

# ***Working for Victoria***

## **AGRICULTURE WORKFORCE PLAN**

### **Program Guidelines**

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# 1 Program Eligibility

The \$500 million *Working for Victoria* initiative helps Victorians who have lost their jobs due to the economic impacts of coronavirus (COVID-19) find new work opportunities. The *Agriculture Workforce Plan* (the Plan) is a \$50 million component of the *Working for Victoria* initiative. The Plan will support the state's vital food supply chain and agricultural businesses in rural, regional and outer metropolitan Victoria to ensure that they have the workforce that they need and to ensure they can continue operating and maintain production capacity where possible.

These guidelines detail three funding streams available to support eligible businesses:

- The **Worker Relocation and Transport** stream will support eligible businesses to attract workers to fill vacant job roles through providing financial support to businesses to offset the costs of worker accommodation and travel to work costs.
- The **Worker Induction and Re-Training** stream will support eligible employers to induct workers into new job roles and deliver training that has been necessitated as a result of the COVID-19 pandemic.
- The **Business Adaptation** stream will support eligible businesses to meet the costs of complying with COVID-19 health, safety and social distancing requirements or adapt to required business changes imposed from the COVID-19 pandemic.

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## 1.1 Eligibility criteria

1.1.1 Businesses are eligible to apply for support if they meet the following criteria:

- They employ staff and have a business operation located in Victoria;
- They hold an Australian Business Number (ABN) and held that ABN at 16 March 2020 (date that the COVID-19 State of Emergency was declared);
- They have, or are expected to have, a turnover of more than \$75,000 in the 2019- 20 financial year; and/or had a turnover of more than \$75,000 in 2018-19; or can show that under normal conditions<sup>1</sup> would generate a turnover of more than \$75,000.
- They are a private sector business and are an incorporated body, partnership, incorporated not-for-profit or trust;
- They are not in voluntary administration or receivership;
- They can demonstrate a track record of providing a safe and healthy workplace, including accommodation or travel to work transportation if provided; and
- Their Victorian operations align with one or more of the following industry sectors<sup>2</sup>:
  - Primary producers, including:
    - Horticulture (including nurseries, flower farms and growers of inedible plants)
    - Viticulture and wine
    - Cropping (Grains and hay)

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<sup>1</sup> Normal meaning not impacted by drought, COVID or other economic stress events.

<sup>2</sup> Business operations relating to hospitality, retail and wholesaling (including farmers markets) are not eligible for support under the Plan (except where activities that primarily align with the usual non-sales related activities of the below sectors are undertaken by retail customers, e.g. fruit picking undertaken by retail customers).

- Livestock (including meat, wool, eggs and other animal products)
    - Dairy
    - Aquaculture Production
    - Seafood
  - Food production businesses
  - Food processors, including:
    - Dairy
    - Meat, poultry, fish and seafood
    - Eggs
    - Grain
    - Fruit & vegetable
    - Small goods (e.g. cured meats)
    - Packaged food and beverages companies that produce products on the Australian Food and Grocery Council emergency pantry list (see Appendix 1).
    - Grain transfer and processing
    - Commercial bakeries (not retail) that produce products on the Australian Food and Grocery Council emergency pantry list (see Appendix 1).
  - Food assurance testing, safety and compliance companies
  - Livestock, feed, water, milk collection, agricultural equipment and supply transportation (including collection of agricultural by-products, such as litter and compost, rendering and carcass disposal)
  - Food distribution companies<sup>3</sup> (including freight and logistics companies which transport food and groceries alongside other goods and livestock exchanges/sale yards)
  - Specialist agricultural/food suppliers and services, including:
    - Manufacturers of processing inputs, packaging and packing (e.g. milk bottles, pallets, fruit boxes)
    - Specialist suppliers (e.g. fertilisers & chemicals, machinery, irrigation, feed)
    - Agricultural transporters (e.g. livestock transportation)
    - Specialist services (e.g. Agronomists, vets)
  - Labour hire firms – in relation to being placed in the businesses listed above.
- 1.1.2 The supported job roles<sup>4</sup> in eligible businesses are based in rural, regional or outer metropolitan Victoria<sup>5</sup> and are primarily related to the agriculture, food production or the food supply chain element of the business. In exceptional circumstances the Department may, at its absolute discretion, support job roles based in other Victorian locations.
- 1.1.3 The salary for any supported job roles is paid at the award rate or higher, or in line with the existing workplace agreement.

## 1.2 Evidence of eligibility and compliance

- 1.2.1 Businesses will be required to attest to their eligibility and may be required to provide supporting documentation through the application process.

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<sup>3</sup> Direct to consumer food distribution activities are not eligible for support under the program.

<sup>4</sup> Unpaid volunteers are also considered to be job roles for the purposes of the program.

<sup>5</sup> Rural, regional or outer metropolitan Victoria is defined as the Local Government Areas listed in Schedule 1 and Schedule 2 of the *Regional Development Victoria Act 2002* – refer Appendix 2.

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- 1.2.2 Businesses will be required to make a statutory declaration and provide evidence at the request of the Department that any funding awarded is applied for the purposes that it is granted in line with these Guidelines and any legal agreements. This will include regular reporting, statutory declarations, and the provision of audit opinions depending on the value of the grant. If requested, this includes allowing a Department staff member to visit and view the workplace premises, training premises and/or accommodation premises that are relevant to the funding that has been awarded.

## 1.3 Application, assessment and contracting process

- 1.3.1 Prior to submitting a formal application, applicants must:
- discuss their business needs and proposed application with their AWP Case Manager<sup>6</sup>; and
  - read these Application Guidelines to establish eligibility.
- 1.3.2 The AWP Case Manager will provide the applicant with application form for financial assistance through this Program.
- 1.3.3 All applications will undergo an assessment process as follows:
- The eligibility of the applicant and the project will be assessed.
  - All applicants will be required to declare whether the requested funding support would be used to employ or support the employment of persons under 18 years of age. If so, they will be required to produce evidence of being incorporated as a separate legal entity and being appropriately insured against child abuse (which will be pre-requisites for funding approval).
  - For the Business Adaptation and Worker Induction and Re-Training streams, the application will be assessed against the following criteria<sup>7</sup>:
    - Criticality to the supply chain
    - Value for money – e.g. financial assistance requested per job supported (including using a guide of support of up to 10 per cent<sup>8</sup> of the total employment costs per worker for the Worker Induction and Re-Training stream, except in exceptional circumstances)
    - Need – demonstrated need for assistance, risk of failure/job losses
    - Reasonableness of proposed expenses
  - Applicants may be subject to a Probity Check and Financial Risk Assessment as part of the application process. If these are required, applicants may be requested to provide audited financial statements or other supporting documentation for this purpose.
- 1.3.4 If an application is provisionally approved and support offered, recipients will be required to enter into a legally binding Agreement with the Department stipulating agreed deliverables and payment terms to complete the approval process.

## 1.4 Other conditions of this program

- 1.4.1 The Department reserves the right to amend these guidelines and application terms in its sole discretion.
- 1.4.2 Applications will be accepted until 31 December 2020 or until the fund budget is expended, whichever comes first. At this time the program will be reviewed, and the application period may be extended at the absolute discretion of the Department.
- 1.4.3 These Guidelines and any discussions you may have with any Department representative are for information only, and do not constitute advice. Applicants should seek independent advice before making an application or entering into an Agreement.
- 1.4.4 Applications are at the cost of the applicant.

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<sup>6</sup> To be connected with their relevant AWP Case Manager (if they aren't already), applicants should email [agricultureworkforceplan@ecodev.vic.gov.au](mailto:agricultureworkforceplan@ecodev.vic.gov.au).

<sup>7</sup> Applications will be required to meet a minimum score (to be determined at the Department's discretion) against the Assessment Criteria in order to be approved for funding support.

<sup>8</sup> To align with the eligibility criteria for the broader *Working for Victoria* program.

- 1.4.5 The Department makes no representation that a grant of funds will be made to any applicant and reserves the right to make no funds available under the program.
- 1.4.6 All funding recipients must agree to comply with the Department's performance monitoring and evaluation regime.
- 1.4.7 Any tax implications resulting from any funding provided through this program are solely the responsibility of any employer or employee who benefits from the support.
- 1.4.8 Any funding recipients will be required to cooperate with the Department in any promotional or marketing activities relating to the program and any support provided.
- 1.4.9 Any taxation implications or liability arising from the funding provided to the Employer (or pass-through to the Employee) under the Program are the sole responsibility of the Employer and/or Eligible Employee who benefits from the support, and where applicable it is the responsibility of the Employer to advise the Eligible Employee of this prior to the Employee being engaged under the Program.

#### **Confidentiality/Privacy Statement**

- 1.4.10 Any personal information provided by the Applicant or a third party in an application will be collected by the Department for the purpose of program administration. This information may be provided to other Victorian Government bodies for the purposes of assessing applications. If confidential personal information about third parties is included in an application, applicants are required to ensure that the third party is aware of the contents of this Privacy Statement.
- 1.4.11 Any personal information collected, held, managed, used, disclosed or transferred will be held in accordance with the provisions of the Information Privacy Act 2000 (VIC) and other applicable laws.
- 1.4.12 The Department of Jobs, Precincts and Regions, is committed to protecting the privacy of personal information. The Department's Privacy Policy can be found online at <https://djpr.vic.gov.au/>. Enquiries about access to information should be directed to the Department's Privacy Unit by phone on (03) 9651 9749 or email [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au).

#### **Employer Compliance Requirements (required for Worker Relocation and Transport and Worker Induction and Re-Training streams, not required for Business Adaptation stream)**

- 1.4.13 To ensure that all workers properly understand their workplace rights, any employers who receive funding support through this program must agree to permit, if requested, a union official from the relevant union access to their premises to give a short presentation on worker rights as part of the induction process for any new workers supported under this program (whether engaged through labour hire agency, sub-contractor or directly). This paragraph must of course be read subject to compliance with all applicable laws (including for example the Fair Work Act 2009).
- 1.4.14 Subject to any legal obligation to the contrary and to paragraphs 1.1.4.15 and 1.1.4.16 below, any employers who receive funding support through this program must agree to allow union officials from the relevant union to meet with them or any workers supported through the program at the business premises for the following purposes in relation to the supported workers:
- oversee provision of information about workplace rights and unions;
  - provide advice on industry, governance, training and micro-credentialing;
  - support the resolution of industrial issues;
  - oversee occupational health and safety requirements;
  - discussion on general well-being.
- 1.4.15 The employer and the relevant union must ensure freedom of association principles and requirements under the Fair Work Act and other relevant legislation are met at all times, including without limitation the right to be a member or not to be a member of an industrial association.
- 1.4.16 Any right of entry to the premises for a purpose referred to in s 481 of the Fair Work Act or to hold discussions of a kind referred to in s 484 of the Fair Work Act or for the exercise of a State occupational health and safety right, will be dealt with in accordance with Part 3-4 of the Fair Work Act.

## 2 Worker Relocation and Transport

### 2.1 Summary

- 2.1.1 This stream will support eligible businesses to attract workers to fill vacant job roles through providing financial support to the business to offset the cost of providing worker accommodation and travel to work costs.
- 2.1.2 The priority for the government is for local workers to fill vacant job roles wherever possible. Where the local labour market is unable to fill a job role, the government will provide support to relocate workers from outside of the area to fill the job role.

### 2.2 Available Funding – Travel to Work

- 2.2.1 Subject to complying with the eligibility criteria in section 2.3, financial support will be provided for travel to work costs as an up to \$50 per worked day for a maximum period of 90 days between the commencement of an Agreement and 31 March 2021 travel allowance per new employee placed in an eligible job role, paid to the employer.

### 2.3 Eligibility – Travel to Work

- 2.3.1 The employer must utilise the funding in one of the following ways:
- Pay the money through to the employee to use for travel purposes (at a rate of \$50 per worked day per eligible new employee); or
  - Use the funding to provide transport to the employee between their place of residence and work location (reimbursement of the actual substantiated costs up to \$50 per worked day per eligible new employee that utilises the transport provided by the employer).
- 2.3.2 A job role is eligible for travel to work support if the employer meets the general program eligibility criteria and:
- the job role was publicly advertised for a minimum of 5 calendar days or more on the *Working for Victoria Platform*<sup>9</sup> or an appropriate alternative recruitment platform without being filled<sup>10</sup>, AND
  - one or both of the following criteria are met:
    - After commencing in the job role, the successful job seeker resides more than 50 km away from the job role location, OR
    - The successful jobseeker lives more than 5 km away from the job role location and does not have access to a car and public transport is not available.
- 2.3.3 In exceptional circumstances, the 5-day waiting period and requirement to advertise may be waived at the absolute discretion of the Department, such as for a business-critical job role that requires specialist skills unlikely to be found in the local job market.
- 2.3.4 This funding support cannot be used to reimburse the Employer for placing a new employee in a Job Role that was either previously filled by an employee (or by a current employee) who was (or is) retrenched, stood down, or terminated (unlawfully) in the period between three months prior to making an application to obtain support under the Program and the end of the Agreement Term.

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<sup>9</sup> <https://www.vic.gov.au/workingforvictoria>

<sup>10</sup> If a business is awarded support under the Worker Relocation and Transport stream, after the 5-day waiting period has passed the employer can re-advertise the job role promoting that the travel to work support may be available. This can only be done after an employer has been approved for support and has entered into an Agreement with the Department.

- 2.3.5 This funding support cannot be used to reimburse the Employer for placing a new employee in a job role who is a relative of the owners or directors of the employer, unless approved in writing by the Department.

## 2.4 Available Funding – Accommodation Support

- 2.4.1 Subject to meeting the eligibility criteria in section 2.5 financial support will be provided for employer-arranged or supplied accommodation and/or relocation costs to attract a worker to fill a vacant job role in an eligible business.
- 2.4.2 The financial support will be paid to the employer (which may be on-paid to the Eligible Employee for relocation and meal costs) towards:
- reimbursement for the cost of accommodation for an employee in an eligible job role, up to a rate of \$200 per day for a maximum period of 90 days between the commencement of an Agreement and 31 March 2021, with eligible expenditure including but not limited to:
    - The cost of accommodation the employer supplies and pays for to house the Eligible Employee, such as:
      - On-site caravans, cabins or housing.
      - Accommodation in hotels, motels or caravan parks.
      - Rental of housing, units or apartments.
    - The cost of meals (up to a maximum of \$75 per day inclusive in the \$200 per day maximum).
  - costs for a newly engaged employee to relocate from their previous place of residence to the area that the job role is located up to a maximum of \$500 per Eligible Employee<sup>11</sup>, with eligible costs restricted to:
    - Removalist costs and/or other costs to transport the Eligible Employee's personal belongings to their new place of residence.
    - Cost of travel between former place of residence and new place of residence (a single one-way trip between the two locations)<sup>12</sup>.
- 2.4.3 Employers will be required upon request to provide evidence that the accommodation that the employee is residing in meets minimum regulatory hygiene and safety standards as set out in the Grant Agreement when claiming reimbursement for expenses incurred.

## 2.5 Eligibility – Accommodation Support

- 2.5.1 A job role is eligible for accommodation support if the employer meets the general program eligibility criteria and:
- the job role was publicly advertised for 10 calendar days or more on the *Working for Victoria* Platform<sup>13</sup> or an appropriate alternative recruitment platform without being filled<sup>14</sup>, AND
  - one or both of the following criteria are met:

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<sup>11</sup> Relocation costs must be incurred within one month of commencing in the job role in order to be eligible.

<sup>12</sup> Where this travel is undertaken using a car, the cost will be calculated at Australian Tax Office "cents per kilometre" car expenses rates at the time of the expense being incurred.

<sup>13</sup> <https://www.vic.gov.au/workingforvictoria>

<sup>14</sup> If a business is awarded support under the Worker Relocation and Transport stream, after the 10-day waiting period has passed the employer can re-advertise the job role promoting that the accommodation support may be available. This can only be done after an employer has been approved for support and has entered into an Agreement with the Department.

- The successful applicant could not be reasonably expected to commute each day from their place of residence immediately before being employed in the job role (after travel to work support is provided), with a guideline distance of 120 km or more, OR
  - There are exceptional circumstances related to the COVID-19 pandemic, such as meeting health and safety requirements, that necessitate accommodation assistance to fill the job role. This will be at the discretion of the Department.
- 2.5.2 In exceptional circumstances, the 10-day waiting period and requirement to advertise may be waived at the absolute discretion of the Department, such as for a business-critical job role that requires specialist skills unlikely to be found in the local job market.
- 2.5.3 Other forms of provision of financial or in-kind support to provide accommodation for workers where the criteria set out in section 2.4 have been met may be considered at the absolute discretion of the Department.
- 2.5.4 Employees placed in eligible job roles must be over 18 years of age for financial support to be provided towards their accommodation costs.
- 2.5.5 Accommodation support only applies to workers employed in job roles that meet the criteria set out above.
- 2.5.6 In order to be eligible for accommodation support the Eligible Employee must be employed by the Employer and working and being paid for a minimum of 20 hours per week OR, with the approval of the Department, at its discretion, has accepted the employment offer and is expected to work in the Job Role for at least 20 hours per week once employment commences and is within two weeks of commencing employment.
- 2.5.7 In order to be eligible for relocation support the Eligible Employee must have been offered and accepted employment with the Employer to work a minimum of 20 hours per week, and that employment must commence within one month of the relocation expenses being incurred.
- 2.5.8 This funding support cannot be used to reimburse the Employer for placing a new employee in a Job Role that was either previously filled by an employee (or by a current employee) who was (or is) retrenched, stood down, or terminated (unlawfully) in the period between three months prior to making an application to obtain support under the Program and the end of the Agreement Term.
- 2.5.9 This funding support cannot be used to reimburse the Employer for placing a new employee in a job role who is a relative of the owners or directors of the employer, unless approved in writing by the Department.

## 2.6 Activities that will generally not be funded

- 2.6.1 The following activities will generally not be considered for funding in the Worker Relocation and Transport stream:
- requests for retrospective funding prior to the execution of an Agreement (except in exceptional circumstances at the absolute discretion of the Department);
  - support for accommodation that is arranged and paid for by the Eligible Employee (e.g. housing rented or purchased by the Eligible Employee that incurs rental payments or mortgage repayment costs);
  - salary subsidies (except for payments made via payroll pass-throughs towards relocation or travel to work transport costs); or
  - worker accommodation and travel activities that have already received or will receive funding through other commonwealth, state or local government sources.

## 2.7 Capped Funding

- 2.7.1 Employers will only be paid for eligible expenditure incurred and substantiated with evidence.
- 2.7.2 Funding for worker accommodation and travel to work activities is capped at the maximum available funding support per eligible employee per worked day from the period between the commencement of the Agreement and 31 March 2021, paid up to a maximum of 90 days.

## 2.8 Other conditions of this stream

- 2.8.1 The new employee's place of residence prior to accepting the employment must have the same or less restrictive COVID-19 restrictions as the location of employment at the time of hiring. Exemptions to this requirement can be considered by the Department at its absolute discretion where sufficient numbers of workers to meet the Employer's labour needs cannot be sourced from locations that have the same or less restrictive COVID-19 restrictions as the place of employment.
- 2.8.2 If the new employee ceases employment with the employer for any reason, any accommodation or travel to work support being provided will cease from the day that employment ends.
- 2.8.3 Employers will need to apply for support through this stream and enter into an Agreement with the Department before employing workers into any eligible job roles in order to be eligible for this support. Support cannot be claimed retrospectively for any employees engaged before an Agreement is executed, except in exceptional circumstances at the absolute discretion of the Department.
- 2.8.4 If support is approved and the recipient enters into an Agreement with the Department, support for any eligible employees will be provided from the date of employment for a maximum period of 3 months unless otherwise advised.
- 2.8.5 Once entered into an Agreement, payment claims for financial support provided through this stream will be claimed as a reimbursement for substantiated costs actually incurred by the employer for reimbursement from the Department to the employer.
- 2.8.6 Any reimbursements awarded under this stream will be provided as a flat rate with no accounting for GST which is at the Employer's and/or the Employee's expense, if applicable.

## 3 Worker Induction and Re-Training

### 3.1 Summary

- 3.1.1 This stream will support eligible employers to induct workers into new job roles and deliver training that has been necessitated as a result of the COVID-19 pandemic.

### 3.2 Available funding

- 3.2.1 Grants of between \$1,000 and \$100,000 per employer to reimburse an employer for up to 100 per cent of the eligible project costs (except in exceptional circumstances).
- 3.2.2 Businesses can submit an unlimited number of applications but can only be awarded a maximum of up to \$100,000 in grant funding in total across all successful applications under the Worker Induction and Re-Training stream for the life of the program (except in exceptional circumstances).
- 3.2.3 Applications can be made until 31 December 2020 or until the available budget is expended, whichever comes first.
- 3.2.4 The provision of any grant funding to applicants, and the amount of funding, will be at the absolute discretion of the Department and its assessment of whether the application reasonably aligns with the intent of the program.

### 3.3 How the funding may be used

- 3.3.1 Grants will be available to:
- Support the delivery of induction training through a third-party training provider<sup>15</sup> on foundational job skills or workplace processes or other reasonable onboarding costs<sup>16</sup> for employees entering a new job role in an eligible business in the following circumstances:
    - Where an eligible business can demonstrate it has experienced, or is reasonably expecting to experience, a substantial increase in the volume of workers entering new job roles and therefore requiring additional induction training in comparison to their previous business as usual employment volumes prior to the COVID-19 pandemic.
    - Where an eligible business can demonstrate an urgent need to get new workers inducted rapidly to meet business needs.
    - Where an eligible business can demonstrate it is experiencing, or is reasonably expecting to experience, significant financial hardship and/or cash flow issues as a result of the COVID-19 pandemic.
    - Where an eligible business has needed to change the way in which it inducts and onboards its new workers as a result of the COVID-19 pandemic which has imposed an additional cost to the business (in this scenario, the business could be eligible to claim up to an amount equal to the difference between its pre-pandemic business as usual induction and onboarding expenses and the additional costs that have been imposed as a result of the pandemic).

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<sup>15</sup> On the job training not delivered through third party training providers will be considered for support on a case by case basis.

<sup>16</sup> Reasonable onboarding costs include but are not limited to drug and alcohol testing, vaccinations that are mandatory to perform the job role and the cost of engaging a recruitment agency to identify and engage workers.

- Support the delivery of training through a third party training provider<sup>17</sup> for employees in an eligible business to meet new requirements that have reasonably been necessitated as a result of the COVID-19 pandemic, including but not limited to training on hygiene processes and the use of new equipment (e.g. thermometers).

### 3.4 Activities that will generally not be funded

3.4.1 The following activities will generally not be considered for funding in the Worker Induction and Re-Training stream:

- where the required training is already available free of charge through other providers, such as the Department of Education and Training or industry bodies;
- requests for retrospective funding prior to the execution of an Agreement (except in exceptional circumstances at the absolute discretion of the Department);
- ongoing operating costs or salary subsidies (except for the cost of worker salaries for the period that they are undergoing training); or
- activities that have already received or will receive funding through commonwealth, state or local government sources.

### 3.5 Other conditions of this stream

3.5.1 Applications cannot be made to claim reimbursement for expenses incurred prior to the execution of an Agreement.

3.5.2 All payments will be made as a reimbursement for substantiated costs actually incurred with a maximum of two staged payments.

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<sup>17</sup> On the job training not delivered through third party training providers will be considered for support on a case by case basis.

## 4 Business Adaptation

### 4.1 Summary

- 4.1.1 This stream will support eligible businesses to meet the costs of complying with COVID-19 health, safety and social distancing requirements or adapt to required business changes imposed from the COVID-19 pandemic.

### 4.2 Available funding

- 4.2.1 Grants of between \$10,000 and \$300,000 per application for up to 50 per cent of the total project costs (except in exceptional circumstances). Applications can be made until 31 December 2020 or until the available budget is expended, whichever comes first. The business will be required to commit to providing the funding for the remaining 50 per cent of the total project costs and any cost overruns.
- 4.2.2 Businesses can submit an unlimited number of applications but can only be awarded a maximum of up to \$300,000 in grant funding in total across all successful applications under the Business Adaptation stream for the life of the program (except in exceptional circumstances).
- 4.2.3 The provision of any grant funding to applicants, and the amount of funding, will be at the absolute discretion of the Department and its assessment of whether the application aligns with the intent of the program.

### 4.3 How the funding may be used

- 4.3.1 Grants will be available to support the following business activities where the applicant can demonstrate that the activity will ensure compliance with COVID-19 health and safety social distancing requirements or adapt to required business changes imposed from the COVID-19 pandemic:
- Modifications to existing, or establishment of new or additional, employer-supplied accommodation for workers;
  - Modifications to existing, or establishment of new or additional, employer-supplied travel to work transportation for workers; and
  - Modifications to, or the adaptation of, workplaces or business operations (including the purchase of equipment).
- 4.3.2 Grants can support:
- Temporary costs incurred by employers to adapt workplaces and/or employer-supplied accommodation or travel to work support for a maximum period to of 90 days, including (but not limited to):
    - Hire of temporary buildings for accommodation or washrooms.
    - Hire of kitchen equipment to allow for onsite storage and cooking/reheating of meals.
    - Hire of additional shuttle buses to ensure appropriate social distancing between workers during commute to work.
  - The purchase of assets or modifications to assets required to adapt workplaces and/or employer-supplied accommodation or travel to work support, including (but not limited to):
    - Purchase of shuttle buses to ensure appropriate social distancing between workers during commute to work.
    - Purchase of kitchen equipment to allow for onsite storage and cooking/reheating of meals.
    - Construction of temporary or permanent walls in workplaces to separate workforce groups and eliminate interactions between groups as a business continuity preparatory measure.

## 4.4 Activities that will generally not be funded

4.4.1 The following activities will generally not be considered for funding in the Business Adaptation stream:

- consumables such as disposable Personal Protective Equipment, hand sanitizer and worker clothing;
- cleaning costs (except for the purchase of cleaning equipment);
- costs associated with transitioning and supporting staff to work from home, including but not limited to the purchase of IT equipment and network upgrades;
- activities that do not support either the retention of existing jobs or employment of new workers;
- business as usual expenses that have not changed since the implementation of the COVID-19 social distancing requirements;
- purchase of recreational equipment for employees not directly related to the provision of accommodation or the work activities (e.g. gaming consoles, sporting equipment);
- activities primarily undertaken to meet standard (non-COVID-19) regulatory requirements (except for obtaining planning or building permits directly related to the project being undertaken);
- requests for retrospective funding prior to the execution of an Agreement (except in exceptional circumstances at the absolute discretion of the Department);
- equipment purchases primarily for production purposes and unrelated to support of employees;
- purchase of property (land);
- ongoing operating costs or salary subsidies; or
- activities that have already received or will receive funding through commonwealth, state or local government sources.

## 4.5 Other conditions of this stream

4.5.1 Grants will only be provided to support new or increased business expenses that have been incurred due to the COVID-19 pandemic. Where a business as usual expense has increased as a result of COVID-19 requirements, it will be the demonstrated marginal cost increase over and above the business as usual expense that will be eligible for support.

4.5.2 All payments will be made as a reimbursement for substantiated costs actually incurred based on evidence of expenditure with a maximum of two staged payments.

## 5 Appendix 1 – Australian Food and Grocery Council emergency pantry list (food and drink)

(See Eligibility Criteria at Section 1.1 of these Guidelines)

### Ready to eat canned/bottled food

- Meat
- Fish
- Fruit
- Juice
- Vegetables
- Soup
- Pasta sauce

### Snack food

- Dried fruits
- Nuts
- Biscuits
- Spreads
- Crackers
- Snack bars

### Dried and long-life food

- Ready-to-eat meals
- Breakfast cereal
- Flour/bread
- Milk powder/UHT milk
- Soup mix
- Dried vegetables
- Rice and pasta
- Long life cheeses
- Tea/coffee/drinking chocolate

### Drinks

- Bottled water
- Concentrated juices/sports drinks

## 6 Appendix 2 – Eligible rural, regional and outer metropolitan Victorian Local Government Areas (as per Regional Development Victoria Act 2002)

### Outer Metropolitan Region

- Cardinia Shire Council
- Casey City Council
- Hume City Council
- Melton Shire Council
- Mornington Peninsula Shire Council
- Nillumbik Shire Council
- Whittlesea City Council
- Wyndham City Council
- Yarra Ranges Shire Council

### Hume Region

- Alpine Shire Council
- Benalla Rural City Council
- Falls Creek Alpine Resort
- Greater Shepparton City Council
- Indigo Shire Council
- Lake Mountain Alpine Resort
- Mansfield Shire Council
- Mitchell Shire Council
- Moira Shire Council
- Mount Buller Alpine Resort
- Mount Hotham Alpine Resort
- Mount Stirling Alpine Resort
- Murrindindi Shire Council
- Strathbogie Shire Council
- Towong Shire Council
- Wangaratta Rural City Council
- Wodonga City Council

### Gippsland Region

- Bass Coast Shire Council
- Baw Baw Shire Council
- East Gippsland Shire Council
- Latrobe City Council
- Mount Baw Baw Alpine Resort
- South Gippsland Shire Council
- Wellington Shire Council

### Loddon Mallee Region

- Buloke Shire Council
- Campaspe Shire Council
- Central Goldfields Shire Council
- Gannawarra Shire Council
- Greater Bendigo City Council
- Loddon Shire Council
- Macedon Ranges Shire Council
- Mildura Rural City Council
- Mount Alexander Shire Council
- Swan Hill Rural City Council

### Grampians Region

- Ararat Rural City Council
- Ballarat City Council
- Golden Plains Shire Council
- Hepburn Shire Council
- Hindmarsh Shire Council
- Horsham Rural City Council
- Moorabool Shire Council
- Northern Grampians Shire Council
- Pyrenees Shire Council
- West Wimmera Shire Council
- Yarriambiack Shire Council

### Barwon South West Region

- Borough of Queenscliffe
- Colac-Otway Shire Council
- Corangamite Shire Council
- Glenelg Shire Council
- Greater Geelong City Council
- Moyne Shire Council
- Southern Grampians Shire Council
- Surf Coast Shire Council
- Warrnambool City Council



Authorised by the Minister of Agriculture Jaclyn Symes  
Department of Jobs, Precincts and Regions  
1 Spring Street Melbourne Victoria 3000  
Telephone (03) 9651 9999

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