

GUIDELINES

Local Councils Supporting CALD Networks

Program Summary

On 29 July 2020, the Crisis Council of Cabinet (CCC) approved funding of \$20 million to establish the COVIDSafe Business Fund, supporting businesses to minimise the risk of workplace transmission of coronavirus.

The COVIDSafe Business Fund allocates \$3 million under Stream 4 for employee and industry organisations to support businesses to develop COVIDSafe Plans.

Of this \$3 million, \$800,000 will be distributed evenly across 16 local councils to support Culturally and Linguistically Diverse (CALD) networks and businesses.

1 Eligibility

1.1 Sixteen councils are eligible for funding under this program: Brimbank, Casey, Darebin, Greater Dandenong, Hobsons Bay, Hume, Manningham, Maribyrnong, Melbourne, Monash, Moonee Valley, Moreland, Whitehorse, Whittlesea, Wyndham, and Yarra City Councils.

2 Available funding

2.1 The following funding is available:

- Eligible councils up to \$50,000 ex GST

3 Permitted Expenditure

3.1 Under the Program, councils will be eligible for funding for the following activities aimed at supporting CALD communities to develop COVIDSafe Plans, or for safely hosting multicultural events in 2021:

- employing a COVID Safety Officer – to engage with CALD business and provide support in developing COVIDSafe Plans
- preparing guidance materials – such as costs associated with developing bespoke COVIDSafe guidance materials relevant to particular industries, events or sectors
- developing tailored communications – including development of translation materials or services for CALD workers to support councils hosting multicultural events in 2021
- conducting local marketing and communications campaigns to promote COVIDSafe workplaces including direct marketing campaigns, and
- conducting webinars – including costs in development, training, workshops and engagement to support implementation of COVIDSafe Plans.

4 Conditions of Funding

- 4.1 Councils will be required to enter into agreements 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**).
- 4.2 Program funding 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 November 2021.
- 4.3 Councils can use Program funds for permitted activities (Section 3.1) undertaken from 1 January 2021.
- 4.4 Councils must ensure that all activities undertaken as part of any project under this Program comply with the Victorian Chief Health Officer's directions applicable at the time of any activation (available at <https://www.dhhs.vic.gov.au/business-sector-coronavirus-disease-covid-19> and amended from time to time).
- 4.5 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 may include but not be limited to:
 - (a) an acquittal of funding provided under this Program;
 - (b) 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 training materials developed, participation in workshops, success of the COVIDSafe Plans and issues or problems encountered.
- 4.6 Councils may also be required to provide further acquittal information at the Department's discretion.
- 4.7 If any portion of the funding has not been fully expended by 30 November 2021 in accordance with these guidelines and the VCFA, Councils will be required to return those funds to the Department.

5 Evaluation

- 5.1 Councils will be required to report on the outcomes of their funding and provide information to the Department when required for the evaluation of the program.

6 Compliance and Audit

- 6.1 Councils may be subject to audit by the Victorian Government or its representatives and be required to produce further evidence to demonstrate that the funding has been used in accordance with these guidelines and the VCFA between the Local Councils and the Department.
- 6.2 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 third parties, for the purposes of verifying particulars of a Council's application and use of funding under this Program.

7 Acknowledgement

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

8 Privacy Information

- 8.1 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 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.

9 Other information

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

10 How to apply

- 10.1 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.
- 10.2 Further information please contact lgy.emergencies@ecodev.vic.gov.au