



Strengthening Environmental Governance

Event date/time:	1.30am Thursday 15 November 2018
Event type:	Ceremonial Planting of Native Plants
Event responsibilities:	Speech, ceremonial planting and photo opportunity
Location:	Bumbora Reserve, Bumbora Road Norfolk Island 2899
Patron Senator:	Senator the Hon Zed Seselja
Federal Member/Electorate:	Ms Gai Brodtmann MP / Canberra / Labor
State Member/Electorate:	N/A
Funding programme:	Building Better Regions Fund
Estimated project cost:	\$220,000
AG Funding:	\$165,000
Other Funding:	\$55,000 committed by Norfolk Island Regional Council

Description

This project develops an environmental strategy for Norfolk Island. It has been developed through extensive reviews of existing literature, community consultation and expert technical input, assessed environmental issues such as: atmosphere; biodiversity; built environment; food security; transport; energy; land and marine environment; water; and waste management. It will provide the essential framework for statutory State of the Environment reporting by Council.

Sensitivities

Nil advised.

Status/timetable

The project commenced in November 2017 and was completed in July 2018.

- **Please liaise directly with the successful grant recipient to confirm an event date and time.** As soon as a date and time for the event has been agreed, or if a date or time change has occurred to a confirmed event, **immediately advise Minister's Office.**
- A full project briefing pack, including a Joint Media Release with the Minister for the event, will be provided to your EO to assist you to promote the project.
- Please use the below template to gain event logistics from the grant recipient prior to the event. You will then attach this to the briefing package provided by the Minister's Office for use on the day.

Confirm the time:

XX:XXam/pm – XX:XXam/pm on Day date month year

Confirm attendances:

**Please list distinguished guests in order of protocol and ensure the spelling and title of their name is correct.*

- <insert Salutation, First Name, Last Name, Official Title, Organisation>
- <Federal/State representatives>.
- <Proponent/Community attendees>

Event location:

- <insert address>
- <insert as necessary any additional information that may impact on location, arrival and parking>

Run sheet:

XX.XX am/pm AG Rep and guests – Arrive
 XX.XX am/pm <Name and title> – <Action>
 XX.XX am/pm All attendees – Event concludes

Media attendance:

**Please confirm if event organiser arranging media or if assistance with media is required.*

Supporting social media:

**Does the grant recipient have a website or social media accounts to cross reference for promotion?*

Additional details:

- <insert as necessary any additional information that may impact on event/representative.>
- E.G. grant recipient to provide High-visibility vest/work boots/hard hats etc.

CONTACT ON DAY:

Name/Title/Organisation:
 Mobile:

Please note: All proponents are obligated under the terms of their Funding Agreement to hold an official opening and provide notice to the Department of Infrastructure, Regional Development and Cities.

If your Office is contacted directly by a grant funding recipient for an event regarding a project contracted by the Department, **you must immediately advise the Minister Office.** This will ensure the event is recorded under the terms of the agreement. It will also ensure the Department can provide approved briefing materials.

Should your Office receive materials for review, such as plaques, newsletters or media releases, please advise the grant funding recipient to send to the Department via eventbriefings@infrastructure.gov.au for final approval.