

May 2021

**Regional Jobs and
Infrastructure Fund –
Investment Fast-Track
Fund**

Regional Jobs and Infrastructure Fund

1. Context

The COVID-19 (coronavirus) pandemic has impacted all industries, regions and communities. It has created significant new challenges for Victoria's rural and regional communities and exacerbated some existing ones.

The \$156 million Regional Jobs and Infrastructure Fund (RJIF) is one of the Victorian Government's key regional development packages and will be crucial in driving recovery in rural and regional Victoria. It will create and retain jobs, leverage private sector investment, grow and diversify our significant regional economy, enable regional population growth, improve the liveability of our cities, centres and towns, and improve economic and social outcomes for over 1.5 million regional Victorians to make regional Victoria an even better place to live, work and invest.

The fund will focus on priority projects to meaningfully support regional communities in their immediate response and recovery efforts, address complex local challenges and lay the groundwork for future growth.

More details on the RJIF are available at www.rdv.vic.gov.au.

The RJIF has five strategic objectives:

- Drive long-term regional growth through support of key economic development projects and the delivery of community-led responses to social and economic challenges.
- Support regions and industries to recover from the coronavirus (COVID-19), pandemic, economic transition and natural disasters by leveraging opportunities to create jobs of the future and diversify the regional employment base.
- Catalyse and increase private sector project investment in regional Victoria and respond to market failures that prevent high quality and transformative economic projects in the regions from reaching the shovel-ready investment stage.
- Improve productivity and enhance long-term competitiveness of regional Victoria through innovation and transition to new growth opportunities.
- Improve the liveability of our cities, centres and towns to attract and retain families and young people to live and work.

The RJIF was established by the [Regional Development Victoria Act 2002](#) (Act) as a trust fund in the public account. The Act describes the activities for which the trust is to be applied:

- To provide better infrastructure, facilities and services in rural and regional Victoria.
- To strengthen the economic, social and environmental bases of communities in rural and regional Victoria.
- To create jobs and improve career opportunities in rural and regional Victoria.
- To support the development and planning of local projects in rural and regional Victoria.

Regional Development Victoria (RDV) administers the programs within the RJIF. Programs currently open include:

- Regional Jobs Fund
- Regional Infrastructure Fund
- Investment Fast-Track Fund

2. Definition of rural and regional Victoria

Rural and regional Victoria is defined under the Act as comprising the 48 Local Government Authorities outside of metropolitan Melbourne plus the six alpine resorts set out in [Schedule 2 of the Act](#).

The Local Government Authorities include 10 regional cities and 38 rural municipalities.

Maximum funding ratios under the programs consider the differing capability and capacity between regional cities, large and small rural councils and alpine resorts that are described in Table 1 under section 5 (below).

3. Information only

These Guidelines and any discussions you may have with a RDV office representative are for information only, and do not constitute advice.

Applicants should seek independent advice before making an application or entering into a Grant Agreement.

Applications are at the cost of the applicant.

RDV 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 RJIF.

All grant applicants, as applicable, must operate under an appropriate [COVIDSafe Plan](#) to govern operations.

4. Assessment of non-financial risks

Applications to the RJIF must include information to enable RDV to assess financial and other non-financial risks associated with the proposal as part of its due diligence. This includes consideration of elements that may pose a reputational risk to the State, such as:

- Whether the applicant has already received grants from the Victorian Government.
- Whether the applicant has failed to meet key contractual obligations for previous grant agreements with the State. **Note:** as appropriate, delays due to COVID-19 restrictions and responses will be taken into consideration at the Department's discretion.
- Where the proposal has already been fully funded by the applicant through other means (e.g. capital raising on the Australian Stock Exchange).
- Where due diligence (probity checks) uncovers adverse findings.

5. Eligible locations

Projects delivered within the following locations can apply for RJIF funding, in accordance with relevant program eligibility criteria.

Regional Cities	Large Rural Councils	Small Rural Councils and Alpine Resorts
Ballarat	Bass Coast	Alpine
Greater Bendigo	Baw Baw	Ararat
Greater Geelong	Campaspe	Benalla
Greater Shepparton	Colac-Otway	Buloke
Horsham	Corangamite	Central Goldfields
Latrobe	East Gippsland	Gannawarra
Mildura	Glenelg	Hepburn
Wangaratta	Golden Plains	Hindmarsh
Warrnambool	Macedon Ranges	Indigo
Wodonga	Mitchell	Loddon
	Moira	Mansfield
	Moorabool	Murrindindi
	Mount Alexander	Northern Grampians
	Moyne	Pyrenees
	South Gippsland	Queenscliffe
	Southern Grampians	Strathbogie
	Surf Coast	Towong
	Swan Hill	West Wimmera
	Wellington	Yarriambiack
		Mt Baw Baw
		Falls Creek
		Mt Hotham
		Mt Buller
		Mt Stirling
		Lake Mountain

Table 1 – Eligible Locations

6. Additional information and resources

Regional Partnerships Outcomes Roadmaps:

- [Barwon Regional Partnership](#)
- [Central Highlands Regional Partnership](#)
- [Gippsland Regional Partnership](#)
- [Goulburn Regional Partnership](#)
- [Great South Coast Regional Partnership](#)
- [Loddon Campaspe Regional Partnership](#)
- [Mallee Regional Partnership](#)
- [Ovens Murray Regional Partnership](#)
- [Wimmera Southern Mallee Regional Partnership](#)

Investment Fast-Track Fund

1. Application Guidelines

The \$10 million Investment Fast-Track Fund (IFF) looks to support regional and rural projects to strengthen their investment evidence base through funding activities that support planning and preparation, thereby accelerating projects to being investment ready.

The IFF will focus on funding activities that will mobilise strategic investment projects through acceleration of business case development and planning for medium to longer term projects in regions, and increase the pipeline of investment ready projects, with a focus on leveraging private investment, boosting employment and improving the liveability of rural and regional Victoria.

2. Description and objectives of the fund

The IFF provides Victorian Government financial assistance for activities that will accelerate achievements of an evidence base for their project in order to support and confirm investment readiness.

Funded activities will be considered on the basis of the resultant project's strategic importance for rural and regional communities including driving economic growth and prosperity for Victoria.

The objectives of the fund are to fund activities that will:

- Ensure that high quality prospective projects that will be effective at driving regional recovery and economic diversification, are supported to a position of investment readiness and implementation;
- Support acceleration and development of business cases and planning for projects of strategic importance to develop a robust pipeline of investment-ready opportunities over the medium term;
- Progress development work on medium-longer term transformational projects that will fundamentally underpin long-term recovery and resilience; and
- Support Aboriginal businesses to establish, grow and meet Aboriginal Victorians' needs, priorities, and aspirations.

The IFF program will consider applications for activities that will drive accelerated investment readiness for eligible projects:

Activity types can be defined as:

- Statutory and environmental planning processes and approvals;
- Business cases, which must include a project plan, a mobilisation plan or implementation plan as relevant;
- Feasibility studies or master plans to investigate the technical and/or economic viability of a project, with the ability to progress to a business case within a 6-month period;
(**Note:** these projects can be staged, for example feasibility studies that achieve their desired threshold to proceed can move directly into a business case)
- Economic development and industry investment strategies that will support longer term regional development and investment opportunities;
- Structural cultural assessments;
- Heritage assessments;
- Geotechnical investigations;
- Design activities, at a minimum delivering to schematic/pre-construction level; and
- Early works packages to help de-risk a project (e.g. service relocations) adjustment strategies for regionally significant industry sectors.

IFF funding will only be considered for eligible projects that will have one or more of the following outcomes:

Eligible projects are defined as projects that may:

- Improve the economic performance, potential and outcomes of a precinct, town or region;
- Improve economic development and growth (e.g. this may include supporting social procurement outcomes and/or for relevant projects supporting the objectives of the Growing Regional Opportunities for Work initiative);
- Create and capture value by capitalising on key regional strengths, economic assets, or specialisations;
- Enhance the social and/or economic resilience and competitiveness of a regional location;
- Support economic transition, diversification and recovery;
- Align with state and regional priorities (i.e. Regional Partnership priority, or Regional, State or National or Council-endorsed plan or strategy);
- Maximise the value-for-money to the state including leveraging investment or funding from other sources;
- Improve business, transport, retail, education, social, cultural, industry or community linkages;
- In the medium to longer term provide multi-purpose infrastructure, suitable and accessible for a wide range of business and community groups such as business hubs, co- working spaces, community, and event and visitor facilities;
- Support cultural initiatives of economic significance to the region such as renewal of buildings and sites, arts and cultural centres or resource facilities; and
- Create strategic partnerships with Aboriginal businesses and integrate Aboriginal businesses into new and existing supply chains

3. Activities that will not be funded

The following activities will not be considered:

- Infrastructure and/or commercial projects that are better suited to other streams of RJIF (Regional Infrastructure Fund, Regional Jobs Fund);
- Requests for retrospective funding, where projects have been completed or have started prior to receiving funding approval;
- Ongoing operating costs or salary subsidies;
- Private sector projects undertaken as a result of a government contract;
- Projects where funding is normally provided by other state, Commonwealth or local government sources;
- Projects requiring ongoing funding from the Victorian Government when completed;
- Activities that are considered Local Government Authority core business;
- Projects that are only purchasing plant and equipment; and
- Purchase of land.

4. Who can apply?

Applications will be considered for activities from the following (Individuals are not eligible to apply under this program):

- Local Government Authorities
- Alpine Resorts Management Boards
- Private sector businesses, including Aboriginal organisations and small businesses
- Business and industry groups including:
 - Chambers of commerce and business associations
 - Industry peak bodies
 - Business and industry clusters and networks
- Incorporated not-for-profit organisations, including community groups that are a:
 - Cooperatives or associations
 - Social enterprise organisations
- Utility and services providers
- Water corporations
- TAFE institutions and universities
- Public/private partnerships, through an incorporated entity
- Not-for-profit organisations operating businesses, including community groups that are an incorporated body, cooperative, association or social enterprise
- Other organisations agreed by Regional Development Victoria.

Councils can also sponsor (auspice) activities on behalf of the business and industry groups, and incorporated not-for-profit organisations including:

- Chambers of commerce and business associations
- Industry peak bodies
- Business and industry clusters and networks
 - Cooperatives or associations
 - Social enterprise organisations

and must:

- Be an incorporated legal entity, with the exception of small businesses which may only require an Australian Business Number (ABN)
- Not-for-profit organisations and community groups that have an Australian Business Number (ABN) or can provide written advice from the Australian Tax Office that no withholding tax is required from the grant payment.

Note: that eligible Traditional Owner/Custodians groups and Aboriginal businesses are encouraged to apply.

Ineligible Organisations

- State and Commonwealth Government departments and agencies
- Unincorporated organisations or joint ventures (unless under an auspice arrangement, see above)
- Trusts
- Pre-school, primary and secondary schools
- Individuals are not eligible to apply

5. Alignment with fund principles

Activities should be consistent with the following:

Environmentally sustainable design

Infrastructure proposals are encouraged to incorporate Environmentally Sustainable Design initiatives into project designs.

Universal design

Universal design is a philosophy that encourages building development beyond what is required

by the Disability Standards for Access to premises. The intent of universal design is to create environments to be usable by all people, to the greatest extent possible.

The Burra Charter

The Burra Charter is a set of principles that have been adopted to create a nationally accepted standard for heritage conservation practice in Australia. It is not a legal requirement to adopt the Burra Charter guidelines, however they are well entrenched in policy.

6. Fund details

The IFF is a Contestable fund with applications received throughout the 2020-21 and 2021-22 financial years, or unless the funds are exhausted prior.

The program opens on Thursday 27 May 2021 and funded activities must be completed by 30 June 2022.

The funding ratio for the IFF contribution is capped at: RDV \$4 : \$1 Other.

Funding available is capped at \$500,000 per activity, however applications will be accepted for larger funding requests and will be considered on a case-by-case basis taking into account the level of strategic importance of the resultant project for rural and regional communities in driving economic growth and prosperity.

Applications that have high applicant contributions would be considered more favourably.

While joint investment with other Victorian Government program funding is encouraged, co-contributions from other sources to meet the required funding ratio must be derived from non-Victorian Government sources.

In determining the RDV funding level, the total Victorian Government contribution will be taken into consideration.

Small rural councils and alpine resorts are the only Local Government Authority entities that are eligible to claim in-kind contributions to the activity.

Community groups and social enterprises are also eligible to claim in-kind contributions.

The in-kind contribution will be capped at 25% of the applicant's contribution.

Interested parties are encouraged to speak with the local Regional Development (RDV) office.

7. Application and assessment process for the IFF

To ensure the suitability of applications, all applicants will need to go through the following process.

Step 1: Prior to application

Prior to submitting a formal application, applicants are advised to:

- Read these Application Guidelines to establish eligibility.
- Read the terms and conditions for the funding offered.
- Contact your local RDV office to discuss the proposed activity application and express interest in applying by preparing an expression of interest, including a short description of the activity aim and need and information regarding the resultant project.

RDV regional offices will undertake an initial assessment against program eligibility and assessment criteria and provide feedback. If this initial assessment is supported to progress to expression of interest, the applicant will be invited to submit an expression of interest and sent online link to an expression of interest form.

A positive assessment at this expression of interest stage is not approval of an application.

Step 2: Prepare a full application

If the initial expression of interest assessment is supported to proceed, applicants will be invited to apply for program funding and an online link to an application form will be sent to the applicant.

Note: a link to the application form will be provided if the initial assessment of the expression of interest is successful. The initial

assessment is no guarantee of funding and the applicant makes a formal application at its own cost and risk.

Applicants should use the online application form to clearly and succinctly describe the activity by detailing:

- The challenge or opportunity it is looking to address.
- The objectives of the activity and resultant project.
- The desired outcomes.
- The outputs to be delivered.
- Any resource requirements.

Applicants should address the assessment criteria of the IFF program and provide the supporting documents required by the application form.

All applications must provide:

- A response to the assessment criteria.
- Completed activity plan, including consideration of key risks.
- Cost estimates/quotes.
- Letters of support, as appropriate.
- Evidence confirming funding sources.
- Evidence of land ownership/tenure, as appropriate, for example when seeking funding to conduct statutory planning activities.

Where the applicant proposes to enter the funding agreement on behalf of a supported organisation the application must include written confirmation from the supported organisation that they have reviewed the application and agree to its content and that the activity will be delivered by the applicant on their behalf.

Step 3: Assessment process

Applications will undergo a multi-stage assessment process.

- RDV will determine the activity's eligibility against the applicant and activity eligibility criteria and undertake probity checks and financial risk assessments of the applicant organisations where necessary. Ineligible applicants will not proceed to assessment.
- RDV will determine the proposed activity's eligibility. This will be done by assessing the activity's ability to meet the assessment criteria outlined in section 8 (below). This stage will also consider key risks and issues associated with the project.
- Eligible applications will be considered by an Assessment Panel against the assessment criteria outlined in section 8 (below).

The Assessment Panel will make recommendations for funding to the Minister for Regional Development.

The Assessment Panel is chaired by RDV and includes representatives from the Department of Jobs, Precincts and Regions. Where relevant, comments and advice will be sought from other Victorian Government departments and agencies.

Step 4: Approval process

All eligible applications will be considered by the Minister for Regional Development for funding under the IFF criteria. The Minister may grant funding in their absolute discretion.

Applicants will be advised of the outcome of their application in writing. Successful applicants will receive a letter of offer from the Minister for Regional Development. The letter of offer will outline the funding obligations attached to the offer of funding.

8. Assessment criteria

Eligible applications will be assessed against their responses to the questions and criteria listed below, as well as the provision of supporting documents to demonstrate the activity's ability to address each of the following criteria.

Weightings in percentage are provided as a guide to the relative importance of different criterion in the assessment process.

Activity and Project aims – 20%

The application demonstrates the extent to which the activity:

- Will accelerate the project to be investment ready;
- Addresses an existing identified barrier, gap, or issue regarding project progression.

The application demonstrates the extent to which the resultant project:

- Demonstrates economic benefits that will be achieved (e.g. increased business, employment opportunities and increased skills);
- Acts as a catalyst for regional and community growth;
- Social and environmental benefits that will be achieved (e.g. social inclusion and improved community connections including being consistent with the Victorian Aboriginal Affairs Framework where appropriate);
- Demonstrates uniqueness in terms, opportunities, challenges, or constraints relevant to the region or place; and
- Supports economic transition, diversification, and recovery.

Project need – 30%

The application demonstrates the extent to which the resultant project:

- Is of rural/regional strategic importance and impact;
- Addresses an existing identified barrier, gap, or issue;
- Requires Victorian Government support such as funding, facilitation, other interventions, or approvals to proceed;
- Details the risk to the project without Victorian Government support from this source;
- Is supported by local, regional, state or Commonwealth strategies or plans, knowledge and information demonstrating the challenges being confronted by the community such as drought, rapid economic change, population growth and decline;
- Aligns with shared priorities and the direction of regional strategic plans (i.e. regional partnership, local government authority, the community and is consistent with regional plans and other community plans).

Activity delivery – 30%

The application demonstrates the extent to which:

- Risks have been identified and strategies are in place to manage them;
- Appropriate expertise and resources are identified to deliver the activity;
- Detailed preliminary activity implementation plan demonstrating how the activity can be successfully delivered within anticipated timeframes (activities cannot extend beyond 30 June 2022) and budget;
- Identification of anticipated resultant project timelines (projects which can mobilise quickly after the completion of the activity);
- Incorporates principles of environmentally sustainable design and addresses Universal Design while complying with relevant anti-discrimination legislation;
- Is consistent with good heritage practice, i.e. The Burra Charter (if heritage listed);
- Where relevant, is consistent with the Victorian Aboriginal Affairs Framework.

Capability, capacity, and track record – 20%

The application demonstrates the extent to which the applicant:

- Has undertaken thorough consultation in developing the project including activity and project partners, other funding bodies, sponsors, other Government Departments and Agencies, community etc.
- Is financially viable and has the capacity to manage and complete the activity through clearly outlining the skills and experience of the activity team.
- Demonstrates experience in activity and project delivery, including on time on budget track record.
- If relevant, demonstrates successful application of previous funding received from the Victorian Government.

9. Lodgement of Applications

Completed applications should be submitted online to RDV via the supplied Application form.

Compliance and Governance

1. Activity costing treatment of GST

Applicants should note that all activity costs included in the application must be exclusive of GST. Applicants must have an Australian Business Number (ABN) and be registered for GST or provide written advice from the Australian Taxation Office that no withholding tax is required to be withheld from the grant payment.

2. Who signs the application?

Applications from Local Government Authorities must be signed by the Chief Executive Officer.

Applications from other proponents must be signed by the Chief Executive Officer (or person authorised to bind the organisation).

3. Conditions of funding

Successful applicants will be required to enter into a Grant Agreement with RDV, detailing all funding obligations and conditions.

The standard terms and conditions on which the funding is offered for each program are available from:

- The RDV website at www.rdv.vic.gov.au; or
- By contacting their local RDV representative.

Grant Agreements are legally enforceable documents that clearly set out the obligations of both parties. The Grant Agreement aims to protect the Victorian Government's interests and the efficient and effective use of public money.

It also ensures there is appropriate recognition of Victorian Government support in activity-related publications, media releases and promotional material.

Grant Agreements must be signed by the organisation's Chief Executive Officer (or equivalent person with authority to bind the organisation) and will:

- Describe the purpose for which the funding must be used;
- Set out any requirements or conditions that must be met prior to the payment of a grant instalment; and
- Outline agreed milestones and activity outcomes that must be achieved before payment of a grant instalment.

Once the Grant Agreement has been signed, the applicant will be required to actively manage and deliver the activity and provide accurate progress reports to RDV.

In some instances, based on project size, complexity and the amount of funding being provided, an activity control group (or equivalent) may need to be established with regular meetings and reports. At its discretion, RDV may be either a participant or observer in these meetings.

Successful applicants must enter into a Grant Agreement and commence the activity within three months from the date of the funding offer.

If an activity does not commence within this timeframe, the grant will be reviewed by RDV.

Activities with a total value of, or greater than \$1 million are required to meet the Local Jobs First Policy requirements: <https://localjobsfirst.vic.gov.au/>, where relevant.

4. Monitoring, evaluation and reporting

Successful applicants will be required to cooperate with an evaluation which is undertaken during and/or after completion of the activity. Successful applicants will also generally be required to submit progress and completion reporting, assess progress of the activity against milestones, outputs and outcomes and provide evidence of activity completion.

After completion of the activity, applicants must submit annual evaluation reports assessing the activity's success in meeting its stated objectives, outputs, and outcomes. Depending on the significance of the activity, these evaluation reports may be required for up to three years following completion of the funded activity.

Successful applicants may be required to contribute information on activity outcomes, including longer-term impacts beyond activity completion, for use in program evaluation reviews and RDV marketing materials. It is the responsibility of successful applicants to put in place adequate collection arrangements to capture the appropriate data in relation to outputs and outcomes.

These arrangements will assist RDV to undertake a robust evaluation of the RJIF.

RDV reports on grants and programs it administers. The reporting includes the identity of successful applicants and activities and, where applicable, deviations from or exceptions to the assessment and approvals processes set out in these guidelines.

5. Competitive neutrality

All successful applications to the RJIF from a Government body, including Local Government Authorities and Government agencies will be required to comply with the Competitive Neutrality Policy Victoria (if applicable) in respect of any commercial goods or services offered by the body as a result of the grant.

6. Acknowledgement

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the RJIF. The Grant Agreement includes a requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material in accordance with the Department of Jobs, Precincts and Regions (DJPR) guidelines.

A Victorian Government-endorsed sign must also be placed at the site of infrastructure activities.

Successful applicants must liaise with RDV to coordinate any events or announcements related to the activity. Successful applicants may be required to contribute information on activity outcomes for the state to use in communications materials.

7. Privacy

Any personal information about the applicant or a third party in the application will be collected by RDV, a statutory body within DJPR for the purpose of grant administration. This information may be provided to other Victorian Government agencies for the purposes of assessing applications. If personal information about third parties is included in the application, ensure third parties are aware of the contents of this privacy statement and the contents of the DJPR Privacy Policy available from the Privacy Officer (details below).

Any personal information about the applicant or a third party in correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)*, *Health Records Act 2001 (Vic)* and other applicable laws. DJPR is committed to protecting the privacy of personal information.

The department's privacy policy is available from:

Privacy Officer

Department of Jobs, Precincts and Regions GPO Box 2392
Melbourne, VIC, 3001, AUS
Email: privacy@ecodev.vic.gov.au

Enquiries about access to information about you held by DJPR should be directed to:

Freedom of Information Manager

Department of Jobs, Precincts and Regions GPO Box 2392
Melbourne, VIC, 3001, AUS Email: foi@ecodev.vic.gov.au

Contact Details of Regional Offices:

Note: regional offices are currently closed in response to COVID-19 restrictions. The preferred method of contact is via telephone or email.

Ballarat

111 Armstrong Street Nth. Ballarat
3350
Tel: (+61 3) 5327 2800
Fax: (+61 3) 5327 2830
Email: information.ballarat@rdv.vic.gov.au

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