# Building our Regions

# Program guidelines

## Supplementary Round

## Remote and Indigenous Communities Fund

## September 2016

Queensland Government

**The Department of State Development**

The Department of State Development exists to drive the economic development of Queensland.

The department brings together the functions of the Coordinator-General, economic and regional development, major project delivery and government land management into a strong central agency.

Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request to:

Department of State Development
PO Box 15009 City East, Queensland 4002.
100 George Street Brisbane Qld 4000 (Australia)

Phone:  13QGOV (137468)
Fax:    07 3220 6465
Email:  info@dsd.qld.gov.au
Web:    www.statedevelopment.qld.gov.au

# Contents

# 1. Program overview

The Queensland Government is committed to providing funding for critical infrastructure in regional Queensland that meets the specific needs of regional communities and supports economic development, including job creation.

## Program intent

The Building our Regions: Regional Infrastructure Fund (known as Building our Regions) is a targeted infrastructure program that will provide $375 million for local government projects.

The primary purpose of Building our Regions is to provide funding for critical infrastructure in regional areas of the state, while also supporting jobs, fostering economic development and improving the liveability of regional communities.

Building our Regions also forms a key element of the Queensland Government's overarching economic strategy—*Working Queensland*—which is designed to boost the confidence of business to create jobs, increase the productivity of our labour force through skills development, foster emerging and innovative industries and support investment in productive infrastructure.

## Program funds

Building our Regions comprises four separate infrastructure funds. Three of these funds are managed by the Department of State Development (DSD):

1. Regional Capital Fund ($105 million over 3 years)

2. Royalties for Resource Producing Communities Fund ($82.5 million over 3 years)

3. Remote and Indigenous Communities Fund ($27.5 million over 3 years).

The fourth fund is the Transport Infrastructure Development Scheme (TIDS), which will provide an additional $150 million over 3 years. TIDS will continue to be managed by the Department of Transport and Main Roads and information about TIDS is available at www.tmr.qld.gov.au.

These guidelines cover funding applications for the Remote and Indigenous Communities Fund Supplementary Round, which is an additional $5 million. In addition $500,000 has been allocated to capability development for remote and Indigenous councils to increase the capacity and potential for these councils to be successful in applying for Building our Regions grants as well as other funding programs.

## Key dates

Funding decisions under the Supplementary Round of Building our Regions will be made following a two-stage assessment process—an expressions of interest (EOI) stage and a detailed application stage for shortlisted projects.

Key dates for the Supplementary Round of Building our Regions are on the Department of State Development's website: www.statedevelopment.qld.gov.au/buildingourregions.

# 2. Program eligibility

All applications submitted (EOI and detailed application) must meet all mandatory requirements for that stage. Applications that do not satisfy all identified mandatory requirements will be deemed ineligible and will not be assessed. The mandatory requirements for each stage are detailed in Section 4: How to apply.

## Applicants

The Supplementary Round is open only to local governments that fall under the Remote and Indigenous Communities Fund. Eligible local governments are listed in Section 3. Section 3 also provides more detailed information about how much funding can be applied for and requirements relating to financial co-contributions.

If an application is being made by a consortium, one eligible local government must be the lead partner and take responsibility for project delivery.

## Projects

Funding is only available for the construction of an infrastructure project.

Local governments should submit projects that are critical to the functioning of a community, where delivery of the project (or failure to deliver the project) will have a significant impact on the community's prosperity and wellbeing.

Projects submitted for funding under the Supplementary Round must be ready to commence construction by no later than **28 February 2018**.

**Funding may be withdrawn from projects that have not commenced construction by 28 February 2018.**

NOTE: Construction is considered to commence when physical changes are made to the project site or when works commence on another site agreed with DSD.

Local governments are strongly encouraged to consider whether projects that are critical and high priorities for their communities can proceed within the program's timeframe. If projects do not fit with these requirements, local governments should consider seeking funding from an alternative funding source.

### Project identification and selection

Local governments are encouraged to identify a pipeline of strategic infrastructure priorities. The pipeline of projects should align with identified priorities for the region outlined in the local government's strategic plan and other planning documents. This pipeline of projects will assist local governments in preparing project applications for future funding rounds and to capitalise on other funding opportunities.

Local governments should consider using the Queensland Treasury Corporation's Project Decision Framework or similar tools to assist with the identification and prioritisation process.

For the purposes of Building our Regions, a 'project' is considered to be the entire scope of works identified in the application. On this basis, a project may, for example, comprise multiple stages that will all be undertaken with program funding; one stage of a larger multi-stage development that is being funded over a period of years; or a discrete standalone undertaking.

## Sustainability of funded infrastructure

The Queensland Government is committed to funding projects that will have long-term benefits for the community. To ensure that projects are viable and sustainable, the assessment process will consider the whole-of-life costs of projects and local government capacity to fund these costs.

## Eligible projects

Projects that fall into the categories of community, transport and flood mitigation infrastructure will be considered for funding.

Examples of community infrastructure projects include:

- water, sewerage and waste water, landfill, recycling
- social (e.g. health, education)
- economic development (e.g. headworks on local government owned industrial land, commercial/tourism precincts).

Examples of transport infrastructure projects include:

- airports
- marine infrastructure
- road projects – road projects submitted must have already been considered, but not funded, through TIDS. Due to the availability of increased TIDS funding, roads applications generally will have a lower priority.

Examples of flood mitigation infrastructure projects may include:

- levees
- drainage works
- causeways
- road works specifically required to address an identified flood mitigation requirement.

### Other eligibility requirements

Before EOIs and detailed applications are submitted, they must be endorsed, in writing, by the local DSD regional office as satisfying all program eligibility requirements. This endorsement must be for the final EOI and detailed application that council will submit. If evidence of DSD regional office endorsement is not provided for each project at the time of submission, the respective EOI or detailed application will not be assessed.

If invited to submit a detailed application, the fundamental elements of the project must remain unchanged. In particular the identified demand and proposed solution (i.e. the proposed scope of works to be undertaken) should be consistent with what was described in the EOI.

**Approved projects**

Local governments that are approved for funding will be required to ensure that the resulting infrastructure continues in operation or use, as per its intended purpose at the time of application, for a period of at least ten (10) years after the project's completion.

## Ineligible projects

Ineligible projects include:

- projects that are intended to commence construction prior to official notification of funding approval
- multiple projects that are not interdependent but have been submitted in a single application e.g. upgrading water treatment plants in two separate communities. Note: the entire application will be deemed ineligible
- feasibility and planning studies
- mapping
- flood warning systems
- projects where the applying local government will not, or does not plan to, own and operate the resulting infrastructure, except where formal arrangements with the intended owner/operator, to the satisfaction of the department, are in place prior to the commencement of construction
- works constructed on land that the applying local government does not own or have control over for the purpose of constructing, operating and maintaining the infrastructure, except where formal arrangements with the land owner, to the satisfaction of the department, are in place prior to the commencement of construction
- state roads and other road projects that have approved TIDS funding
- state infrastructure projects that would usually be funded through the normal business of Queensland Government agencies
- projects that are intended to enable the local government to operate a business in competition with the private sector
- projects that will primarily benefit a commercial operator
- projects that have approved funding from an earlier round of Building our Regions or Royalties for the Regions. [Note: applications for subsequent stages of a previously funded project would potentially be eligible.]

# Costs

Total project costs will usually include a combination of eligible and ineligible expenditure. Local governments will be responsible for all ineligible project costs and any eligible project costs over and above the approved funding amount.

## Eligible costs

Financial assistance is generally intended to only assist with the construction costs of approved projects. Eligible costs may include:

- construction costs including:
  - all site works required as part of the construction
  - the costs of construction-related labour, materials, equipment hire
- detailed design, i.e. production of final 'For Construction' designs or equivalent
- costs of conducting a tender for the approved works

- project management costs including remuneration of local government technical, professional and/or administrative staff for time directly related to managing the construction of approved works, but excluding executive duties and overhead charges
- contingencies of up to 15 per cent.

## Ineligible costs

Ineligible costs include those related to:

- activities that commence prior to the signing of a funding agreement (unless agreed with DSD prior to incurring such costs), including pre-construction costs
- land acquisition costs
- feasibility and planning studies
- conceptual design
- statutory fees and charges and any costs associated with obtaining regulatory and/or development approvals
- legal expenses
- temporary works, other than those required to enable completion of the proposed project
- official opening expenses (including permanent signage)
- ongoing costs for local government administration, operation, maintenance or engineering
- remuneration of employees for work not directly related to the Approved Project
- overhead charges
- vehicle purchasing
- vehicle leasing, unless directly required for construction, e.g. water trucks, excavators
- costs of preparing a Building our Regions application or associated supporting material.

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive. If there is any doubt about eligible projects or costs, please contact DSD (refer to Section 8: More Information for contact details).

# 3.  Funding categories

## Remote and Indigenous Communities Fund

### Who can apply?

The Supplementary Round of the Remote and Indigenous Communities Fund is open to local governments of remote and Indigenous communities. Local government eligibility has been predominantly determined using the Australian Bureau of Statistics' (ABS) Remoteness Structure[1]. Local governments eligible for funding under the Remote and Indigenous Communities Fund are those categorised by the ABS as predominantly 'Remote' and/or 'Very Remote'. All Indigenous local governments, regardless of their status under the Remoteness Structure, are also eligible to apply under this fund.

| Remote and Indigenous Communities Fund Eligible local governments | | | |
|---|---|---|---|
| Aurukun | Diamantina | Mapoon | Richmond |
| Balonne | Doomadgee | Mornington | Torres |
| Barcoo | Etheridge | Murweh | Torres Strait Island |
| Blackall-Tambo | Flinders | Napranum | Winton |
| Boulia | Hope Vale | Northern Peninsula | Woorabinda |
| Cherbourg | Kowanyama | Palm Island | Wujal Wujal |
| Cook | Lockhart River | Paroo | Yarrabah |
| Croydon | Longreach | Pormpuraaw | |

### How much can local government apply for?

For the Supplementary Round eligible local governments can apply for minimum funding of $50,000 up to a maximum of $500,000 per project.

### What are the co-contribution requirements?

Partnerships are the key to delivering the program. While financial co-contributions are not mandatory under the Remote and Indigenous Communities Fund, project applications that include evidence of confirmed financial co-contributions will be viewed favourably during the assessment. Co-contributions can include financial contributions from local governments, industry, the Australian Government, Queensland Government and others (e.g. community groups). [Note: co-contributions are not restricted to funding only eligible costs.]

### Capability development

To increase the potential for remote and Indigenous councils to be successful in applying for Building our Regions grants as well as other funding programs, a suite of capability activities will be undertaken between September 2016 and June 2017.

---

[1] The ABS Remoteness Structure divides each state and territory into several regional categories, providing a measure of remoteness for each local government area.

# 4. How to apply

Building our Regions funding is awarded through a competitive two-stage application assessment process—an expressions of interest (EOI) stage and a detailed application stage for shortlisted projects.

The EOI stage will consider the eligibility and the strategic merit of proposed projects.

The detailed application stage will assess the project in more detail, including confirmation of strategic merit and consideration of local government capacity to deliver the project, project risk identification and mitigation, and financial soundness.

To assist in preparing applications, local governments are encouraged to read the application package for each assessment stage, of which these guidelines are part. These documents will be available on the Building our Regions website at www.statedevelopment.qld.gov.au/buildingourregions as each assessment stage opens.

EOIs and detailed applications, and all required supporting documentation, must be received by the relevant closing dates. Late submissions will not be accepted.

All applicants will be notified in writing of the outcome of their applications.

## Submission of applications

EOIs and detailed applications should be submitted online through the Building our Regions portal by the relevant closing date. The portal also enables the local government to identify an order of priority for all projects submitted. Local governments experiencing difficulty in using the portal should contact the department for assistance (refer to Section 8: More information).

Local governments may submit multiple projects but they must complete a separate application for each project. In this way, projects that are not interdependent must be submitted separately. For example, if seeking funding to upgrade water treatment plants in two communities, these would be considered as two separate projects and the eligible local government would need to submit a separate EOI for each.

Local governments will receive a system generated notification email on submission of an EOI and detailed application. This email will list all attachments successfully lodged with the application. Local governments are advised to check the details included in notification emails and contact the department immediately if any attachments are missing.

For more information on completing an application, please refer to the application package.

### Mandatory requirements

Applications which do not meet program or project eligibility requirements, or do not provide all of the required mandatory documentation, will be deemed as ineligible. Mandatory requirements for all EOIs and detailed applications are that they must:

- be for the construction of an eligible project
- be seeking Building our Regions funding within the range available for the Remote and Indigenous Communities Fund Supplementary Round (refer to Section 3: Funding Categories)
- provide copies of all mandatory documents relevant to their project and stage of assessment (refer to Attachment 1: Checklist of attachments).

## Expressions of interest

The round opens with the call for eligible local governments to submit EOIs.

Eligible local governments submitting an EOI will be required to:

- complete the EOI application via the Building our Regions portal
- attach a copy of the mandatory Council Resolution indicating that the local government supports submission of the EOI – please ensure the name of the project is clearly referenced
- attach any additional identified documentation that supports statements made in the application (unless web addresses are provided in your response to the EOI); and
- accept the terms and conditions prior to submitting the EOI (refer to Attachment 2: Terms and conditions).

All applicants will be notified in writing of the assessment outcome of their projects and those with shortlisted EOIs will be invited to submit a detailed application for further consideration.

Feedback on unsuccessful projects will be available upon request.

## Detailed applications

Eligible local governments submitting a detailed application will be required to:

- complete the detailed application via the Building our Regions portal
- attach the following mandatory documentation:
  - a copy of a Council Resolution indicating that the local government: supports submission of the application – please ensure the name of the project is clearly referenced; has approved any applicant financial and/or in-kind contributions to the project; and has committed to the management and costs associated with the ongoing operation and maintenance of the infrastructure
  - a detailed project plan and cash flow – templates are available in the application package for detailed applications
  - either a Cost Benefit Analysis (for projects with a total project cost of over $500,000) or a Benefits Assessment (for projects with a total project cost up to and including $500,000) – templates are available in the application package for detailed applications
  - if applicable, letters confirming any financial and in-kind contributions from other parties, including details of the amount of funding and any conditions attached to the funding – all funding must be confirmed at the time of submission, except where applications for Australian Government funding are not yet decided
  - for roads projects, a letter of support from the Chair of the Regional Road and Transport Group (RRTG) or a copy of an RRTG minute stating that the project was considered for TIDS funding, not funded, but is a priority for the region
- attach any additional identified documentation that supports statements made in the detailed application (unless web addresses are provided in your response to the detailed application); and
- accept the terms and conditions prior to submitting the detailed application (refer to Attachment 2: Terms and conditions).

All applicants will be notified in writing of the assessment outcome for their detailed applications. Those with successful applications will be contacted in due course by DSD with regard to developing a funding agreement.

# Evidence and supporting information

Local governments will be expected to provide evidence to support statements made in their applications at both the EOI and detailed application stages. Evidence should be directly relevant to the project, be from a credible source, and relatively recent.

It is expected that as the projects submitted for funding are critical and priorities for their local governments, applications will be supported at a minimum with evidence of the demand or need for the project, including the consequences of not addressing the issue, as well as evidence that the proposed project is an appropriate response to the identified demand or need.

# Application advice and assistance

The Building our Regions program is managed by DSD.

Local governments are strongly encouraged to work with their local DSD regional office in developing their applications. DSD regional officers can assist local governments to identify eligible projects and prepare competitive applications, supporting documentation and evidence. Regional officers will not be involved in the assessment of EOIs or detailed applications from local governments within their regions or in the selection of successful projects.

Refer to Section 8: More information for departmental contact details.

# 5. Assessment of applications

In addition to the assessment criteria, a wide range of factors will be considered when assessing applications. These include risk management, financial soundness, the project's eligibility and strategic merit, and the local government's experience in delivering infrastructure projects and current position to do so.

Advice on how to address the assessment criteria is provided in the application package for that assessment stage.

All applications will be subject to due diligence, including financial and economic assessments. Local governments may be asked to provide further information for this purpose.

Local governments will be notified in writing of the funding outcome for their projects once the assessment process is complete. Feedback on unsuccessful projects will be available upon request.

## Assessment criteria

The intent of the Building our Regions program is reflected in the assessment criteria. These criteria are weighted according to their significance in achieving the program's intent. Different criteria will apply at the EOI and detailed application stages.

### Expression of interest assessment criteria

Applications, including information provided in the supporting documentation, submitted at the EOI stage will be assessed against the following three criteria:

**Assessment Criterion 1 — Project demand** *(weighting 40 per cent)*

The application clearly describes the need or opportunity the project will address. The application details the critical impact the need or opportunity has, or will have, on the community, including the consequences of not acting. The application demonstrates that the demand for the project is recognised by the community.

**Assessment Criterion 2 — Proposed solution** *(weighting 30 per cent)*

The application clearly describes how the project will address the need or opportunity. The application explains how and why the project was selected as the most appropriate response. The application demonstrates that delivery of the project is feasible and has community support.

**Assessment Criterion 3 —Project benefits** *(weighting 30 per cent)*

The application describes how the project will benefit the community and the local economy. The application clearly identifies, in quantitative and qualitative terms, the project's direct and indirect benefits in relation to the number of jobs supported, economic development, and improved community health and lifestyle.

## Detailed application assessment criteria

Applications, including information provided in the supporting documentation, submitted at the detailed application stage will be assessed against the following four criteria:

**Assessment Criterion 1 — Project demand** *(weighting 20 per cent)*

The application clearly describes the need or opportunity the project will address. The application details the critical impact the need or opportunity has, or will have, on the community, including the consequences of not acting. The application demonstrates that the demand for the project is recognised by the community.

**Assessment Criterion 2 — Proposed solution** *(weighting 25 per cent)*

The application clearly describes how the project will address the need or opportunity. The application explains how and why the project was selected as the most appropriate response to the need or opportunity. The application demonstrates that delivery of the project is feasible and has community support.

**Assessment Criterion 3 — Value for money/Project benefits** *(weighting 40 per cent)*

The application describes how the project represents value for money in terms of costs versus benefits. The application clearly identifies, in quantitative and qualitative terms, how the project will benefit the community and regional economy in relation to the number of jobs supported, broader economic development, and improved community health and lifestyle. The application demonstrates the sustainability of the project in terms of the local government's commitment, and ability, to fund the ongoing operation and maintenance of the infrastructure. Value for money will also take into account the overall contribution from Queensland Government funding sources.

**Assessment Criterion 4 — Leverage** *(weighting 15 per cent)*

The application clearly details confirmed financial contributions to the project from the applicant and other contributors. Applications submitted under the Remote and Indigenous Communities Fund that demonstrate confirmed financial contributions will be considered favourably.

# Due diligence

Due diligence will be undertaken on both local governments and projects, and outcomes will inform project assessments. This process will consider a range of factors including, but not limited to: project readiness; financial capacity; management capability, including how the project will be delivered and evidence of appropriate technical expertise; identified project risks and mitigation strategies; and the local government's experience in delivering infrastructure projects.

# 6. Conditions of funding

## Minister retains rights and powers

The Minister for State Development retains all rights and powers to make all decisions and actions that the Minister sees fit in order to achieve the priorities and objectives of the program.

The Minister will have the discretion to approve funding for projects that may not meet the criteria.

The Minister may require funding recipients to provide all such documents or to remedy irregularities, as deemed necessary, to demonstrate the appropriate management and use of state funds.

The Minister may delegate, either generally or in specific cases, the powers and duties of the Minister under this program, where appropriate.

## Funding agreements

Local governments accepting offers of financial assistance through the Building our Regions program are required to enter into a formal funding arrangement with DSD or its nominated agents.

The funding agreement is between the state and the local government and provides the general conditions of funding associated with delivery of a project funded under the Building our Regions program and sets out the specific terms and conditions associated with a project, including payment milestones.

It is intended that funding agreements will be executed within three months of the funding announcement, and prior to the commencement of construction.

More information on Building our Regions funding arrangements, including conditions of funding, is available upon request.

### GST requirements

Generally, provision of Building our Regions funding to local governments is not considered a taxable supply and so GST is not applicable.

## Funding acknowledgement and branding

Local governments that receive funding through the Building our Regions program are required to appropriately acknowledge the Queensland Government's contribution.

This should include acknowledgement of state funds in all media announcements, web material or local government applications regarding the approved projects.

Further information is available in the Building our Regions *Funding Acknowledgement Guidelines,* which is available upon request.

# Delivery

## Confirmation of ownership

In certain circumstances, a project may be approved for funding where the local government will not:

- own the land upon which the infrastructure will be built
- own and operate the resulting infrastructure.

In these cases and prior to commencement of construction, local governments must have obtained all relevant permissions or agreements in order to ensure that:

- the local government has the right to access the land in order to construct, operate or maintain the proposed infrastructure
- the infrastructure will be operated in accordance with its intended purpose at the time of application for a period of not less than 10 years.

## Construction

Approved projects must commence construction by no later than 28 February 2018.

**Funding may be withdrawn from projects that have not commenced construction by 28 February 2018.**

NOTE: Construction is considered to commence when physical changes are made to the project site or when works commence on another site agreed with DSD.

## Building and Construction Training Policy

The *Queensland Government Building and Construction Training Policy* is one element in a longstanding partnership between the building and construction industry and the Queensland Government to develop the industry's skills base and future workforce capability.

The training policy requires contractors to employ apprentices and trainees and undertake other workforce training as a mandated component of being awarded work on eligible Queensland Government projects.

The training policy has a core requirement that a minimum of 10 per cent of the total labour hours on eligible projects be undertaken by apprentices and/or trainees and through other workforce training.

Local governments must comply with requirements set out in the training policy when awarded Building our Regions funding for building projects with a contract sum of $500,000 or greater (including GST), and civil construction projects with a contract sum of $3 million or greater (including GST).

More information is available at: http://training.qld.gov.au.

## Local industry content

The Queensland Government is committed to maximising local content through greater participation of capable local industry in major government procurements.

Building our Regions projects are subject to the Queensland Government's Charter for Local Content. To fulfil the Charter, local governments with projects approved for Building our Regions funding of $2.5 million or more (excluding GST) will be required to provide

details about how they have applied the Charter's principles and submit a Project Outcome Report on completion of the project.

More information is available at: www.statedevelopment.qld.gov.au/local-content.

# Project benefits reporting

Local governments with projects approved for funding under Building our Regions will be required to complete a benefits report for each project. The report should identify how the project is addressing the issue or opportunity that made the project critical to the community's development and the project's other benefits to the community.

The Project Benefits Report will build on the project benefits identified as part of the application process, including both on qualitative and quantitative data. Information provided in the report will establish anticipated benefits when the project commences and will be updated with realised benefits after the project is delivered. Ongoing benefits monitoring requirements may also be included.

Departmental officers will provide guidance to local governments in developing these reports.

# 7.  Legal requirements

## Confidentiality

DSD collects information for the purpose of evaluating applications for the Building our Regions program. By agreeing to the conditions in these program guidelines and the application documentation, applicants agree that the information supplied as part of the Building our Regions funding application process may be shared with Queensland Government agencies and other program stakeholders for the purpose of project assessment and to ensure the emerging package of projects is consistent with Queensland Government priorities.

The department may also disclose information to promote the program through the release of the recipient's name, the amount of financial assistance and general details of the project. The Queensland Government is committed to maintaining the confidentiality of information of a commercially sensitive nature.

## Privacy

Information collected is also subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*. The information provided may be publicly released and/or provided to third parties and other government agencies—but only for the purposes for which the information is being collected. The applicant's personal information will be stored on departmental files and may be disclosed for purposes relating to the Building our Regions program or as authorised or required by law.

## Regulatory requirements

Payments under the program are conditional on the funding recipient observing all relevant laws and Queensland and Australian Government policies. The program provides funding assistance only and does not relieve a funding recipient from:

- performing or observing all conditions and duties that may apply to the works under any Act, Law or Regulation
- having due regard to any relevant Queensland and Australian Government policies.

Approval of funding under the program does not imply that any necessary licences or approvals will be granted, or that agencies will make favourable policy decisions. Funding recipients must independently obtain all necessary permits, licences, consents, or a clear statement of requirements, from relevant parties prior to commencement of projects. Information on the status of these requirements is to be provided in the application and in updates to the detailed project plan following approval.

Following the completed construction of an approved project, the funding recipient must continue to independently obtain all relevant approvals and certifications as required by any acts, laws or regulations.

# 8.  More information

Officers from DSD are available to assist local governments.

Enquiries may be directed to the Building our Regions program team on 3452 7377 or via email on buildingourregions@dsd.qld.gov.au.

The department's regional officers will also be able to assist at a local level including working with local governments to identify eligible projects and prepare competitive applications, supporting documentation and evidence. Regional officers will not be involved in the assessment of EOIs or detailed applications from local governments within their regions or in the selection of successful projects.

Contact information for the office that services each local government is available at: www.statedevelopment.qld.gov.au/contact-us.

Where an infrastructure project involves Queensland Government owned or controlled land, local governments should consult with the relevant Queensland Government agency.

Officers from DSD (or its agents) will be assigned to work with local governments on projects awarded funding under the Building our Regions program. These officers will assist local governments through the process of developing, executing and managing Building our Regions funding agreements and associated obligations.

General information on the Building our Regions program is available at: www.statedevelopment.qld.gov.au/buildingourregions.

# Attachment 1

## Checklist of attachments

### Checklist of EOI attachments

**Mandatory attachments**

❑ Copy of a Council Resolution indicating the local government supports submission of the expression of interest – please ensure the project name is included

❑ Copy of written confirmation, e.g. an email, from the local DSD regional office that **explicitly** states the office endorses the expression of interest as it satisfies the program's eligibility requirements – please ensure the project name is included

**Additional/optional attachments**

❑ If available, letters from other contributors confirming financial or in-kind contributions

❑ Mapping files – for GIS spatial mapping purposes, please attach either an ESRI Shape File or MapInfo Tab File for this project site if available – please attach ALL file layers

❑ Copies of all supporting documents referred to and relied on as evidence in the application form (unless web addresses/hyperlinks have been provided in the relevant response field)

# Checklist of detailed application attachments

**Mandatory attachments**

☐ Copy of a Council Resolution indicating that the local government:
  - supports submission of the detailed application – please ensure the project name is included
  - is committed to delivering the project and approves any applicant financial and/or in-kind contributions; and
  - is committed to the management and costs associated with the ongoing operation and maintenance of the infrastructure

☐ Copy of written confirmation, e.g. an email, from the local DSD regional office that **explicitly** states the office endorses the detailed application as it satisfies the program's eligibility requirements – please ensure the project name is included

☐ Project Gantt Chart or Detailed Delivery/Works Schedule showing timeframes for all project stages up to and including project completion

☐ If applicable: Letters from other contributors confirming financial or in-kind contributions

☐ Detailed Project Plan (refer to template)

☐ Project Cash Flow (refer to template)

☐ Cost Benefit Analysis or Benefits Assessment (one required based on total project cost – refer to templates)

☐ For Road Projects: Letter of support from the Chair of Regional Road and Transport Group (RRTG) or a copy of RRTG minute stating that the project was considered, not funded, but is a priority for the region and worthy of funding

☐ CVs for all key project personnel identified in the application

**Additional/optional attachments**

☐ Additional documentation supporting project readiness such as professional designs ('for tender' or 'for construction'), tender documents, etc.

☐ Mapping files – for GIS spatial mapping purposes, please attach either an ESRI Shape File or MapInfo Tab File for this project site if available – please attach ALL file layers.

☐ If building on land not owned or controlled by local government: supporting documentation demonstrating the current status of negotiations with the land owner

☐ If the local government will not own, operate and maintain the infrastructure: supporting documentation demonstrating the current status of negotiations with the proposed owner/operator

☐ Copies of all supporting documents referred to and relied on as evidence in the application form (unless web addresses/hyperlinks have been provided in the relevant response field)

# Attachment 2

# Terms and conditions

Prior to submission of an EOI or detailed application, the Chief Executive Officer will be required to confirm the following:

I have read the Program Guidelines, and the department's Confidentiality and Privacy Statement (below), and understand that:

1. Submission of an application does not guarantee funding approval for either all or part of the funding being sought.
2. Any approval of funding will be subject to the council entering into a funding arrangement with the Queensland Government.
3. Funded activities cannot commence until the funding arrangement is confirmed and where relevant, the contract executed.
4. Any infrastructure developed under this scheme is the ongoing responsibility of the council to operate and maintain (subject to paragraph 5(a)).
5. Where it is proposed that infrastructure (or any part of it) will be:
    (a) owned and operated by an entity other than the council; or
    (b) constructed on Queensland Government owned or controlled land or on land that is not owned or controlled by the council

    a suitable arrangement in accordance with the Guidelines and acceptable to the department needs to be in place prior to entering a funding agreement. The need for any such arrangement must be identified in the application and written evidence of the support of all relevant parties for such arrangement must be provided when required by the department.

I authorise the department to undertake any necessary due diligence and hereby certify that:

- I am authorised by council to submit this application for funding assistance.
- All details in this application including any attachments are true and correct, and that all proposed projects meet the program guidelines.
- This application has been endorsed by council.

**Confidentiality**

The department is collecting information for the purpose of evaluating applications for the Building our Regions program. By agreeing to the conditions in the program guidelines and the application form and any attached forms, the information that you supply may be shared with program stakeholders for the purpose of gaining comment on the suitability and priority of the project. The department may also share the information you supply with other Queensland Government agencies for the purpose of assessing and verifying such information.

The department may also disclose information to promote the incentive through the release of the recipient's name, the amount of financial assistance and general details of the project. The Queensland Government is committed to maintaining the confidentiality of information of a commercially sensitive nature.

**Privacy statement**

Information collected is also subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*. The information provided may be publicly released and or provided to third parties and other government agencies—but only for the purposes for which the information is being collected. The applicant's personal information will be stored on departmental files and may be disclosed for purposes relating to the Building our Regions program or as authorised or required by law.

This page has been intentionally left blank