

AGENDA

MEETING OF THE HORSHAM RURAL CITY COUNCIL

To be held on

1 March 2021

At 5.30pm

In the

Council Chamber, Civic Centre

18 Roberts Avenue, HORSHAM

DUE TO COVID-19 PUBLIC ATTENDANCE IS NOT PERMITTED

THE COUNCIL MEETING WILL BE ACCESSIBLE ONLINE TO THE PUBLIC AND WILL BE LIVE STREAMED ON THE

HORSHAM RURAL CITY COUNCIL WEBSITE www.hrcc.vic.gov.au



Horsham Rural City
Council urban rural balance

**COUNCILLORS are respectfully requested to attend the Council Meeting
of the Horsham Rural City Council to be held on 1 March 2021
in the Council Chamber, Civic Centre, Horsham at 5.30pm**

The meeting will be closed to the public due to COVID-19 but will be broadcast live on the Council website at www.hrcc.vic.gov.au

Order of Business

PRESENT

ALSO IN ATTENDANCE

1. PRAYER

Almighty God, we pledge ourselves to work in harmony for, the social, cultural and economic well-being of our Rural City. Help us to be wise in our deliberations and fair in our actions, so that prosperity and happiness shall be the lot of our people. AMEN

2. ACKNOWLEDGEMENT OF COUNTRY STATEMENT

The Horsham Rural City Council acknowledges 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.

3. OPENING AND WELCOME

Welcome to Councillors, staff, members of the public and the media. The Council meeting will be recorded to maintain an audio archive, which will be available on the Horsham Rural City Council website as soon as possible.

Please note that this meeting is being streamed live on the internet.

4. APOLOGIES

5. LEAVE OF ABSENCE REQUESTS

6. CONFLICTS OF INTEREST

Declarations of Interest

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

Members of Staff

Under Section 130 of the *Local Government Act 2020*, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.

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Defined as confidential information in accordance with Local Government Act 2020 - Section 3(1) - Private Commercial Information

CLOSE



SUNIL BHALLA
Chief Executive Officer

7. OFFICERS REPORTS

7.1 COMMUNITY VISION & COUNCIL PLANS – PROJECT UPDATE

Author's Name:	Graeme Harrison	Director:	Graeme Harrison
Author's Title:	Director Corporate Services	Directorate:	Corporate Services
Department:	Corporate Services	File Number:	F06/A13/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Nil

Purpose

To receive and note the update on the project plan for the development of the 20 year Community Vision, 4 year Council Plan, Asset Plans and Long-term Financial Plan during 2021 and to endorse the recruitment process for the panel and the council commitment to the panel.

Summary

- The new *Local Government Act 2020* (The Act) Section 88 requires Council to maintain a Community Vision for at least the next 10 financial years
- Section 90 to 92 of the Act requires Council to adopt a Council Plan for at least the next 4 financial years and to adopt an Asset Plan and Financial Plan for the next 10 years
- All of these documents must be developed utilising deliberative engagement practices
- In order to deliver on the Vision and the 3 plans this will now be managed through a single process involving 3 separate full day sessions by a Community Panel.
- Council needs to sign-off on its commitment to the panel and the recruitment process

Recommendation

That Council:

1. Approve the commitment to the Community Panel for the Community Vision as follows:
"The Panel will develop a Community Vision which will be published unedited on the Council website. The Community Vision will be considered at a Council meeting. Council may endorse, build on or reject the Vision. If Council adds to or rejects the Vision, the Panel and the community will be provided an explanation as to why."
2. Approve the commitment to the Community Panel for the Council Plan, Asset Plan and Financial Plan as follows:
"The Panel will provide recommendations to guide the development of the Council Plan, Asset Plan and Financial Plan. These recommendations will be presented to Council and considered for final endorsement."
3. Endorse the process for the panel recruitment as detailed in section B of this report.
4. Note the revised program for deliberative engagement so that it also covers the requirements for the Asset Plan and Financial Plan as well as the Community Vision & Council Plan. As detailed in Section C of this report.

REPORT

Background

At the Council meeting on the 18 January 2021, a program was depicted that detailed the deliberative engagement processes for the Community Vision & Council Plan only. Following due consideration of the requirements and timings to have a 10 Year Financial Plan in place by 31 October 2021, the project plan has been expanded in order to incorporate the requirements for deliberative engagement on the Asset Plan and the Financial Plan as well.

By doing this it is believed that we will achieve the following improvements in the engagement process:

- The period for broad engagement with the community to capture aspirations, concerns and priorities as input into the deliberative process has been increased. This should help address any potential issues with engagement fatigue and ensure the best chance to capture as much input as possible from all segments of the community.
- It means that the capacity of the community members on the Panel will grow through the process, from broad deliberation on the Vision, to more specific issues for the strategic planning documents.
- It will provide the panel with the opportunity to gain greater understanding and knowledge which will help inform better decision making.
- The recruitment process for a deliberative panel is complex, costly and time consuming so there are significant benefits to doing this process once.
- A core focus of Council beyond 2020 is to improve community consultation and align with the community on the direction and decisions made by Council, the combining of these 4 tasks will ensure that this is achieved for these important guiding documents.

Central to the approach will be building community confidence in the process, strengthening the relationship between Council and the community, and ensuring that community members feel confident their input has been valued and is ultimately reflected in the strategic planning documents.

Transparency in the Councils commitment to the Community Panel and the independent recruitment process is extremely important to ensure there is community confidence in the deliberative engagement process.

Discussion

A. COUNCILS COMMITMENT TO THE PANEL:

1. **Community Vision** - The Panel will develop a Community Vision which will be published unedited on the Council website. The Community Vision will be considered at a Council meeting. Council may endorse, build on or reject the Vision. If Council adds to or rejects the Vision, the Panel and the community will be provided an explanation as to why.
2. **Council Plan, Asset Plan and 10-year Financial Plan** - The Panel will provide recommendations to guide the development of the Council Plan, Asset Plan and Financial Plan. These recommendations will be presented to Council and considered by Council for final endorsement.

The International Association for Public Participation (IAP2) level of engagement on these activities as guided by Councils Community Engagement policy is to Empower the Community Panel and Involve the broader community on the Community Vision. For the other plans it is to Collaborate with the Community Panel and Involve the Broader Community.

B. PANEL RECRUITMENT PROCESS:

The panel recruitment process is described as follows:

- I. Calls for Expression of interest
 - a mail out invitation to all householders in the Municipality
 - options for registration will be on-line, phone, e-mail or mail
 - broader promotion of the opportunity through all possible media sources
 - the names of those applying will only be known by consultants "i.e. Community"
- II. The aim is to have a panel consisting of between 36 & 40 members
- III. The makeup of the Panel has been set to align with the demographics of the community, age, ethnicity, geographic locations. Will be open to all from 15 years of age up and those with interest in the community but don't reside here will also be eligible to apply.
- IV. Remuneration will be paid at \$100 per session attended plus a contribution to travel costs for those from outer rural areas and help towards childcare if required.
- V. Applicants should not apply if they cannot be available for all 3 planned sessions and that they can attend in person.
 - 30 May
 - 6 June
 - 20 June
- VI. Community Panel sessions will be held Face-to-Face at the Horsham Town Hall however this is subject to change depending upon applicable Covid19 Restrictions that may be in place.
- VII. To ensure independence of the process, Community Panel members will be selected by the consultants "i.e. Community" no councillors or officers will be involved in the process.

C. PROGRAM TIMELINES:

The detailed project plan and engagement plan has been revised so as to incorporate the Asset Plan and Financial Plan requirements.

Phase 1 – Inception & Planning (Complete)

Phase 2 – Preparation for Implementation (Complete)

Phase 3 – Broad Engagement and recruitment (February to 13 May 2021)

A range of opportunities will be provided to make it possible for any resident in the municipality to make a contribution, such as:

- Community conversations
- Community group conversations using existing groups and networks
- Online engagement using a variety of accessible tools
- Targeted engagement and listening posts

Phase 4 – Deliberative Engagement (1 April to 4 July 2021)

- Deliberative Community Panel – 3 Face-to-Face sessions
- On-line supplementary sessions on key dilemmas
- Councillor planning session

Phase 5 – Vision & Council Plan and input to Asset Plan and Financial Plan (21 June to 31 July 2021)

- Finalise Vision
- Finalise Council Plan
- Provide Input to Asset Plan & Financial Plan

Phase 6 – Wrap up and close the loop (2 Aug to 23 Aug 2021)

- Evaluation of the deliberative engagement
- Adopt Vision and Council Plan – Council Meeting 23 August 2021

Phase 7 - Asset Plan & Financial Plan (1 August to 23 October 2021)

- Finalise Asset Plan
- Finalise Financial Plan
- Adopt at Council Meeting 23 October 2021

Options to Consider

Throughout the planned Community Engagement activities there will be many opportunities to take on diverse and new approaches to how we might encourage the community to engage in the process.

Sustainability Implications

The Community Vision & Council plan will set the key direction for our community going forward and hence is likely to touch on issues of importance involving the local economy, social issues, environmental issues and climate change.

Community Engagement

Each of the 4 engagement pieces will utilise deliberative engagement through an independently selected Community Panel.

The level of engagement and the reasons for this are as follows:

Planning Item	IAP2 Level of Engagement	Public Participation Goal	Promise to the Public
Community Vision	Empowerment (Community Panel) Involve (Broader Community)	Council will place the final decision making in the hands of the community panel after input and consideration from the broader community	The Community Vision will be considered at a Council meeting. Council may endorse, build on or reject the Vision. If Council adds to or rejects the Vision, the Panel and the community will be provided an explanation as to why.
Council Plan, Asset Plan & Long-term Financial Plan	Collaborate (Community Panel) Involve (Broader Community)	Council will partner with the community panel in the development of the Plan and involve the broader community to ensure that their concerns and aspirations are understood and considered.	Council will work to incorporate the advice and recommendations of the Community panel in to the final Council Plan, Asset Plan & Long term Financial Plan. These recommendations will be presented to Council and considered for final endorsement.

Throughout the process regular updates will be provided to Council and the Community around information gathered to date. Opportunities for the community to build on each-others ideas will be made available.

Innovation and Continuous Improvement

The i.e. Community proposal will seek to bring some innovative approaches to engagement to get the whole municipality talking about the future of Horsham through community conversations, online engagement, campaigns and dynamic deliberative gatherings. It will seek to provide a comprehensive opportunity for the community to think, discuss and debate their future.

Collaboration

The development of the Community Vision and Council Plan will be a collaborative arrangement between all sectors of the Community, Councillors and council officers.

Financial Implications

Council has allocated \$50,000 to assist in the facilitation and development of the Community Vision and Council Plan, carried forward from the 2019-2020 Budget for a Community Plan. Additional funds of approximately \$50k will be required in the 2021-2022 Budget to complete the additional work re the Asset Plan and Financial Plan and to meet the costs of the deliberative panel.

Regional, State and National Plans and Policies

The State Government's review of the Local Government Act has clearly set the new 2020 Act to be based around some general clear principles:

- Transparency
- Accountability Openness
- Commitment
- Fairness
- Clarity

Council Plans, Strategies and Policies

The Community Vision is the most important strategic document that informs the direction of the council Plan, whilst the Council Plan is the centre piece of the integrated planning framework for all that Council does. The Asset Plan is in turn informed by the Community Vision and Council Plan and in turn informs the Financial Plan.

Risk Implications

Not bringing the Community and Council together effectively can give rise to community conflict and lack of confidence in the future of the community thereby leading to negative outcomes for all.

Conclusion

This is the start of an exciting process that will seek to engage and capture the core 20 year Vision for the Community, and the focus for the Council Plan for the next 4 years, asset Plan and Financial Plan for the next 10 years, using contemporary and constructive deliberative engagement practices.

7.2 COMMUNITY SPORTS INFRASTRUCTURE STIMULUS PROGRAM – INVITATION ROUND

Author's Name:	Susan SurrIDGE	Director:	Kevin O'Brien
Author's Title:	Co-ordinator Community Relations and Engagement	Directorate:	Communities and Place
Department:	Governance and Information	File Number:	F24/A11/000007

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Invitation to re-apply (**Appendix "7.2A"**)

Horsham Nature and Water Play Park Schematic Design (**Appendix "7.2B"**)

Quantity Surveyor Report (**Appendix "7.2C"**)

Purpose

To approve an application to the Sport and Recreation Victoria (SRV) Community Sports Infrastructure Stimulus Program Invitation Round for the development of the Horsham Nature and Water Play Park.

Summary

- In June 2020, Council endorsed an application for funding of \$2.628million to construct the water play park along the Wimmera River. Council also approved the allocation of \$350,000 from the Australian Government Local Roads and Community Infrastructure funding allocation to provide a 'local contribution' to the project. The total Project cost was \$2.978million.
- Unfortunately in August 2020, Council was advised that while the application was considered "meritorious", it had been unsuccessful in securing funding at that time, but may be considered again in the future.
- In December 2020, Council received an invitation to re-submit the application for the water play park (refer **Appendix "7.2A"**). The SRV Community Sports Infrastructure Stimulus Program Invitation Round is an opportunity for selected Councils and projects to try again for funding. An additional \$110million is available in the new round and this will be a competitive process. The new application is due on 2 March 2021.
- This invitation provides a unique opportunity to progress the 'game changing' Horsham Nature and Water Play Park, with no direct contribution from Council.
- Funding Guidelines stipulate that a Council resolution is required to accompany the resubmission.

Recommendation

That Council:

1. Approve the application to the Sport and Recreation Victoria Community Sports Infrastructure Stimulus Program Invitation Round for the development of the Horsham Nature and Water Play Park.
2. Approve a contribution of \$350,000 towards the project from the Federal Government Local Roads and Community Infrastructure Program Round 2 grant.

REPORT

Background

In late May 2020, SRV announced a new program designed to inject economic stimulus into the Victorian economy as we moved to the recovery phase of COVID-19.

In June 2020, Council endorsed an application for funding of \$2.628million to construct the water play park along the Wimmera River. Council also approved the allocation of \$350,000 from the Australian Government Local Roads and Community Infrastructure funding allocation to provide a 'local contribution' to the project. The total Project cost was \$2.978million. Unfortunately in August 2020, Council was advised that while the application was considered "meritorious", it had been unsuccessful in securing funding at that time, but may be considered again in the future.

In December 2020, Council received an invitation to re-submit the application for the water play park (refer **Appendix "7.2A"**). The SRV Community Sports Infrastructure Stimulus Program Invitation Round is an opportunity for selected Councils and projects to try again for funding. An additional \$110million is available in the new round and this will also be a competitive process.

Discussion

This project will provide a new regional level water play facility – the first water play park in the Wimmera Southern Mallee region (catchment population 50,000+). The nature themed play facility will be constructed along the Wimmera River in central Horsham and will provide an exciting outdoor recreation facility, free and accessible for all ages and capabilities.

Following the unsuccessful application in August and the invitation to reapply in March 2021, Council staff sought feedback from SRV Grampians Team on the unsuccessful application to help develop a better and hopefully successful second application. This included project development workshops around the schematic design, refinement of the design and maximising the outcomes for the community, whilst aligning with the community consultation and engagement which strongly support the project. The Schematic Design is included as **Appendix "7.2B"**. As a result of this additional work, the total cost of the project has reduced to \$2.617million, largely due to a change in the water filtration design. The final plans are now 'tender ready' to deliver an exciting project that will provide maximum all year round participation and economic benefits; and represent best value for money.

Options to Consider

Nil

Sustainability Implications

The Nature and Water Play Park has important environmental design components that are being addressed as part of the detailed construction drawings i.e. drainage, landscaping.

A Cultural Heritage Management Plan has been approved for the entire Precinct 1 Riverfront area. DELWP have provided landowner consent for the project.

Community Engagement

The nature and water play park project has been developed based on over 550 comments from the City to River engagement process, which strongly supported a water play park and natural themed development of the riverfront.

The Riverfront Activation Community Reference Group (CRG) endorsed both the design of the Nature and Water Play Park and the first application for funding.

Innovation and Continuous Improvement

The Nature and Water Play park design includes a range of innovative play activities that will be new to Horsham and the wider region.

Collaboration

The detailed schematic design of this project has been discussed in detail with the SRV Grampians Team

Financial Implications

This Council Report and proposed project required no direct funding from Council. If the Funding application to SRV is successful, this project will be funded through a combination of State and Federal grant programs as follows:

Funding Summary

<i>Funding source</i>	<i>Funds \$</i>	<i>Status</i>	<i>Comment</i>
SRV Community Sports Infrastructure Stimulus Program Invitation Round	2,267,000	Application	Application to be submitted 1/3/2021
Local Roads & Community Infrastructure Round 2	350,000	Confirmed	
Total Project Funds	2,617,000		

Regional, State and National Plans and Policies

There are no specific references to Regional, State and National Plans and Policies in the proposed application

Council Plans, Strategies and Policies

This project is directly linked to the endorsed City to River Master Plan and the Riverfront Precinct design developed and endorsed by the Community Reference Group.

Risk Implications

This is a funding opportunity only, in an invited competitive State funding round. The play park project will only proceed at this time if the application is successful.

Conclusion

Council approval of the second application to the Sport and Recreation Victoria Community Sports Infrastructure Stimulus Program for the development of the Horsham Nature and Water Play Park and allocation of \$350,000 as its contribution from the Federal Government Local Roads and Community Infrastructure Program Round 2 grant allocation is now sought.

7.3 BUILDING SAFER COMMUNITIES PROGRAM – FUNDING OPPORTUNITY

Author's Name:	Susan SurrIDGE	Director:	Kevin O'Brien
Author's Title:	Co-ordinator Community Relations and Advocacy	Directorate:	Communities and Place
Department:	Governance and Information	File Number:	F24/A11/000007

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Apex Island Concept Design for Boardwalk (**Appendix "7.3A"**)

Apex Island Budget (**Appendix "7.3B"**)

Purpose

To approve an application to the Building Safer Communities Funding program for the Apex Adventure Island Safety Project.

Summary

The Apex Adventure Island Safety Project is a well-developed, shovel ready project that will improve the safety of all users of the eastern end of the island (particularly the pump track area). The new board walk will address safety through:

- Providing an alternative eastern exit from the island
- Encouraging more pedestrian and cycling traffic through the area
- Landscaping to improve visibility and line of sight to the new board walk.

Council can re-submit an unsuccessful application from 2020 to a new funding program through the Department of Justice.

Recommendation

That Council:

1. Approve an application to the Building Safer Communities Funding program for the Apex Adventure Island Safety Project; and
2. Consider an allocation of \$20,000 in the 2021-2022 Council budget to provide a funding contribution to this project.

REPORT

Background

The Victorian Department of Justice has released a new funding program – the Building Safer Communities Program (BSCP) to replace the old Public Safety Infrastructure Fund (PSIF). It should be noted that Council in the past has regularly been successful with applications for a range of projects under the PSIF including: CCTV, lighting, and Crime Prevention Through Environmental Design (CPTED) initiatives.

The new BSCP program offers funding through two competitive streams:

Stream 1 – Creating Safer Places – grants of between \$25,000 and \$300,000 for councils to undertake urban design projects that apply an inclusive environmental design approach to deter crime, increase safety and activate public places.

Stream 2 – Crime Prevention Innovation Fund – grants of between \$25,000 and \$300,000 for councils and not for profit organisations for partnership projects that deliver and evaluate innovative community safety and crime prevention initiatives.

Applications close 4pm on Monday 15 March 2021.

No matching contributions are required from Council, but are strongly recommended in the guidelines to show that the project is a priority for Council and demonstrates better value for money for State Government.

Only one application, per organisation, per stream can be submitted

Grant objectives:

Creating Safer Places funding aims to:

- help prevent crime and improve safety and community perceptions of safety;
- encourage the legitimate use of public places by increasing amenity and encouraging a positive sense of ownership of the space;
- assist a diverse range of community members to feel safer and become more engaged in their community; and
- encourage the development of local partnerships to understand and address local crime prevention issues.

Discussion

This report recommends that the following project be submitted under the BSCP:

Apex Adventure Island Safety Project

The project involves the installation of a boardwalk at the eastern end of Apex Adventure Island providing:

- An alternative exit from the precinct for those who do not feel safe moving to the formal exit;
- An alternative entrance to the Pump Track encouraging more pedestrian/cycling traffic;
- Easier access to public toilets.

Refer Concept Design (**Appendix “7.3A”**)

The eastern end of the island was designed to create opportunities for blended activity – energetic movement of people on scooters and bikes using the Pump Track and quieter movement of people walking the narrow tracks through the natural gardens. The addition of a connecting boardwalk will provide increased safety and opportunity for pedestrians to use the island. The boardwalk will create a mini circuit of activity and increased patronage by people of different ages and interests and will extend the perceived use and value of the area.

This project was submitted last year to the PSIF program and Council was advised in November 2020 that we were unsuccessful. Feedback received at the time was as follows:

The Department received \$44M worth of applications for a \$5M funding round.

Ours was a very high quality application, but we need to ensure that we address all five of the criteria – and we were not able to address “Innovation” in our application. In such a tight field, it is important to line up everything we can. The Department representative encouraged us to re-submit an application in any further round.

As a result, it is recommended that we re-submit the application under Stream 1 of the new funding program that has no innovation requirements.

Project Budget (Appendix “7.3B”)

Total Cash budget \$304,000

Grant request \$284,000

HRCC Cash contribution \$20,000

Sustainability Implications

Not applicable

Community Engagement

Engagement with key stakeholders has taken place. WCMA, together with the Wimmera River Improvement Committee and the Horsham Apex Club have been consulted regarding options for different structures and design of connections to the boardwalk.

The connecting boardwalk was included in the Riverfront Precinct Concept Plan endorsed by the Community Reference Group and Council, noting that it was outside the initial scope of Stage 1.

Innovation and Continuous Improvement

Not applicable

Collaboration

Wimmera Catchment Management Authority (WCMA) are a project partner in this application and will provide significant in-kind works in terms of landscaping.

Apex Island has an existing Cultural Heritage Management Plan that was developed for a range of on-going works on the island including the Pump Track. This plan will be used for the construction of the eastern Boardwalk and ongoing consultation will be undertaken with Barengi Gadjin Land Council (BGLC) who represent the Traditional Owners for the Wimmera River. BGLC will also oversee the works program on-site for the pedestrian boardwalk.

Financial Implications

The lodgement of an application will require a budget commitment of \$20,000 from Council as part of the 2021/2022 budget process.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

Council Plan 2020-2024

Guiding Principle

- Protect and promote the municipality as a safe place to live

1.2 Develop a safe, active and healthy community, encouraging participation

1.2.09 Activate the Wimmera River Precinct for the community and visitors (including lights and greater presentation)

1.2.10 Plan and progressively construct shared cycling and walking track paths along the Wimmera River from Riverside Bridge to Horsham Weir - both sides, including improvements to lighting and other facilities

Risk Implications

Nil

Conclusion

This report proposes to re-submit a shovel-ready project for the construction of a boardwalk to link the eastern end of Apex Adventure Island with the Rowing Club and riverfront walking track. The application will seek funding of \$284,000, supported by a \$20,000 cash contribution from Council.

7.4 HAMILTON STREET HORSHAM – PEDESTRIAN BRIDGE

Author's Name:	John Martin	Director:	John Martin
Author's Title:	Director Infrastructure	Directorate:	Infrastructure
Department:	Infrastructure	File Number:	F02/A05/000002

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendices

Background Report (**Appendix “7.4A”**)

Engagement Information Sheet (**Appendix “7.4B”**)

Purpose

To receive and note the background and the outcomes of recent community engagement on the proposed Hamilton Street Pedestrian Bridge project.

Summary

- Several key Council strategies support the development of a pedestrian bridge in the vicinity of Hamilton Street Horsham
- Planning and detailed design for the bridge are well advanced, with the aim that tender-ready documentation would be ready in March 2021
- A range of community engagement activities have occurred, with the broader community engagement considered to be completed with a positive outcome
- Further engagement with local stakeholders is required on some of the details of secondary works relating to the bridge
- A proposal for funding the project is presented in a separate report to this Council meeting (**Agenda Item No. 7.6.**)

Recommendation

That Council:

1. Endorse the continuation of planning for a pedestrian bridge at Hamilton Street, Horsham.
2. Receive a separate report relating to the proposed funding for the project (**Agenda Item No. 7.6**)

REPORT

Background

One of the earliest references to a pedestrian bridge in the vicinity of Hamilton Street is contained in the Wimmera Regional Transport Group's 2010 Bridges to Recovery Strategy document.

More recently, references either specifically to a bridge at this location, or to the need to provide links across the Wimmera River more generally, are included in the following Council documents:

- Framework for Managing Growth 2013
- Health and Wellbeing Plan 2017-2021
- Open Space Strategy 2019
- Horsham Urban Transport Plan 2020
- Council Plan 2020-2024

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 project is also identified as part of the broader City to River project, with consultation on that project having captured significant feedback. This is discussed in the community engagement section, below.

Detailed background to the project is contained in the attached report (**Appendix "7.4A"**). Some of the key aspects of that report include:

- The bridge would facilitate access to the CBD, three schools and the Hospital (Horsham's largest employer).
- About 800 house lots, and a population of up to 2000 people would benefit from these enhanced links.
- The bridge would complement existing recreational and exercise benefits of the Wimmera River frontage, creating a loop along the river frontage in the north-eastern part of Horsham.
- Issues relating to flooding, cultural heritage and the environment are addressed.
- An assessment has been conducted on eight potential locations for a bridge between the Western Highway bridge and Baillie St, with the conclusion being that the Hamilton Street alignment is the best alignment.
- Different bridge types have been considered.
- The detailed design is now well advanced, with a target of having tender-ready documents prepared by the end of March 2021.

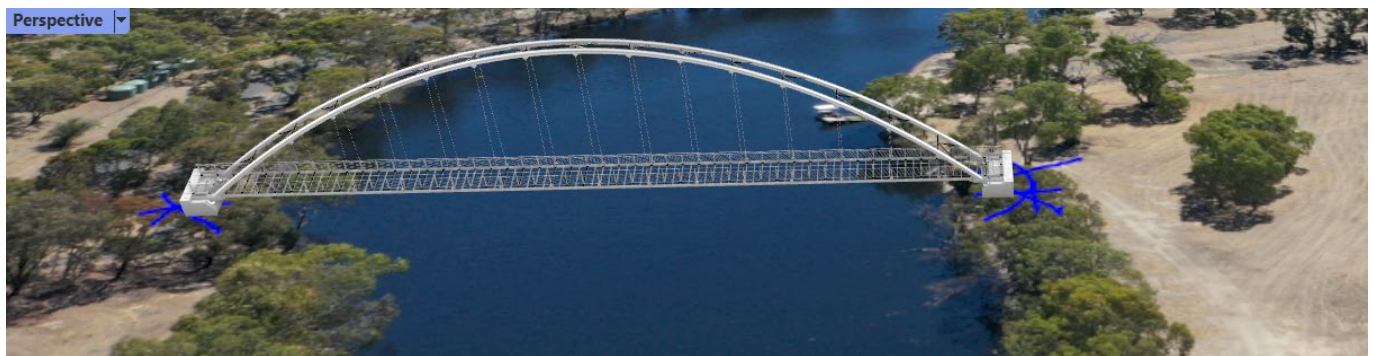
The Anzac Centenary Bridge, crossing the Wimmera River on the west side of Horsham, has been heavily utilised and highly appreciated by the community since completion of its construction. The expansion of residential areas on the eastern side of the Western Highway and recreational/fitness uses justify the construction of a second pedestrian bridge in the vicinity of Hamilton Street.

Discussion

Planning for this project has progressed significantly this financial year, with the following aspects having been advanced:

- Concept design – completed
- Cultural Heritage Management Plan – completed
- Site environmental assessment – completed
- Geotechnical investigation – completed
- Hydraulic modelling, to assess flood impacts – completed
- Independent design review, preparation of tender drawings / documents, cost review – quotations currently being sought
- Community engagement – significantly advanced.

The concept design for this bridge is a steel arch bridge, as shown in the image below, with the background being the actual site proposed. Note that the approach ramps and related works are not shown in this concept diagram.



The engineering aspects of the project are advancing well, with the next phase of this work being the conduct of computer modelling of the design to verify its structural strength and stability. This work will then lead to a cost review and preparation of the detailed documents (drawings and specifications) that will enable tendering to be undertaken.

Specific community engagement for this project commenced in January 2021. This has highlighted three key outcomes.

Firstly, there is significant support for a pedestrian bridge at Hamilton Street, with the benefits identified matching those identified in Council's planning to date.

Secondly, a number of respondents have called for the construction of a vehicle bridge, either in preference to or in conjunction with a pedestrian bridge. This second vehicle bridge is also a priority for Council, through the planning required for an alternative truck route. Council has committed \$100,000 in this year's budget for this planning, and is liaising with the Department of Transport (DoT) so that DoT would lead and co-fund this work, as it is anticipated that a second road bridge for Horsham would be an arterial road, designed for trucks as well as cars. It is not considered appropriate that a vehicle bridge would be located at the Hamilton Street alignment, this would be particularly not suitable for trucks.

Planning for the pedestrian bridge and a road bridge can proceed simultaneously.

Thirdly, the landholders in the immediate vicinity of the bridge have a range of issues that they seek to be addressed, including the potential for bridge users to view directly into their back yards, the proximity of paths to their fences and lighting. These issues will be addressed through the final design process, and further specific consultation with these landholders.

It is expected that, with Council approval to proceed and funding, that the works would be completed in the 2021-22 financial year.

Options to Consider

A range of options have been considered in the project to date, including in relation to:

- Locations for the bridge
- Construction style of the bridge, e.g. suspension bridge, swing bridge.

These options are discussed further in the background report.

Consideration has been given to whether this bridge could be used for vehicle traffic, for example, to facilitate emergency vehicle access during flooding. In this regard:

- The approaches to this bridge are also subject to flooding, and would be limited to a similar degree as existing vehicle access to the Waterlink Estate area is during flooding
- An alternative option for emergency vehicle access is currently being pursued.

Sustainability Implications

This project could lead to some reductions in vehicle use through greater use of bicycle and pedestrian access to facilities such as schools, the hospital and the CBD.

Community Engagement

A range of consultation has occurred relating to this project, including in most of the strategies referred to earlier in this report.

Notably, engagement on the City to River project elicited 30 comments relating to the bridge. Of these 27 supported a pedestrian bridge. Of the other 3 comments:

- One suggested a location closer to Burnt Creek
- One other was possibly neutral “how many people use the Anzac bridge”
- The only actual negative comment was “the new footbridge is a waste of money”.

The community engagement plan prepared for this project has been implemented, with broad community engagement occurring during January. This was based around information contained in a project fact sheet (**Appendix “7.4B”**) which was delivered to all adjoining and directly impacted stakeholders, a media release and social media inviting community feedback. The key outcomes of this engagement included were as reported in the discussion section above.

Further engagement will occur during the construction phase of the project, primarily with key stakeholders.

Innovation and Continuous Improvement

The preferred construction type of this bridge, is a concrete-filled steel tube arch bridge. While not new globally, this would represent a new type of approach for bridges in this region.

Collaboration

Internally, this project is being coordinated through the City to River project, to ensure efficient use of resources in its planning. Key stakeholders in the project include the Wimmera CMA, DELWP and BGLC, all of whom have been engaged in various planning aspects to date, and the adjoining landholders.

Financial Implications

Council has allocated \$100,000 for planning in the current year's budget. This has funded:

- Geotechnical investigations
- Detailed design
- Design review and preparation of documentation ready for tender
- Community engagement.

The project budget at concept design phase is \$2.1 million. The Final Project Cost will be refined following receipt of the QS report in March 2021

Regional, State and National Plans and Policies

Nil

Council Plans, Strategies and Policies

Several strategies and plans as identified in the report. In addition, the Council Plan 2020-24 includes the following commitment:

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

Risk Implications

There are a range of community, engineering and finance risks associated with this project. Detailed planning processes and a risk management plan are in place to address these risks.

Key risks and their treatment include:

- Suitable foundations for the bridge – a geotechnical assessment has been conducted to inform the design for this
- Structural suitability of the design – design review being conducted to verify structural design
- Community acceptance – Community engagement prepared and engagement undertaken.

Council will have several opportunities to guide the development of this project, including a final decision to award a construction contract. This gives Council the chance to review whether the project is ready to proceed at key milestones.

Conclusion

A second pedestrian bridge in Horsham has been identified as an important project for Horsham in several key strategies. The planning for this is progressing well, with the target of tender-ready documents being prepared by the end of March 2021.

7.5 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE GRANT PROJECTS - ROUND ONE

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Department:	Infrastructure	File Number:	F01/A05/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

LRCI Round 1 Approved Nominations (**Appendix "7.5A"**)

Funding guidelines (**Appendix "7.5B"**)

The Station External Activation Concept Plans (**Appendix "7.5C"**)

Purpose

To endorse an additional list of priority projects for utilisation of remaining funds allocated to Council by the Australian Government under its Local Roads and Community Infrastructure (LRCI) Round 1 program.

Summary

- Council was advised of an allocation of \$1,428,396 under the LRCI program Stage-1 in late May 2020
- Nomination forms for projects worth \$778,000 were submitted and subsequently approved and these projects are underway. (**Appendix "7.5A"**)
- The Australian Government requires submission of a works program before these funds can be confirmed, which shows the projects align with the program objectives before the funds will be provided
- All grant funds for Round 1 must be expended by 30 June 2021 and the projects fully complete by 31 December 2021
- The attached funding guidelines (**Appendix "7.5B"**) outline the eligible projects to be considered for the remainder of funds
- The intended projects to be funded under this program are documented in this report.

Recommendation

That Council endorse the projects listed in this report totalling \$530,396 for utilisation of funds allocated to Council by the Australian Government under its Local Roads and Community Infrastructure (LRCI) program Round 1, noting that this will leave \$120,000 of funding still to be allocated.

REPORT

Background

Horsham has been allocated \$1,428,396 under the LRCI program Stage 1. This was announced in late May 2020. Of this, projects worth \$778,000 have already been approved and are underway. The balance is \$650,396.

A key constraint of this program is that the grant funds are required to be spent by 30 June 2021 and the projects must be fully completed by 31 December 2021.

Nomination forms for projects must be approved by the Department of Infrastructure before works can commence.

Discussion

The table below lists the projects proposed to be funded for the remainder of the funds under the LRCI program Stage 1. These have been identified from:

- Projects that were omitted from the 2020-2021 Council budget in the latter stages as savings needed to be made due to Covid-19 and other reasons
- Priority projects from the grant project opportunity lists presented to Council at the 1 June 2020 meeting

Notes on some key projects follow the table.

Project	Type	Location	Cost
Horsham Town Hall Visitor Information Centre Digital Resources	Community Infrastructure	Horsham	\$50,000
Horsham Town Hall complete Fly-lines Installation	Community Infrastructure	Horsham	\$100,000
Horsham Silo Art Project	Community Infrastructure	Horsham	\$35,000
Botanical Gardens Pathways	Community Infrastructure	Horsham	\$50,000
Natimuk Road Sugar-gum removal and new trees plantation	Local Roads	Horsham	\$26,000
Park Drive Upgrade (kerb, channel and drainage) Noting - additional funding required to complete already approved project	Local Roads	Horsham	\$80,000
The Station – Outdoor Activation project	Community Infrastructure	Horsham	189,396
		TOTAL	\$530,396
Remaining Round 1 funds to be allocated			\$120,000
			\$650,396

- Horsham Town Hall projects were in previous versions of the draft budget until some cuts were needed. \$30,000 out of a total cost of \$130,000 were allocated in the 2020-2021 budget for installation of fly-lines and the project was staged over 4 years, however considering the busy Town Hall schedule it is more viable to install all fly-lines in one go.

- The Horsham Silo Art Project has received a grant of \$99,000 and Council committed to providing a cash contribution of \$87,600. \$52,600 has been identified as part of the 2020-2021 budget, and a further \$35,000 is required to fulfil the matching funding.
- A separate grant funding for Botanical Gardens Pathways has been approved by DELWP. Additional \$50,000 required to complete the sealing of all main pathways.
- \$49,000 out of \$75,000 have been allocated for Sugar-gum trees removal and plantation of new trees in 2020-2021 budget, the balance amount is sought through LRCI funding.
- A nomination form for Park Drive Upgrade was previously submitted and approved (**Appendix "7.5A"**) however the cost was underestimated as \$100,000. A variation request for additional \$80,000 shall be submitted with this round of nominations.
- The Station Outdoor Activation project has been fully scoped and endorsed by the Youth Council as their priority project. This project has a total budget of \$335,000 but can be staged to have items completed by 30 June using the LCRI funding. Refer (**Appendix "7.5C"**) for details of the works proposed at The Station.
- The remaining funds still to be allocated of \$120,000 will be nominated in a later report to Council for Council approval.

Options to Consider

The time constraints on this funding program to have all grant funds expended by 30 June 2021 provide little room to consider other options.

Sustainability Implications

To be assessed on an individual project basis. Many of the projects will have no environmental impacts.

Community Engagement

The projects listed have been identified from a range of plans and strategies that have had their own consultation processes. Additional consultation will occur on individual projects relative to their potential impact on stakeholders throughout the delivery phase.

Innovation and Continuous Improvement

Some projects to be funded contain elements of best practice and continuous improvement of facilities i.e. Town Hall Fly Lines and The Station.

Collaboration

Not applicable

Financial Implications

The allocation of these funds from the Australian Government is acknowledged and appreciated.

These projects will be funded either solely from the LRCI funds, or used as co-contributions for other projects.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

The projects listed have been identified from a range of Council plans and strategies as referenced earlier.

Risk Implications

Effective project management plans will be needed for these projects to ensure timely delivery of the projects.

Conclusion

The Local Roads and Community Infrastructure funding provides a valuable source of funding and a great opportunity to undertake projects that had not been within Council's available budget for 2020-2021.

7.6 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE GRANT PROJECTS - ROUND TWO

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Department:	Infrastructure	File Number:	F01/A05/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Funding guidelines (**Appendix "7.6A"**)

Hamilton Street Pedestrian Bridge Fact Sheet (**Appendix "7.6B"**)

Purpose

To endorse priority projects for utilisation of Australian Government funding under its Local Roads and Community Infrastructure (LRCI) Round 2 program.

Summary

- On 14 October 2020, the Australian Government announced LRCI Round 2 funding allocations to all Councils across Australia
- Council signed a funding agreement with the Department of Infrastructure on 21 December 2020 for the allocation of \$1,475,924. The expenditure of Round 2 Grants funds must be completed by 31 December 2021, with all projects fully complete by 30 June 2022.
- The Australian Government requires submission of a works program before these projects can be approved and the funding confirmed. Projects must align with the program objectives refer (**Appendix "7.6A"**)
- The intended projects to be funded under this program are documented in this report.

Recommendation

That Council:

- Approve the following projects for utilisation of funds allocated by the Australian Government under its Local Roads and Community Infrastructure (LRCI) program Round:
 - Hamilton St Pedestrian Bridge co-contribution to construction - \$1,125,924
 - Horsham Nature and Water Play Park co-contribution to construction - \$350,000
- Endorse a future application to Regional Development Victoria (RDV) to fund the balance of the Pedestrian Bridge project estimated as \$2,100,000, noting that the funding outcome and amount will not be known until at least June 2021.
- Commit to providing the additional funding required if the RDV funding application is unsuccessful or the amount allocated by RDV is less than the amount requested, noting that the final cost of the pedestrian bridge may change with the Quantity Surveyor Report (due in March 2021) and tender process.

REPORT

Background

Horsham has been allocated \$1,475,924 under the LRCI program Stage-2.

Two key constraints of this program are:

1. that the grant funds are required to be spent by 31 December 2021 and the projects must be fully completed by 30 June 2022;
2. as the focus of this funding program is to create additional economic stimulus, the program guidelines note that Councils 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
3. Council must apply for the full amount of their Phase 2 Allocation in a draft Work Schedule by 31 July 2021.

Nomination forms for projects must be approved by the Department of Infrastructure before works can commence.

Discussion

The table below lists the projects proposed to be funded for the LRCI program Stage-2.

Project	Type	Location	Cost
Hamilton St Pedestrian Bridge co-contribution to construction	Community Infrastructure	Horsham	\$1,125,924
Horsham Nature and Water Play Park co-contribution to construction	Community Infrastructure	Horsham	\$350,000
Total			\$1,475,924

Hamilton St Pedestrian Bridge

- Detailed planning for a second pedestrian bridge has occurred this financial year, encompassing site options analysis, geotechnical testing, hydraulic (flood) modelling, structural design and determination of environmental requirements.
- The detailed design process is aimed to be completed by the end of March. This will include a design review and analysis of the preferred design and preparation of tender ready drawings and specifications.
- Broad community engagement has occurred during January which included the development of a project fact sheet (**Appendix "7.6B"**) delivered to all adjoining and directly impacted stakeholders, a media release and social media inviting community feedback. <https://www.hrcc.vic.gov.au/Our-Council/Current-Projects/Hamilton-Street-Pedestrian-Bridge> and <https://www.hrcc.vic.gov.au/Our-Council/News-and-Media/Latest-News/Plans-for-second-pedestrian-bridge>
- Key outcomes of this engagement included:
 - Strong support for the bridge, backing up community feedback obtained in earlier engagement conducted for the City to River and Horsham Urban Transport Plan projects.
 - Iteration of the strong desire for a second vehicle crossing within Horsham. This is separately being pursued by Council through its allocation of \$100,000 for planning of an alternative truck route, to proceed in conjunction with Regional Roads Victoria.

- Identification of the need for further detailed engagement with landholders adjacent to and near the bridge site to address issues such as the location of paths, lighting and landscaping, to preserve the amenity of their properties.

Funding scenario for Hamilton Street Pedestrian Bridge

In approving the allocation of LRCI Round 2 funding, Council will be committing to the completion of the bridge including the additional funding component required. **(Refer also Council Agenda Item 7.4 Hamilton Street Bridge)**

Council will seek the balance of funding through the upcoming Regional Development Victoria (RDV) competitive funding round for 2021. This funding round is expected to be announced and open for application within 4-6 weeks. If the RDV funding application is unsuccessful or the amount allocated by RDV is reduced, Council will be required to fund the balance of the project estimated to be up to a commitment of \$1,000,000.

Horsham Nature & Water Play Park project

The contribution to the Horsham Nature & Water Play Park project of \$350,000 was approved by the previous Council on the 1 June 2020 to support an application for funding to the Victorian Government Community Sports Infrastructure Stimulus program. This application was unsuccessful and the initial allocation of LCRI Round 1 funding has been re-allocated to proposed projects that can meet the LCRI Round 1 deadline of 30 June 2021. **(Refer Council Agenda Item 7.5)**

Feedback from the unsuccessful application indicated that our application was 'meritorious' and on 18 December 2020 Council was one of a number of Council's across the State invited to re-apply, with applications due 2 March 2021. **(Refer Council Agenda item 7.2)** The contribution of \$350,000 from the LCRI Round 2 funding forms a crucial part of the application for the Victorian Government Community Sports Infrastructure Stimulus program (invitation only round).

Options to Consider

Nil

Sustainability Implications

Environmental implications of both projects have been considered as part of the schematic design phase. Council are will advanced in this process:

- Pedestrian Bridge – has Cultural Heritage approval, and an application has been lodged to DELWP for land owner consent.
- Horsham Nature and Water Play Park has Cultural Heritage approval and land owner consent from DELWP. A planning permit application has been lodged.

Community Engagement

The projects listed have been identified from a range of plans and strategies that have had their own consultation processes. Additional consultation will occur on individual projects relative to their potential impact on stakeholders throughout the delivery phase.

Innovation and Continuous Improvement

The Nature and Water Play park design includes a range of innovative play activities that will be new to Horsham and the wider region.

Collaboration

The detailed schematic design of the Nature and Water Play Park project has been discussed in detail with the SRV Grampians Team

Financial Implications

The allocation of these funds from the Australian Government is acknowledged and appreciated.

The allocation of \$350,000 to the Horsham Nature & Water Play Park, together with the application for State Government Community Sports Infrastructure Stimulus program (invitation only round) will fully fund the Play Park, with no funding required from Council.

The allocation of \$1,125,924 to the Hamilton Street Pedestrian Bridge project will fund around 50% of the bridge project. The project budget at concept design phase is \$2.1 million. Council will be required to confirm a funding commitment to fund the remaining project costs. The Final Project Cost will be refined following receipt of the QS report in March 2021.

Regional, State and National Plans and Policies

There are no specific references to Regional, State and National Plans and Policies in the proposed application

Council Plans, Strategies and Policies

The two projects listed have been identified from a range of Council plans and strategies:

- Pedestrian Bridge refer Fact Sheet (**Appendix "7.6B"**);
- Horsham Nature & Water Plan Park refer Riverfront precinct redevelopment project undertaken with the Community Reference Group

Risk Implications

Effective project management plans will be needed for these projects to ensure timely delivery of the projects.

Conclusion

The Local Roads and Community Infrastructure funding (Rounds 1 & 2) provides a valuable source of external funding to leverage Council's capital expenditure budget and undertake large legacy projects for our municipality.

7.7 BUILDING BETTER REGIONS FUND ROUND 5

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Department:	Governance and information	File Number:	F20/A06/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Program Guidelines (**Appendix "7.7A"**)

Aquatic Centre Accessible Change rooms Concept Design (**Appendix "7.7B"**)

Quantity Surveyor Report (**Appendix "7.7C"**)

Purpose

To approve two applications to Australian Government Building Better Regions Fund Round 5 (BBRF 5) as follows:

1. Infrastructure Projects Stream - for the construction of accessible family change rooms at the Horsham Aquatic Centre.
2. Tourism Related Infrastructure Stream – Destination Horsham – Stay, Play the Wimmera River Way
This project will revitalise the Horsham Riverside Caravan Park to ensure it meets the expectations of our tourists to the region through infrastructure upgrades.

Summary

- The Australian Government BBRF 5 is due on **5 March, 2021**. Council received funding under Round 3 for the Livestock exchange roof.
- Funding Guidelines (refer **Appendix "7.7A"**) stipulate that the projects must be "investment ready" and can commence construction within 12 weeks of signing a funding agreement. Both nominated projects are considered "investment ready" and can commence construction from December 2021. The Guidelines also require an "Applicant Declaration" confirming that where applicable Council will contribute the required matching funding.
- Grant applications can be between \$20,000 and \$10million with funding matched \$1:\$1. Council's 50% cash contribution can include funding from private business and State Government. Council must provide a letter confirming the local contribution as part of the application.

Recommendation

That Council:

1. Approve an application to the Building Better Regions Fund Round 5 Infrastructure Stream for the Horsham Aquatic Centre Accessible Family Change Rooms project for an amount of \$941,925.
2. Consider a matching Council cash contribution of \$471,000 for the Horsham Aquatic Centre Accessible Family Change Rooms project as part of its 2021-2022 budget, noting that the total project cost estimate and amount to be contributed by Council may change based on the Quantity Surveyor estimate.
3. Approve an application to the BBRF 5 Tourism Related Infrastructure Stream for the Horsham Riverside Caravan Park project for an amount of \$380,000.
4. Note that matching contribution of \$190,000 will be made up of existing Council contribution of \$100,000 to Stage 1 City to River Riverfront Activation - Civic gathering space and a contribution to the project of \$90,000 by Southern Cross Parks the lessee.

REPORT

Background

This Report includes details the funding requirements of two distinct capital projects:

1. Infrastructure Projects Stream - for the construction of accessible family change rooms at the Horsham Aquatic Centre
2. Tourism Related Infrastructure Stream - Destination Horsham – Stay, Play the Wimmera River Way

1. Accessible Change Rooms

- The Horsham Aquatic Centre Master Plan was completed in 2017 following extensive consultation and engagement. This Master Plan provides for a staged redevelopment of the facility. The early stages of this work have since been completed with the recent upgrades to the outdoor pool facility. The next stage of the Master Plan is to address accessibility issues in the indoor pool area, through the construction of universally designed change rooms that will allow users of all abilities and age groups, including family groups to use the indoor facility.
- In September 2018, following the completion of the Master Plan, Council submitted an application to the Australian Government Community Sports Infrastructure Program
- In April 2019, Council was advised that the application was unsuccessful. The Australian Sports Commission provided no avenue for feedback on this application. Council is aware, however, that the application was strong and scored highly, through media investigation into what is now known as the “Sports Rort” funding program.
- Since this failed application, Council staff have worked with the YMCA and Sport and Recreation Victoria to refine the concept design and seek updated project costings (refer **Appendix “7.7B”** and **Appendix “7.7C”**)
- The refined concept design provides for the accessible change rooms as an extension to the north-west corner of the indoor pool. This design provides for optimum natural light, “line of sight” for YMCA staff and easy access to all indoor and outdoor pools. The revised design also accommodates all future staged elements including the hydrotherapy pool, splay play area, sauna and outdoor play areas. The refined design has been discussed and endorsed by the Aquatic Centre Advisory Committee at their meeting on 22 February, 2021.

Discussion

1. Accessible Change Rooms

The Aquatic Centre currently has 2 small accessible/family change rooms, with only one of these located in the indoor aquatic area. This doesn’t provide sufficient room when more than one carer is required, for people with severe mobility issues. The new change rooms will enhance the provision of programs for all ages and abilities, with a safe, inclusive and welcoming experience for all.

The funding strategy

Funding for this stage is planned as follows:

<i>Funding source</i>	<i>Funds \$</i>	<i>Status</i>	<i>Comment</i>
Australian Government BBRF 5	470,925	Application	Application to be submitted 1/3/2021
Council Capital Budget 21/22 and 22/23	471,000	To be confirmed	Council Meeting 1/3/2021
Total Project Funds	941,925		

The total estimated project funds are based on a preliminary cost estimate. A more detailed cost estimate is currently being prepared by a Quantity Surveyor which shall form the basis of funding application and also the commitment required from Council through its budget process. If the grant application is successful, the project will commence around December 2021 and take approximately 12 months. Council's funding contribution will be spread over two financial years.

2. Destination Horsham – Stay, Play the Wimmera River Way – Horsham Riverside Caravan Park

This project will construct a new caretaker/park manager's residence and in addition build a reception/office area and studio for relief staff. It will also remove infrastructure away from a high flood risk area, include re-alignment of the caravan park boundaries to create a 1027m² parcel of land and make the site ready for a future commercial Restaurant / Café development located at the entrance point to the Wimmera River Precinct.

The funding strategy

Funding is planned as follows:

<i>Funding source</i>	<i>Funds \$</i>	<i>Status</i>	<i>Comment</i>
Australian Government BBRF 5	190,000	Application	Application to be submitted 1/3/2021
Southern Cross Parks	90,000	Confirmed	Letter of support
HRCC: Stage 1 City to River Riverfront Activation - Civic gathering space (includes siting / services for future café/restaurant)	100,000	To be confirmed	Council Meeting 1/3/2021
Total Project Funds	380,000		

Project Scope

ITEM	PROJECT COST INCLUDING BBRF CONTRIBUTION	COUNCIL'S CONTRIBUTION	SOUTHERN CROSS PARKS' CONTRIBUTION
1. Construct a new caretaker/park managers residence and in addition build a residence for relief staff which will includes a reception/office area	278,800	49,400	90,000
2. Boundary realignment and permits fees	14,950	7,475	
3. Erect new fencing	21,850	10,925	
4. Demolish former office, disconnection of power and water and temp fencing	44,850	22,425	
5. Make 1027m ² site ready for future developments (including tree removal)	19,550	9,775	
Total	\$380,000	\$100,000	\$90,000

Options to Consider

Nil

Sustainability Implications

The detailed schematic design process for both projects will ensure sustainability elements are maximised in the design and build.

Community Engagement

1. Accessible Change Rooms

Broad engagement was undertaken for the development of the 2017 Horsham Aquatic Centre Master Plan. The refined design has been reviewed and endorsed by the Aquatic Centre Advisory Committee at their February 2021 meeting and discussed with Sport and Recreation Victoria Grampians Team.

2. Destination Horsham – Stay, Play the Wimmera River Way – Horsham Riverside Caravan Park

Discussions have occurred with Southern Cross Parks as part of developing a master plan for the site. Southern Cross supports leased land being made available for a café/restaurant and currently negotiations are being finalised in relation to a change in boundary to enable this to occur. Southern Cross will establish an additional 5 cabin sites on the site through their own funding as per lease conditions.

The Horsham City to River Vision and Masterplan developed by the community and designed to activate the Central Activity Centre and the Wimmera River Precinct through delivering key projects identified to establish Horsham as a tourism destination. Wimmera Development Association, Business Horsham, Grampians Tourism, Regional Development Victoria and Regional Development Australia are in support of this project.

Innovation and Continuous Improvement

Both projects are examples of continuous improvement to the facilities provided to our community and visitors

Collaboration

Council staff have worked collaboratively with SRV Grampians Team in the design of the Accessible Change rooms

Financial Implications

Funding from Council is required to provide the matching cash contributions for the funding applications. If the funding applications are successful, the projects will proceed with Council's co-contribution limited to the funding strategies outlined above. To be noted is that a contribution for Caravan Park Project will also be provided by Southern Cross Parks who lease the caravan park from Council.

Regional, State and National Plans and Policies

There are no specific references to Regional, State and National Plans and Policies in the proposed applications

Council Plans, Strategies and Policies

1. Accessible Change Rooms

The Accessible Change Rooms development is a key component of the 2017 Horsham Aquatic Centre Master Plan.

Council Plan 2020-2024

3.1.07 Undertake master planning and major refurbishment of the Horsham Aquatic Centre

2. Destination Horsham – Stay, Play the Wimmera River Way – Horsham Riverside Caravan Park

3.4 Deliver works to develop and maintain Council's physical assets for long term sustainability, amenity and safety.

Risk Implications

This report relates to funding opportunities only. The projects will not commence until funding is confirmed.

Conclusion

Council has the opportunity through the BBRF Round 5 to obtain funding for two important projects which will improve Council facilities for the betterment of the community.

7.8 DOOEN LANDFILL – CELL 3 CONTRACT VARIATION

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Department:	Strategic Asset Management	File Number:	F29/A03/000002

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason:

Appendix

Nil

Purpose

To seek Council approval for a variation to Contract 21-012 - Construction of Dooen Landfill Cell 3A and Leachate Pond 2, and related budget variation.

Summary

Dooen Landfill Cell 2 is approaching full capacity, and the construction of the next landfill cell is critical to continuity of service.

The timeline for commissioning of the next landfill no longer contains any significant amount of contingency, due to the wider circumstances in the waste and resource recovery industry over the last 18 months.

Efforts to expedite construction of the next landfill cell have led to an overlap between contractual services required, and as such provisional items have been incorporated into contracts to allow for appropriate apportionment of costs between contractors.

A provisional item related to the earthworks in Contract 21-012 is of a value that requires Council approval in order for further works to proceed. The quantity of this provisional item has increased markedly due to a significant error in earthworks quantities not detected until late in the tender process.

Recommendation

That Council approve the variation to Contract 21-012, representing a value of \$461,316.19

REPORT

Background

Dooen Landfill is a disposal site for residual waste originating from Horsham Rural City, as well as Hindmarsh, West Wimmera and Yarriambiack Shires. The long term average of residual waste disposed of at the site is approximately 20,000 tonnes per annum.

Waste at the Dooen Landfill site is required to be disposed of into engineered landfill cells, constructed in accordance with best practice guidelines, as developed by the Environment Protection Authority (EPA).

A key stipulation of these guidelines is that the expected life of a cell must not exceed two years of capacity. The most recent cell at Dooen Landfill (Cell 2) was recognised by the EPA as having been constructed to best practice standards, and officially commissioned in May 2018.

However, the process of commissioning a new cell from concept development through design, design approval, tendering, construction and then on to EPA approval takes approximately two years, on average. For this reason, design work on Dooen Landfill Cell 3 commenced in July 2018.

Since the commissioning of Cell 2, the Victorian (/Australian) commingled recycling processing industry collapsed due to the instability of international markets for processed product. With no other options available, this collapse led to commingled recycling being received at Dooen Landfill from neighbouring Councils in 2019 and 2020. Throughout this period, Horsham's recyclables have continued to be processed, and have not ended up in landfill.

The effect of this additional waste saw an increase in incoming material (by weight) of approximately 30% over the amounts received in recent years. Such a significant increase in waste volumes has put significant pressure on the cell construction timeline for Cell 3.

The construction of Cell 3 is now considered to be extremely urgent, and all efforts to expedite this process have been made. Contract 21-012 for the construction of Cell 3 was awarded to Shamrock Civil Engineering in September 2020, and construction works are well underway.

The significant error in earthworks quantity was known at the time of tender award. Importantly, the change in earthworks quantities would not have affected the determination of which contractor would have been awarded the contract, as calculations were performed for the tenders based on both the initial and the varied quantities. The error did not impact on the actual quantity of material that had to be removed, as it was physically present, the main impact being on allowing proper budgeting for the earthworks and the project overall.

Discussion

- **Contract award**

About one week before the close of tenders, an error in the earthworks quantities calculated by the design consultant was discovered by Council staff. This error had a major impact on the provisional earthworks quantities, and a moderate impact on some other scheduled items in the tender.

For the tender evaluation process, all tenders were assessed based on the scheduled quantities as per the tender, and the adjusted quantities as a result of the tender. This calculation demonstrated that Shamrock Engineering would have been the preferred tenderer in either case.

The tender was awarded, by Council, based on the adjusted quantities in the tender, excluding the significant variation associated with the provisional earthworks, at a value of \$2.419 million.

- **Budget**

The budget for the overall project for the project of \$2.4 M was submitted to the budget process in early 2020, at which stage the detailed design was still in progress.

Subsequent to setting the budget, it was determined by the design auditor that a new leachate pond would be required for the works. This had not been anticipated in the earlier planning stage, and was not factored into the budget estimate. The requirement for these works was incorporated in the tender documents, and costed in the tender responses. This added approx. \$101,000 to the cost of the preferred tender, although long-term planning for the landfill had planned the construction of this cell in 2027 at a cost of \$315,000 as a standalone item.

The design quantity error had further, lesser impacts on several of the scheduled works items in the tender. These, and the leachate pond, were able to be accommodated within the available project budget, however this impacted on the remaining funds available for contingency.

- **Provisional earthworks**

The major error related to earthworks quantities, specifically the quantity of sandstone required to be removed from the site to establish the base level for the new cell.

Given the tight timeframes for the cell construction, these bulk earthworks commenced prior to the award of the main construction contract, being Contract 21-012. These works were conducted through the plant and machinery hire contract (20-003), utilising Dickerson Earthmoving to undertake these works.

Dickerson Earthmoving continued these bulk earthworks until the principal contractor under contract 21-012, Shamrock Civil Engineering, occupied the site.

However, by undertaking these excavation works with respect to a timeline rather than a fixed quantity of work, it meant that there would be an undefined boundary between the scopes of works for these two contractual arrangements.

Given the potential for a large variation due to the provisional item noted above, consideration was given to a range of scenarios throughout the tender evaluation process for Contract 21-012, to ensure that any such variation would not undermine the principles of the procurement process.

Tender evaluations were completed for each of the prospective tenders, and values for the highest and lowest foreseeable provisional quantities were calculated and compared with respect to the weighted tender evaluation criteria.

In all possible scenarios, the preferred tender would not have changed due to any changes in the provisional item quantity, and the recommendation from the tender evaluation panel would still have been that Shamrock Civil Engineering be awarded Contract 21-012.

A survey was conducted on the handover date, and further calculations were undertaken by Council's design consultant to establish the remaining earthworks quantity. Simultaneously, Shamrock Civil Engineering undertook their own calculation of remaining quantities. These calculations yielded the same result, leading to the variation request by Shamrock Civil Engineering.

This variation request is for an amount totalling \$461,316.19.

- **Impact on contingencies**

Initially, the project budget had an allowance of \$185,000 for contingencies that might arise during the project. This contingency could cover items such as:

- Hard rock
- Works arising from latent conditions (such as dewatering the cell prior to construction)
- Construction of additional perimeter drainage (weather dependent).

A confidential report on this subject makes a recommendation in relation to a modification to the project budget to allow for any subsequent project contingencies.

- **Landfill cell quantities**

The cell once completed will have 244,000 m³ of usable airspace. At current landfill waste compaction levels, this airspace represents 158,600 tonnes of waste, or 6 to 7 years of airspace. The cost of this airspace will be \$12.50/ m³, at the proposed amended project budget.

The effective cost of the earthworks quantity error on the overall project is approximately \$1.92/m³.

However, by constructing a much larger cell, there have been gains due to economies of scale. The previous cell (Cell 2) was completed in 2018, for a total cost of \$1,581,000. Cell 2 only had an airspace of 86,000m³. Hence, the cost of the airspace in Cell 2 was \$18.38/m³.

Options to Consider

1. Approve variation to Contract 21-012 for the value of \$461,316.19
2. Do not approve variation to Contract 21-012. This would lead to a contract dispute.

Sustainability Implications

Dooen Landfill is an EPA licensed landfill, constructed and operated in accordance with EPA best practice standards. These standards are intended to prevent pollution to the environment, in particular through groundwater or air contamination.

Temporary closure of the site as a regional waste disposal hub may yield negative environmental impacts (such as the illegal dumping of waste) but these have not been quantified due to being difficult to predict.

If Council is unable to operate Dooen Landfill significant additional costs will be incurred in carting this material to alternative landfills, e.g. the Stawell Landfill.

Community Engagement

Not applicable

Innovation and Continuous Improvement

The novel design approach for the Cell creates a significant efficiency in airspace, even allowing for the quantities error.

Collaboration

Correspondence is being prepared to formally discuss this error with the design consultant.

Financial Implications

While the variation amount is quite significant, it nearly corresponds with some works that have been brought forward from future years, being:

- The construction of a second leachate pond. This had been scheduled to occur in 2027 at a cost of \$315,000 plus design costs, but has been required by EPA as part of this current cell construction, and is included in the current contract.
- The design costs for what were originally planned to be Cells 4 and 5, as they now constitute the second stage of this new cell. That is, the design of the current Cell 3A, has included the design of Cell 3B, which replaces these Cells 4 and 5. The design and audit costs saved by this are \$150,000.

These brought forward costs are part of the long term financial planning for Dooen Landfill, but were not reflected in the 2020-2021 budget. The long term financial planning for the Dooen Landfill financial reserve sets the required pricing levels to sustain the reserve and fund the necessary works.

Further details of the financial implications are presented in the confidential section, due to the setting of a new contingency allowance for the project.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

Council Plan 2020-2024 Goals:

- 3.2 - Ensure projected financial and physical programs reflect infrastructure needs
- 5.1 - Promote sustainability by encouraging sound environmental practice

Risk Implications

Any delays in the commissioning of Cell 3 are considered to be high risk. Failure to ensure that the program remains on track may lead to a temporary closure of Dooen Landfill, with significant financial impacts on Horsham Rural City Council, surrounding municipalities and local waste businesses. Contingency plans have been developed for this scenario.

Conclusion

This variation is a significant change to the cost for the cell construction.

It is critical that construction for Cell 3 at Dooen Landfill is not unduly delayed. All significant milestones in the program must be met, to ensure continued availability of the current service to the community.



Department of Jobs, Precincts and Regions

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Melbourne,
Victoria 3001 Australia
Telephone: +61 3 9651 9999
DX 210074

Mr Sunil Bhalla
Chief Executive Officer
Horsham Rural City Council
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.



Department of Jobs, Precincts and Regions

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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.

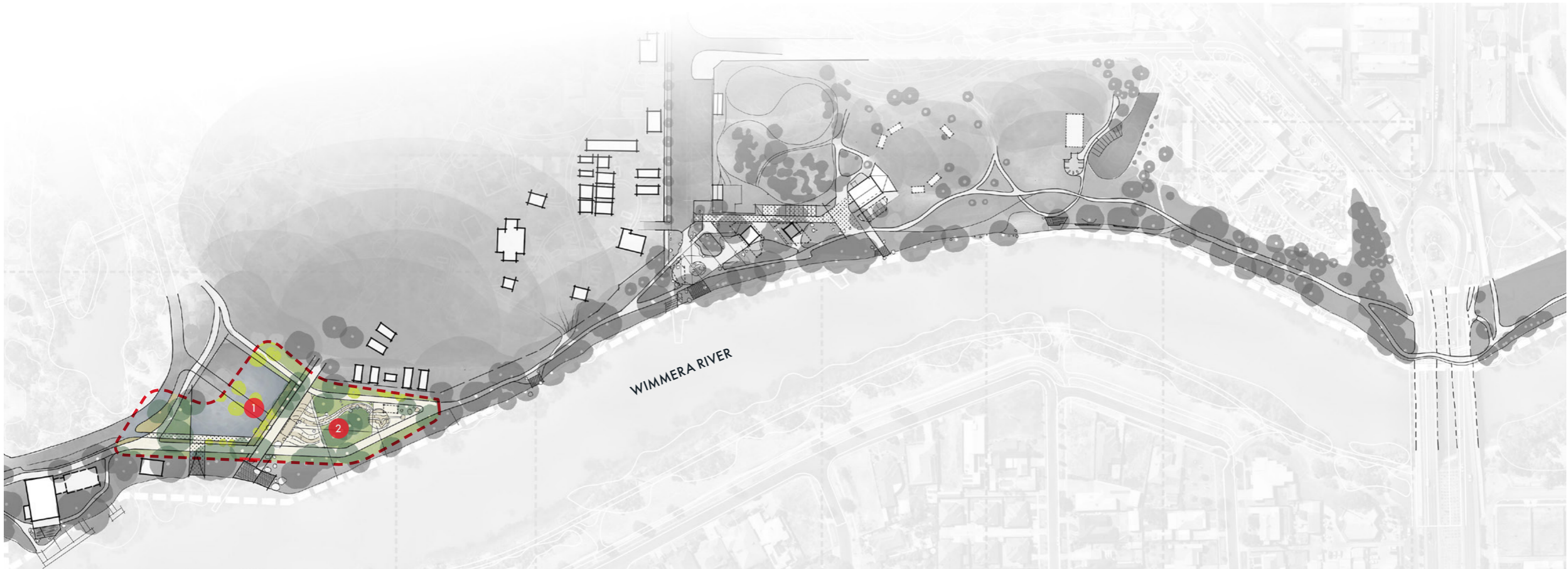
Key - by location

- 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

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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

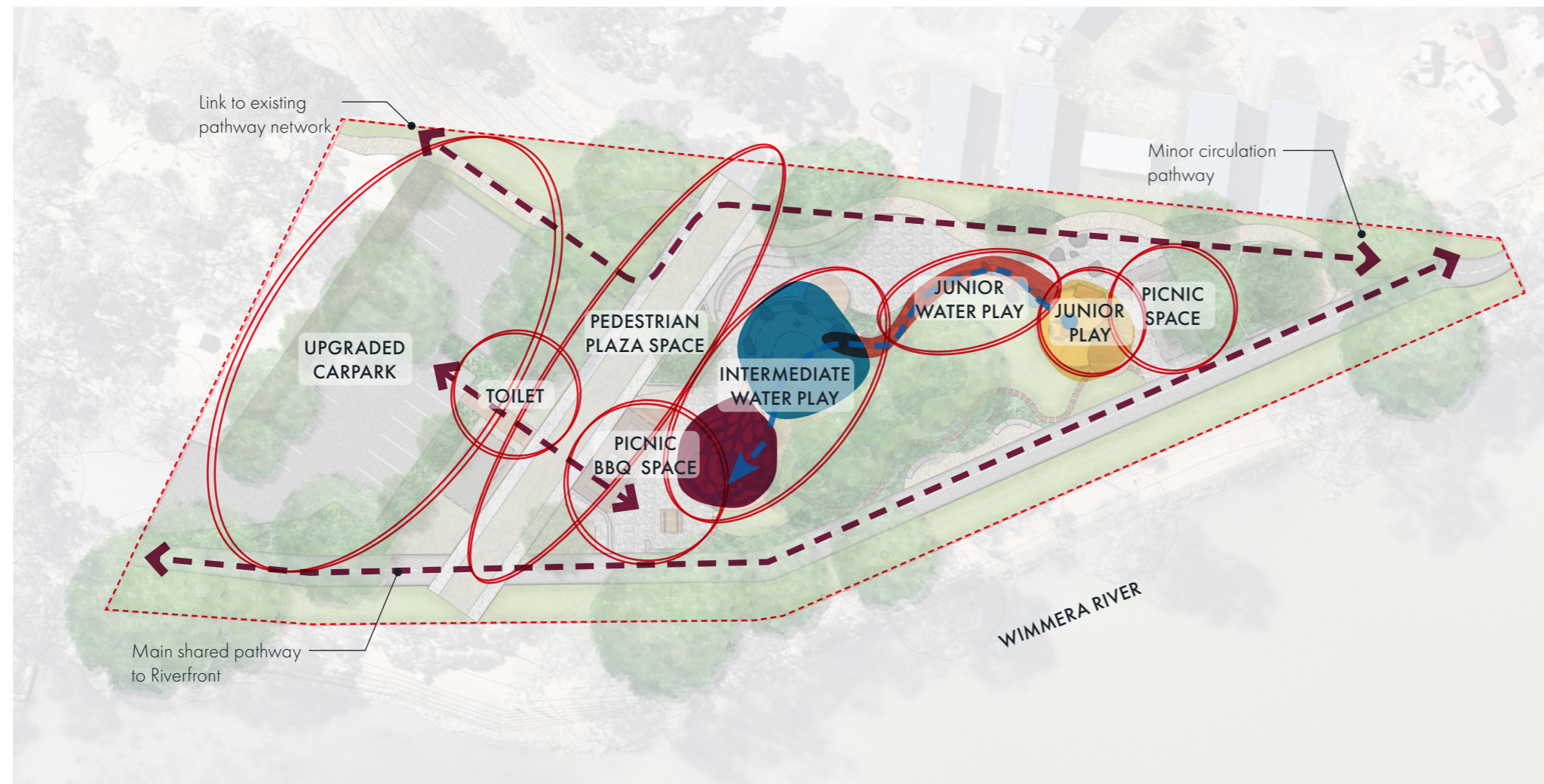
Waterplay Zone

- 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

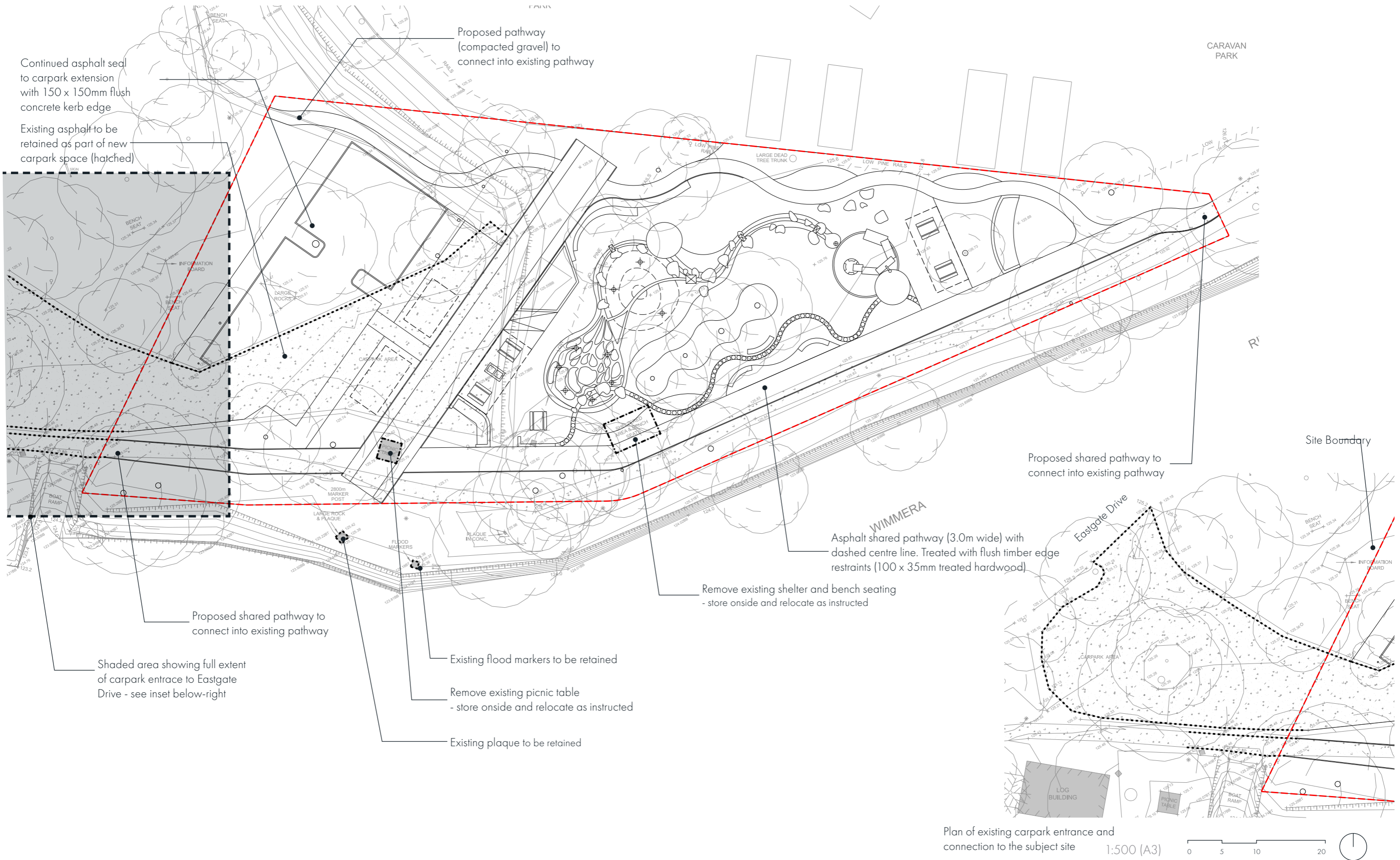
Water Play Equipment

- 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

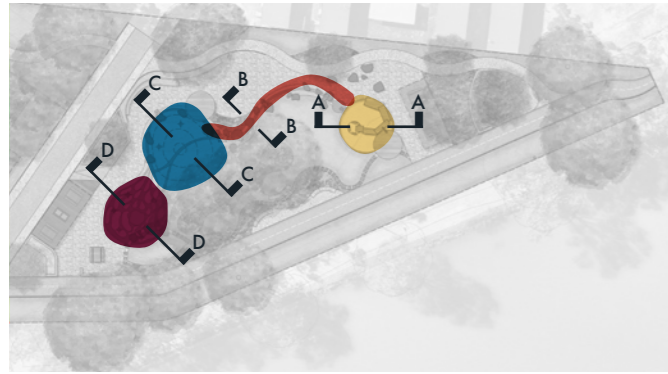
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Retentions & removals



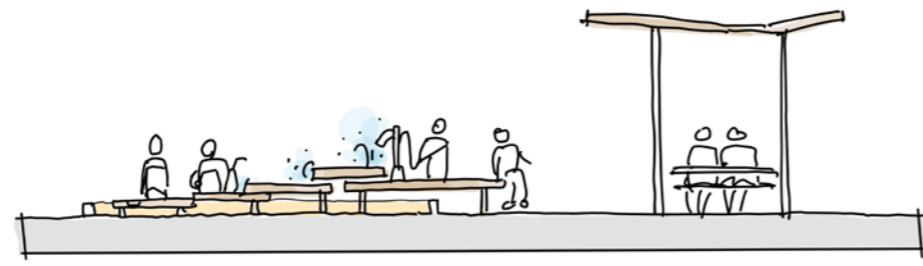
Water Play Elements & Sections



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

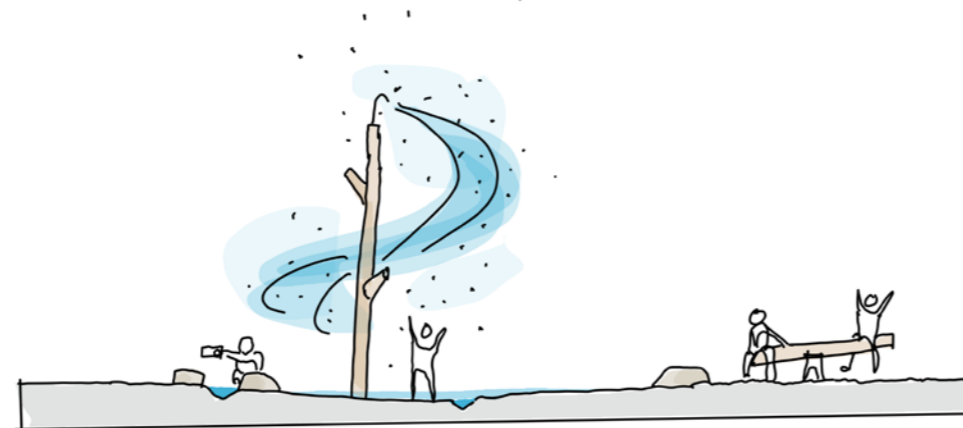
- All ages play area
- Easy mushroom pump (3+)
- All seasons play opportunities



Section B

Flood Plain zone

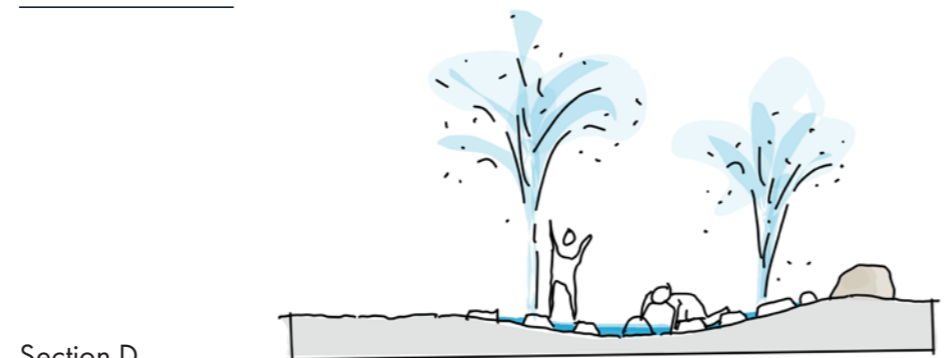
- Intermediate age play
- Physical activation pumps
- Water direction options with switch gate



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

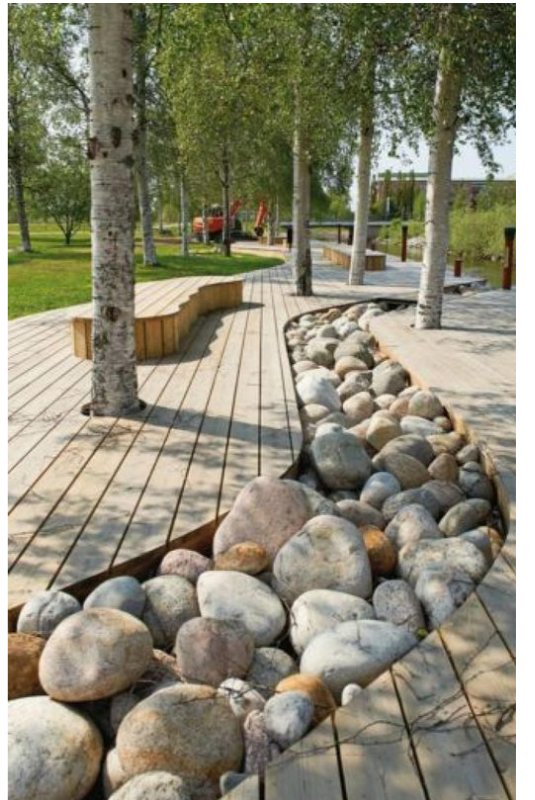
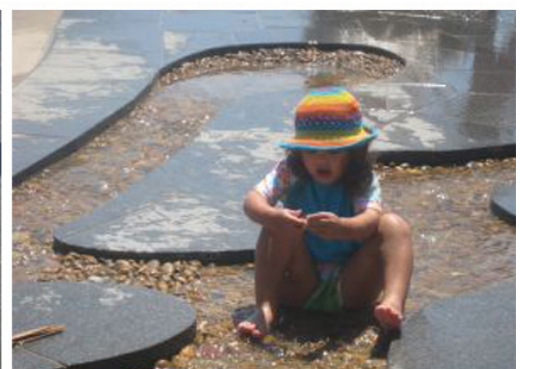


Water tributaries



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

GEELONG

2 Hampton St,
 Newtown VIC 3220
 03 5222 2562
 ABN 31 600 499 965

MELBOURNE

Suite 3/ Level 1, 420 Spencer St,
 West Melbourne VIC 3003
 03 9052 3212
 info@zinccm.com.au

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
TOTAL END COST (excl. GST):	\$2,617,000

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
Sub-Total - Water Play				1,945,000
<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>				-
Total External Works & Services (refer Cost Plan Detail)				1,945,000
<u>ESD Initiatives</u>				
WSUD landscape	Item			44,000
Other ESD initiatives	Note			Excluded
<u>Contingencies & 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
Total Anticipated Construction Tender Sum				2,130,000
Contract contingency	Item		5.0%	107,000
Total Construction Cost (at June, 2021)				2,237,000
<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
Total End Cost (at June, 2021)				2,617,000

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
External Works and Services						
<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 & 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 & Paved Areas</u>					<u>238,959</u>
<u>Outbuildings & 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 & Covered Ways</u>					<u>160,000</u>
<u>Landscaping & 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
External Works and Services <i>(Continued)</i>						
<u>Landscaping & 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 & 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
To Collection						622,580

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
External Works and Services						<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>
External Works and Services						1,988,439

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
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COLLECTION SUMMARY

PAGE NO

External Works and Services
Total Amount:

4

1,988,439
1,988,439

GENERAL NOTES:

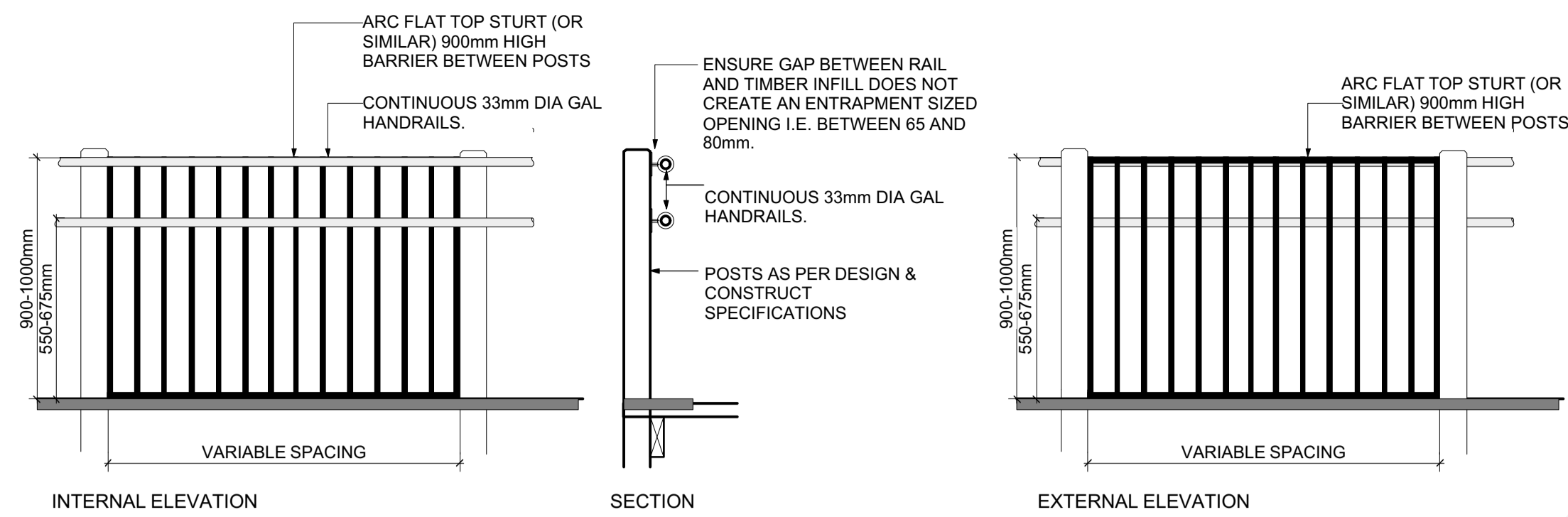
1. THIS IS A FUNCTIONAL LAYOUT ONLY AND NOT INTENDED FOR CONSTRUCTION PURPOSES THE DESIGN AND CONSTRUCT CONTRACTOR IS DEEMED TO BE RESPONSIBLE FOR THE CORRECT DESIGN INSTALLATION OF ALL WORK FOR THIS PROJECT.
2. PROPOSED LEVELS HAVE BEEN ESTABLISHED FROM THE FEATURE SURVEY. ALL PROPOSED LEVELS SHOWN 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.

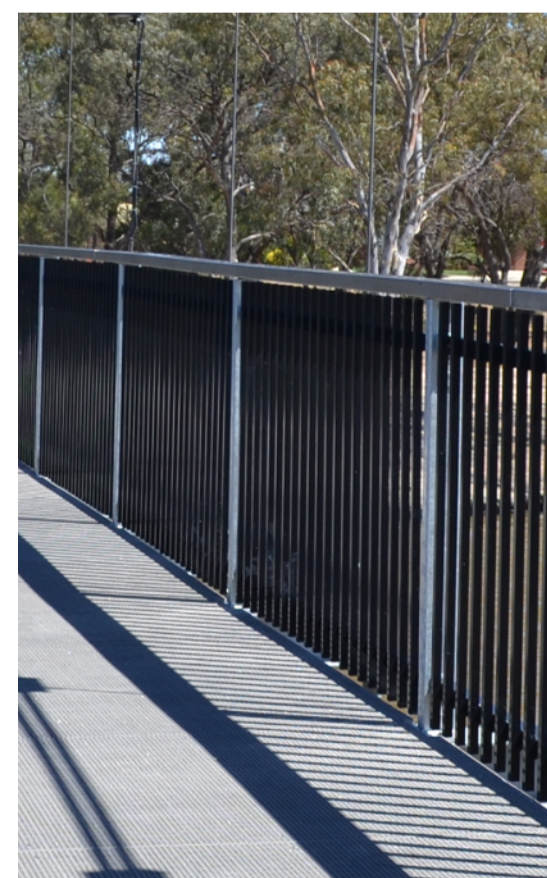


1 Handrails and Infill schematic details
Scale: 1:20

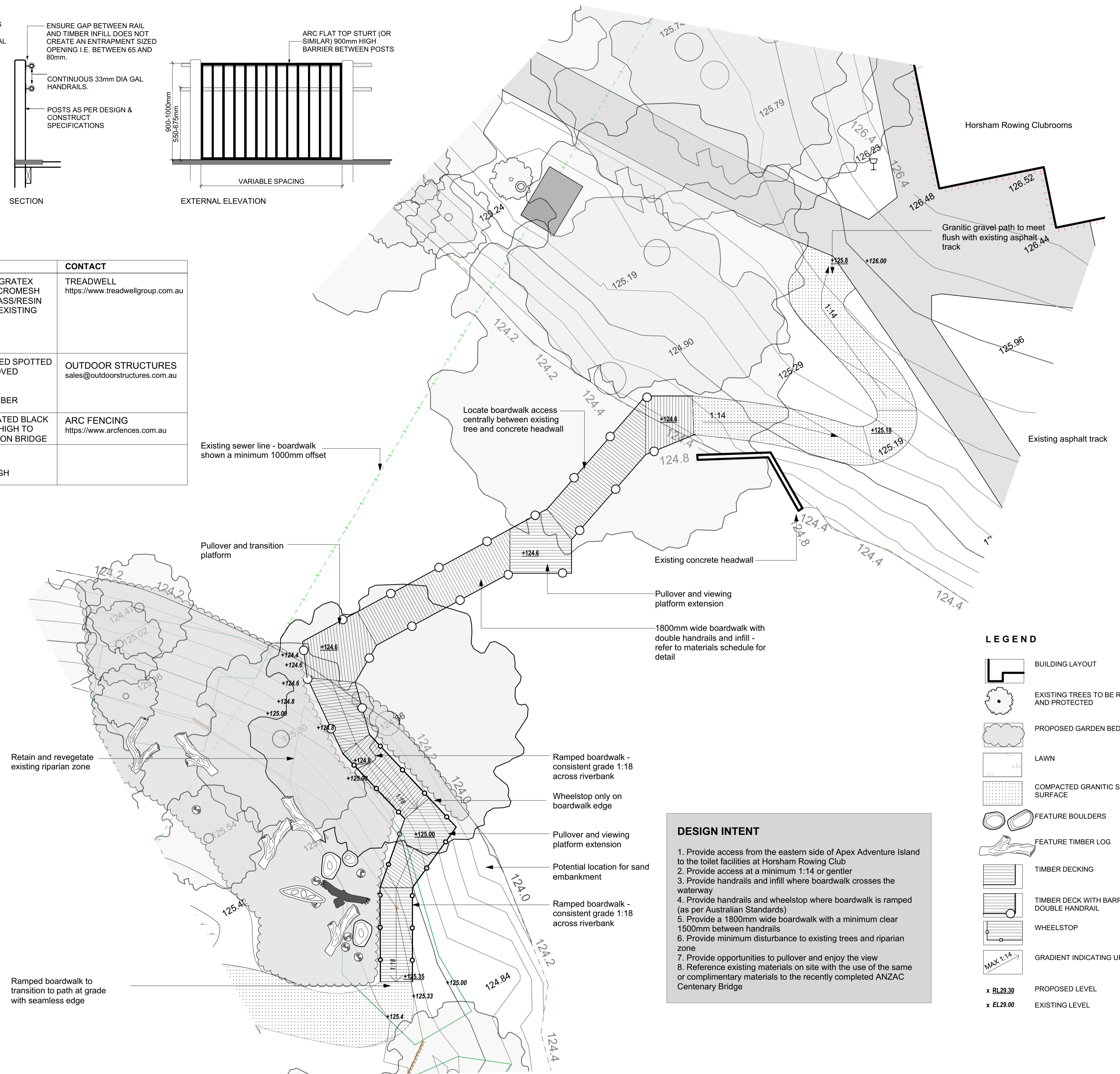
LANDSCAPE ELEMENT	DESCRIPTION/PRODUCT	CONTACT
1 BOARDWALK DECKING OPTION 1	MINI MESH 38mm THICK GRATEX RANGE (OR SIMILAR) MICROMESH FRP GRATING (FIBREGLASS/RESIN COMPOSITE TO MATCH EXISTING SUSPENSION BRIDGE) COLOUR: CHARCOAL FRAME: STEEL	TREADWELL https://www.treadwellgroup.com.au
2 BOARDWALK DECKING OPTION 2	SUSTAINABLY HARVESTED SPOTTED GUM OR SIMILAR APPROVED HARDWOOD FINISH: NATURAL FRAME: HARDWOOD TIMBER	OUTDOOR STRUCTURES sales@outdoorstructures.com.au
3 INFILL	BASS ARC POWDER COATED BLACK STEEL FENCING 900mm HIGH TO MATCH EXISTING INFILL ON BRIDGE	ARC FENCING https://www.arcfences.com.au
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 RL 29.30 PROPOSED LEVEL
- x EL 29.00 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

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



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

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.

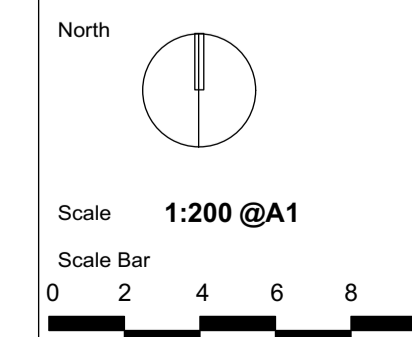
Entrance to Western Island

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

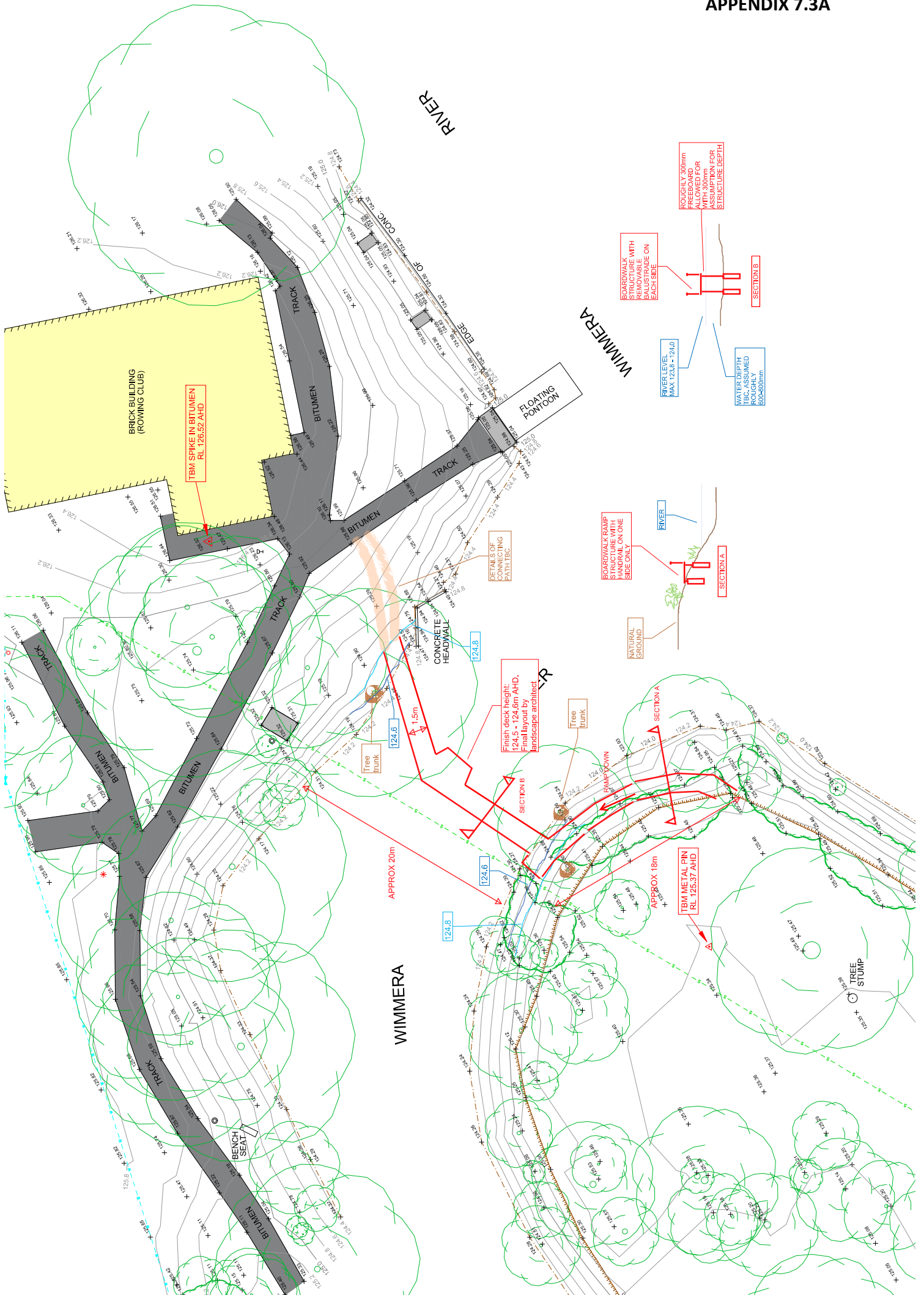
DRAFT FOR COMMENT

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	

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 © JEAVONS LANDSCAPE ARCHITECTS



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:

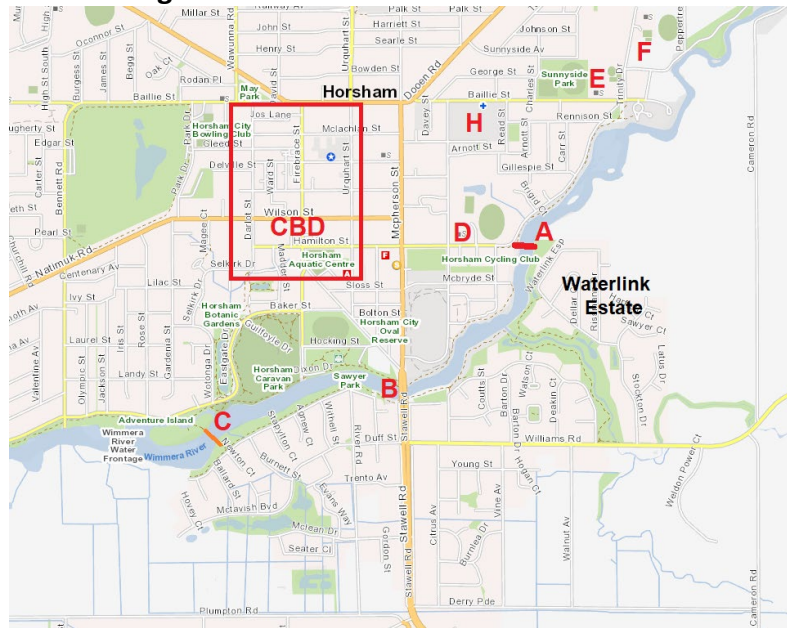
- Health and Wellbeing Plan 2017-21. Objective 2 Action 6: Develop and maintain footpaths and walking and bike trails with particular focus on key precinct linkages to promote active living options and supporting infrastructure such as seats, signage, water, lighting and shade.
- Horsham Urban Transport 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.

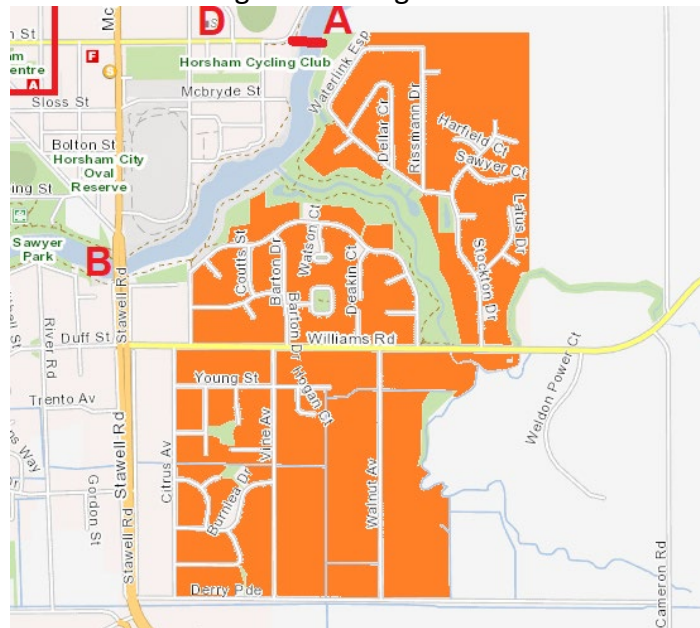
Based on current understandings of the extent of further development in the Waterlink Estate area, the following approximate number of residential lots will be readily accessed by a bridge at Hamilton St:

- 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:

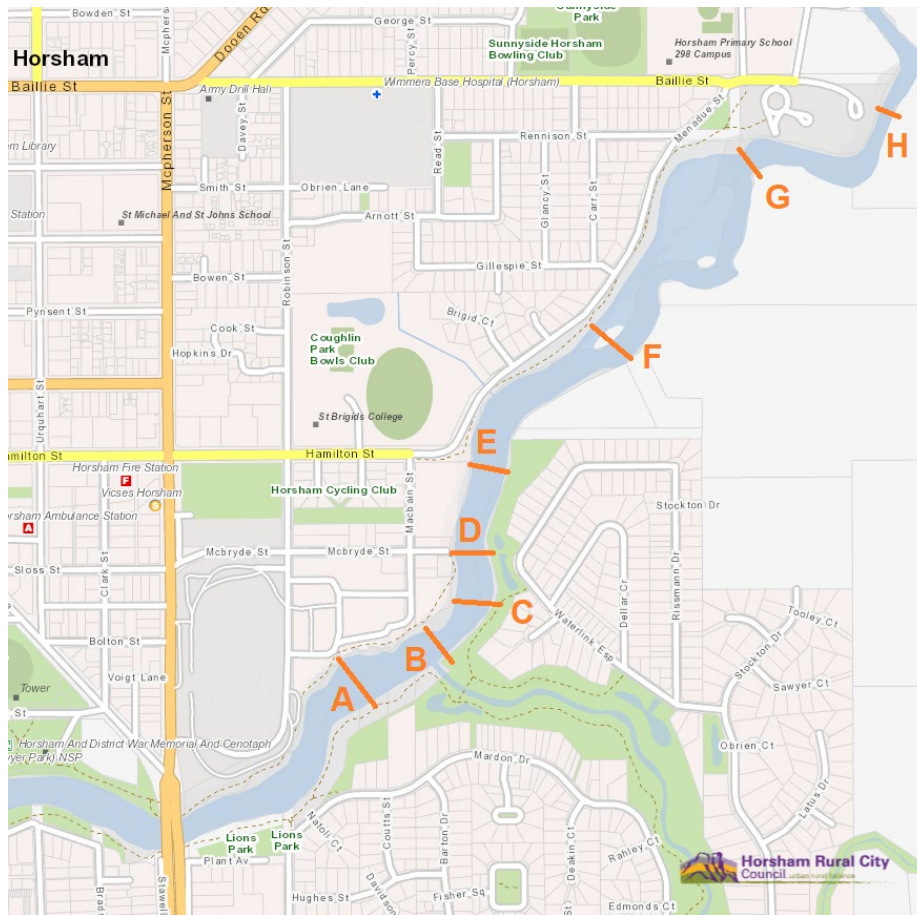
- Pedestrians
- Cyclists
- Disabled mobility vehicles, i.e. for gopher or similar access.

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.

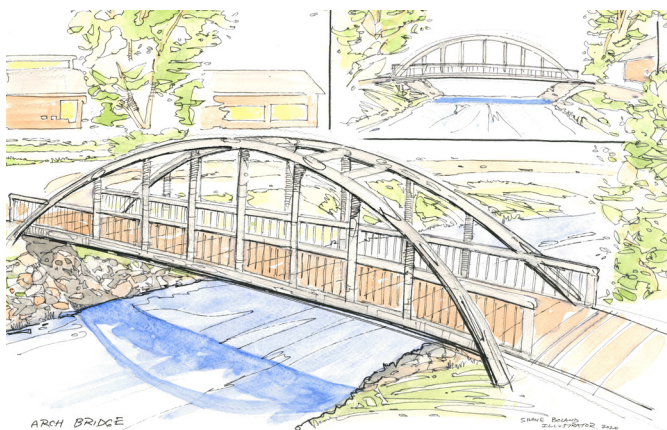
What will it look like?

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
 or visit hrcc.vic.gov.au

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

Project	Type	Location	Cost
Stage 1a (Approved and Underway)			
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
Subtotal Stage 1a			\$778,000

COVID-19 Local Roads and Community Infrastructure Program Guidelines

Opening date:	1 July 2020
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program IIP@infrastructure.gov.au
Date guidelines released:	24 June 2020
Type of grant opportunity:	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 addenda¹ 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.

¹ 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">• actual expenditure up until 31 December 2020; and• projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule, less: <ul style="list-style-type: none">• the first instalment; and• 10 per cent of the Nominal Funding Allocation.
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">• actual expenditure up until 31 December 2020; and• projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule less: <ul style="list-style-type: none">• the first instalment; and• 10 per cent of the Nominal Funding Allocation.
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">• the residual amount of an Eligible Funding Recipient's Nominal Funding Allocation; or• total eligible expenditure under the program less 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

Lodgement period for Quarterly Reports	Quarter: Actual expenditure period	Quarterly Report
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

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.

Frequently Asked Questions may be published at 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

Website: 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

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"> a. under which relevant money² or other <u>Consolidated Revenue Fund (CRF)</u> money³ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
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"> • Information or an opinion about an identified individual, or an individual who is reasonably identifiable; • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not
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

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ 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

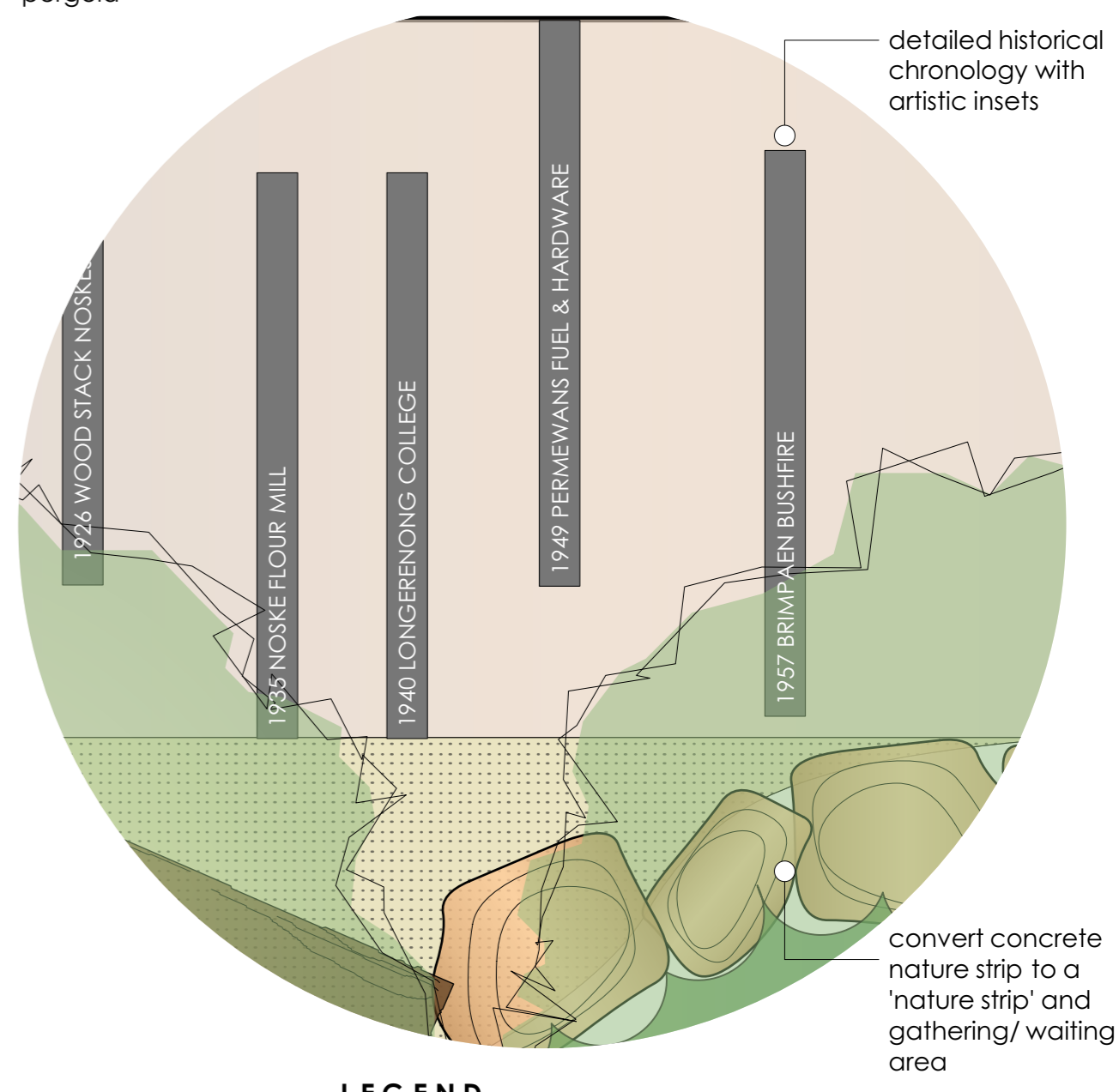
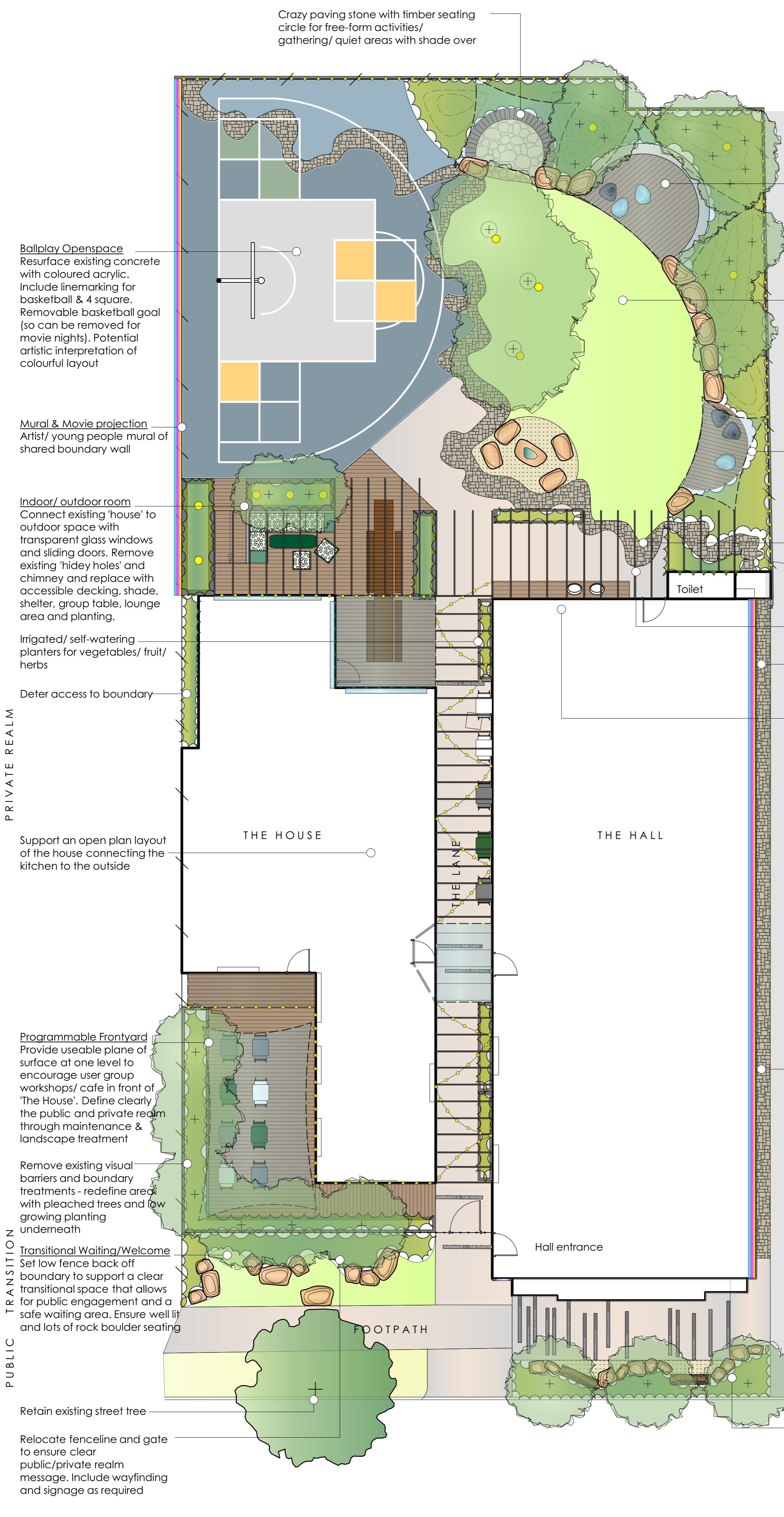
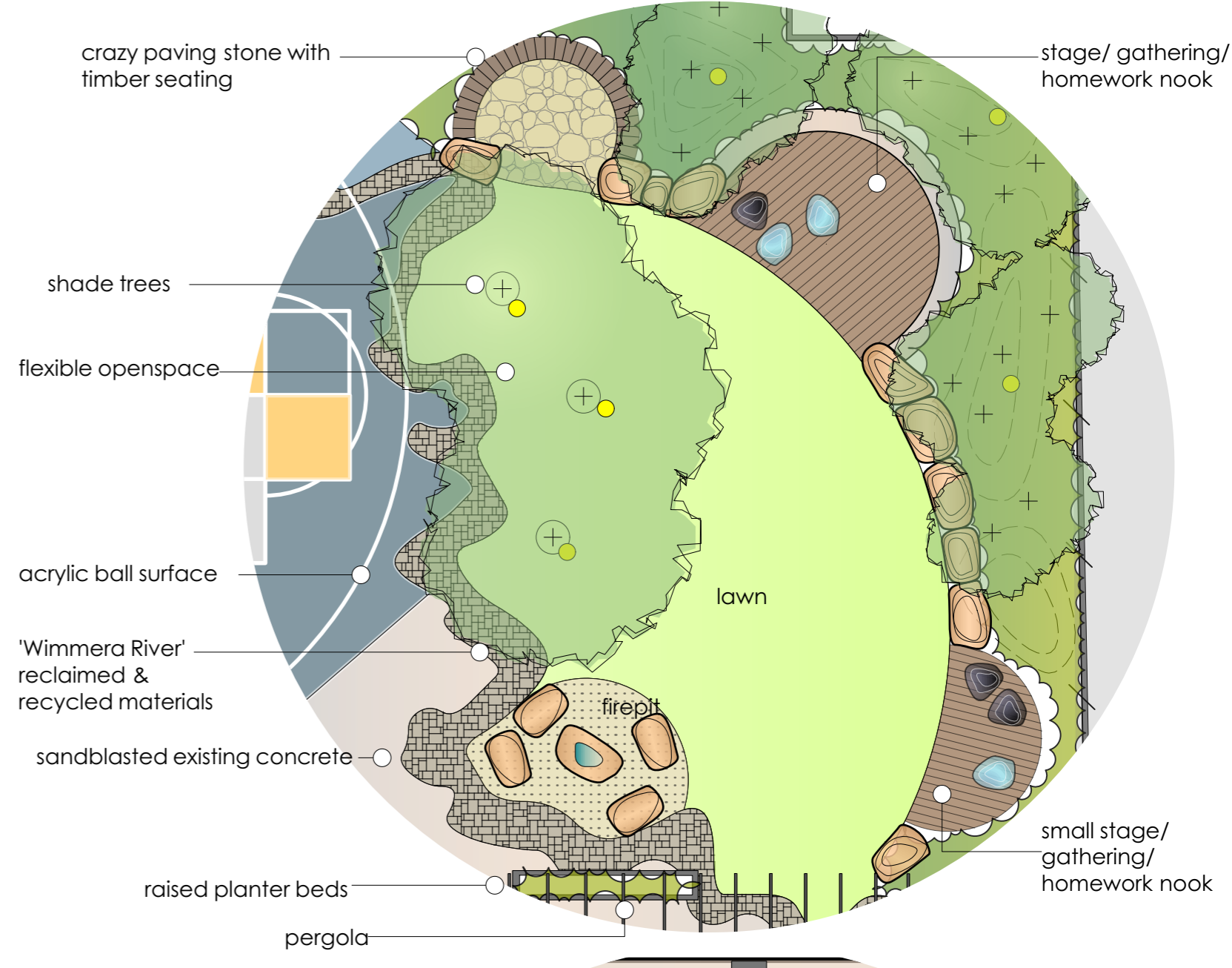
To create an environment that supports the principles of biodiversity through a broad range of plant selection thus supporting a reduction in the reflective heat of the space and improved amenity all the while create a natural oasis and safe/natural space for the visitors

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

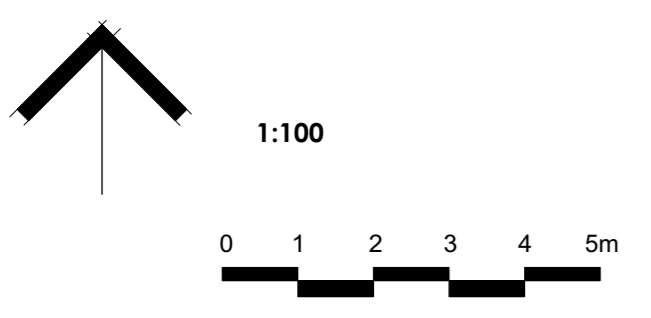
To reference the iconic Landscape of the Wimmera with its meandering river and its character through subtle paving selection, garden bed layout, landforming and material selection

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

- Sleeper platform with concrete seating edge and shade over. Traffic for small bands/ performance
- Flexible Openspace
Irrigated lawn area surrounded by a natural environment of low mounds, lush green planting, shade trees, rock boulder seating, reclaimed sleeper deck platforms for performance/ activities/ gathering, fire pit/ bird bath and a meandering 'Wimmera River'
- Sleeper platform for seating/ relocatable chairs/ bean bags/ activities with shade over
- 'Wimmera River' full of reclaimed local materials - bricks from the chimney/ Sawyer Brickworks, recycled concrete offsite, local stone, local sleepers, etc
- Potential gate location
- Remove existing wall and hidey area adjacent toilet
- Remove fenceline & services - house services as necessary with gate/door as required
- Bench/ wash up area - include cleaned bricks removed of paint and residue
- Street art & defined transition
Potential to locate a controlled gate to driveway to support a transitional opportunity. Clearly pave with creative paving to boundary line & remove extended fenceline to the north in line with building. Opportunity to create a visible 'street art' practice wall
- Potential gate location
- Re-connect with nature strip
Return nature strip to a 'nature strip' supporting young people gathering and pick up, biodiversity in nature strip planting, seating and reflecting the Fire Station history in inset artistic markers



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

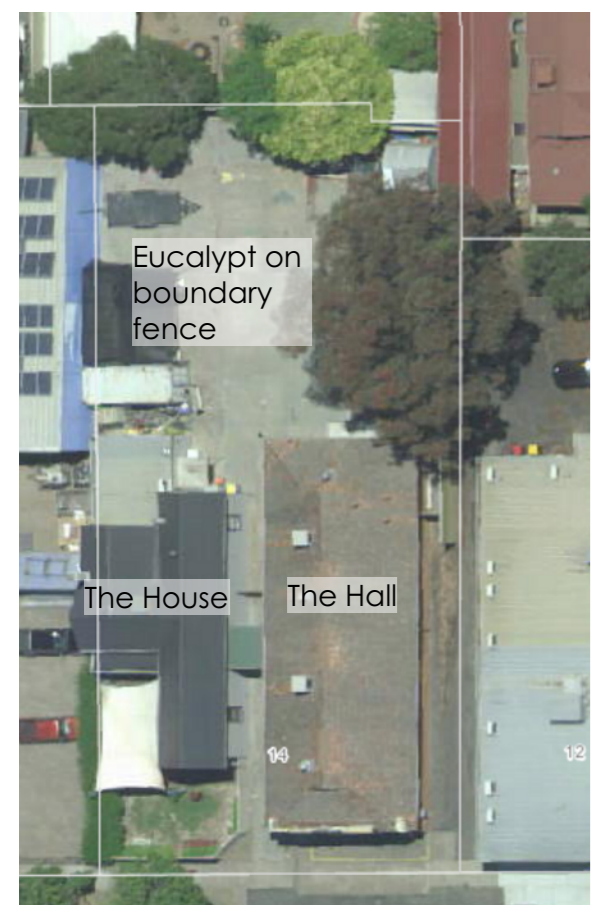
Note: This is an opinion of probable cost only and not an estimate OR quotation. It has been prepared as a guide and should not be used for tender purposes.

The prices below are supply and install rates & prices

No.	Item	Unit	Qty	Rate	Total	Comments
1.00 Preliminaries						
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)					NOT INCLUDED
Preliminaries SUB					\$5,700	
2.00 Landscape Demolition						
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	
Site Preparation & Demolition SUB					\$15,200	
3.00 Excavation & Site						
3.01	Allowance for earthworks - including site setout, mounding & achieving positive drainage across the site	m2	175	\$40	\$7,000	
Earthworks SUB					\$7,000	
4.00 Landscape - Timber						
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	
Timber Work SUB					\$92,275	
5.00 Landscape - Masonry & Stone						
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	
Masonry & Stone Work SUB					\$28,950	

APPENDIX 7.5C

6.00	Landscape - Paved Surfaces					
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	
	Paved Surfaces SUB				\$6,240	
7.00	Landscape - Concrete					
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	
	Concrete SUB				\$3,220	
8.00	Landscape - Proprietary Products					
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	
	Proprietary Products SUB				\$80,100	
9.00	Landscape - Lighting					
9.01	Design, supply & installation of festoon, tree up lights and perimetre fence lighting	Allow	1	\$12,000	\$12,000	
	Lighting SUB				\$12,000	
10.00	Landscape - Irrigation					
10.01	Design, supply & install irrigation system including controller and irrigation to all lawn and garden areas	Allow	1	\$6,500	\$6,500	
	Lighting SUB				\$6,500	
11.00	Landscape - Garden Beds					
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	
	Garden Beds SUB				\$33,340	
12.00	Landscape -Lawn & Turf					
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	
	Lawn & Turf SUB				\$3,600	
13.00	Maintenance					
13.01	Maintenance of all works	weeks	13	\$300	\$3,900	
14.00	Total					
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	
14.05	TOTAL OPINION OF PROBABLE COST				\$335,430	



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

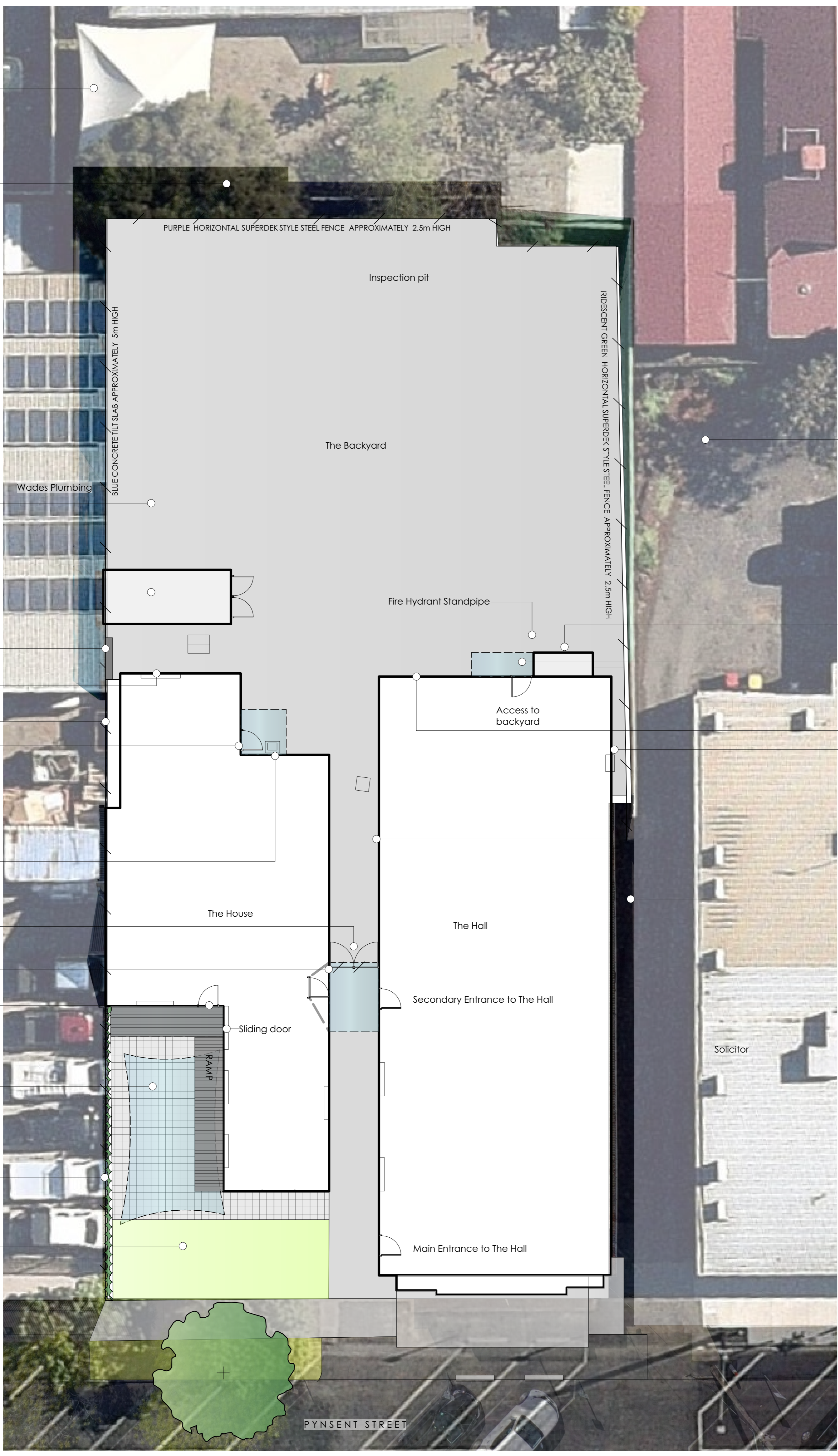
'The House' side entrance with step up and hidden doorway

'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

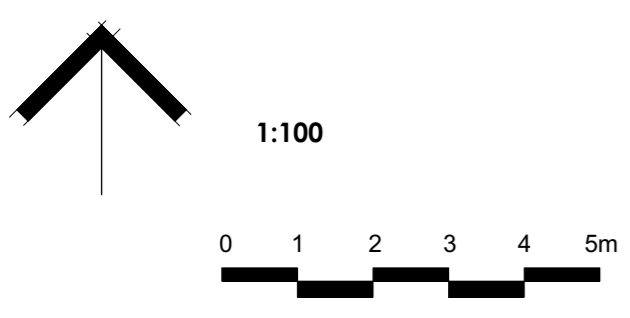
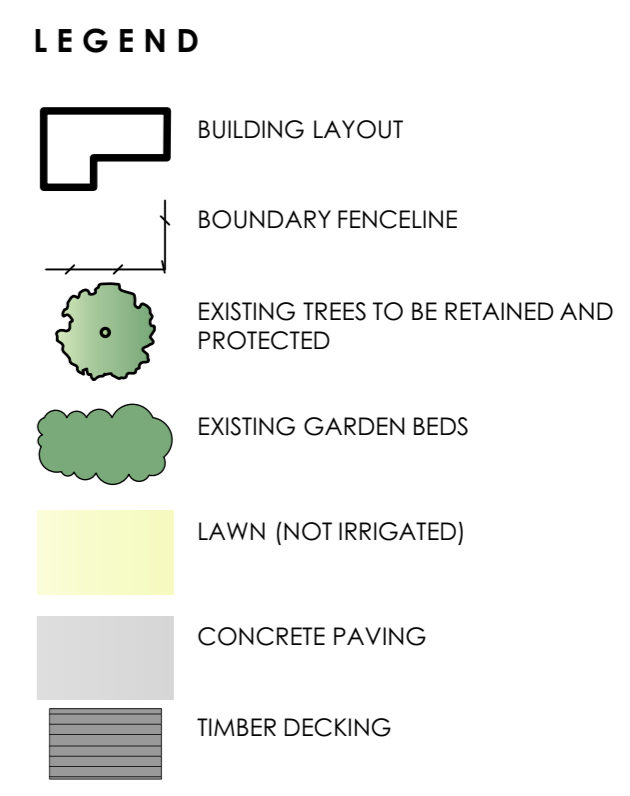
Nexus graffiti wall

Hidden sideyard with services

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

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

Solicitor



Existing Conditions & Site Analysis
The Station
 16 Pynsent Street HORSHAM

Issue Date
 PN 186

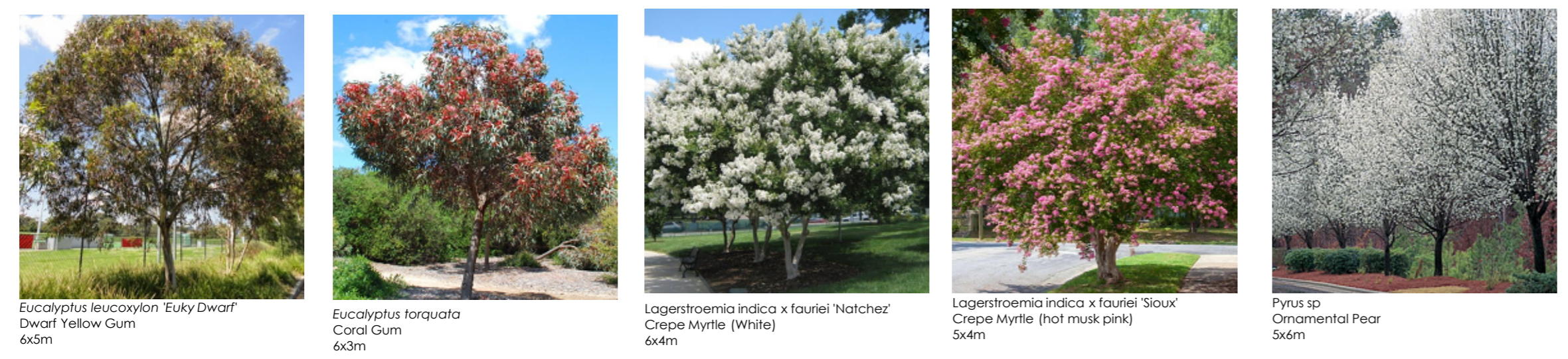
FOR COMMENT

PO Box 765 HORSHAM VIC 3402
 041 041 2440
 felicity@laimiga.com.au
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'THE STATION - A PLACE WHERE ALL ARE WELCOME'

FEATURE TREES



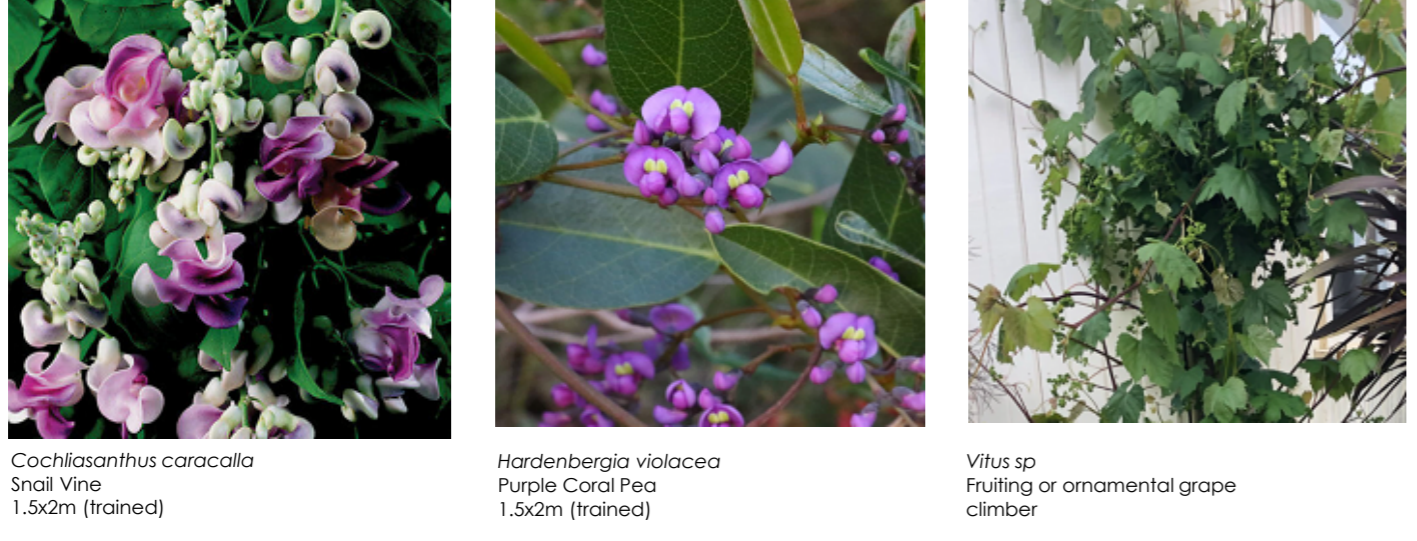
Eucalyptus leucoxylon 'Euky Dwarf' Dwarf Yellow Gum 6x3m
Eucalyptus torquata Coral Gum 6x3m
Lagerstroemia indica x *fauriei* 'Natchez' Crepe Myrtle (White) 6x4m
Lagerstroemia indica x *fauriei* 'Sioux' Crepe Myrtle (hot musk pink) 6x4m
Pyrus sp. Ornamental Pear 6x6m

MID TO LOW STOREY SHRUBS, GROUNDCOVERS & TUSSOCKS

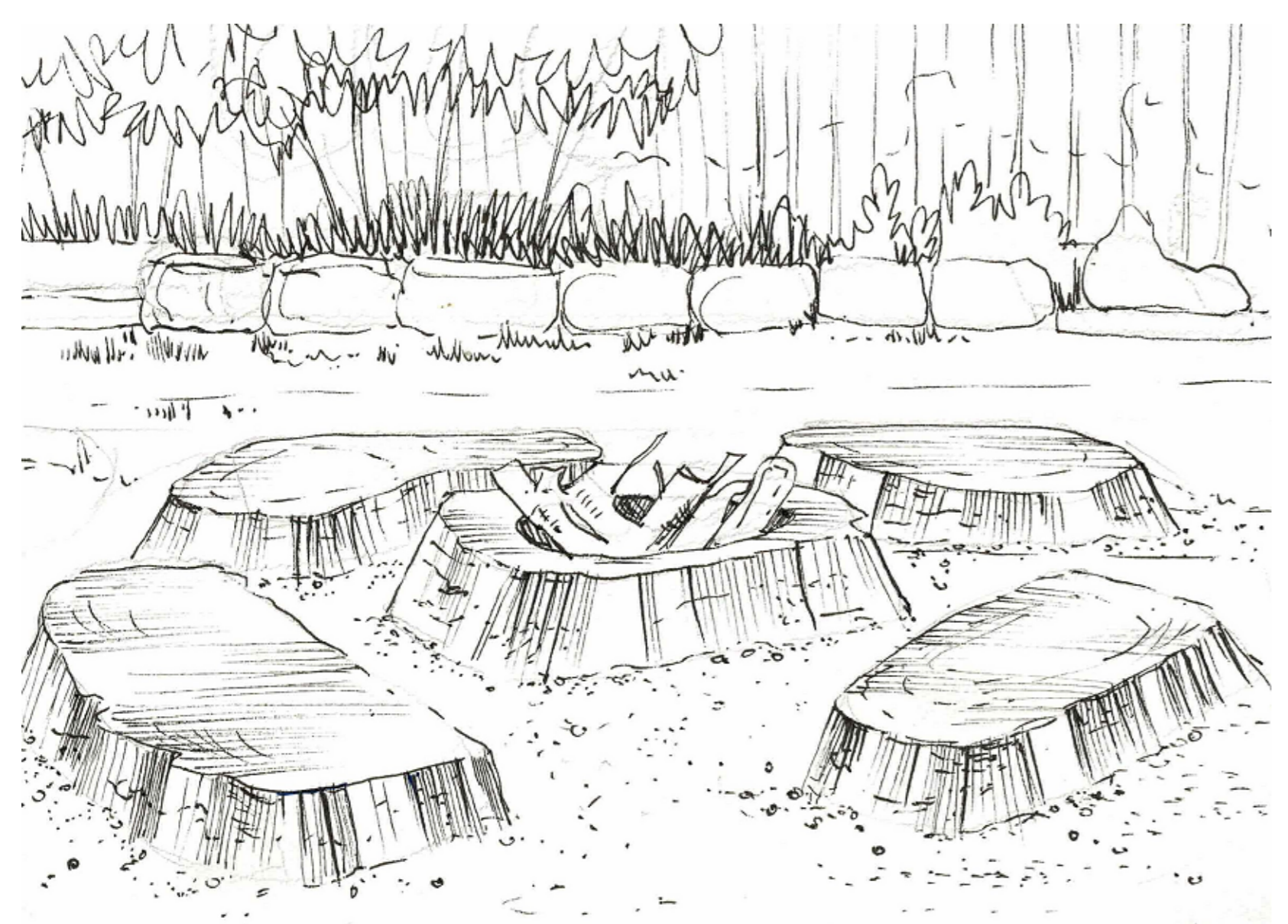


Adenanthos sericeus 'Silver Streak' Woolly Bush 1.5-3m x 1-1.5m (happy to be pruned)
Alyogyne sp. Native Hibiscus 1-2.5m x 1-2.5m
Austroanthonia sp. Wallaby Grass 5m x 1m
Austrorhiza elegantissima Feather Spear-grass 1.5m x 1m
Calcephalus ciliatus Lemnau Beauty Heads 5m x 5m
Callistemon 'Great Balls of Fire' Bottlebrush 1-1.5m x 1-1.5m (happy to be pruned)
Carpobrotus modestus Inland Pigface 5m x 1m
Chamaecaulium 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
Leucophylla brownii Cushion bush 1 x 1m
Lomandra glauca Pale Mat-rush 6m x 6m
Lomandra lanicola Tanika Spiky headed Mat-rush 6m x 6m
Orthrosanthus multiflorus Purple Flag 5m x 5m
Melaleuca wilsonii Violet Honey Myrtle 1.5m x 1.5m
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
Lomandra triandra Kangaroo Grass 5m x 5m

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



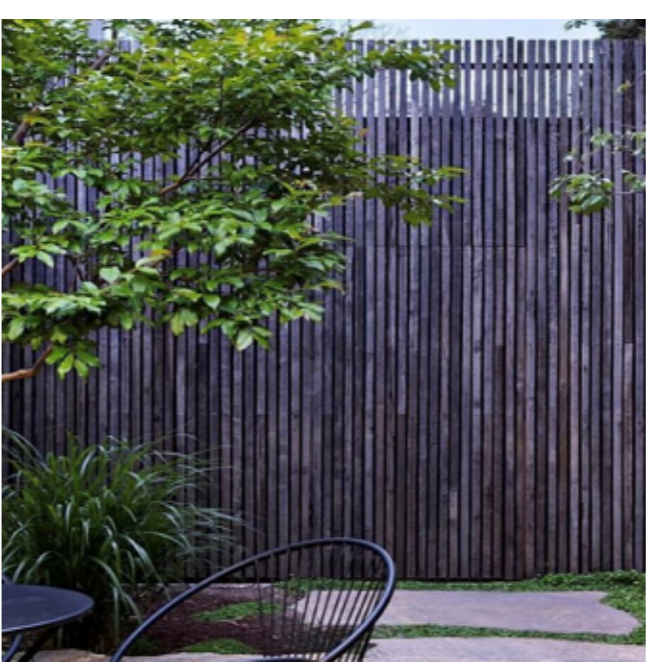
Mixed media paving



Mixed media paving & stone slabs



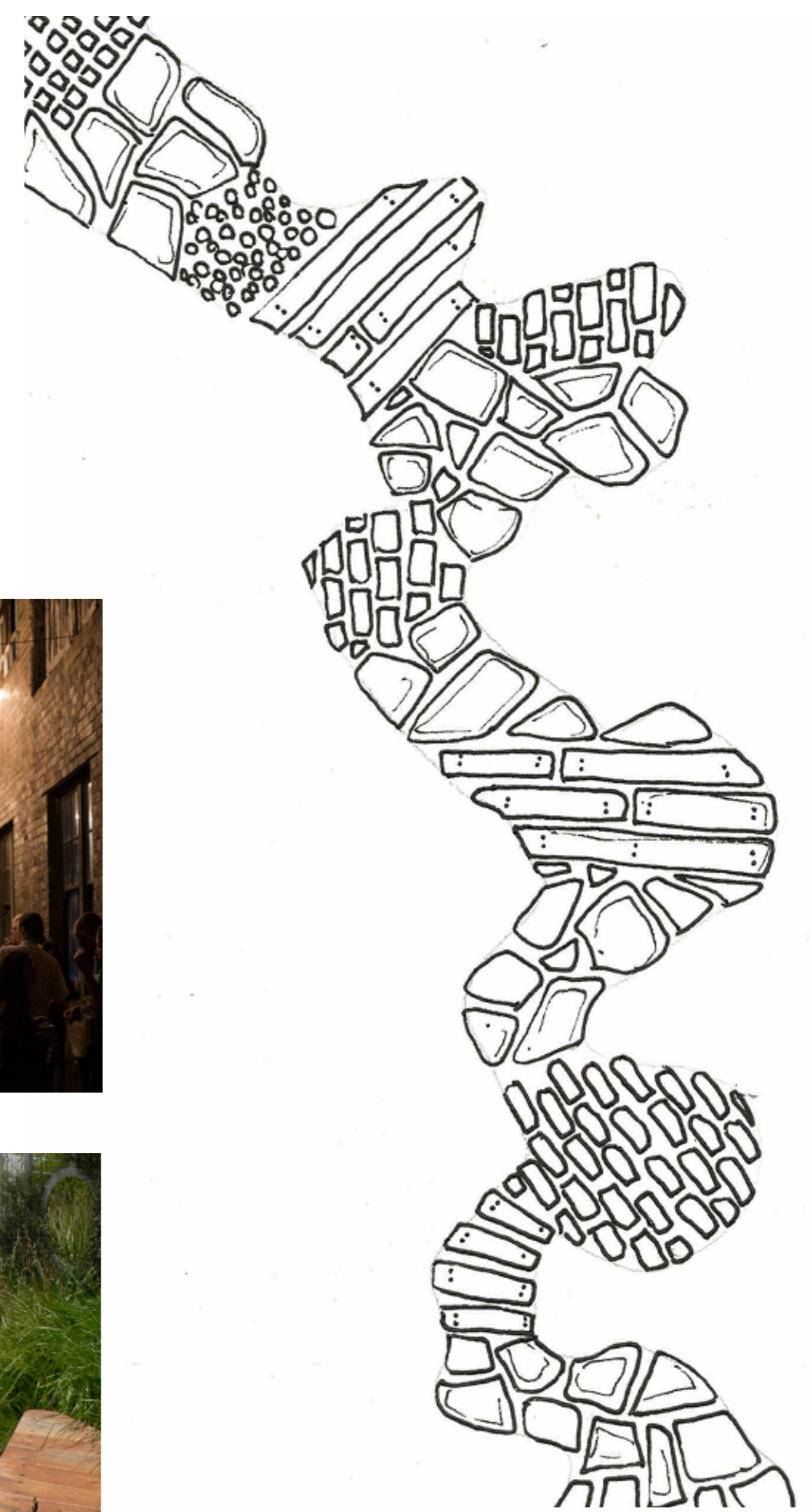
Reclaimed railway sleeper decking



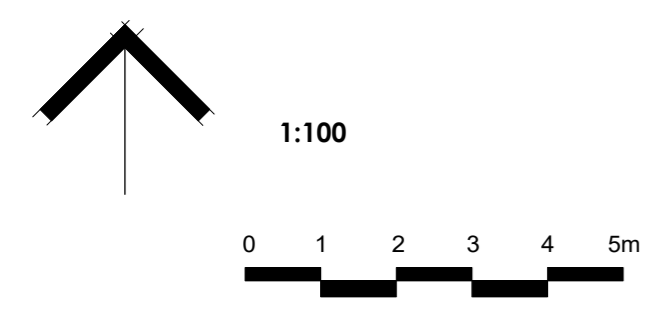
Vertical cladding of existing fencing



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

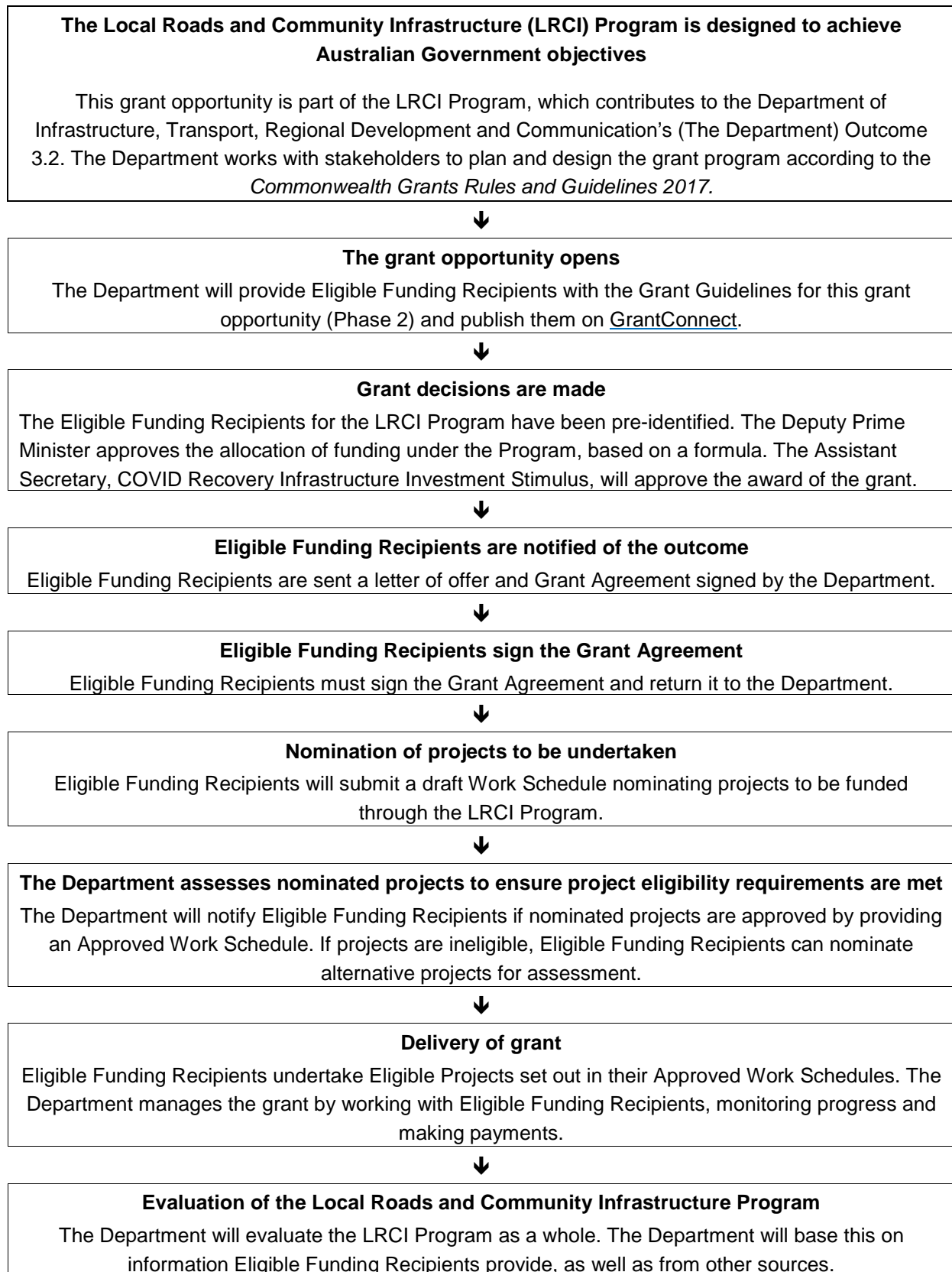
Opening date:	14 December 2020
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	Any questions should be directed to: Program Manager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

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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 addenda¹ 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.

¹ 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"> • actual expenditure until the end of the period covered by the relevant Quarterly Report; and • projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter; <p>less:</p> <ul style="list-style-type: none"> • received instalments; and • 10 per cent of the Phase 2 Allocation. <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"> • the residual amount of an Eligible Funding Recipient's Phase 2 Allocation; or • the total eligible expenditure and projected expenditure to the end of the Eligible Projects; <p>less 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

Lodgement period for Quarterly Reports	Quarter: Actual expenditure period	Quarterly Report
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	Annual Report 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

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.

Frequently Asked Questions may be published at 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

Website: 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

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"> a. under which relevant money² or other <u>Consolidated Revenue Fund</u> (CRF) money³ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
Grant Agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ 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"> • Information or an opinion about an identified individual, or an individual who is reasonably identifiable; • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not
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.

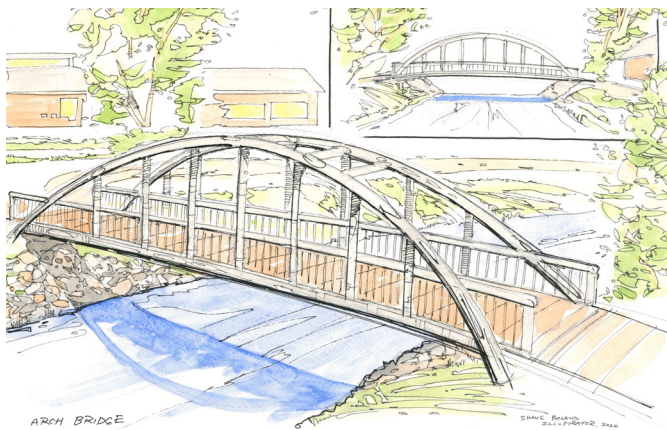
What will it look like?

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



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

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

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

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

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.

¹ <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 funding².

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.

² <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 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.

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 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 Structure³ under the Australian Statistical Geography Standard. A mapping tool is available on 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.**

³ <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](#)⁴ (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:

⁴ <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"> • 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.
Mandatory for all applicants making a cash contribution to the project	<ul style="list-style-type: none"> • 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 business.gov.au and GrantConnect. • 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 business.gov.au and GrantConnect. Letters must: <ul style="list-style-type: none"> ○ be on the organisation's letterhead (not applicable for individuals) ○ be signed and dated by an authorised person or the individual providing the contribution ○ set out the value and timing of cash contributions and any conditions attached ○ include the commercial agreement or letter of offer to verify that the cash contribution has been committed to the project (not applicable for individuals).
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 business.gov.au .
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 business.gov.au and GrantConnect .

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 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*⁵ ([Building Code 2016](#))
- Australian Government Building and Construction WHS Accreditation Scheme⁶ ([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.

⁵ <https://www.abcc.gov.au/building-code>

⁶ <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*⁷ ([Building Code 2016](#))
- Australian Government Building and Construction WHS Accreditation Scheme⁸ ([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.⁹

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.¹⁰

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.

⁷ <https://www.abcc.gov.au/building-code/building-code-2016>

⁸ <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

⁹ <https://www.abcc.gov.au/>

¹⁰ <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 entities¹¹.

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.

¹¹ 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 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\(7\)\)](#)¹² 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](#)¹³ 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

¹² <https://www.legislation.gov.au/Details/C2019C00057>

¹³ 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](#)¹⁴ 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.

¹⁴ <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 Ombudsman¹⁵](#) 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>

¹⁵ <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.
GrantConnect	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"> ▪ the authority of the land or infrastructure owner to undertake the project at the nominated site ▪ 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.
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"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
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 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.

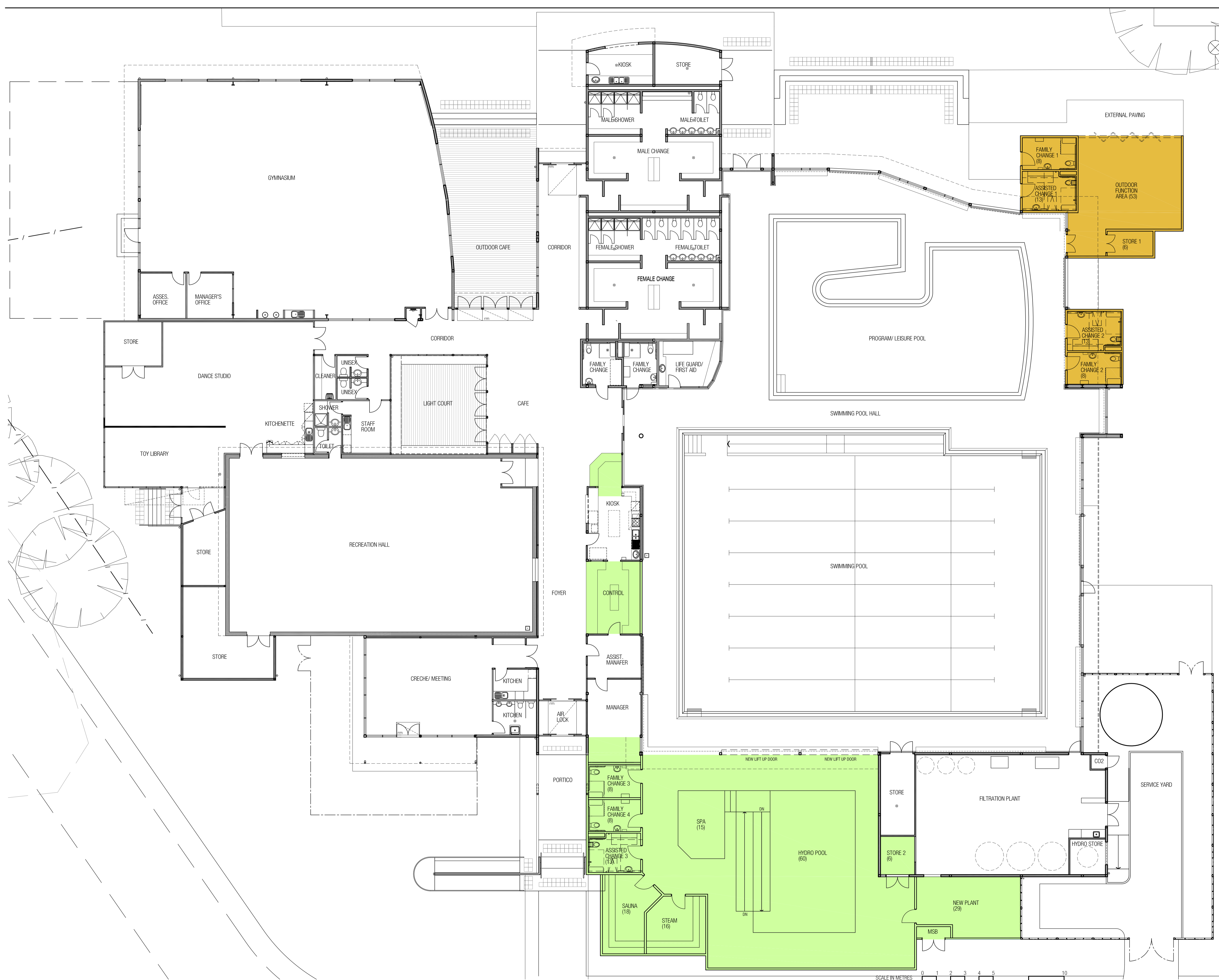
Examples of ineligible expenditure include:

- 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

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PRELIMINARY ISSUE

Henderson + Lodge Pty Ltd ABN 22 004 636 293
7th floor 454 Collins Street Melbourne 3000 Victoria Australia
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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
GDA
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
Demolition				
	Existing building	45 m ²	75	\$3,375.00
	Excavation – Level ground	160 m ²	15	\$2,400.00
	Excavation – Edge beams: 500x350x128l/m	25m ³	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
SUB-TOTAL				\$56,225.00
Construction	Structure			
	Buildings	160 m ²	2500	\$400,000.00
	Concrete slab extra for N32 Grade	160 m ²	25	\$4,000.00
	Concrete piers: 600mm Dia. x 4.5D (43no.)	70m ³ 195 l/m	275	\$19,250.00
	Beams	25m ³	150	\$3,750.00
	Structural steel P.C.	Item	5000	\$5,000.00
	Suspended ceiling	160 m ²	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 ²	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
SUB-TOTAL				\$636,500.00
TOTAL				\$692,725.00
	Builder's Preliminaries costs	Per Item		\$35,000.00
TOTAL SUM	BUDGET			\$727,725.00
	Other			
	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
TOTAL				\$ 214,200.00