



## Department of Jobs, Precincts and Regions

GPO Box 4509  
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Victoria 3001 Australia  
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DX 210074

Mr Sunil Bhalla  
Chief Executive Officer  
Horsham Rural City Council  
[Sunil.Bhalla@hrcc.vic.gov.au](mailto:Sunil.Bhalla@hrcc.vic.gov.au)

Dear Mr Bhalla

I am pleased to inform you that \$110 million was committed in the 2020-21 State Budget to support a second funding round of the *Community Sports Infrastructure Stimulus Program*.

Applications to Round 2 of the Program are being sought via an invited resubmission process of applications submitted to Round 1 that were unsuccessful. These resubmissions will be considered through a competitive assessment process.

The following application from Round 1 of the *Community Sports Infrastructure Stimulus Program* submitted by Horsham Rural City Council is invited for resubmission:

Project Name	Amount
Horsham Regional Water Play Park	\$2,628,000

In order for your organisation to resubmit its application, staff need to use the following link:  
<https://businessvic.secure.force.com/PublicForm?id=CSI2020R2#no-back-button>.

Unless otherwise advised by Sport and Recreation Victoria, resubmissions to Round 2 must be for the same scope as the original application, and the requested amount must not exceed the original request amount.

I draw your attention to several changes to the Program Guidelines for Round 2, including but not limited to:

- Changes to the priority considerations for funding
- New assessment criteria weightings and wording related to community consultation requirements
- Additional mandatory supporting documents, including the need for a Council resolution to accompany the resubmission
- Participation Plans supporting under-represented groups being a requirement for all successful projects (not required with the resubmission).

The updated guidelines, application requirements and additional resources can be found online via [www.sport.vic.gov.au](http://www.sport.vic.gov.au).



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For further information on your application, the resubmission process and feedback on your application from Round 1 please contact your Sport and Recreation Victoria representative: Ms Michelle Anderson, Manager, Grampians Region, 0409 976 736.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Saikaly'.

**Philip Saikaly**  
Director  
Community Infrastructure and Place  
Sport and Recreation Victoria

18/12/2020



# Wimmera Riverfront Water Play Facility

## Landscape Development

### Funding Application Report

Prepared for Horsham Rural City Council

17 June 2020





## Quality Assurance

### Wimmera Riverfront Water Play Facility

Landscape Development

Prepared for Horsham Rural City Council

Project Number  
0318-0995-00-L-02-RP02

Revision (see below)  
01

Prepared By  
EC

Reviewed By  
NS

Project Principal  
RC

Issued  
18 June 2020

## Acknowledgement of Country

Horsham Rural City Council and Tract Consultants acknowledge the five Traditional Owner groups of this land; the Wotjobaluk, Wergaia, Jupagalk, Jaadwa and Jadawadjali people.

We recognise the important and ongoing place that all Indigenous people hold in our community.

We pay our respects to the Elders, both past and present, and commit to working together in the spirit of mutual understanding and respect for the benefit of the broader community and future generations.



### Revisions

Rev	Issued	Details	Prepared By	Reviewed By	Project Principal
[00]	[17 June 2020]	[Wimmera Riverfront Water Play Facility Report]	[EC]	[NS]	[RC]
[01]	[18 June 2020]	[Wimmera Riverfront Water Play Facility Report]	[EC]	[RC]	[RC]



# Background / Location

This project is the first stage of the City to River Masterplan, a generational plan which aims to enhance and revitalise the Wimmera River Precinct and Central Activity District of Horsham.

The City to River project has been divided into sub-precincts (endorsed by Council – 25 November 2019) to allow projects to proceed in a staged, prioritised manner. The Wimmera River is one of Horsham's significant natural asset and key regional strength of Horsham, providing the basis of establishing the town settlement in the 1830's. This project builds on this strength creating a new active public realm destination with linkages to the central activity district and existing open space and recreational facilities.

In relation to the Riverfront Precinct, Council endorsed the implementation of detailed concept and schematic design for the Riverfront activation. The development of the Riverfront precinct is Stage 1 of the City to River Masterplan with the following principle objective:

To activate, connect and add value to the Riverfront Precinct to establish an iconic community, recreation and tourist destination. It aims to address the following statement;

" How do we make the Wimmera Riverfront an even more inviting place for everyone now and for generations to come?"

### Wimmera Wetlands

Horsham lies in the centre of the internationally significant Wimmera Wetlands region and there is an invaluable opportunity to use this project and development of the Riverfront as an educational tool. Signage and information within the design can provide for a better understanding of the hydrology of the Wimmera River system, implementation of sustainable drainage systems and connection between water play and an improved knowledge of water management and preservation.

### Cultural Heritage

The productivity of the Wimmera region formed the basis for settlement in the area, not just for wheat farmers, wood cutters and sheep farmers from the early 1800s but First Nations people possess an extensive history of living on this land and connection and relationship with the fertile wetlands and western plains. This cultural heritage and history of the region will be interlinked with the development of the Riverfront and emphasised through design and artwork elements.

### Water Sensitive Urban Design (WSUD)

As part of the overall strategies for this landscape Masterplan, we are seeking to improve and integrate water sensitive design measures to align with a Water Sensitive Cities approach with the following objectives:

- Healthy - making the best of our local environment
  1. To support year-round passive and active recreation
  2. To protect and enhance local waterways
  3. To support urban biodiversity
- Prosperous - making changes to improve our city
  4. To improve the amenity of the urban environment
  5. To create stronger connections between communities and nature
  6. To improve the functionality of urban places
  7. To drive increased tourism and visitation
- Resilient - making sure we are ready for challenges
  8. To make use of alternative water supplies locally to prepare for drought
  9. To reduce the impacts of flooding
  10. To provide pleasant and cooling environments during hot weather





## Funding Application - Design Scope

### Riverfront Development

The Horsham Rural City Council are developing the first stage of the City to River Masterplan adopted in 2019, with concept development of the Stage 1 Riverfront precinct currently underway. As part of that concept, Tract Consultants are working on the development of the plans, engagement and liaison with key stakeholders represented by the Community Reference Group (CRG) and Council project team members.

A key part of the Stage 1 works is the development of a regional level attraction in the form of a Water Play facility on the riverfront – refer Masterplan below.

This facility is seen as a key feature in the development of the Horsham Riverfront and recreational open space within the City to River Masterplan area and a major attraction designed to create interest and attract visitation to the region and for use and enjoyment of Horsham residents, and visitors from the region and from further afield.

### Design Concept

The Water Play facility is a key part of the landscape masterplan for this precinct, providing a new significant community-based recreational facility and attraction to this part of the open space network in the city of Horsham and adding to the impetus of connecting the City to the Riverfront as part of the aspiration of the C2R Masterplan. The location has been determined as part of the overall development of the riverfront precinct and relates closely to adjacent existing elements and facilities – Rowing Club, carpark and slipway, Botanical Gardens and Caravan Park, as well as relationship to the shared pathway system along the riverfront. The nearby Adventure Island includes additional play and active recreational facilities and a pedestrian and cycle connection across the Anzac Bridge to the South Bank.

### Relationship to Country

The underlying theme for the Water Play is based on the relationship of the Wimmera River and the broader Wimmera Wetlands, patterns etched into the landscape over time, articulating a story of water – ebb and flow - and its' role within this region, a resource that forms the basis for First Nations inhabitation of the country, and supporting subsequent settlement by graziers, and farmers since the 1850s. Integration of stories and artwork from the local Barenji Gadjin Land Council is being developed further and will be included in the landscape design.

The overarching concept driving the landscape layout and design of the waterplay is a reference to the Wimmera River supporting a system of flood plains and ephemeral pools

that are formed through the meanderings of the river through the landscape – pools and depressions in the landscape that intermittently fill up and drain. The treatment of these could reflect the types of micro-ecosystems that develop around these pools when water levels drop, and include a series of depressions along a water course that have play elements in them- dam wall/weirs, pools and rapids.

### Water Play Layout

The Water Play layout includes areas designed for different age groups, with some physical separation and age-appropriate elements for more interactive group or active play. Dry and wet sand play areas are provided as part of the design and offer a range of all-season play opportunities. Shaded seating areas for parents and carers, as well as seating walls and logs / boulders to partially enclose the play space are provided and located to define and enclose the play space from adjacent circulation pathways and vehicular areas / carpark. These walls and barriers provide some physical containment for smaller children to separate them from the river edge.

The water play 'Creek' is interwoven through an undulating, mounded landscape of open lawn, massed groups of groundcovers and shrubs, under a canopy of existing and additional native shade trees, with grassed areas and pathways providing access and circulation options and additional play opportunities. A defined sand play area for younger children will provide additional options for play and use during colder months when the water play elements may be less frequently used.

### Safety and Surveillance

Layout and location of the Play area has been designed to allow clear vision and oversight by parents and carers, with separation from more active circulation routes and the river's edge. Designation and suitability of features for different age groups has been provided to allow multiple activities.

Lighting will be provided to main pathways, with additional area lighting over the Water Play for safety and security of the facility.

### Universal Access

The layout of the riverfront development and specifically, the Water Play facility satisfy Sports and Recreation aspirations and guidelines for universally accessible recreation facilities. The design of pathways and circulation, grading to suit step free access and provision of adjacent parking, including DDA dedicated spaces, is included to ensure access for all users, regardless of mobility, age or ability. Where steps are included, adjacent graded walkways are provided.

The proposed connection into the Botanical Gardens is developed as a multi-purpose plaza or flexible paved zone between the existing upgraded carparking area and the Water Play facility. In the future development of this connection, a defined access route will be provided from the riverfront development and Water Play into the Gardens and linking to the existing playground.

The Shared Pathway is widened to 3 metres through the project site to allow for higher levels of traffic and increased safety with pedestrians, joggers and cyclists using the path at various times. This increased width is proposed to be carried through the remainder of the Riverfront upgrade precinct.

### Signage

Safety signage related to water play and resuscitation will be provided at key locations within the Facility, in accordance with Pool Safety standards, along with 'Rules of Use' to cover safety and consideration of other users. General Access signs at the entrance from Eastgate Drive and parking regulations will also be provided, along with directional signage to other attractions and facilities along the Riverfront.

### Ecologically sustainable design

The project aims to deliver sustainable and high quality, well designed open space and recreational facilities as a public realm asset to the community, that contributes to health and wellbeing of users, maximises suitability and function of Water Play and provides an equitable and useful recreational facility. The design seeks to maximise the benefits of the locality and surroundings, capitalising on the location and the adjacent river and existing open spaces and recreational facilities, creating a well connected, inclusive and healthy resource for the community. The layout allows for retention of all existing trees unless considered dangerous or unsuitable by the Council Arborist. Improvement and connection to the existing network of paths provide various modes of access – pedestrian, cyclists, scooters and vehicles, with parking including DDA dedicated spaces.

The landscape design works with existing contours and current infrastructure – paths and carpark areas – and will integrate predominantly native planting to reduce water use and maintenance. While the water play features will require a relatively high degree of ongoing maintenance, all measures have been taken to limit this through the design and careful selection of elements.

As outlined in WSUD section above, the design prioritises water management and effective use. Backwash water from filters is directed to infiltration 'rain gardens' within the planting design and including salt tolerant plant types in keeping with the Wimmera Wetlands palette and to suit the longer term

accumulation of salt from the cleaning process. Water use will be monitored and maintained at suitable minimal levels.

Runoff from carpark and hard paved area will be directed into rain gardens and soft landscape to provide passive irrigation of adjacent planting.

An increase in flowering shrubs and trees within the new planting will increase biodiversity of the riverfront, as well as providing food and habitat for fauna and insects, with a predominance of indigenous planting.

### Water Play System

The Water Play elements are linked to Mains potable water supply and treated through a chlorine-based sand filtering system. The provision of interactive water play elements is developed within a contained and linked series of 'pools' or depressions along a defined ephemeral 'Creek'. A number of proprietary water play elements are included in the design at key locations to provide various water interaction, including jets, sprays and manually driven water, as well as a more interactive system of adjustable dams and weirs allowing user adjustment and collaborative play within smaller groups. In addition, a more open paved area with a number of pop-jets will provide for more active play and interaction by older children and groups.

Balance tanks and water treatment (filtration and cleaning), along with recirculating pumps and controls are provided in purpose-built enclosures and underground structures as indicated on Layout Plan and diagrammatic reticulation drawing. Regular turnover of water within the pools and play elements is fundamental to safe operation and a more detailed circulation and treatment system is being developed along with construction detailing of the facility.

### Shelters and Furniture

Plant rooms and toilet/change / shower facilities are provided for the Water Play and are positioned to allow ease of access for all users and supply of materials for water treatment and general maintenance. Cycle racks are provided for users of the Water Play and associated recreation areas and the shared pathway network.

Provision is made for seating and shade pergolas or shelters for parents and carers to sit and supervise play in the Facility.



# Context

This report includes the development of Stage 1 of the overall City to River Masterplan (C2R) completed by Horsham Rural City Council (HRCC) in 2019. Council has selected the Wimmera Riverfront precinct as the first stage in this progressive development of the Masterplan.

Tract Consultants have been commissioned to develop the Stage 1 Concept Development plans, following on from our work on the C2R Masterplan. We have participated in additional engagement and coordination with the HRCC Working Group and the Community Reference Group (CRG) under the guidance of Mosaic Lab and are developing the Masterplan concept to integrate community feedback received from earlier community consultation undertaken in 2019/20.

Definition of the Stage 1 boundary has been undertaken by HRCC in consultation with landowners and key stakeholders and represents the most effective extent of work for this first stage of development and ultimately, construction of the works, intended to commence in late 2020.

The initial Concept Masterplan (below) builds on the intent of the C2R Masterplan and captures additional consultation undertaken. Key elements and sub-projects have been identified as part of the initial cost planning and incorporated into the design to achieve the overall goals and objectives of the C2R Masterplan and represent the best value for money within this initial stage of works. These are described in the Legend and further information provided in the enlarged plans on the following pages.

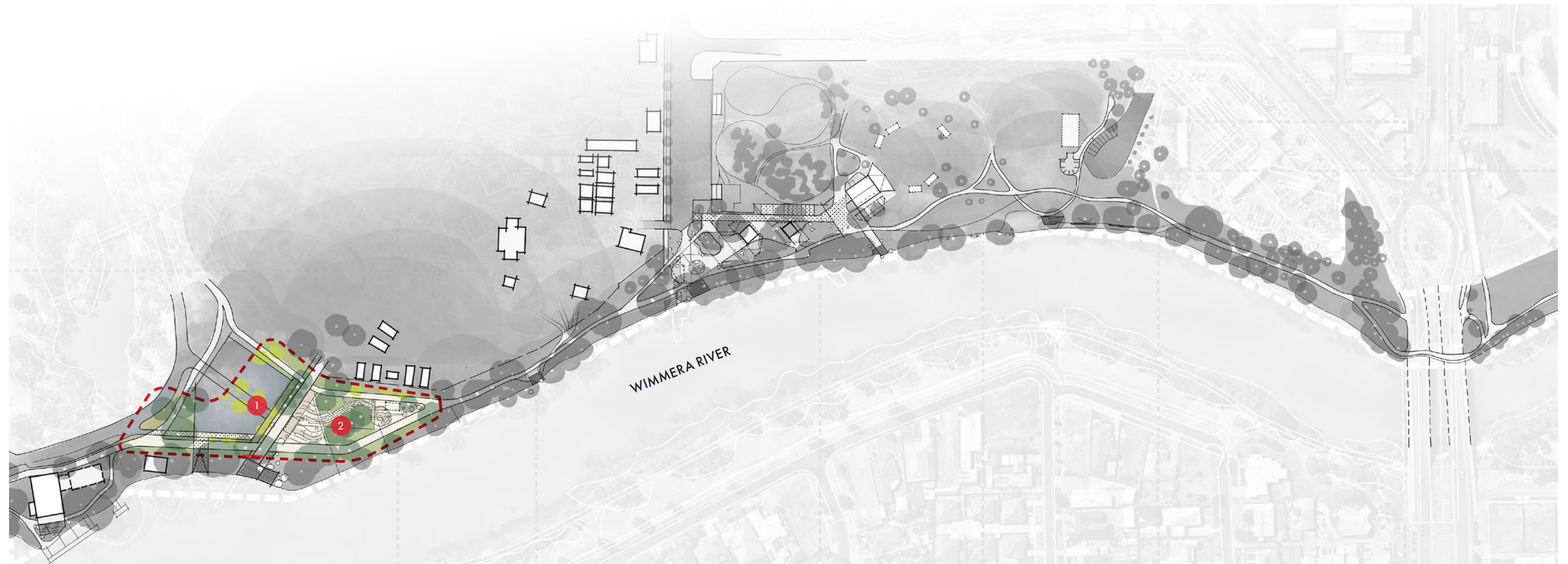
## Key - by location

- 1 Eastgate Drive carpark, WSUD, William Guilfoyle Avenue entrance to Botanical Gardens
- 2 Regional Water Play destination, shelters, historical and cultural interpretation

## Precinct Wide elements

A number of elements will be applied to the extent of the Stage 1 works to ensure a comprehensive and coordinated upgrade of basic elements and integration of a consistent approach to the project development. These elements include:

- Public Art elements, interpretive, storytelling, wayfinding, play
- Pedestrian lighting replacement (unit)
- Walk/cycle path upgrades - increased width and defined edging
- Furniture (unit) - seating at 50m intervals and at nodes
- River bank remediation (l/m) - to be determined in conjunction with WCMA/ DELWP
- Wayfinding and signage



## Stage 1 Concept Masterplan

1:2500 (A3) 0 20 40 100



# Waterplay Zone and Western Carpark Upgrade - nodal diagram

## Western Carpark upgrade

- Reconfiguration and extension of existing carpark layout and designation of parking bays, connection to shared pathway and provision for large-scale events
- Defined entry off Eastgate Drive to parking and Slipway / Trailer boat area

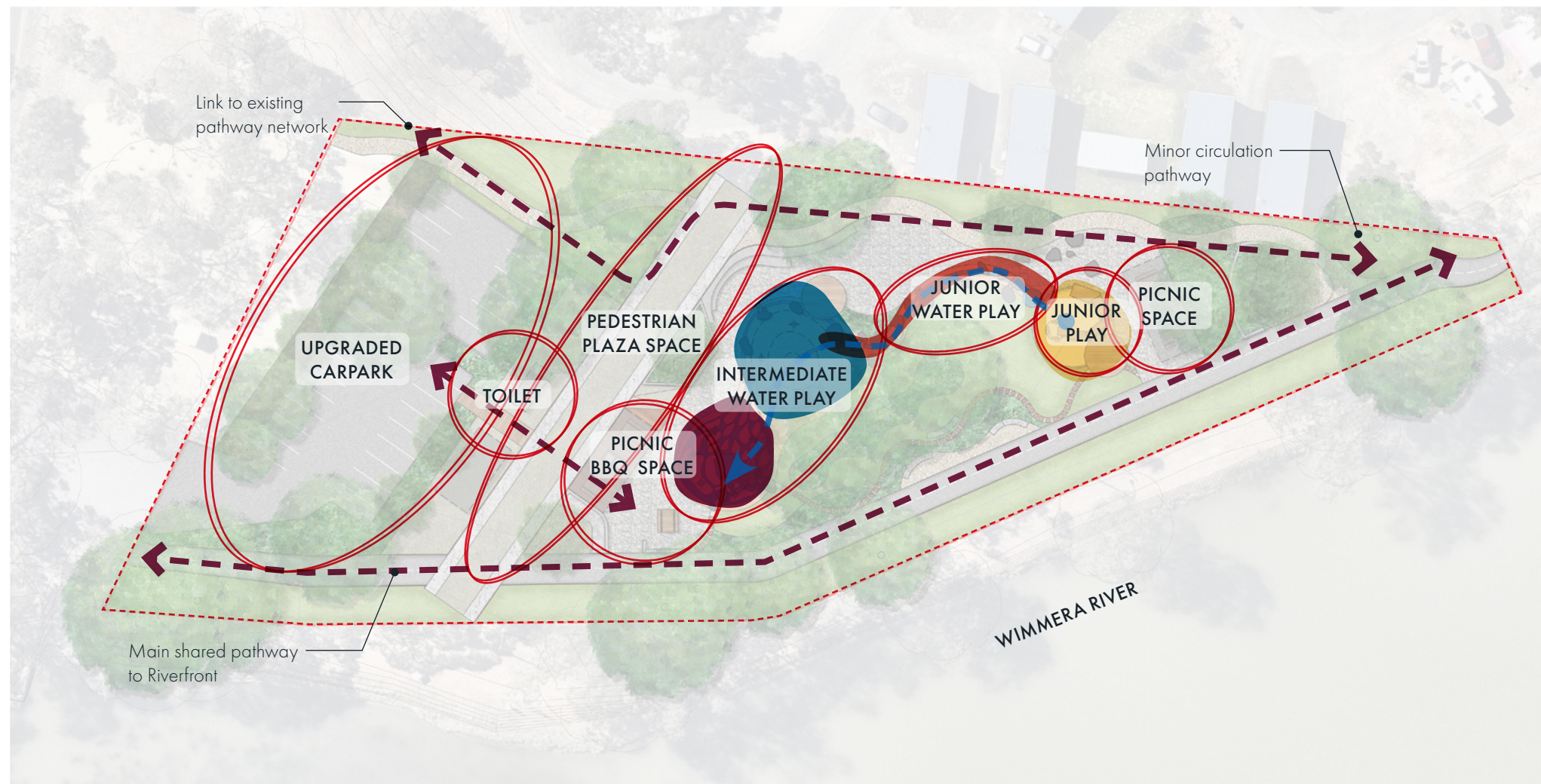
## Waterplay Zone

- Interactive Regional level Water Play destination /facility with ephemeral pools, pop-jets and imaginative play opportunities
- Indigenous story embedded into landscape and reference to heritage and settlement of Wimmera River country
- Reference to Wimmera Wetlands - internationally recognized Ramsar sites and deep indigenous significance to cultural heritage and local settlement history

## Conceptual zoning

The main play areas have been structured to reflect the features of the River floodplain they sit within. Four zones including; River beach, Creek, Flood plain and Tributary mimic the character of these landscape features within the waterplay park.

- River Beach zone
- Creek zone
- Flood Plain zone
- Tributary zone





# Landscape plan



## Legend

- 1 Main Gardens Avenue  
- exposed aggregate concrete (4m) with 1.5m compacted gravel pathways
- 2 Main shelter area  
- Timber decking with shelter, contains picnic seating and bbq's
- 3 2m compacted gravel footpath
- 4 Proposed carpark - extension of existing asphalt with 150 x 150mm flush concrete edging
- 5 Gravel open space with feature tree
- 6 Pebble creek surface treatment with coloured banding
- 7 Water play ground surface
- 8 Raised timber platform (+ 450mm)
- 9 Sandpit with play elements
- 10 Shelter area  
- with exposed aggregate paving and picnic benches
- 11 Picnic bench
- 12 Toilet block - 5.5x2.5m
- 13 Water treatment plant - 9.0x4.6m - size TBC
- 14 Timber decking path to carpark
- 15 Insitu concrete curved seating wall (600mm wide) around gravel open space
- 16 Concrete insitu raised wall to 450mm high x 300mm wide - off form finish
- 17 Concrete insitu curved seating
- 18 Class 2 recycled hardwood logs in concrete footing . 400-500mm high x 250mm diameter. Spacing to achieve 100mm gap between logs

## Water Play Equipment

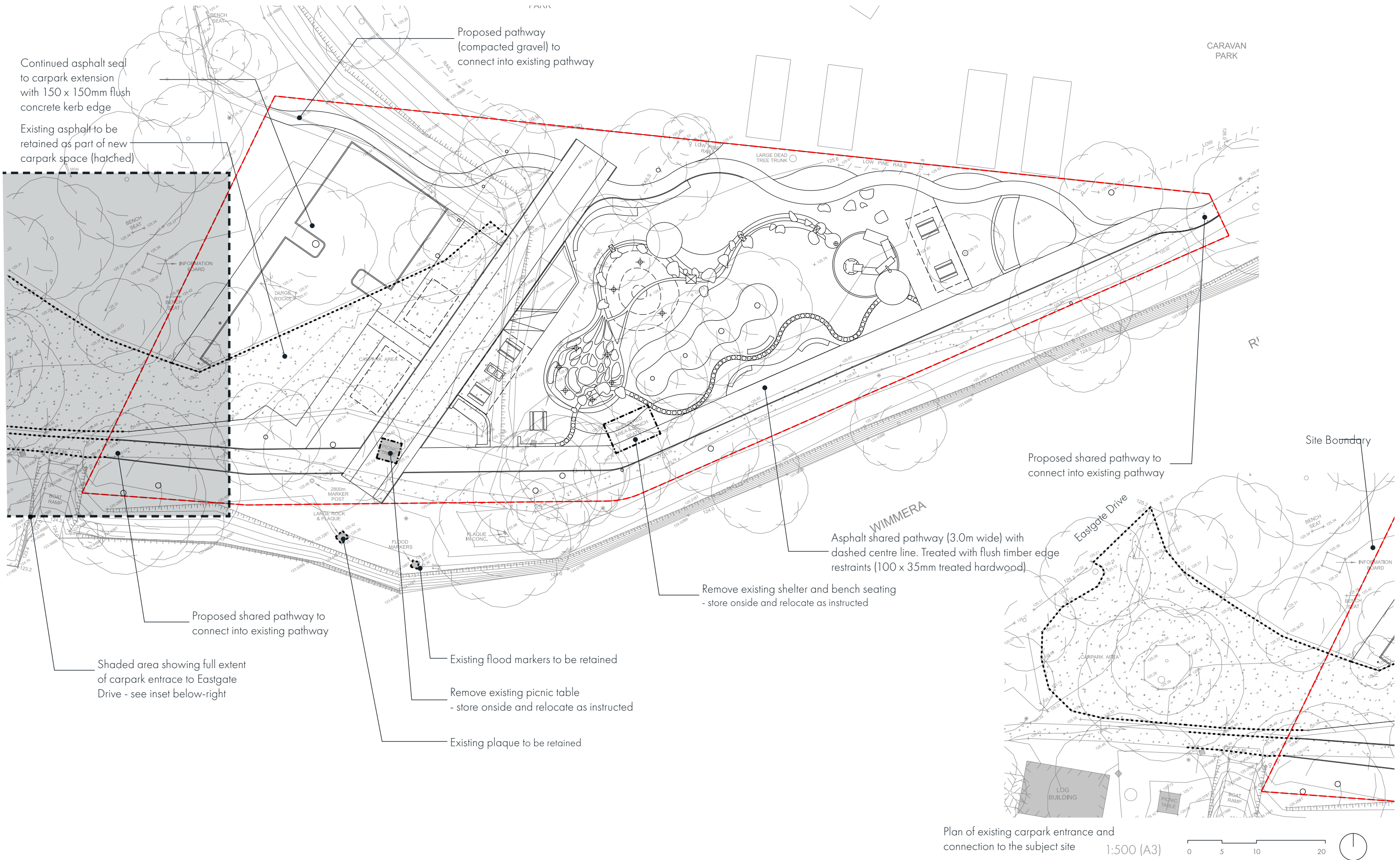
- 19 Granite boulders
- 20 Water Play 'pooling' area
- 21 Drains to centre outlet with ball valve
- 22 Existing trees
- 23 Proposed trees
- 24 Curved broad concrete steps
- 25 Flush timber edge restraints to Shared Path (100 x 35mm treated hardwood)
- 26 Asphalt shared pathway (3.5m wide) with dashed centre line
- 27 Flat topped 'islands' defining tributaries
- P1 Pole-top sprinklers
- P2 Long Handle Pump
- P3 See-Saw Pump
- P4 Water Switch
- P5 Rectangular flap gate
- P6 Water Dam
- P7 Mushroom Pump
- P8 Hand pump
- P9 6 no. simple spraying heads

1:500 (A3)



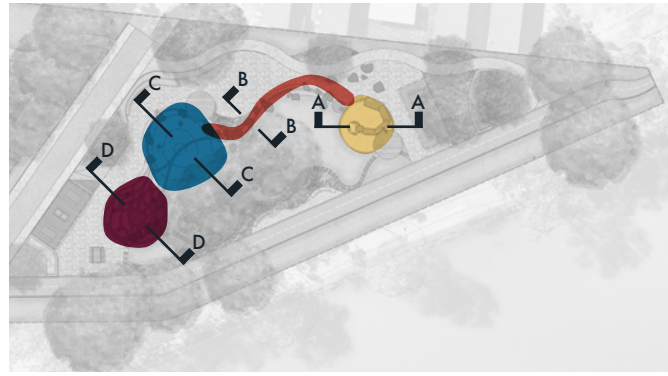


# Retentions & removals





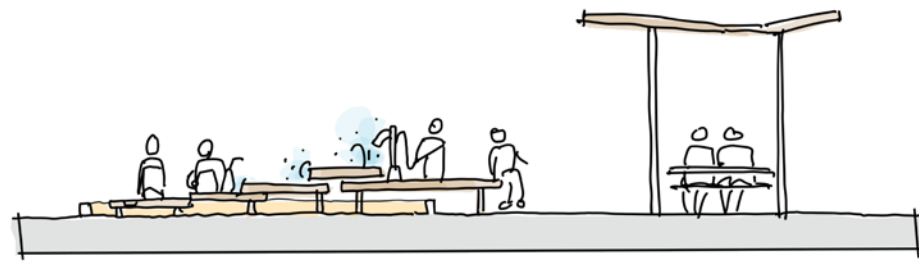
# Water Play Elements & Sections



Key plan

## River Beach zone

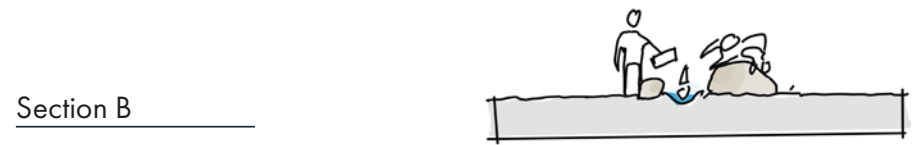
- All ages play area (1+)
- Wet 'mud' play with sand
- All seasons play
- All abilities access from hardstand



Section A

## Creek zone

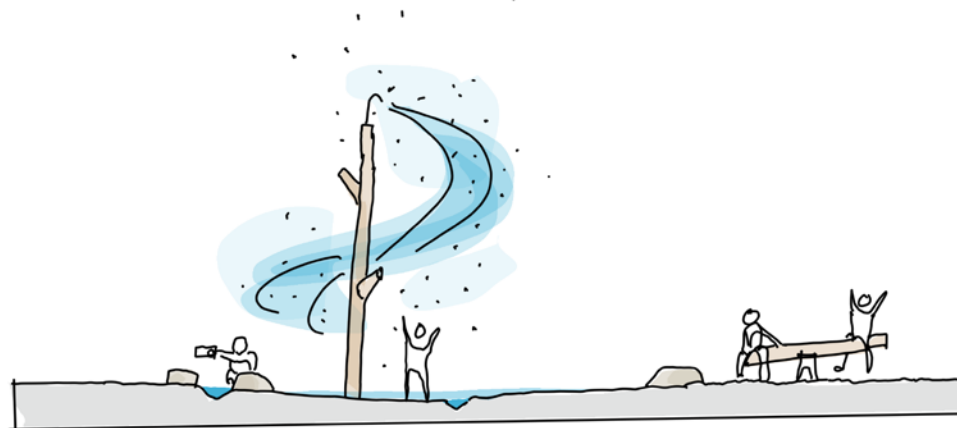
- All ages play area
- Easy mushroom pump (3+)
- All seasons play opportunities



Section B

## Flood Plain zone

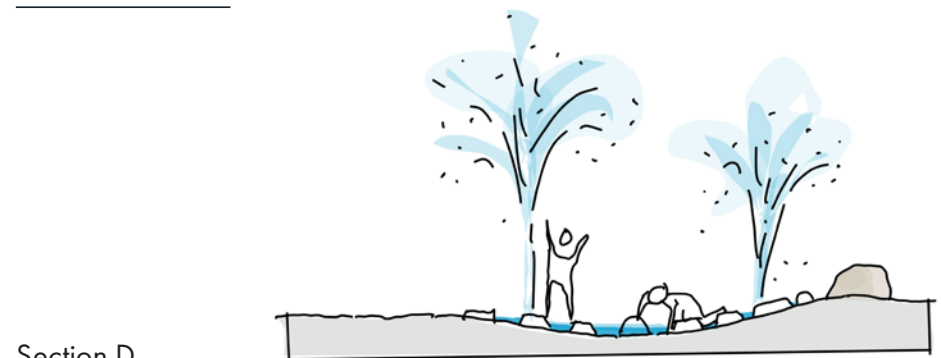
- Intermediate age play
- Physical activation pumps
- Water direction options with switch gate



Section C

## Tributary zone

- All ages play
- Shallow water fill option with ball valve



Section D



Hand pump



Raised waterplay elements



All abilities access



Wet 'mud' play



Mushroom pump - 3yrs+



Creek bed and pooling area



Wedge gate



Switch gate



Pole-top Sprinkler zone



See-saw and other physical sprinkler pumping



Spinning Pole-top sprinklers



Spraying heads



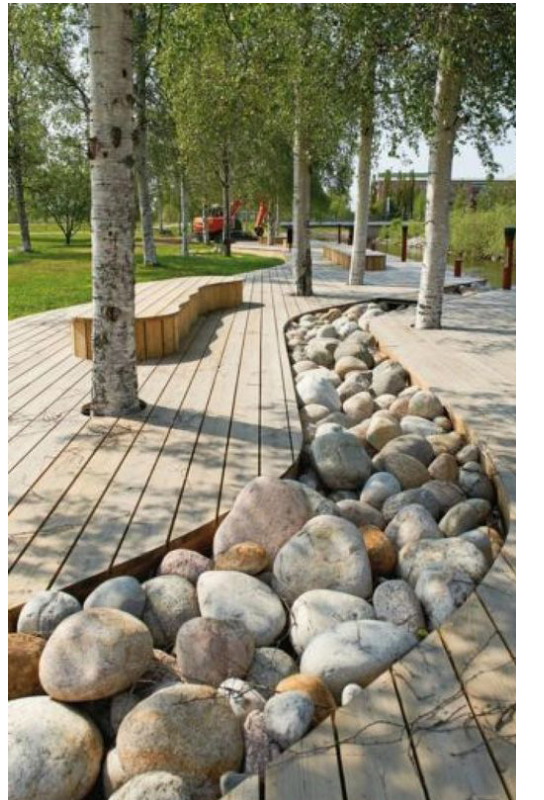
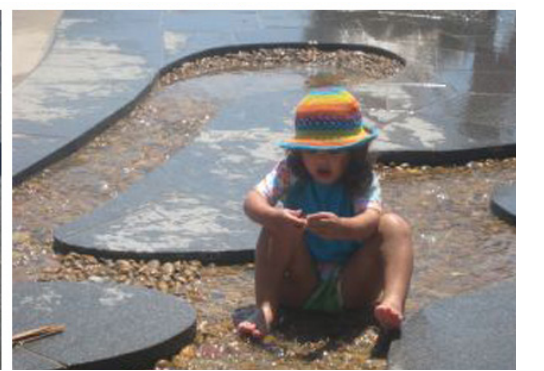
Water tributaries



Ball valve



# Precedent Imagery





# Materials and Furniture

## Furniture and Shelter



Landmark - Wyalga Series Roof shelter



Landmark - Flinders Setting Series Picnic Bench



Landmark - Flinders Setting Series Park Bench



Landmark - Furfy Premium - Double with two plates BBQ



Landmark - Single Bicycle Stand - Stainless steel Bike Racks



Landmark - Avenue Surround Series - Avenue bin surround, both circular opening (recycling and standard opening)



Insitu curved concrete seating



Toilet Block Exloo

## Materials



Waterplay creek bed



Australian hardwood timber seating and decking



Feature trees



Mass planted garden beds



Water



Compacted Gravel



Waterplay surface



Exposed aggregate concrete coloured paving

## All season play



Timber logs - used for play and an informal barrier



Sandpit



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Ref 20065-cp1A\_wp

3 December, 2020

Tract Consultants  
 Level 6, 6 Riverside Quay  
 SOUTHBANK VIC 3006

Via email RCopeland@tract.net.au

Attention Mr. Rob Copeland

Dear Rob,

City to River Vision & Masterplan - Stage 1  
 Wimmera River Precinct, Horsham  
 Water Play - Cost Plan No. 1A

We have prepared Cost Plan No. 1A for the above project based on the documentation provided and our discussions.

#### Cost Summary

The cost plan can be summarised as follows:

	Cost (\$)
External Works and Services	\$1,945,000
Sub-Total (excl. GST):	\$1,945,000
ESD Initiatives	\$44,000
Contingencies and Cost Escalation	\$248,000
Non-Construction Costs	\$380,000
<b>TOTAL END COST (excl. GST):</b>	<b>\$2,617,000</b>

Please refer to the attached cost plan for further information and scope of works included. All costs are reported exclusive of GST.

#### Documentation

The cost plan is based on Concept Design documentation and has been prepared using the following:

- Landscape - drawings prepared by Tract Consultants received 15 June, 2020
- Water Play supply quote provide by Richter Spielgerate dated 16 June, 2020
- Correspondence from Tract Consultants received up to 30 November, 2020



## Engineering

We advise that services documentation was not available at the time of preparing the cost plan and have therefore included allowances based on our experience and estimates typical for this type of construction. Confirmation will be required once further documentation is available.

We also note that structural documentation was not available and therefore the assumptions made will require confirmation once further documentation is available.

## Environmental Sustainable Design (ESD)

The cost plan includes an allowance for WSUD landscape treatment, however no other allowances for ESD initiatives have been included.

## Non-Construction Costs

The cost plan includes the following non-construction cost allowances:

- Consultant fees - 10% of Total Construction Cost
- Project management - 5% of Total Construction Cost (as advised)
- Client costs - 1% of Total Construction Cost
- Authority / headwork's charges - 1% of Total Construction Cost

## Contingency

The cost plan includes allowances for design contingency (5%) and contract contingency (5%). The cost plan assumes the contingency will be required for design documentation related issues and not for changes in scope.

## Cost Escalation

The cost plan is based on costs current at December, 2020, and includes allowance of 6 months for cost escalation to June, 2021. No allowance for cost escalation has been made beyond this date.

## Assumptions

The following assumptions have been made with regards to the cost plan:

- Existing services infrastructure is available within close proximity of the proposed works and of adequate supply. No allowance has been included for long services runs.
- No allowance has been included for bulk earthworks, i.e. large volumes of earth moving. The cost plan does allow for shaping and site levelling to form levels.
- No allowance has been included for tactile indicators. We assume this is not required.
- An allowance of \$100,000 has been included for the toilet block. We assume this will be a proprietary structure.
- No allowance has been included for irrigation. We assume this is not required.
- No allowance has been included for stratacell or similar systems. We assume this is not required.



- No allowance has been included for flood markers or plaques. We understand these are existing and are to be retained.
- An allowance of \$30,000 has been included for lighting to the carpark. This will need to be confirmed once the scope of works has been defined.
- An allowance of \$30,000 has been included for sundry lighting to other areas. This will need to be confirmed once the scope of works has been defined.
- An allowance of \$203,000 has been included for the supply of water play equipment as advised by the supplier, Richter Spielgerate. A separate allowance of \$250,000 has been included for installation of equipment. This will need to be confirmed once the scope of works has been defined.
- No allowance has been included for water play management including hydraulics, balance tanks, pumps and filters / equipment and electrical, as advised by Tract Consultants. We understand treatment will flow through a wetland treatment zone.

The cost plan is indicative only of the possible order of cost. All components of the cost plan will require confirmation once the design has developed further.

The cost plan assumes specified cladding materials are compliant with applicable building standards in respect of fire resistance.

Costs are also based on the assumption that the project will be competitively tendered to a select list of appropriate and interested builders in the form of a fixed lump sum contract. The cost plan makes no allowance for cost plus, negotiated, staged or construction management forms of procurement.

### Main Risks

The main risks associated with cost are:

- Water play management and associated works (no allowance included in cost plan)
- Macroeconomic factors affecting imported materials, i.e. international suppliers (water play equipment)
- Existing conditions, services infrastructure, etc.
- Asbestos / hazardous material removal
- Market conditions / cost escalation
- Resolution of non-construction costs (refer above)
- Assumptions (refer above)
- Exclusions (refer below)

### Exclusions

Please note that the cost plan specifically excludes any allowances for the following:

- |   |   |
|---|---|
| • Water play treatment and associated works                   | • Works outside site boundary   |
| • Asbestos / hazardous material removal                       | • Abnormal ground conditions (i.e. rock, ground water, filling, etc.) |
| • Relocate or upgrade of existing services and infrastructure | • Site decontamination and remediation                                |
|   | • Cost escalation beyond June, 2021                                   |



- Cultural Management Heritage Plan
- Audio visual / IT equipment and infrastructure
- Furniture, fittings and equipment
- Artwork
- Planning permit
- Finance, legal costs, etc.
- Land and acquisition costs
- Open space levy
- Staging of the works
- Goods and Services Tax

Where appropriate, allowances for the above items should be made in the overall feasibility study.

Do not hesitate to contact us to discuss any clarifications or if you require further information.

Yours faithfully,



Mark Anderson  
Director

Encl. Appendix A - Water Ply - Cost Plan No. 1A



APPENDIX A



SUMMARY

City to River Vision & Masterplan - Stage 1 Wimmera River Precinct, Horsham	3 December, 2020
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Water Play - Cost Plan No. 1A based on Concept Design documents

Description of Works	Unit	Quantity	Rate (\$/unit)	Cost (\$)
<u>External Works and Services</u>				
Demolition / clearance	Item			30,000
Site preparation / levelling	Item			60,000
Roads, footpaths and paved areas	Item			239,000
Shelters	Item			60,000
Toilet block	Item			100,000
Soft landscape	Item			150,000
Hard landscape	Item			363,000
Street furniture	Item			70,000
External services	Item			160,000
External lighting - carpark	Item			30,000
External lighting - other areas	Item			30,000
Water play equipment	Item			453,000
Builder's preliminaries and overheads	Item			200,000
<b>Sub-Total - Water Play</b>				<b>1,945,000</b>
<u>Other</u>				
Artwork	Note			Excluded
Stratacell or similar systems	Note			Excluded
Asbestos / hazardous material removal	Note			Excluded
Bulk earthworks	Note			Excluded
Relocate or upgrade of existing services and infrastructure	Note			Excluded
Works outside site boundary	Note			Excluded
Abnormal ground conditions / site decontamination / remediation	Note			Excluded
<i>Sub-Total - Other</i>				-
<b>Total External Works &amp; Services (refer Cost Plan Detail)</b>				<b>1,945,000</b>
<u>ESD Initiatives</u>				
WSUD landscape	Item			44,000
Other ESD initiatives	Note			Excluded
<u>Contingencies &amp; Escalation</u>				
Staging of the works	Note			Excluded
Design contingency	Item		5.0%	99,000
Cost escalation (allow 6 months to June, 2021)	Item		2.0%	42,000
<b>Total Anticipated Construction Tender Sum</b>				<b>2,130,000</b>
Contract contingency	Item		5.0%	107,000
<b>Total Construction Cost (at June, 2021)</b>				<b>2,237,000</b>
<u>Non-Construction Costs</u>				
Consultants fees	Item		10.0%	224,000
Project management	Item		5.0%	112,000
Cultural Management Heritage Plan	Note			Excluded
Client costs	Item		1.0%	22,000
Authority / headwork's charges	Item		1.0%	22,000
Audio visual / IT equipment and infrastructure	Note			Excluded
Furniture, fittings and equipment	Note			Excluded
Artwork	Note			Excluded
Goods & Services Tax	Note			Excluded
<b>Total End Cost (at June, 2021)</b>				<b>2,617,000</b>

This cost plan is based on preliminary information and therefore is indicative only of the possible order of cost. All components of the cost plan will require confirmation once the design has developed further. Refer to the accompanying letter for details of basis of cost plan and exclusions from above costs.



# Elemental Cost Plan

**Project:** City to River Vision & Masterplan – Stage 1  
**Building:** Horsham

**Details:** Water Play – Cost Plan No. 1A

Code	Description	Cost/m2	Quantity	Unit	Rate	Total
<b>External Works and Services</b>						
<u>Preliminaries</u>						
1	Allowance for builder's preliminaries and overheads		1	Item	200,000.00	200,000
	<u>Preliminaries</u>					<u>200,000</u>
<u>Demolition</u>						
2	Allowance for demolition / clearance		1	Item	30,000.00	30,000
3	Allowance for asbestos / hazardous material removal - EXCLUDED		0	Note	0.00	0
	<u>Demolition</u>					<u>30,000</u>
<u>Site Preparation</u>						
4	Allowance for site preparation / levelling		1	Item	60,000.00	60,000
5	Allowance for bulk earthworks - EXCLUDED		1	Item	0.00	0
6	Allowance for excavation and removal of rock - EXCLUDED		0	Note	0.00	0
7	Allowance for excavation and removal of contaminated soil - EXCLUDED		0	Note	0.00	0
	<u>Site Preparation</u>					<u>60,000</u>
<u>Roads, Footpaths &amp; Paved Areas</u>						
8	Gravel footpaths and pavements		814	m2	60.00	48,839
9	Concrete footpaths and pavements with exposed aggregate finish		236	m2	150.00	35,400
10	Concrete steps / terracing		68	m2	250.00	17,000
11	Asphalt road pavement including linemarking		1,301	m2	90.00	117,090
12	Timber edging		301	m	30.00	9,030
13	Concrete kerbs / edges		145	m	80.00	11,600
14	Allowance for tactile indicators - EXCLUDED (assumed not required)		0	Note	0.00	0
	<u>Roads, Footpaths &amp; Paved Areas</u>					<u>238,959</u>
<u>Outbuildings &amp; Covered Ways</u>						
15	11500 long x 5000 wide shelter		2	No.	30,000.00	60,000
16	Allowance for toilet block		1	Item	100,000.00	100,000
	<u>Outbuildings &amp; Covered Ways</u>					<u>160,000</u>
<u>Landscaping &amp; Improvements</u>						
17	<u>Soft Landscape</u>					
18	Grass including preparation and topsoil		1,643	m2	25.00	41,075
19	Garden beds including preparation, topsoil, planting and mulch		645	m2	75.00	48,375
20	WSUD landscape		127	m2	350.00	44,450
21	Trees		20	No.	500.00	10,000
22	Extra over allowance for wetland treatment zone		1	Item	50,000.00	50,000
23	Allowance for irrigation - EXCLUDED		0	Note	0.00	0
24	Allowance for stratacell or similar systems - EXCLUDED		0	Note	0.00	0

**To Collection**      882,859



# Elemental Cost Plan

**Project:** City to River Vision & Masterplan – Stage 1  
**Building:** Horsham

**Details:** Water Play – Cost Plan No. 1A

Code	Description	Cost/m2	Quantity	Unit	Rate	Total
<b>External Works and Services</b>						<i>(Continued)</i>
<u>Landscaping &amp; Improvements</u>						<i>(Continued)</i>
25	<u>Hard Landscape</u>					
26	Pebble creek surface treatment with coloured bonding		431	m2	280.00	120,680
27	Timber decking		130	m2	350.00	45,500
28	Sandpit		65	m2	130.00	8,450
29	Granite boulders		1	Item	5,000.00	5,000
30	400-500 high x 250 dia. recycled hardwood logs including footing		62	m	200.00	12,400
31	Garden bed walls		30	m	350.00	10,500
32	300 wide x 450 high insitu concrete walls		8	m	350.00	2,800
33	Insitu concrete curved seating		15	m	650.00	9,750
34	Large insitu concrete curved seating around gravel open space		19	m	2,500.00	47,500
35	Allowance for water play ground surface, water play pooling area and intricate water play area with mini streams		1	Item	100,000.00	100,000
36	<u>Street Furniture</u>					
37	Built-in BBQs		1	No.	10,000.00	10,000
38	Picnic table and seats		5	No.	5,000.00	25,000
39	Allowance for sundry metal work items, i.e. bollards, rubbish bins, etc.		1	Item	10,000.00	10,000
40	Allowance for signage		1	Item	25,000.00	25,000
41	Allowance for drinking fountains - EXCLUDED		0	Note	0.00	0
42	Allowance for flood markers - EXCLUDED (existing to be retained)		0	Note	0.00	0
43	Allowance for plaque - EXCLUDED (existing to be retained)		0	Note	0.00	0
<u>Landscaping &amp; Improvements</u>						<u>626,480</u>
<u>External Stormwater Drainage</u>						
44	Allowance for external stormwater drainage including connection to existing service		1	Item	75,000.00	75,000
<u>External Stormwater Drainage</u>						<u>75,000</u>
<u>External Sewer Drainage</u>						
45	Allowance for external sewer drainage including connection to existing service		1	Item	15,000.00	15,000
<u>External Sewer Drainage</u>						<u>15,000</u>
<u>External Water Supply</u>						
46	Allowance for external water supply including connection to existing service		1	Item	20,000.00	20,000
<u>External Water Supply</u>						<u>20,000</u>
<u>External Electrical Services</u>						
47	Allowance for external electrical services including connection to existing service		1	Item	50,000.00	50,000
48	Allowance for external lighting - carpark		1	Item	30,000.00	30,000
<b>To Collection</b>						<b>622,580</b>



# Elemental Cost Plan

**Project:** City to River Vision & Masterplan – Stage 1  
**Building:** Horsham

**Details:** Water Play – Cost Plan No. 1A

Code	Description	Cost/m2	Quantity	Unit	Rate	Total
<b>External Works and Services</b>						<i>(Continued)</i>
<u>External Electrical Services</u>						<i>(Continued)</i>
49	Allowance for external lighting - other areas		1	Item	30,000.00	30,000
<u>External Electrical Services</u>						<u>110,000</u>
<u>Special Provisions</u>						
50	Allowance for water play equipment supply including insurances, etc. (quote provided by Richter Spielgerate dated 16 June, 2020)		1	Item	203,000.00	203,000
51	Allowance for water play equipment installation [Provisional Sum allowance]		1	Item	250,000.00	250,000
52	Allowance for water play management including hydraulics, balance tanks, pumps and filters / equipment and electrical - EXCLUDED		0	Note	0.00	0
<u>Special Provisions</u>						<u>453,000</u>
<b>External Works and Services</b>						<b>1,988,439</b>

**To Collection**      483,000



# Elemental Cost Plan

**Project:** City to River Vision & Masterplan – Stage 1  
**Building:** Horsham

**Details:** Water Play – Cost Plan No. 1A

Code	Description	Cost/m2	Quantity	Unit	Rate	Total
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## External Works and Services

*(Continued)*

### COLLECTION

Page 1:	882,859
Page 2:	622,580
Page 3:	483,000

**External Works and Services  
 Carried to Summary:**

**1,988,439**

### Report Summary

**GFA: 0.00 m2**

**1,988,439**



# Elemental Cost Plan

**Project:** City to River Vision & Masterplan – Stage 1  
**Building:** Horsham

**Details:** Water Play – Cost Plan No. 1A

Code	Description	Cost/m2	Quantity	Unit	Rate	Total
------	-------------	---------	----------	------	------	-------

## COLLECTION SUMMARY

## PAGE NO

External Works and Services  
**Total Amount:**

4

1,988,439  
**1,988,439**



**GENERAL NOTES:**

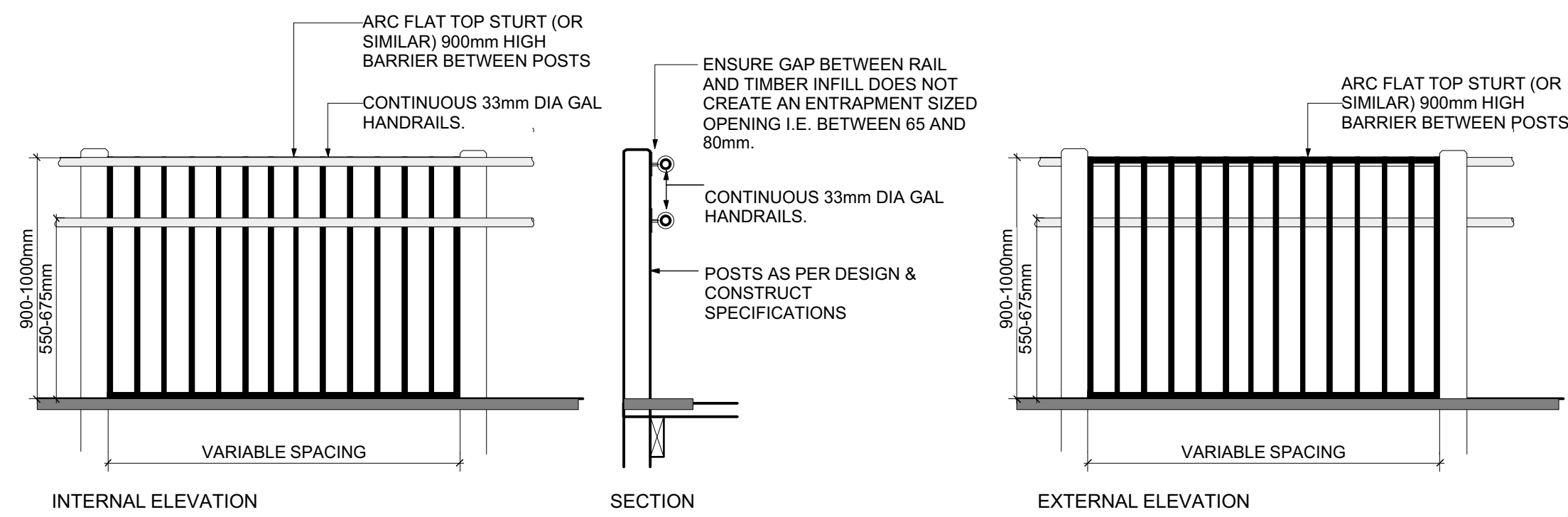
1. THIS IS A FUNCTIONAL LAYOUT ONLY AND NOT INTENDED FOR CONSTRUCTION PURPOSES THE DESIGN AND CONSTRUCT CONTRACTOR IS DEEMED TO BE RESPONSIBLE FOR THE CORRECT DESIGN INSTALLATION OF ALL WORK FOR THIS PROJECT.
2. PROPOSED LEVELS HAVE BEEN ESTABLISHED FROM THE FEATURE SURVEY. ALL PROPOSED LEVELS SHOWN ARE TO FINISHED SURFACE LEVELS UNLESS OTHERWISE NOTED.
3. ROOTS OF EXISTING TREES MUST NOT BE DISTURBED. REFER TO WORK NEAR EXISTING TREES NOTES.
4. THE DESIGN AND CONSTRUCT CONTRACTOR IS TO PREPARE THE NECESSARY ENGINEERING DRAWINGS FOR STRUCTURAL INFORMATION.
5. ENSURE NO TRIP HAZARDS BETWEEN ALL NEW AND EXISTING SURFACES.
6. ALL NEW RAMPS AND PATHS TO COMPLY WITH AS1428 PARTS 1 - 5
7. ALL SURFACES TO BE GRADED TO ACHIEVE POSITIVE DRAINAGE TO NEAREST STORMWATER SYSTEM.

**WORK NEAR TREES**

- GENERAL**
1. REFER TO AS4970-2009 PROTECTION OF TREES ON DEVELOPMENT SITES
  2. ESTABLISH TREE PROTECTION ZONES AROUND ALL EXISTING TREES TO BE RETAINED. INSTALL A TEMPORARY FENCE AROUND TREE AS SHOWN ON THE PLAN.
  3. ENSURE NO SOIL COMPACTION OCCURS WITHIN THE ROOT ZONES OF EXISTING TREES. FENCE OFF ROOT ZONES PRIOR TO COMMENCEMENT.
  4. DEMOLITION OF ANY STRUCTURES ADJACENT TO ANY TREE TO BE RETAINED IS TO BE UNDERTAKEN IN A MANNER THAT DOES NOT IMPACT ON ANY ADJACENT TREE CANOPIES, TRUNK AND/OR ROOT ZONE AREA.
  5. WHEN ANY EXCAVATION IS REQUIRED WITHIN THE TREE PROTECTION ZONES, HAND EXCAVATION SHALL FIRST BE MADE TO LOCATE ANY ROOTS. IF DIRECTED BY THE SUPERINTENDENT EQUIPMENT SHALL BE KEPT CLEAR OF TREES AND HAND METHODS OF EXCAVATION SHALL BE ADOPTED.
  6. ANY ROOTS THAT ARE FOUND MUST BE REPORTED TO THE SUPERINTENDENT TO INSPECT PRIOR TO CARRYING OUT ANY OTHER WORK. ROOTS WHICH ARE TO BE AFFECTED BY THE LINE OF THE PROPOSED WORK SHALL BE CLEAN CUT. CLEAR OF THE WORK BEFORE MACHINE EXCAVATION COMMENCES, WITH A SHARP SAW FOR THIS PURPOSE.
- DETERMINING THE TREE PROTECTION ZONE**
1. THE RADIUS OF THE TREE PROTECTION ZONE IS CALCULATED FOR EACH TREE BY MULTIPLYING ITS DBH x 12
- TPZ = DBH x 12**
- WHERE DBH = TRUNK DIAMETER MEASURED AT 1.4m ABOVE GROUND LEVEL. RADIUS IS MEASURED FROM THE CENTRE OF THE STEM AT GROUND LEVEL.
2. A TPZ SHOULD NOT BE LESS THAN 2m NOR GREATER THAN 15m (EXCEPT WHERE CROWN PROTECTION IS REQUIRED. THE TPZ OF PALMS, CYCADS & TREE FERNS SHOULD NOT BE LESS THAN 1m OUTSIDE THE CROWN PROJECTION.

**GENERAL TIMBER NOTES:**

1. ALL INGROUND TIMBER TO BE MIN CLASS 1 HAZARD RATING 4.
2. CCA TREATED TIMBER WILL NOT BE ACCEPTED.
3. ENSURE ALL EXPOSED TIMBER EDGES ARE ROUNDED AND FREE OF SPLINTERS.
4. GAPS BETWEEN ALL DECKING TO BE A MAXIMUM OF 5mm. ALLOWANCE SHOULD BE MADE FOR ANY TIMBER SHRINKAGE AND EXPANSION.



1 Handrails and Infill schematic details  
Scale: 1:20

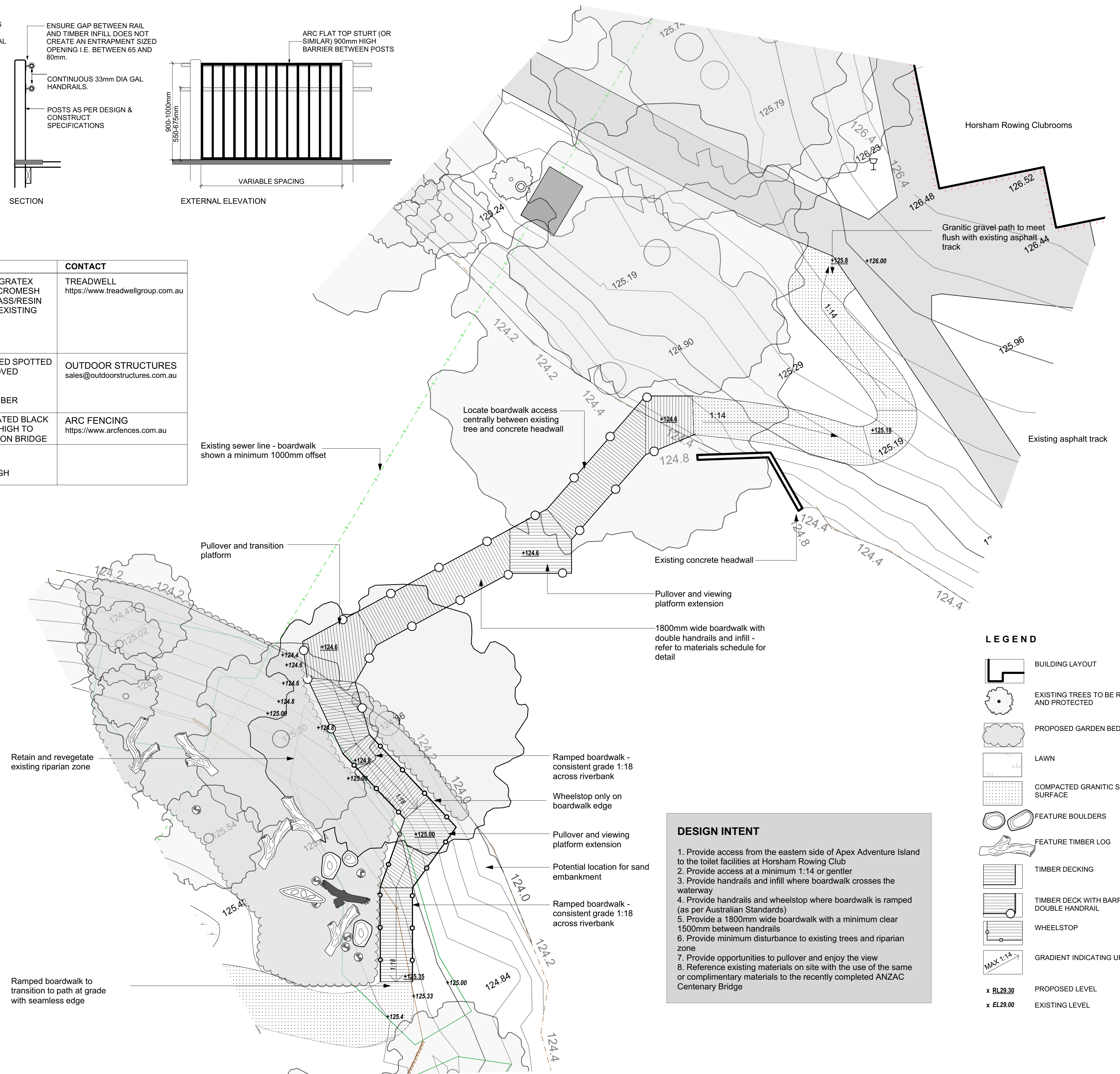
LANDSCAPE ELEMENT	DESCRIPTION/PRODUCT	CONTACT
1 BOARDWALK DECKING OPTION 1	MINI MESH 38mm THICK GRATEX RANGE (OR SIMILAR) MICROMESH FRP GRATING (FIBREGLASS/RESIN COMPOSITE TO MATCH EXISTING SUSPENSION BRIDGE) COLOUR: CHARCOAL FRAME: STEEL	TREADWELL <a href="https://www.treadwellgroup.com.au">https://www.treadwellgroup.com.au</a>
2 BOARDWALK DECKING OPTION 2	SUSTAINABLY HARVESTED SPOTTED GUM OR SIMILAR APPROVED HARDWOOD FINISH: NATURAL FRAME: HARDWOOD TIMBER	OUTDOOR STRUCTURES <a href="mailto:sales@outdoorstructures.com.au">sales@outdoorstructures.com.au</a>
3 INFILL	BASS ARC POWDER COATED BLACK STEEL FENCING 900mm HIGH TO MATCH EXISTING INFILL ON BRIDGE	ARC FENCING <a href="https://www.arcfences.com.au">https://www.arcfences.com.au</a>
4 HANDRAILS	DOUBLE HANDRAIL TOP RAIL 900mm HIGH BOTTOM RAIL 550mm HIGH	



Inspirational Photo: Micromesh decking with handrail. Proposed design to have a double handrail and no gap between infill and decking



Inspirational Photo: Existing Bridge - micromesh decking with no handrail. Proposed design to have a double handrail and infill to have a flat top (with no neck entrapment) or upper rail.



**LEGEND**

- BUILDING LAYOUT
- EXISTING TREES TO BE RETAINED AND PROTECTED
- PROPOSED GARDEN BEDS
- LAWN
- COMPACTED GRANITIC SAND SURFACE
- FEATURE BOULDERS
- FEATURE TIMBER LOG
- TIMBER DECKING
- TIMBER DECK WITH BARRIER & DOUBLE HANDRAIL
- WHEELSTOP
- GRADIENT INDICATING UP SLOPE
- x RL29.30 PROPOSED LEVEL
- x EL29.00 EXISTING LEVEL

**DESIGN INTENT**

1. Provide access from the eastern side of Apex Adventure Island to the toilet facilities at Horsham Rowing Club
2. Provide access at a minimum 1:14 or gentler
3. Provide handrails and infill where boardwalk crosses the waterway
4. Provide handrails and wheelstop where boardwalk is ramped (as per Australian Standards)
5. Provide a 1800mm wide boardwalk with a minimum clear 1500mm between handrails
6. Provide minimum disturbance to existing trees and riparian zone
7. Provide opportunities to pullover and enjoy the view
8. Reference existing materials on site with the use of the same or complimentary materials to the recently completed ANZAC Centenary Bridge

Conceptual Functional Layout

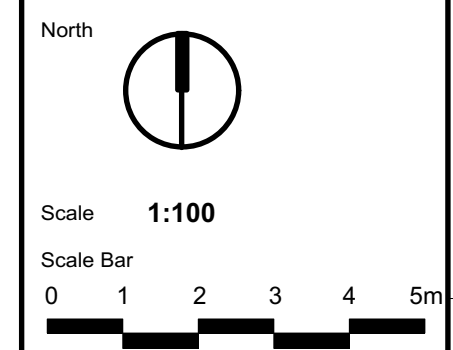
**Boardwalk - Apex Adventure Island**

Eastern Apex Adventure Island, Barnes Boulevard HORSHAM

**FUNCTIONAL LAYOUT FOR COMMENT**



PO Box 765  
HORSHAM VIC 3402  
041 041 2440  
[felicity@laimiga.com.au](mailto:felicity@laimiga.com.au)



DRAWING NUMBER	OF	TOTAL SHEETS	ISSUE DATE	(REV)
CP01		1	24.08.18	
DRAWN BY			PROJECT NUMBER	
FB			119	

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### Design Approach

This design aims to:

Sensitively position the pump track in a visible, readily accessible location adjacent the Anzac Centenary Bridge

Reflect the natural environment of the Wimmera River using locally sourced materials and indigenous vegetation

Provide quiet areas that are irrigated and shady

Provide universal access and inclusion for all visitors

Provide defined pathways throughout the Eastern Island Park - with easily accessible path system with potential future connection across the Wimmera River bifurcation to the rowing club for future connection and toilet accessibility

Provide a non-threatening open approach to park planning

Emphasise revegetation of low growing groundcovers, tussocks, grasses, sedges and small shrubs in swathes adjacent scraped billabongs to reinforce the local ecology and biodiversity

Potential for staged development - with the main shared trail and pump track as stage 1a

Promote education of local and natural history through artistic whimsy through out the sensory walk

Provide clear wayfinding and directional signage

Retain existing vegetation throughout the island with only a few minor small tree removal for access

Existing foot & maintenance bridge across bifurcation of Wimmera River

**Entrance to Eastern Island**  
Entrance to Eastern Island to include wayfinding and directional signage. Planting to provide seasonal interest with indigenous species. 2500mm wide granitic gravel shared pathway.

**Oxbow and billabongs**  
Meandering network of scraped oxbow and billabong pondages. Beached with locally sourced rock/pebbles and planted out with indigenous riparian planting. Include a variety of logs for habitat.

Entrance to Western Island



**Boardwalk connection**  
Boardwalk connection to eastern side of bifurcation of river, connecting to existing public toilets in Rowing Club complex and to path system beyond.

**Quiet Gathering areas**  
Provision of irrigated lawn areas for a green respite and destination for casual picnics

**Sensory Walk**  
Quiet area of eastern island, highlighting opportunities for rest and relaxation. Include wayfinding marking and artistic whimsy along the walk. Path 1500-1800mm wide. Include a variety of sensory indigenous vegetation in gentle swathes through existing *Eucalyptus* sp. woodland

**Shelter**  
Provision of a shade shelter with some protection from south westerly winds. Inclusion of accessible picnic facilities under the roof

**Modular Pump Track**  
Composite plywood track approximately 83 metres long and 1 metre wide. Surrounded by compacted granitic gravel paving. Suitable for bikes, trikes, scooters and skateboards

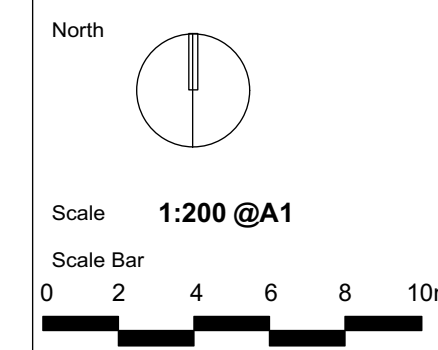
**Gathering Areas**  
Provision of a variety of gathering and viewing areas surrounding the track. Include different seating configurations and types - logs, rock boulders and bench seats with arms and backrests

### LEGEND

- BUILDING LAYOUT
- EXISTING TREES TO BE RETAINED AND PROTECTED
- PROPOSED GARDEN BEDS
- IRRIGATED LAWN
- LAWN
- CONCRETE PAVING TYPE 1
- COMPACTED GRANITIC SAND SURFACE
- PEBBLE BEACHED WETLAND SCRAPES (LOOSE)
- FEATURE BOULDERS
- FEATURE TIMBER LOG
- PROPOSED LEVEL
- EXISTING LEVEL
- PICNIC SETTING
- SEAT WITH BACK AND ARM REST
- WAYFINDING & DIRECTIONAL SIGNAGE
- ARTISTIC WHIMSY / STORY OF NATURAL HISTORY

DRAFT FOR COMMENT

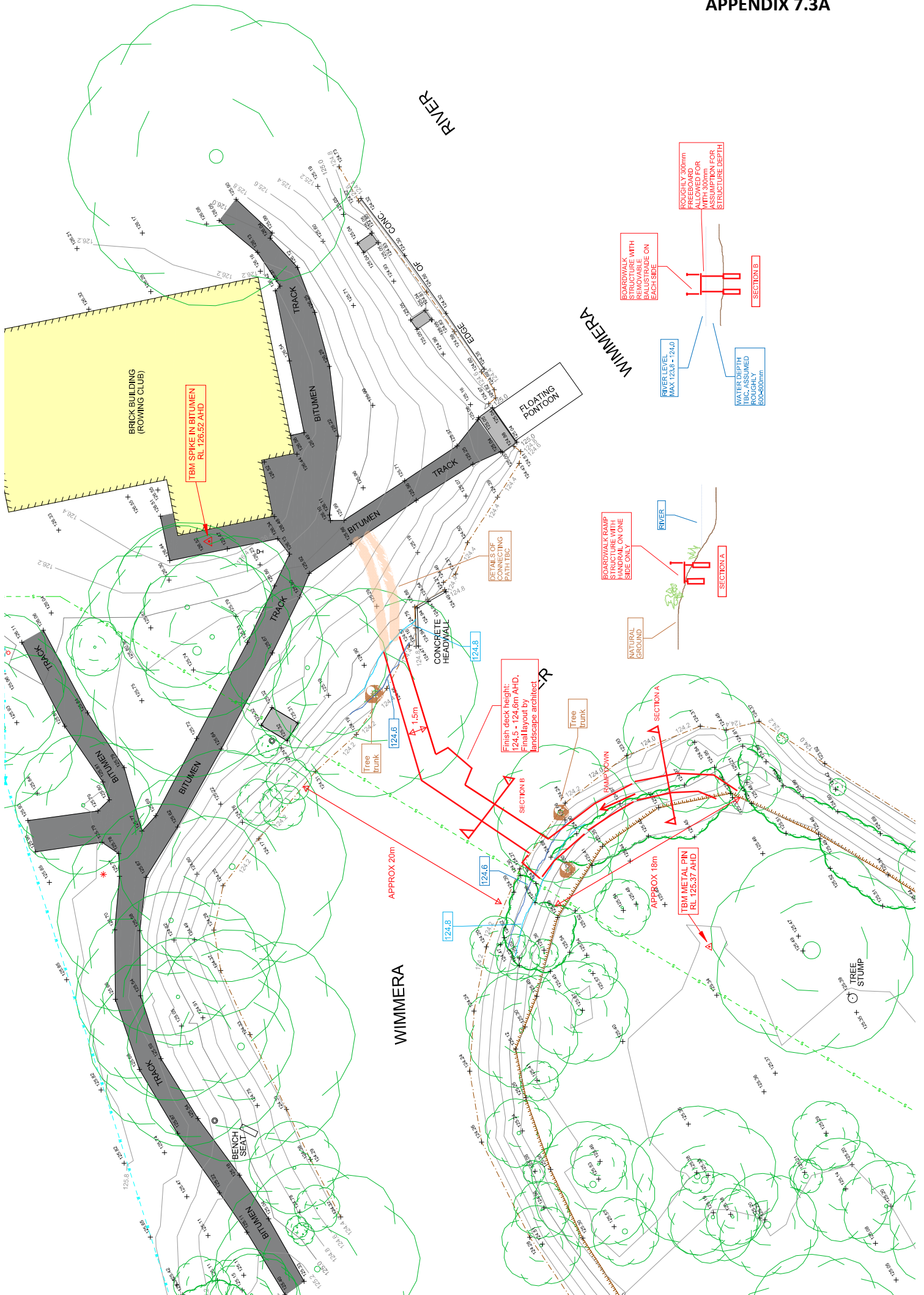
Landscape Concept Plan  
**Apex Adventure Island**  
Horsham VIC 3400



DRAWING NUMBER	OF	TOTAL SHEETS	ISSUE DATE	(REV)
CP02		3	15.02.18	
DRAWN BY		CHECKED	PROJECT NUMBER	
FB		MJ	2738	

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Apex Adventure Island Boardwalk – Budget Summary

Expenditure	Budget	Cash or In-Kind	Budget Source
Water Modelling – Boardwalk Impact on river flow	\$4,000	Cash	2018 estimate (attached) with uplift for current pricing
Geotechnical Investigation	\$22,000	Cash	2018 estimate (attached) with uplift for current pricing
Design of DDA compliant ramp and boardwalk	\$22,000	Cash	2018 estimate (attached) with uplift for current pricing
Development of a detailed landscape plan	\$6,000	Cash	Comparable project actual cost
Lighting design & installation	\$30,000	Cash	Comparable project actual cost
Construction and Installation of pedestrian boardwalk	\$170,000	Cash	Project Office structural construction cost estimate
Rehabilitation landscaping	\$30,000	\$10,000 Cash \$20,000 In-Kind	Comparable project actual cost
Installation of irrigation system	\$10,000	Cash	Comparable project actual cost
Installation of formal entrance to the island and associated wayfinding signage	\$30,000	Cash	Comparable project actual cost
Project management	\$20,000	In-Kind	PM cost at 6% of expenditure
Total	\$344,000		

Prepared by



Dianna Blake  
Acting Coordinator Project Office



## Background Report

**DATE:** 16 February 2021

**SUBJECT:** Hamilton St Pedestrian Footbridge  
Project Background / Development

---

### Purpose

This report presents background information relating to the proposal to construct a footbridge across the Wimmera River at or near Hamilton St, Horsham.

### Background – Needs Analysis

The 2020-24 Council plan includes the following commitment:

***3.1.01 Develop improved pedestrian access (bridges) across the Wimmera River in Horsham, in partnership with land developers***

This commitment is reinforced in a number of Council's other key strategic documents, including:

- Health and Wellbeing Plan 2017-21. Objective 2 Action 6: Develop and maintain footpaths and walking and bike trails with particular focus on key precinct linkages to promote active living options and supporting infrastructure such as seats, signage, water, lighting and shade.
- Horsham Urban Transport Plan 2020.
  - Action 2.1.1: Undertake detailed investigations into the feasibility of a new road (including a pedestrian/ cycle path bridge) over the Wimmera River at one (or more) of the following locations (inc) - connecting Hamilton Street to eastern future growth area
  - Action 5.4.5: Provide a new river crossing for shared path users at Hamilton Street, to support the ongoing urban growth areas
- Open Space Strategy 2019 (p42 – Horsham East): Investigate additional river crossings to provide better connectivity and enhance safety and access between the CAD and the rest of the township.
- Framework for Managing Growth 2013. 6.5.3 - Encourage alternative forms of travel through ... (provision of) a pedestrian and cycle only bridge across the Wimmera River connecting eastern development fronts to the centre of town.

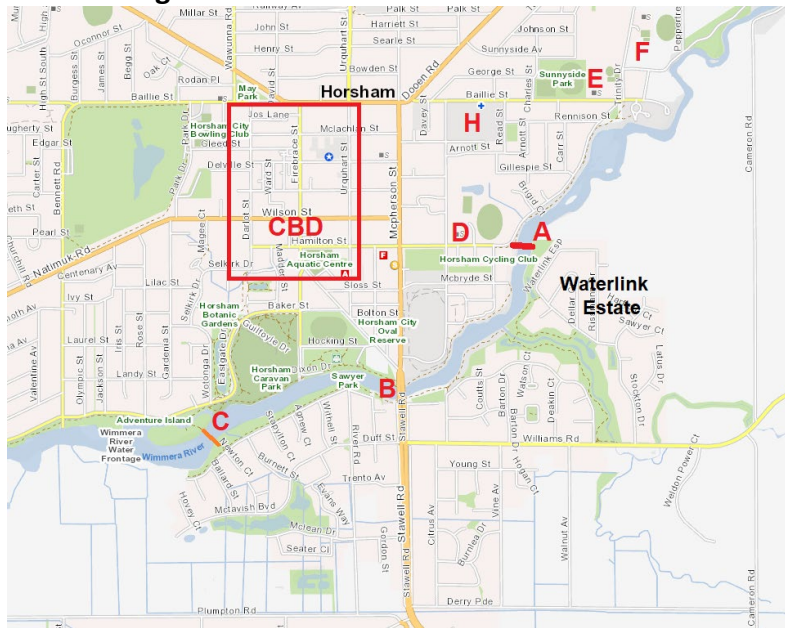
The pedestrian bridge also featured in planning for and engagement on the City to River project.

A common thread amongst these strategies / plans is (as expressed in the Open Space Strategy) "There are no crossings towards the north eastern end of the river, and primary feedback from residents and stakeholders relates to the lack of connectivity across the river to the three local schools. The lack of dedicated pedestrian and cycle crossings is also a major safety concern due to cyclists and pedestrians having to cross the highway and major roads."



The map of part of Horsham shown below in figure 1 helps to illustrate the need for a bridge in the area of Hamilton St.

**Figure 1 – General Overview of Horsham**



Highlighted features in figure 1 are as follows:

- A. The nominal location of a bridge crossing at Hamilton St
- B. The existing Western Highway bridge location
- C. The existing Anzac Centenary Bridge
- D. St Brigid's College
- E. Horsham 298 School
- F. Holy Trinity Lutheran College
- H. Hospital

Figure 1 also highlights the Waterlink Estate residential subdivision. Planning permit conditions for that subdivision (in 2011) included the following:

*29. Pedestrian bridges across both Burnt Creek and the Wimmera River are to be designed by the developer and approved by Horsham Rural City Council prior to any construction. Horsham Rural City Council does not commit to any funding allocation for such bridges.*

It should be noted that the Waterlink developer constructed the pedestrian bridge near the mouth of Burnt Ck (at the Wimmera River). No plans were prepared by the developer for a bridge across the Wimmera River in this vicinity. Subsequent discussions with the developer in the period approx 2012-2017 indicated a degree of interest in joint funding of a bridge, however, as the Waterlink Estate is now near fully developed, this interest is likely to be declining.

The subdivision has also not provided for ready access direct from Hamilton St through to Waterlink Esp. This makes the prospect of a vehicle connection at Hamilton St impractical (refer Horsham Urban Transport Plan 2.1.1), and a foot/cycling path will require access along a section of river frontage to connect to other paths further south on Waterlink Esplanade. Alternative crossing locations (including provision for vehicles) are discussed further on in this document.

Based on current understandings of the extent of further development in the Waterlink Estate area, the following approximate number of residential lots will be readily accessed by a bridge at Hamilton St:

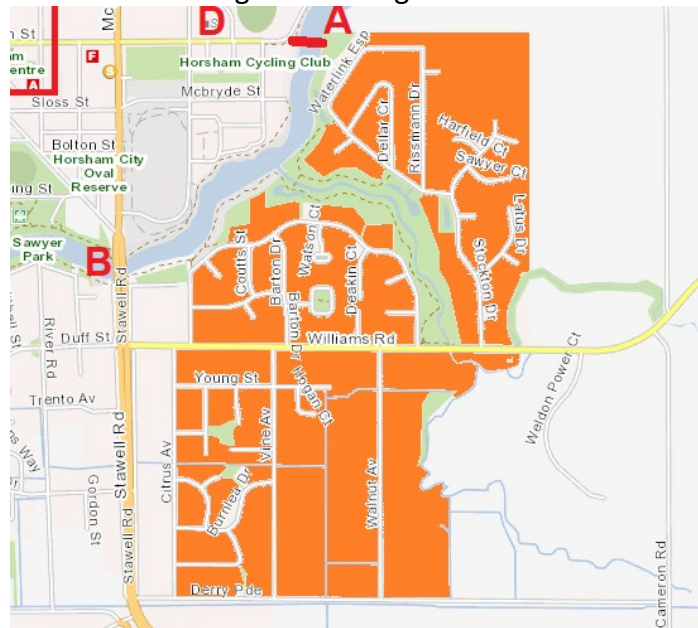
- Extended Waterlink Estate (i.e. east/north of Burnt Ck and north of Williams Rd) – 279 lots



## APPENDIX 7.4A

- North of Williams Rd through to Burnt Ck, excluding the block adjacent to Stawell Rd – 247 lots
- South of Williams Rd through to Derry Parade and Burnt Ck, excluding the block adjacent to Stawell Rd – 284 lots

This area of residential lots is as shown orange in the diagram below:



Hence a total of around 800 lots, and potentially a population of 2000 would be readily served by a Hamilton St bridge.

A crossing at Hamilton St will enable these residents to more easily walk or ride to three of Horsham's schools, and Horsham's largest employer – the Wimmera Base Hospital, providing the following benefits:

- Encouragement to use alternative forms of transport which would lead to better health and wellbeing outcomes.
- Reduction in the congestion that occurs at the Stawell Rd / Williams Rd intersection at peak times especially on weekday mornings.

In terms of distance, a Hamilton St bridge could reduce a bike ride from Waterlink Esplanade to Horsham 298 School from around 3.5 km to 1.5 km.

A crossing at (or near) Hamilton St will also provide ready connection from the Waterlink Estate area into the CBD, including the Aquatic Centre, Basketball Stadium and Showgrounds on or near that route.

Many recreation users would also be able to avail themselves of this bridge to enjoy more of the Wimmera River frontage within Horsham, thereby presenting fitness and tourism benefits.

### Project Objectives

The primary objective of this project is construction of a pedestrian / cycling bridge across the Wimmera River east of the Western Highway Bridge, and establishing greater flexibility of access to Horsham CBD and other key destinations in Horsham. The bridge would also provide access for wheelchairs and mobility vehicles.

The following risks, constraints and opportunities have been identified which will influence how this primary objective will be achieved.



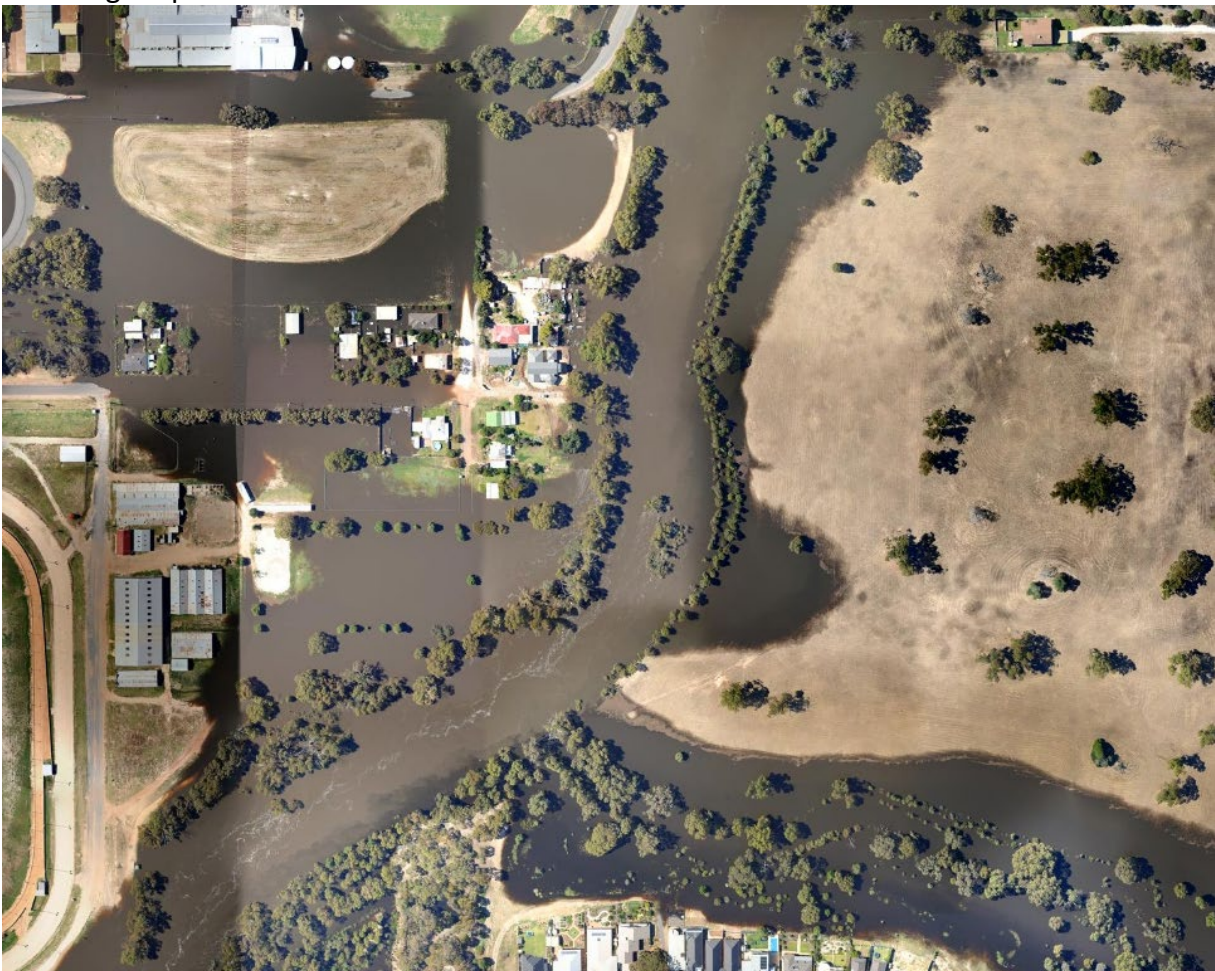
- **Flooding**

The Wimmera River is subject to flooding as evident most recently in the major flooding of January 2011.

The design of the bridge will need to consider:

- A requirement to not impede flood flows. The bridge must be either a single span clear of the waterway, or with piers which are suitably designed to have satisfactory hydraulic performance.
- The height of the bridge must be sufficient to allow for passage of debris in flood flows.
- The location of approach ramps. It is inevitable that the approach ramps will be isolated in very large flood flows – maximisation of the use of the bridge in flood conditions, and connecting paths should be considered during the design.

A potential opportunity exists to provide emergency access to the Waterlink Estate via this bridge. Deep water in Williams Rd limits access and egress to Stockton Drive during major floods. While there are also challenges west of the Wimmera River near Hamilton St, investigations of options for this bridge should consider whether some flood access could be provided for emergency vehicles from a new bridge. The 2011 flood image is provided below.



The flood modelling has now been completed showing a negligible impact of the proposed concept design for the bridge.

The assessment of the potential for this bridge to provide emergency access has concluded that this is not viable. A bridge in the vicinity of Hamilton St or McBryde St is also subject to limitations due to the depth and extent of inundation of the approach roads to the bridge. An alternative route to provide this access has been assessed by a hydraulic modelling consultant as being potentially suitable. This is now being investigated further as the likely emergency access route.



- **River Users**

The Wimmera River is used for a range of activities, including:

- Regular rowing regattas and training
- Recreational power boating, e.g. for fishing
- Recreational canoeing
- While not generally available for water skiing, typically once a year a skiing demonstration is conducted on the Wimmera River.
- Fishing
- Events at Sawyer Park adjacent to the River.
- Recreation (walking, cycling) along the river banks.

Water skiing and rowing regattas are generally confined to the section of river west of the Western Highway bridge, i.e. they do not typically occur in the section east of the Western Highway bridge.

Potential requirements for river users are therefore:

- The bridge must provide enough clearance above the water surface to allow kayakers and other boat users to access under the bridge except during flood periods.
- Council has been developing a series of walking tracks along the Wimmera River frontage. The design of approach ramps for this bridge should not impede access along the frontage.

- **Cultural Heritage**

Construction of foundations for the bridge and related earthworks could impact on cultural heritage values and Native Title. A Cultural Heritage Management Plan has been prepared for the area encompassing the bridge site (at Hamilton St). Further liaison will be required with the Barengi Gadjin Land Council during the design and construction phases of the project.

- **Environmental**

Eucalypts and limited under-storey fringe the Wimmera River near the Hamilton St alignment. An environmental assessment has been arranged through DELWP. Most of the plantings on the east side along Waterlink estate are relatively recent plantings – approx 2005. Imagery from 1993 shows a nearly bare river bank in this section. Some larger, older trees, have been identified on both sides of the river.

- **Foundations**

A major consideration in site selection will be the suitability of foundations at the chosen bridge location.

A geotechnical investigation has been conducted to inform the design of foundations for the bridge.

- **Aesthetics**

Preliminary planning commenced using the concept of an arch shaped bridge – as per the images below:





The diagram on the left is a computer-aided design version of such a bridge, with that on the right being a recent installation at Griffith NSW which is a model for what is proposed at Hamilton St.

Other potentially suitable bridge types include a suspension bridge (e.g. Anzac Centenary Bridge) and a swing bridge. The configuration of these latter two styles of bridges are not suited to the Hamilton St alignment due to:

- The length of cables beyond the main towers (for a suspension bridge).
- Providing sufficient clearance above flood height (for a swing bridge).

- **Shared Access**

While nominally referred to as a pedestrian footbridge, it is planned that the bridge would cater to a range of users including:

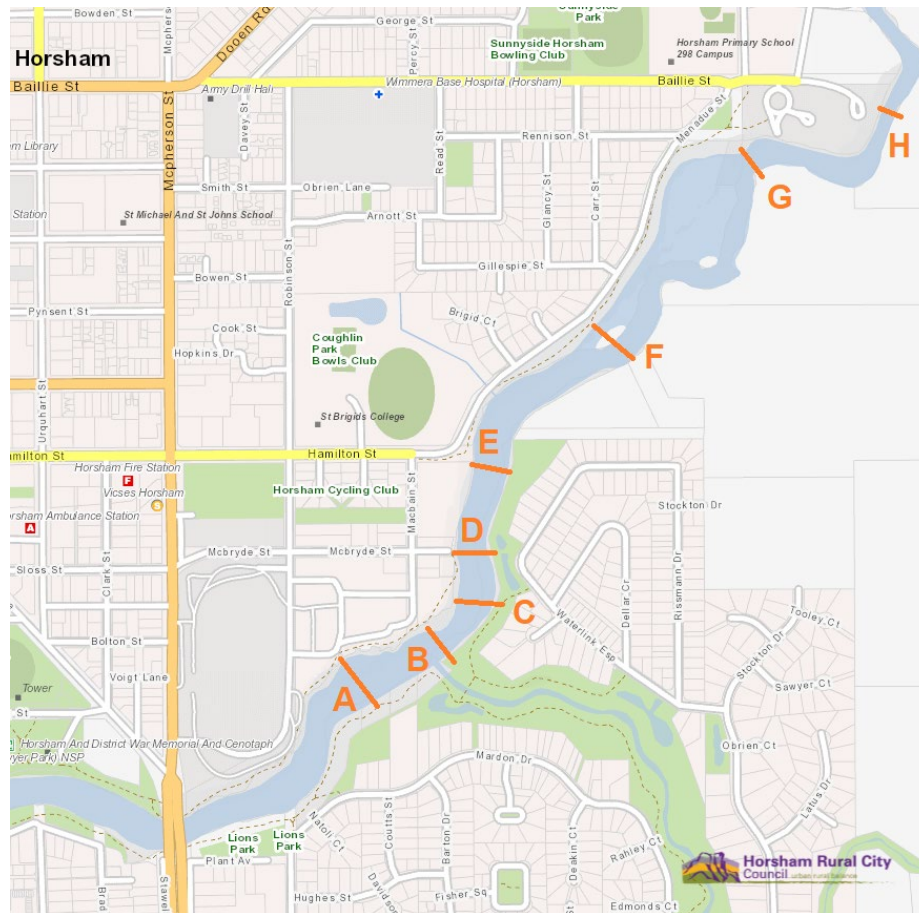
- Pedestrians
- Cyclists
- Disabled mobility vehicles, i.e. for gopher or similar access.

This range of users will therefore influence the design width of the bridge, to accommodate as a minimum the ability for two gophers to pass safely on the bridge. Ramps leading onto the bridge will also need to accommodate these users.

While not primarily intended that the bridge would cater for motorised vehicles, this has been investigated in relation to possible emergency vehicle access. It is not now intended to proceed with consideration of vehicle access. (See discussion above).

- **Location**

Reference to “Hamilton St” as the location for this proposed bridge was considered nominal in the early planning phases for the bridge, until a decision is made confirming this location. The diagram below shows potential alternative locations of a bridge:



The area of interest is essentially between the Western Highway and Baillie St. The individual locations are listed below with a summary of the key advantages and disadvantages relating to each location:

Site	Advantages	Disadvantages
A – Showgrounds island	Takes advantage of an island to shorten bridge spans, however, not much shorter.	Vegetation removal on the island. The island is in effect a wildlife refuge. Too close to the existing Western Highway bridge.
B – Burnt Creek mouth	A road reserve extends to the river on the north side. Links to existing path network in Waterlink Estate	Too close to Western Highway (600 m – Anzac bridge is 1 km from Highway) Northern side flooded at low levels.
C – McBryde St Island	Two approx 40m spans compared to 70m span elsewhere. Links to existing path network in Waterlink Estate.	Vegetation removal on the island. The island is in effect a refuge.
D – McBryde St	Council owns land on both frontages.	Alignment across basins on east side. Potential configuration of approach ramps.
E – Hamilton St	Alignment links well to CBD and other destinations. Council owns land on both frontages.	Site is not suitable for a suspension style bridge due to limited space on west side.



Site	Advantages	Disadvantages
F – Menadue St Island	Enables two approx 35m spans.	Vegetation removal on the island. The island is in effect a refuge. Area north of Hamilton St on east side will not see residential development due to flood zoning, hence these sites are further from population density.
G – Rennison St	Narrow section of river.	Negligible population on east side. Reduced benefit for access to a range of destinations.
H – Baillie St	Potential alignment for combined vehicle and pedestrian crossing.	Negligible population on east side. Reduced benefit for access to a range of destinations.

Note that there are common issues at most sites, such as vegetation removal and flooding of the approaches.

Community consultation on the location of the bridge for a number of recent strategies (Open Space Strategy and Horsham Urban Transport Plan) has highlighted Hamilton St as a potential location for a bridge.

In summary, the proposed location for the bridge is at Hamilton St, for a number of reasons, the key reasons being:

- Some other bridge sites are too close to the existing Western Highway Bridge,
- Some sites don't service extensive residential areas (e.g. north of Hamilton St on the east side of the river)

## Risk Management

The sections below outline the separate risk management considerations for each of the three broad project phases, and the key risks likely to be relevant in each of these phases.

- **Planning Phase**

Key risks:

- **User needs.** Ensuring that all potential users' needs are properly identified and incorporated in the design. This risk will generally be managed with appropriate consultation.
- **Political.** Some residents may not support the preferred location, or not like the bridge being built in the vicinity of their property. Again, effective consultation should address these risks.
- **Financing.** If sufficient funding cannot be secured then the project may need to be reduced in scope or a decision to not proceed may be required.
- **Site suitability.** The geotechnical investigation could highlight deficiencies in the preferred site foundation material. This may lead to increased costs.
- **Approvals.** Consultation with relevant agencies / stakeholders during the design process should reduce the risk of failing to obtain necessary approvals.
- **OHS / public use risks.** These risks relating to the construction and ongoing use of the bridge need to be incorporated into the design in the planning phase of the project.

- **Construction Phase**

Key risks:

- **Weather / river levels.** Adverse weather conditions is a potential risk on most construction projects. The added risk of wet weather in this case is riverine flooding. This can be managed, in part, by choosing an appropriate time of the year for construction. A construction management plan will be required to be submitted as part of the tendering requirements.
- **OHS.** Only contractors with suitable OHS systems and a sound OHS track record will be considered for the project.
- **Construction contractor competency.** Similarly, only contractors with relevant proven experience in this type of construction will be considered for the project.
- **Project management / site supervision.** Council has considerable experience in project management of construction projects. Consideration will be given to whether specialised bridge-building assistance will be engaged to support Council's management of this project during the construction phase.
- **Contractual dispute / project cost blow-out.** Council's approach to project management, focussing on ensuring an effective relationship with the contractor should minimise the risk of contractual dispute. Provision for contingencies will be required to ensure sufficient scope is provided to address justified project variations and hence to reduce the factors that might contribute to a dispute (e.g. latent conditions).

- **Operational Phase**

Key risks:

- **Bridge failure.** This will be managed by establishing an appropriate asset inspection and condition monitoring program. Maintenance of the bridge will be factored into maintenance expenditure estimates as part of the whole-of-life asset management plans.

John Martin  
**Director Infrastructure**



# WIMMERA RIVERFRONT

## HAMILTON STREET BRIDGE

### The project

A pedestrian bridge connecting the east and west banks of the Wimmera River has been proposed for construction at the end of Hamilton Street. This will join the walking track connecting the Waterlink Estate on the eastern side of the river.

Council wants to ensure the community is informed about the project plan, its aims and where it fits into the wider plans to ensure Horsham is a vibrant, inclusive community to live, work, play and invest.

- 2013 Framework for managing growth
- 2017-21 Health and wellbeing plan
- 2019 Open space strategy
- 2019-23 Council plan
- 2019 City to River masterplan
- 2020 Horsham Urban transport plan

Public consultation has indicated strong support for this bridge.

### Context

The Wimmera River is Horsham's most significant natural asset. It is popular and well used.

With the rapid development of the residential estate to the south east of the river, there is a need for an additional pedestrian and bicycle crossing over the Wimmera River.

This will connect residential areas (approximately 2000 residents) with the central activity and business district as well as creating connections with four schools on the western side of the river.

### Where did the idea come from?

Proposals for a bridge across the Wimmera River at Hamilton Street date back to at least 2010 when the idea was raised in the Regional Transport Group's "Bridges to Recovery" strategy.

The need for a second pedestrian bridge crossing the Wimmera River in Horsham has been identified in several strategies, including:

### What has the community said about the idea?

*"Like the connection between the Waterlink estate and central Horsham via the footbridge. Needs to be completed to allow for school access and hospital access and also park areas"*

*"The footbridge is also fantastic from a personal standpoint as it will make it far easier for me to get to work and will encourage me to walk or cycle to work"*

*"With three schools located within one or two street blocks of the river, sections of the existing riverside pathway are already serving a role in active transport for cycling and scooting students. The proximity of the Wimmera Base Hospital and a retirement complex add to the significance of the river corridor for universal access and mobility vehicle use"*

Comments drawn from City to River engagement July 2019



# WIMMERA RIVERFRONT

## HAMILTON STREET BRIDGE

### Who will it benefit?

Background planning has identified that at least 800 house lots, and potentially 2000 people will directly benefit from a bridge at the proposed location.

Along with offering an alternative to car-based commuting, the bridge will also create an additional circuit for cyclists and pedestrians exercising along the river and will create options for shorter and longer routes.

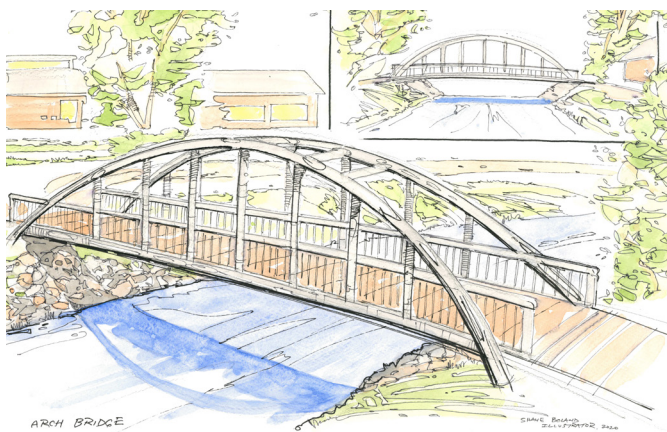
### What will it look like?

An artist's sketch has been created which indicates the design best suited for the location.

The bridge will have a span of 80m and will be 15m high at its mid-point.

An arch-shaped bridge design is better suited to the location at Hamilton Street because of the limited space on the approaches to the bridge.

The arch is considered to be aesthetically pleasing and complements the natural beauty of the Wimmera River and surrounding vegetation.



### Why Hamilton Street?

Eight potential locations for a bridge upstream of the Western Highway bridge have been considered, however, other options have not been preferred generally because they were either too close to the Western Highway bridge or did not directly serve a residential area on the east side of the river.

Hamilton Street has been identified as the preferred site because it does meet these requirements, linking residents to schools, workplaces and the Horsham Central Activity District.



### Is there a timeline?

At this stage, geotechnical studies are underway and funding for the project is still being sought. As the project develops the community will be updated on progress via the HRCC Our Say web page.

### Want to learn more?

Please contact project manager Sue Newall  
 P: 03 5382 9777  
 E: [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au)  
 or visit [hrcc.vic.gov.au](http://hrcc.vic.gov.au)



## Local Roads & Community Infrastructure Program 2020-21 Round 1 Approved project nominations

Project	Type	Location	Cost
<b>Stage 1a (Approved and Underway)</b>			
Footpath defects Backlog	Local Roads	Horsham Urban	\$150,000
Park Drive Upgrade (kerb, channel & drainage)	Local Roads	Gleed St to Natimuk Rd	\$100,000
Roberts Avenue kerb & channel renewal (east of Urquhart St)	Local Roads	Urquhart St to McPherson St	\$156,000
Horsham Town Hall auditorium lighting	Community Infrastructure	Horsham	\$50,000
Horsham Town Hall motorised acoustic banners	Community Infrastructure	Horsham	\$150,000
Mitre Hall upgrade new kitchen	Community Infrastructure	Mitre	\$40,000
Taylors Lake Hall repair ceiling & upgrade lighting to LED lighting	Community Infrastructure	Taylors Lake	\$12,000
Quantong Hall repair Corella damage to roof & install solar	Community Infrastructure	Quantong	\$20,000
Jung Peppertree Park solar lighting	Community Infrastructure	Jung	\$20,000
Walmer - Wimmera River low level crossing	Community Infrastructure	Horsham	\$80,000
<b>Subtotal Stage 1a</b>			<b>\$778,000</b>

## COVID-19 Local Roads and Community Infrastructure Program Guidelines

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<b>Opening date:</b>	1 July 2020
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Administering entity</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Enquiries:</b>	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program IIP@infrastructure.gov.au
<b>Date guidelines released:</b>	24 June 2020
<b>Type of grant opportunity:</b>	Demand-driven (Eligibility-based)

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## 1. Local Roads and Community Infrastructure Program Process

### **The Local Roads and Community Infrastructure Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communications (The Department) Outcome 3. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines 2017*



### **The grant opportunity opens**

We will provide Eligible Funding Recipients with the Grant Guidelines and publish them on [GrantConnect](#).



### **Grant decisions are made**

The Eligible Funding Recipients for this Program have been pre-identified. The Deputy Prime Minister allocates the grants based on a formula.



### **We notify Eligible Funding Recipients of the outcome**

The Deputy Prime Minister sends a letter of offer and Grant Agreement to Eligible Funding Recipients



### **Eligible Funding Recipients sign the Grant Agreement**

Eligible Funding Recipients must sign the Grant Agreement and return it to the Department.



### **The Department enters into a grant agreement**

The Department will execute a Grant Agreement with Eligible Funding Recipients.



### **Nomination of projects to be undertaken**

Eligible Funding Recipients will submit a Work Schedule nominating projects to be funded through the LRCI Program



### **The Department assesses nominated projects to ensure eligibility requirements are met**

The Department will notify Eligible Funding Recipients if nominated projects are eligible/not eligible for funding. If projects are ineligible, Eligible Funding Recipients can nominate alternative projects for assessment.



### **Delivery of grant**

Eligible Funding Recipients undertake Eligible Projects set out in Approved Work Schedule. The Department manages the grant by working with Eligible Funding Recipients, monitoring progress and making payments.



### **Evaluation of the Local Roads and Community Infrastructure Program**

The Department will evaluate the Local Roads and Community Program as a whole. The Department will base this on information Eligible Funding Recipients provide, as well as from other sources.

## 1.1 Introduction

These guidelines contain information for the Local Roads and Community Infrastructure (LRCI) Program.

The LRCI Program was announced on 22 May 2020. The program will support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies. This funding will stimulate growth and create jobs in local communities following the impacts of COVID-19.

This document sets out:

- the purpose of the grant opportunity
- the eligibility criteria
- how Eligible Funding Recipients will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development and Communications (the Department).

## 2. About the grant program

The LRCI Program will run from 1 July 2020 to 31 December 2021, with projects required to be physically completed by 30 June 2021. The Program was announced as part of the Australian Government's wider economic response to COVID-19.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected that councils will use local businesses and workforces to deliver projects under the LRCI Program where possible to ensure stimulus funding flows into local communities.

The scope of the LRCI Program supports a broad range of Eligible Projects so communities can fund the infrastructure that they need, support businesses and create employment opportunities across their communities.

The LRCI Program is a Demand Driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3 of the Department's Portfolio Budget Statement:

- Strengthening the sustainability, capacity and diversity of our cities and regional economies, including through facilitating local partnerships between all levels of government and local communities; through reforms that stimulate growth; and providing grants and financial assistance.

The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of the COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.



The Department will administer the LRCI Program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

### 3. Grant amount and grant period

The Australian Government has announced a total of \$500 million for the LRCI Program. Funding is available from July 2020.

Eligible Funding Recipients will receive a grant amount called a 'Nominal Funding Allocation'.

The formula used to calculate a Nominal Funding Allocation has been modelled on funding allocations under the Roads to Recovery Program (R2R) and the local road component of the Financial Assistance Grants Program. The formula used to determine a state/territory's share of funding under the LRCI Program follows the same state/territory allocation process as these programs. Within a state/territory's share of funding, the calculation of each Eligible Funding Recipient's Nominal Funding Allocation has been derived based on recommendations from the relevant Local Government Grants Commission, and takes into consideration factors such as population estimates, and road length in each local governing body area. This is similar to how individual shares of R2R funding and local road component of the Financial Assistance Grant Program is calculated.

The formula has been consistently applied to determine the Nominal Funding Allocation of each Eligible Funding Recipient under the LRCI Program.

Co-contributions are not required under the LRCI Program, but Eligible Funding Recipients may expend their own funds on Eligible Projects.

### 4. Eligibility criteria

Only Eligible Funding Recipients will receive a letter of offer for the LRCI Program.

#### 4.1 Who is eligible for a grant?

The Eligible Funding Recipients for this grant program have been identified. They are:

- all local councils in Australia;
- the ACT Government in lieu of a system of local government;
- relevant state government, the shires of Christmas Island, Cocos (Keeling) Islands and Norfolk Island and the Lord Howe Island Board that provide local council services to 'unincorporated areas' in Australia;
- the NT Government for areas that were unincorporated until 2008 but are yet to be transferred to the new councils; and
- the Victorian Department of Environment, Land, Water and Planning for the French Island.

The Eligible Funding Recipients have been selected for this grant opportunity as the intention is to fund local communities directly. By providing funding to the level of Government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia. Further, by allowing councils to select projects to be undertaken (within a specified framework), local governments will be able to deliver projects in line with priorities at the local level.

## 4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see: Section 4.1).

General applications by other organisations will not be accepted.

## 5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are those that meet the requirements set out in section 5.1, 5.2 and 5.3 and deliver benefits to the community.

### 5.1 Eligible grant activity

Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

These projects must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- playgrounds and skate parks (including all ability playgrounds);



- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

## 5.2 Projects must be additional to existing work plans

To be considered an Eligible Project, projects need to be additional to an Eligible Funding Recipient's existing work plan for 2020-21.

Projects that have been brought forward from post 2020-21 work plans will be considered additional.

Projects will not be considered additional if Eligible Funding Recipients substitute LRCI Program funds for their own funding or other sources of funding. The purpose of the LRCI Program funding is to enable Eligible Funding Recipients to undertake infrastructure projects additional to what they had planned to undertake using their own funds, to stimulate local economies and employment opportunities.

## 5.3 Eligible construction time period

Construction activity on Eligible Projects must be undertaken between 1 July 2020 and 30 June 2021, subject to the following exceptions:

- Where an Eligible Funding Recipient contributes at least fifty per cent towards the total cost of a project. Construction activity on a project may be undertaken until 30 June 2022 as long as the Australian Government's contribution covers the cost of construction activity to 30 June 2021, and all other Eligible Project requirements are met.
- Where agreed by the Department due to exceptional circumstances.

If construction activity cannot be completed during between 1 July 2020 and 30 June 2021, an Eligible Funding Recipient may not receive their full Nominal Funding Allocation.

## 5.4 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These are Ineligible Projects and Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- projects that receive Australian, state or territory government funding for the same purpose, unless otherwise agreed by the Department;
- commencement ceremony, opening ceremony or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- community/public art;

- road building plant or other capital equipment especially moveable equipment (e.g. graders);
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded eligible project;
- stand-alone design and preliminary works;
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded eligible project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective costs.

## 6. The grant selection process

### 6.1 Who will approve grants?

The Deputy Prime Minister or Secretary of the Department will decide the award of grants to Eligible Funding Recipients.

A grant to an Eligible Funding Recipient will be made on the basis that the organisation meets the Eligibility Criteria.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula set out at Section 3.

The decision maker's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

## 7. Letter of offer process

Eligible Funding Recipients will receive a letter of offer to participate in the LRCI Program. This will occur in June 2020 by mail/electronic form. This letter will:

- a) specify the Nominal Funding Allocation; and
- b) include a Grant Agreement that sets out the terms and conditions of the LRCI Program.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found at the Department's



website and on [GrantConnect](#). Any alterations and addenda<sup>1</sup> will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

## 8. Notification of outcomes

An Eligible Funding Recipient will receive a letter of offer and Grant Agreement.

## 9. Successful grantees

### 9.1 The grant agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Commonwealth. The Grant Agreement used for the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

An Eligible Funding Recipient should not make financial commitments until a grant agreement has been executed with the Commonwealth. The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and the Work Schedule is approved.

A Grant Agreement must be executed with the Commonwealth before any payments can be made.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the Program Manager by the date stipulated in the letter of offer.

By signing and returning the Grant Agreement, Eligible Funding Recipients agree to abide by the terms and conditions contained therein. The Department will then execute the Grant Agreement on behalf of the Commonwealth and return a copy to the Eligible Funding Recipient.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Commonwealth may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. Where an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

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<sup>1</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, and Questions and Answers (Q&A) documents

## 9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
First Instalment:  Work Schedule approval payment	Within four weeks of the Work Schedule being approved.	The first payment will be equal to 50 per cent of an Eligible Funding Recipient's Nominal Funding Allocation.
Second Instalment:  Top up - mid program progress payment	Within four weeks of the Secretary of the Department or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) the second Quarterly Report submitted between 1–31 January 2021.	The Second Instalment will be equal to the Eligible Funding Recipient's: <ul style="list-style-type: none"><li>• actual expenditure up until 31 December 2020; and</li><li>• projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule,</li></ul> <b>less:</b> <ul style="list-style-type: none"><li>• the first instalment; and</li><li>• 10 per cent of the Nominal Funding Allocation.</li></ul>
Second Instalment:  Early Access	If all grant money has been expended in advance of 1 January 2021. Within four weeks of the Secretary of the Department's or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) an Ad hoc report.	The Second Instalment will be equal to the Eligible Funding Recipient's: <ul style="list-style-type: none"><li>• actual expenditure up until 31 December 2020; and</li><li>• projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule</li></ul> <b>less:</b> <ul style="list-style-type: none"><li>• the first instalment; and</li><li>• 10 per cent of the Nominal Funding Allocation.</li></ul>
Third Instalment:  Final payment	Within four weeks of the Secretary of the Department or their Delegate's decision being made to release the final instalment upon receipt of the Annual Report.	The Third Instalment will equal the smaller of: <ul style="list-style-type: none"><li>• the residual amount of an Eligible Funding Recipient's Nominal Funding Allocation; or</li><li>• total eligible expenditure under the program</li></ul> <b>less</b> instalments paid to date.



## Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their Work Schedule.

Eligible Funding Recipients are required to submit a Work Schedule in the manner and form stipulated by the Department.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Grantee proposes to undertake using the Grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date, construction duration and estimated construction completion date;
- detail any Conflicts of Interest and management actions to manage these conflicts;
- the amount of Grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- provide clear project descriptions;
- detail any conflicts of interest and management actions;
- specify the amount of grant funding required (projected expenditure);
- meet mapping requirements notified by the Department; and
- expected number of full-time equivalent jobs supported by the project over the construction period.

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated in Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

Eligible Funding Recipients will be provided with a Work Schedule template and further information on how to fill out a Work Schedule. The process for submitting a Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

Eligible Funding Recipients can submit their Work Schedule when they return their signed Grant Agreement or any time afterwards. However, failure to promptly return a Work Schedule will result in release of grant funds being delayed.

## Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or detailed projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department will contact the Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Secretary of the Department or their Delegate to approve/not approve the Work Schedule and the release of the First Instalment (of three instalments) of grant funds on the basis of their assessment of the information provided by an Eligible Funding Recipient.

The Secretary of the Department or their Delegate will decide whether to approve the Work Schedule and the release of the First Instalment. Approval may be subject to conditions detailed in the Grant Agreement.

Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

Eligible Funding Recipients must keep their Work Schedule up to date in accordance with the Program Guidelines as in force from time to time; and any other requirements notified by the Commonwealth.

At a minimum, an Eligible Funding Recipient must update a Work Schedule in accordance with any requirements notified by the Commonwealth, immediately prior to submitting the second Quarterly Report or immediately before submission of an Ad hoc report for Early Access (refer to Section 11 for information on reporting requirements). This is because the amount of grant money to be released is calculated with reference to projected expenditure on Eligible Projects.

### First Instalment

The First Instalment will be paid to an Eligible Funding Recipient within four weeks of the Work Schedule and release of the First Instalment being approved by the Secretary of the Department or their delegate.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Nominal Funding Allocation.

### Second Instalment

The Secretary of the Department or their Delegate will decide whether to approve release of the Second Instalment on the basis of:

- The Department's assessment of, and the information contained in, an updated Work Schedule;
- the information provided in relevant Quarterly Report/s;
- If seeking Early Access to the second instalment, the information contained in an Ad hoc report detailing an Eligible Funding Recipient's actual expenditure to date and projected expenditure to 31 March 2021 in the manner and form required by the Department;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; and
- consideration of other relevant information.



Further information may be requested by the Department at this stage and considered by the Secretary or their Delegate.

If the Secretary of the Department or their Delegate approves the updated Work Schedule and release of the Second Instalment, payment will be made within four weeks of the Secretary of the Department or their Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release the Second Instalment.

The Second Instalment is scheduled to be paid between 1 January and 31 January, the payment value for the Second Instalment will equal:

- actual expenditure up until 31 December 2020; plus
- projected expenditure to 31 March 2021, less the amount paid as the first instalment

**less:**

- the first instalment; and
- 10 per cent of the Nominal Funding Allocation.

### Early Access

If the Eligible Funding Recipient has expended all of its First Instalment in advance of 1 January 2021, an Eligible Funding Recipient can seek to access the Second Instalment early. The process followed in relation to the Second Instalment will be followed for Early Access with necessary changes to timeframes. The payment value will be equal:

- actual expenditure up until the Ad hoc Report date; plus projected expenditure to 31 March 2021

**less:**

- the first instalment; and
- 10 per cent of the Nominal Funding Allocation.

### Third Instalment

The Secretary or their Delegate will decide whether to approve release of the Third and Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information.

The Third Instalment will be the lesser of the residual amount of an Eligible Funding Recipient's Nominal Funding Allocation and the total actual expenditure and projected expenditure under the program less instalments paid to date. Projected expenditure should be limited to expenses expected to be incurred post 30 June 2021, which are not construction costs. These contracts are things such as noise monitoring contracts and final

landscaping contracts, and exclude construction costs unless otherwise agreed by the Department.

Further information may be requested by the Department at this stage and considered by the Secretary or their Delegate.

The Third Instalment will be paid within four weeks of the Secretary of the Department or their Delegate's decision to release the grant payment.

### 9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST.

Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

## 10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect. The Department may also publish information details of grants, including individual projects funded on its website or other government websites. This information may include:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes.

## 11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

### 11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.



Quarterly Reports must be submitted per the timeframes in **Table 2 –Quarterly Reports** and in accordance with the Grant Agreement.

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of the Second and Third Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement; and
- estimated and/or confirmed jobs supporting by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Nominal Funding Allocation and/or returned any grant funding additional to the Approved Work Schedule, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient the Grantee will not be required to provide and further Quarterly reports, but will be required to provide the Annual Report. This waiver of reporting requirements is an application of the proportionality principle.

**Table 2 –Quarterly Reports**

<b>Lodgement period for Quarterly Reports</b>	<b>Quarter: Actual expenditure period</b>	<b>Quarterly Report</b>
1–31 October 2020	1 July - 30 September 2020	Mid payment update of Work schedule. Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2021	1 October - 31 December 2020	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2021	1 January - 31 March 2021	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
Annual Report by 14 August 2021.	1 July 2020 - 30 June 2021	Annual Report Actual expenditure and eligible project updates from 1 July

		2020/Commencement of program to 30 June 2021
1–31 October 2021	1 July 2021 - 30 September 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2022	1 October 2021 – 31 December 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.

The Department must be informed of any Reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

### 11.2 Ad hoc Report

If an Eligible Funding Recipient has spent all of their First Instalment in advance of 1 January 2021, they can submit an Ad hoc report to access their second instalment early. The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

An Ad hoc report must be in the manner and form required by the Department and contain the following information:

- the amount of grant funding spent from 1 July 2020 until the date specified in the Ad Hoc Report;
- the amount of grant funding which the Eligible Funding Recipient intends to spend on Eligible Projects on an Approved Work Schedule following the report until 31 March 2021;
- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- estimated and/or confirmed jobs supported by the grant funding.

### 11.3 Annual Report

Eligible Funding Recipients must provide the Department with an Annual Report no later than 14 August 2021, unless otherwise agreed by the Department. The Annual Report will need to be in the manner and form specified by the Department. The Annual Report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the financial year;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
  - a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:



- i. the amount of grant payments which remained unspent from the financial year;
  - ii. the amount of grant payments received by the Eligible Funding Recipient in the financial year;
  - iii. the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule in that year;
  - iv. the amount spent by the Eligible Funding Recipient during that year out of the grant payments available for expenditure by the Eligible Funding Recipient during that year;
  - v. the amount (if any) retained at the end of that year by the Eligible Funding Recipient out of grant payments available for expenditure by the Eligible Funding Recipient during that year and which remained unspent at the end of that year.
- Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
- b) a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:
    - i. the Chief Executive Officer's financial statement is based on proper accounts and records;
    - ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records;
    - iii. the expenditure referred to in subparagraph (d)(iv) has been on Eligible Projects under the LRCI Program;
    - iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.
  - c) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

#### 11.4 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects on an Approved Work Schedule within the grant period between 1 July 2020 – 31 December 2021, they will be required to repay that amount to the Department within four weeks of 31 December 2021.

#### 11.5 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs of projects completed using program payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

## 11.6 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

## 11.7 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

### Environment and Planning laws

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and Local government planning approvals.

## 12. How we monitor your grant activity

### 12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for the LRCI program is the bank account the Eligible Funding Recipient uses for the Roads to Recovery Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2021.



## 12.2 Department Contact Details

Email the mailbox at: [IIP@infrastructure.gov.au](mailto:IIP@infrastructure.gov.au)

Mail to: Program Manager

Local Roads and Community Infrastructure Grant Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 594

CANBERRA ACT 2601

## 12.3 Evaluation

The Department will evaluate the LRCI Program to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of funded projects to assist with this evaluation.

## 12.4 Acknowledgement

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

## 12.5 Media releases

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under the LRCI Program, they must:

- At least two business days prior to the proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release and obtain the Department's agreement to the media release; and
- Provide the relevant local Federal Member of Parliament with the opportunity to participate in the media release.

On receipt of the second and third instalment, an Eligible Funding Recipient must provide via email a summary of projects commencing, in progress, and completing in a Federal Electorate, and the funds claimed against those projects, to the relevant local Federal Member of Parliament. Eligible Funding Recipients must copy the Department into this email and must send the email within seven calendar days of the payment being made to them.

## 12.6 Signage

For Eligible Projects on an Approved Work Schedule over \$10,000, Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences.

Signage guidelines will be available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.

## 12.7 Project Events

If a Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony or any other event in relation to a funded project, they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held, and provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the guidelines, the revised guidelines will be published on GrantConnect and the Department's website.

### 13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at [IIP@infrastructure.gov.au](mailto:IIP@infrastructure.gov.au).

Frequently Asked Questions may be published at [https://investment.infrastructure.gov.au/infrastructure\\_investment/local-roads-community-infrastructure-program/index.aspx](https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx)

To make a complaint, the Department can be contacted on 13 28 46. Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

General Manager  
 COVID Recovery Infrastructure Investment Stimulus  
 GPO Box 2013  
 CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

### 13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the *Public Service Act 1999*. Commonwealth officials including the decision maker, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.



## 13.4 Privacy

The Department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

## 13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and explain why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Commonwealth employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [\*Freedom of Information Act 1982\*](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator  
 Department of Infrastructure, Regional Development and Cities  
 GPO Box 594  
 CANBERRA ACT 2601

Tel: (02) 6274 6495  
 Fax: (02) 6275 1347  
 email: [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)

## 14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program.

The Department has consulted with the Australian Local Government Association in developing these Guidelines.

## 15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
commencement date	the expected start date for the grant activity
Commonwealth	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act).
Commonwealth Grants Rules and Guidelines	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines



Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>2</sup> or other <u>Consolidated Revenue Fund (CRF)</u> money<sup>3</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives</li> </ol>
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Nominal Funding Allocation	The maximum funding that an Eligible Funding Recipient can access under the LRCI Program for Eligible Projects
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <ul style="list-style-type: none"> <li>• Information or an opinion about an identified individual, or an individual who is reasonably identifiable;</li> <li>• whether the information or opinion is true or not; and</li> <li>• whether the information or opinion is recorded in a material form or not</li> </ul>
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Funding Recipient can use grant money to pay for and approved by the Secretary of the Department or their Delegate
Work Schedule	a list of projects that a Funding Recipient proposes to be funded under the LRCI Program

<sup>2</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>3</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.



**DESIGN INTENT**

To reference our living history and past through creative interpretation of materials and place

To create an environment that supports opportunities for the young people of the community to gather, play and create lasting memories

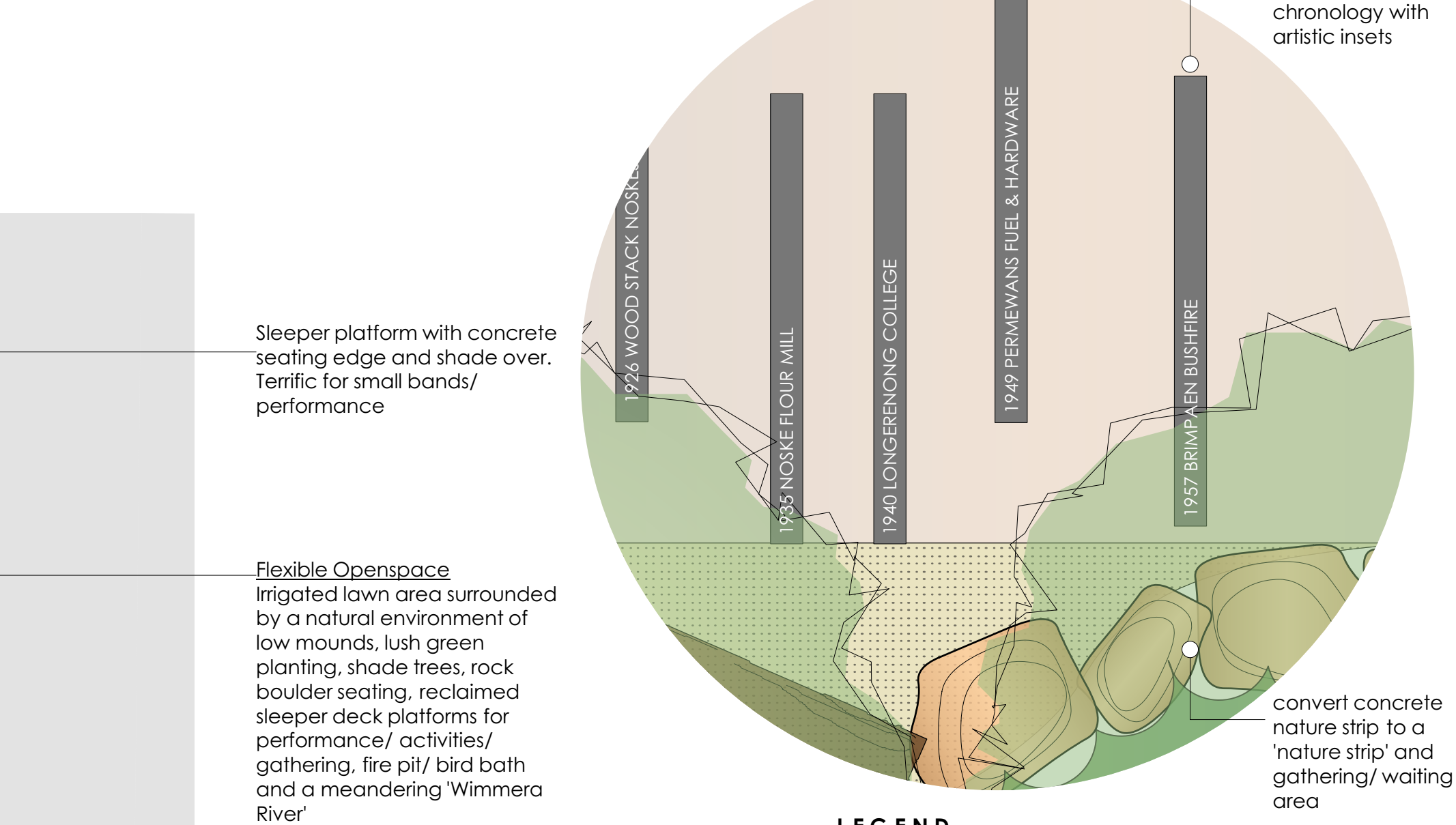
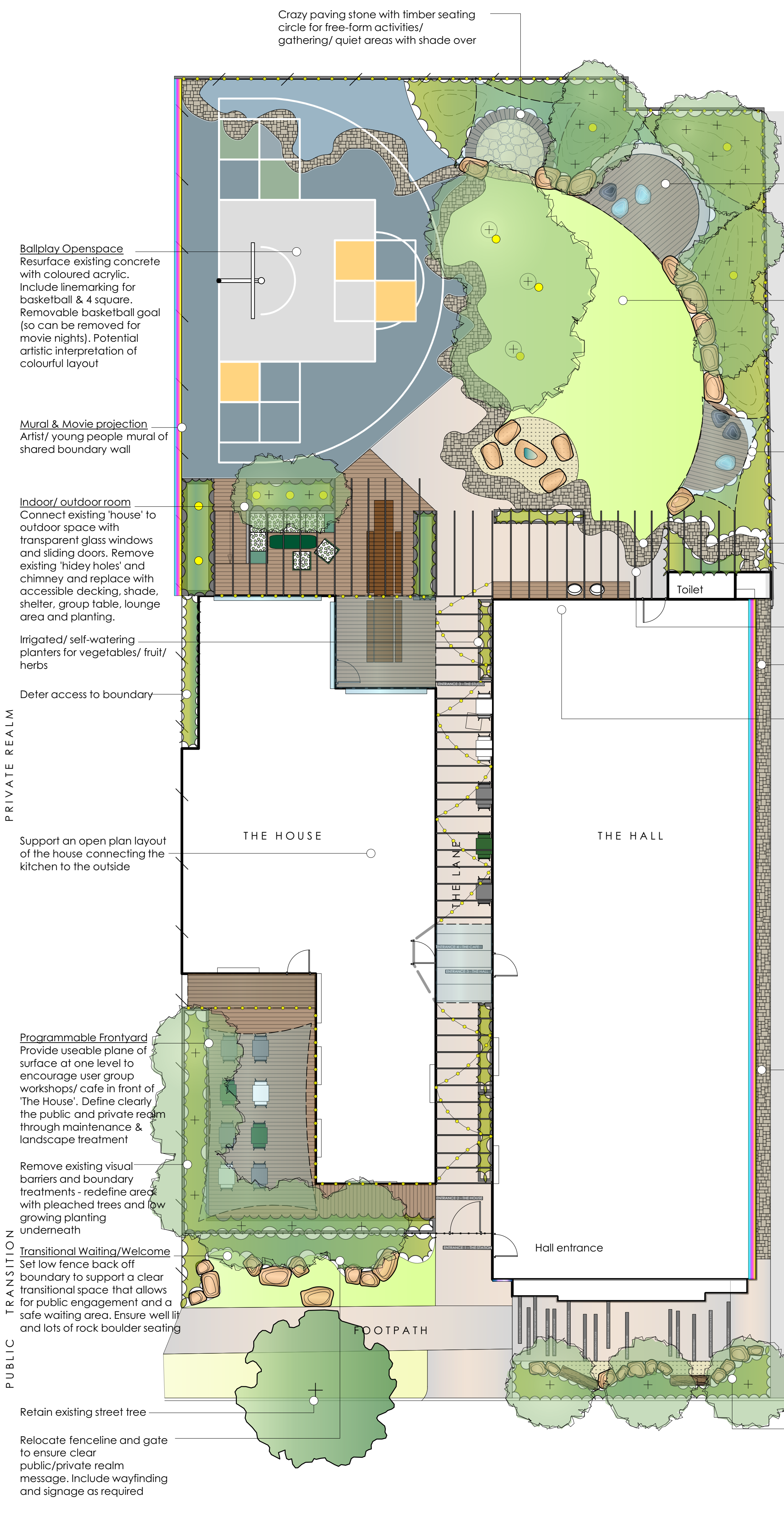
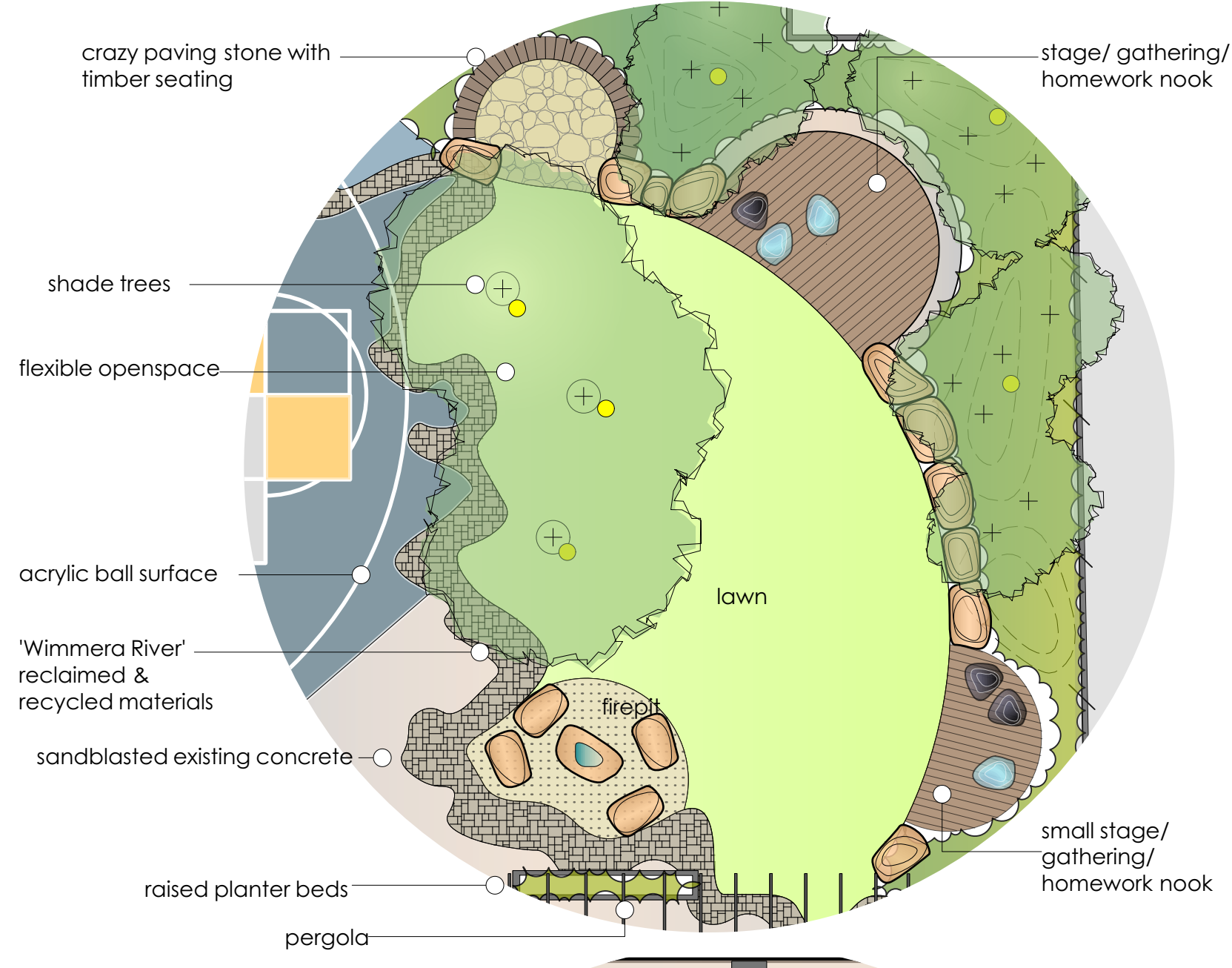
To create an environment that supports the principles of biodiversity through a broad range of plant selection thus supporting a reduction in the reflective heat of the space and improved amenity all the while create a natural oasis and safe/natural space for the visitors

To incorporate principles of sustainability through the use of re-used and reclaimed materials, creating natural shade, permeable paving solution, use of natural materials, natural form and natural ecological principles

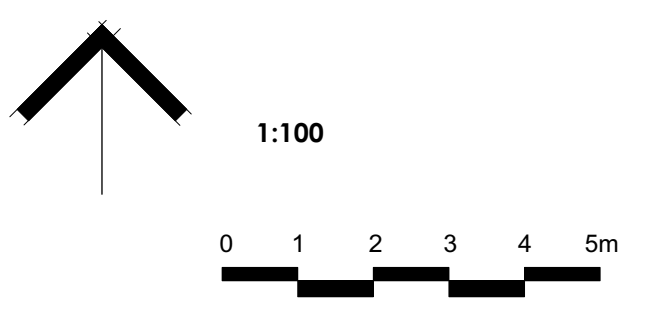
Foster creativity through opportunities to incorporate artistic elements into the design - providing a broad range of artistic pursuits and a canvas for temporary workshops and programs

To reference the iconic Landscape of the Wimmera with its meandering river and its character through subtle paving selection, garden bed layout, landforming and material selection

To provide a canvas for a wide range of programmable activities for young people



- LEGEND**
- BUILDING LAYOUT
  - BOUNDARY FENCELINE
  - EXISTING TREES TO BE RETAINED AND PROTECTED
  - EXISTING GARDEN BEDS
  - PROPOSED TREES
  - PROPOSED GARDEN BEDS
  - LAWN (NOT IRRIGATED)
  - LAWN (IRRIGATED)
  - ASPHALT SURFACE
  - CONCRETE PAVING
  - TIMBER DECKING
  - RECLAIMED HARDWOOD SLEEPER DECKING
  - CRAZY PAVING (STONE)
  - COMBINED RECLAIMED/RECYCLED CONCRETE PAVING, STONE, COBBLES, REUSED BRICKS (OLD REDS), RECLAIMED SLEEPERS, UNIQUE ARTISTIC ELEMENTS
  - COMPACTED GRAVEL SURFACE
  - OUTDOOR COURTS LAYKOLD OR SIMILAR ACRYLIC COLOURED SURFACING AND LINE MARKING
  - FEATURE BOULDERS LOCALLY SOURCED - ARAPILES OR GRAMPAINS SANDSTONE
  - SHADE STRUCTURE OVER
  - PERGOLA OVER (POTENTIAL WITH VINE AND ADDITIONAL SLATS)
  - FENCE
  - GATES & DOORS
  - WINDOWS & SLIDING DOORS
  - TABLES & CHAIRS
  - BENCH SEATS & TABLE WITH ACCESS
  - OUTDOOR LOUNGE SEATS
  - PLANTER BOXES WITH IRRIGATION
  - ARTISTIC WAYFINDING TRACKS
  - AIR FILLED BEAN BAGS
  - RECLAIMED HARDWOOD LOG SEAT (OLD BEAM/BEARER ETC)
  - ART WORK - STREET ART
  - LIGHTING
  - FESTOON LIGHTING



Landscape Concept  
**The Station**  
16 Pynsent Street HORSHAM

2.12.2020  
PN 186 **FOR COMMENT**

PO Box 765 HORSHAM VIC 3402  
041 041 2440  
felicity@laimiga.com.au  
Note: This is a concept design drawing and not a working drawing. It is not to be used for construction purposes. Levels and dimensions are approximate only. This drawing remains the property of the Landscape Architect. COPYRIGHT LAIMIGA DESIGN STUDIO





**Project Title: The Station - Landscape**  
**Client: Horsham Rural City Council**  
**Project Number: 186**  
**Date: 12 January 2021**  
**Revision: CONCEPT**



## Opinion of Probable Cost

Note: This is an opinion of probable cost only and not an estimate OR quotation. It has been prepared as a guide and should not be used for tender purposes.

The prices below are supply and install rates & prices

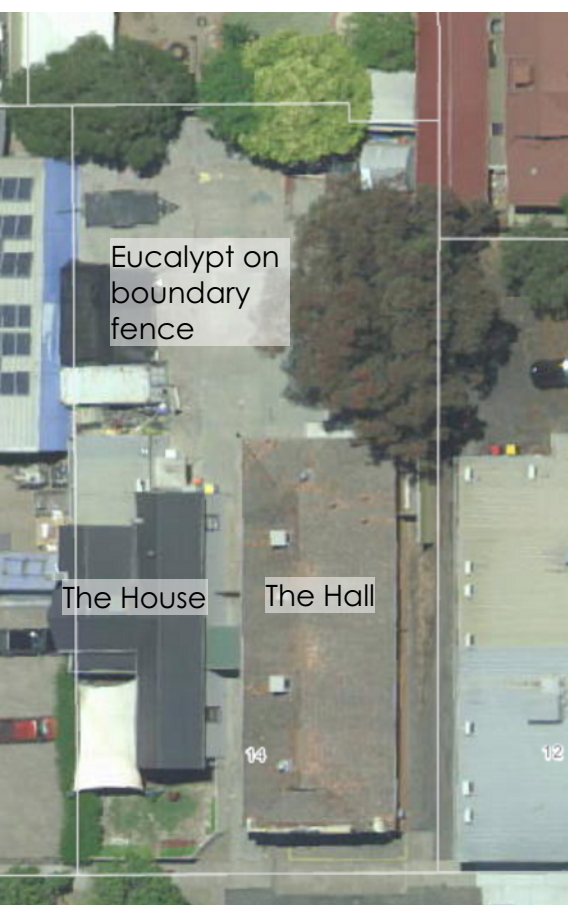
No.	Item	Unit	Qty	Rate	Total	Comments
<b>1.00 Preliminaries</b>						
1.01	On site building overheads & preliminaries (approx 2% of the nett building works)	Allow	1	\$4,500	\$4,500	
1.02	Identify and locate existing underground services	Allow	1	\$1,200	\$1,200	
1.03	Renovations to existing house to open up rooms and provide glazing and sliding doors to the north, establishment of new universally accessible toilet with baby change, in house storage area accessible from outside (for bean bags/ pizza oven/ BBQ etc as required)					<b>NOT INCLUDED</b>
<b>Preliminaries SUB</b>					<b>\$5,700</b>	
<b>2.00 Landscape Demolition</b>						
2.01	General site preparation including sundry site strip and removal of existing concrete paving as required in soft landscaping area (stock pile some concrete for relaying as concrete random paving)	m3	80	\$90	\$7,200	
2.02	Removal of existing shipping container, bike rack, toilet lean-to, shade sail posts & covered area adjacent house	allow	1	\$8,000	\$8,000	
<b>Site Preparation &amp; Demolition SUB</b>					<b>\$15,200</b>	
<b>3.00 Excavation &amp; Site</b>						
3.01	Allowance for earthworks - including site setout, mounding & achieving positive drainage across the site	m2	175	\$40	\$7,000	
<b>Earthworks SUB</b>					<b>\$7,000</b>	
<b>4.00 Landscape - Timber</b>						
4.01	Decking North of House - including boxing in under decking, ramp and edging as required (including footings & timber coating)	m2	40	\$450	\$18,000	
4.02	Pergola over Decking North of House	allow	1	\$4,500	\$4,500	
4.03	Shelter over Decking North of House	m2	13	\$650	\$8,450	
4.04	Large Sleeper Decking	m2	11	\$450	\$4,950	
4.05	Small Sleeper Decking	m2	5	\$450	\$2,250	
4.06	Front of house deck all at one level & ramp	m2	43	\$450	\$19,350	
4.07	Bench with sink, basin, water & storage	m2	3.5	\$750	\$2,625	
4.08	Pergola in laneway	m2	45	\$150	\$6,750	
4.09	Pergola northside of hall and house	m2	37	\$150	\$5,550	
4.10	Curved timber seat	m2	2.2	\$750	\$1,650	
4.11	Reclaimed timber cladding on fence (3m high)	l/m	45	\$240	\$10,800	
4.12	Party table with bench seats (6m long - potential to be relocatable)	allow	1	\$6,500	\$6,500	
4.13	Hardwood log seats	allow	2	\$450	\$900	
<b>Timber Work SUB</b>					<b>\$92,275</b>	
<b>5.00 Landscape - Masonry &amp; Stone</b>						
5.01	Rock boulders - locally sourced: Mt Arapiles or Dunkeld	m3	37	\$200	\$7,400	
5.02	Rock boulders - locally sourced: Mt Arapiles or Dunkeld - with carved pit for water or fire	allow	1	\$500	\$500	
5.03	Crazy paving surface - Dunkeld or Castlemaine	m2	5	\$250	\$1,250	
5.04	Detailed 'Wimmera River' paving with cobblestones, crazy paving, reclaimed reds from chimney, reused concrete laid as crazy paving, other locally sourced reclaimed materials	m2	40	\$250	\$10,000	
5.05	Masonry walls / block walls (potential to be reclaimed reds from onsite or rendered blockwork - height 350-400mm)	l/m	28	\$350	\$9,800	
<b>Masonry &amp; Stone Work SUB</b>					<b>\$28,950</b>	



APPENDIX 7.5C

<b>6.00</b>	<b>Landscape - Paved Surfaces</b>					
6.01	Granitic gravel surface	m2	8	\$75	\$600	
6.02	Acrylic resurface of concrete paving with line marking (assuming a suitable surface can be achieved with existing concrete)	m3	94	\$60	\$5,640	
	<b>Paved Surfaces SUB</b>				<b>\$6,240</b>	
<b>7.00</b>	<b>Landscape - Concrete</b>					
7.01	Concrete paving sandblasting of existing concrete	m2	92	\$35	\$3,220	
7.02	Concrete seat around stage	l/m	7.5	\$350	\$2,625	
	<b>Concrete SUB</b>				<b>\$3,220</b>	
<b>8.00</b>	<b>Landscape - Proprietary Products</b>					
8.01	Basketball Goal posts	Allow	1	\$4,000	\$4,000	
8.02	Couch, chairs & coffee table	Allow	1	\$3,500.00	\$3,500	
8.03	Café chairs & tables	unit	13	\$1,500	\$19,500	
8.04	Air bean baas/ therapy pods	unit	5	\$600	\$3,000	
8.05	Taps/ drinking fountain	Allow	1	\$1,500	\$1,500	
8.06	Pull down white screen minimum 4-5m wide with projector	Allow	1	\$5,500	\$5,500	
8.07	Mural - laneway	m2	75	\$50	\$3,750	
8.08	Mural - boundary wall/ concrete shared wall	m2	95	\$50	\$4,750	
8.09	Historical detail paving and wayfinding	Allow	1	\$6,000	\$6,000	
8.10	Shade sails & posts - 3 sails of varying sizes (6,10 & 16m2)	Allow	1	\$25,000	\$25,000	
8.11	Fencing & gates	l/m	12	\$300	\$3,600	
	<b>Proprietary Products SUB</b>				<b>\$80,100</b>	
<b>9.00</b>	<b>Landscape - Lighting</b>					
9.01	Design, supply & installation of festoon, tree up lights and perimeter fence lighting	Allow	1	\$12,000	\$12,000	
	<b>Lighting SUB</b>				<b>\$12,000</b>	
<b>10.00</b>	<b>Landscape - Irrigation</b>					
10.01	Design, supply & install irrigation system including controller and irrigation to all lawn and garden areas	Allow	1	\$6,500	\$6,500	
	<b>Lighting SUB</b>				<b>\$6,500</b>	
<b>11.00</b>	<b>Landscape - Garden Beds</b>					
11.01	Supply and lay 150mm depth local topsoil to garden beds	m2	115	\$15	\$1,725	
11.02	Supply and install 50mm depth composted mulch/soil conditioner cultivated into topsoil	m2	115	\$15	\$1,725	
11.03	Supply and install eucalyptus mulch to a depth of 75mm	m2	115	\$20	\$2,300	
11.04	Supply plants in 150mm containers and tube stock as per schedule; plant, fertilise and water	m2	115	\$60	\$6,900	
11.05	Supply 300mm 1.5m ht semi-advanced trees as per schedule; plant, mulch, stake, fertilise and water	No.	26	\$315	\$8,190	
11.06	Temporary fencing for plant establishment - green parawebing or similar with hardwood posts	allow	1	\$2,500	\$2,500	
11.07	Planter boxes (relocatable if required)	allow	4	\$2,500	\$10,000	
	<b>Garden Beds SUB</b>				<b>\$33,340</b>	
<b>12.00</b>	<b>Landscape -Lawn &amp; Turf</b>					
12.01	Supply and lay 75mm depth local topsoil to garden beds	m2	90	\$15	\$1,350	
12.02	Supply, sow and maintain living turf	m2	90	\$25	\$2,250	
	<b>Lawn &amp; Turf SUB</b>				<b>\$3,600</b>	
<b>13.00</b>	<b>Maintenance</b>					
13.01	Maintenance of all works	weeks	13	\$300	\$3,900	
<b>14.00</b>	<b>Total</b>					
14.01	Subtotal				\$279,525	
14.02	GST	%	10%		\$27,953	
14.03	Design Contingency	%	10%		\$27,953	
14.04	Construction Contingency	%	10%		\$27,953	
<b>14.05</b>	<b>TOTAL OPINION OF PROBABLE COST</b>				<b>\$335,430</b>	





**VISITOR PROFILE**  
 10-25 year old young people  
 HRCC Youth Council events  
 Variety of youth service providers

**CPTED EXISTING ISSUES**  
 Places to hide in front yard  
 Obscured doorways in front and back of both buildings  
 Boundary alley and blind corners  
 No safe alternative exit  
 No passive surveillance from neighbouring properties or buildings  
 Poor definition of public and private realm  
 Scalable fencing

**CPTED - OPPORTUNITIES**  
 Improve lighting  
 Improve wayfinding through the site with clear signage to main entrances  
 Improve transparency to street to encourage passive surveillance into front yard  
 Remove climbable boundary fences  
 Remove 'hidey holes'  
 Encourage connection between the building activities and the outside area

**PREFERRED MATERIALS**  
 Natural - stone, timber, planting  
 No fluorescent brights - aim for subtle colour  
 Wood/timber reclaimed  
 Not metal  
 Reduce existing concrete  
 Not clinical or sterile  
 Flexibility of use  
 Lawn (real & irrigated)  
 Ball playing surface

**ACTIVITIES**  
 Movie night on east facing wall  
 Gaming night - including remote control cars, Nintendo and multiball controlled golf  
 Craft, art, wood, basket weaving, graffiti street art and sculpture workshops  
 Exercise activities  
 Fire pit night  
 Pop-up market with Youth focused stalls  
 Gel blasters paint ball  
 Dancing/ live music/ karaoke nights  
 Cooking/ eating/ specialty food vans

**ENGAGEMENT OPPORTUNITIES**

**ART/ CULTURE**  
 Mural wall - like at Coles  
 Street art practice wall  
 Wimmera context - to reflect the 'Silo Art Trail'  
 Story of agriculture in the district  
 Wimmera environment storyline  
 Pictures of other places/ homes from around the world - postcards of home  
 Community bookshelf  
 Film/painting and madness

**ENVIRONMENT/SUSTAINABILITY**  
 Green - planting and sustainability  
 Grass (real & irrigated)  
 Planting - trees & garden beds  
 Vegetable patch, fruit trees and herbs

**ACTIVITY SPACES**  
 Multi-purpose space for a wide variety of activities  
 1/2 court basketball / netball  
 Cinema with pull down screen  
 Quiet areas to relax  
 4 square and downball  
 Study areas  
 Giant chess, twister, snakes & ladders  
 Swing/hammocks  
 Bean bag/ allocatable seats  
 Inground trampoline  
 Messy area/ art studio/ workshop space/ woodwork/ sculpture/ bike repairs/ weaving

**BUILT ENVIRONMENT**  
 Shade & shelter  
 Remove concrete  
 Relocate container to open views  
 Charging points - in furniture  
 Seating / tables  
 Stand up benches  
 Solar powered lighting, fairy lights, festoon, lighting on fence - flexibility for use of site from 4-9pm  
 Refill water station  
 Enclosed & relaxed  
 Speakers around the site - sometimes with nature noises/ sound system  
 Deck stage for live music & dancing  
 Access to food from window at rear of house  
 Access to power outside  
 Sprinklers/ water feature/ pop-up water/ spray/ misting  
 Pop-up awning on container - container used for exhibition space  
 Divide space into rooms - sense of privacy - theme areas such as bean bag area, veggie patch, etc  
 Area to eat together around a big table  
 Wash-up area for brushes/hands/paints  
 Sink / outdoor kitchen with fridge under bench for drinks  
 High Bench  
 Inclusive/ universal design  
 Projection surface/ cinema/ screen/ outdoor projector  
 Instagram picture area  
 Storage of outdoor equipment  
 Sensory Space - tee pee/ fairy lights/ textural/ intimate/ safe/ solitude/ sensory garden  
 Central point - gathering area/ circle/ fire pit  
 Portable pizza oven

**'VIBE'**  
 All are welcome  
 Inclusive  
 Feeling of the Botanic Gardens/ River  
 Sense of freedom and connection to nature  
 Festival/ band character  
 'Chill'  
 'Quirky'  
 Welcoming to extended family members as part of special events  
 Charter of Youth - to celebrate differences and respect the space - value words...

Previously Roberts Avenue Kindergarten (no longer in use) - publicly accessible front and back yards

Kindergarten trees adjacent northern boundary include Melaleuca, Gleditsia, Quercus and Ulmus

Concrete paving boundary to boundary. Potential for some underground surfaces

Storage Container onsite - currently unsecured and empty

Drinking taps and relocatable bike rack

Aluminum window looks toward container and hidden area

Narrow alley way access to frontyard

Step down from house to finished ground surface (approx 150mm) steel framed lean-to over door

'The House' charcoal trim and light musk weatherboards with painted chimney

Double gates 'Wills' ornamental style ARC fencing

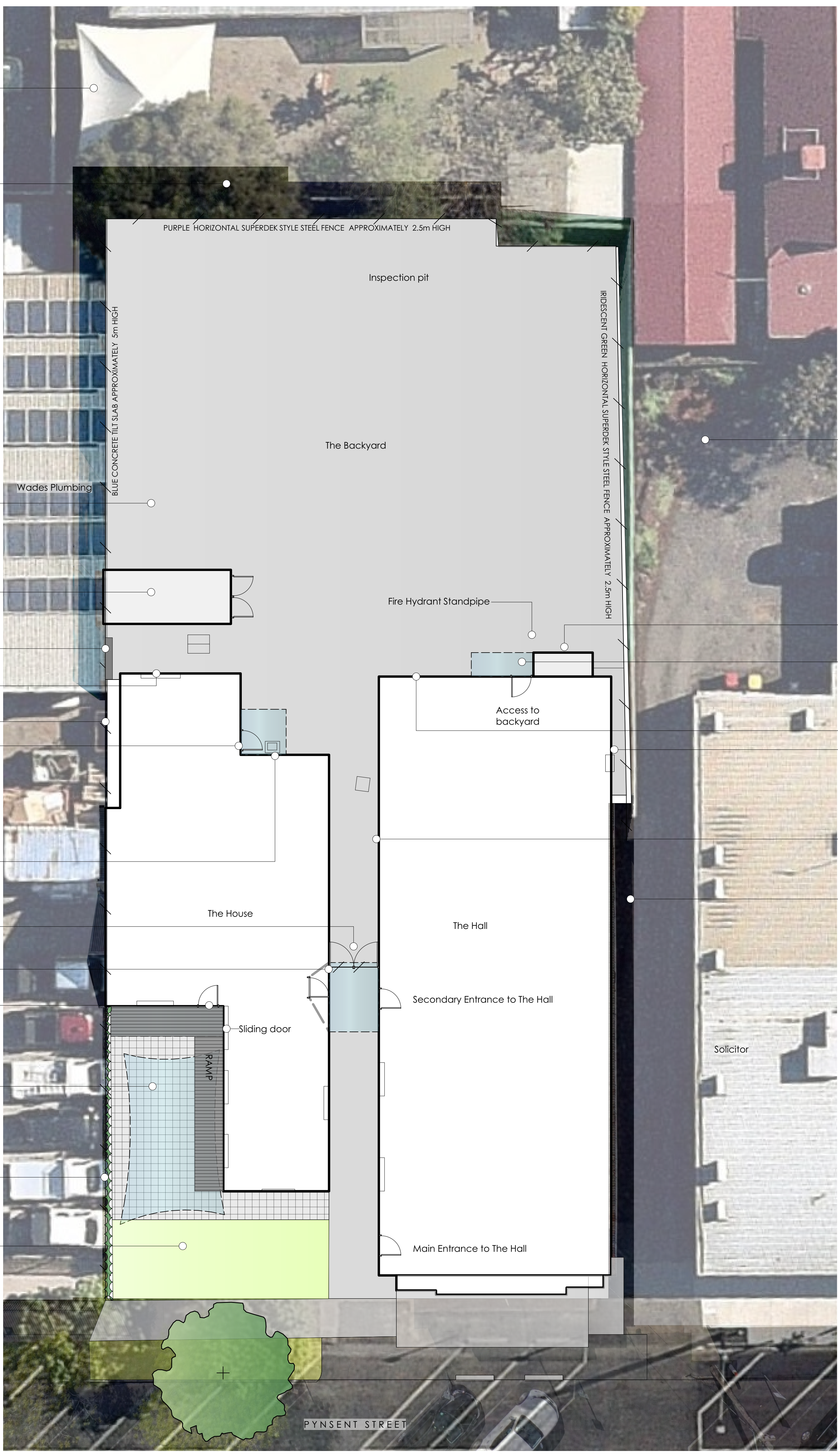
'The House' side entrance with step up and hidden doorway

'The House' front entrance with step up and ramp hidden with heavy shadow and dark decking boards

Block pavers with shade sail above

Jasminum mesnyi on boundary fence

Recently installed turf



Adjacent Solicitors carpark - open access to rear yard from Pynsent Street

Red brick with black fleck painted green wall

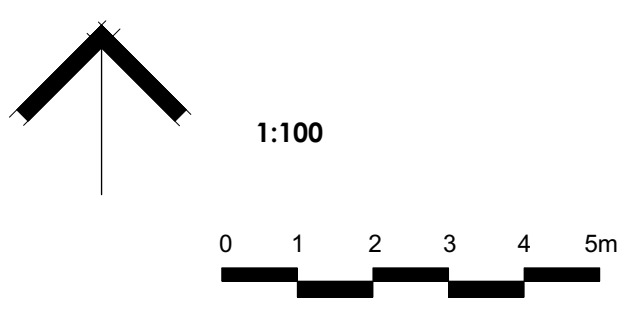
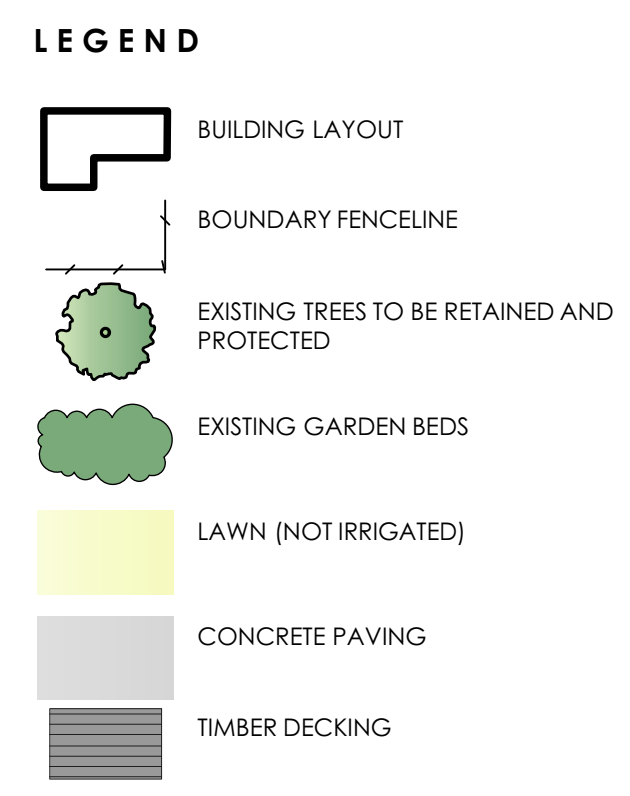
Main exit door with privacy wall and all abilities toilet (accessibility?). Hidden nook and heavy door access

Nexus graffiti wall

Hidden sideyard with services

Naidoc Week 2000 'Building Pride in our Communities' Goolom Goolom mural

Unclear delineation between 'The Station' and the Solicitors - open driveway



Existing Conditions & Site Analysis  
**The Station**  
 16 Pynsent Street HORSHAM

Issue Date  
 PN 186

**FOR COMMENT**

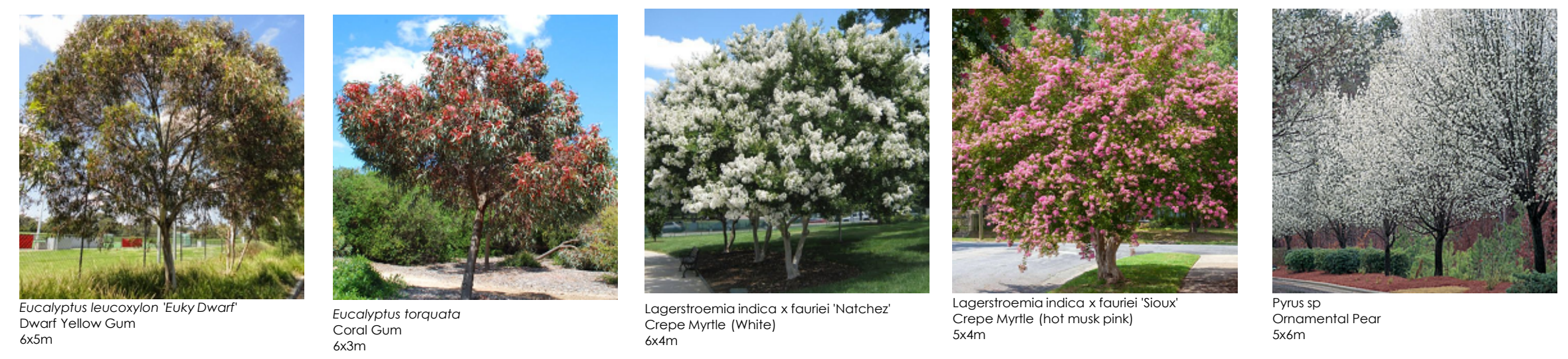
PO Box 765 HORSHAM VIC 3402  
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 felicity@laimiga.com.au  
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# 'THE STATION - A PLACE WHERE ALL ARE WELCOME'

## FEATURE TREES



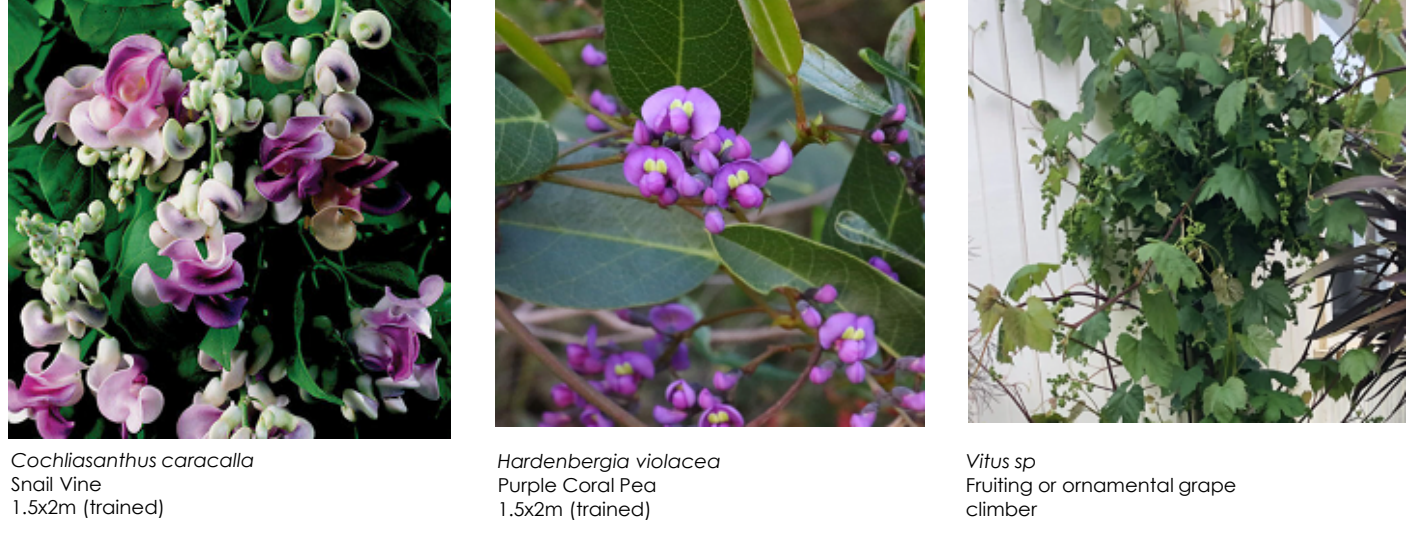
*Eucalyptus leucosylon* 'Euky Dwarf' Dwarf Yellow Gum 6x3m  
*Eucalyptus torquata* Coral Gum 6x3m  
*Lagerstroemia indica* x *fauriei* 'Natchez' Crepe Myrtle (White) 6x4m  
*Lagerstroemia indica* x *fauriei* 'Sioux' Crepe Myrtle (Hot musk pink) 6x4m  
*Pyrus* sp Ornamental Pear 6x6m

## MID TO LOW STOREY SHRUBS, GROUNDCOVERS & TUSSOCKS

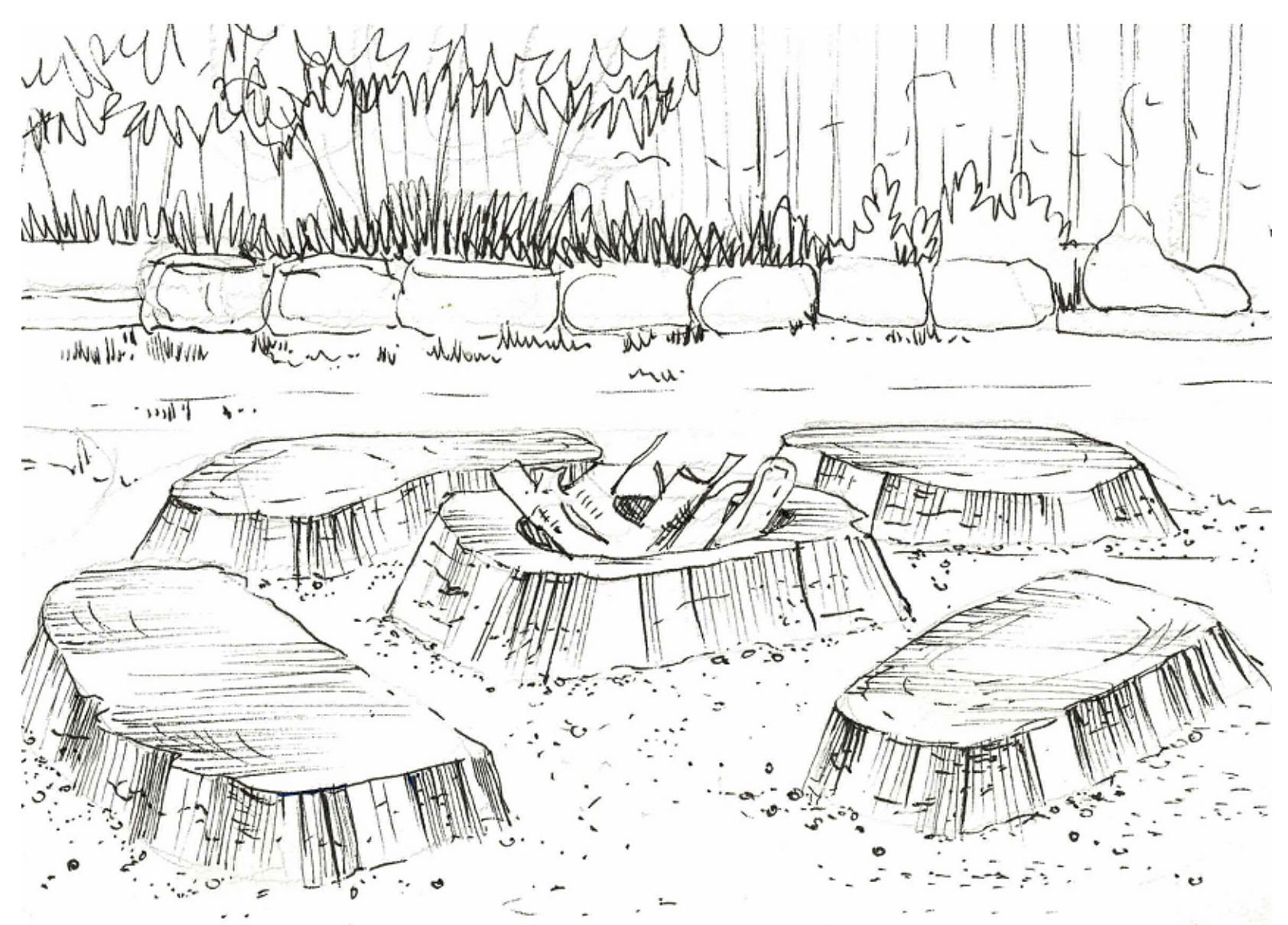


*Adenanthos sericeus* 'Silver Streak' Woolly Bush 1.5-3m x 1-1.5m (happy to be pruned)  
*Alyogyne* sp. Native Hibiscus 1-2.5m x 1-2.5m  
*Austroanthonia* sp. Wallaby Grass 5m x 1m  
*Austrorhiza elegantissima* Feather Spear-grass 1.5m x 1m  
*Calcephalus ciliatus* Lemnau Beauty Heads 5m x 5m  
*Callistemon* 'Great Balls of Fire' Bottlebrush 1-1.5m x 1-1.5m (happy to be pruned)  
*Carpobrotus modestus* Inland Pigface 5m x 1m  
*Chamaecium* x *Verticordia* 'Paddy's Pink' Geraldton Wax Flower 2m x 2m  
*Chrysocephalum apiculatum* Yellow Buttons 0.1-1.5m x 0.5-1m  
*Chrysocephalum semipapposum* Clustered everlasting 6m x 6m  
*Cistus* sp. Dog Rose 5-1.5m x 5-1.5m  
*Dianella revoluta* Blank anther Flax-lily 7.5m x 1m  
*Enchyloena tomentosa* Ruby saltbush 7m x 7m  
*Eremophila* 'Kalbarri Carpet' Kalbarri Carpet Emu Bush 0.5-1m x 1m  
*Eremophila nivea* Silky Eremophila 2m x 2m  
*Ficinia nodosa* Knobby Club Rush 7m x 7m  
*Leucophyta brownii* Cushion bush 1x1m  
*Lomandra glauca* Pale Mat-rush 6m x 6m  
*Lomandra lanicola* Tanika Spiky headed Mat-rush 6m x 6m  
*Lomandra triandra* Kangaroo Grass 5m x 5m  
*Myoporum parvifolium* Creeping Boobialla 1.5m x 1m  
*Pycnosorus globosus* Billy Buttons 0.5-1.5m x 1m  
*Rhagodia spinescens* Hedge Saltbush spreading x 1m  
*Syzgium* 'Big Red' Big Red Lilly Pilly Easily pruned to hedge

## CLIMBING PLANTS FOR FENCES



*Cochlosanthus caracalla* Snail Vine 1.5x2m (trained)  
*Hardenbergia violacea* Purple Coral Pea 1.5x2m (trained)  
*Vitus* sp Fruiting or ornamental grape climber



Fire Pit/ Water filled feature - granitic surrounding surface with cut local stone seats for gathering/ chatting/ relaxing & sharing a story



Crazy paving - Dunkeld Sandstone



Festoon lighting in laneway



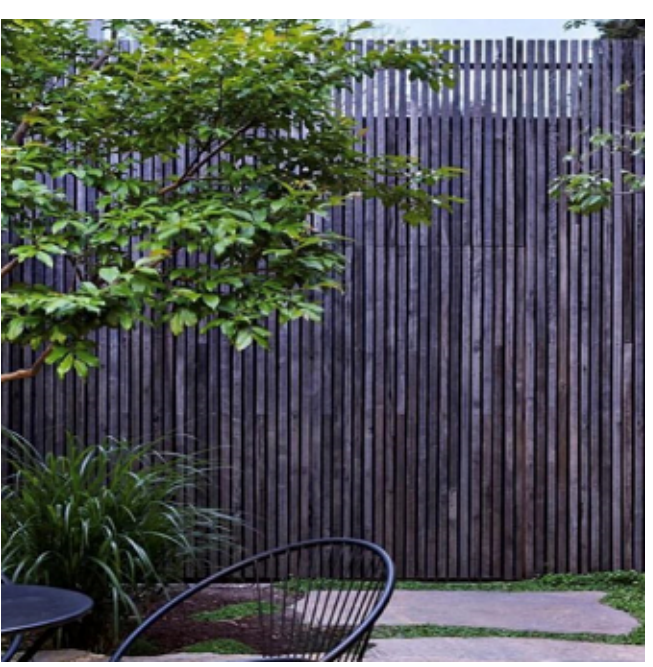
Mixed media paving



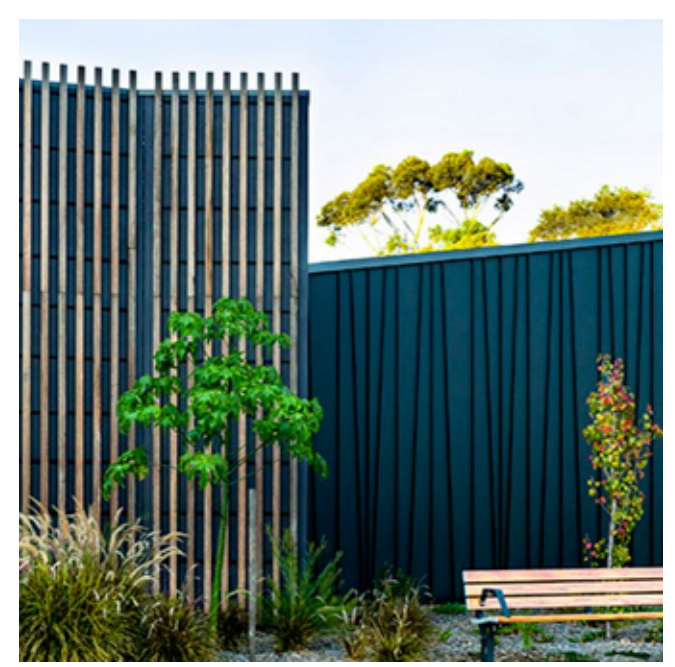
Mixed media paving & stone slabs



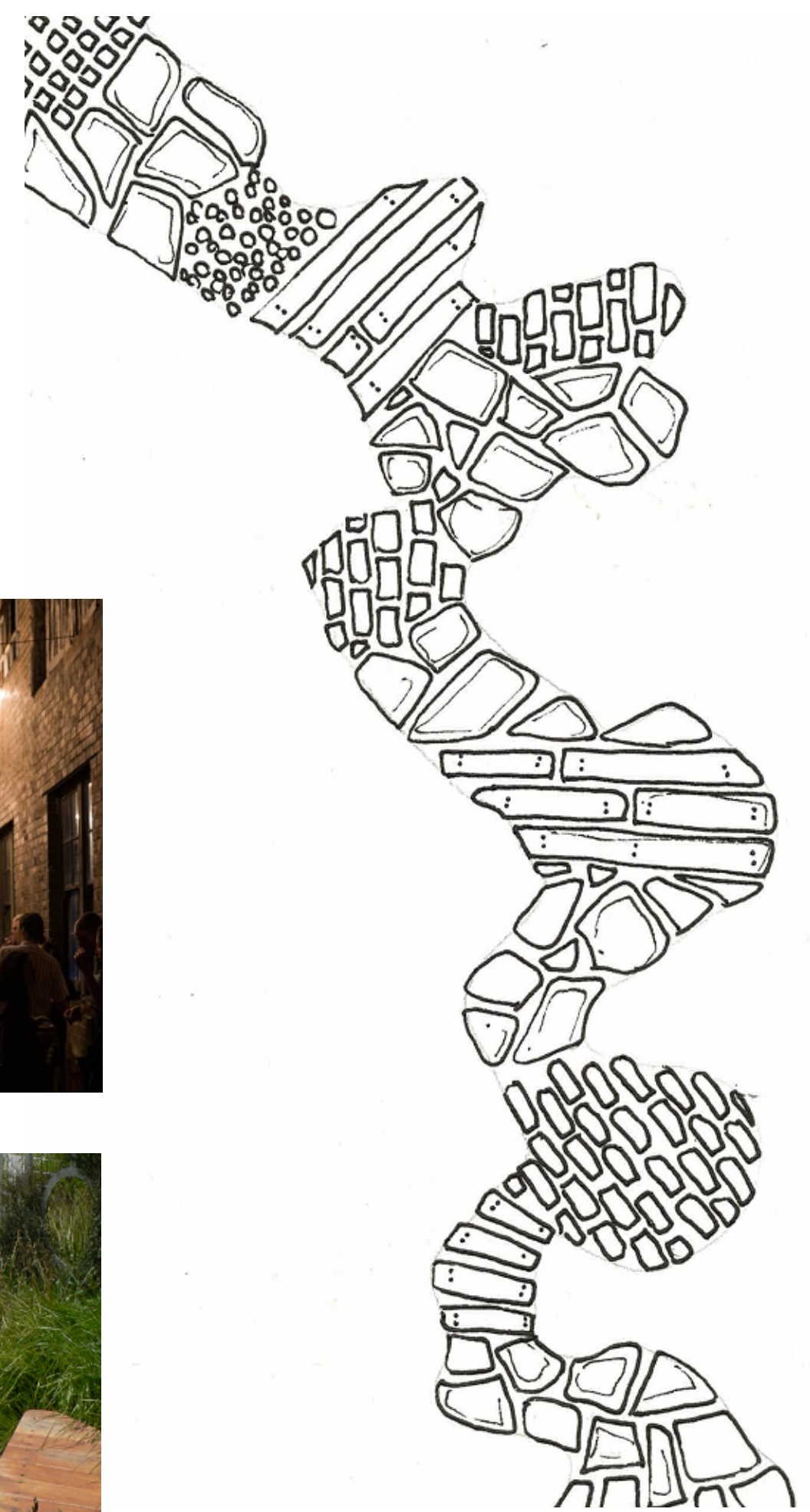
Reclaimed railway sleeper decking



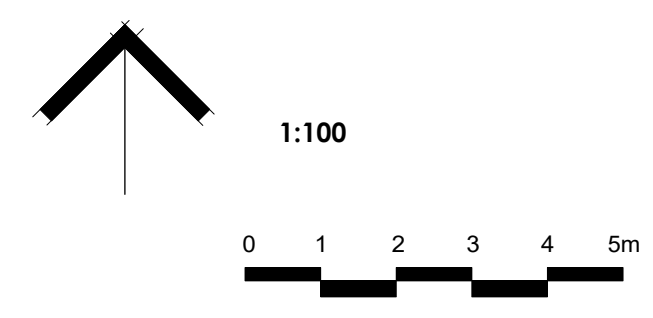
Vertical cladding of existing fencing



Painting charcoal and proud cladding



Mixed media - reclaimed materials bridging the gap connecting history, culture and context. Local stone, reclaimed hardwood sleepers, reclaimed old reds from local brickworks, local pebbles, reclaimed concrete in crazy paving form, etc





## COVID-19 Local Roads and Community Infrastructure Program Guidelines – Phase 2

---

<b>Opening date:</b>	<b>14 December 2020</b>
<b>Commonwealth policy entity:</b>	<b>Department of Infrastructure, Transport, Regional Development and Communications</b>
<b>Administering entity</b>	<b>Department of Infrastructure, Transport, Regional Development and Communications</b>
<b>Enquiries:</b>	<b>Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program IIP@infrastructure.gov.au</b>
<b>Date guidelines released:</b>	<b>14 December 2020</b>
<b>Type of grant opportunity:</b>	<b>Demand-driven (Eligibility-based)</b>

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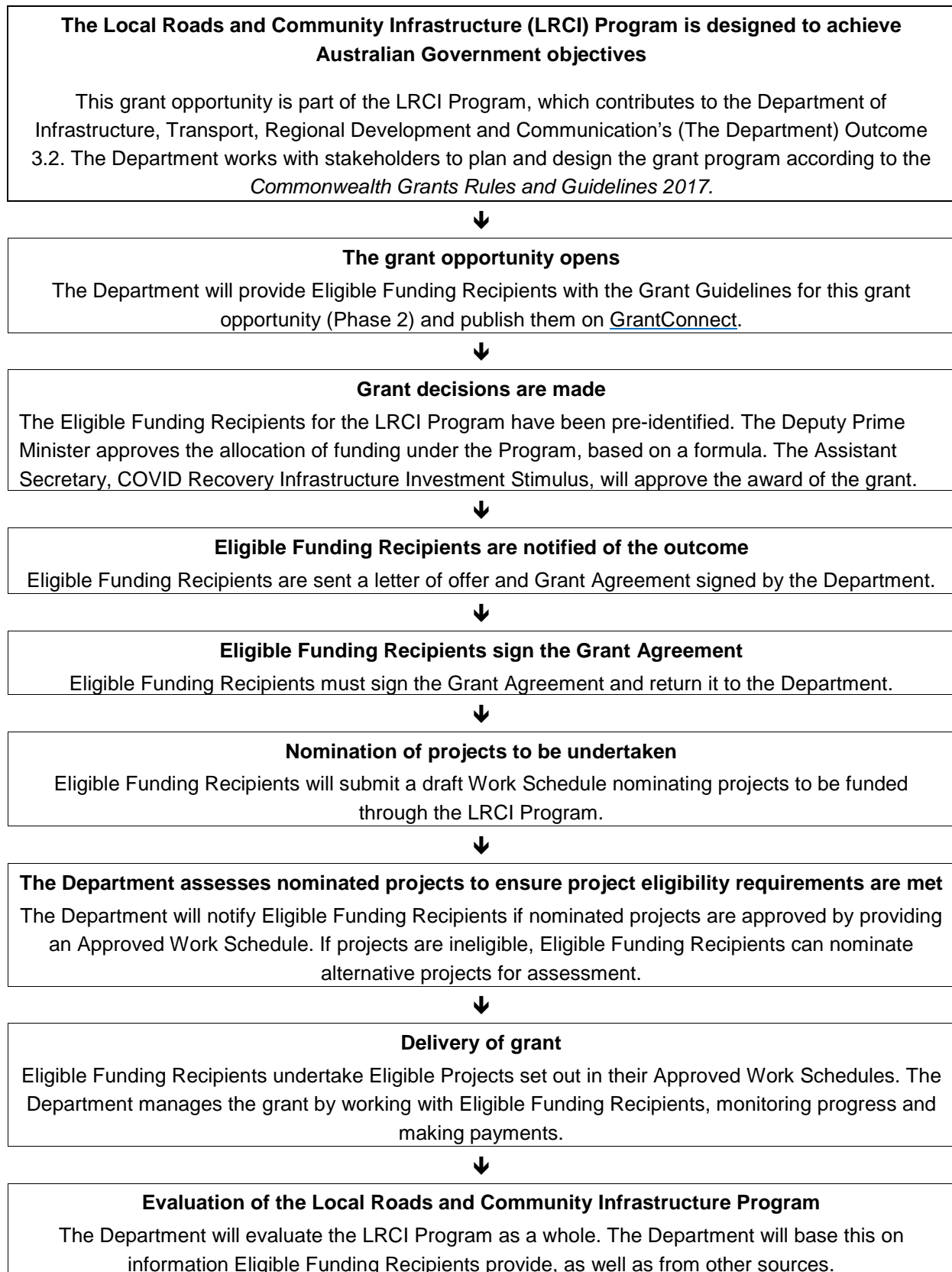
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## 1. Local Roads and Community Infrastructure Program Process





## 1.1 Introduction

These Guidelines contain information for the Extension (Phase 2) of the LRCI Program grants.

The LRCI Program was announced on 22 May 2020. On 6 October 2020, as part of the 2020-2021 Budget, the Government announced a further \$1 billion to extend the LRCI Program. The grant opportunity set out in these Guidelines is for Phase 2 of the LRCI Program only.

The LRCI Program supports local councils to create jobs by delivering priority local road and community infrastructure projects across Australia.

This document sets out:

- the purpose of the grant opportunity;
- the eligibility criteria;
- how Eligible Funding Recipients will be monitored and evaluated; and
- responsibilities and expectations in relation to the grant opportunity.

The LRCI Program is administered by the Department.

## 2. About the LRCI Program – Phase 2

Phase 2 of the LRCI Program will run from 14 December 2020 to 30 June 2022. Project construction can commence once Work Schedules are approved by the Department with projects required to be physically completed by 31 December 2021.

The extension of the LRCI Program is a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

As with the first funding round for the LRCI Program, Eligible Funding Recipients can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. It is expected that Eligible Funding Recipients will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

The LRCI Program is a demand driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3.2 of the Department's Portfolio Budget Statement 2020-2021:

- the local government program supports regional development and local communities through delivery of policy advice to the Australian Government and financial assistance to local governments to strengthen local government capacity and better support local communities.

The objective of the LRCI Program is to protect and create jobs by stimulating additional infrastructure construction activity in communities across Australia.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funding construction projects following the impacts of COVID-19; and

- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department will administer the LRCI Program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

### 3. Grant amount and grant period

The Australian Government has announced total funding of \$1 billion over two years, providing \$500 million in 2020-21 and \$500 million in 2021-22 for Phase 2 of the LRCI Program.

Each Eligible Funding Recipient will be allocated a grant amount calculated using a formula (this grant amount is the 'Phase 2 Allocation').

The formula used to determine the Phase 2 Allocations will comprise of two parts with the following weighting, added together:

- one third of the allocation calculated using the existing LRCI formula (based on the Roads to Recovery Program (R2R)); and
- two thirds of the allocation based on council population size.

Population was calculated using the Estimated Regional Population by Local Government Area data provided by the Australian Bureau of Statistics (28 August 2020). Where there was an insufficient breakdown to the level of Eligible Funding Recipients under this program (for example in relation to Christmas, Cocos and Norfolk Islands) the 2019 population was attributed to the component areas using percentages derived from 2016 Census data.

The formula has been consistently applied to determine the Phase 2 Allocation of each Eligible Funding Recipient under the LRCI Program.

This grant opportunity will open on 14 December 2020 and close on 31 July 2021. The First Instalment of the Phase 2 Allocation will be paid after the Eligible Funding Recipient's Work Schedule has been approved, and not before 1 January 2021.

#### 3.1 Phase 2 – 'use it or lose it' principle

If:

- an Eligible Funding Recipient has not applied for the full amount of their Phase 2 Allocation in a draft Work Schedule by 31 July 2021; or
- savings related to Eligible Projects have not been reallocated under an Eligible Funding Recipient's Phase 2 Allocation before 31 December 2021,

the Commonwealth has the right to not pay the amount of the Phase 2 Allocation not applied for or reallocated by the Eligible Funding Recipient.

Eligible Funding Recipients are to have in place an executed Grant Agreement in relation to their 'Nominal Funding Allocation' under Phase 1 of the LRCI Program before receiving their letter of offer and Grant Agreement for Phase 2 (see 4.3 below).



## 4. Eligibility criteria

Only Eligible Funding Recipients are able to participate in Phase 2 of the LRCI Program. Eligible Funding Recipients will receive a letter of offer to participate in Phase 2 of the LRCI Program.

### 4.1 Who is eligible for a grant?

The Eligible Funding Recipients for this grant program have been identified. They are:

- all local councils in Australia;
- the ACT Government in lieu of a system of local government;
- relevant state government, the shires of Christmas Island, Cocos (Keeling) Islands and Norfolk Island and the Lord Howe Island Board that provide local council services to 'unincorporated areas' in Australia;
- the NT Government for areas that were unincorporated until 2008 but are not yet transferred to the new councils; and
- the Victorian Department of Environment, Land, Water and Planning for the French Island.

The Eligible Funding Recipients have been selected for this grant opportunity as the intention is to fund local communities directly. By providing funding to the level of government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia.

### 4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see: Section 4.1).

General applications by other organisations will not be accepted.

### 4.3 Eligibility linked to Phase 1

Eligible Funding Recipients will need to have in place an executed Grant Agreement in relation to their 'Nominal Funding Allocation' under Phase 1 of the LRCI Program before receiving their letter of offer and Grant Agreement for Phase 2.

If the Eligible Funding Recipient does not have in place an executed Grant Agreement under Phase 1, the Eligible Grant Recipient will not be eligible to receive any amount of the Phase 2 Allocation.

## 5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are projects that are a Local Road Project or Community Infrastructure Project (as set out below), and that meet the Eligible Project Requirements set out in subsections 5.2 to 5.6, and deliver benefits to the community.

## 5.1 Eligible grant activity

### Local Roads Projects

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

### Community Infrastructure Projects

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

'Generally accessible to the public' means that the project, or the amenity provided by the project, is generally accessible to the public at large. Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads.

Projects will also be considered generally publically accessible if they are in a location that is:

- generally publically accessible to the wider public undertaking a specific activity (for example council operated sporting fields); or
- generally publically accessible for a limited age group of the Community as a whole i.e. a kindergarten building; or
- used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is publicly accessible and benefits the community.

All projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;



- picnic shelters or barbeque facilities at community parks;
- community/public art associated with an Eligible Project ( Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);
- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

#### Other Public Land

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

### 5.2 Maintaining overall capital expenditure

The purpose of the LRCI Program funding is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. As an economic stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using their own funds.

Given the timing of funding under Phase 2 and taking into account that Eligible Funding Recipients may not yet have confirmed future infrastructure spending, the additionality principle, that applied to Phase 1, has been modified for Phase 2 only.

Under Phase 1, LRCI funds could not be used on existing projects. Under Phase 2, Eligible Funding Recipients are required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2020-21 capital spending level. The focus on overall capital spending (in Phase 2) provides Eligible Funding Recipients with greater flexibility to set and deliver the infrastructure priorities in their communities.

Proof of maintaining capital expenditure will be a requirement for an Eligible Funding Recipient to receive their full Phase 2 Allocation. The Department will consider, in exceptional circumstances, exemptions to this requirement.

### 5.3 Co-contributions

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government programs (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.

An Eligible Funding Recipient using co-contributions for a project also needs to meet the conditions of other funding programs from which funds are sourced (i.e. a state program). Eligible Funding Recipients are responsible for determining if the funding conditions of another program would not permit the use of LRCI Program funding towards that project.

#### 5.4 Eligible construction time period

Construction activity on Eligible Projects must be undertaken before 31 December 2021, unless agreed by the Department due to exceptional circumstances. Planning issues and general delays associated with building projects are not considered exceptional circumstances.

If construction activity cannot be completed or savings related to Eligible Projects have not been reallocated to other Eligible Projects under their Phase 2 Allocation (through approval of an updated Work Schedule with amended funding and/or new project nominations) before 31 December 2021, an Eligible Funding Recipient may not receive their full Phase 2 Allocation.

#### 5.5 Combined Projects - LRCI Phase 1 and Phase 2 projects

Eligible Funding Recipients can nominate projects that utilise LRCI funding from both Phase 1 and Phase 2, but will need to demonstrate that the project is eligible under the respective program guidelines for each phase.

Eligible Funding Recipients can nominate later stages of projects that are already receiving funding under the LRCI Program, provided that the component funded under Phase 1 is not amended without approval by the Department and maintains its eligibility under the relevant program guidelines.

Eligible Funding Recipients are also able to submit projects previously nominated under Phase 1 that were not approved as meeting the eligibility requirements under the relevant program guidelines, but may be eligible under these Guidelines for Phase 2.

#### 5.6 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These activities are Ineligible Projects or Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, or costs incurred by the Council as a Landlord in the general course of a lease;
- commencement ceremonies, opening ceremonies or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- road building plant or other capital equipment especially moveable equipment (e.g. graders or trailers);
- land;
- training (if not part of an Eligible Project);
- public liability insurance;



- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded Eligible Project;
- stand-alone design and preliminary works;
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded Eligible Project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective costs.

## 6. The grant selection process

### 6.1 Who will approve grants?

The Assistant Secretary, COVID Recovery Infrastructure Investment Stimulus (the Delegate) approves grants on the basis that the organisation is an Eligible Funding Recipient as identified in section 4.1.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula outlined at section 3.

The Delegate's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

## 7. Letter of offer process

All Eligible Funding Recipients will receive a letter of offer to participate in Phase 2 of the LRCI Program. This letter will:

- a) specify the Phase 2 Allocation;
- b) include a Grant Agreement that sets out the terms and conditions of Phase 2 of the LRCI Program executed by the Commonwealth;
- c) provide information on the submission of Work Schedules.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found on the Department's website and on [GrantConnect](#). Any alterations and addenda<sup>1</sup> will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

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<sup>1</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, and Questions and Answers (Q&A) documents

Eligible Funding Recipients can return signed Grant Agreements and submit Work Schedules for their first projects between 14 December 2020 and 31 July 2021. As construction needs to be completed by 31 December 2021, after 31 July 2021 the Department expects to only be managing variations or additional project nominations to ensure that an Eligible Funding Recipient is able to fully utilise their Phase 2 Allocation.

## 8. Notification of outcomes

All Eligible Funding Recipients will receive a letter of offer to participate in Phase 2 of the LRCI Program and a Grant Agreement.

## 9. Successful grantees

### 9.1 The Grant Agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Commonwealth by signing the Grant Agreement. The Grant Agreement used for Phase 2 of the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the LRCI Program - Program Manager.

A Grant Agreement must be executed with the Commonwealth before any payments can be made. The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and a Work Schedule is approved for the Eligible Funding Recipient.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Commonwealth may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. If an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.



## 9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
<p>First Instalment:</p> <p>Work Schedule approval payment</p>	<p>The First Instalment of the Phase 2 Allocation will be paid after 1 January 2021 and after the Eligible Funding Recipient's Work Schedule has been approved.</p>	<p>The first payment will be equal to 50 per cent of an Eligible Funding Recipient's Phase 2 Allocation, unless the Eligible Funding Recipient is the recipient of a Low Value Grant.</p> <p>For Low Value Grants, Eligible Funding Recipients will receive 70 per cent of their Phase 2 Allocation in their first instalment.</p>
<p>Progress Instalments:</p> <p>Eligible Funding Recipients can receive multiple progress payments.</p>	<p>Within four weeks of the Department's acceptance of a Quarterly Report</p>	<p>A Progress Instalment will be equal to the Eligible Funding Recipient's:</p> <ul style="list-style-type: none"> <li>• actual expenditure until the end of the period covered by the relevant Quarterly Report; and</li> <li>• projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter;</li> </ul> <p><b>less:</b></p> <ul style="list-style-type: none"> <li>• received instalments; and</li> <li>• 10 per cent of the Phase 2 Allocation.</li> </ul> <p>For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds at the time of a Quarterly Report being submitted provided they also submit completed acquittal documentation.</p>
<p>Final Instalment:</p> <p>Final payment</p>	<p>Within four weeks of the Department's acceptance of the Annual Report and decision to release the Final Instalment</p>	<p>The Final Instalment will equal the smaller of:</p> <ul style="list-style-type: none"> <li>• the residual amount of an Eligible Funding Recipient's Phase 2 Allocation; or</li> <li>• the total eligible expenditure and projected expenditure to the end of the Eligible Projects;</li> </ul> <p><b>less</b> instalments paid to date.</p>

## Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their draft Work Schedule.

Eligible Funding Recipients will need to have an approved Work Schedule for the first funding round under the LRCI Program before they can receive an approved Work Schedule for the LRCI Program Extension (Phase 2).

- Eligible Funding Recipients can submit a draft Work Schedule for Phase 2 while they wait for a decision on approval of their Work Schedule for the first funding round.
- Eligible Funding Recipients can submit a draft Work Schedule for Phase 2 that includes funding from Phase 1 of the LRCI Program.

Eligible Funding Recipients are required to submit a draft Work Schedule in the manner and form stipulated by the Department. The manner and form for submitting a draft Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

- Eligible Funding Recipients should submit their draft Work Schedule when they return their signed Grant Agreement. Work Schedules can be submitted between 1 December 2020 and 31 July 2021, but failure to promptly return a Work Schedule will result in release of grant funds being delayed.
- In order for Eligible Funding Recipients to receive their full Phase 2 Allocation, they must have submitted a draft Work Schedule for the total amount of their Phase 2 Allocation by 31 July 2021.
  - If an Eligible Funding Recipient has not applied for their full Phase 2 Allocation in a draft Work Schedule by 31 July 2021, or savings related to Eligible Projects have not been reallocated under their Phase 2 Allocation before 31 December 2021, the Commonwealth has the right to not pay the amount of the Phase 2 Allocation not yet applied for or reallocated by the Eligible Funding Recipient.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Eligible Funding Recipient proposes to undertake using the grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date and estimated construction completion date;
- detail of any conflicts of interest and management actions to manage these conflicts;
- the amount of grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure; and
- expected number of full-time equivalent jobs supported by the project over the construction period.



If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's own workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Project management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated with Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

The total amount of grant funding sought under a draft Work Schedule cannot exceed the amount of the grant specified in the Grant Agreement.

### Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department may contact an Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Delegate to approve/not approve the Work Schedule.

If an Eligible Funding Recipient nominates projects with a total value of more than 50 per cent of their Phase 2 Allocation and the Work Schedule is approved, the Delegate will approve release of the First Instalment of grant funds. The decision to release funds will be made on the basis of their assessment of the information provided by an Eligible Funding Recipient and any other information in the Program Guidelines. Approval may be subject to conditions detailed in the Grant Agreement. Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

### First Instalment

The First Instalment will be paid to an Eligible Funding Recipient within four weeks of the Work Schedule and release of the First Instalment being approved by the Delegate, provided this date is after 1 January 2021.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Phase 2 Allocation.

### Low Value Grants

A Low Value Grant is a Phase 2 Allocation under \$500,000. In application of the proportionality principle, different requirements relating to Instalments and Reporting apply to these grants.

For a Low Value Grant, the process for Work Schedule approval is the same as detailed above. However, Low Value Grant recipients can receive 70 per cent of their Phase 2 Allocation as their First Instalment provided they have nominated projects totaling 70 per cent or more of their Phase 2 Allocation.

## Progress Instalments

Progress Instalments will be made following submission of a Quarterly Report.

The Delegate will approve release of a Progress Instalment on the basis of:

- the Department's assessment of, and the information provided in, relevant Quarterly Report/s;
- whether or not a Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; and
- consideration of other relevant information.

Further information may be requested by the Department at this stage and considered by the Delegate.

If the Delegate approves release of a Progress Instalment, payment will be made within four weeks of the Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release a Progress Instalment.

The payment value for a Progress Instalment will equal:

- actual expenditure up until the end of the relevant quarter; plus
- projected expenditure to the end of the next quarter.

### less:

- the first instalment; and
- 10 per cent of the Phase 2 Allocation.

For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds at the time of a Quarterly Report being submitted, provided they also submit completed acquittal documentation See Acquittal at 11.4.

## Final Instalment

The Delegate will decide whether to approve release of the Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information.

The Final Instalment will be the lesser of the residual amount of an Eligible Funding Recipient's Phase 2 Allocation and the total actual expenditure and projected expenditure to the end of the Eligible Projects, less instalments paid to date. Projected expenditure should be limited to expenses expected to be incurred post 31 December 2021, which are not construction costs. These costs should be things such as noise monitoring contracts and outstanding bills unless otherwise agreed by the Department.



Further information may be requested by the Department at this stage and considered by the Delegate. The Final Instalment will be paid within four weeks of the Delegate's decision to release the grant payment.

### 9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST. Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

## 10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect within 21 days after the date of effect of the Grant Agreement as required by section 5.3 of the [CGRGs](#).

The Department may also publish details of grants on its website or other government websites, including individual projects funded. This information may include, but is not limited to:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes including estimates of jobs supported.

## 11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

### 11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.

Quarterly Reports must be submitted per the timeframes in **Table 2 –Quarterly Reports** and in accordance with the Grant Agreement.

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of Progress and Final Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement; and
- estimated and/or confirmed jobs supported by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Phase 2 Allocation or returned any unspent grant funding, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports but will still be required to provide the Annual Report.

For a Low Value Grant, if the Eligible Funding Recipient has expended their Phase 2 Allocation or returned any unspent grant funds, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports. An Eligible Funding Recipient with a Low Value Grant can file acquittal documentation at this time.



**Table 2 –Quarterly Reports**

<b>Lodgement period for Quarterly Reports</b>	<b>Quarter: Actual expenditure period</b>	<b>Quarterly Report</b>
1–30 April 2021	1 January – 31 March 2021	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 July 2021	1 April – 30 June 2021	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2021	1 July – 30 September 2021	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2022	1 October – 31 December 2021	<b>Annual Report</b> Actual expenditure and eligible project updates from 1 January 2021 to 31 December 2021.
1–30 April 2022	1 January – 31 March 2022 (if required)	Actual expenditure for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates.
1–31 July 2022	1 April – 30 June 2022 (if required)	Actual expenditure for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates.

The Department must be informed of any reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

### 11.2 Annual Report

Eligible Funding Recipients must provide the Department with an Annual Report no later than 14 February 2022, unless otherwise agreed by the Department. The Annual Report will need to be in the manner and form specified by the Department. The Annual Report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the calendar year;
2. Total amount of grant funding spent on Eligible Projects;

3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:

- a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
  - i. the amount of grant payments which remained unspent from the calendar year;
  - ii. the amount of grant payments received by the Eligible Funding Recipient in the calendar year;
  - iii. the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule in that year;
  - iv. the amount spent by the Eligible Funding Recipient during that year out of the grant payments available for expenditure by the Eligible Funding Recipient during that year;
  - v. the amount (if any) retained at the end of that year by the Eligible Funding Recipient out of grant payments available for expenditures by the Eligible Funding Recipient during that year and which remained unspent at the end of that year.

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
- b) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

### 11.3 Audited financial statements

Under the Program Guidelines for Phase 1 of the LRCI Program, Eligible Funding Recipients are required to submit a report in writing and signed by an appropriate auditor providing the auditor's opinion on the use by Eligible Funding Recipients of proper accounts and records and preparation of financial statements.

In meeting this audit requirement for Phase 1, the Department requires that Eligible Funding Recipients also engage the auditor to consider the appropriateness of accounts and keeping of records that relates to any Phase 2 funding received during the financial period or periods considered for the Phase 1 audit report.

As part of the Annual Report process outlined in section 11.3 above, the Department requires that Eligible Funding Recipients submit a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- i. the Chief Executive Officer's financial statement included with the Annual Report (refer section 11.3) is based on proper accounts and records;
- ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records;
- iii. the expenditure has been on Eligible Projects under the LRCI Program;
- iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.



The Department does not expect Eligible Funding Recipients to engage an auditor specifically to meet this reporting requirement, particularly where the engagement would be a significant additional cost and out of cycle to the normal course of audit activities. The Department requires the report be submitted as soon as practicable, if necessary as part of an auditor's consideration of annual financial statements.

#### 11.4 Acquittal process for Low Value Grants

For a Low Value Grant, the Eligible Funding Recipient can complete an Acquittal Report as soon as they have expended all funds. An Acquittal Report must include:

- (1) Total amount of grant funding made available and subsequently received over the calendar year;
- (2) Total amount of grant funding spent on Eligible Projects;
- (3) Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
  - (a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
    - (i) the amount of grant payments which remained unspent from the grant period;
    - (ii) the amount of grant payments received by the Eligible Funding Recipient over the duration of the grant period;
    - (iii) the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule over the duration of the grant period;
    - (iv) the amount spent by the Eligible Funding Recipient over the duration of the grant period;

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.

- (4) photographs of projects completed using grant payments.

#### 11.5 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects on an Approved Work Schedule between 1 January 2021– 30 June 2022, they will be required to repay that amount to the Department within four weeks of 30 June 2022.

#### 11.6 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs of projects completed using grant payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

## 11.7 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

## 11.8 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

### Environment and Planning laws

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and local government planning approvals.

## 12. How we monitor your grant activity

### 12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
  - bank account details.

An Eligible Funding Recipient's bank account details for Phase 2 of the LRCI Program is the bank account the Eligible Funding Recipient currently uses for the LRCI Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 31 December 2021.

## 12.2 Department Contact Details

Email the mailbox at: [IIP@infrastructure.gov.au](mailto:IIP@infrastructure.gov.au)

Mail to: Program Manager

Local Roads and Community Infrastructure Grant Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 594

CANBERRA ACT 2601

## 12.3 Evaluation

The Department will evaluate the LRCI Program Extension to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of projects to assist with this evaluation.

## 12.4 Public information conditions

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under Phase 2 of the LRCI Program, they must:

- at least two business days prior to its proposed release, unless otherwise agreed by the Commonwealth, provide a copy of the proposed media release to the Commonwealth and obtain the Commonwealth's agreement to the media release; and
- provide the relevant local Federal Member of Parliament with the opportunity to participate in the media release.

## 12.5 Signage

Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences unless the Eligible Projects are less than \$10,000. Signs are not needed for projects under \$10,000 in an Approved Work Schedule.

Signage guidelines will be available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.



## 12.7 Project Events

If an Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to an Eligible Project they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held. The Eligible Funding Recipient should provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the Guidelines, the revised Guidelines will be published on GrantConnect and the Department's website.

### 13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at [IIP@infrastructure.gov.au](mailto:IIP@infrastructure.gov.au).

Frequently Asked Questions may be published at [https://investment.infrastructure.gov.au/infrastructure\\_investment/local-roads-community-infrastructure-program/index.aspx](https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx)

To make a complaint, the Department can be contacted on 13 28 46. Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

General Manager  
 COVID Recovery Infrastructure Investment Stimulus  
 GPO Box 2013  
 CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

### 13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the [Public Service Act 1999](#). Commonwealth officials including decision makers, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

### 13.4 Privacy

The Department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

### 13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and it has been explained why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Commonwealth employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;



- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator  
 Department of Infrastructure, Transport, Regional Development and Communications  
 GPO Box 594  
 CANBERRA ACT 2601

Tel: (02) 6274 6495  
 Fax: (02) 6275 1347  
 email: [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)

## 14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program. These Guidelines have also been influenced by engagement with local councils on projects during Phase 1.

## 15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
commencement date	the expected start date for the grant activity
Commonwealth Grants Rules and Guidelines	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant.
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	A project that meets the Eligible Project Requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>2</sup> or other <u>Consolidated Revenue Fund</u> (CRF) money<sup>3</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives</li> </ul>
Grant Agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant

<sup>2</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>3</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Personal information	<p>has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <ul style="list-style-type: none"> <li>• Information or an opinion about an identified individual, or an individual who is reasonably identifiable;</li> <li>• whether the information or opinion is true or not; and</li> <li>• whether the information or opinion is recorded in a material form or not</li> </ul>
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Eligible Funding Recipient can use grant money to pay for.
Work Schedule	a list of projects that an Eligible Funding Recipient proposes to be funded under the LRCI Program



# WIMMERA RIVERFRONT

## HAMILTON STREET BRIDGE

### The project

A pedestrian bridge connecting the east and west banks of the Wimmera River has been proposed for construction at the end of Hamilton Street. This will join the walking track connecting the Waterlinks estate on the eastern side of the river.

Council want to ensure the community is informed about the project plan, its aims and where it fits into the wider plans to ensure Horsham is a vibrant, inclusive community to live, work, play and invest.

- 2013 Framework for managing growth
- 2017-21 Health and wellbeing plan
- 2019 Open space strategy
- 2019-23 Council plan
- 2019 City to River masterplan
- 2020 Horsham Urban transport plan

Public consultation has indicated strong support for this bridge.

### Context

The Wimmera River is Horsham's most significant natural asset. It is popular and well used.

With the rapid development of the residential estate to the south east of the river, there is a need for an additional pedestrian and bicycle crossing over the Wimmera River.

This will connect residential areas (approximately 2000 residents) with the central activity and business district as well as creating connections with four schools on the western side of the river.

### Where did the idea come from?

Proposals for a bridge across the Wimmera River at Hamilton Street date back to at least 2010 when the idea was raised in the Regional Transport Group's "Bridges to Recovery" strategy.

The need for a second pedestrian bridge crossing the Wimmera River in Horsham has been identified in several strategies, including:

### What has the community said about the idea?

*Like the connection between the Waterlink estate and central Horsham via the footbridge. Needs to be completed to allow for school access and hospital access and also park areas*

*The footbridge is also fantastic from a personal standpoint as it will make it far easier for me to get to work and will encourage me to walk or cycle to work*

*With three schools located within one or two street blocks of the river, sections of the existing riverside pathway are already serving a role in active transport for cycling and scooting students. The proximity of the Wimmera Base Hospital and a retirement complex add to the significance of the river corridor for universal access and mobility vehicle use*



# WIMMERA RIVERFRONT

## HAMILTON STREET BRIDGE

### Who will it benefit?

Background planning has identified that at least 800 house lots, and potentially 2000 people will directly benefit from a bridge at the proposed location.

Along with offering an alternative to car-based commuting, the bridge will also create an additional circuit for cyclists and pedestrians exercising along the river and will create options for shorter and longer routes.

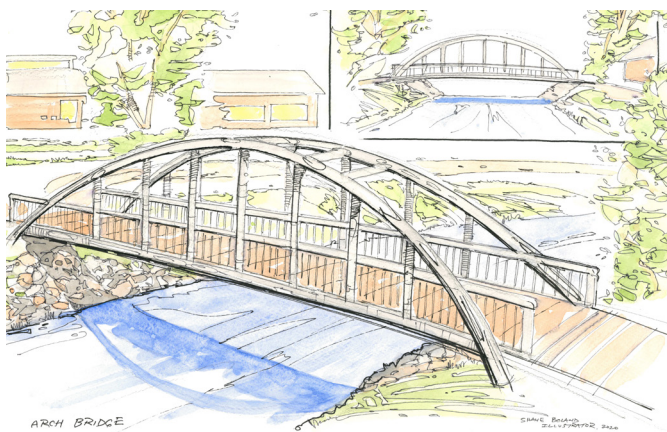
### What will it look like?

An artist's sketch has been created which indicates the design best suited for the location.

The bridge will have a span of 80m and will be 15m high at its mid-point.

An arch-shaped bridge design is better suited to the location at Hamilton Street because of the limited space on the approaches to the bridge.

The arch is considered to be aesthetically pleasing and complements the natural beauty of the Wimmera River and surrounding vegetation.



### Why Hamilton Street?

Eight potential locations for a bridge upstream of the Western Highway bridge have been considered, however, other options have not been preferred generally because they were either too close to the Western Highway bridge or did not directly serve a residential area on the east side of the river.

Hamilton Street has been identified as the preferred site because it does meet these requirements, linking residents to schools, workplaces and the Horsham Central Activities District.



### Is there a timeline?

At this stage, geotechnical studies are underway and funding for the project is still being sought. As the project develops the community will be updated on progress via the HRCC Our Say web page.

### Want to learn more?

Please contact project manager Sue Newall  
 P: 03 5382 9777  
 E: Sue.Newall@hrcc.vic.gov.au  
 or visit [hrcc.vic.gov.au](http://hrcc.vic.gov.au)



Australian Government

Department of Industry, Science,  
Energy and Resources

Department of Infrastructure, Transport,  
Regional Development and Communications

## Grant Opportunity Guidelines

# Building Better Regions Fund – Infrastructure Projects Stream – Round Five

<b>Opening date:</b>	12 January 2021
<b>Closing date and time:</b>	5.00PM Australian Eastern Daylight Time on 5 March 2021 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Administering entity:</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	16 December 2020
<b>Type of grant opportunity:</b>	Open competitive



# A message from the Minister



Our regions have always been integral to our economic success and this has never been more important than right now.

Investing in local communities is at the heart of our plan for a more secure and stronger Australia. In the 2020-21 Budget, we committed a further \$200 million for a fifth round of the Building Better Regions Fund to benefit areas outside major capital cities.

Our regional communities are tough. Country and coastal people are strong. After the prolonged effects of bushfires, drought, flood and now a global pandemic, regional tourism has been hit hard. That's why Round Five of the program includes \$100 million of targeted support for tourism-related infrastructure, with \$100 million for broader community infrastructure and investment.

This brings our total commitment for this highly successful program to more than \$1 billion over seven years.

The Building Better Regions Fund has already delivered significant benefits —creating jobs and driving economic growth — and reflects the Government's commitment to supporting regional communities now and into the future.

I encourage all interested parties to read the grant guidelines and apply for funding under this program, because when our regions are strong, so too is our nation.

**The Hon Michael McCormack MP**

**Deputy Prime Minister**

**Minister for Infrastructure, Transport and Regional Development**

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## 1. Building Better Regions Fund: Infrastructure Projects Stream – Round Five processes

**The Building Better Regions Fund is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communications' (DITRDC) Outcome 3. The DITRDC works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



### **The grant opportunity opens**

We publish the grant guidelines on business.gov.au and GrantConnect.



### **You complete and submit a grant application**

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



### **We assess all grant applications**

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



### **We make grant recommendations**

We provide advice to the decision maker on the merits of each application.



### **Grant decisions are made**

The decision maker decides which applications are successful.



### **We notify you of the outcome**

We advise you of the outcome of your application. Unsuccessful applicants will be notified after the announcement of successful applicants.



### **We enter into a grant agreement**

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



### **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making milestone payments.



### **Evaluation of the Building Better Regions Fund**

We evaluate the specific grant activity and Building Better Regions Fund as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Australian Government has committed a total of \$1.04 billion over seven years from 2017-18 to 2023-24 for the Building Better Regions Fund (the program). The Round Five grant opportunity was announced in Budget Paper 2, *Supporting Regional Australia*. \$200 million is available for this program, with \$100 million of this dedicated to tourism-related infrastructure projects.

The **objectives** of the program are to:

- drive economic growth
- build stronger regional communities into the future.

The intended **outcomes** of the program are to:

- create jobs
- have a positive impact on economic activity, including Indigenous economic participation through employment and supplier-use outcomes
- enhance community facilities
- enhance leadership capacity
- encourage community cohesion and a sense of identity.

There are two grant opportunity streams as part of this program:

- [Infrastructure Projects Stream](#), as outlined in these guidelines
- [Community Investments Stream](#).

Information about the Community Investments Stream is available on [business.gov.au](https://business.gov.au).

We will publish the [opening and closing dates](#) and any other relevant information on [business.gov.au](https://business.gov.au) and GrantConnect for each grant opportunity separately.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).<sup>1</sup>

### 2.1. About the Infrastructure Projects Stream Round Five grant opportunity

These guidelines contain information for the Infrastructure Projects Stream Round Five grant opportunity.

The Infrastructure Projects Stream will support investment ready projects (refer to 2.1.1.) for new infrastructure, or the upgrade or extension of existing infrastructure, that provide economic and social benefits to regional and remote areas.

Round Five will provide \$100 million for tourism-related infrastructure projects under the Infrastructure Projects Stream, and a further \$100 million for other projects under the Infrastructure Projects Stream and the Community Investments Stream combined, with the allocation of funding across these streams dependant on the volume and quality of applications.

As part of the application process, we will ask you to indicate if you are applying for funding for a tourism-related infrastructure project, and if so, to provide information about how your project is related to tourism as outlined below at section 2.1.2.

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity on behalf of the DITRDC.

- We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

### 2.1.1. Investment ready projects

The Infrastructure Projects Stream only supports investment ready projects. We consider a project to be investment ready where you have taken steps to allow construction to commence within 12 weeks of executing your grant agreement. This includes where you have:

- the authority of the land or infrastructure owner to undertake the project at the nominated site(s)
- confirmed funding contributions from all sources and can provide formal documentation to verify those contributions with your application
- identified and prepared submissions for all required regulatory and/or development approvals or have already submitted and/or obtained those approvals
- finalised project designs and costings.

For multi-stage projects, the first stage of the project must be investment ready within 12 weeks of executing the grant agreement. You must demonstrate that subsequent stages are investment ready in the progress report immediately preceding the next stage's agreed commencement date, and the entire project (as defined in the BBRF grant agreement) must be complete within the maximum grant period.

### 2.1.2. Tourism Related Infrastructure project funding - key points

- Round Five of the program incorporates \$100 million towards tourism-related infrastructure projects
- when applying through the online application form, you will be asked to indicate your intention to seek funding for your project from the tourism-related infrastructure projects funding pool
- you will be asked to demonstrate the impact the COVID-19 pandemic has had on your region's tourism industry (or the region that will benefit from your proposed project) and how your project will provide benefits to the tourism industry to assist in mitigating the impact from the COVID-19 pandemic
- you are required to provide evidence to support your claims. You must also meet the eligibility requirements set out in these guidelines
- note that you do not have to be a tourist organisation to apply for the tourism-related infrastructure funding



- [Austrade](#) may be consulted as part of the assessment process for tourism-related infrastructure project funding<sup>2</sup>.

If you do not clearly articulate how your project will provide benefits to the tourism industry in the region to assist in mitigating the impact of the COVID-19 pandemic, and support those claims with tangible evidence, your application will not be considered for the \$100 million tourism-related infrastructure project funding. It will be considered with the general infrastructure project applications instead.

### 3. Grant amount and grant period

Round Five will provide \$100 million for tourism-related infrastructure projects under the Infrastructure Projects Stream, and a further \$100 million for other projects under the Infrastructure Projects Stream and the Community Investments Stream combined, with the allocation of funding across these streams dependent on the volume and quality of applications.

#### 3.1. Grants available

Your grant amount will be a percentage of the total eligible project costs (grant percentage) based on your project circumstances as outlined in Table 1 below.

- The minimum grant amount is \$20,000
- The maximum grant amount is \$10 million.

You can fund your contribution from any source including state, territory and local government grants. Your contribution must be cash.

Where you receive a cash contribution from another source (e.g. state government), the source must provide you with formal documentation confirming the cash contribution so you can attach it to your application.

Your contribution can also come from the Aboriginal Benefits Account, Financial Assistance Grants to local government, and fully repayable loans from organisations such as Indigenous Business Australia and the Northern Australia Infrastructure Facility, as these are not considered Commonwealth funding. Please check the individual agreements to ensure you can use the funds as your contribution to your proposed BBRF project.

Where you receive other Commonwealth funding for your project, the total Commonwealth funding cannot exceed the percentage indicated in the table below.

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<sup>2</sup> <https://www.austrade.gov.au/>

Table 1: Project circumstance and your grant amount

Project circumstance	Total Commonwealth Government funding (including this grant) towards eligible project costs*
Projects classified as remote or very remote (see section 5.2.1)	Up to 75 per cent of total eligible project costs
Projects granted exceptional circumstances exemption from a cash contribution (see section 4.2.1)	Up to 100 per cent of total eligible project costs (we encourage any level of contribution)
All other classifications	Up to 50 per cent of total eligible project costs

\*Total eligible project costs include the grant amount and your cash contribution. We will pay the grant in accordance with the agreed grant percentage of total eligible project costs up to the approved grant amount.

### 3.2. Project period

You must complete your project by the project end date specified in your grant agreement, which cannot be after 31 December 2023.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

### 4.1. Who is eligible?

To be eligible you must be the key driver of the project and:

- have an Australian Business Number (ABN)

and be one of the following incorporated entities:

- an incorporated not-for-profit organisation. As a not-for-profit organisation you must demonstrate your not-for-profit status through one of the following:
  - Current Australian Charities and Not-for-profits Commission's (ACNC) Registration
  - State or territory incorporated association status
  - Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation
- an Australian local government agency or body as defined in the glossary
- non-distributing co-operatives.

For the purposes of the program, we also consider the following organisations to be an Australian local government agency or body:

- Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata local governing bodies in South Australia
- Cocos (Keeling) Islands Shire Council
- Lord Howe Island Board
- Norfolk Island Regional Council
- The Outback Communities Authority

- The Shire of Christmas Island
- The Silverton and Tibooburra villages in New South Wales
- The Trust Account in the Northern Territory
- Australian Capital Territory Government.

#### 4.2. Additional eligibility requirements

We can only accept applications where:

- your project is located in an eligible location as outlined under section 5.2
- you can produce evidence of how you will provide your share of project costs:
  - if you will be making a cash contribution to the project you must use the Accountant Declaration form available on [business.gov.au](https://business.gov.au) and GrantConnect
  - if your project will receive cash contributions from other sources, you must provide formal documentation confirming the cash contributions from those sources (e.g. state government) such as a commercial finance agreement or letter of offer with your application.
- you can confirm that you have the authority of the land or infrastructure project owner to undertake the project at the nominated site(s). You are required to provide a letter from the land or infrastructure project owner using the letter template provided on [business.gov.au](https://business.gov.au).

We cannot waive the eligibility criteria under any circumstances.

##### 4.2.1. Seeking an exceptional circumstances exemption from your cash contribution to the project

We recognise that some applicants may be experiencing exceptional circumstances, including the particular impact the COVID-19 pandemic has had on regional tourism, which may limit their capacity to contribute to the project.

Exceptional circumstances may include:

- drought and/or disaster declaration
- limited financial capacity of the local council
- impact of industry decline
- significant recent change in population or community demographics
- other exceptional circumstances.

Where you can demonstrate you are experiencing exceptional circumstances, you may seek an exemption from your cash contribution to the project in your application.

Before you consider seeking an exemption, note:

- we will only grant exemptions in very limited circumstances
- if the evidence provided does not include how the exceptional circumstance is preventing you from meeting your cash contribution requirement, or is deemed insufficient, your application will be deemed ineligible and there will be no opportunity to resubmit your application in the same funding round
- we assess all applications, including those granted an exemption, against each of the assessment criteria.



If you seek an exemption, you must submit a supporting case that includes evidence demonstrating the exceptional circumstances you are experiencing, and how they are preventing you from making a cash contribution. This must also include evidence to demonstrate the capacity to maintain and fully utilise the project.

The Ministerial Panel will consider requests for exemption. If the Ministerial Panel grants an exemption, we will consider your application to have met the requirements under section 4.2.1. If you apply for, but are not granted an exemption, your application will not be assessed for funding.

### 4.3. Who is not eligible?

You are not eligible to apply if you are:

- a for-profit organisation
- an individual, partnership or trust (however, an incorporated trustee may apply on behalf of a not-for-profit trust organisation)
- a Commonwealth, state or territory government agency or body (including government business enterprises) with the exception of those organisations referred to in section 4.1.
- a university, technical college, school or hospital
- a Regional Development Australia Committee.

### 4.4. What qualifications or skills are required?

If you are successful, relevant personnel working on the project must maintain the following registration/checks:

- Working with Children check
- Working with Vulnerable People registration.

## 5. What the grant money can be used for

### 5.1. Eligible activities

To be eligible your project must:

- be aimed at the construction, upgrade or extension of infrastructure that provides economic and social benefits to regional and remote areas
- comprise one of the following activities:
  - the construction of new infrastructure
  - the upgrade to existing infrastructure
  - the extension of existing infrastructure
  - the replacement of infrastructure where there is a significant increase in benefit
- not have started construction.

We may also approve other activities.

### 5.2. Eligible locations

Your project must not be located in an excluded area unless you can clearly demonstrate the significant benefits and employment outcomes, which flow directly into an eligible area. A mapping tool is available on [business.gov.au](https://business.gov.au) to assist you in determining the eligibility of your project location. Your project can include activities at different sites, as long as they are in an eligible

location or you can demonstrate the significant benefits and employment outcomes, which flow directly into an eligible location.

Excluded areas are the Urban Centre and Locality (UCL) cities over 1 million people for Sydney, Melbourne, Brisbane, Perth and Adelaide as defined by the Australian Bureau of Statistics' Australian Statistical Geography Standard. For the city of Canberra, the excluded area is only the part of the Canberra-Queanbeyan Significant Urban Area that is located within the Australian Capital Territory.

### 5.2.1. Project remoteness classification and your grant amount

Your project location (latitude and longitude) determines your remoteness classification. We base the criteria for the remoteness classification on the Australian Bureau of Statistics' Remoteness Structure<sup>3</sup> under the Australian Statistical Geography Standard. A mapping tool is available on [business.gov.au](http://business.gov.au) to assist you in determining the location of your project.

Your contribution to the project depends on your remoteness classification. It is critical that you specify the correct remoteness classification in your application. An error may cause your contribution to be inadequate and your application to be ineligible.

Your project may include multiple site locations. Where there is a mix of regional and remote site locations we will consider your entire project location as remote for the purposes of your contribution.

### 5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement:

- for guidelines on eligible expenditure, see Appendix A
- for guidelines on ineligible expenditure, see Appendix B.

If your application is successful, we may ask you to verify project costs that you provided in your application are eligible. You may need to provide evidence such as quotes for major costs and evidence of investment-readiness as outlined under 2.1.1.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure, and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible.

You must not commence your project until you execute a grant agreement with the Commonwealth. **We will not make any payments to you for any expenditure you have incurred prior to the execution of your grant agreement.**

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<sup>3</sup> <http://www.abs.gov.au/websitedbs/d3310114.nsf/home/remoteness+structure>

## 6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You must provide evidence to support your answers against each of the assessment criteria. The application form displays size limits for answers.

We will only consider funding applications that score at least 60 per cent against each assessment criterion, as these represent best value with relevant money.

### 6.1. Assessment criterion 1

#### **Economic benefits of your project for the region (15 points)**

You should demonstrate this by identifying:

- a. the extent to which your project meets the needs of the regional community
- b. the broader economic benefits that your project will deliver for the region and community during and beyond the term of funding.

**Economic** benefits for a region may cover increases in economic activity, improvements in productivity, wider access to markets or fairer and more equitable economic outcomes.

Examples of how your project could deliver economic benefits may include but is not limited to:

- increasing the number or value of jobs, new businesses or the production of goods and services in the region (this includes direct and indirect opportunities created through the project)
- providing opportunities for growth and/or increasing efficiencies in existing sectors, e.g. tourism, agriculture, manufacturing
- the use of local suppliers and goods, especially those that employ the use of sustainable work practices/goods
- increasing efficiency of the transport system or service delivery
- increasing Indigenous economic participation, including Indigenous employment and supplier-use outcomes.

In your application, you must include the total employment numbers you expect to create during and following your project. You will need to identify how many of these employees will be Indigenous. You must substantiate any employment numbers with evidence.

### 6.2. Assessment criterion 2

#### **Social benefits of your project for the region (15 points)**

You should demonstrate this by identifying:

- a. the extent to which your project meets the needs of the regional community
- b. the broader social benefits that your project will deliver for the region and community during and beyond the term of funding.

**Social** benefits for a region may cover increases in regional amenity, improving community connections and inclusion and providing opportunities for learning and knowledge creation.



Examples of how your project could deliver social benefits may include but is not limited to:

- making a region a more attractive place to live
- the degree to which the project fills a 'gap' within the community
- improving community connections and social inclusion
- supporting or protecting local heritage and culture
- increasing community volunteering
- addressing disadvantage within the community.

### 6.3. Assessment criterion 3

#### **Capacity, capability and resources to deliver the project (5 points)**

You should demonstrate this by identifying:

- a. your track record managing similar projects and access to personnel and/or partners with the right skills and experience
- b. your readiness to commence the project, including your access to any required resources such as infrastructure, capital equipment or technology. You should describe the steps you have taken to allow construction to commence in the immediate future including the status of:
  - required regulatory and/or development approvals
  - project designs and costings
  - authority from the land or infrastructure owner to undertake the project at the nominated site(s)
  - funding contributions from all sources.
- c. sound project planning to manage and monitor the project, which addresses scope, implementation methodology, timeframes, budget and risk management (including mitigation of health risks associated with the current COVID-19 pandemic)
- d. how you will operate and maintain the infrastructure and benefits of the project into the future.

**If your project is still in the planning or concept stage, it is not likely to be competitive.**

### 6.4. Assessment criterion 4

#### **Impact of funding on your project (5 points)**

You should demonstrate this by identifying:

- a. your plan for engagement and collaboration to ensure community support for your project. In your response you can describe:
  - the total investment the grant will leverage including additional cash contribution and in-kind support
  - the extent that your project increases investment and builds partnerships in your region.
- b. the likelihood the project would proceed without the grant. If not, why not? Explain how the grant will impact the project in terms of size, timing and reach.
- c. if you have already received Commonwealth funding for this project or an associated project, explain why you need additional funding.

## 7. How to apply

Before applying, you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](#) and GrantConnect.

We encourage you to seek the support of your [Regional Development Australia](#)<sup>4</sup> (RDA) Committee for your project. Your RDA Committee can:

- assist you in identifying and developing a strong project proposal which is a priority within your region and will contribute to long term economic growth
- work with you to prepare a competitive application, including supporting documents and evidence.

If you are applying for tourism-related infrastructure project funding, you may also want to discuss your proposed project with independent regional, state/territory tourism organisations to assist in identifying key elements of your project that can support broader tourism stimulus and investment initiatives – evidence of which may be provided as a supporting document in your application.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [program application form](#) on [business.gov.au](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You will receive confirmation when you submit your application, and we recommend you view and print a copy of your submitted application from the portal at that time for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider you to have provided false or misleading information, we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at [business.gov.au](#) or by calling 13 28 46.

### 7.1. Attachments to the application

We require the following documents with your application as per Table 2:

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<sup>4</sup> <https://rda.gov.au/>

Table 2: Mandatory attachments to the application

Applicant type	Document
Mandatory for applicants seeking to classify their projects as tourism-related infrastructure	<ul style="list-style-type: none"> <li>Evidence to demonstrate your case for the project being considered tourism-related infrastructure, and to demonstrate the region where the project is to be located, or the region which will benefit from the project, has sustained economic impact to the local tourism industry as a result of COVID-19, as per Section 2.1.2.</li> </ul>
Mandatory for all applicants making a cash contribution to the project	<ul style="list-style-type: none"> <li>If you are making a cash contribution to the project, you must provide an Accountant Declaration that confirms you can fund your share of the project costs. You must use the Accountant Declaration form available on <a href="https://business.gov.au">business.gov.au</a> and GrantConnect.</li> <li>If your project will receive cash contributions from other sources, you must attach a letter/s from each contributing organisation or individual that includes formal documentation confirming the cash contributions they will make towards the project. A template is provided on <a href="https://business.gov.au">business.gov.au</a> and <a href="#">GrantConnect</a>. Letters must: <ul style="list-style-type: none"> <li>be on the organisation's letterhead (not applicable for individuals)</li> <li>be signed and dated by an authorised person or the individual providing the contribution</li> <li>set out the value and timing of cash contributions and any conditions attached</li> <li>include the commercial agreement or letter of offer to verify that the cash contribution has been committed to the project (not applicable for individuals).</li> </ul> </li> </ul>
Mandatory for applicants seeking an exceptional circumstances exemption from the cash contribution requirements	Evidence to demonstrate your case for exemption as outlined in 4.2.1.
Mandatory for not-for-profit organisations	If you do not have an active Australian Charities and Not-for-profits Commission (ACNC) registration or state or territory incorporated association registration at the time of application, you must provide Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.
Mandatory for not-for-profit organisations that are incorporated trustees applying on behalf of a trust	Trust documents showing the relationship of the incorporated trustee to the trust.



Applicant type	Document
Mandatory for projects with a grant request over \$1 million	Cost benefit analysis. Further information on how to prepare a cost benefit analysis is available on <a href="https://www.business.gov.au">business.gov.au</a> .
Mandatory for all organisations that do not own the land or infrastructure for their project, to demonstrate they have authorised access to the project location(s) and/or infrastructure	Evidence of the owner's authority to conduct the project at the nominated site(s) using the letter template at <a href="https://www.business.gov.au">business.gov.au</a> and <a href="#">GrantConnect</a> .

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

## 7.2. Timing of grant opportunity

The outcome of the grant selection process is expected to be announced mid-2021.

You can only submit an application between the published opening and closing dates. We only accept late applications where:

- a natural disaster has occurred in your area, which has affected the submission of an application.

If you are successful, you can commence your project from the date you execute a grant agreement with the Commonwealth.

Table 3: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	9 weeks
Approval of outcomes of selection process	8 weeks
Negotiations and award of grant agreements	1-5 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	From execution of your grant agreement
End date of grant commitment	30 June 2024

## 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money
- your past performance with project delivery.

When assessing whether the application represents value with relevant money, we will consider the:

- overall objectives of the grant opportunity
- evidence provided to demonstrate how your project contributes to meeting those objectives
- relative value of the grant sought.

We assess applications relative to the project size, complexity and grant amount requested. The amount of detail and supporting evidence you provide in your application should be relative to these factors.

We may seek advice regarding your project from state or territory government agencies, other Australian Government agencies, independent experts and other external parties, including Austrade if you are applying for tourism-related infrastructure project funding. This advice may be taken into consideration when assessing the project.

If we identify unintentional errors in your application during the assessment process, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

### 8.1. Who will approve grants?

A Ministerial Panel, chaired by the Minister for Infrastructure, Transport and Regional Development, will be established to make funding decisions for the program.

After considering the assessed application and availability of grant funds, the Ministerial Panel, in consultation with Cabinet, then decides which grants to approve. The Ministerial Panel may consider other factors when deciding which projects to fund, including, but not limited to:

- the spread of projects and funding across regions
- the regional impact of each project, including Indigenous employment and supplier-use outcomes
- other similar existing or planned projects in the region to ensure that there is genuine demand and/or no duplication of facilities or services
- other existing or planned projects in the region, and the extent to which the proposed project supports or builds on those projects and the services they offer
- the level of funding allocated to an applicant in previous programs
- reputational risk to the Australian Government
- the Australian Government's priorities. Round Five of the program includes \$100 million of funding dedicated to supporting tourism-related infrastructure projects.

The Ministerial Panel's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merit of your application.

## 9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful.

## 10. Successful grant applications

### 10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Ministerial Panel. We will identify these in the offer of funding.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

### 10.2. Standard grant agreement

We will use a standard grant agreement for all projects.

You will have 60 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Ministerial Panel.

### 10.3. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/territory legislation in relation to working with children
- *Code for the Tendering and Performance of Building Work 2016*<sup>5</sup> ([Building Code 2016](#))
- Australian Government Building and Construction WHS Accreditation Scheme<sup>6</sup> ([WHS Scheme](#))

These regulations are subject to the level of funding you receive as outlined below.

To be eligible, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

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<sup>5</sup> <https://www.abcc.gov.au/building-code>

<sup>6</sup> <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>



### 10.3.1. Building and Construction Requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply.

- *Code for the Tendering and Performance of Building Work 2016*<sup>7</sup> ([Building Code 2016](#))
- Australian Government Building and Construction WHS Accreditation Scheme<sup>8</sup> ([WHS Scheme](#))

These regulations are subject to the level of funding you receive as outlined below.

#### 10.3.1.1. Building Code

The Building Code is administered by relevant state and territory administrations under relevant state or territory legislation on behalf of the Australian Building and Construction Commission.<sup>9</sup>

The Building Code applies to all construction projects funded by the Australian government through grants and other programs where:

- the value of Australian Government contribution to a project is at least \$5 million and represents at least 50 per cent of the total construction project value; or
- regardless of the proportion of Australian Government funding, where the Australian Government contribution to a project is \$10 million or more.

#### 10.3.1.2. WHS Scheme

The WHS Scheme is administered by the Office of the Federal Safety Commissioner.<sup>10</sup>

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where:

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

## 10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

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<sup>7</sup> <https://www.abcc.gov.au/building-code/building-code-2016>

<sup>8</sup> <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

<sup>9</sup> <https://www.abcc.gov.au/>

<sup>10</sup> <http://www.fsc.gov.au/sites/FSC>

We may make an initial payment on execution of the grant agreement. We will make subsequent payments as you achieve milestones in arrears, based on your actual eligible expenditure. Milestone payments are subject to satisfactory progress on the project.

Note that if you request an upfront initial payment, we will request additional financial information from you, to verify your organisation is unable to cover the costs associated with your project without that initial grant payment.

We set aside at least 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

The Program Delegate may approve alternative arrangements on a discretionary basis.

## 10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>11</sup>.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

## 11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

## 12. How we monitor your grant activity

### 12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

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<sup>11</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

## 12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- include the agreed evidence as specified in the grant agreement
- show the total eligible expenditure incurred to date
- include evidence of expenditure (if requested)
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive progress reports showing satisfactory progress on the project.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

### 12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project



- include a declaration that the grant money was spent in accordance with the grant agreement and report on any underspends of the grant money
- be submitted by the report due date
- be in the format provided in the grant agreement.

### 12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

### 12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on [business.gov.au](http://business.gov.au) and GrantConnect.

### 12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

### 12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period (i.e. 31 December 2023) referred to in section 3.2.
- changing project activities.

Note the program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

## 12.6. Evaluation

We will evaluate the program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you, and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

## 12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

## 12.8. Maintaining project benefits

In your grant agreement, you will be required to commit to operate and maintain your project infrastructure and deliver project benefits into the future. In line with your grant agreement, the operational periods are relative to total eligible project cost.

Table 4 – Operational periods for maintaining project benefit

Project Cost	Number of years
< \$250,000	1 year
\$250,000 to \$1 million	3 years
> \$1 million	5 years
Projects granted an exceptional circumstances exemption from a cash contribution (see section 4.2.1)	5 years

## 13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

### 13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicant from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)<sup>12</sup> of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)<sup>13</sup> on the department's website.

## 13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

### 13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the Ministerial Panel and our Commonwealth employees and contractors, to help us manage the program effectively

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<sup>12</sup> <https://www.legislation.gov.au/Details/C2019C00057>

<sup>13</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)



- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

### 13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the Ministerial Panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>14</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

### 13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

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<sup>14</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

### 13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46, by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division  
AusIndustry – Support for Business  
Department of Industry, Science, Energy and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman<sup>15</sup>](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

## 14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Cash contributions	<p>Money contributed to the project from each contributing organisation (the grantee and other contributing organisations), and is provided to the grantee for the project and is immediately available for use on the project.</p> <p>Cash contributions can come from any source including state, territory and local government grants.</p> <p>Cash contributions can also come from the Aboriginal Benefits Account, Financial Assistance Grants to local government and fully repayable loans from organisations such as Indigenous Business Australia and the Northern Australia Infrastructure Facility, as these are not considered Commonwealth funding. Please check the individual agreements to ensure you can use the funds as your contribution to your proposed BBRF project.</p>

<sup>15</sup> <http://www.ombudsman.gov.au/>

Term	Definition
Decision Maker	The Ministerial Panel, chaired by the Minister for Infrastructure, Transport and Regional Development, which will be established to make funding decisions for the program.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3 and at Appendix A. You can only use BBRF grant funds or cash contributions for eligible expenditure directly related to the project.
Eligible expenditure guidance	The guidance that is provided at Appendix A.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Incurred	An incurred expense is a legal liability for receiving goods or services.
Infrastructure	Fixed physical structures and facilities (e.g. buildings, roads, power supplies) needed for the operation of a community.



Term	Definition
Investment ready project	<p>Project construction is ready to commence in the immediate future and where you have:</p> <ul style="list-style-type: none"> <li>▪ the authority of the land or infrastructure owner to undertake the project at the nominated site</li> <li>▪ confirmed funding contributions from all sources and can provide formal documentation to verify those contributions with your application</li> <li>▪ identified and prepared submissions for all required regulatory and/or development approvals or have already submitted and/or obtained those approvals, finalised project designs and costings.</li> </ul>
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Minister	The Commonwealth Minister for Infrastructure, Transport and Regional Development
Ministerial Panel	The panel of Ministers that make decisions on projects to be funded.
Not-for-profit (NFP)	A not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives). The definition of not-for-profit applies both while the organisation is operating and if it closes down.
Payment in advance	Payments made progressively in advance based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments.
Payment in arrears	Payments made progressively based on actual expenditure.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	An AusIndustry general manager or manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.

Term	Definition
Project	A project described in an application for grant funding under the program.
Project location	Where the project is undertaken, as determined by its latitude and longitude.
Project period	The time between the project start date and project end date as detailed in the grant agreement.
Project start date	The date as detailed in the grant agreement, which cannot be before grant agreement execution.
Project end date	The date as detailed in the grant agreement, which cannot be after 31 December 2023.
Total eligible project costs	This is the grant amount plus your cash contribution to be spent on eligible activities directly related to the project.
Tourism-related infrastructure project	An Infrastructure project designed to assist in mitigating the economic impact of the COVID-19 pandemic on the region's tourism industry.
Value with relevant money	The processes, actions and behaviours employed by the Australian Government and grant recipients which result in public resources being used in an efficient, effective, economical and ethical manner.

## Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure.

The Program Delegate makes the final decision on what is eligible expenditure in accordance with the guidelines and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period, and
- be a direct cost of the project, or
- be incurred by you to undertake required project audit activities, and
- meet the eligible expenditure guidelines.

You can only use BBRF grant funds or cash contributions for eligible expenditure. Non-cash contributions are not eligible. For BBRF purposes, non-cash contributions have the following characteristics:

- no impact on entity cash flow
- no record in the entity's statement of financial performance.

In-kind contributions are not eligible expenditure.

### A.1 How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to provide evidence as to how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

### A.2 Materials for construction

We consider costs of acquiring materials for the construction of infrastructure as eligible expenditure. Where possible, you should use sustainable, recycled or repurposed materials. You must list material costs as a separate item within your project budget in the application form and in the expenditure table in your progress reports.

We will not make any payments to you for any expenditure you have incurred prior to the execution of your grant agreement. Examples of eligible material costs can include:

- building materials
- ICT cabling
- fit out of the infrastructure, such as window dressings
- fixed furniture (e.g. kitchen fit outs as part of the construction of a building)



- landscaping.

You may show expenditure on materials by providing evidence of:

- purchase price
- payments (e.g. tax invoices and receipts from suppliers confirming payment)
- commitment to pay for the materials (e.g. supplier contract, purchase order or executed lease agreement)
- receipt of materials (e.g. supplier or freight documents)
- associated costs such as freight and installation (e.g. supplier documents)
- photographs of the infrastructure on your premises.

If you claim expenditure for materials, we limit this to:

- the costs of materials
- freight costs.

### A.3 Hired/leased plant

You may lease plant and equipment to support your project, and where possible, you should use local suppliers.

You must calculate eligible expenditure for hired, rented, or leased plant by the number of payment periods where you use the plant for the project multiplied by the period hiring fee. If you purchase plant under a hire purchase agreement, or you use a lease to finance the purchase of the plant, the cost of the item of plant, excluding interest, is capitalised, and then depreciated.

Running costs for hired or leased plant are eligible expenditure but you must be able to verify them. They may include items such as rent, light and power, and repairs and maintenance.

### A.4 Contract expenditure

Eligible contract expenditure is the cost of work undertaken on any agreed eligible project activities that you contract others to do. This can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

This does not include existing employees that you pay a salary or a wage.

Where possible, you should engage local contractor/operators. All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

### A.5 External labour hire and external consulting expenditure

Eligible external labour and external consulting expenditure for the grant covers the cost of contracting others on the core elements of the project related to construction. Where possible, you should engage local labour and services.

Eligible external labour hire and external consulting expenditure may include:

- Architect services
- Design services
- Project management
- Quantity surveying
- Building services.

Costs for pre-construction activities including architect services, design, surveying, planning, environmental or other regulatory approvals (A.5 and A.6), are limited to 20 per cent of the total amount of eligible project expenditure claimed.

### A.6 Other eligible expenditure

Other eligible expenditures for the project may include:

- financial auditing of project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible.
- agreed Building Better Regions Fund signage if applicable as outlined in 12.7 of these guidelines.

Other specific expenditures may be eligible as determined by the Program Delegate in accordance with the CGRGs and Government practice.

Evidence you need to supply can include but is not limited to supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the [business.gov.au](http://business.gov.au) website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

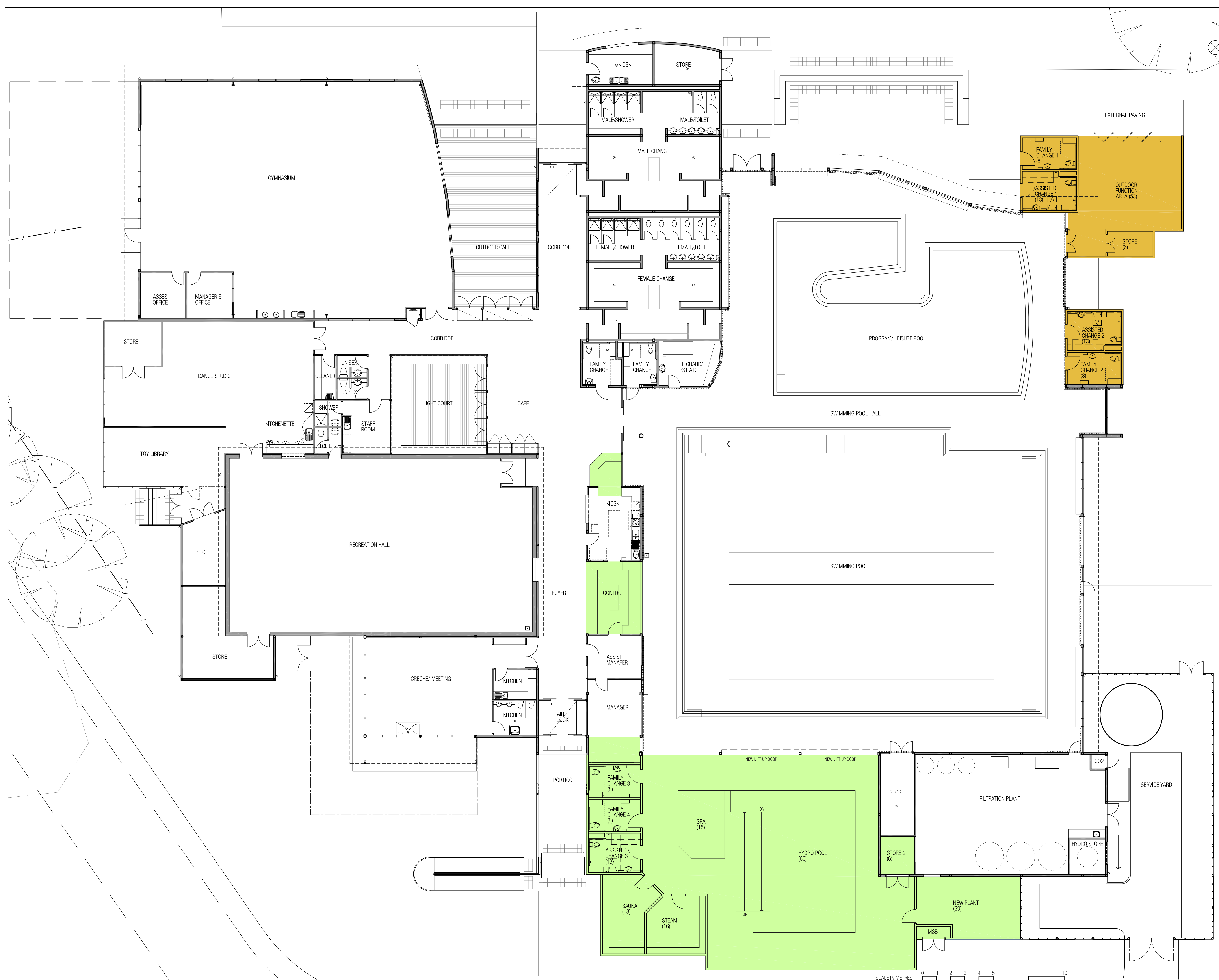
- purchase of land or existing infrastructure, including the costs associated with sub-division of land
- repair or replacement of existing infrastructure where there is no demonstrated significant increase in benefit
- purchase and installation of manufacturing equipment
- purchase of unfixed furniture, such as desks and fridges
- ongoing operating costs, including utilities
- ICT equipment, including software or hardware that is not an integral part of the funded infrastructure project
- payment of salaries for the applicant's employees
- project overhead items including office equipment, vehicles or mobile capital equipment. Examples include trucks and earthmoving equipment and the applicant's internal plant operating costs
- business case development and feasibility studies
- costs related to registered training organisation training activities
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- writing the application and reporting for the grant
- making donations, gifts and sponsorships
- pre-construction activities, including architect services, design, surveying, planning, environmental or other regulatory approvals (A.5 and A.6), that exceed 20 per cent of the total eligible project expenditure
- costs incurred prior to the execution of a grant agreement
- fees paid to the Commonwealth, state, territory and local governments to obtain planning, environmental or other regulatory approvals.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where the Program Delegate determines they do not directly support the achievement of the planned outcomes for the project or, they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.



- LEGEND
- EXISTING
  - STAGE 1  
2 X FAMILY CHANGE  
2 X ASSISTED CHANGE  
OUTDOOR FUNCTION AREA  
STORE
  - STAGE 2  
EXTEND MANAGER OFFICE  
2 X FAMILY CHANGE  
ASSISTED CHANGE  
SAUNA  
STEAM  
SPA & HYDRO POOL  
PLANT ROOM  
RELOCATE MSB  
STORE  
REFURBISHMENT TO CONTROL & KIOSK
  - STAGE 3  
OUTDOOR WATERPLAY PARK



P1 18/02/2021 PRELIMINARY ISSUE AL  
TJB/AL  
Notes

NOT FOR CONSTRUCTION  
**PRELIMINARY ISSUE**

Henderson + Lodge Pty Ltd ABN 22 004 636 293  
7th floor 454 Collins Street Melbourne 3000 Victoria Australia  
facsimile 03 9670 2536 telephone 03 9670 9100  
www.hendersonandlodge.com

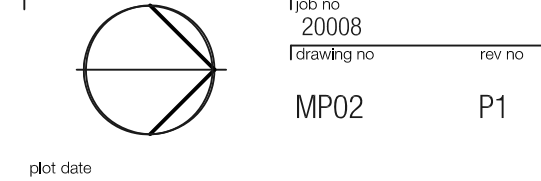


DO NOT SCALE FROM DRAWINGS.  
VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING CONSTRUCTION.  
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HORSHAM AQUATIC CENTRE  
HAMILTON STREET  
HORSHAM

MASTER PLAN  
FLOOR PLAN

Scale: 1:100 @ B1  
Date: FEB 2021  
Drawn by: AL  
Reviewed by: RJM  
Date: 20/08  
Drawing no: MPO2  
Rev no: P1



## Budget Estimates

### Aquatic Centre – Master Plan – Stage 1

53 Hamilton Street, Horsham

SUBJECT	ITEM	UNIT	PRICE	TOTAL
<b>Demolition</b>				
	Existing building	45 m <sup>2</sup>	75	\$3,375.00
	Excavation – Level ground	160 m <sup>2</sup>	15	\$2,400.00
	Excavation – Edge beams: 500x350x128l/m	25m <sup>3</sup>	200	\$5,000.00
	Excavation – Piers: 600mm Dia. x 4.5D (43no.) & Belling	195 l/m 43no.	200 150	\$39,000.00 \$6,450.00
<b>SUB-TOTAL</b>				<b>\$56,225.00</b>
<b>Construction</b>	<b>Structure</b>			
	Buildings	160 m <sup>2</sup>	2500	\$400,000.00
	Concrete slab extra for N32 Grade	160 m <sup>2</sup>	25	\$4,000.00
	Concrete piers: 600mm Dia. x 4.5D (43no.)	70m <sup>3</sup> 195 l/m	275	\$19,250.00
	Beams	25m <sup>3</sup>	150	\$3,750.00
	Structural steel P.C.	Item	5000	\$5,000.00
	Suspended ceiling	160 m <sup>2</sup>	150	\$24,000.00
	Bi-Folding doors	P.C.	Item	\$21,000.00
	Fit out rooms	P.C.	Item	\$40,000.00
	Finishes-internal	P.C.	Item	\$24,000.00
	Finishes-external – Colorbond - 180 m <sup>2</sup>	P.C.	Item	\$18,000.00
	Electrical	P.C.	Item	\$24,000.00
	A/C	P.C.	Item	\$48,000.00
	Making good existing	Item	Item	\$1,500.00
<b>SUB-TOTAL</b>				<b>\$636,500.00</b>
<b>TOTAL</b>				<b>\$692,725.00</b>
	<b>Builder's Preliminaries costs</b>	Per Item		\$35,000.00
<b>TOTAL SUM</b>	<b>BUDGET</b>			<b>\$727,725.00</b>
	<b>Other</b>			
	Planning permit			\$5,000.00
	Building Permit			\$15,000.00
	Contingency 10% of costings			\$70,000.00
	C.P.I. 5% of costings			\$35,000.00
	Construction dwgs			\$50,000.00
	Project Specifications			\$15,000.00
	Building Permit Application			\$2,500.00
	Tender Administration of costings			\$3,000.00
	Contract Administration of costings			\$5,000.00
	Soil Test and Report			\$2,500.00
	Structural Steel Design			\$5,000.00
	Structural Steel Drawings			\$5,000.00
	Part J Report			\$1,200.00
<b>TOTAL</b>				<b>\$ 214,200.00</b>