



ORDINARY MEETING

AGENDA

27 JANUARY 2021

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 27 January 2021 commencing at 9:00am for transaction of the enclosed business.

In line with section 277E of the Local Government Regulation 2012, it has been determined that it is not practicable for the public to attend Council meetings in person at the current time. Until further notice, Council meetings will instead take place via videoconference and will be livestreamed online.

A handwritten signature in black ink, appearing to be "C. Pe", written in a cursive style.

CHIEF EXECUTIVE OFFICER
21 January 2021

Next Meeting Date: 09.02.21

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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1 OPENING

1.1 Acknowledgement of Country

2 PRESENT

Members Present:

Acting Mayor, Councillor N K Fisher (Chairperson)
Councillor S Latcham
Councillor A P Williams
Councillor C E Smith
Councillor C R Rutherford
Councillor M D Wickerson
Councillor D Kirkland

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 8 December 2020

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COUNCILLOR/DELEGATE REPORTS

Nil

10 OFFICERS' REPORTS

ADVANCE ROCKHAMPTON – ECONOMIC DEVELOPMENT AND EVENTS

Councillor Portfolio – Acting Mayor Councillor Fisher Assistant Portfolio Councillor Williams

No items for consideration.

AIRPORT GROWTH AND DEVELOPMENT

Councillor Portfolio – Acting Mayor Councillor Fisher

10.1 ROCKHAMPTON AVIATION SERVICES

File No: 14246
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

Rockhampton Aviation Services Pty Ltd ACN 623 061 763 was the company created under Council approval that formed part of the proposed Carmichael Airport arrangement. As there is no intention to pursue this arrangement it is being recommended that this company be formally deregistered. This report provides the details surrounding this process.

OFFICER'S RECOMMENDATION

1. THAT former Mayor Margaret Strelow be removed as a Director of Rockhampton Aviation Services Pty Ltd.
2. THAT Council apply to the Australian Securities & Investments Commission for Rockhampton Aviation Services Pty Ltd to be deregistered.

COMMENTARY

Rockhampton Aviation Services Pty Ltd was the company created under Council approval that formed part of the proposed Carmichael Airport arrangement. As there is no intention to pursue this arrangement it is being recommended that this company be formally de-registered.

BACKGROUND

It has been advised that for good governance it would be prudent to remove the former Mayor Margaret Strelow as a director. Although this would leave the company with only one director, the CEO, this is permitted under clause 13.1 of the company's constitution.

As this proposed arrangement is no longer under consideration there is no purpose to keep the registration of this company valid. An application for deregistration can only be made if all members of the company agree and the only member of the company is Rockhampton Regional Council hence a resolution of Council is required before a director can make the necessary application to the Australian Securities & Investments Commission (ASIC). The CEO acting in his capacity as director would then be able to make the application to ASIC to deregister the company.

PREVIOUS DECISIONS

It has previously been decided to register this company with the former Mayor and the CEO being the directors and Council's now General Manager Community Services as the Company Secretary.

BUDGET IMPLICATIONS

There is no significant budget impacts. Annual registration fee applies.

LEGISLATIVE CONTEXT

The registration and deregistration is conducted under the requirements of the Corporations Act 2001. This report and contents have been endorsed by Council's legal team.

LEGAL IMPLICATIONS

Pursuant to the Corporations Act 2001 the application to deregister can be made only if all of the following apply:

- Council, as the only member of the company agree to deregistration;
- The company is not carrying on business;
- The assets of the company are worth less than \$1,000;
- The company has paid all fees and penalties payable under the Corporations Act 2001;
- The company has no outstanding liabilities; and
- The company is not party to any legal proceedings

These conditions have all been met in this case.

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

Low risk of any adverse implications if not approved by Council.

CORPORATE/OPERATIONAL PLAN

N/A

CONCLUSION

As the former mayor was a director of Council's owned company, Rockhampton Aviation Services Pty Ltd, she should be formally removed as director. Furthermore, as there is no commercial reason to maintain the company registration it is being recommended that deregistration of this company be applied for.

COMMUNITIES*Councillor Portfolio – Councillor Wickerson*

No items for consideration.

INFRASTRUCTURE*Councillor Portfolio – Councillor Williams*

10.2 CQ PRINCIPAL CYCLE NETWORK PLAN - PRIORITY ROUTE MAPS UPDATE

File No: 5732

Attachments:

1. [List of PRM Changes](#)
2. [Updated Priority Route Maps](#)

Authorising Officer: Martin Crow - Manager Infrastructure Planning
Peter Kofod - General Manager Regional Services

Author: Stuart Harvey - Coordinator Infrastructure Planning

SUMMARY

The Rockhampton Regional Council Priority Route Maps have been updated to reflect administrative changes to route priority as a result of constructed cycling infrastructure. The Department of Transport and Main Roads is seeking endorsement of these maps by Rockhampton Regional Council.

OFFICER'S RECOMMENDATION

THAT Council endorse the Priority Route Maps for the Principle Cycle Network.

COMMENTARY

The Department of Transport and Main Roads (TMR) is seeking endorsement of the updated Rockhampton Regional Council Priority Route Maps. The priority route maps are an addendum to the Central Queensland Principle Cycle Network Plan (PCNP) and provide an indication of the desired implementation priority of routes within the Rockhampton Region's Principle Cycle Network.

A list of changes to the priority routes are included in attachment 1. The majority of the changes were administrative, updating route priorities to "Existing" where cycling facilities have been provided by Council. Where the priority has changed to a lower priority this indicates that there is adequate existing infrastructure in place, however ultimately there is an intent to provide further planning and infrastructure in the future.

A significant review of the PCNP, whereby routes can be included/excluded and priorities of new routes changed, is driven by DTMR and will occur in the latter half of 2021. In the meantime officers have consulted with cycling groups and other stakeholders as part of the Walking and Cycling Strategy to gather initial views of the current PCNP and opportunities for changes. Changes to the PCNP will be driven by the outcomes of the Walking and Cycling Strategy.

BACKGROUND

The PCNP is comprised of core cycle routes designed to maximise the community's use of the bicycle as an everyday form of transport. It is a functional network concentrated on trips that can be easily cycled.

The focus of a principal cycle network is on connecting residential areas with employment nodes such as town centres, industrial precincts, public transport, education facilities, and shopping and entertainment destinations within a 5km radius of town centres and key destinations in urban areas.

The network was identified by analysing existing and future demands for cycling using demographic data and travel patterns. Preliminary workshops were held with representatives from local industry, education, tourism, bicycle, community and interest groups, local councils and state agencies. Further consultation took place with Local Government stakeholders to refine the principal cycle network before it was endorsed by Council in June 2014.

PREVIOUS DECISIONS

On 4 June 2014, Council resolved that the Rockhampton sub-region section of the Central Queensland Principal Cycle Network Plan be endorsed.

On 28 June 2016, Council resolved that the Priority Route Maps for the Principle Cycle Network be endorsed.

BUDGET IMPLICATIONS

There are no immediate implications on the budget however endorsement of these priority route maps implies that these routes will be given preference when considering future capital projects for cycle infrastructure.

The approval of these priority routes allows Council to apply for future State funding however some programs may require matching funding from Council.

RISK ASSESSMENT

If Council do not update the Priority Route Maps there is a risk that this will impact future funding application for cycling infrastructure.

CORPORATE/OPERATIONAL PLAN

The PCNP supports Rockhampton Regional Council Corporate Plan 2017-2022 outcomes including:

- 1.1 Safe, accessible, reliable and sustainable infrastructure and facilities
- 1.4 Healthy living and active lifestyles

CONCLUSION

The updated Rockhampton Regional Council Priority Route Maps will assist with the future planning and design of the Principle Cycle Network, and will increase opportunities for State Government funding. This report now seeks Councils endorsement of the updated Priority Route Maps.

CQ PRINCIPAL CYCLE NETWORK PLAN - PRIORITY ROUTE MAPS UPDATE

List of PRM Changes

Meeting Date: 27 January 2021

Attachment No: 1

Route	Start Point	End Point	Previous Priority	Updated Priority	Notes
Upper Dawson Road	Bruce Highway	King Street	A	Existing	Constructed shared path
Upper Dawson Road	Spencer Street	Caroline Street	A	C	Existing 1.8 - 2.0m wide path on western side considered adequate in short term. Road width does not allow on road cycle lanes.
Upper Dawson Road	Caroline Street	Canning Street	A	C	Existing on-road cycle lanes. Upgrade after scheduled reseal.
North Street	Livemore Street	West Street	A	Existing	Constructed on-road cycle lanes
North Street	West Street	Victoria Parade	A	Existing	Constructed on-road cycle lanes
Victoria Parade	North Street	Fitzroy Street	A	B	Existing 2.0m wide path on Northern side considered adequate in short term
Quay Street	Fitzroy Street	William Street	A	Existing	Shared zone
Moores Creek Road	Yaamba Road	Kerrigan Street	A	Existing	Constructed on-road cycle lanes
Moores Creek Road	Feez Street	Norman Road	A	Existing	Constructed on-road cycle lanes
Norman Road	Yeppoon Road	Moores Creek Road	A	Existing	Constructed on-road cycle lanes
Yaamba Road and Bruce Highway	Moores Creek Road	Farm Street	A	Existing	Constructed on-road cycle lanes
Yaamba Road and Bruce Highway	Yaamba Road	Nuttall Street	A	Existing	Constructed on-road cycle lanes
Glenmore Road	Haynes Street	Park Street	A	C	Existing on-road cycle lanes. Upgrade after scheduled reseal.
Glenmore Road	Park Street	Robinson Street	A	Existing	Existing on-road cycle lanes
Dean Street	Talbot Street	Frenchville Road	A	C	Existing on-road cycle lanes. Upgrade after scheduled reseal.
Dean Street	Frenchville Road	German Street	A	C	Existing on-road cycle lanes. Upgrade after scheduled reseal.
Lakes Creek Road	Queen Elizabeth Dr	Dean Street	C	Existing	TMR controlled road. Constructed on-road cycle lanes
Thozet Road	Kerrigan Street	Lilley Avenue	C	Existing	Constructed shared path on eastern side

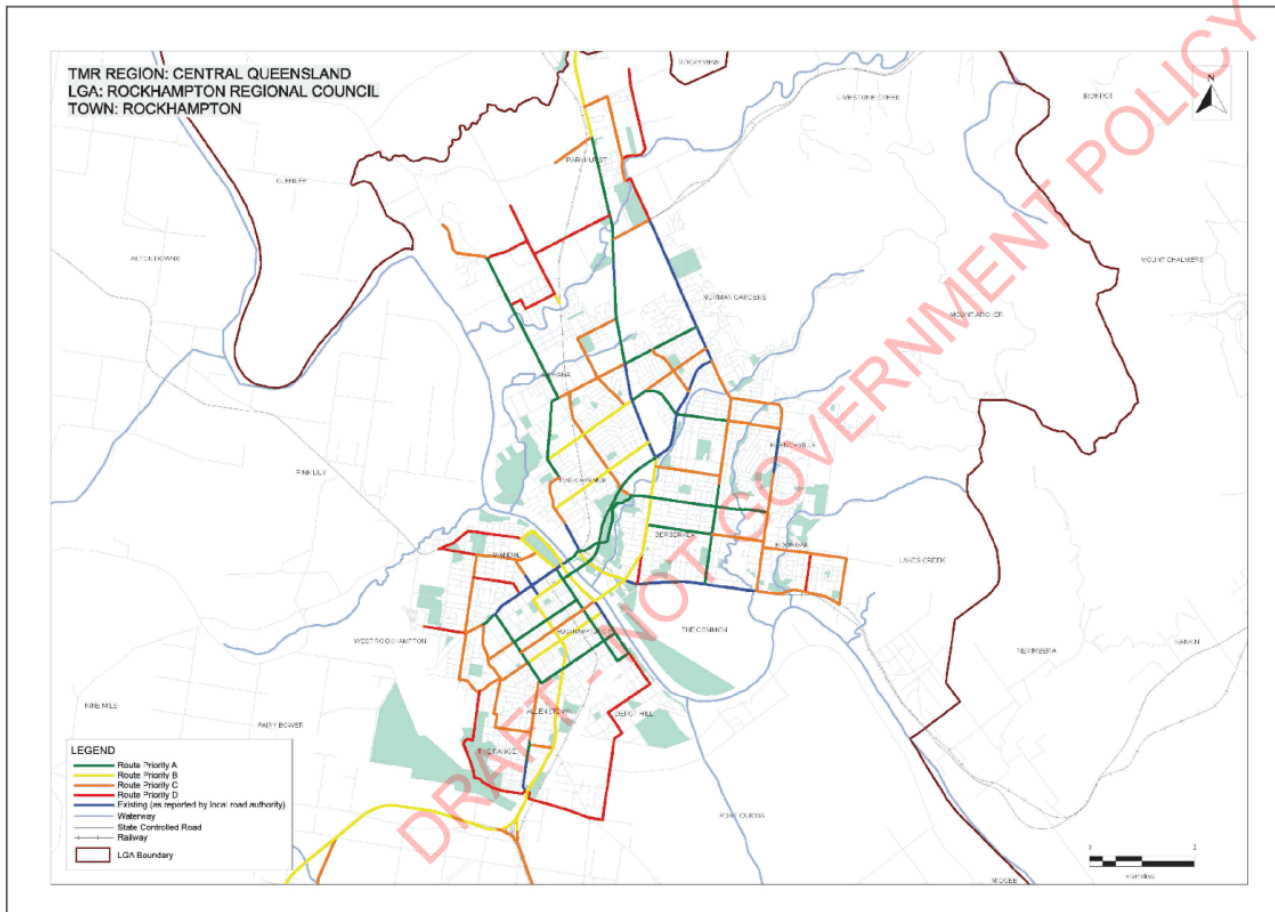
CQ PRINCIPAL CYCLE NETWORK PLAN - PRIORITY ROUTE MAPS UPDATE

Updated Priority Route Maps

Meeting Date: 27 January 2021

Attachment No: 2

Rockhampton Regional Council – Rockhampton



Priority Route Map 10

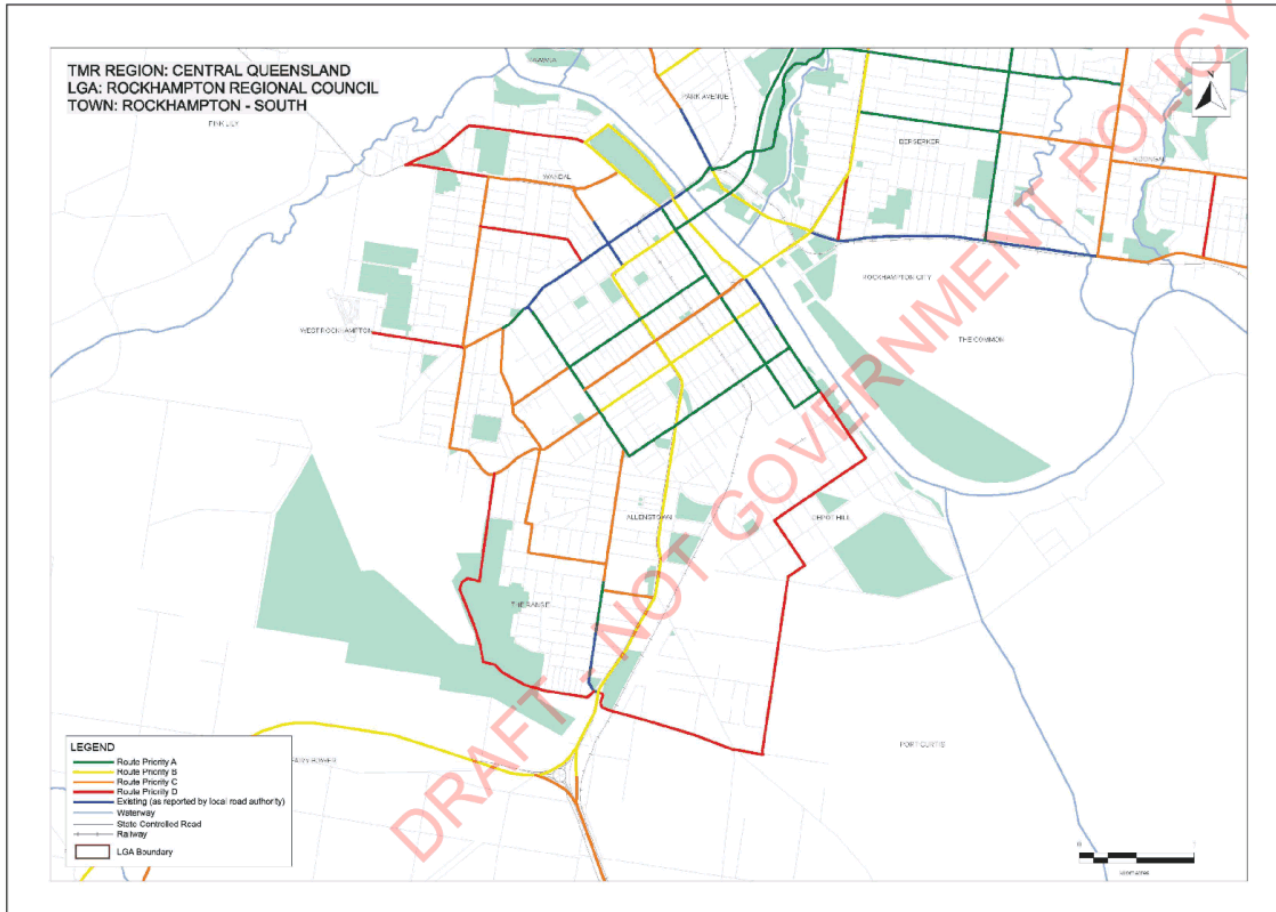
Central Queensland Principal Cycle Network

The routes shown are indicative and exist to guide further planning that will determine the precise routes and design of cycle facilities.

Disclaimer: While every care is taken to ensure the accuracy of this data, Transport and Main Roads and/or the State Government makes no representation or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.



Rockhampton Regional Council – Rockhampton South



Priority Route Map 11

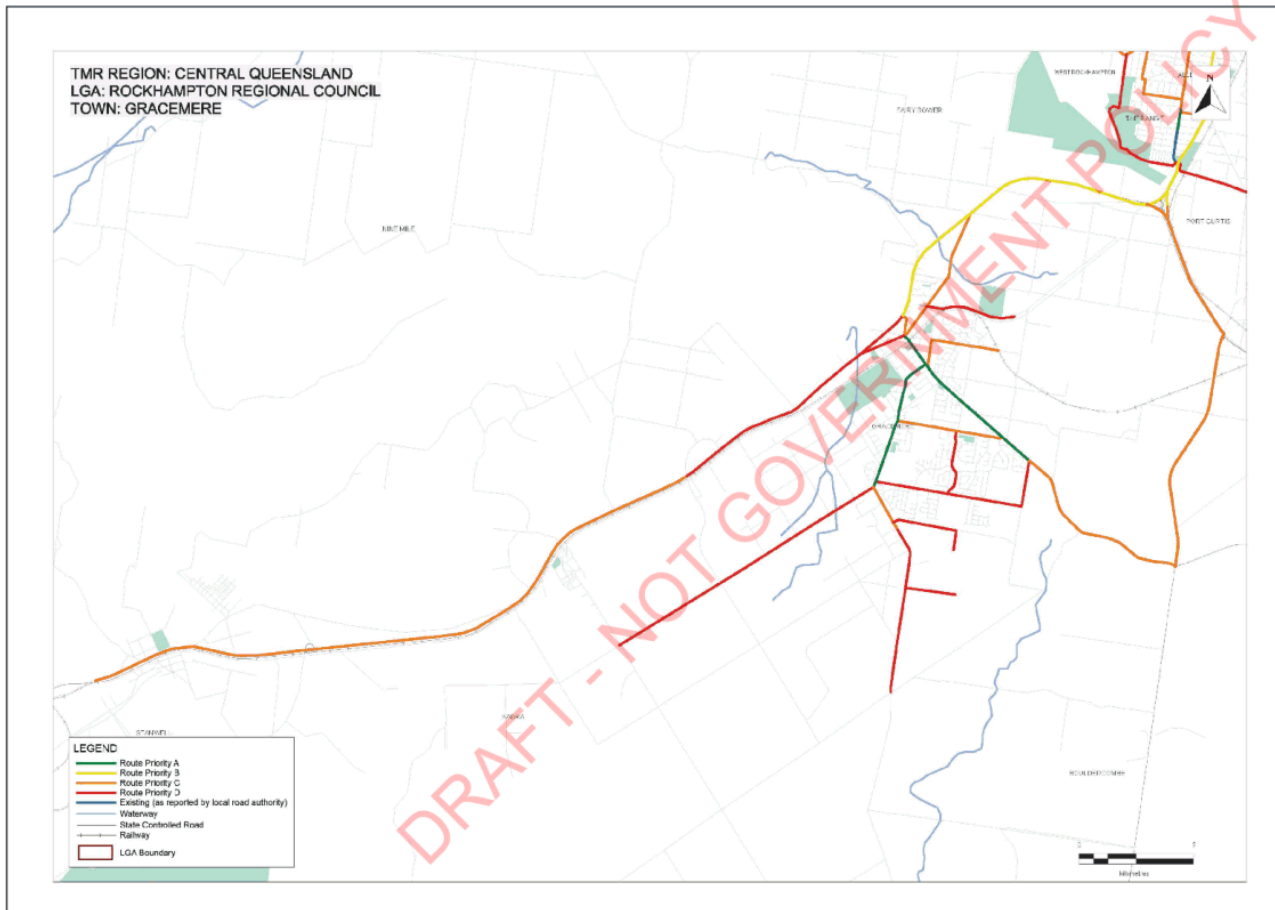
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Rockhampton Regional Council – Gracemere



Priority Route Map 12

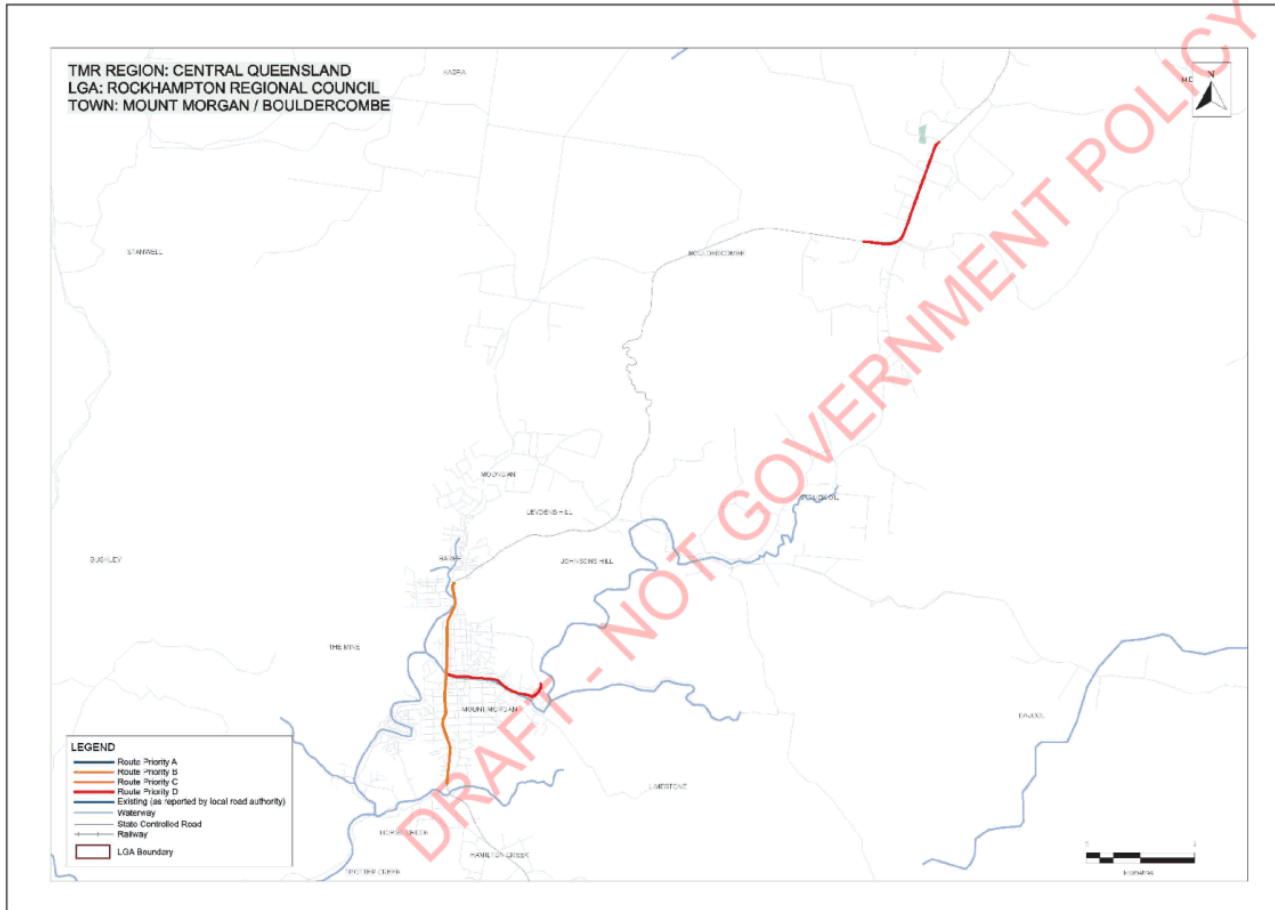
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Rockhampton Regional Council – Mount Morgan/Bouldercombe



Priority Route Map 13

Central Queensland Principal Cycle Network

The routes shown are indicative and exist to guide further planning that will determine the precise routes and design of cycle facilities.

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PLANNING AND REGULATION*Councillor Portfolio – Councillor Smith***10.3 D/120-2020 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR DUAL OCCUPANCY**

File No: D/120-2020

Attachments: 1. [Locality Plan](#)
2. [Site Plan](#)

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Karen Moody - Acting Manager Planning and Regulatory Services
Alicia Cutler - General Manager Community Services

Author: Thomas Gardiner - Senior Planning Officer

SUMMARY

Development Application Number: D/120-2020

Applicant: R. and D. Minor

Real Property Address: Lot 10 on RP608774

Common Property Address: 452 Lakes Creek Road, Lakes Creek

Area of Site: 1,146 square metres

Planning Scheme: Rockhampton Region Planning Scheme 2015 (version 2.1)

Planning Scheme Zone: Low Density Residential Zone

Planning Scheme Overlays: Special Management Area Overlay

Existing Development: Dwelling House

Approval Sought: Development Permit for a Material Change of Use for a Dual Occupancy

Level of Assessment: Impact Assessable

Submissions: Nil

Referral Agency: Queensland Treasury (State Assessment and Referral Agency Department)

Infrastructure Charges Area: Charge Area 1

OFFICER'S RECOMMENDATION**RECOMMENDATION A**

THAT in relation to the application for a Development Permit for a Material Change of Use for a Dual Occupancy, made by R. and D. Minor, located at 452 Lakes Creek Road, Lakes Creek, described as Lot 10 on RP608774, Council resolves to provide the following reasons for its decision:

STATEMENT OF REASONS

Description of the development	The proposed development is for Material Change of Use - Dual Occupancy
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<p>Reasons for Decision</p>	<p>a) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity; and</p> <p>b) On balance, the application should be approved because the circumstances favour Council exercising its discretion to approve the application even though the development does not comply with an aspect of the assessment benchmarks.</p>					
<p>Assessment Benchmarks</p>	<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> • Low Density Residential Zone Code; • Special Management Area Overlay Code; • Access, Parking And Transport Code; • Filling and Excavation Code; • Landscape Code; • Stormwater Management Code; • Waste Management Code; and • Water and Sewer Code. 					
<p>Compliance with assessment benchmarks</p>	<p>The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exceptions listed below.</p> <p>The development was assessed against all of the assessment benchmarks listed above and wholly complies without exception.</p> <table border="1" data-bbox="528 1263 1426 2080"> <thead> <tr> <th data-bbox="528 1263 871 1350"> <p>Assessment Benchmark</p> </th> <th data-bbox="871 1263 1426 1350"> <p>Reasons for the approval despite non-compliance with benchmark</p> </th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1350 871 2080"> <p>Low Density Residential Zone Code</p> </td> <td data-bbox="871 1350 1426 2080"> <p>PO3</p> <p>The proposed built form does not incorporate a pedestrian entry and door that is visible from the primary street frontage (Lakes Creek Road). This conflicts with AO3.6.</p> <p>While the proposed built form does not incorporate a pedestrian entry door that is visible from Lakes Creek Road, the Dual Occupancy is considered to be consistent with the character and amenity of the surrounding area – which predominantly accommodates single-detached, low-rise residential uses. The design of the proposed development incorporates sufficient access to private open space and passive recreation opportunities.</p> <p>As such, the proposed development is considered to comply with this</p> </td> </tr> </tbody> </table>		<p>Assessment Benchmark</p>	<p>Reasons for the approval despite non-compliance with benchmark</p>	<p>Low Density Residential Zone Code</p>	<p>PO3</p> <p>The proposed built form does not incorporate a pedestrian entry and door that is visible from the primary street frontage (Lakes Creek Road). This conflicts with AO3.6.</p> <p>While the proposed built form does not incorporate a pedestrian entry door that is visible from Lakes Creek Road, the Dual Occupancy is considered to be consistent with the character and amenity of the surrounding area – which predominantly accommodates single-detached, low-rise residential uses. The design of the proposed development incorporates sufficient access to private open space and passive recreation opportunities.</p> <p>As such, the proposed development is considered to comply with this</p>
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		Performance Outcome.
	Special Management Area Overlay Code	<p>PO2</p> <p>The proposed development will result in the intensification of an existing sensitive land use in the Special Management Area Overlay.</p> <p>Despite this non-compliance, the subject site is located in an established residential area and is consistent with the intent of the Low Density Residential Zone. The addition of one (1) additional residence in proximity to the abattoir is not expected to result in the proliferation of any issues relating to human health, amenity or well-being.</p> <p>As such, the proposed development is considered to comply with this Performance Outcome.</p>
Matters prescribed by regulation	<ul style="list-style-type: none"> • The <i>Rockhampton Region Planning Scheme 2015</i> (version 2.1); and • The common material, being the material submitted with the application. 	

RECOMMENDATION B

THAT in relation to the application for a Development Permit for a Material Change of Use for a Dual Occupancy, made by R. and D. Minor, located at 452 Lakes Creek Road, Lakes Creek, described as Lot 10 on RP608774, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The Developer and their employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:
 - 1.3.1 to Council's satisfaction;
 - 1.3.2 at no cost to Council; and
 - 1.3.3 prior to the commencement of the use, unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:

- 1.5.1 Plumbing and Drainage Works; and
- 1.5.2 Building Works:
- (i) Demolition Works; and
- (ii) Building Works.
- 1.6 Development Permits for Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
- 1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

2.0 APPROVED PLANS AND DOCUMENTS

- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

Drawing/report title	Prepared by	Date	Reference number	Rev
Site Plan	Dezign Elements	10 October 2020	20_105 / A-02	A
Floor Plan	Dezign Elements	10 October 2020	20_105 / A-03	A
Block Setout	Dezign Elements	10 October 2020	20_105 / A-04	A
Elevation	Dezign Elements	10 October 2020	20_105 / A-08	A
Section	Dezign Elements	10 October 2020	20_105 / A-09	A

- 2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the submission of an application for a Development Permit for Building Works.

3.0 PLUMBING AND DRAINAGE WORKS

- 3.1 A Development Permit for Plumbing and Drainage Works must be obtained for the removal and/or demolition of any existing structure on the development site.
- 3.2 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), Capricorn Municipal Development Guidelines, *Water Supply (Safety and Reliability) Act 2008*, *Plumbing and Drainage Act 2002*, Council's Plumbing and Drainage Policies and the provisions of a Development Permit for Plumbing and Drainage Works.
- 3.3 The development must be connected to Council's reticulated sewerage and water networks.

-
- 3.4 The existing sewerage and water connection point(s) must be retained, and upgraded if necessary, to service the development.
- 3.5 The proposed development must be provided with a master meter at the development site boundary and sub-meters for each sole occupancy building in accordance with the Queensland Plumbing and Drainage Code and Council's Sub-metering Policy.
- 3.6 All internal plumbing and sanitary drainage works must be completely independent for each unit/tenancy.
- 3.7 Sewer connections and water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.
- 3.8 Alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act 2002* and Council's Plumbing and Drainage Policies.
- 4.0 ROOF AND ALLOTMENT DRAINAGE WORKS
- 4.1 All roof and allotment drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), Queensland Urban Drainage Manual, Capricorn Municipal Development Guidelines and sound engineering practice.
- 4.2 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance or worsening to surrounding land or infrastructure.
- 4.3 All stormwater runoff from the proposed impervious areas must be discharged to the kerb and channel in Lakes Creek Road.
- Note: The development site is not able to discharge roof drainage to kerb and channel in Lakes Creek Road via gravity. Appropriate fill must be placed over the building pad area to ensure the roof drainage discharge to the kerb and channel via gravity.
- 5.0 SITE WORKS
- 5.1 All earthworks must be undertaken in accordance with Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments".
- 5.2 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.
- 5.3 Retaining structures above one (1) metre in height that are not incidental works to a Development Permit for Building Works, must not be constructed unless separately and specifically certified by a Registered Professional Engineer of Queensland and must be approved as part of a Development Permit for Operational Works (site works).
- 6.0 BUILDING WORKS
- 6.1 All building works must be undertaken in accordance with Queensland Development Code, Mandatory Part 1.4 for building over or near relevant infrastructure.
- 6.2 A Development Permit for Building Works must be obtained for the removal and/or demolition of any existing structure on the development site.
- 6.3 The existing dwelling on the development site must be demolished.
- 7.0 ELECTRICITY
- 7.1 Electricity services must be provided in accordance with the standards and requirements of the relevant service provider.
- 8.0 TELECOMMUNICATIONS
- 8.1 Telecommunications services must be provided to the development in accordance with the standards and requirements of the relevant service provider.
-

9.0 ASSET MANAGEMENT

- 9.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 9.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

10.0 ENVIRONMENTAL

- 10.1 The Erosion Control and Stormwater Control Management Plan in accordance with the Capricorn Municipal Design Guidelines, must be:
- 10.2 Implemented, monitored and maintained for the duration of the works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped); and
- 10.3 Available on-site for inspection by Council Officers whilst all works are being carried out.

11.0 OPERATING PROCEDURES

- 11.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Lakes Creek Road.

ADVISORY NOTESNOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships website www.datsip.qld.gov.au.

NOTE 2. Asbestos Removal

Any demolition and/or removal works involving asbestos materials must be undertaken in accordance with the requirements of the *Work Health and Safety Act 2011* and *Public Health Act 2005*.

NOTE 3. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 4. General Safety Of Public During Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 5. Infrastructure Charges Notice

This application is subject to infrastructure charges in accordance with Council

policies. The charges are presented on an Infrastructure Charges Notice.

NOTE 6. Property Note

The development site is not able to discharge roof drainage to kerb and channel in Lakes Creek Road via gravity. Appropriate fill must be placed over the building / duplex pad area to ensure the roof drainage discharge to the kerb and channel via gravity.

RECOMMENDATION C

THAT in relation to the application for a Development Permit for a Material Change of Use for a Dual Occupancy, made by R. and D. Minor, located at 452 Lakes Creek Road, Lakes Creek, described as Lot 10 on RP608774, Council resolves to issue an Infrastructure Charges Notice for the amount of \$9,000.00.

BACKGROUND

PROPOSAL

The proposal is for the construction of a Dual Occupancy located at 452 Lakes Creek Road, Lakes Creek. The Dual Occupancy will consist of two (2) attached units with a combined site coverage of 396 square metres. The built form of both units includes two (2) bedrooms (in each unit), two (2) bathrooms, a kitchen and living area and a double car port. Both units also have private open space in the form of a rear patio.

SITE AND LOCALITY

The subject site is located in the Low Density Residential Zone under the Rockhampton Region Planning Scheme 2015 (version 2.1). The subject site is also affected by the Special Management Area Overlay due to the proximity of the site to the Abattoir.

Lakes Creek Road provides the subject site with its only road frontage to the east. Surrounding the site are predominantly single-detached Dwelling Houses, with the Abattoir located immediately to the south of the site. The subject site is located within Council's Priority Infrastructure Area, and has access to all reticulated service networks.

PLANNING ASSESSMENT

MATTERS FOR CONSIDERATION

This application has been assessed by relevant Council planning, engineering, environmental health, and other technical officers as required. The assessment has been in accordance with the assessment process provisions of the Development Assessment Rules, based on consideration of the relevant State Planning Policy; State Government guidelines; the Council's Town Planning Scheme, Planning Policies and other general policies and procedures, as well as other documents as considered relevant.

Development Engineering Comments

Support, subject to conditions.

Public and Environmental Health Comments

Support, subject to conditions.

Other Staff Technical Comments

Not applicable as the application was not referred to any other technical staff.

TOWN PLANNING COMMENTS

State Planning Policy 2017

Section 2.1 of Rockhampton Region Planning Scheme 2015 (version 2.1) noted the State Planning Policy 2017 is integrated in the planning scheme. The State planning interests are

therefore addressed as part of this assessment of the development against the Rockhampton Region Planning Scheme 2015.

Central Queensland Regional Plan 2013

The Central Queensland Regional Plan 2013 is a statutory document which came into effect on 18 October 2013. The Regional Plan is identified as being appropriately integrated with the Planning Scheme and therefore an assessment against the Planning Scheme is taken to be an assessment against the Central Queensland Regional Plan 2013.

Rockhampton Region Planning Scheme 2015

Low Density Residential Zone

The subject site is situated within the Low Density Residential Zone under the Rockhampton Region Planning Scheme 2015. The purpose of the Low Density Residential Zone identifies that: -

- (a) development provides for predominantly single detached dwelling houses on individual lots of varying sizes and dual occupancies, maintaining a generally a low-rise, 1-2 storey built form and low density character with small scale, detached buildings;
- (b) residential development within the zone is of a type which primarily provides for the long-term accommodation of residents and not for short-term accommodation, except in the circumstances stated in (d);
- (c) low-rise multiple dwellings, relocatable home parks, residential care facilities and retirement facilities develop in the zone when they are situated in proximity (convenient walking distance) to parks, centres, major community facilities (hospital, university, etcetera) and have access to higher order roads (minor urban collector or higher) or public transport;
- (d) short-term accommodation only occurs where it:
 - (i) is established in an existing dwelling;
 - (ii) does not adversely impact on the amenity of the surrounding residential area;
 - (iii) maintains the appearance of an ordinary dwelling that is consistent with the intentions of the zone; and
 - (iv) is limited in scale and duration;
- (e) non-residential uses only occur within the zone where they:
 - (i) do not compromise the residential character and existing amenity of the surrounding area;
 - (ii) are small-scale and consistent with the surrounding urban form;
 - (iii) primarily function to service the needs of the immediate local residential community;
 - (iv) do not detract from the role and function of centres;
 - (v) do not result in the expansion of a centre zone; and
 - (vi) have direct access to higher order roads (minor urban collector or higher) and are in proximity to public transport;
- (f) no expansion of existing centres or industrial areas will occur into the low density residential zone. In addition, no additional local centres or higher order centres are required within the low density residential zone;
- (g) neighbourhood centres do not expand to service a wider local centre catchment. South Gracemere is to accommodate a neighbourhood centre commensurate with the population of the immediate catchment;
- (h) new proposed centres within greenfield areas are not intended to accommodate full-line supermarkets;
- (i) development maximises opportunities for surveillance, activation of street fronts, integration with surrounding streetscapes, and presents an attractive appearance to the street with variations in built form, shape and colour;

- (j) development maintains a high level of residential amenity having regard to traffic, noise, dust, odour, lighting and other locally specific impacts;
- (k) new residential developments are not located in proximity to existing incompatible uses such as rural uses, industrial uses and major community facilities without separation distances, landscaping and screening that minimise impacts on amenity in relation to noise, odour, dust, light, loss of privacy or other adverse impacts;
- (l) new residential developments are located and integrated with existing neighbourhoods;
- (m) development is sited and designed to respond to the region's climate (sustainable practices for maximising energy efficiency, water conservation and public/active transport use), local heritage features, natural landscape features and environmental constraints;
- (n) development provides connection to pathways, cycle ways, roads and public transport infrastructure commensurate with the needs of the use;
- (o) development is serviced by infrastructure that is commensurate with the needs of the use; and
- (p) the establishment of one (1) precinct within the zone where particular requirements are identified:
 - (i) Fitzroy River accommodation precinct; and
 - (ii) Residential stables precinct.

This application is consistent with the purpose of the Zone.

Rockhampton Regional Planning Scheme Codes

The following codes are applicable to this application:

- Low Density Residential Zone Code;
- Special Management Area Overlay Code;
- Access, Parking And Transport Code;
- Filling and Excavation Code;
- Landscape Code;
- Stormwater Management Code;
- Waste Management Code; and
- Water and Sewer Code.

An assessment has been made against the requirements of the abovementioned codes and the proposed development generally complies with the relevant Performance Outcomes and Acceptable Outcomes. An assessment of the Performance Outcome/s which the application is in conflict with, is outlined below:

Low Density Residential Zone Code	
Performance Outcome	Officer's Response
PO3 The dual occupancy is designed and sited in a manner that: <ul style="list-style-type: none"> (a) is of an appropriate scale and size that reflects the purpose of the zone; (b) is attractive in appearance, climate responsive and functional in design, and safe for residents; 	The proposed built form does not incorporate a pedestrian entry and door that is visible from the primary street frontage (Lakes Creek Road). This conflicts with AO3.6. While the proposed built form does not incorporate a pedestrian entry door that is visible from Lakes Creek Road, the Dual Occupancy is considered to be consistent

	<p>(c) has regard to streetscape and street function, privacy, passive recreation and living space needs of residents;</p> <p>(d) has access to open space; and</p> <p>(e) does not compromise the character and amenity of the surrounding area.</p>	<p>with the character and amenity of the surrounding area – which predominantly accommodates single-detached, low-rise residential uses. The design of the proposed development incorporates sufficient access to private open space and passive recreation opportunities.</p> <p>As such, the proposed development is considered to comply with this Performance Outcome.</p>
Special Management Area Overlay		
Performance Outcome		Officer’s Response
PO2	Development does not result in a sensitive land use being exposed to air, noise and odour emissions that impact upon human health, amenity and well-being.	<p>The proposed development will result in the intensification of an existing sensitive land use in the Special Management Area Overlay.</p> <p>Despite this non-compliance, the subject site is located in an established residential area and is consistent with the intent of the Low Density Residential Zone. The addition of one (1) additional residence in proximity to the abattoir is not expected to result in the proliferation of any issues relating to human health, amenity or well-being.</p> <p>As such, the proposed development is considered to comply with this Performance Outcome.</p>

Based on a performance assessment of the abovementioned codes, it is determined that the proposal is acceptable and generally complies with the relevant Performance Outcomes and where there is deviation from the codes, sufficient justification has been provided.

INFRASTRUCTURE CHARGES

Adopted Infrastructure Charges Resolution (No. 5) 2015 for residential development applies to the application and it falls within Charge Area 1. The Infrastructure Charges are as follows:

Column 1 Use Schedule	Column 2 Charge Area	Column 3 Adopted Infrastructure Charge for residential development (\$/dwelling unit)		Column 4 Unit	Calculated Charge
		1 or 2 bedroom dwelling	3 or more bedroom dwelling		
Residential	Area 1	15,000	21,000	per dwelling	\$30,000.00
Total					\$30,000.00
Less credit					\$21,000.00
TOTAL CHARGE					\$9,000.00

This is based on the following calculations:

- (a) A charge of \$30,000.00 for two (2), two (2) bedroom units; and
- (b) An Infrastructure Credit of \$21,000.00, applicable for the existing allotment.

Therefore, a total charge of \$9,000.00 is payable and will be reflected in an Infrastructure Charges Notice for the development.

CONSULTATION

The proposal was the subject of public notification between 27 November 2020 and 18 December 2020, in accordance with the requirements of the *Planning Act 2016* and the Development Assessment Rules, and no submissions were received.

REFERRALS

The application was referred to the Queensland Treasury (State Assessment and Referral Agency Department) as a Concurrence Agency. The Department assessed the application and provided a referral agency response on 4 December 2020.

STATEMENT OF REASONS

Description of the development	The proposed development is for Material Change of Use - Dual Occupancy	
Reasons for Decision	<p>c) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity; and</p> <p>d) On balance, the application should be approved because the circumstances favour Council exercising its discretion to approve the application even though the development does not comply with an aspect of the assessment benchmarks.</p>	
Assessment Benchmarks	<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> • Low Density Residential Zone Code; • Special Management Area Overlay Code; • Access, Parking And Transport Code; • Filling and Excavation Code; • Landscape Code; • Stormwater Management Code; • Waste Management Code; and • Water and Sewer Code. 	
Compliance with assessment benchmarks	<p>The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exceptions listed below.</p> <p>The development was assessed against all of the assessment benchmarks listed above and wholly complies without exception.</p>	
	Assessment Benchmark	Reasons for the approval despite non-compliance with benchmark
	Low Density Residential Zone Code	<p>PO3</p> <p>The proposed built form does not incorporate a pedestrian entry and door that is visible from the primary street frontage (Lakes Creek Road). This conflicts with AO3.6.</p>

		<p>While the proposed built form does not incorporate a pedestrian entry door that is visible from Lakes Creek Road, the Dual Occupancy is considered to be consistent with the character and amenity of the surrounding area – which predominantly accommodates single-detached, low-rise residential uses. The design of the proposed development incorporates sufficient access to private open space and passive recreation opportunities.</p> <p>As such, the proposed development is considered to comply with this Performance Outcome.</p>
	Special Management Area Overlay Code	<p>PO2</p> <p>The proposed development will result in the intensification of an existing sensitive land use in the Special Management Area Overlay.</p> <p>Despite this non-compliance, the subject site is located in an established residential area and is consistent with the intent of the Low Density Residential Zone. The addition of one (1) additional residence in proximity to the abattoir is not expected to result in the proliferation of any issues relating to human health, amenity or well-being.</p> <p>As such, the proposed development is considered to comply with this Performance Outcome.</p>
Matters prescribed by regulation	<ul style="list-style-type: none"> • The <i>Rockhampton Region Planning Scheme 2015</i> (version 2.1); and • The common material, being the material submitted with the application. 	

CONCLUSION

The proposed development is considered to be in keeping with the purpose of the Low Density Residential Zone and Special Management Area Overlay. Furthermore, the proposal generally complies with the provisions included in the applicable codes. The proposal is, therefore, recommended for approval in accordance with the approved plans and subject to the conditions outlined in the recommendation.

**D/120-2020 - DEVELOPMENT
APPLICATION FOR A MATERIAL
CHANGE OF USE FOR DUAL
OCCUPANCY**

Locality Plan

Meeting Date: 27 January 2021

Attachment No: 1

D/120-2020 - Locality Plan



A4 Page scale at 1: 523.42
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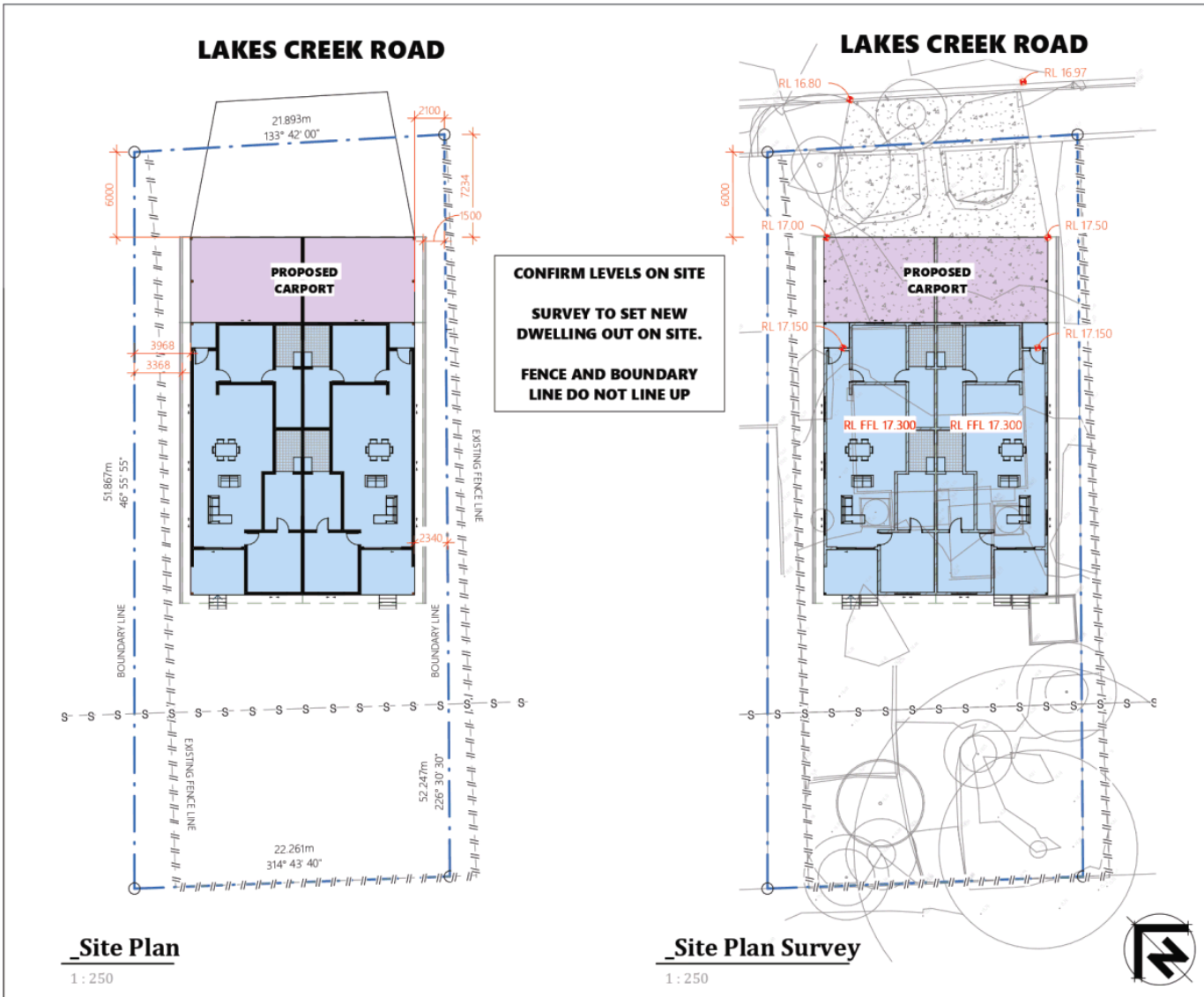


**D/120-2020 - DEVELOPMENT
APPLICATION FOR A MATERIAL
CHANGE OF USE FOR DUAL
OCCUPANCY**

Site Plan

Meeting Date: 27 January 2021

Attachment No: 2



DO NOT SCALE DRAWING
ALL DIMENSION IN MILLIMETERS

No.	Description	Date
A	FOR APPROVAL	10.10.2020

REVISIONS

**ISSUED FOR
FOR APPROVAL**

Project: **DUPLEX**

Address: **452 LAKES CREEK ROAD**

Drawing Title: **SITE PLANS**

dezi nelements
BUILDING DESIGNERS

0407 271 336 M
info@dezi nelements.com.au E

QBCC No: 1247120 BDAQ No: 0001677

Scale: 1 : 250	Rev: A
Date: AUG 2020	
Drawn: NJB	

Project No: **20_105** Drawing No: **A-02**

MPL 11.001.0002020.000

SPORTS, PARKS AND PUBLIC SPACES
Councillor Portfolio – Councillor Rutherford

10.4 BOTANIC GARDENS AND ZOO REDEVELOPMENT

File No:	805
Attachments:	1. Implementation Plan
Authorising Officer:	Alicia Cutler - General Manager Community Services
Author:	Aaron Pont - Manager Parks

SUMMARY

This report presents for Council's consideration the Botanical Gardens and Zoo Implementation Plan. The process of review commenced with the creation of an operational plan action item and there have been 2 workshops of Council along with a number of on-site visits and discussions. This report puts on record the intended approach to redevelopment of the site.

OFFICER'S RECOMMENDATION

THAT Council endorse the Botanical Gardens and Zoo Redevelopment Implementation Plan and commence the concept design phase of the plan.

COMMENTARY

The Botanic Gardens and Zoo are one of the major tourism contributors to the region with over 300,000 visitors (local and non-local) visiting the variety of native and exotic flora and fauna.

The Botanic Gardens and Zoo are currently promoted and defined as two different entities. This has created misalignment and lost opportunities for Council to leverage the competitive advantage both areas offer and promote the area through marketing, branding and capital investment, as one offering with different visitor experiences on offer.

The Botanic Gardens & Zoo Redevelopment Scheme (Redevelopment Scheme) acknowledges that the site has unique and related functions that need to be considered at a whole-of-site level to inform the collective redevelopment of individual precincts within the site.

Through recent analysis and planning exercises identified in Councils 20/21 operational plan, it has been identified that the Botanic Gardens and Zoo have lost some of its stature as a highly regarded area of regional significance due to a lack of proactive planning, prioritisation and capital investment in the Botanic Gardens or Zoo. This has led to the area becoming tired, significantly underutilised, and failing to reach its full potential as a community asset, recognised area of significance and a major tourist attraction.

This analysis and planning exercise led to the creation of a Redevelopment Scheme of the Botanical Gardens and Zoo that will help guide and integrate the outcome for the whole of the site.

The Scheme identifies six individual precincts, including:

1. Fernery Precinct
2. Hub Precinct
3. Commercial Precinct
4. Playground Precinct
5. Lagoon Precinct
6. Zoo Precinct

While there is identified projects in each precinct there are also whole of site projects that need to be implemented such as:

- Botanical Collection
- Car parking
- Footpath
- Visitor Signage
- Wi-Fi
- Utility Services
- Visitor experience

Economic impacts

Currently, the free entry Zoo attracts over 150,000 visitors per annum with approximately half of these non-locals (77,145). This alone has an estimated economic impact of \$27.8 million for the region with a \$361 average spend per overnight stay. The Zoo indirectly contributes towards an estimated 292 jobs in Rockhampton, 34 jobs in Queensland and 56 jobs in Australia. The Zoo is significantly constrained with operational facilities and public amenities constraining plans of expansion. Failure to leverage and expand on the Zoo offering will result in significant lost opportunities for Council and the community, and the potential decline in visitation, jobs and economic contribution.

BACKGROUND

The Botanic Gardens are significant as a Rockhampton landmark and for its visual amenity. The grounds, comprising of formal and informal landscaped areas with early and substantial plantings, slope down towards the Murray Lagoon and offer striking vistas from the western slopes of the Athelstane Range.

The Botanic Gardens is held in high regard by the community and has been a popular place for events and recreation, and for visitors to Rockhampton since the late 19th century. The Rockhampton Zoo, situated within the Botanic Gardens has been operational since 1925 and boasts over 60 species of native and exotic animals. The Zoo is one of two remaining Zoo's in botanical gardens in Australia, and is a favourite destination for both the Community and visitors to Rockhampton.

PREVIOUS DECISIONS

Council has been updated on this matter at two previous workshops in late 2019 but there has been no previous decisions made by Council on this matter.

BUDGET IMPLICATIONS

Initial funds have been allocated to commence design works, with further funding to be considered in future budgets and/or external funding opportunities.

LEGISLATIVE CONTEXT

The land tenure of the Botanical Gardens is identified as State Reserve and therefore the land and uses are managed by both a Land Management plan and Heritage Management plan. All capital works and outcome of the scheme will need to consider both the Land Management plan and Heritage Management plan and any adjustments to the plans made through the appropriate processes.

LEGAL IMPLICATIONS

Council will enter into contract with the successful tenderer/s for the conceptual design works

STAFFING IMPLICATIONS

The teams that will be directly involved in the project are listed below:

Parks and Community Services – Project Owner

Strategy and Planning - Project Development

Project Delivery Team – Project Delivery

Media and Communication Team – Project Consultation and Marketing

Advance Rockhampton - Botanical Gardens Signage, Marketing and Branding

RISK ASSESSMENT

Not undertaking this project will likely expose Council to increased reputational risks

CORPORATE/OPERATIONAL PLAN

The proposed Botanical Gardens Redevelopments Scheme and Implementation Plan supports the following Operational Plan activities.

1.2.8 Undertake future planning for the Botanic Gardens and Zoo.

2.1.4 Deliver improved wayfinding and signage across the region to better inform and direct pedestrian and vehicular traffic while also creating a stronger regional identity.

CONCLUSION

That, Council endorsed in principle the Botanical Gardens implementation plan and proposed staging for the implementation of the development scheme. Funds for design works were approved in the monthly Budget review during December so that design works will commence during the 20/21 Financial year.

BOTANIC GARDENS AND ZOO REDEVELOPMENT

Implementation Plan

Meeting Date: 27 January 2021

Attachment No: 1



**Regional Services
Project Delivery
Implementation Plan**

Botanic Gardens & Zoo Redevelopment



DOCUMENT CONTROL**Document Information**

Name:	Botanic Gardens & Zoo Redevelopment
Sponsor:	Community Services
Other Sponsor(s):	Not Applicable
Implementation Manager:	Project Delivery, Regional Services
Asset Manager:	Community Assets & Facilities, Community Services

Document Version Control

Project specific document history			
Version	Amendment	Amendment Date	Amended by
A	Initial Draft for Review	11 Dec 2020	Jacob Weir
B	Final Version	12 Jan 2021	Jacob Weir

Regional Services – Project Delivery
Implementation Plan – Botanic Gardens & Zoo Redevelopment



EXECUTIVE SUMMARY

Name:	Botanic Gardens & Zoo Redevelopment
Sponsor:	General Manager, Community Services Parks Manager, Community Services
Asset Manager:	Assets & Facilities, Community Services
Implementation Manager:	Project Delivery, Regional Services

REDEVELOPMENT SCHEME OVERVIEW

The Redevelopment Scheme outlines the vision, benefits and outcomes associated with the redevelopment of the Botanic Gardens and Zoo. It sets the strategic direction for the Implementation Plan and the associated works required to achieve its vision.

The vision for the Redevelopment Scheme is to *revitalise, develop and integrate the facilities, infrastructure and operational across the Botanic Gardens and Zoo to support its future growth, while focusing on the preservation of its history.*

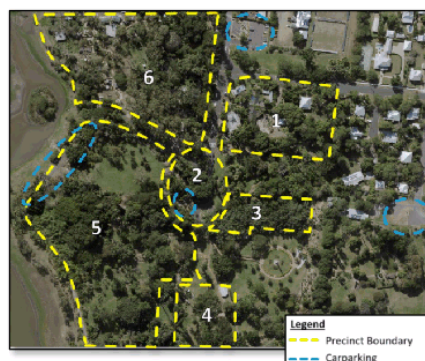
The key objectives for the Scheme to achieve this vision include:

- Rejuvenation of the Green Jewel of Central Queensland and a premier regional botanical and zoological centre of excellence meeting diverse expectations and experiences of the local and visiting communities.
- Recognised centre for preservation, research and education.

The Scheme identifies six unique and individual precincts within the site, including:

1. Fernery Precinct.
2. Hub Precinct.
3. Commercial Precinct.
4. Playground Precinct.
5. Lagoon Precinct.
6. Zoo Precinct.

The Scheme acknowledges that the site has unique and related functions that need to be considered at a whole-of-site level (such as utility services) to inform redevelopment of each precinct.



IMPLEMENTATION OVERVIEW

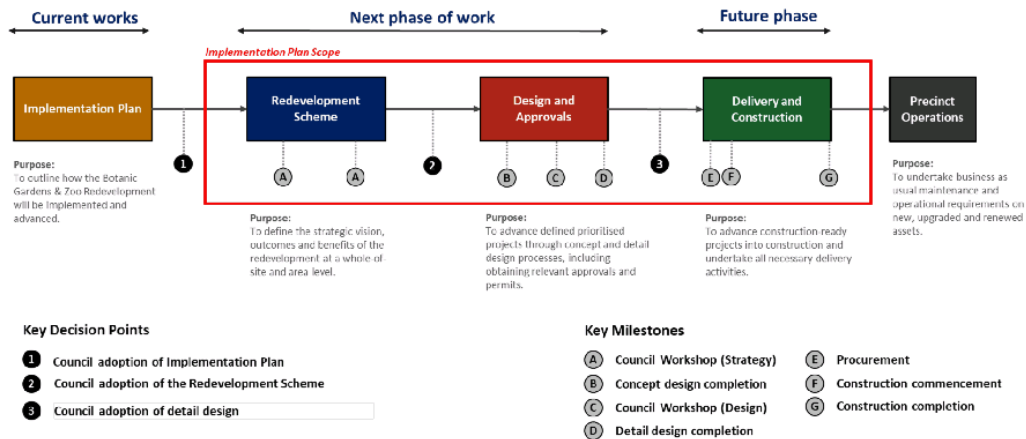
The Botanic Gardens & Zoo Redevelopment has five (5) key lifecycle stages. These are:

- **Implementation Planning:** Outlining how the Redevelopment will be implemented and advanced throughout a ten-year period.
- **Redevelopment Scheme:** Defining the strategic vision, outcomes and benefits of the Redevelopment at a whole-of-site and precinct level.



Regional Services – Project Delivery
Implementation Plan – Botanic Gardens & Zoo Redevelopment

- **Design and Approval:** Advancing defined prioritised projects through concept and detail design, including obtaining relevant statutory and legislative approvals and permits.
- **Delivery and Construction:** Advancing construction-ready projects into construction and undertaking all necessary delivery activities.
- **Operations and Maintenance:** Undertaking business-as-usual maintenance and operational requirements on new, upgraded and renewed assets.



The specific key planned activities proposed to be undertaken for each precinct across a ten-year period is summarised below, including identification of the key milestones¹.

¹ Timeframes provided are based on funding being allocated for the 21/22FY. It assumed no funding is allocated in the 20/21FY. If funding is available and allocated in the 20/21FY, the program can be accelerated and commenced earlier.



Regional Services – Project Delivery
Implementation Plan – Botanic Gardens & Zoo Redevelopment

Precinct	Feature	Year 0 (20/21FY)	Year 1 (21/22FY)	Year 2 (22/23FY)	Year 3 (23/24FY)	Year 4 (24/25FY)	Year 5 (25/26FY)	Year 6 (26/27FY)	Year 7 (27/28FY)	Year 8 (28/29FY)	Year 9 (29/30FY)	Year 10 (30/22FY)
Fernery	Hugo Lassen Fernery		B, C	D, E, F								
	Cottage		A, C				E, F	D, F		G		
	Staff Shed		B, C				E, F	D, F		G		
	Spencer Street House		B, C								E, F	D, F, G
Hub	Shared Zone		B, C						E, F	D, F, G		
	Information Centre		B, C							E, F	D, F, G	
Commercial	Amenities		B, C	D, E, F	G							
	Outdoor Area		B, C	D		E, F	G					
	Kiosk		B, C	D			E, F	G				
Playground	Playground			B, C		E, F	D, F, G					
Lagoon	Amphitheatre			B, C		E, F	D, F, G					
	Lagoon			B, C		E, F	D, F, G					
Zoo	Entrance		B, C	D, E, F	G							
	Operating Facilities		B, C	D, E, F	G							
	Enclosures		B, C							E, F	D, F, G	
Whole of Precinct	Botanical Collections	Works progressively delivered by Parks										
	Footpath Network		B, C	Further design and construction works incorporated as part of individual precinct works								
	Visitor Signage		B, C	Further design and construction works incorporated as part of individual precinct works								
	Wi-Fi		B, C		F	G						
	Car Parking		B, C						E, F	D, F, G		
	Utility Services		B, C	Further design and construction works incorporated as part of individual precinct works								
	Visitor Experience		B, C	Further design and construction works incorporated as part of individual precinct works								

Key Milestones

- A Council Workshop (Strategy)
- B Concept design completion
- C Council Workshop (Design)
- D Detail design completion
- E Procurement
- F Construction commencement
- G Construction completion

To successfully deliver the key planned activities, a progressive implementation strategy has been adopted for the Redevelopment Scheme, it is underpinned by the following principles:

- Long-term (~10 year) progressive implementation (design and construction) period.
- Allocation of upfront capital funding to kick-start key priority projects with subsequent annual capital allocations made throughout a 10-year period.
- Utilisation of internal resources for key activities and engage industry specialists where required

The benefits of implementing the Redevelopment Scheme in a progressive manner include:

- Design efficiency through the procurement of a specialist architectural consultant to produce a concept design for the site, incorporating Council’s vision and objectives for each project, then separately tendering for detail design and/or construct packages to specifically attract and target technical engineering and construction companies.



- A site-wide concept design ensures that all subsequent detail design and/or construction works are in alignment and have considered the broader whole-of-precinct and site requirements, such as utility service connections, car parking, footpath access, visitor experience, etc.
- Greater level of cost certainty and value for money for Council through a staged procurement process, providing sufficient hold points with Council prior to critical investment decision making.
- Provides the opportunity for Council to nominate individual construction-ready projects for State and/or Federal grant funding, all aligned with a central concept design.
- Provides a progressive release of design and construction work for the community over ten years.

IMPLEMENTATION STAGING

It is acknowledged that the Redevelopment Scheme is currently in early stages of development and it is likely that various packaging, procurement and staging models may be adopted on a project-specific basis, however, seventeen (17) individual packages have been defined and are proposed to be delivered across eight (8) stages of work throughout a ten-year period commencing in the 2020/21 financial year.

Identification of respective stages has considered both design and construction activities required to implement the Scheme; as well as Council's individual priority areas within each precinct.

Stage numbers represent a relative position with respect to the broader redevelopment and are not indicative of a priority order. All staging is subject to change based on Council's priorities.

The staging is summarised as:

- Stage 1 (A-F): Concept and detail design development.
- Stage 2 (A-C): Fernery precinct development.
- Stage 3 (A-B): Hub precinct development.
- Stage 4 (A-C): Commercial precinct development.
- Stage 5 (A): Playground precinct development.
- Stage 6 (A): Lagoon precinct development.
- Stage 7 (A-B): Zoo precinct development.
- Stage 8 (A-B): Whole of precinct development.

IMPLEMENTATION REVIEW AND REPORTING

Project achievements, status and progress will be reported to Council through Council Information Briefings, Workshops and/or Ordinary Council meetings as required. It is recommended that specific benefits and outcomes are included within Council's Annual Operations Plan to enable a transparent reporting process.

APPROVAL

This Implementation Plan was prepared by the *Senior Program Manager, Project Delivery*, in collaboration with *Manager Parks, Community Services* and *Senior Strategic Planner, Corporate Services*.

This Implementation Plan was approved by the *General Manager Community Services*; and *General Manager Regional Services*.



Regional Services – Project Delivery
Implementation Plan – Botanic Gardens & Zoo Redevelopment

PROJECT SUMMARY

Package	Stage	Project	Forecast Start	Forecast End	Forecast Cost Estimate	Budget Allocated
1	1A	Concept Development (Fernery, Hub, Commercial and Zoo precincts)	Feb 2021	July 2021	\$300,000	\$300,000
	1B	Concept Development (Whole of Precinct Works)	Feb 2021	July 2021	\$50,000	\$50,000
2	1C	Detail Design (Fernery Precinct: Hugo Lassen Fernery)	Oct 2021	June 2022	\$250,000	\$145,000
	1D	Detail Design (Commercial Precinct: Amenities, Outdoor Area and Kiosk)	Oct 2021	June 2022	\$325,000	
	1E	Detail Design (Zoo Precinct: Zoo Entrance and Operating Facilities)	Oct 2021	June 2022	\$225,000	
3	1F	Concept Redevelopment (Playground and Lagoon precincts)	July 2022	December 2022	\$50,000	
4	2A	Hugo Lassen Fernery Redevelopment (Construct Only)	January 2023	June 2026	TBA after completion of Stage 1A & 1B	
5	2B	Cottage and Staff Shed (Design & Construct)	July 2025	June 2027	TBA after completion of Stage 1A & 1B	
6	2C	Spencer Street House (Design & Construct)	July 2029	June 2031	TBA after completion of Stage 1A & 1B	
7	3A	Shared Zone (Design & Construct)	July 2027	June 2029	TBA after completion of Stage 1A & 1B	
8	3B	Information Centre (Design & Construct)	January 2029	December 2030	TBA after completion of Stage 1A & 1B	
9	4A	Amenities (Construct Only)	January 2023	December 2023	TBA after completion of Stage 1A & 1B	
10	4B	Outdoor Area (Construct Only)	July 2024	June 2025	TBA after completion of Stage 1A & 1B	
11	4C	Kiosk (Construct Only)	January 2026	June 2027	TBA after completion of Stage 1A & 1B	
12	5A	Playgrounds (Design & Construct)	January 2024	June 2025	TBA after completion of Stage 1A & 1B	
13	6A	Amphitheatre and Lagoon (Design & Construct)	January 2025	June 2026	TBA after completion of Stage 1A & 1B	

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Regional Services – Project Delivery
Implementation Plan – Botanic Gardens & Zoo Redevelopment



14	7A	Entrance & Operating Facilities (Construct Only)	January 2023	June 2023	TBA after completion of Stage 1A & 1B	
15	7B	Enclosures (Design & Construct)	January 2028	June 2030	TBA after completion of Stage 1A & 1B	
16	8A	Wi-Fi (Construct Only)	July 2023	June 2025	TBA after completion of Stage 1A & 1B	
17	8B	Car Parking (Design & Construct)	July 2027	June 2030	TBA after completion of Stage 1A & 1B	
TOTAL:					\$1,200,000	\$495,000

WASTE AND WASTE TO RESOURCE IMPLEMENTATION*Councillor Portfolio – Councillor Latcham*

No items for consideration.

WATER AND SUPPORTING A BETTER ENVIRONMENT*Councillor Portfolio – Councillor Kirkland*

No items for consideration.

BUDGET, GOVERNANCE AND OTHER MATTERS

10.5 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 DECEMBER 2020

File No:	8148
Attachments:	1. Income Statement - December 2020 ↓ 2. Key Indicator Graphs - December 2020 ↓
Authorising Officer:	Ross Cheesman - Deputy Chief Executive Officer
Author:	Marnie Taylor - Chief Financial Officer

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 December 2020.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 December 2020 be 'received'.

COMMENTARY

The attached financial report and graphs have been compiled from information within Council's TechnologyOne system. The reports presented are as follows:

1. Income Statement (Actuals and Budget for the period 1 July 2020 to 31 December 2020), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after the first half of the 2020/21 financial year. Results should be approximately 50% of the monthly budget review on an even monthly distribution basis.

The following commentary is provided in relation to the Income Statement:

Total Operating Revenue is at 49% of the monthly budget review. Key components of this result are:

- Fees and charges are at 47% of budget due to the impacts of COVID-19 on airport operations, venues and events and development areas. Venues and events are yet to fully recommence following COVID-19 restrictions which have resulted in below expected budget outcomes. However, airport operations have seen significant improvements during the last quarter with increases in passenger numbers. Building, plumbing and compliance unit have also seen an increase in the number of approvals for construction in the region.
- Private works and recoverable works are at 59% of the budget due to higher than budgeted bulk water sales and the timing of the works done by the Civil Operations teams for Department of Main Roads.

- Rent and lease revenue is behind budget at 45%. This is due to the timing of invoicing for rental properties.
- Interest revenue is ahead of budget at 64%. Interest revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year.
- All other revenue items are in proximity to budget.

Total Operating Expenditure is at 47% of the monthly budget review. Key components of this result are:

- Contractors and consultants are at 42%. Professional consultancies and other contractors are below budget due to the timing of works planned during the year. It is expected as the year progresses these works will be completed and paid.
- Asset operational is at 42% due to electricity, cleaning and security being below budget. This is mostly due to the timing of billing. There has been some savings in security costs for the airport due to low passenger numbers earlier in the year.
- Administrative expenses are at 33% of budget attributable to reduced activity for Council's venues and events due to COVID-19 restrictions. Some events, such as RockyNats are to be held later in the financial year when the related event costs will be incurred.
- Other expenses are at 35% of the budget mostly due to the timing of Council grants, contributions and sponsorships.
- All other expenditure items are in proximity to budget.

The following commentary is provided in relation to capital income and expenditure, as well as investments and loans:

Total Capital Income is at 32% of the monthly budget review and in line with expectations at this stage of the financial year. The majority of capital revenue budgeted to be received in 2020/21 is from grants and subsidies tied to performance obligations. As Council progresses through the year and meets performance milestones, grants will be claimed.

Total Capital Expenditure is at 34% of the monthly budget review. Major projects such as the Art Gallery construction and the Airport Terminal refurbishment are progressing well and the amount of capital expenditure has increased in recent months.

A revision of the capital budget is currently in progress and will be reported to Council in February. It is envisaged that amendments to the timing of some capital projects will result in actual to budget outcomes being more aligned to the portion of financial year elapsed.

Total Investments are \$56M as at 31st December 2020.

Total Loans are \$127.6M as at 31st December 2020.

CONCLUSION

After six months of the 2020/2021 financial year operational income and expenses are mostly in line with expectations.

The capital program saw \$12.3M spent during December and this momentum will need to continue in the coming months to deliver the projects budgeted for 2020/21.

**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDED
31 DECEMBER 2020**

Income Statement - December 2020

Meeting Date: 27 January 2021

Attachment No: 1



Income Statement
For Period July 2020 to December 2020
50% of Year Gone

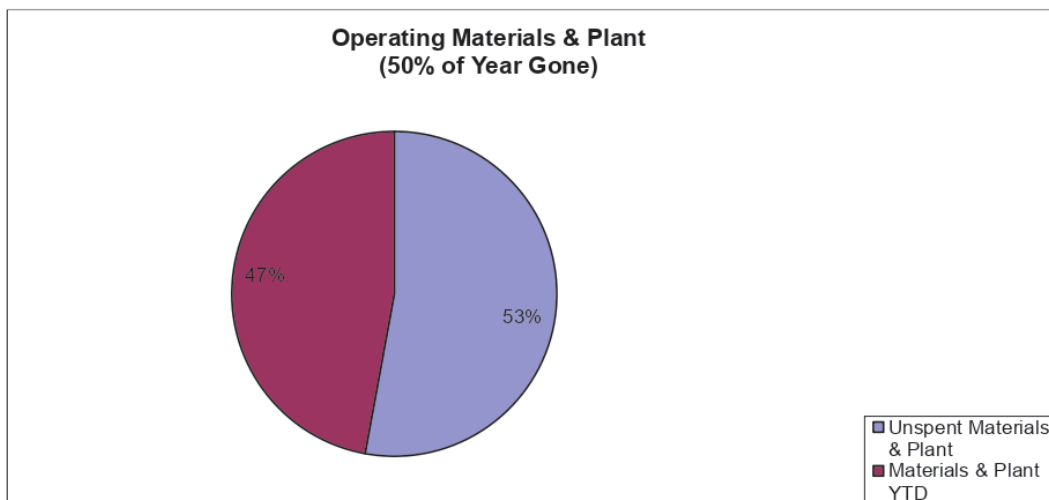
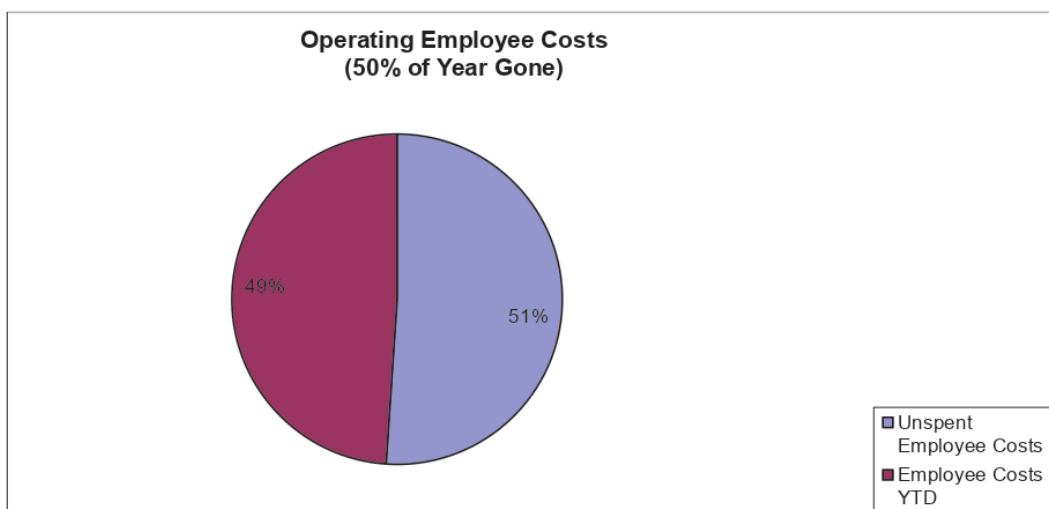
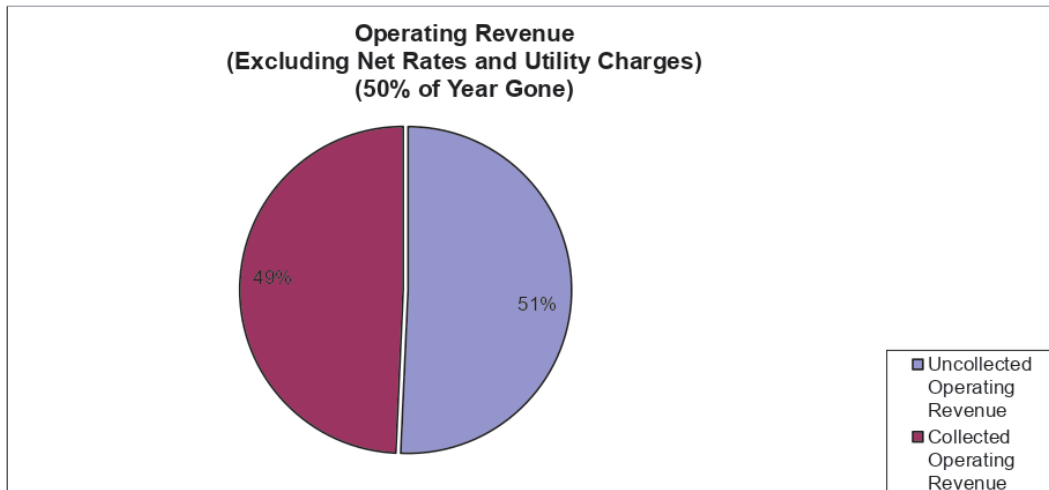
	Adopted Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Monthly Budget Review
	\$	\$	\$	\$	\$	
OPERATING						
Revenues						
Net rates and utility charges	(153,000,167)	(153,000,167)	(74,023,907)	0	(74,023,907)	48%
Fees and Charges	(22,456,987)	(21,442,107)	(10,024,173)	0	(10,024,173)	47%
Private and recoverable works	(5,989,487)	(6,179,225)	(3,657,761)	0	(3,657,761)	59%
Rent/Lease Revenue	(3,017,353)	(3,000,743)	(1,342,673)	0	(1,342,673)	45%
Grants Subsidies & Contributions	(14,150,094)	(13,361,580)	(6,278,781)	0	(6,278,781)	47%
Interest revenue	(508,000)	(508,000)	(325,496)	0	(325,496)	64%
Other Income	(6,020,926)	(6,187,082)	(3,346,180)	0	(3,346,180)	54%
Total Revenues	(205,145,014)	(203,678,904)	(98,998,970)	0	(98,998,970)	49%
Expenses						
Employee costs	85,499,929	85,521,438	41,848,243	103,330	41,951,573	49%
Contractors & Consultants	17,952,970	18,163,151	7,700,135	7,710,374	15,410,509	42%
Materials & Plant	13,518,209	13,411,431	6,319,109	2,330,412	8,649,521	47%
Asset Operational	25,808,718	26,100,789	11,009,525	2,376,263	13,385,789	42%
Administrative expenses	15,170,473	14,120,381	4,723,059	2,049,921	6,772,980	33%
Depreciation	54,969,352	54,969,352	27,484,676	0	27,484,676	50%
Finance costs	5,373,800	5,373,800	2,725,253	0	2,725,253	51%
Other Expenses	1,797,295	1,796,495	627,684	12,999	640,684	35%
Total Expenses	219,880,746	219,456,837	102,437,685	14,583,300	117,020,985	47%
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(9,303,324)	(9,273,821)	(4,657,162)	0	(4,657,162)	50%
Total Transfer / Overhead Allocation	(9,303,324)	(9,273,821)	(4,657,162)	0	(4,657,162)	50%
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	5,432,409	6,504,111	(1,218,447)	14,583,300	13,364,853	-19%
CAPITAL						
Total Developers Contributions Received	(2,940,300)	(2,719,800)	(327,439)	0	(327,439)	12%
Total Capital Grants and Subsidies Received	(6,140,409)	(62,620,195)	(20,528,307)	0	(20,528,307)	33%
Total Proceeds from Sale of Assets	0	0	0	0	0	0%
Total Capital Income	(64,349,709)	(65,339,995)	(20,855,746)	0	(20,855,746)	32%
Total Capital Expenditure	170,583,964	178,608,263	60,090,082	42,921,065	103,011,147	34%
Net Capital Position	106,234,255	113,268,268	39,234,336	42,921,065	82,155,401	35%
TOTAL INVESTMENTS			55,966,202			
TOTAL BORROWINGS			127,632,155			

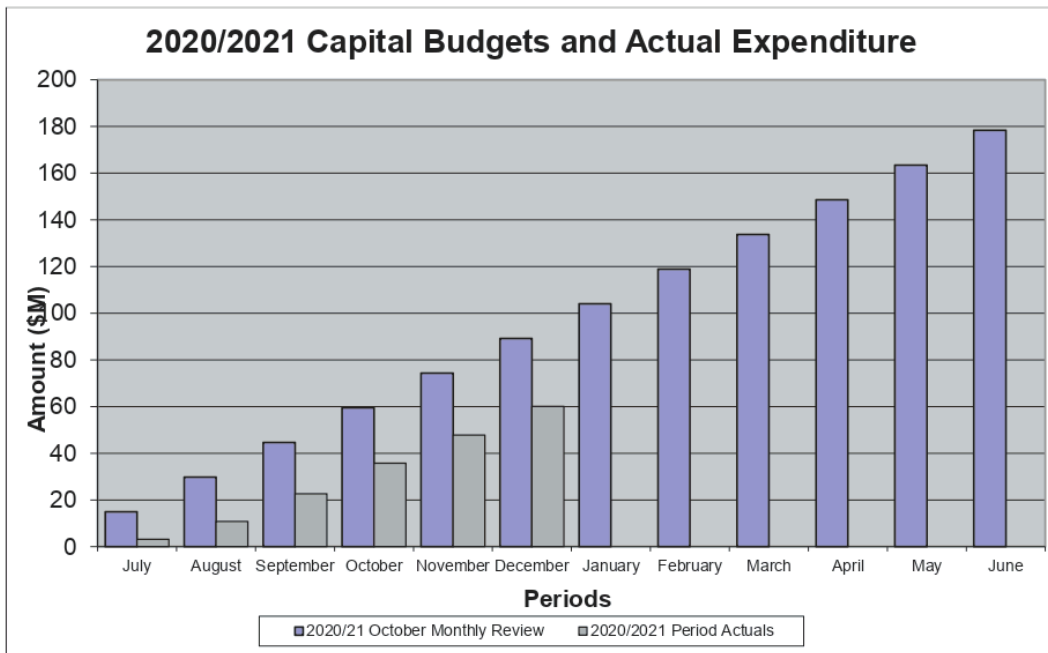
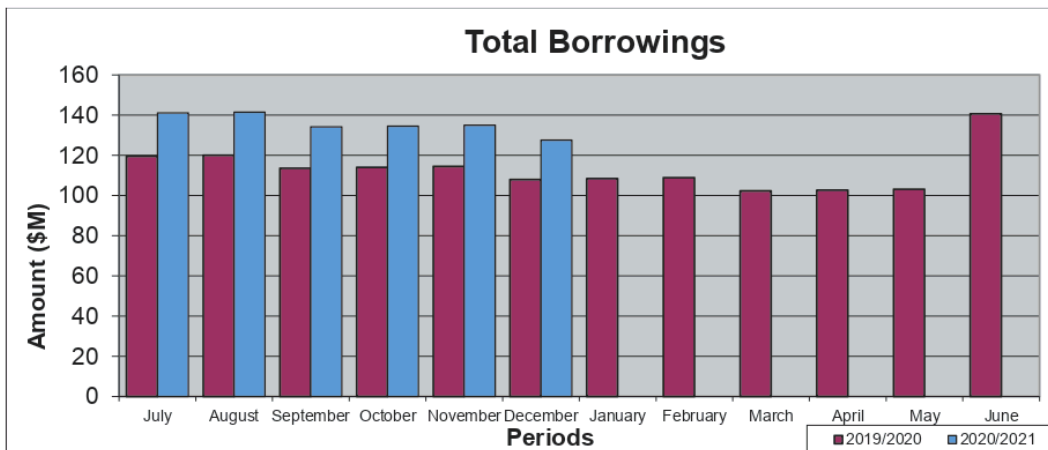
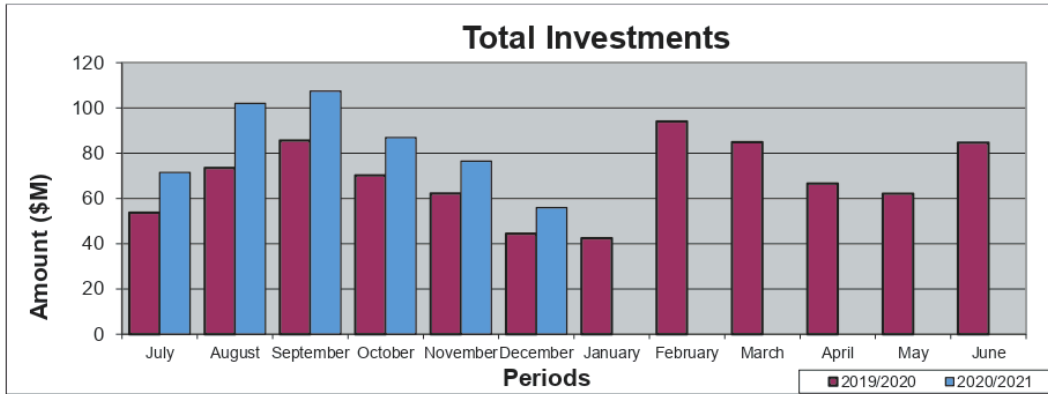
**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDED
31 DECEMBER 2020**

Key Indicator Graphs - December 2020

Meeting Date: 27 January 2021

Attachment No: 2





10.6 BUILDING BETTER REGIONS FUND ROUND 5

File No:	12534
Attachments:	1. BBRF Infrastructure Projects Stream Guidelines ↓ 2. BBRF Community Investments Stream Guidelines ↓
Authorising Officer:	Ross Cheesman - Deputy Chief Executive Officer
Author:	Angus Russell - Manager Strategy and Planning

SUMMARY

The report recommends projects for submission to Round 5 of the Australian Government's Building Better regions Fund.

OFFICER'S RECOMMENDATION

THAT Council endorse the recommended projects for submission to Round 5 of the Building Better Regions Fund.

COMMENTARY

Applications for Round Five of the Australian Government's Building Better Regions Fund (BBRF) opened on 12 January 2021 with applications closing on 5 March 2021. The outcome of the grant selection process is expected to be announced mid-2021. Projects must be completed by 31 December 2023.

This report recommends the following projects be submitted to the program.

Infrastructure Projects Stream

- North Rockhampton Sewerage Treatment Plant Augmentation
- Rockhampton Zoo Entry and Amenities (tourism related infrastructure)

Community Investment Stream

- Waste Management Collaboration

Augmentation of the North Rockhampton Sewerage Treatment Plant will increase its capacity by approximately fifty percent and will directly support future urban and residential growth.

The Rockhampton Zoo is a key part of the region's tourism offering. Establishing a new entry and amenities at the Zoo will improve the experience of some 150,000 visitors annually as well as supporting growth in visitor numbers.

BACKGROUND

Round Five of the BBRF has \$200 million available, with \$100 million of this dedicated to tourism-related infrastructure projects.

The objectives of the program are to drive economic growth and 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; and, encourage community cohesion and a sense of identity.

The BBRF has two streams as part of this program, being an Infrastructure Projects Stream and a Community Investment Stream. Project applications have been recommended for both streams above and the program guidelines are attached for information.

BBRF Infrastructure Projects Stream provides grants of between \$20,000 and \$10 million.

The Infrastructure Projects Stream only supports investment ready projects. A project is considered to be investment ready where construction can commence within 12 weeks of executing the grant agreement, nominally mid-August 2021.

For the Tourism Infrastructure component of the program, applicants are required to demonstrate the impact the COVID-19 pandemic has had on the region's tourism industry (or the region that will benefit from your proposed project) and that the project will provide benefits to mitigate those impacts.

Cost Benefit Analyses are mandatory for projects seeking grant funding over \$1 million.

BBRF Community Investments Stream provides for grants of between \$2,000 and \$1 million.

Eligible activities must be aimed at new or expanded local events, strategic regional plans, or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas.

PREVIOUS DECISIONS

There are no previous decisions.

BUDGET IMPLICATIONS

The BBRF funding must be matched on a dollar for dollar basis with evidence that Council or other parties can provide matching funds.

LEGISLATIVE CONTEXT

There are no direct legislative considerations, however all proposed projects have some legislative requirements.

LEGAL IMPLICATIONS

If successful, Council will be required to enter into a funding agreement with the Australian Government.

STAFFING IMPLICATIONS

Preparing the BBRF funding application will require input from a number of Council units.

RISK ASSESSMENT

The BBRF guidelines require projects to be investment ready and commence within 12 weeks of execution of the funding agreement, nominally mid-August 2021. This generally includes access to and authority over the site, confirmation of all funding contributions, identified and prepared submissions for or obtained regulatory approvals and finalised designs and costings. These requirements will be tight for all projects.

CORPORATE/OPERATIONAL PLAN

The report and recommendations support the following Corporate Outcomes identified in the Corporate Plan 2017-2022:

- 1.1 – Safe, accessible, reliable and sustainable infrastructure and facilities
- 2.1 – A destination sought for lifestyle, community events and tourism
- 2.4 – Infrastructure services are driven to deliver future economic growth
- 5.1 – Productive partnerships with all levels of government and relevant stakeholders

CONCLUSION

The proposed projects have been the subject of ongoing discussion with Council and have been identified as priorities. The projects are anticipated to be able to be advanced in a manner that will meet the program's investment readiness criteria and able to be supported by strong arguments for their economic and social benefits to the region.

BUILDING BETTER REGIONS FUND ROUND 5

BBRF Infrastructure Projects Stream Guidelines

Meeting Date: 27 January 2021

Attachment No: 1



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 Australia⁴](#) (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/accreditation/scheme/pages/theaccreditation/scheme>

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.

BUILDING BETTER REGIONS FUND ROUND 5

BBRF Community Investments Stream Guidelines

Meeting Date: 27 January 2021

Attachment No: 2



Australian Government
Department of Industry, Science,
Energy and Resources
Department of Infrastructure, Transport,
Regional Development and Communications

Grant Opportunity Guidelines

Building Better Regions Fund – Community Investments 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: Community Investments 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. Community Investment Projects (as outlined in these guidelines) cannot be funded from the \$100 million 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:

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

Information about the Infrastructure Projects 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 Community Investments Stream Round Five grant opportunity

These guidelines contain information for the Community Investments Stream Round Five grant opportunity.

The Community Investments Stream will fund new or expanded local events, strategic regional plans, or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas. Infrastructure projects are not eligible under the Community Investments Stream.

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

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

- 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.

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 Investment 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 \$5,000
- The maximum grant amount is \$1 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.

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)
Projects with a total grant amount of equal to or less than \$20,000	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.

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, 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 new or expanded local events, strategic regional plans, or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas
- comprise one of the following activities:
 - local events
 - strategic planning
 - regional leadership and capability
- not have commenced.

We may also approve other activities.

5.1.1. Local events

Investment in local events provides economic, social and cultural opportunities for people living in regional areas. Events drive economic growth, promote community participation and inclusion, encourage volunteerism and build upon a region's identity.

You can only receive funding for an event once under this program.

Funding is intended as seed funding for local events that:

- are new to the community; or
- support a significant addition to an existing event.

Applications for one-off events will need to demonstrate the long-term benefit to the community, including but not limited to media exposure, promotion of local businesses and visitors from outside the region.

Should your event be ongoing (e.g. annual), you will still need to demonstrate the long term benefits (as above) and also clearly outline your strategy to fund the ongoing event without Australian Government funding.

Events must take place after you execute a grant agreement with the Commonwealth.

5.1.1.1. Local events eligible activities

Eligible activities include:

- art and culture events, for example theatre productions, gallery exhibitions and Indigenous cultural events
- community and public events, for example food festivals, field days, seasonal activities, veterans or memorial events
- attracting new businesses or economic opportunities, for example hosting a conference or business event to coordinate and enable growth in a particular industry sector or address obstacles in accessing markets
- community sporting events, for example an exhibition sporting match or hosting an interstate sports carnival
- events attracting tourists and visitors to a region.

5.1.1.2. Local events ineligible activities

Ineligible activities include:

- existing events (that are not new to the community, or are not a significant addition to an existing event or activity)
- an event that has already received support under the BBRF program
- activities where the main benefit is intended to go to only one sector or group within the broader community (e.g. a specific club, society or religious group). Funding for an individual sports team or organisation to attend an event is not eligible
- fundraising events
- events for political/lobby groups
- private events
- classes and training (e.g. fitness, sports, arts, language, cooking)
- activities the organisation undertakes as part of its usual business practices and responsibilities
- possible or future unidentified events.

5.1.2. Strategic planning

Activities to facilitate the development of quality regional or sectoral plans which will help drive the development of strong regions. Plans should focus on pursuing economic opportunities and/or

addressing identified challenges across a region or industry sector. You should develop plans in close consultation with key regional stakeholders.

5.1.2.1. Strategic planning eligible activities

Eligible activities include:

- regional skills audits
- research projects to support regional development strategic plans
- collecting socio-economic information.

5.1.2.2. Strategic planning ineligible activities

Ineligible activities include:

- land use planning, including road and precinct planning
- service delivery planning and internal business analysis
- capital funding for research centres
- feasibility studies or cost-benefit analysis for specific projects, and planning or designs for specific infrastructure development
- activities the organisation undertakes as part of its usual business practices and responsibilities
- development of a prospectus.

5.1.3. Regional leadership and capability

These activities will build the capability of regional leaders, equipping them with the skills to effectively drive change and champion positive futures for their communities. All leadership and capability activities will need to demonstrate clear and definitive outcomes including broad benefits for the community.

Regional leaders include key representatives from community organisations, local government, local industry leaders, local youth leaders, Indigenous leaders, and industry bodies.

If you are considering applying for funding to develop current leadership and resilience skills to support your local communities through future economic challenges, you may like to consider the Building Strong, Resilient Regional Leaders initiative announced in the 2020-21 Federal Budget.

5.1.3.1. Regional leadership and capability eligible activities

Eligible activities include:

- leadership courses
- participation and community building measures for young people
- participation in activities to improve local business and industry leadership capability.

5.1.3.2. Regional leadership and capability ineligible activities

Ineligible activities include:

- vocational education and training (VET)
- apprenticeships
- higher education qualifications
- direct funding to education and training providers

- activities the organisation undertakes as part of its usual business practices and responsibilities
- funding for staff wages or leadership positions within an organisation
- training unrelated to building leadership capability
- internally provided staff training.

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 Structure² 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 guidance on eligible expenditure, see Appendix A
- for guidance 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.

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.

² <http://www.abs.gov.au/websitedbs/d3310114.nsf/home/remoteness+structure>

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.**

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 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 with appropriate approvals planned for or in place
- 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).

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](#)³ (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.

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 Act 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:

³ <https://rda.gov.au/>

Table 2: Mandatory attachments to the application

	Document
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).

	Document
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.
Mandatory for all applicants applying for a leadership course	Provide a current quote and course information. Must include: <ul style="list-style-type: none"> • date of the course • cost of the course • course outline. Quotes must be obtained and dated within two months of application lodgement.

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. 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.

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.

10.3.1. Child Safety Requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the National Principles for Child Safe Organisations endorsed by the Commonwealth and available at: <https://www.humanrights.gov.au/national-principles-child-safe-organisations>.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

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.

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 entities⁴.

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.

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.

⁴ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

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 grant 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.

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 applicants 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\(7\)\)](#)⁵ 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](#)⁶ 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.

⁵ <https://www.legislation.gov.au/Details/C2019C00057>

⁶ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

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
- 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](#)⁷ 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.

⁷ <https://www.industry.gov.au/data-and-publications/privacy-policy>

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.

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46, by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division
AusIndustry – Support for Business
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁸ 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.

⁸ <http://www.ombudsman.gov.au/>

Term	Definition
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>
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.

Term	Definition
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.
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.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
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.
Payments in arrears	Payments made progressively based on actual expenditure.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul 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.
Project	A project described in an application for grant funding under the program.

Term	Definition
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.
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 Hired/leased plant

You may lease plant and equipment to support your project, and where possible, you should use local suppliers.

For leased items, you will need to show an executed copy of the lease identifying the capital cost of the item and the lease period.

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.

Running costs for hired or leased plant are eligible expenditure but you must be able to verify them. They may include items such as hire, light and power.

A.3 Labour expenditure

Labour expenditure is only eligible for 'Local events' and 'Strategic Planning' projects. Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core eligible activities of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions. Where possible, you should use local labour to deliver your project.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant, is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \frac{\text{Annual salary package} \times \text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

A.4 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

A.5 Contract expenditure

Eligible contract expenditure is the cost of work undertaken on any agreed eligible project activities that you contract others to do. These 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.6 Travel expenditure

Eligible travel expenditure may include:

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is undertaken, only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is undertaken, the grantee will require evidence showing what an economy airfare cost at the time of travel.

Travel must comply with relevant COVID-19 restrictions.

A.7 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.

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, refurbishment or extension of permanent infrastructure or assets that have benefits wider than the specified event
- purchase of land or existing infrastructure
- ongoing operating costs, including utilities, internet costs, and business as usual staff salaries and training
- business case development and feasibility studies
- costs for existing event activities
- making donations, gifts and sponsorships
- membership costs
- writing the application and reporting for the grant
- costs related to registered training organisation training activities
- 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.

10.7 LETTER OF SUPPORT - TROPICAL NORTH QUEENSLAND DROUGHT RESEARCH AND ADOPTION HUB

File No:	647
Attachments:	1. Letter of Support to Department of Agriculture, Water and the Environment ↓
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Damon Morrison - Manager Office of the Mayor

SUMMARY

This report provides details of a request from CQUniversity for Rockhampton Regional Council to provide a letter supporting its application to the Australian Government's Drought Resilience Research and Adoption Program.

OFFICER'S RECOMMENDATION

THAT Council endorse the attached letter to the Department of Agriculture, Water and the Environment supporting CQUniversity's application for the establishment of the Tropical North Queensland Drought Resilience Research and Adoption Hub.

COMMENTARY

On 30 October 2020, the Australian Government opened a competitive grants process via the Future Drought Fund for the establishment of eight Drought Resilience Adoption and Innovation Hubs across regional Australia.

According to the Department of Agriculture, Water and Environment, the hubs will focus on collaboration, becoming flagship precincts for agricultural innovation — providing networks for researchers, primary producers and community groups to work together to enhance drought resilient practices within their focus region.

The hubs will be located in regional areas that reflect the key agricultural and climatic zones across the country and must have a regional university as a member. The regions are:

- Southern NSW
- Southern Queensland / Northern NSW
- Southwest WA
- Victoria
- Top End NT/WA
- Tropical North Queensland
- South Australia
- Tasmania

Hubs will be consortia of research providers and research users, with a regional focus, that come together to address local drought resilience research, development, extension, adoption and innovation priorities.

In late December 2020, CQUniversity contacted Council to request a letter of support from Council in its application for the establishment of the Tropical North Queensland Drought Resilience Research and Adoption Hub. The application process involves an initial expression of interest stage followed by assessment by a Selection Advisory Panel and shortlisting process.

Applications for the program closed on 23 December 2020 and Council endorsement of a letter of support was not possible prior to this date.

PREVIOUS DECISIONS

There are no immediate previous resolutions of Council relevant to the matter currently under consideration.

BUDGET IMPLICATIONS

There are no relevant budgetary implications from Council supporting CQUniversity's application or the in-kind support that may be provided by Council if the application is successful.

LEGISLATIVE CONTEXT

There is no relevant legislation to Council applicable.

LEGAL IMPLICATIONS

There are no identified legal implications to Council relevant to this matter.

STAFFING IMPLICATIONS

There will be no implications to Council permanent staffing levels if Council endorses the letter of support or through the provision of in-kind promotional support of the hub if CQUniversity if successful in its application.

RISK ASSESSMENT

On 1 April 2019 the Queensland Government made a drought declaration for the entire Rockhampton Local Government Area and no risks to Council associated with the recommendation have been identified.

CORPORATE/OPERATIONAL PLAN

Operational Plan 2020/2021 – section 3.3.1 – Prepare for, and build resilience to, local climate variability related impacts.

CONCLUSION

This request provides an opportunity for Council to support efforts for the development of innovative drought resilient practices to benefit primary producers within the Rockhampton Region and across Tropical North Queensland and endorsement of the letter of support is recommended.

**LETTER OF SUPPORT - TROPICAL
NORTH QUEENSLAND DROUGHT
RESEARCH AND ADOPTION HUB**

**Letter of Support to Department of
Agriculture, Water and the
Environment**

Meeting Date: 27 January 2021

Attachment No: 1

COUNCILLOR NEIL FISHER

Acting Mayor
Rockhampton Regional Council



21 December 2020

Department of Agriculture, Water and the Environment
Future Drought Fund: Drought Resilience Research and
Adoption Program - Drought Resilience Adoption and Innovation Hubs

To whom it may concern,

RE: Letter of Support – Tropical North Queensland Drought Research and Adaptation Hub

On behalf of the Rockhampton Regional Council, I am writing in support of the CQUniversity-led bid team's application for the Tropical North Queensland Drought Resilience Research and Adoption Hub.

Drought is a major factor limiting the consistency of farm productivity from across Tropical North Queensland and the economic prosperity and wellbeing of its rural communities. Agriculture's ability to prepare for and adapt to changing climatic conditions is therefore vital to the region's future success.

If the CQUni-led bid is successful, Rockhampton Regional Council through Advance Rockhampton will support and participate in the Hub through the promotion of its activities via our communications channels, and by encouraging producers, community members and industry organisations to participate in Hub projects.

We commend CQUniversity and its network of collaborators for their proposal and its strong focus on working with grassroots regional organisations to increase implementation of drought preparedness plans and supporting technologies across Tropical North Queensland.

Kind regards,



Neil Fisher
Acting Mayor
Rockhampton Regional Council



Ph: 0417 663 961
E: neil.fisher@rrc.qld.gov.au
www.rockhamptonregion.qld.gov.au

11 NOTICES OF MOTION

Nil

12 QUESTIONS ON NOTICE

Nil

13 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting

14 CLOSED SESSION

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

15.1 Outstanding Infrastructure Contributions as Rates Against the Land

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

15 CONFIDENTIAL REPORTS

15.1 OUTSTANDING INFRASTRUCTURE CONTRIBUTIONS AS RATES AGAINST THE LAND

File No: 7028
Attachments: Nil
Authorising Officer: Doug Scott - Manager Planning and Regulatory Services
Alicia Cutler - General Manager Community Services
Author: Tarnya Fitzgibbon - Coordinator Development Assessment

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

This report provides details of outstanding Developer Contributions that officers have deemed unviable to recover due to both a combination of age and changed property ownership.

16 CLOSURE OF MEETING