

VICTORIAN COMMON FUNDING AGREEMENT

Short Form

Ref: <Insert number>

Details

Department: Department of Energy, Environment and Climate Action (ABN 90 719 052 204)
Primary contact: Laura Town-Hopkinson
Address: 69-71 Hotham Street Traralgon VIC 3844
Phone: 0427 818 683
Email: laura.town-hopkinson@deeca.vic.gov.au

Recipient: <Organisation Name> <ABN or ACN> <number>
Primary contact: <Name>
Address: <Organisation Address>
Phone: <Organisation Phone Number>
Email: <Organisation Email>
Facsimile: Optional: Number OR n/a

Activity Name: <Service/Project Name>

Funding Program: Summer By The Sea 2025 Grants

This funding agreement (**this Agreement**) is a legally binding contract between the Recipient and the Department.

By signing and returning this Agreement to the Department, You will accept the offer of funding in this Agreement and agree to the terms and conditions set out within.

This Agreement will commence from the date it is last signed and will end once You have completed the Activity and all other Deliverables/Milestones specified in this Agreement to the reasonable satisfaction of the Department.

In this Agreement:

- > Details, Parts A, B, Execution and any attachments form the Agreement between You and the Department, and constitute the entire agreement between the parties and supersede prior representations, contracts, statements and understandings in relation to its subject matter.
- > **We, Us** and **Our** means the **Department** specified in the Details and includes Our officers, delegates, employees, other contractors, agents and successors.
- > **You** and **Your** or the **Organisation** means the **Recipient** specified in the Details, and includes Your officers, employees, agents, volunteers, subcontractors and successors.
- > **Activity** means any tasks, services, project or other purposes for which the Funding is provided as described in the Details and clause 3 of Part A.
- > **Funding** means money the Department provided to the Recipient under this Agreement.
- > **Business Day** means a day other than a Saturday, Sunday or public holiday appointed under the *Public Holidays Act 1993* (Vic).

Part A: Terms and Conditions

1. Start Date and End Date

The Activity must start by 09/11/2024 (**the Start Date**) and be completed by 28/02/2025 (**the End Date**).

2. Amount of Funding: \$<funded amount> (excluding GST).

3. This Funding is provided to:

Deliver Summer By The Sea event(s) that support community participation, engagement and education to enhance community knowledge and understanding of coastal and marine management in the face of climate change.

You agree to perform each and every Deliverable/Milestone contained in the *Activity Deliverables and Payments Table* by the Due Date set out in that table to Our reasonable satisfaction.

The activity does not include using the Funding for political campaigning or advocacy activities for political parties.

Activity Deliverables and Payments Table			
<small>(Note: GST AMOUNT and TOTAL PAYMENT columns are optionally completed)</small>			
Deliverable or milestone	Demonstrating the deliverable is complete	Due date	Payment amount (excluding GST)
Execution of Agreement.	A signed copy of this Agreement received by Coastcare Victoria, New Supplier Form for payments, and completed Working with Childrens Check, First Aid (Level 2 with CPR), Public Liability Insurance and Job Safety Plans.	09/11/2024	50% of Amount of Funding
Summer By The Sea Briefing meeting	Attend a meeting with Coastcare Victoria to discuss Summer By The Sea event delivery.	11/11/2024	Nil.
Promotion of upcoming events	Promotion of Summer By The Sea events with community and networks, by tagging Coastcare Victoria.	25/01/2025	Nil.
Summer By The Sea 2025 event delivery	Successful delivery of all Summer By The Sea events in alignment with funding agreement: <Itemised list of events>	25/01/2025	Nil.
Provide evaluation documentation	Complete and submit evaluation documentation, including attendance sheet records, completed Site Safety Surveys, any Incident Report forms, Photography	28/02/2025	50% of Amount of Funding

	Consent forms, images taken and supplier feedback form.		
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- 4. To meet Your Reporting Requirements** You must complete and send to Us any Report that is specified in the *Activity Deliverables and Payments Table* at clause 3.
- 5. You must:**
- keep accurate records, including all receipts and tax invoices, in relation to the Activity and for everything You purchase with the Funding** in accordance with the requirements set out in Part B, if any; and
 - provide access to, and copies of, the records** at any time to Us or a third party authorised by Us.
- 6. You must:**
- use the Funding only for the Activity in accordance with this Agreement or as otherwise agreed in writing by Us;
 - comply with all applicable laws and departmental policies in connection with the Funding, the Activity or this Agreement; and
 - follow Our reasonable directions in connection with the Funding, the Activity or this Agreement.
- 7. You must let Us know in writing within 5 Business Days from when You become aware if:**
- You no longer meet the eligibility requirements for the Funding, if any;
 - there is an actual or perceived conflict of interest that may impact on Your ability to deliver the Activity;
 - You will not complete the Activity; or
 - You will not spend the total amount of the Funding.
- 8. You need Our written consent to:**
- use any of the Funding for anything other than the Activity or in any way that is not in accordance with this Agreement;
 - change the Deliverables/Milestones, Start Date or End Date of the Activity; or
 - change the reporting requirements, if there are any.
- 9. You agree to repay all or part of the Funding**, in accordance with any written request from Us to do so, if:
- there is unspent Funding at the completion of the Activity;
 - You do not use the Funding in accordance with this Agreement.
- 10. You will acknowledge any Funding support provided by the Victorian Government:**
- as specified in any applicable Departmental policy;
 - according to the *Acknowledgement and Publicity Guidelines* as amended from time to time, which can be found <at Attachment <X> OR on the Department's website <https://www2.delwp.vic.gov.au/grants>;
or
 - as described in Part B.
- 11. Revision of budget:**
Before payment will be released, You must submit for approval by Us a revised budget and brief summary outlining any changes to the project plan resulting from the amount offered differing to that requested, and/or income amounts previously unconfirmed in Your application.
- 12. Unless a recipient created tax invoice (RCTI) arrangement is in place, You will submit an invoice to Us** that complies with tax legislation (including *A New Tax System (Goods and Services Tax) Act 1999* (Cth)) for each Deliverable/Milestone that is linked to a payment in the table at clause 3. Invoice arrangements are described at Attachment <X> OR Part B of this Agreement.
- 13. Clauses 5, 9 and 10 and any clauses identified in Part B will continue to apply after the end of this Agreement.**

Part B: Additional Conditions

14. Additional conditions that apply to this Agreement

Auspice

You are auspicing this grant for [#]. You agree that You are responsible for making sure that the terms and conditions of this agreement are complied with by You and by [#].

Banking details

You must provide banking details for payment directly into a bank account. Your banking details will not be used by Us for any other purpose. Complete Attachment 6 – New Supplier Form and submit to Coastcare.victoria@deeca.vic.gov.au.

Breach

Non-compliance or failure by You to perform any of these conditions may constitute a breach of this agreement. In particular, You will breach this agreement if You:

- (a) Fail to comply satisfactorily with the reporting requirements set out in this agreement, as required.
- (b) Misappropriate or misuse the funding payment in any way;
- (c) Refuse to provide any information as may be required under this agreement.
- (d) Knowingly accept the payment in the knowledge that You cannot meet one or more of the conditions of this Agreement.
- (e) Fail to advise the Department during the duration of the Activity in line with the notification requirements of this agreement.

Funding

You agree that We are not obligated to continue to provide funding to You beyond the Funding set out in Part A of the Agreement nor to renew Funding at the End Date of the Agreement

Insurance

You must on and from the Start Date effect and maintain the following insurance cover for the duration of this Agreement, and for insurance policies that are on a 'claims made' basis for no less than six years after the completion of the Activity:

- (a) public liability cover for at least \$10,000,000 for any one occurrence;

The rights and obligations in this Agreement in relation to insurance continue to apply after the end of this Agreement.

You must provide Us with certificates of currency as proof of currency of insurance upon Our written request.

You will ensure Our interests under this Agreement are noted on the policies of insurance and the terms and conditions of these policies shall be reasonably acceptable to Us.

You indemnify Us against all Liability We may incur in respect of any Claim including Claims relating to:

- (a) loss of or damage to property;
- (b) death or personal injury;
- (c) a breach of any third party's Intellectual Property rights;
- (d) a breach of privacy law; and
- (e) a breach of Your recordkeeping obligations, arising in any way from:
 - (i) Your breach of this Agreement or any law; or
 - (ii) any unlawful or negligent act or omission, or wilful misconduct, by You in connection with the Activity or this Agreement.

Your Liability will be reduced to the extent that Liability is caused or contributed to by an unlawful or negligent act or omission of Us.

For the purposes of this clause:

- (a) 'Liability' includes all costs, damages, expenses and losses of any kind;
- (b) 'Claim' includes all claims, demands, rights, actions, suits or proceedings of any kind.

The rights and obligations in this Agreement in relation to indemnities and Liability continue to apply after the end of this Agreement.

Intellectual Property

All Intellectual Property created in performing this Activity vests in You.

You grant a Licence, and We accept the Licence over the Activity Intellectual Property, the Background Intellectual Property and any Third Party Intellectual Property, to the extent that the Licence is needed to allow Us to enjoy the full benefit of the Activity and this Agreement.

You will make available at no fee all or part of the Intellectual Property the subject of the Licence in such manner and at such time as We request.

The License does not extend to intellectual property which is based on, or related to, Aboriginal cultural knowledge, except by prior agreement between Us and You, acting in consultation with the Office of Aboriginal Affairs Victoria.

Maximum Amount

You agree that We do not have any obligation to provide any funding to You other than the Funding.

Policies

Under the Working with Children Act 2005 people engaging in "child-related work" must apply for and pass the Working with Children (WWC) Check. The Organisation (its staff and volunteers) must meet all requirements of the WWC Check that are relevant to this Activity.

Standards and Permits

You will:

- (a) obtain and maintain any accreditation or registration required by law for the delivery of the Activity, or that We request in writing; and
- (b) comply with the Standards listed in any attachment to this Agreement.

Tax Requirements and Definitions

The parties agree:

- (a) to enter into a recipient created tax invoice (RCTI) arrangement;
- (b) We can issue tax invoices in respect of the supplies by You to Us under this Agreement;
- (c) You will not issue tax invoices in respect of the supplies by You to Us under this Agreement;
- (d) You acknowledge and warrant that You are registered for GST when You enter into this Agreement; and
- (e) if You cease to be registered for GST, You will notify Us in writing within 5 Business Days.

If this RCTI arrangement is unable to be implemented or ceases, You will issue invoices in respect of the supplies by You to Us under this Agreement.

Termination

We may terminate this Agreement immediately by giving written notice to You if We reasonably believe that: You have not complied, or will not be able to comply, with Your obligations under this Agreement after receiving notice from Us requesting rectification of Your non-compliance or inability to comply with this Agreement;

You are, or will be, unable to pay Your debts as and when they fall due; in Our reasonable opinion, Our continued association with You may be detrimental to Our reputation.

If this Agreement is terminated, You will, upon request by Us:

immediately repay any Funding:

- (i) that remains unspent as at the date of termination; and
- (ii) You have not used in accordance with this Agreement.

transfer to Us, or person authorised by Us, any Records that We require.

The rights and obligations in this Agreement in relation to termination and repayment of Funding continue to apply after the end of this Agreement.

Variation

This Agreement may be varied only if both parties agree in writing to the variation.

15. Attachments

- Attachment 1 – Site Safety Survey
- Attachment 2 – Incident Report Form
- Attachment 3 – Attendance Sheet Record
- Attachment 4 – Photography Consent Forms
- Attachment 5 – Coastcare Victoria team contact information
- Attachment 6 – New Supplier Form
- Attachment 7 – Pre-reading for Summer By The Sea

Execution

SIGNED for and on behalf of the STATE OF VICTORIA represented by and acting through the Department of Energy, Environment and Climate Action, ABN <90 719 052 204>, by:

Name and position of authorised representative <Name>

<Position>

Sign here: Date: <DD/MM/YYYY>

SIGNED for and on behalf of <Organisation Name> <ABN or ACN> <number>, by the following authorised delegates of <Organisation Name>.

Complete this section including your name and position details

Name and position of authorised representative <Name>

<Position>

Sign here: Date: <DD/MM/YYYY>

Name and position of second authorised representative <Name>

<Position>

Sign here: Date: <DD/MM/YYYY>

Attachment 1 – Site Safety Survey



The Activity Leader is to facilitate completion with staff and/or volunteers.

Must be completed each day before commencing the activity and if there are significant changes in conditions or environment.

Activity: _____

Date of Activity: ____/____/____

Activity Leader: _____

PART 1 – UNDERSTAND THE TASK

	Answer the following questions	Yes	No	Next step to correct the situation
1	Do you have a completed Job Safety Plan for the activity?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , go to 2. If no , contact Coastcare Victoria.
2	Have you discussed it with your staff and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , go to Part 2 If no , discuss with the staff and volunteers.

PART 2 – ADDITIONAL HAZARDS

- Check for additional hazards at the activity site **not** covered by the **Job safety Plan**.
- If a hazard is identified that is not covered in the Job Safety Plan, document the hazard and the control measure prior to commencing the activity.
- If the hazard cannot be eliminated or controlled, do not continue with the activity, and contact your Coastcare Facilitator.

Examples of other hazards to look out for: faulty or damaged equipment, exposure to animal/insect bites, unpredicted/extreme weather conditions, hazardous trees, site conditions/terrain, traffic management, heavy or awkward lifting, exposure to harmful substances or high pressure fluids, hostile, aggressive interactions, loud noise or vibration, communications, falling/falls from height, contact with electricity, ability of volunteers, staff and participants, including the appropriateness of their attire.

Signed by Activity Leader:

Additional identified hazard/s	Control measure/s

Communicated to:

Ensure information above is included in the Activity Briefing

PART 3 – Immediate post activity review

Answer the following questions	Yes	No	Required actions
Did any incidents or near-misses occur?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , report to Coastcare Victoria as soon as possible.
Can the Job Safety Plan be improved?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , update plan accordingly for future events and inform Coastcare Victoria.
Were there any other issues or concerns			If yes , inform Coastcare Victoria.
Other Issues:			

Sign off by Activity Leader..... **Date:**/...

Attachment 2 – Incident Report Form

Report all incidents, injuries and near misses



The **Activity** Leader is required to report all incidents, injuries and near misses to Coastcare Victoria.

- An incident is something that has happened or has the potential to happen and cause harm.
- A near miss is something unplanned that happened with the potential to injure, and didn't this time.

Completing this initial report will help you to advise Coastcare Victoria about the incident. The Activity Leader is required to report all incidents, injuries and near misses onto the department's incident management system and follow up on all reports.

Your name: _____ Contact details: _____

Name/s of person/s affected by the incident:

_____	_____
_____	_____
_____	_____

Date of incident: ____ / ____ / ____ Time: _____ am pm

Location: _____

Describe what happened and include the sequence of events leading to the incident and the actual incident details:

Describe what action was taken:

In your opinion what was the cause of the incident:

Was the incident witnessed?

Witness name: _____ Witness contact details: _____

Please notify Coastcare Victoria as soon as practical after the incident

Attachment 3 – Attendance Form



Activity Name:

Date:

Start Time:

Location:

	Name (each participant)	Consent for photos and video material from this activity to be used by the activity provider, Coastcare Victoria and the Victorian Government for promotional purposes
1		
2		
3		
4		
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12		
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23		
24		
25		

The personal information provided by you to Coastcare Victoria is used only to collate statistical information, for any insurance claims or issues, and to adhere to safety requirements (including covid restrictions). Information is not used for direct marketing and will not be shared with third parties according to the Privacy Act. If you wish to access information about you held by Coastcare Victoria or our privacy policy, write to: Manager Privacy, DEECA, PO Box 500 East Melbourne 8002.

Attachment 4 – Photography Consent Forms

Participant photography consent form – Coastcare Victoria

On completion of this form, please email to coastcare.victoria@delwp.vic.gov.au. Alternatively signed hard copies can be delivered to: Communications Division, 8 Nicholson St, East Melbourne Vic 3002 DX 210098

Coastcare Victoria contact details:

Name Phone

Email Date

Project name

Brief description of photo(s)

.....

.....

.....

Thank you for participating in the project for Coastcare Victoria, on behalf of the Victorian Government (and its various departments and agencies). Coastcare Victoria may use photos taken of you today to publicise the project and may retain the Photos for future possible use in other projects. This can only occur with your approval, so please read this Participant photography consent form carefully before signing.

Terms and conditions

By signing this form, you consent to the Victorian Government freely using your photographic image without any personal compensation or remuneration. You also relinquish and waive any current or future rights in connection with the photos, including any intellectual property rights you may have in the photos.

Your consent is subject to the Victorian Government not using your image in a negative, unethical or defamatory manner, or for commercial gain or political purposes. The photos remain the property of the Victorian Government (and/or its agents) and any personal details linked to the photos must be kept confidential and not used for any other purpose.

Consent (please initial one option only)

Coastcare Victoria and/or other Victorian Government departments and agencies may use my photographic image in printed and electronic materials related to the above project and may store my image(s) for possible future use in other projects.

I indicate my agreement

by initialling here:

OR

Coastcare Victoria and/or other Victorian Government departments and agencies may use my photographic image in printed and electronic materials related to the above project, but cannot use them for different projects or purposes without making reasonable efforts to contact me to gain my express permission.

I indicate my agreement

by initialling here:

Authorisation

I am over the age of 18 years and have read, understood and freely agree to the terms and conditions above.

I indicate my agreement
by initialling here:

OR

The participant is under the age of 18 years. I am the parent/legal guardian of the participant and have read, understood and freely agree to the terms and conditions set out above.

I indicate my agreement
by initialling here:

OFFICIAL

Participant's details:

Full name (please print)

Name of parent/legal guardian (if participant is under 18 years of age)

The participant is of Aboriginal or Torres Strait Islander descent (please tick box if this applies)

Address

Phone

Email

Authorisation

I agree to the terms and conditions above.

Signature (or guardian's signature)

Date

All personal information collected, used and stored by DEECA (on behalf of the Victorian Government) is subject to the Information Privacy Act 2014.



Attachment 5 – Coastcare Victoria team contact information

For all enquiries, please contact the central inbox:

Coastcare.victoria@delwp.vic.gov.au

Coastcare Victoria Program Manager

Lindy Mills

0473 848 101

lindy.mills@deeca.vic.gov.au

Coastcare Victoria Barwon South West Officer

Shaya Kaartinen-Price

0436 604 127

shaya.kaartinen-price@delwp.vic.gov.au

Coastcare Victoria Port Phillip & Westernport Officer

Jess Schubert-Hoban

0475 557 628

jess.schubert-hoban@deeca.vic.gov.au

Coastcare Victoria Gippsland Officer

Laura Town-Hopkinson

0427 818 683

laura.town-hopkinson@delwp.vic.gov.au

Attachment 6 – New Supplier Form

DEECA staff member to complete the following section:

DEECA employee requesting this form	Name:	Laura Town-Hopkinson	Phone:	0427 818 683
	Email:	Laura.town-hopkinson@deeca.vic.gov.au		

Note: If an RCT/RCI site is required or the site is to be linked to GEMS, please enter these instructions in the justification field of your supplier registration request in Oracle.

- Attach this form to your Oracle request to Register a Supplier.
- Or if this is a supplier update, have the supplier email the form directly to: supplier.maintenance@deeca.vic.gov.au

Supplier to complete all fields below and sign in the space provided:

ABN (11 digits)		Registered for GST?	YES	NO
Entity name abr.business.gov.au				
Business trading name (as it appears on your invoice) OR your name if you don't have an ABN				
Postal address	PO Box (preferred) or street address			
	City, suburb or town	State	Postcode	
Accounts contact	Name:		Phone:	
Email for your remittance advice	If possible, provide a generic email address to receive your remittance advice			
Email for your purchase order	Only if different to your remittance email			
Bank account in the name of:				
Bank BSB (6 digits)				
Bank account number (maximum of 9 digits)				
Financial institution name				

I hereby request you to direct credit to the bank account above any amounts owed by the department to the named supplier. I certify the bank details I am providing are correct.

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Position held at company

Signature
**(must be handwritten or an
electronic or digital signature)**

Print name

Date

Important: Return the completed form to the above named DEECA staff member.

Or if this is an update, email the form directly to: supplier.maintenance@deeca.vic.gov.au

Attachment 7 – Pre-reading for Summer By The Sea

Cancellations

- Payment for cancellation of an activity by DEECA due to bushfire, extreme heat, poor air or water quality and storm events will be 50% of the total amount of the Funding.
- Payment for cancellation of an activity by the Activity Provider will be 0% of the total amount of the Funding.

Representation of Coastcare Victoria and the Department of Energy, Environment and Climate Action

- Recipient organisations are required to support and promote the objectives and key messages of the Summer by the Sea.
- Activities are to be delivered in a manner that promotes the Coastcare Victoria Program.
- Recipient organisations are contracted to deliver activities for and on behalf of Coastcare Victoria. Therefore, any comments you make will be seen to be representing the Victorian Government. Care must be taken to neither say nor do anything that may compromise the integrity of DEECA, Coastcare Victoria, its partners, or the State Government of Victoria.
- Recipient organisations must not express their own personal opinion at the government's expense.
- If the recipient organisation is unable to provide answers to participants' questions, please refer them to the regional Coastcare Victoria Officers.
- The participants of activities and their views and experiences are to be treated with respect at all times.

Safety and accident procedures

- Recipient organisations are responsible for developing Job Safety Plans for activities or production of videos. These documents must be provided to Coastcare Victoria before the activity commences.
- Prior to starting an activity, recipient organisations must conduct a Site Safety Survey to check for any hazards and put appropriate controls in place for the safety of the participants, volunteers and staff as deemed necessary (ensure you have also checked the VIC Emergency app. for any emerging issues). A copy of this should be retained by the recipient organisation and forwarded to Coastcare Victoria at the completion of all activities.
- Recipient organisations delivering face-to-face activities must have a current First Aid Certificate Level 2, and ensure a first aid kit is on hand during the activity. A copy of your First Aid Certificate should be sent to Coastcare Victoria.
- If working with multiple people in the field during production of your video, the recipient organisation must have a current First Aid Certificate Level 2. A copy should be provided to Coastcare Victoria.
- All adults involved in activity delivery must have a valid Working with Children Check and provide evidence of such to Coastcare Victoria. For more information please visit www.workingwithchildren.vic.gov.au
- Recipient organisations must adhere to the Victorian Government Child Safe Standards and any concerns about child safety must be reported to Coastcare Victoria. If there is reason to believe a child is in immediate danger of harm the activity leader should contact 000 immediately.
- In the event of any emergency the recipient organisation must contact 000 immediately and respond in accordance with the Job Safety Plan for the activity. The incident should be reported to the regional Coastcare Victoria Officer (including the name and address of the injured person).
- All incidents are to be dealt with accordingly the Job Safety Plan for the activity and should also be reported to the regional Coastcare Victoria Officer (including the name and address of the injured person).
- All safety incidents are to be recorded on the Incident Report Form. A copy of this completed form should be provided to Coastcare Victoria as soon as practicable.

In-person event procedures

Before activity:

- Attend the Summer By The Sea briefing meeting organised by Coastcare Victoria
- Promote upcoming events to networks and the broader community
- Make participant reminder phone calls/emails two days before event (reminder participants if they need to bring any PPE, remind participants that <16yo children require an accompanying adult).
Note: Please notify Coastcare Victoria Coordinator if participant numbers are low.
- Complete and submit your Job Safety Plan for the activity. Conduct a Site Safety Survey to check for any hazards and develop appropriate strategies for maintaining the safety and wellbeing of all staff and participants.
- Ensure that the current Summer by the Sea t-shirts/vests are worn.
- Fill in and erect your Activity Emergency Plan in an obvious location, so that personnel, participants or passers-by can locate and utilise the information in case of an emergency.
- Erect 'Meeting Place' signs at least 15 minutes prior to the advertised commencement time so that participants can easily find the meeting site.

Beginning of activity

- Ensure that all children (under 16 years of age or as determined by the Activity Provider) are accompanied by an adult.
- Check-in participants on attendance sheet.
- Welcome participants to the activity and conduct introductions.
- Acknowledge the Traditional Owners of the land upon which you are meeting and pay respects to their Elders past and present.
- Provide a brief on the Summer by the Sea program and Coastcare Victoria
- Briefly describe the nature and duration of the activity, what the activity will entail and any physical challenges the participants need to be aware of. Include start and end location and note any toilet facilities.
- A brief safety message encouraging participants to be Covid safe, SunSmart, ensure suitable footwear is worn any hazards to watch for, how close to stay to group, identify first aider, location of first aid kit and emergency procedures (meeting point etc.). Inform participants of potential hazards identified in the Job Safety Plan and Site Safety Survey
- Inform participants that if they do not want photos or videos taken of themselves or their dependants, they should make this known. Participants or their guardians have the right to decline having photos taken. Explain that photos and videos may be used by the provider, Coastcare Victoria or the Victorian Government for promotional purposes. Collect each individual's Photography Consent Form, and if returned, check that they have ticked or declined this box on the attendance sheet.
- Discuss the area and its significance including Cultural Heritage. Provide the group with appropriate minimal impact messages to protect the environment.

After activity:

- Restate the overall theme of the activity and the key environmental/conservation messages.
- Thank participants for attending and make them aware of other activities in the area and online.
- Advise participants to contact the regional Coastcare Victoria Facilitator if they would like to be involved in a coastal or marine community group or learn more about Coastcare Victoria and volunteering opportunities.
- Return completed attendance record sheet, Site Safety Survey, any Incident Report Forms, completed Photography Consent Forms, any images taken, and a Supplier Feedback Form.