne Ltd	
<b>Project</b>	Giant Steps Autism School Expansion	
<b>Total Project Cost</b>	\$13,900,000 (GST exclusive)	
<b>Total AG Funding</b>	\$13,900,000 (GST exclusive)	
<b>Project Officer</b>	s 22	Email: <a href="mailto:cdg.projects@infrastructure.gov.au">cdg.projects@infrastructure.gov.au</a>

### 1. Provide a brief update on the current status of the project:

#### Comments

After completing final design the Quantity Surveyor provided a final cost update which came in over budget due to delays and general market cost escalations. We proceeded to attempt to stage the project in order to deliver a significant part of our original commitment which we then took to tender. Our tender pricing also came back over budget so we have begun working on an alternative design that would allow us to deliver as much as possible with the available funding.

Due to the incredibly creative work of our architects and consultant team we have been able to redesign the project with what we believe is a net overall gain to the deliverables under the activity statement. There are some areas that we have reduced but overall, we are delivering more than our commitments under the previous variation.





<b>Total project cost</b>	Annexure B - enter proposed new project total cost if changing or N/A Not Applicable – No Change.
<b>Other</b>	Include detail of any other proposed changes not included above or N/A

### Milestones

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<p><b>Progress Report 4</b></p> <p>Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>engagement of contractor and confirmation that the contractor is compliant with the Code for the Tendering and Performance of Building Work 2016 and accredited under the Australian Government Building and Construction WHS Accreditation Scheme.</li> <li>20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>20% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> <li>Engagement of contractor in the form of a LOI signed by all parties</li> </ul>	<p>01/11/2023</p> <p>Report Due 01/12/2023</p>	<p>15/04/2024</p> <p>Report Due 26/4/2024</p>	s 47G	
<p><b>Progress Report 5</b></p> <p>Evidence acceptable to the Commonwealth that the following has been achieved:</p>	<ul style="list-style-type: none"> <li>24% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/01/2024</p> <p>Report Due 01/02/2024</p>	<p>15/05/2024</p> <p>Report Due 26/05/2024</p>		

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<ul style="list-style-type: none"> <li>25% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>Head contract executed</li> </ul>			s 47G	
<p><b>Progress Report 6</b></p> <p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>30% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>30% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/03/2024</p> <p>Report Due 01/04/2024</p>	<p>15/06/2024</p> <p>Report Due 26/06/2024</p>		
<p><b>Progress Report 7</b></p> <p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>40% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>35% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/05/2024</p> <p>Report Due 01/06/2024</p>	<p>15/07/2024</p> <p>Report Due 26/07/2024</p>		

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<p><b>Progress Report 8</b></p> <p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>45% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>40% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/07/2024</p> <p>Report Due 01/08/2024</p>	<p>15/08/2024</p> <p>Report Due 26/08/2024</p>	s 47G	
<p><b>Progress Report 9</b></p> <p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>50% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>45% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/0/2024</p> <p>Report Due 01/10/2024</p>	<p>15/09/2024</p> <p>Report Due 25/09/2024</p>		
<p><b>Progress Report 10</b></p> <p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>60% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>52% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/10/2024</p> <p>Report Due 01/11/2024</p>	<p>Date 15/10/2024</p> <p>Report Due 26/10/2024</p>		

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<p><b><u>Progress Report 11</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>65% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>60% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/11/2024  Report Due 01/12/2024</p>	<p>Date 15/11/2024  Report Due 26/11/2024</p>	<p>s 47G</p>	
<p><b><u>Progress Report 12</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>75% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>70% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/01/2025  Report Due 01/02/2025</p>	<p>Date 15/12/2024  Report Due 25/12/2024</p>		
<p><b><u>Progress Report 13</u></b> Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> <li>85% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>75% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> <li></li> </ul>	<p>01/03/2025  Report Due 01/04/2025</p>	<p>Date 15/01/2025  Report Due 26/01/2025</p>		

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
<p><b><u>Progress Report 14</u></b> Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>• an Event Invitation has been submitted to the Department as required at Item H of the Schedule;</li> <li>• 90% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>Leave blank if no change to milestone requirements</p> <ul style="list-style-type: none"> <li>• 85% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.</li> </ul>	<p>01/05/2025  Report Due 01/06/2025</p>	<p>Date 15/02/2025  Report Due 26/02/2025</p>	s 47G	
<p><b><u>Progress Report 15</u></b> Project update</p>	<p>Project update</p> <ul style="list-style-type: none"> <li>• 97% complete</li> </ul>		<p>15/04/2025  Report Due 26/04/2025</p>		
<p><b><u>Progress Report 16</u></b> Project update</p>	<p>Project update</p> <ul style="list-style-type: none"> <li>• 100% complete</li> </ul>		<p>15/05/2025  Report Due 26/05/2025</p>		
<p><b><u>17 Completion Report</u></b> Evidence acceptable to the Commonwealth that the following have been achieved:</p> <ul style="list-style-type: none"> <li>• the Activity, at Item A.5 of the Schedule, is complete;</li> <li>• the Project, at Item A.2 of the Schedule, is complete;</li> <li>• all approvals required to enable public</li> </ul>	<p>Leave blank if no change to milestone requirements</p>	<p>01/11/2025  Report Due 23/02/2026</p>	<p>Date 15/06/2025  Report Due 26/06/2025</p>		

Current milestone number and description	Proposed milestone number and description	Current Milestone due date	Proposed Milestone due date	Current payment amount	Proposed payment amount
access and use of the facility have been met and the Project is fully Operational; and • 100% of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.					

**3. What is the reason for the variation?**

Provide an explanation for why the funding agreement should be varied e.g. planning delays/environmental factors/re-design due to budget limitations

**Comments**

Due to extended delays in planning and the impact of COVID on program and market escalation costs, we have been forced to redesign the project to meet the funding budget.

After further discussions with § 22 we have provided a detailed cash flow outline the need to front-load the project as the majority of the cost are in the early stages of the project.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

**4. If a funding partner has withdrawn support from the project, please include an overview of the likely impact to the Activity/Project in terms of viability:**

**NOTE:** as a pre-condition to entering into your Funding Agreement, you signed a Deed of Undertaking declaring:

- The Commonwealth is not and will not be responsible for the provision of any funding in addition to the amount approved by the Minister and stipulated in the Funding Agreement.
- The Grantee is responsible for any additional funding (if any) required for the Project.

N/A if not relevant to this request

**Comments**

Not Applicable. Funding has not changed

**5. If the proposed Activity and/or Project Completion date are after the date specified in your Schedule, please provide:**

- details of what you have already undertaken to bring the project back on schedule; and
- any other measures you are putting in place to address the delays.

**Comments**

There is no change to the project completion date however many of the milestone dates are changing due to the redesign process causing a cascading effect.

We acknowledge that we have already made one variation to the agreement and have taken significant further steps to ensure we can deliver the project successfully within budget. Primarily, we have engaged our preferred builder to work alongside the design and consultant team providing constant feedback from a cost perspective. Their input is also assisting with the project program.

We have already completed more than 50% of the redesign work.

**6. What is the likely impact if the variation request is not approved?**

Include whether:

- there will be delays to delivering the Activity and/or Project;
- the scope of the Activity and/or Project will be reduced or changed;
- the Activity and/or Project will not be able to be continued without the variation; and/or

- there will be other issues encountered in completing the Activity and/or Project.

**Comments**

We would not be able to deliver on the Activity commitments without the variation.

**DECLARATION BY OFFICER AUTHORISED TO REQUEST VARIATION TO THE FUNDING AGREEMENT**

I confirm that the recipient, project partners and associated activities are in compliance with current Australian government sanctions (refer to: <https://www.dfat.gov.au/international-relations/security/sanctions>) and acknowledge responsibility for ensuring our ongoing compliance.

I certify that the information provided in this Variation Request Form is complete and correct:

Name: s 47F(1) [Redacted]

Position: Project Manager [Redacted]

Signed: s 47F [Redacted]

Date: 08/02/2024 [Redacted]

***This Certification is to be signed by the Chief Executive Officer, General Manager, or a person authorised by your organisation to complete and submit this form on their behalf.***



**Fontic**

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## Instructions

1. Only input data into the fields that are a non-fill or white colour except in the case of the grey fields in the Summary page.
2. Coloured boxes (blues, greys and reds) are automatically filled via formula (please do not overwrite).
3. Check that totals are accurately summed (check hidden rows/columns) particularly when adding rows/columns
4. Please do not delete rows/columns as this may mess up the links in the subsequent sheets. Instead, group the rows/columns and hide them.
5. Update Cash Flows each month with actuals and update forecast.
6. Please ensure Payments Pivot Table at the bottom of the 'Payments' Tab is filtered correctly and the worksheet data is 'Refreshed' prior to printing or saving for external viewing.
7. Cost coding and invoice processing must be done in conjunction with a 'Progress Claim Certificate' if works are under a Consultant Agreement. If not, the invoice should be coded accordingly via a stamp function.

## Group and Ungroup Rows/Columns

1. Select the rows/columns that you want to group
2. Select the 'Data' tab in the toolbar
3. Select 'Group' or 'Ungroup'

## Adding Rows

1. In the summary page, copy and paste the previous row (the row that matches what the new row should have)
2. Ensure that the backsheets (budget, committed, variations, and payments) are updated to support the new row by adding another item row (just look at how the sheet is set up)
3. In the summary page, link the cells of the new row to the corresponding ones in the backsheets.
4. Check that the new row in the summary page is working correctly by inputting dummy figures into the corresponding new cells backsheets.
5. Check that 'SUM' formulas are picking up all rows after adding new rows.

## DISCUSSION POINTS

CONTINGENCY SHOULD BE ITS OWN SECTION AND MANAGED AS NEGATIVE VARIATIONS. DISCUSS WITH AD



**GIANT STEPS MELBOURNE  
PROJECT COST SUMMARY**

ALL FIGURES EXCLUDE GST

NO.	ITEM	CONSULTANT	A BUDGET	B COMMITTED CONTRACT	C VARIATIONS APPROVED	(B+C)	E WORKS UNLET	F FORECAST VARIATIONS	(D + E + F)	(H - A)	I APPROVED FOR PAYMENT	% CLAIMED (Committed)	(I / G)	(G - I)
						D TOTAL COMMITTED TO DATE			G TOTAL FORECAST	H FORECAST VARIANCE TO BUDGET			J % CLAIMED (Forecast)	K TOTAL FORECAST TO COMPLETE
<b>2000 - PROFESSIONAL FEES</b>														
2001	ARCHITECT	JCB	\$ 47G											
2002	TOWN PLANNER	CONTOUR												
2003	STRUCTURAL / CIVIL	BROGUE												
2004	BUILDING SERVICES	WATERMAN												
2005	FIRE ENGINEERING	Intuitive												
2006	BUILDING SURVEYOR	FLOREANCIG SMITH												
2007	QUANTITY SURVEYOR	NAPIER & BLAKELEY												
2008	ACOUSTIC	RESONATE												
2009	DDA	Before Compliance												
2010	TRAFFIC ENGINEER	RATIO												
2011	ESD	WATERMAN												
2012	LANDSCAPE ARCHITECT	ACLA												
2013	LAND SURVEYING	SWANSON												
2014	ARBORIST	TREE LOGIC / THE GREEN												
2015	GEOTECHNICAL	STATEWIDE												
2016	HERITAGE ASSESSMENT	BRYCE RAYWORTH												
2017	PROJECT MANAGER	FONTIC												
2018	WASTE	LEIGH DESIGN												
2019	PLAYGROUND DESIGNER	INCLUSIVE THRU DESIGN												
2020	HAZMAT	HAZCON												
2021	CONTAMINATION ASSESSMENT	EDGE												
2022	FAÇADE	N/A												
2023	PERFORMANCE SOLUTIONS	DDEG												
2024	SIGNAGE	Pidgeon Ward												
2025	LEGAL	Arnold Block Leibler												
2026														
2027														
2028	N/A	N/A												
2029	CONTINGENCY (0%)		0%											
<b>TOTAL PROFESSIONAL FEES</b>			<b>\$ 1,350,000</b>	<b>\$ 1,271,261</b>	<b>\$ 998,024</b>	<b>\$ 2,269,286</b>	<b>\$ 4,303</b>	<b>\$ 14,000</b>	<b>\$ 2,287,588</b>	<b>\$ 937,588</b>	<b>\$ 1,765,642</b>		<b>77%</b>	<b>\$ 521,947</b>
<b>3000 - AUTHORITY FEES</b>														
3001	COUNCIL PERMIT COSTS	BOROONDARA, DELWP	\$ 47G											
3002	BUILDING PERMIT	B												
3003	AUTHORITY (HEADWORKS) CONTRIBUT	C												
3004	ASSET PROTECTION PERMIT (BOND)	BOROONDARA												
3005	ELECTRICAL KIOSK OFFER													
3006	SEWER AND WATER OFFER													
3007	STORMWATER ENG / COUNCIL	G												
3008	CONTINGENCY (0%)		0											
<b>TOTAL AUTHORITY FEES</b>			<b>\$ 560,000</b>	<b>\$ 38,188</b>	<b>\$ -</b>	<b>\$ 83,668</b>	<b>\$ 264,520</b>	<b>\$ -</b>	<b>\$ 348,188</b>	<b>\$ (211,812)</b>	<b>\$ 114,237</b>		<b>33%</b>	<b>\$ 233,951</b>
<b>4000 - CONSTRUCTION COSTS</b>														
4001	HEAD CONTRACTOR	McCorkell	\$ 47G											
4002	DEMOLITION	MANN GROUP												
4003	DEMOLITION - ELECTRICAL	BRW												
4004	LOOSE FURNITURE													
4005	CONTAMINATION REMOVAL													
4006	ESCALATION		2											
4007	CONTINGENCY (4.5%)													
<b>TOTAL CONSTRUCTION COSTS</b>			<b>\$ 11,379,116</b>	<b>\$ 11,246,107</b>	<b>\$ 14,978</b>	<b>\$ 11,261,085</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,261,085</b>	<b>\$ (118,031)</b>	<b>\$ 204,697</b>		<b>2%</b>	<b>\$ 11,056,389</b>
<b>TOTAL COSTS (Items 0-4)</b>			<b>\$ 13,289,116</b>	<b>\$ 12,555,556</b>	<b>\$ 1,013,002</b>	<b>\$ 13,614,039</b>	<b>\$ 268,823</b>	<b>\$ 14,000</b>	<b>\$ 13,896,861</b>	<b>\$ 607,746</b>	<b>\$ 2,084,575</b>		<b>15%</b>	<b>\$ 11,812,286</b>

NOTES

11/8/23	Funding													
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**GIANT STEPS MELBOURNE  
PROJECT CASH FLOW**  
Date Updated:

ALL FIGURES EXCLUDE GST

ITEM	CONSTRUCTION	CONTRACTOR / SUPPLIER	TOTAL FORECAST COSTS	APPROVED FOR PAYMENT	COST TO COMPLETE	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
2000 - PROFESSIONAL FEES		TOTAL PROFESSIONAL FEES		\$ 47G																								
3000 - AUTHORITY FEES		TOTAL AUTHORITY FEES																										
4000 - CONSTRUCTION COSTS		HEAD CONTRACTOR																										
4001		McCorkell																										
4002		MAANN GROUP																										
4003		BRW																										
4007		0.0																										
		TOTAL CONSTRUCTION COSTS																										
		TOTAL PROJECT COSTS (NOT INCLUDING CONTINGENCY)																										
		TOTAL ACCRUED CASH FLOW																										

**C1**

Current Milestone Agreement - Cashflow & Schedule																	\$ 47G		None		\$15 (\$805,000)				
Milestone Payment Number (Certificate Month)																	3		14		15				
Milestone Payment Number (Payment Received Month)																									
Cost Complete %																	15%		15%		15%				
Milestone Payment Received																									
Milestone Payments Accrued																	\$ 47G								
Cashflow Balance (C1 - Current Months B costs)																									
Monthly Payments Due (30 days after A accrued)																									
Adjusted Cashflow (C1 - Previous months B costs)																									
Milestone Payment Number and % required	MONTH CERTIFIED	CERTIFICATE DATE	REPORT DUE / Payment Mth	Payment Due	% Complete (Works)	MILESTONE \$	Accumulated	% Complete (Payments Rec.)																	
1	Done	Done	Done	Done	7%	\$ 47G		7.2%																	
2	Done	Done	Done	Done	12%			12.2%																	
3	Nov-23	10/12/2023	17/12/2023	22/01/2024	15%			17.2%																	
4 (Contractor appointment 20% complete)	15/2/24	25/2/24	26/2/24	27/2/24	18%			22.2%																	
5 (25% complete)	15/03/24	25/03/2024	26/03/2024	23/04/2024	25%			27.2%																	
6 (30% complete)	15/04/24	25/04/2024	26/04/2024	24/05/2024	29%			32.2%																	
7 (40% complete)	15/05/24	25/05/2024	26/05/2024	23/06/2024	34%			42.2%																	
8 (45% complete)	15/06/24	25/06/2024	26/06/2024	24/07/2024	40%			49.0%																	
9 (50% Complete)	15/07/24	25/07/2024	26/07/2024	23/08/2024	46%			57.1%																	
10 (60% Complete)	15/08/24	25/08/2024	26/08/2024	23/09/2024	53%			65.2%																	
11 (65% Complete)	15/09/24	25/09/2024	26/09/2024	24/10/2024	60%			73.5%																	
12 (75% Complete)	15/10/24	25/10/2024	26/10/2024	23/11/2024	69%			81.8%																	
13	15/11/25	25/11/2024	26/11/2024	23/12/2024	77%			89.8%																	
14	15/12/25	25/12/2024	26/12/2024	23/01/2025	86%			98.8%																	
Final Report	15/01/25	25/01/2025	26/01/2025	23/02/2025	92%			94.6%																	
<b>TOTAL</b>						\$ 13,145,000	\$13,145,000																		

**C2**

Variation Milestone Agreement - Cashflow & Schedule																	\$ 47G								
Milestone Payment Number (Certificate Month)																	3								
Milestone Payment Number (Payment Received Month)																									
Cost Complete %																	15%		15%		15%				
Milestone Payment Received																									
Milestone Payments Accrued																	\$ 47G								
Cashflow Balance (C2 - Current Months B costs)																									
Monthly Payments Due (30 days after A accrued)																									
Adjusted Cashflow (C2 - Previous months B costs)																									
Milestone Payment Number and % required	MONTH CERTIFIED	CERTIFICATE DATE	REPORT DUE / Payment Mth	Payment Due	% Complete (Works)	MILESTONE \$	Accumulated	% Complete (Payments Rec.)																	
1 - COMPLETE	Done	Done	Done	Done	7%	\$ 47G		7.2%																	
2 - COMPLETE	Done	Done	Done	Done	12%			12.2%																	
3 - COMPLETE	Nov-23	10/12/2023	17/12/2023	22/01/2024	15%			17.2%																	
4 (20% complete + LOI)	15/2/24	25/2/24	26/2/24	1/04/2024	18%			25.8%																	
5 (25% complete + Contract Execution)	15/03/24	25/03/2024	26/03/2024	1/06/2024	25%			34.1%																	
6 (30% complete)	15/04/24	25/04/2024	26/04/2024	1/08/2024	29%			43.1%																	
7 (35% complete)	15/05/24	25/05/2024	26/05/2024	1/07/2024	34%			49.5%																	
8 (40% complete)	15/06/24	25/06/2024	26/06/2024	1/08/2024	40%			56.4%																	
9 (45% Complete)	15/07/24	25/07/2024	26/07/2024	1/09/2024	46%			64.5%																	
10 (52% Complete)	15/08/24	25/08/2024	26/08/2024	1/10/2024	53%			72.6%																	
11 (60% Complete)	15/09/24	25/09/2024	26/09/2024	1/11/2024	60%			80.8%																	
12 (70% Complete)	15/10/24	25/10/2024	26/10/2024	1/12/2024	69%			88.1%																	
13 (75% Complete)	15/11/24	25/11/2024	26/11/2024	1/01/2025	77%			93.8%																	
14 (85% Complete)	15/12/24	25/12/2024	26/12/2024	1/02/2025	86%			97.8%																	
15 (Project Update)	15/02/25	25/02/2025	26/02/2025	N/A	97%			97.8%																	
16 (Project Update)	15/03/25	25/03/2025	26/03/25	N/A	100%			97.8%																	
17 Final Report	15/04/25	25/04/2025	26/04/2025	1/06/2025	100%			100.0%																	
<b>TOTAL</b>						\$ 13,900,000	\$13,900,000																		

NOTE: The requested milestone schedule has adopted a standard 3 month buffer to the below dates as a contingency.

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**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

NEW				BUDGET			COMMITTED				PAYMENTS				
ITEM NO.	ITEM	Cost Code	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE
<b>2000 - PROFESSIONAL FEES</b>															
2001	ARCHITECT JCB	2001-1 2001-2 2001-3 2001-4 2001-5 2001-6	Schematic Design Design Development Construction Documentation Tender & Negotiation Construction Administration  Leave blank	s 47G											
2002	TOWN PLANNER CONTOUR	2002-1 2002-2 2002-3	Stage 1 Preliminary Advice Stage 2 Preparation of Application Stage 3 Management of Application - hourly Leave blank												
2003	STRUCTURAL / CIVIL BROGUE	2003-1 2003-2 2003-3 2003-4 2003-5	Schematic Design DD/Tender Documentation Construction Documentation (structural only) Construction (structural & civil) In house dual certification if required Leave blank												
2004	BUILDING SERVICES WATERMAN	2004-1 2004-2 2004-3 2004-5 2004-6	Schematic Design Design Development Documentation Construction Leave blank												
2005	FIRE ENGINEERING Intuitive	2005-1 2005-2 2005-3 2005-5 2005-6	Performance Based Design Brief & concept Fire Engineering Brief Fire Engineering Report Reg 129 Pre-app & Application FRV/CFA Minutes Leave blank												
2006	BUILDING SURVEYOR FLOREANCIG SMITH	2006-1 2006-2 2006-3 2006-4	Schematic Design Design Development Documentation Construction Leave blank												
2007	QUANTITY SURVEYOR NAPIER & BLAKELEY	2007-1 2007-2 2007-3 2007-4	Schematic Design Cost Estimate Design Development Cost Estimate Pre Tender Construction Cost Estimate Tender Review & Assessment, Tender Report Progress claim assessments Leave blank												
2008	ACOUSTIC RESONATE	2008-1 2008-2 2008-3	Town Planning Design development Tender & construction documentation Leave blank												
2009	DDA Before Compliance	2009-1 2009-2 2009-3	Prepare Performance Based design Brief Leave blank												
2010	TRAFFIC ENGINEER RATIO	2010-1 2010-2 2010-3 2010-4 2010-5 2010-6 2010-7	Concept Design Schematic/Design Development Contract Documentation Construction/Completion Stage 1 Transport Impact Assessment Report Green Travel Plan Design review Leave blank												
2011	ESD	2011-1	Section J												

**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

ITEM NO.	ITEM	Cost Code	DESCRIPTION	BUDGET			COMMITTED			DATE APPROVED	NOTES (HIDE)	PAYMENTS							
				QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL			TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE				
	WATERMAN	2011-2																	
			Leave blank																
2012	LANDSCAPE ARCHITECT ACLA	2012-1	Initiation/CD/DD TD CA																
			Leave blank																
2013	LAND SURVEYING SWANSON	2013-1 2013-2 2013-3 2013-4	Plan of feature & level survey Underground Service Locating Plan of feature & level survey																
			Leave blank																
2014	ARBORIST TREE LOGIC / THE GREEN CONNECTION / SAME	2014-1 2014-2 2014-3 2014-4 2014-5	Stage 1 - Site visit, measure trees (Tree Logic) Stage 2 - tree assessment & written report Pre-demolition report (Green Connection) Tree pruning (Same Day Tree Works) Demolition supervision (Same Day Tree Works)																
			Leave blank																
2015	GEOTECHNICAL STATEWIDE	2015-1 2015-2 2015-3 2015-4	Fieldwork Laboratory Report Final Investigation																
			Leave blank																
2016	HERITAGE ASSESSMENT BRYCE RAYWORTH	2016-1	Initial advice to client group Ongoing advice																
			Leave blank																
2017	PROJECT MANAGER FONTIC	2017-1 2017-2 2017-3 2017-4	Design Development Tender Documentation Construction Documentation Construction/Completion																
			Leave blank																
2018	WASTE LEIGH DESIGN	2018-1 2018-2	WMP																
			Leave blank																
2019	PLAYGROUND DESIGNER INCLUSIVE THRU DESIGN	2019-1 2019-2	Concept/Scheme Documentation																
			Leave blank																
2020	HAZMAT HAZCON		Div 6 audit Samples																
			Leave blank																
2021	CONTAMINATION ASSESSMENT EDGE		Soil Categorisation Fieldwork Soil Categorisation Report																
			Leave blank																
2022	FAÇADE N/A																		
			Leave blank																
2023	PERFORMANCE SOLUTIONS DDEG		DDEG - Façade - Design Brief & Report & Cert SPBS - Unisex Facilities - Brief & Cert																
			Leave blank																
2024	SIGNAGE Pidgeon Ward		Concept Design Design Development Tender & Construction																
			Leave blank																
2025	LEGAL Arnold Block Leibler																		
			Leave blank																

**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

ITEM NO.	ITEM	Cost Code	DESCRIPTION	BUDGET			COMMITTED			PAYMENTS								
				QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE			
2028	N/A N/A					\$ 47G												
			Leave blank															
2029	CONTINGENCY (0%) 0%		0% Contingency across professional fees															
			Leave blank															

<b>TOTAL PROFESSIONAL FEES</b>	<b>\$ 1,350,000</b>	<b>\$ 1,271,261.13</b>	<b>\$ 1,233,805</b>		<b>\$ 29,090</b>	<b>\$ 29,090</b>	<b>\$ -</b>	<b>\$ 1,204,715</b>
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3000 - AUTHORITY FEES				BUDGET			COMMITTED			PAYMENTS					
ITEM NO.	ITEM	Cost Code	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE
3001	COUNCIL PERMIT COSTS BOROONDARA, DELWP	3001-1 3001-2				\$ 47G									
			Leave blank												
3002	BUILDING PERMIT B	3002-1 3002-2	Relocation New supply												
			Leave blank												
3003	AUTHORITY (HEADWORKS) CONTRIBUTIONS C	3003-1 3003-2													
			Leave blank												
3004	ASSET PROTECTION PERMIT (BOND) BOROONDARA	3004-1 3004-2													
			Leave blank												
3005	ELECTRICAL KIOSK OFFER \$	3005-1 3005-2 3005-3 3005-4 3005-5 3005-6	Potention street upgrade Design and Supply Offers (revised for Pillar) Feasibility Offer Design Offer Supply Offer												
			Leave blank												
3006	SEWER AND WATER OFFER \$	3006-1 3006-2													
			Leave blank												
3007	STORMWATER ENG / COUNCIL G	3007-1 3007-2													
			Leave blank												
3008	CONTINGENCY (0%) 0%														
			Leave blank												

<b>TOTAL AUTHORITY FEES</b>	<b>\$ 560,000</b>	<b>\$ 38,188.00</b>	<b>\$ 38,188</b>		<b>\$ 22,914</b>	<b>\$ 22,914</b>	<b>\$ -</b>	<b>\$ 15,274</b>
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4000 - CONSTRUCTION COSTS				BUDGET			COMMITTED			PAYMENTS					
ITEM NO.	ITEM	Cost Code	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE
4001	HEAD CONTRACTOR McCorkell	4001-1 4001-2				\$ 47G									
			Leave blank												
4002	DEMOLITION MANN GROUP	4002-1 4002-2	Demolition Asbestos removal												
			Leave blank												
4003	DEMOLITION - ELECTRICAL BRW	4003-1 4003-2	BRW Elec isolation												
			Leave blank												
4004	LOOSE FURNITURE \$	4004-1 4004-2	Allowance for Loose Furniture (Principal to raise outside of budget)												
			Leave blank												
4005	CONTAMINATION REMOVAL	4005-1	CAT C Rec												

**GIANT STEPS MELBOURNE  
PROJECT BUDGETS & COMMITMENTS**

ALL FIGURES EXCLUDE GST Red formula

				BUDGET			COMMITTED					PAYMENTS					
ITEM NO.	ITEM	Cost Code	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	QUANTITY	UNIT COST	TOTAL	DATE APPROVED	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE		
	\$	-	4005-2			\$ 47G											
			Leave blank														
4006	ESCALATION		4006-1														
	\$	0.02	4006-2														
			Leave blank														
4007	CONTINGENCY (4.5%)																
	0%		Construction Contingance (4.5% of head contract valu														
			Leave blank														
						<b>TOTAL CONSTRUCTION COSTS</b>	\$	10,686,388	#####	\$	11,246,107	\$	-	\$	-		
						<b>TOTAL BUDGET TO DATE</b>	\$	12,596,388	<b>TOTAL COMMITTED TO DATE</b>		#####	\$	52,004	\$	52,004	\$	-





**GIANT STEPS MELBOURNE  
PROJECT VARIATIONS**

ITEM NO.	ITEM	Cost Code	DESCRIPTION	FORECAST VARIATIONS	APPROVED AMOUNT	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE	
<b>2000 - PROFESSIONAL FEES</b>											
2001	ARCHITECT	2001-V1 2001-V2 2001-V3 2001-V4	V#1 - Budget Increase for tender redesign V#2 - Pre-tender design change to stages. V#3 - Post Tender Redesign Leave blank								
<b>TOTAL</b>											
2002	TOWN PLANNER CONTOUR	2002-V1 2002-V2 2002-V3 2002-V4	Hourly Rates Allowance Post tender Redesign Variation for secondary consent Pre tender secondary consent application Leave blank								
<b>TOTAL</b>											
2003	STRUCTURAL / CIVIL BROGUE	2003-V1 2003-V2 2003-V3 2003-V4 2003-V5 2003-V6 2003-V7	V#1 - VAR02 Outfall Drain V#2 - VAR03 Landscape Rev 3B V#3 - VAR 04 Further design changes V#4 - Post Tender Redesign V#5 - WSUD Design for TP V#6 Pile Design & BP 1 Certification V#7 BP 2 Certification Leave blank								
<b>TOTAL</b>											
2004	BUILDING SERVICES WATERMAN	2004-V1 2004-V2	V#1 Pre Tender Changes V#2 Post Tender Redesign Leave blank								
<b>TOTAL</b>											
2005	FIRE ENGINEERING Intuitive	2005-V1	V#1 - Post Tender Redesign Phase Leave blank								
<b>TOTAL</b>											
2006	BUILDING SURVEYOR FLOREANCIG SMITH	2006-V1 2006-V2 2006-V3	S29 fees (demo permit) Demolition permit Redesign Assessment as per Fee dated 10/7/23 Leave blank								
<b>TOTAL</b>											
2007	QUANTITY SURVEYOR NAPIER & BLAKELEY		Leave blank								
<b>TOTAL</b>											
2008	ACOUSTIC RESONATE	2008-V1	Redesign Assessment as per Fee dated 17/7/23 Leave blank								
<b>TOTAL</b>											
2009	DDA Before Compliance		V#1 - Post tender redesign phase Leave blank								
<b>TOTAL</b>											
2010	TRAFFIC ENGINEER RATIO		14/09 Additional review and TP reporting Post Tender Redesign Variation Leave blank								
<b>TOTAL</b>											
2011	ESD WATERMAN		Leave blank								
<b>TOTAL</b>											
2012	LANDSCAPE ARCHITECT ACLA		V#1 - Post tender redesign phase Leave blank								
<b>TOTAL</b>											
2013	LAND SURVEYING SWANSON		Leave blank								
<b>TOTAL</b>											
2014	ARBORIST TREE LOGIC / THE GREEN CONNECTION / SAME DAY TREE WORKS		Leave blank								
<b>TOTAL</b>											
2015	GEOTECHNICAL STATEWIDE		Leave blank								
<b>TOTAL</b>											
2016	HERITAGE ASSESSMENT BRYCE RAYWORTH		Leave blank								
<b>TOTAL</b>											
2017	PROJECT MANAGER FONTIC	2017-V1 2017-V2	V#1 - Pre head contractor tender changes V#2 - Post head contractor tender changes Leave blank								
<b>TOTAL</b>											
2018	WASTE LEIGH DESIGN		V#1 Post head contractor tender redesign. (Allowance) Leave blank								
<b>TOTAL</b>											
2019	PLAYGROUND DESIGNER INCLUSIVE THRU DESIGN		Leave blank								
<b>TOTAL</b>											
2020	HAZMAT HAZCON		Leave blank								
<b>TOTAL</b>											
2021	CONTAMINATION ASSESSMENT EDGE		Additional Analysis Deeper Testing & Analysis 09/09 Additional on-site testing Additional scope allowance Leave blank								
<b>TOTAL</b>											
2022	FAÇADE N/A		Leave blank								
<b>TOTAL</b>											
2023	PERFORMANCE SOLUTIONS DDEG		Leave blank								
<b>TOTAL</b>											
2024	SIGNAGE Pidgeon Ward		Leave blank								
<b>TOTAL</b>											
2025	LEGAL Arnold Block Leibler		Leave blank								
<b>TOTAL</b>											
2026	N/A N/A		Leave blank								
<b>TOTAL</b>											
2029	CONTINGENCY (0%) 0%		Contingency Drawdown Leave blank								
<b>TOTAL</b>											
<b>TOTAL PROFESSIONAL FEES</b>							\$ 14,000	\$ 998,024			
<b>3000 - AUTHORITY FEES</b>											
3001	COUNCIL PERMIT COSTS						\$ 0	\$ 0	\$ 0	\$ 0	
<b>TOTAL</b>											
<b>TOTAL</b>							\$ 261,856	\$ 261,856	\$ -	\$ 726,043	

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**GIANT STEPS MELBOURNE  
PROJECT VARIATIONS**

ITEM NO.	ITEM	Cost Code	DESCRIPTION	FORECAST VARIATIONS	APPROVED AMOUNT	NOTES (HIDE)	TOTAL CLAIMED	PREVIOUSLY CLAIMED	THIS CLAIM	COST TO COMPLETE	
s 47G											
3002	BUILDING PERMIT B										
3003	AUTHORITY (HEADWORKS) CONTRIB C										
3004	ASSET PROTECTION PERMIT (BOND) BOROONDARA										
3005	ELECTRICAL KIOSK OFFER \$			-							
3006	SEWER AND WATER OFFER \$			-							
3007	STORMWATER ENG / COUNCIL G										
3008	CONTINGENCY (0%) 0%										
<b>TOTAL AUTHORITY FEES</b>							\$ -	\$ -	\$ -	\$ -	
s 47G											
<b>4000 - CONSTRUCTION COSTS</b>											
4001	HEAD CONTRACTOR McCorkell										
4002	DEMOLITION MANN GROUP										
4003	DEMOLITION - ELECTRICAL BRW										
4004	LOOSE FURNITURE \$			-							
4005	CONTAMINATION REMOVAL \$			-							
4006	ESCALATION \$	0.02									
4007	CONTINGENCY (4.5%) 0%										
<b>TOTAL CONSTRUCTION COSTS</b>							\$ -	\$ -	\$ -	\$ 14,978	
<b>TOTAL APPROVED VARIATIONS TO DATE</b>							\$ 1,013,002.45	\$ 261,856.25	\$ 261,856.25	\$ -	\$ 741,021.20

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
<b>2000 - PROFESSIONAL FEES</b>								
2001.00	ARCHITECT JCB							
		2001-V3						
		2001-V3						
		2001-V5						
		2001-V5						
2002.00	TOWN PLANNER CONTOUR							
		2002-V2						
		2002-V3						
2003.00	STRUCTURAL / CIVIL BROGUE							
		2003-V4						
		2003-V4						
		2003-V5						
2004.00	BUILDING SERVICES WATERMAN							
		2004-V1						
		2004-V2						
		2004-V2						
		2004-V2						
		2004-V2						

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
			s 47G					
2005.00	FIRE ENGINEERING <b>Intuitive</b>	2005-V1						
2006.00	BUILDING SURVEYOR <b>FLOREANCIG SMITH</b>	2006-V3 2006-2						
2007.00	QUANTITY SURVEYOR <b>NAPIER &amp; BLAKELEY</b>							
2008.00	ACOUSTIC <b>RESONATE</b>	2008-1 2008-2 2008-2 2008-2 2008-V1 2008-V1 2008-V2						
2009.00	DDA <b>Before Compliance</b>							
2010.00	TRAFFIC ENGINEER <b>RATIO</b>	2010-1 2010-2 2010-3 2010-4 2010-5 2010-6 2010-7 2010-8 2010-9						
2011.00	ESD <b>WATERMAN</b>							
2012.00	LANDSCAPE ARCHITECT <b>ACLA</b>							
2013.00	LAND SURVEYING <b>SWANSON</b>							
2014.00	ARBORIST							

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
	TREE LOGIC / THE GREEN CONNECTION / SAME DAY TREE WORKS							
2015.00	GEOTECHNICAL STATEWIDE							
2016.00	HERITAGE ASSESSMENT BRYCE RAYWORTH							
2017.00	PROJECT MANAGER FONTIC				2017-V2 2017-V2 2017-V2			
2018.00	WASTE LEIGH DESIGN							
2019.00	PLAYGROUND DESIGNER INCLUSIVE THRU DESIGN							
2020.00	HAZMAT HAZCON							
2021.00	CONTAMINATION ASSESSMENT EDGE							
2022.00	FAÇADE N/A							
2023.00	PERFORMANCE SOLUTIONS DDEG							
2024.00	SIGNAGE Pidgeon Ward							
2025.00	LEGAL Arnold Block Leibler							

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**GIANT STEPS MELBOURNE  
PROJECT PAYMENTS**

ITEM NO.	ITEM	COST CODE	INVOICE NO.	INVOICE DATE	CLAIM NO.	PREVIOUS CLAIMS	THIS CLAIM	TOTAL CLAIMED
2028.00	N/A N/A							
2029.00	CONTINGENCY (0%) 0%							

s 47G

**TOTAL PROFESSIONAL FEES \$ 1,765,641.69 | \$ - | \$ 1,765,641.69**

3000 - AUTHORITY FEES		
3001.00	COUNCIL PERMIT COSTS BOROONDARA, DELWP	
3002.00	BUILDING PERMIT B	
3003.00	AUTHORITY (HEADWORKS) CONTRIBUTIONS FRV FRV	
3004.00	ASSET PROTECTION PERMIT (BOND) BOROONDARA	
3005.00	ELECTRICAL KIOSK OFFER \$ -	3005-5
3006.00	SEWER AND WATER OFFER \$ -	
3007.00	STORMWATER ENG / COUNCIL G	

**TOTAL AUTHORITY FEES \$ 114,236.63 | \$ - | \$ 114,236.63**

4000 - CONSTRUCTION COSTS		
4001.00	HEAD CONTRACTOR McCorkell	4001-01 4001-01
4002.00	DEMOLITION MANN GROUP Ultrasol Rent a Fence	
4003.00	DEMOLITION - ELECTRICAL BRW	
4004.00	LOOSE FURNITURE \$ -	
4005.00	CONTAMINATION REMOVAL \$ -	
4006.00	ESCALATION \$ 0.02	

**TOTAL CONSTRUCTION COSTS \$ 204,696.50 | \$ - | \$ 204,696.50**

**TOTAL PAYMENTS TO DATE \$ 2,084,574.82 | \$ - | \$ 2,084,574.82**

Fontic Group  
-  
ABN 16 601 405 770

fontic.com.au  
info@fontic.com.au  
03 7065 4047

Melbourne  
5A / 26 Wellington Street  
Collingwood VIC 3066

Geelong  
20-28 Brougham Street  
Geelong VIC 3220

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**GIANT STEPS MELBOURNE  
PAYMENT RECOMMENDATION SUMMARY**

ITEM NO.	ITEM	THIS CLAIM (ex. GST)	GST	TOTAL (inc. GST)
<b>2000 - PROFESSIONAL FEES</b>				
2001	ARCHITECT JCB	\$ -	\$ -	\$ -
2003	STRUCTURAL / CIVIL BROGUE	\$ -	\$ -	\$ -
2008	ACOUSTIC RESONATE	\$ -	\$ -	\$ -
2009	DDA Before Compliance	\$ -	\$ -	\$ -
2010	TRAFFIC ENGINEER RATIO	\$ -	\$ -	\$ -
<b>3000 - AUTHORITY FEES</b>				
3003	AUTHORITY (HEADWORKS) CONTRIBUTIONS FRV	\$ -	\$ -	\$ -
3006	SEWER AND WATER OFFER \$ -	\$ -	\$ -	\$ -
3007	STORMWATER ENG / COUNCIL G	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

s 22

**From:** s 47F(1) <s 47F(1) fontic.com.au>  
**Sent:** Monday, 12 February 2024 9:26 AM  
**To:** s 22  
**Subject:** Re: Giant Steps Melbourne - Variation Request

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Morning s 22

Apologies I forgot to ask during our meeting are there any additional forms that we need to fill out for special consideration or is this something you handle internally?

s 47F(1) **Melbourne Office**  
Project Manager 5A/26 Wellington Street  
s 47F(1) Collingwood VIC 3066

--  
**Geelong Office**  
20-28 Brougham Street  
Geelong VIC 3220

--

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**From:** s 47F(1)  
**Date:** Thursday, 8 February 2024 at 5:12 pm  
**To:** s 22, s 22  
**Cc:** s 47F(1), s 47F(1)  
**Subject:** Giant Steps Melbourne - Variation Request

s22(1)(a)(ii) - duplicate email chain



s22(1)(a)(ii) - duplicate email chain



Phone Calls with Grantee

20240202 - § 47F(1) - Forwarded Teams meeting invite for 10.00 am 05.02.2024 to § 47F(1) § 47F(1) § 47F(1)

20240129 - Call from § 47F(1) at Fontic, advised that after reviewing spreadsheet, it is unlikely that the grantee will be able to meet the requirements of the progress reports by the time payment is required to meet contractual obligations of subcontractors. They would need to supply a new PR every two weeks. Grantee requested that evidence be supplied of money spent and percentage of project completed as opposed to stringent percentage in variation request. As it stands, 4 months there will be a deficit of several hundred thousand dollars. I advised I would need to speak with my supervisor about options that are available to the grantee as I did not have the experience with funding agreements as to what could be accommodated.

20240124 - Call from § 47F(1) at Fontic. Advised that they have an issue - head contractor has advised that the current funding agreement will not facilitate payment for subcontractors fast enough and will be over the legal 30 day turnaround. § 47F(1) will need to change the funds that will be transferred later in the project and move them further up as this will enable fontic and the grantee to meet its legal requirements. Variation already in process of being created mostly due to project periods but will now need movement of funds.

20240116 - § 47F(1) - Grantee point of contact § 47F(1) called, explained that wrong numbers originally provided as formula used in spreadsheet was incorrect and costs were not aligned correctly. This has now been corrected and costs on track to fall within project total. Grantee wanted to know policy around payments as he has never worked CDG grant before and project deadline currently exceeded. Also wants to know how long between approval and payment. Advised payment same financial year usually ok, but if funds move into different financial year or if milestones over 12 months behind variation required. Advised that payment to occur 3-5 business days from milestone approval.

20231208 - § 47F(1) - Telephone call to § 47F(1) (grantee) - discussion regarding Variation Request Form (not signed), and general discussion. § 47F(1) to send through signed copy.