

GUIDELINES

Local Councils Outdoor Eating and Entertainment Package (LGA Stream)

Program Summary

On 14 September 2020, the Victorian Government announced the \$29.5 million *Local Councils Outdoor Eating and Entertainment Package (LGA Stream)* to support local Councils to expand outdoor dining as part of the roadmap to reopening.

This funding will assist Victorian Councils to implement swift and streamlined permit, enforcement and monitoring processes to support expanded outdoor dining in the Third Step of [Victoria's roadmap to reopening \(Program\)](#). The funding will also assist Councils establish infrastructure to support outdoor dining.

1 Eligibility

- 1.1 All Victorian Local Councils are eligible for funding under this Program with the exception of the City of Melbourne which has received support through a separate funding program.

2 Available funding

- 2.1 The following funding is available:
 - Metropolitan councils up to \$500,000 ex GST
 - Regional city councils up to \$500,000 ex GST
 - Rural councils up to \$250,000 ex GST¹

3 Permitted Expenditure

- 3.1 Under the Program, Councils will be eligible for funding to apply to the following activity areas directly associated with the activation of outdoor dining and entertainment:
 - Administering permit regulation and approvals processes - including but not limited to fast-tracking the application and approval process for permits associated with the activation of outdoor dining and entertainment activities as well as waiving applicable fees and charges associated with permit applications;
 - Traffic management – such as costs associated with road closures, the preparation of traffic management plans and compliance with requisite rules and regulations;
 - Provision (including hire) and management of place-based infrastructure and shared public entertainment requirements - such as bollards, planter boxes,

¹ <https://knowyourcouncil.vic.gov.au/councils>

signage, parklet enclosures, seating bubbles, temporary street furniture, marquees and other structures and engagement of expertise or resources to manage and coordinate place-based/precinct activation initiatives;

- Minor civil works – such as works that ensure requisite accessibility and public safety requirements are met;
- Additional waste management and sanitation in public areas including services that maintain effective management and sanitation of public outdoor dining and entertainment locations controlled by the Council;
- Increases to public liability insurance;
- Additional enforcement and monitoring activities flowing from this activity; and
- Local marketing and communications to promote outdoor dining and entertainment activities including direct marketing campaigns.

4 Non-Permitted Expenditure

4.1 Councils are not permitted to utilise funding under this Program for the following:

- Projects or initiatives that are subject to and/or require ongoing funding from the Victorian Government;
- Ongoing operating costs or salary subsidies, except where a salary subsidy provides project management support for the funded project or support to fast track permits;
- The purchase of land;
- Provision of public Wifi services;
- Upgrades or the provision of new infrastructure, technology and/or equipment inside of hospitality venues;
- Costs associated with locating and operating food trucks;
- Provision of direct grant funding to businesses or sole traders; and
- Commissioning and implementing public art.

5 Conditions of Funding

- 5.1 Successful Councils will be required to enter into an agreement in the form of the Victorian Common Funding Agreement with the Department of Jobs, Precincts and Regions (the **Department**) setting out the terms of the funding including the Council's commitments and obligations (**VCFA**).
- 5.2 Councils should only enter into a Funding Agreement during the election period (from 22 September 2020 to 24 October 2020) where it is in compliance with its election period policy and delegations.
- 5.3 Funding under this Program will be released upon the execution of the VCFA by the Department in accordance with its terms and will be required to be expended by 30 June 2021.
- 5.4 Councils can use funds from the Program for permitted activities (Section 3.1) undertaken from the date the Program was announced being 14 September 2020.
- 5.5 Councils will need to ensure that all activities undertaken as part of any outdoor dining and activation project as part of this Program, comply with the directions of the

Victorian Chief Health Officer that are applicable at the time of any activation (available from <https://www.dhhs.vic.gov.au/business-sector-coronavirus-disease-covid-19> and amended from time to time).

- 5.6 Councils will be required to complete and submit to the Department an acquittal form in respect of the funding (to be provided by the Department). Such evidence will include but not be limited to:
- (a) photographic evidence of outdoor eating and entertainment sites;
 - (b) an acquittal of funding provided under this Program;
 - (c) a report setting out the activities undertaken as part of the Program including any data gathered in respect of those activities such as the number of patrons, success of the outdoor activations and issues or problems encountered.
- 5.7 Councils may also be required to provide further acquittal information at the Department's discretion.
- 5.8 In the event that any portion of the funding has not been fully expended by 30 June 2021 in accordance with these guidelines and the VCFA, Councils will be required to return those funds to the Department.

6 Evaluation

- 6.1 Successful applicants will be required to report on the outcomes of their funding and provide information when required to the department for the evaluation of the program.

7 Compliance and Audit

- 7.1 Councils may be subject to audit by the Victorian Government or its representatives and will be required to produce further evidence to demonstrate that the funding has been utilised in accordance with these guidelines and the VCFA between the Local Councils and the department.
- 7.2 Councils acknowledge and agree that as part of entering into a funding agreement for this Program and any audit process undertaken in administering this Program, the Department may collect and disclose information to relevant Victorian Government agencies and departments and relevant third parties, for the purposes of verifying particulars of a Council's application and use of funding under this Program.

8 Acknowledgement

- 8.1 Successful Councils must acknowledge Victorian Government support of any activities undertaken as part of the Program through, for instance, activity-related publications, media releases and promotional material in accordance with the VCFA.

9 Privacy Information

- 9.1 Any personal information provided as part of the application process and/or the VCFA about the Council's employees, representatives or a third party will be collected by the Department for the purpose of grant administration and will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the

Privacy and Data Protection Act 2014 (Vic), and other applicable laws. For further information, please email: privacy@ecodev.vic.gov.au or refer to the Department's Privacy Policy available from <https://djpr.vic.gov.au/privacy>. The Council must ensure that it has the requisite consent of any individual whose personal information it has provided to the Department for the purposes of administering this Program.

10 Other information

10.1 The Department reserves the right to amend these guidelines and application terms at any time as it deems appropriate.

11 How to apply

11.1 Each Council will be sent a funding agreement for the designated amount (see 2.1) and by signing the funding agreement will accept the offer of funding.

11.2 Further information please contact Local Government Victoria 03 9208 3333 or email local.government@ecodev.vic.gov.au