

Building our Regions

Program guidelines

Round One

July 2015



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.

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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 \$200 million for local government¹ 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*.

Program funds

Building our Regions incorporates four separate infrastructure funds. The three new funds under Building our Regions, which are managed by the Department of State Development (DSD), include:

1. Regional Capital Fund (\$70 million over two years)
2. Royalties for Resource Producing Communities Fund (\$55 million over two years)
3. Remote Communities Infrastructure Fund (\$15 million over two years).

The fourth fund is the existing Transport Infrastructure Development Scheme (TIDS), which will provide an additional \$60 million. 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 Regional Capital Fund, the Royalties for Resource Producing Communities Fund, and the Remote Communities Infrastructure Fund.

The guidelines will be reviewed following completion of Round 1.

¹ Refers to all eligible applicants listed in Attachment 1

Key dates

Key dates for Round One of Building our Regions are:

Date	Stage
3 August 2015	Round opens for applications
11 September 2015	Submission of applications closes
December 2015 (TBC)	Notification of funding outcomes

DSD will inform local governments if there is a change in the dates.

2. Program eligibility

Applicants

All local governments in regional Queensland are eligible to apply for funding under the Building our Regions program. If a consortium is involved, one local government must be the lead partner and be responsible for project delivery.

The specific fund that each local government can apply under is detailed in **Section 3** and **Attachment 1**. Section 3 also provides more detailed information about each fund.

Projects

Funding under each of the three funds is only available for the construction of an infrastructure project. Projects submitted for funding under Round One must be ready to commence construction by 30 September 2016.

Projects that have not commenced construction by 30 September 2016 may have their funding withdrawn.

NOTE: Construction is considered to commence when 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 under Round Two of Building our Regions or from an alternative funding source.

Eligible projects

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.

Local governments will be required to provide substantive 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.

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

Community infrastructure projects may 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).

Transport infrastructure projects may 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.

Flood mitigation infrastructure projects may include:

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

Ineligible projects

Ineligible projects include:

- feasibility and planning studies
- mapping
- flood warning systems
- works constructed on land that is not owned or controlled by the local government, except where local governments have permission to construct on Queensland Government land. Other exceptions may apply and local governments should contact DSD to discuss. *Note: Local government must have permission / approval to build on and use the land for a period of at least 10 years*
- projects that would usually be funded through the normal business of Queensland Government agencies.

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
 - contingencies of up to 15 per cent
- 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.

Ineligible costs

Ineligible costs include those related to:

- activities that commence prior to the signing of a funding agreement (unless otherwise agreed with DSD), including pre-construction costs
- land acquisition costs
- 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 or 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

Building our Regions is focussed on enabling the provision of critical infrastructure in regional areas and is therefore only open to regional local governments. For the purposes of Building our Regions, this includes the predominately non-urban local governments of South East Queensland (Lockyer Valley, Scenic Rim and Somerset Regional Local Governments). Eligible local governments have been allocated to one of three new funds and are eligible only under that fund.

Regional Capital Fund

Who can apply?

The Regional Capital Fund is open to local governments of provincial cities and surrounding rural areas. Local government eligibility has been determined on geographical grounds using the Australian Bureau of Statistics' (ABS) Remoteness Structure². Local governments eligible for funding under the Regional Capital Fund are those categorised by the ABS as predominately 'Inner Regional' and/ or 'Outer Regional'.

Regional Capital Fund Eligible local governments				
Bundaberg	Douglas	Hinchinbrook	Palm Island	Southern Downs
Burdekin	Fraser Coast	Livingstone	Rockhampton	Tablelands
Cairns	Gladstone	Lockyer Valley	Scenic Rim	Toowoomba
Cassowary Coast	Goondiwindi	Mackay	Somerset	Townsville
Cherbourg	Gympie	Mareeba	South Burnett	Yarrabah

How much can local government apply for?

Eligible local governments can apply for funding of \$250,000 up to a maximum of \$5 million per project.

What are the co-contribution requirements?

Partnerships are key to delivering the program. The Regional Capital Fund will fund eligible costs up to 50 per cent of total project costs (refer to Section 2: Program eligibility). This requires a minimum confirmed financial co-contribution of 50 per cent from other contributors, which can include local governments, industry, the Australian Government, Queensland Government and others (e.g. community groups). Note: the 50 per cent mandatory co-contribution is not restricted to funding only eligible costs.

Projects with industry or other co-contributions will be looked upon favourably.

² The ABS Remoteness Structure divides each state and territory into several regional categories, providing a measure of remoteness for each local government area.

Royalties for Resource Producing Communities Fund

Who can apply?

The Royalties for Resource Producing Communities Fund is open to local governments of resource communities. Eligible local governments are those which, within their boundaries:

- are experiencing significant direct impacts from resource sector activity
- have well-established and/ or significant mining activities
- have smaller, but nevertheless, active mining activities
- have significant exploration activity being undertaken.

Royalties for Resource Producing Communities Fund Eligible local governments		
Aurukun	Charters Towers	Napranum
Banana	Cloncurry	North Burnett
Barcaldine	Isaac	Quilpie
Burke	Mapoon	Weipa
Carpentaria	Maranoa	Western Downs
Central Highlands	McKinlay	Whitsunday
	Mount Isa	

How much can local government apply for?

Eligible local governments can apply for funding of \$250,000 up to a maximum of \$5 million per project.

What are the co-contribution requirements?

Partnerships are key to delivering the program. The Royalties for Resource Producing Communities Fund will fund eligible costs up to 50 per cent of total project costs (refer to Section 2: Program eligibility). This requires a minimum confirmed financial co-contribution of 50 per cent from other contributors, which can include local governments, industry, the Australian Government, Queensland Government and others (e.g. community groups). Note: the 50 per cent mandatory co-contribution is not restricted to funding only eligible costs.

Projects with industry or other co-contributions will be looked upon favourably.

Remote Communities Infrastructure Fund

Who can apply?

The Remote Communities Infrastructure Fund is open to local governments of remote communities. Local government eligibility has been determined on geographical grounds using the Australian Bureau of Statistics' (ABS) Remoteness Structure³. Local governments eligible for funding under the Remote Communities Infrastructure Fund are those categorised by the ABS as predominately 'Remote' and/ or 'Very Remote'.

Remote Communities Fund Eligible local governments			
Balonne	Croydon	Lockhart River	Richmond
Barcoo	Diamantina	Longreach	Torres
Blackall-Tambo	Doomadgee	Mornington	Torres Strait Island
Boulia	Etheridge	Murweh	Winton
Bulloo	Flinders	Northern Peninsula	Woorabinda
Cook	Hope Vale	Paroo	Wujal Wujal
	Kowanyama	Pormpuraaw	

How much can local government apply for?

Eligible local governments can apply for funding of \$100,000 up to a maximum of \$500,000 per project.

What are the co-contribution requirements?

Partnerships are key to delivering the program. While financial co-contributions are not mandatory under the Remote Communities Infrastructure 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 and others (e.g. community groups). Note: co-contributions are not restricted to funding only eligible costs.

³ 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 assessment process.

To assist in preparing an application, local governments are encouraged to read the full Application Package, of which these guidelines are part. The other components of the Application Package are:

- the program overview
- the Guide to completing an application
- templates for the detailed project plan, cost-benefit analysis and benefits assessment, and cash flow
- the frequently asked questions (FAQs).

These documents are available on the Building our Regions website:

www.statedevelopment.qld.gov.au/buildingourregions

Applications and all required supporting documentation must be **received by 5:00 PM, 11 September 2015. Late submissions will not be accepted.**

Submission of applications

Applications should be submitted online through the Building our Regions portal before 5:00 PM on 11 September 2015. 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 and identify an order of priority for all projects submitted.

Before lodging an application, local governments must ensure the following:

- all sections of the application form have been completed and all supporting information has been completed
- all required attachments have been provided (e.g. local government minute supporting the application, project Gantt chart / delivery schedule, detailed project plan, cash flow, cost benefit analysis / benefits assessment). Refer to **Attachment 2** for a checklist of application attachments
- the application provides evidence of the local government's commitment to the management and costs associated with the ongoing operation and maintenance of the infrastructure, such as a local government resolution or minutes of the relevant local government meeting
- if the project will be constructed on non-local government owned land, the local government must provide evidence of the owner's support
- if a road project, the application must include a letter from the Chair of the Regional Road and Transport Group (RRTG) or a copy of RRTG minute stating that the project was considered, not funded, but is a priority and worthy of funding.

Local governments will be notified when their applications are received.

For more information on completing an application, please refer to the ***Guide to Completing an Application***.

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

If an application involves a project being constructed on Queensland Government owned or controlled land, local governments should consult with the relevant Queensland Government agency prior to submission.

5. Assessment of applications

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 delivering infrastructure projects and current position to do so.

Advice on how to address the assessment criteria in an application is provided in the **Guide to Completing an Application**.

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.

Applications, including information provided in the supporting documentation, will be assessed against four criteria:

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

The application demonstrates the project is a response to a clearly identified and critical problem, issue or opportunity that is recognised as such by the community.

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

The application clearly explains how and why the project was selected as the most appropriate way to address the problem, issue or opportunity. This explanation demonstrates that 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 and clearly identifies, in quantitative and qualitative terms, how the project will provide community benefits, including the number of jobs supported, broader economic growth/development, and improved community health and lifestyle. Value for money will 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 Communities Infrastructure Fund that demonstrate confirmed financial and/or in-kind contributions will be considered favourably.

Note: Applications under the Regional Capital Fund and the Royalties for Resource Producing Communities Fund must have at least matching (50/50) co-contributions to be eligible. Any confirmed financial contributions which exceed the 50 per cent mandatory level 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, including the local government's commitment and ability to fund the ongoing operation and maintenance of the infrastructure; 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.

A funding agreement must be signed by the local government within three months of notification of 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*.

Delivery

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 Governments Charter for Local Content. To fulfil the Charter, a Statement of Intent responding to the Charter's principles, along with local content outcome reporting, will be required to be submitted by local governments that are successful in securing Building our Regions funding.

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

Queensland Government Agency Support

If the project is on Queensland Government owned land, the application must be supported by the relevant Queensland Government agency.

Construction

Approved projects must commence construction by 30 September 2016.

Projects that have not commenced construction by 30 September 2016 may have their funding withdrawn.

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

Project benefits reporting

Local governments with projects approved for funding under Building our Regions will be required to complete a report for each project that identifies 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.

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 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 Services officers will also be able to assist at a local level. Contact information for the office that services each local government is available at: <http://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

Local government eligibility

Local governments eligible to apply under each fund are as follows:

Regional Capital Fund	Royalties for Resource Producing Communities Fund	Remote Communities Infrastructure Fund
Bundaberg	Aurukun	Balonne
Burdekin	Banana	Barcoo
Cairns	Barcaldine	Blackall-Tambo
Cassowary Coast	Burke	Boulia
Cherbourg	Carpentaria	Bulloo
Douglas	Central Highlands	Cook
Fraser Coast	Charters Towers	Croydon
Gladstone	Cloncurry	Diamantina
Goondiwindi	Isaac	Doomadgee
Gympie	Mapoon	Etheridge
Hinchinbrook	Maranoa	Flinders
Livingstone	McKinlay	Hope Vale
Lockyer Valley	Mount Isa	Kowanyama
Mackay	Napranum	Lockhart River
Mareeba	North Burnett	Longreach
Palm Island	Quilpie	Mornington
Rockhampton	Weipa	Murweh
Scenic Rim	Western Downs	Northern Peninsula
Somerset	Whitsunday	Paroo
South Burnett		Pormpuraaw
Southern Downs		Richmond
Tablelands		Torres
Toowoomba		Torres Strait Island
Townsville		Winton
Yarrabah		Woorabinda
		Wujal Wujal

Attachment 2

Checklist of application attachments

Mandatory attachments

- ☐ Evidence of local government support and approval for the application (e.g. council resolution or minute)
- ☐ Evidence of local government commitment to management and costs associated with the ongoing operation and maintenance of the infrastructure (e.g. council resolution or minute)
- ☐ Project Gantt Chart or Detailed Delivery/Works Schedule showing timeframes for all project stages up to and including project completion
- ☐ 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 and worthy of funding
- ☐ 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)
- ☐ CVs for key project personnel

Additional / Optional attachments

- ☐ Additional documentation supporting project readiness such as professional designs (*'for tender' or 'for construction'*), tender documents, etc
- ☐ Letters from other contributors confirming financial or in-kind contributions
- ☐ Mapping files (ESRI Shape File or MapInfo Tab File) attaching ALL file layers
- ☐ *If building on land not owned or controlled by local government:* Letter from land owner confirming local government has approval to build on and use the land for a period of at least 10 years
- ☐ 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)

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