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| Latrobe Youth Space |
| Call for submissions – lead service  delivery agency or agencies |

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| Project title | **Latrobe Youth Space Service Delivery Lead** |
| Email lodgement process | Return your submission via email to: [youth@dpc.vic.gov.au](mailto:youth@dpc.vic.gov.au) |
| Submission due | **Monday 28 September 2020, 5.00pm** |

For more information, contact Mark Hobbs, Manager, Equality and Youth Branch, Department of Premier and Cabinet on 0400 536 628 or via email at: [mark.hobbs@dpc.vic.gov.au](mailto:mark.hobbs@dpc.vic.gov.au).

# Part A: Overview

The Department of Premier and Cabinet is seeking a suitably qualified and experienced organisation, or partnership or consortia arrangement, to deliver a range of integrated programs, activities and services from the Latrobe Youth Space which connects young people aged 12 to 25 years to education, training, employment and broader community life in the Latrobe Valley.

Key dates for the call for submission process are outlined below: \*

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| **Call for submissions** | Friday 28 August 2020 |
| **Open information session** | Friday 4 September 2020 |
| **Follow up information session** | Friday 11 September 2020 |
| **Closing date for requests for further information** | Friday 18 September 2020 |
| **Closing date and time for submissions** | Monday 28 September 2020, 5.00pm |
| **All applicants to be advised of outcome** | Friday 6 November 2020 |
| **Funding and service agreement finalised with successful provider** | Friday 27 November 2020 |
| **Service commencement** | Monday 7 December 2020 |

\* The Department of Premier and Cabinet reserves the right to vary all dates.

Submissions are sought for the management of the Latrobe Youth Space, including:

* managing program development, integration and delivery
* reflecting and adhering to the design principles developed by young people
* working to develop and maintain strong local partnerships to ensure diverse local voices are represented in decision-making and delivery
* delivering services at the new Latrobe Youth Space site in Morwell (currently scheduled to open in late 2020), with the option to continue delivery of specific youth services from the current interim site at Mid Valley Shopping Centre, Morwell.

## Background

In 2017, the Victorian Government committed $4.3 million over three years to establish and operate a new youth space in the Latrobe Valley. The initiative was funded as part of the Victorian Government’s 2016-17 Latrobe Valley Assistance Package. The Latrobe Valley was identified as a priority area for the delivery of a youth space given the high rates of social and economic disadvantage.

The Latrobe Youth Space project is funded through the Youth portfolio, located within the Department of Premier and Cabinet (DPC). Operational support is provided through the Inner Gippsland Local Area within the Department of Health and Human Services (DHHS).

Latrobe Youth Space activities are delivered through an interim space at Mid Valley Shopping Centre, Morwell. During the coronavirus (COVID-19) pandemic activities have been largely delivered online, consistent with Victorian Government public health directions.

Redevelopment is currently underway at the new Latrobe Youth Space site at 497 Princes Drive, Morwell. Construction commenced at the site in June 2020 and is due to be completed in late 2020. The site is currently leased for three years, from December 2018.

Since October 2018, YMCA Victoria has been contracted to lead service delivery at the Latrobe Youth Space, as part of a consortium of organisations, including:

* Berry Street
* Baw Baw Latrobe Local Learning and Employment Network
* Scouts Victoria
* Quantum Support Services
* Latrobe Youth Choices
* Victorian Aboriginal Child Care Agency
* the Gathering Place
* AGL Loy Yang
* Centre for Multicultural Youth
* National Disability Officer Programme
* Gipps Sport.

The consortium works in partnership with a Youth Governance Committee comprising 14 young people from the Latrobe Valley, who provide advice on Latrobe Youth Space governance, program and activities. The Youth Governance Committee played an integral role in the selection and design of the new Latrobe Youth Space site in Morwell.

## Objectives and approach

### Project objectives

The Latrobe Youth Space seeks to:

* deliver programs and activities that engage and support young people aged 12 to 25 years from across the Latrobe Valley
* provide opportunities for young people to access and participate in social, cultural, educational, recreational and economic opportunities in an inclusive and culturally sensitive environment
* work with young people to build stronger engagement with education and greater opportunities for economic and community participation
* enable local young people and the community to co-design and develop an innovative youth space that supports and engages other young people
* contribute to the revitalisation of Morwell and surrounds as a healthy, liveable and resilient place for young people to live, work and study.

### Project description

The Latrobe Youth Space is a youth-led initiative that is underpinned by a series of design principles which were developed through a co-design process with young people (Attachment A). Young people are actively involved in all aspects of the Latrobe Youth Space, including co-designing the activities to be delivered and the design for redevelopment of the new Latrobe Youth Space site to ensure it is fit for purpose. The lead service delivery agency works closely with a Youth Governance Committee, which plays a key role in the governance, planning and delivery of Latrobe Youth Space activities.

Latrobe Youth Space is a place-based response to local issues and opportunities. It aims to build on the strength of local organisations and communities to deliver activities and programs that are embedded within the local community. Strong local partnerships are a key feature of the Latrobe Youth Space model and are critical to its success.

Since it opened in October 2018, the Latrobe Youth Space has engaged with over 22,000 young people across the Latrobe Valley. Current programs include a young parents’ group, a rainbow club for LGBTIQ young people, support for recently arrived young people to obtain their learner drivers permit, a media podcast course, as well as sport and recreation programs including music workshops, movie groups, indoor sports and theatre.

Due to the coronavirus (COVID-19) pandemic, Latrobe Youth Space has moved its service delivery to an online platform. Latrobe Youth Space continues to deliver a range of program and services to support and engage young people, including social, creative and recreational activities, as well as the facilitation of regular support groups.

### Partnership requirements

Local partnership models are essential to support program delivery, consistent with the design principles identified by young people through the Latrobe Youth Space co-design process.

All applicants will be asked to provide information about how the local community and service sector will be involved in future delivery of the Latrobe Youth Space.

This may include forming a formal partnership or consortium with other local organisations, in order to:

* provide capacity building and mentoring support for the Youth Governance Committee, and/or
* deliver specific and agreed programs and activities as part of the Latrobe Youth Space, either through sub-contracted arrangements with the lead agency, or through in-kind support; and/or
* form a committee of management, operating as subcommittee of the lead agency, to provide strategic and governance oversight of the Latrobe Youth Space, including relevant governance tools and products, such as an agreed Terms of Reference, a Code of Conduct, an Annual Strategic Plan and a Roles and Responsibilities document.

Submissions should articulate how each partner will contribute to the delivery of the Latrobe Youth Space and the mechanisms in place to support the partnership.

The successful applicant will work with key partners that represent diverse experiences, which could include representatives from:

* local businesses and commercial organisations
* community health, sport or recreation organisations
* local government
* community service organisations
* youth focused organisations
* LGBTIQ sector organisations
* education, training and higher education providers.

### Funding and terms

DPC is seeking submissions for an initial period of six (6) months to June 2021, with the possibility of extension for up to a further three years.

In 2018-19 and 2019-20, Victorian Government funding of $900,000 has been available per annum for Latrobe Youth Space program and service delivery.

Applicants are requested to provide an indicative, high-level budget breakdown for up to $450,000 over six (6) months to demonstrate how available resources could be used to meet the evaluation criteria, noting this budget may be subject to change.

The final budget will be confirmed in discussions with the preferred applicant.

For questions relating to funding and the terms of this opportunity, please contact Mark Hobbs, Manager, Equality and Youth Branch, Department of Premier and Cabinet on 0400 536 628 or via email at: [mark.hobbs@dpc.vic.gov.au](mailto:mark.hobbs@dpc.vic.gov.au).

# Part B: Evaluation criteria and conditions

Eligibility and evaluation criteria will be used to evaluate all submissions and determine the successful service provider(s). Submissions must address all the elements within the criteria.

The evaluation panel will be convened by the Department of Premier and Cabinet and will include representatives from the local area and at least one young person who is actively involved with the Latrobe Youth Space.

Applicants may be contacted for further information and may be invited to attend an interview.

### Eligibility criteria

Providers must fully address the eligibility criteria as specified in the submission template at Part C of this document. Providers must also acknowledge and reflect the design principles at Attachment A as part of their responses.

### Evaluation criteria

#### Criterion 1:

The provider demonstrates **experience and expertise working with diverse cohorts of young people in the Latrobe Valley**. Knowledge of youth-informed and collective impact models of service delivery highly regarded. Responses should include, but are not limited to:

* details of current programs demonstrating relevant experience and expertise in the delivery of the specified programs
* understanding of the diverse needs of young people in the Latrobe Valley and the range of program responses and activities required to benefit young people in the Latrobe region
* additional responses to demonstrate relevance to young people in the Latrobe Valley or program requirements (for example, demonstrated case planning, community development activities, youth-directed approaches).
* demonstrated capacity to enable young people to lead community projects or to respond to issues arising in the Latrobe Valley.

#### Criterion 2:

The provider demonstrates an ability to **establish and maintain local partnerships in the Latrobe Valley and strategically partner to improve outcomes for young people**. Responses should include, but are not limited to:

* a detailed partnership plan that outlines strategies for collaboration with the broader service system in the Latrobe Valley region, identifies and mitigates risks to service delivery in relation to partnership sustainability, and tools to measure the impact of the partnership over time
* examples of previous successes in leveraging local partnerships to deliver innovative programs, services and activities (include a summary of benefits to the lead agency and partners which may include: financial benefits of the partnership, including in-kind support, material aid or joint funding opportunities, program collaboration and innovation resulting in more efficient or responsive service delivery, and program suitability in the absence of external funding)
* an outline of the purpose and benefits of local, area and state-wide networks, support service and organisations, and other key community links to support young people and improve uptake of local programs and services
* details of strategies to improve cooperation and planning between critical key stakeholders and related local, area and state-wide organisations relevant to delivery of services to young people of the Latrobe Valley.

#### Criterion 3:

The provider demonstrates capacity to deliver **a** **responsive and flexible delivery model tailored to program requirements and to diverse groups of young people in Latrobe in line with the design principles**. Responses should include, but are not limited to:

* an outline of the proposed delivery model including details of a program delivery framework, staffing levels and hours of service
* an outline of involvement by young people in planning, development and support provision, including the engagement of the existing Youth Governance Committee
* an outline of strategies that demonstrate a genuinely youth-led model (as opposed to a welfare model), including self-determination opportunities for young people including decision-making processes that involve young people in Latrobe (for example, feedback, complaint and complaint resolution processes)
* an outline of strategies and approaches detailing how programs focus on the needs of the individuals and responds sensitively to the cultural needs of diverse young people, including young people from a culturally and linguistically diverse background, Aboriginal young people, LGBTQI young people and young people with a disability or mental health condition
* experience in working with different groups of young people who may face discrimination and disadvantage, and details on how young people with more complex support needs will be welcomed and supported (including identified referral pathways)
* documentation or evidence of previous work that demonstrates capacity to adapt program delivery in accordance with needs of individuals
* experience in delivering innovative programs or initiatives incorporating the voice of young people.

#### Criterion 4:

The provider demonstrates an efficient and appropriate **organisational infrastructure, resources and capacity to support the delivery of program, including staff management**. Responses should include, but are not limited to:

* details of roles, responsibilities and governance in consortium or subcontracting and partnership arrangements
* details of how Latrobe Youth Space relates to the organisation’s core activities and how Latrobe Youth Space will be integrated into current operations
* written evidence of appropriate management structure including statement of roles, responsibilities, qualifications, reporting structures and staff supervision and capacity building
* management strategies to ensure efficient administration and prioritisation of resources including supervision and infrastructure support
* an outline of staff recruitment and retention strategies including commitment to equal opportunity and the maintenance of occupational health and safety and with specific reference to the strategies to be used to attract, retain and deploy staff for the relevant service(s)
* details of how the organisation monitors and improves the operation and performance of services
* demonstrated capacity to deliver programs within the allocated budget
* experience as a lead organisation in a partnership approach and demonstrated experience in the management of complex partnerships.

#### Criterion 5:

The provider demonstrates **an understanding and capacity to deliver programs in accordance with contemporary legislation, standards and departmental policies and guidelines**. Responses should include, but are not limited to:

* outline of how programs are delivered in line with contemporary legislation, standards, policies and guidelines (where relevant include specific program related legislation or key policy documents)
* demonstrating satisfactory financial capability and viability (evidence may include the organisation’s annual report) and details of capacity to accept electronic funds transfer as a facility for payments
* outline of the organisation’s experience working with external funding bodies (e.g. the Victorian Government or Commonwealth Government) to meet monitoring and reporting requirements
* outline how the organisation will manage the collection of qualitative and quantitative data, including demographic and population-based information
* details of the organisation’s quality assessment framework including how program outcomes are monitored and how young people in the Latrobe Valley are to be engaged in quality improvement
* demonstrate the organisation’s experience in outcomes focused service delivery and impact assessment.

### Conditions

The Department of Premier and Cabinet encourages partnerships with the objective of promoting integration to better meet the needs of the community. Acceptable consortia options include the consortia incorporating as a single body, or the consortia electing a lead agency, with each member signing as part of a non-incorporated consortium.

Details of the legal entity responsible for the Latrobe Youth Space program delivery must be provided in the call for submission application at Part C. This entity will be required to meet the terms and conditions of the Victorian Common Funding Agreement October 2005 (Attachment B).

### Lodgement of submissions

Submissions must be lodged via email to youth[@dpc.vic.gov.au](mailto:XXXX@dpv.vic.gov.au) by the closing date, Monday 28 September 2020, 5.00pm .

Late submissions may be accepted if the Department of Premier and Cabinet considers that genuine and reasonable extenuating circumstances exist. Providers should contact the department before the specified closing time in order for such circumstances to be considered.

Incomplete submissions may be accepted at the Department of Premier and Cabinet’s discretion.

Submissions must be signed and dated by an authorised officer of the provider.

### Requests for further information

For more information or to clarify matters relating to the submission process, contact Mark Hobbs, Manager, Equality and Youth Branch, Department of Premier and Cabinet via phone on 0400 536 628 or via email at [mark.hobbs@dpc.vic.gov.au](mailto:mark.hobbs@dpc.vic.gov.au).

All requests for further information must be submitted to the Department of Premier and Cabinet by Friday 18 September 2020. All interested parties will be provided with written responses.

# Part C: Submission template

## Terms and conditions

This template is to be used to make submission for the Latrobe Youth Space lead service delivery agency or agencies (including partnership and/or consortia models).

The Application Form must be submitted to the Department of Premier and Cabinet via email at [youth@dpc.vic.gov.au](mailto:youth@dpc.vic.gov.au) before the grant round closes. The successful applicant will be selected in line with eligibility and assessment criteria as outlined in Part B of this document.

The Department of Premier and Cabinet may cancel, close, change or extend the application process or modify the eligibility and assessment criteria at any time without notification.

The submission of an application does not guarantee funding and there is no agreement to provide funding until an application has been formally approved and a written funding agreement has been signed and returned within 90 days of receipt of the offer.

The applicant is responsible for all costs associated with completing and submitting this application.

#### Data Security and Ownership

Information in this application is transmitted to a Department of Premier and Cabinet secure environment once you have submitted the application.

#### Privacy and Commercial Confidentiality

The Department of Premier and Cabinet collects personal information, such as your name and contact details, to assess eligibility for grant funding and to contact you about your application.

Any personal information about you or a third party in the application will be collected by the Department of Premier and Cabinet for the purpose of fund administration. This information may be provided to other Victorian Government agencies, local government agencies for the purpose of assessing your application. If you intend to include personal information about third parties in your application, please ensure they are aware of the contents of this privacy statement. This information will be held by the Department of Premier and Cabinet and managed in accordance with the *Privacy and Data Protection Act 2014* and the *Public Records Act 1973*.

You can access your personal information by contacting the relevant Grant Agency. For more information, please refer to the relevant Grant Agency’s Privacy Policy.

#### Funding Discretionary

All decisions of the State of Victoria in relation to a funding agreement are decisions for the State of Victoria in its absolute discretion. In particular:

* the State may treat an application as invalid and not consider it if it is received late, it is incomplete, it is not reasonably able to be understood, or it does not comply with these Guidelines;
* the State may request that an applicant confirm the details in their application (including buy requesting an applicant to prove their identity and place of residence);
* the submission of an application does not guarantee funding and a successful applicant may not be granted the amount of funding they requested;
* the State may extend, cancel or amend the process for applying for funding at any time without an applicant’s consent. The State of Victoria will not negotiate on its decision in relation to funding applications or the conditions of any funding that is granted.

#### State Not Liable for Claims Arising from Application

The State of Victoria will not be liable for:

* any action or claim that an applicant might bring in relation to an application for funding or its assessment;
* any loss or damage, including indirect and economic loss, which an applicant might suffer in the course of applying for or accepting the provision
* of funding; and
* any personal injury suffered in the course of applying for or accepting the provision of funding. The above does not apply to any liability that the law does not allow the State of Victoria to exclude.

Applicants must pay all costs associated with their application. The State will not be responsible for paying any of those costs.

#### No Binding Agreement

No binding agreement, legal relationship or other understanding for the supply of funding will exist between the State of Victoria and any applicant unless and until they have signed a formal written funding agreement.

## Eligibility

To be eligible for this opportunity, your organisation must:

* be an incorporated legal entity with an Australian Business Number (ABN) (for example, an Incorporated Association under the [*Associations Incorporation Reform Act 2012*](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association) (Vic) or a Company under the [*Corporations Act 2001*](https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?_adf.ctrl-state=jybtpsuts_12)(Cth) or a similar entity); OR
* have an agreement with an eligible auspice organisation who will manage the grant for you.

Applicants from partnerships or consortia arrangements must nominate a lead agency who fulfills one of the above conditions and who will enter into a Common Funding Agreement (CFA) with the Department of Premier and Cabinet.

An eligible auspice organisation must be either:

* an incorporated legal entity
* a local government authority.

The auspice organisation must have a current ABN. A letter from the auspice organisation outlining this commitment must be provided as an attachment to this application.

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| Is your organisation an incorporated legal entity, such as an Incorporated Association under the [*Associations Incorporation Reform Act 2012*](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association) (Vic) or a Company under the [*Corporations Act 2001*](https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?_adf.ctrl-state=jybtpsuts_12)(Cth) or a similar entity? | Yes / No |
| Does your organisation have a current Australian Business Number (ABN)? | Yes / No |
| Do you have an eligible auspice organisation with an ABN who has agreed to manage the grant for you? | Yes / No |

## Organisation and contact details

|  |  |
| --- | --- |
| Full legal name |  |
| Trading name |  |
| Entity status  For example, partnership, company |  |
| Australian Business Number (ABN) |  |
| Incorporation number, Australian Company Number (ACN) or similar details |  |
| Registration for GST | Yes / No |
| Place of incorporation |  |
| Postal address |  |
| Primary contact person |  |
| Position or title |  |
| Telephone number |  |
| Mobile number |  |
| E-mail address |  |
| Do you require an interpreter or other assistance when we contact you?  If yes, please provide further details. | Yes / No |

## Auspice organisation details

Please complete this section if your organisation is **not** a legal entity and you have an agreement with an eligible auspice organisation which will manage the grant for you. Otherwise, please leave this section blank and move onto section 5.

|  |  |
| --- | --- |
| Full legal name |  |
| Trading name |  |
| Entity status  For example, partnership, company |  |
| Australian Business Number (ABN) |  |
| Incorporation number, Australian Company Number (ACN) or similar details |  |
| Registration for GST | Yes / No |
| Place of incorporation |  |
| Postal address |  |
| Primary contact person |  |
| Position or title |  |
| Telephone number |  |
| Mobile number |  |
| E-mail address |  |
| Does this person require an interpreter or other assistance when we make contact?  If yes, please provide further details. | Yes / No |
| Is a letter of support attached to this application that confirms that the auspice organisation has formally agreed to manage the grant on your behalf?  This is a condition of application. | Yes / No |

## Overview of proposal

Provide a brief (150 words) overview of your proposal.

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## Information addressing the evaluation criteria

Provide your responses against each of the evaluation criteria in Part B.

### Criterion 1

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| Your response to this criterion: |

### Criterion 2

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| Your response to this criterion: |

### Criterion 3

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| Your response to this criterion: |

### Criterion 4

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| Your response to this criterion: |

### Criterion 5

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| --- |
| Your response to this criterion: |

## Project budget (indicative only)

Please provide an indicative, high-level budget for up to $450,000 over six months. Please note:

* If your organisation is GST registered, please provide all amounts exclusive of GST.
* If your organisation is NOT registered for GST, please provide GST inclusive amounts.

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| --- | --- | --- | --- |
| **Income** |  | **Expenditure** |  |
| **Victorian Government funding up to $450,000** | $ | Item 1 (brief description) | $ |
| Funds from your organisation (if applicable) | $ | Item 2 (brief description) | $ |
| Funds from other sources (if applicable, please list) | $ | Item 3 (brief description) | $ |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ | *Please add more rows as required.* | $ |
| **Total income** | **$** | **Total expenditure** | **$** |
| **Note: The total income amount should be the same as the total expenditure amount.** | | | |

## Referees

Please provide the details of two referees.

|  |  |
| --- | --- |
| **Referee 1** | |
| Organisation name |  |
| Contact person |  |
| Contact details |  |
| Please describe the applicant’s relationship to the referee, including details of previous partnership or funding arrangements |  |

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| --- | --- |
| **Referee 2** | |
| Organisation name |  |
| Contact person |  |
| Contact details |  |
| Please describe the applicant’s relationship to the referee, including details of previous partnership or funding arrangements |  |

## Attachments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please attach any relevant documents to support your application.  Please provide a list of all attachments below and number file names accordingly.   |  | | --- | | **Attachment 1:** | | **Attachment 2:** | | **Attachment 3:** | | **Attachment 4:** | | *Insert more rows as required* | |

## Declaration

|  |  |
| --- | --- |
| I declare that I am authorised by the applicant organisation to complete and submit this application on its behalf.  I certify that the information in this application and attachments is true and correct to the best of my knowledge. I will notify the Department of Premier and Cabinet of any changes to this information and any circumstances that may affect this application.  I accept the Terms and Conditions in Part C, Section 1 of this document.  I state that the applicant organisation has acquitted all previous grants from the Department of Premier and Cabinet and provided all required reports, if applicable.  I acknowledge that this application may be referred to external experts or other Victorian Government departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.  I understand that the Department of Premier and Cabinet is subject to the *Freedom of Information Act 1982* and that it may be required to provide information about this application to a third party.  I accept that this is an application only and may not result in funding. | |
| **Agreement:** | o I agree to the above declaration |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |
| To be completed by a person with delegated authority to apply – i.e. Chairperson, Secretary or Treasurer | |

**Attachment A: Latrobe Youth Space – Design principles developed by young people**

1. **CONNECTION**

The purpose of Latrobe Youth Space is to enable young people to better connect with each other, strengthen the community and break down stereotypes.

To do this, all aspects of architectural design and program delivery should be designed to enhance young people’s connection to their community. Suggestions include:

* assisting young people to access existing facilities in the community
* links to employment or educational opportunities
* including health and wellbeing initiatives
* providing flexible and available transport
* using technology to connect with the broader community
* promoting connection with the natural environment.

The Space should be a single, central site with designated shuttle buses, enhanced public transport options and an online platform. The Youth Space could also build connection with young people through a ‘mobile operations centre’ that takes Youth Space activities out to all communities throughout Latrobe, particularly the small towns not linked by public transport.

1. **TRANSPORT**

Young people feel that good transport and easy access to Latrobe Youth Space is critical to its success. Young people want to access Latrobe Youth Space through flexible transport options, including:

* improved public transport
* designated Youth Space shuttle buses
* night-time transport to assist getting home safely after-hours
* a smartphone application for individualised transport.

1. **YOUTH LED**

Young people expressed strong interest in having an ongoing role in the operation of Latrobe Youth Space. It should directly employ young people in management, service delivery and capital works. Latrobe Youth Space should also empower youth leadership by enabling young people to lead community projects or to respond to issues arising in the Latrobe Valley.

This could include, but is not limited to:

* establishment of a youth board
* youth-run activities and events
* peer to peer mentoring
* youth in employed leadership positions
* youth-run café enterprise or other social enterprises
* an ‘ideas incubator’ space that helps provide workshops and spaces for youth-run projects.

1. **INCLUSIVE, SAFE AND INVITING**

Latrobe Youth Space needs to be an open, accessible and safe space for all young people, regardless of age, gender, ethnicity, sexual orientation and ability.

It is imperative that the space does not feel like an imposing government building or service interface. Architecture and program delivery therefore needs be an inviting, warm place that attracts young people. Suggested ways to do this include:

* a garden or café entry
* house style facades
* youth workers with broad unimposing roles to support young people’s engagement, support the facilitation of programs and to link young people into additional support where needed
* being inclusive of young parents and their children
* connecting with multiculturalism
* providing opportunities for Aboriginal young people to celebrate and share culture.

1. **MULTI-PURPOSE**

Latrobe Youth Space needs to be adaptable and flexible to better capture the multitude of ways young people will interact with the space.

The space will offer a wide variety of activities, services and opportunities including:

* social enterprises and cafés
* informal and formal approaches
* fun and engaging activities
* educational and creative workshops
* employment pathways
* health and wellbeing services, including referral pathways to local welfare services for young people needing additional support.

Young people see that the architecture will reflect this adaptive and multi-purpose element by including:

* adaptable spaces with movable walls
* quiet areas, study spaces or ‘chill zones’, with cosy atmospheres, sound-absorbing walls
* outdoor and garden spaces
* sport, recreation and multi-sport court area
* arts spaces
* inclusion of spaces for young people to inhabit even when the centre is closed.

1. **ENVIRONMENT AND SUSTAINABILITY**

Young people feel Latrobe Youth Space should promote a connection with the natural environment.

The architecture would incorporate:

* natural elements
* a seamless transition between the indoor and outdoor spaces
* environmentally sustainable features.

Young people also expressed strong interest in providing hands-on experiences at all levels of the food chain, including:

* the establishment and maintenance of community gardens
* a commercial kitchen and cafes
* promotion of healthy eating and freely available food options.

1. **TECHNOLOGY**

Latrobe Youth Space will be at the forefront of technology that connects young people to each other, information and opportunities on offer throughout Latrobe. The facility will have free high-speed WIFI and offer young people in Latrobe the opportunity to access and experience a range of innovative technology to connect to the world online.

An online Latrobe Youth Space platform will further enhance a sense of connection and community by reflecting the design principles by being inclusive, youth led, linking in with social media and offering a multitude of ways for young people to interact.

1. **PROGRAMS AND FACILITY**

Young people see Latrobe Youth Space offering opportunities for them to explore pathways to education, employment and creativity, including

* a focus on music, visual and performing arts, and sound studio/DJ booth
* sport and recreation
* technology
* animal welfare
* a focus on food through formal and informal approaches
* youth and social groups
* a café enterprise and social enterprises
* a focus on learning life skills.

1. **RECIPROCITY AND COMMUNITY**

Latrobe Youth Space will focus on the mutual reciprocity between young people and their community. It will be a space of giving back, providing leadership and teamwork opportunities and acknowledging the contribution of young people.

Young people have recommended establishing a credit system for people involved in Latrobe Youth Space. Young people would earn points through their contributions, volunteered time or achievements that can be redeemed at the Latrobe Youth Space or as a method to support access to other community facilities.

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