

Building Our Regions

Round 6 Program Guidelines

Version 1.1 (updated 17 September 2021)



Queensland
Government

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Glossary

Business case – sets out the problem or opportunity, considers options, analyses costs, benefits, and risks for the purpose of supporting an investment decision.

Building Our Regions – refers to Round 6 of the Queensland Government's Building Our Regions Program.

Construction commencement – construction is considered to commence when physical changes are made to the project site or when works commence on another site (e.g. manufacture/fabrication of major project components) as agreed with the Queensland Government.

Construction projects – for the purposes of this grant program a construction project includes the construction of new infrastructure, upgrades, extensions or replacements of existing infrastructure. It also includes works projects such as a supervisory control and data acquisition (SCADA) systems, reticulation infrastructure and investments in technology or digital systems that improve operation and efficiency.

Detailed Application – The 2nd stage of the application process for a construction project. Successful applicants from the EOI stage will be invited to submit a Detailed Application.

Department – State of Queensland as represented by the Queensland Government Department of State Development, Infrastructure, Local Government and Planning. The administrators of the program who will answer queries etc.

Expression of Interest (EOI) – The initial stage of the application process for a construction project.

Grant Program – Building Our Regions Round 6.

Liveability – For the purposes of the guidelines, and in respect of water supply and sewerage services, liveability refers to a collection of physical factors that together are considered basic requirements for the residents of a locality/community to maintain their health and feeling of wellbeing about their lifestyle in that locality/community (esp. in comparison with similar localities/ communities).

Local Government – 'an elected body that is responsible for the good rule and local government of a part of Queensland' and as further defined under the *Queensland Local Government Act 2009*.

Program – Building Our Regions Round 6.

Project – a project includes the entire scope of works identified in the application and commencing from the project start date through to project completion, e.g., for a construction project this includes identified pre-construction activities (e.g. tendering), construction related activities and commissioning.

Planning projects – include studies that: establish the linkage between service delivery needs and critical infrastructure requirements; underpin works that enhance performance of water supply or sewerage services; and provide clear direction on the long-term sustainable operation and management of the whole of service.

Planning project application – the single stage application for planning projects.

Regional Queensland – includes all areas of the State that are outside of South East Queensland.

State – the State of Queensland.

Sewerage infrastructure – "sewerage means a sewer, access chamber, vent, engine, pump, structure, machinery, outfall or other work used to receive, store, transport or treat sewage." As defined in *Water Supply (Safety and Reliability) Act 2008*.

Water Supply Infrastructure – includes pipelines, structures, bores, electrical and mechanical equipment and works.

Water Service Provider – For the purposes of this Grant Program a "Water Service Provider" is defined as a Local Government that is registered as a Water Service Provider and/or a Sewerage Service Provider under the *Water Supply (Safety and Reliability) Act 2008*.

1.0 Introduction

Round 6 of the Building Our Regions Program provides \$70 million in funding for Regional Local Governments to improve their water supply and sewerage systems.

To date, Building Our Regions has approved over \$348 million towards 271 projects across 67 regional Local Governments - generating significant economic development in regional communities across Queensland.

This additional round of Building Our Regions will help drive new water supply and sewerage infrastructure projects to improve water security, enhance drinking water quality and help to improve business sustainability of Queensland's regional water service providers. This Program also aims to support jobs in manufacturing and technology and underpin the social, economic, and environmental well-being of regional communities.

This Program forms part of the Queensland Government's Economic Recovery Plan and complements other funding programs such as the Indigenous Councils Critical Infrastructure Program (ICCIP), Works for Queensland Program (W4Q), 2020-21 COVID Works for Queensland Program and 2019-2021 Local Government Grants and Subsidies Program (LGGSP).

The Department of Regional Development, Manufacturing and Water administers the *Water Supply (Safety and Reliability) Act 2008* which provides the framework for regulating water service provider performance, and for providing recycled water and drinking water quality.

In Queensland, water and sewerage services are delivered to towns and cities predominantly by Local Governments. There are 75 service providers across the State, 67 of these are located outside of South East Queensland, each with varying capacity and capability to deliver these essential services.

This document sets out the guidelines for Round 6 of Building Our Regions (Building Our Regions).

2.0 Program overview

2.1 Program aim

Building Our Regions Round 6 will provide funding to improve safe, reliable and sustainable water supply and sewerage systems that help drive priority investments in Regional Queensland. Funding available through Building Our Regions Round 6 will support the delivery of fit for place and fit for purpose water supply and sewerage solutions, taking into account the community's ability to pay, the Local Government's workforce and financial capacity, as well as climate change.

This funding will contribute significantly to aiding regional Local Governments in meeting their regulatory obligations under the *Water Supply (Safety and Reliability) Act 2008* and *Environmental Protection Act (1994)* to ensure safe and reliable services for their communities, now and into the future.

Funding will be targeted toward managing current and emerging drinking water quality, water supply security, asset management (water and sewerage), water efficiency, network and distribution system water, and sewerage service-related issues and risks. It is important that this funding supports long term solutions that are well planned and appropriate to the issue or risk being addressed.

Funding available through Building Our Regions aims to deliver job-creating construction projects in regional communities that improves liveability (as defined in the Glossary), economic conditions, promotes innovation and protects the natural environment.

Building Our Regions is comprised of two streams:

- i) Funding for construction and works projects that are ready to commence construction or works by 15 February 2023. Please refer to the Glossary for a definition of construction projects.
and
- ii) Funding for scoping, planning, cost benefit analysis or feasibility assessment in order to identify the most effective solution.

2.2 Program objectives

Building Our Regions will fund both of the following:

- i) Eligible construction projects that improve water and sewerage services that:
 - support the sustainability of water services in regional communities;
 - improve the liveability and amenity of regional communities through improved essential services;
 - support regional economic development and contribute to the creation of new ongoing employment opportunities;
 - align with regional industry and economic development priorities;
 - deliver collaborative regional priority infrastructure; and
 - support the development of new industries or the expansion of established industries in the regions.
- ii) Planning projects that will inform decision making about the optimum solution to address a water or sewerage solution service issue.

To support these Program objectives, Regional Local Governments are encouraged to consider projects that:

- allow for regional activities or joint Local Government or co-operative models for the water and sewerage business;
- are a priority for improving regulatory compliance;

- demonstrate they are effective and appropriate to the issue or risk being addressed;
- are well planned and scoped to determine priority water and sewerage service needs;
- once constructed or implemented, can be operated by the Local Government on an ongoing basis;
- account for costs associated with operating and maintaining the Project / asset over its lifespan; and
- help address existing skills, staff attraction or retention challenges through innovation, digitisation or automation uptake.

2.3 Program funds

Funding of \$70 million is available through the Program over three financial years.

Funding is categorised into three funds based on water service provider size as determined by number of connections (defined below). Funding not used in each category will be made available to the remaining categories.

Funding is available through three funds as follows:

- Large Service Provider Fund – \$12 million. These service providers deliver water and sewerage services in Regional Queensland, have between 25,000 and 100,000 connections, and are mainly located along Queensland's east coast (see Figure 1 below).
- Medium Service Provider Fund – \$10 million. These service providers deliver water and sewerage services in Regional Queensland, have between 10,000 and 25,000 connections, and are located along the east coast as well as inland.
- Small and Very Small Service Provider Fund – \$48 million. These service providers deliver water and sewerage services in regional and remote Queensland, have up to 10,000 connections.
 - \$12 million (of this \$48 million) will be provisionally allocated for planning projects.

These service providers are identified in Figure 1: Location of Water and Sewerage Service Providers (by size).

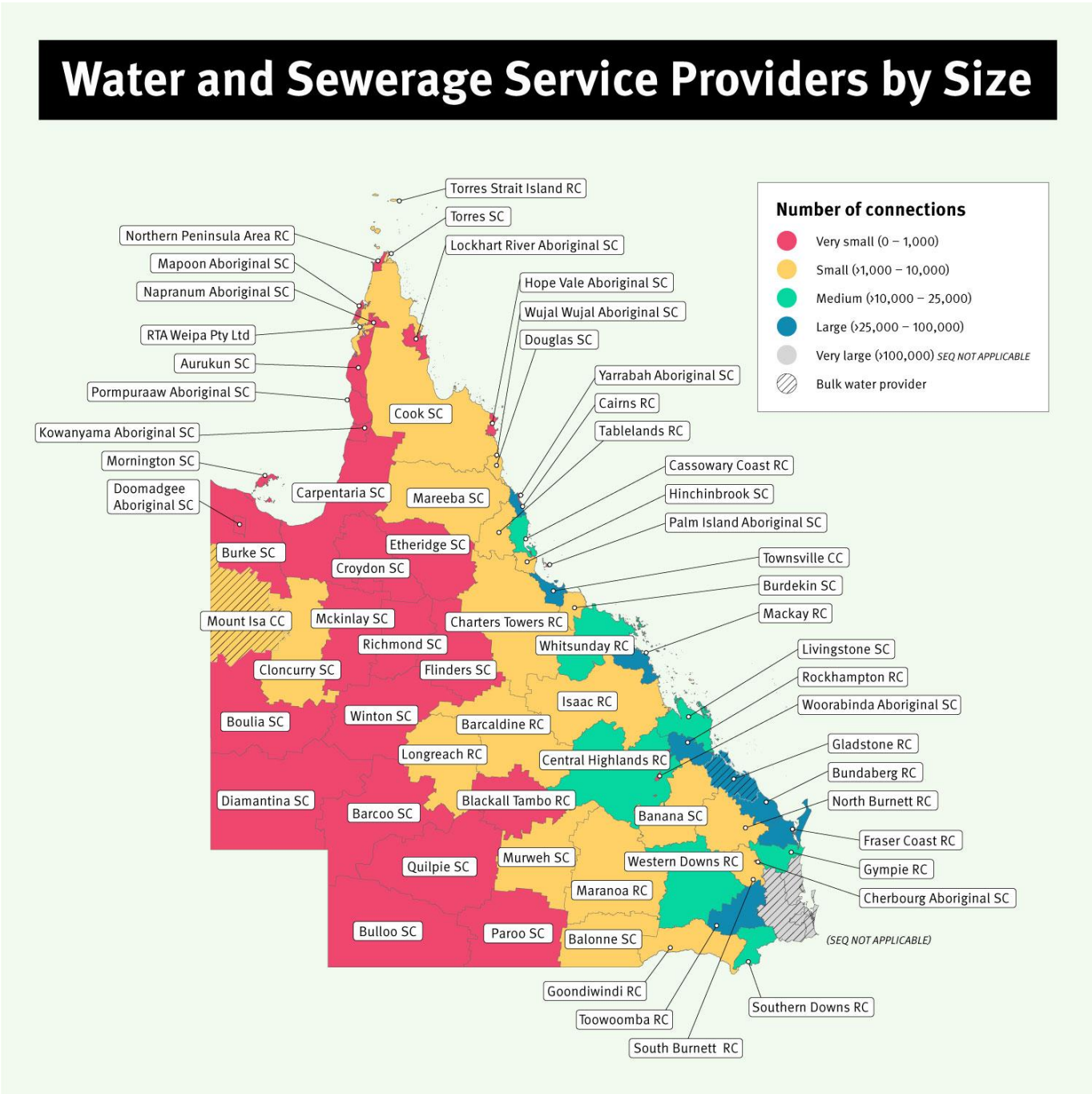


Figure 1: Location of Water and Sewerage Service Providers (by size)

Tables detailing Local Government eligibility and the minimum and maximum Queensland Government funding contributions and co-contributions based on service provider categories are shown in Table 1 and Table 2 below.

Table 1: Planning projects: funding eligibility, minimum and maximum funding limits and co-contribution

Funding eligibility, Minimum and Maximum funding limits and co-contributions		Very Small and Small Service Providers	Medium Service Providers	Large Service Providers
Planning projects	Eligible to apply	Yes	No	No
	Minimum Queensland Government Co-Contribution	Not applicable	Not applicable	Not applicable
	Maximum Queensland Government Co-Contribution	\$300,000	Not applicable	Not applicable
	Maximum Queensland Government % Co-Contribution	Voluntary contributions to planning projects are encouraged from applicant Local Governments.	Not applicable	Not applicable

Table 2: Construction projects: funding eligibility, minimum and maximum funding limits and co-contribution

Funding eligibility, Minimum and Maximum funding limits and co-contributions		Very Small and Small Service Providers	Medium Service Providers	Large Service Providers
Construction projects	Eligible to apply	Yes	Yes	Yes
	Minimum Queensland Government Co-Contribution	\$100,000	\$100,000	\$100,000
	Maximum Queensland Government Co-Contribution	\$2,000,000	\$2,000,000	\$2,000,000
	Maximum Queensland Government % Co-Contribution	Voluntary contributions to construction projects are encouraged from applicant Local Governments.	50%	40%

3.0 Program requirements

Building Our Regions Round 6 has two classes of eligible projects: construction projects and planning projects. Examples are provided in **Appendix 5**.

a) Eligible Local Governments are invited to submit applications for construction projects for water supply and sewerage infrastructure that will create and sustain long-term jobs and support improvement in the liveability and economic conditions of regional communities.

b) Eligible Local Governments are invited to submit planning projects for water supply and sewerage infrastructure:

- that have the potential to contribute to economic growth, jobs and liveability; and
- where additional project planning documentation is required to support investment decisions.

Funding decisions for construction projects will be made following a two-stage application and assessment process comprised of:

- an expression of interest (EOI) stage; and
- a Detailed Application stage for shortlisted projects.

Funding decisions for planning projects will be made following a single stage application and assessment process.

3.1 Construction projects

Please refer to the Glossary for a definition of construction projects.

3.1.1 Mandatory requirements

All construction EOIs and Detailed Applications must:

- be submitted by the advertised closing date;
- be for a single eligible construction or works project (refer to section 3.1.3.1)
- seek Building Our Regions funding within the range available for the eligible water service provider size category (refer to **Appendix 1**);
- provide copies of all mandatory documents for the Detailed Application stage (refer to section 5.2.1.2);
- provide evidence of the critical need for the project, as identified in, for example:
 - Drinking Water Quality Management Plan – Improvement Plan;
 - water supply security strategy (including network improvements reducing network losses);
 - asset management documentation (including works to improving system operations);
 - sewerage management planning documentation;
- be for the construction of a project that will be included in the asset base used to calculate Local Government's water and wastewater pricing – and signed off by Local Government's chief financial officer.
- commence construction by 15 February 2023.

Construction project checklists are detailed in **Appendix 2**.

3.1.2 Construction project applicant eligibility

To be eligible for funding under Building our Regions, an applicant must be:

- a local government body constituted under the Queensland *Local Government Act 2009* or Weipa Town Authority; and
- identified in **Appendix 1** Eligible Local Governments.

Eligible Local Governments have been allocated to one of three categories based on their size as a water service provider (as determined by number of connections) and are eligible only under that category (refer Section 2.3 and **Appendix 1**).

Regional collaboration is encouraged. Where two or more Local Governments seek to apply for a single project, one eligible Local Government must be identified as the lead partner and take responsibility for contract management and project delivery if it is allocated Building Our Regions funds.

Local Governments are encouraged to work with local organisations such as chambers of commerce, economic development organisations, industry groups and local businesses to progress infrastructure projects that will provide enduring economic outcomes for the local community.

3.1.3 Construction project eligibility

3.1.3.1 Eligible construction projects

Please see **Appendix 5** for examples of eligible projects.

To be eligible for funding for a construction project, an application must:

- be consistent with the objectives of Building Our Regions;
- be for the construction of a water supply or sewerage system infrastructure project that addresses:
 - water supply security (including recycled water for non-potable uses);
 - water loss mitigation;
 - water quality improvement;
 - water for use in hydrogen projects or other priority manufacturing sectors; or
 - sewage collection and treatment;
- have final construction/engineering design, certified (if required) by an RPEQ, available at time of Detailed Application submission (determining the need, or otherwise, for RPEQ certification is the responsibility of the Local Government);
- have either a direct community or public health benefit or a direct economic benefit to an industrial or commercial development;
- help deliver regulatory outcomes relating to drinking water quality management, water supply security or a sewerage service; and
- have no outstanding land tenure issues (including native title) yet to be resolved at the time of Detailed Application submission.¹

Construction projects include construction of new infrastructure as well as the upgrade, extension or replacement of existing infrastructure.

3.1.3.2 Ineligible construction projects

Ineligible construction projects include:

- projects (including pre-construction activities) that have already commenced, or are intended to commence prior to official notification of funding approval;

¹ Exceptions may apply and must be agreed to in writing by the Department prior to submission.

- projects that will primarily benefit a single private sector commercial operator;
- projects that should be funded by private developers;
- state infrastructure projects that would usually be funded through the normal business of Queensland Government agencies;
- multiple projects that are not interdependent but have been submitted in a single application;
- construction projects that have approved funding from an earlier round of Building Our Regions;²
- splash parks, water-ski parks, swimming pool or similar recreational water facilities projects;
- treatment plant solids disposal;
- projects submitted by Local Governments for Building Our Regions that have previously secured any other Queensland Government or Federal Government grant or scheme funding for the same stage of the same project; and
- projects that will only undertake repair or maintenance of existing infrastructure.

3.1.4 Construction project costs

Local Governments will be responsible for all ineligible project costs and any eligible project costs over and above the approved funding amount. Local Governments will also be responsible for meeting any project cost increases that occur over the course of delivering an approved project.

Approved Building Our Regions funding may only be applied towards 'eligible project costs'.

3.1.4.1 Eligible construction project costs

For construction projects, eligible project costs include:

- construction costs including:
 - all site works required as part of the construction; and
 - the costs of construction-related labour, materials and equipment hire;
- costs of conducting a tender for construction of 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; and
- costs of purchase and installation of fixed plant and equipment required to fully commission the infrastructure.

Costs associated with roadworks activities may be considered for funding during assessment of applications but only where such activities are:

- a direct part of an eligible project (e.g., restoring a road surface over a trench excavated for pipelaying); or
- temporary and required due to lack of existing suitable access to a site to construct the project; or
- permanent and solely for the water service provider's ongoing access to the completed project infrastructure.

3.1.4.2 Ineligible construction project costs

Ineligible project costs for construction projects include:

- costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise eligible expenditure;
- land acquisition (or land contribution costs);
- feasibility or planning studies;
- conceptual or final designs;

² Applications for subsequent stages of a previously funded project are eligible to apply for Building Our Regions funds.

- statutory fees and charges or 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 that acknowledges the Queensland Government's Building Our Regions investment);
- ongoing costs for Local Government administration, operation, maintenance or engineering;
- remuneration of employees for work not directly related to the approved project;
- overhead charges for internal council costs, e.g., stores, plant and equipment;
- vehicle purchasing;
- vehicle leasing, unless directly required for construction (and only to that extent), e.g., water trucks, excavators;
- portable assets e.g., computers, furniture, desks, whitegoods;
- preparation of 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.

3.2 Planning projects

3.2.1 Mandatory requirements

Mandatory requirements for all planning project applications are that they must:

- be submitted by the advertised closing date;
- be for an eligible planning project (refer to section 3.2.3.1);
- be seeking Building Our Regions funding within the range available for the eligible Local Government's size category (refer to **Appendix 1**);
- identify the need for the project, for example identified in:
 - Drinking Water Quality Management Plan – Improvement Plan;
 - water supply security strategy (including network improvements reducing network losses);
 - asset management documentation (including works to improving system operations);
 - sewerage management planning documentation.

Planning project checklists are detailed in **Appendix 3**.

3.2.2 Planning project applicant eligibility

To be eligible for funding under Building Our Regions, an applicant must be:

- a local government body constituted under the Queensland *Local Government Act 2009* or Weipa Town Authority;
- located in Regional Queensland (see Glossary for definition of Regional Queensland); and
- a Very Small or Small water service provider as identified in **Appendix 1** Eligible local Governments.

Eligible Local Governments have been allocated to one of three categories based on their size and are eligible only under that category (refer Section 2.3 and **Appendix 1**).

3.2.3 Planning project eligibility

3.2.3.1 Eligible planning projects

To be eligible for funding for a planning project, an application must:

- be consistent with the objectives of Building Our Regions; and
- engage an appropriately qualified professional service provider to develop:
 - final/detailed construction/engineering design for an eligible construction project type; or
 - a project business case (including associated supporting design specifications and documentation) for an eligible construction project type to provide better clarity about investment decisions.

Projects that will update or further develop existing detailed designs or project business cases may also be submitted.

It should be noted that completion of a Building Our Regions funded planning project:

- is not a pre-requisite for consideration of future Queensland Government funding; and
- does not commit the Queensland Government to progress or fund further planning or provide funding for the delivery of an infrastructure project.

3.2.3.2 Ineligible planning projects

- Ineligible planning projects include those:
 - that have approved funding from the Maturing the Infrastructure Pipeline Program;³
 - ready for construction, or for which construction has commenced; and
 - that are already fully funded from another source.⁴

3.2.4 Planning project costs

3.2.4.1 Eligible planning project costs

For planning projects, eligible project costs include:

- professional third-party service provider fees (excluding the service provider's administrative or overhead costs), for delivery of the funded activity;
- project management costs e.g., technical or professional advisor fees (third party);
- costs of conducting a tender for the funded activity; and
- any other costs deemed eligible by the Department.

3.2.4.2 Ineligible planning project costs

Ineligible project costs for planning projects include:

- costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise eligible expenditure;
- costs incurred for activities conducted after construction commencement;
- marketing and advertising advice or services;
- legal advice;
- administrative or operational advice;
- operational planning or business planning advice not directly related to the project;

³ Applications for subsequent stages of a previously funded project would potentially be eligible, e.g., previously funded project business case progressing to final design.

⁴ Partial funding or co-contributions from the State or Commonwealth government is acceptable.

- ongoing costs for Local Government administration, operation, maintenance or engineering;
- remuneration of employees for work not directly related to the approved project;
- overhead charges for internal Local Government costs, e.g., stores, plant and equipment; and
- preparation of 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.

3.3 Other eligibility requirements

3.3.1 Detailed Application scope of works

If invited to submit a Detailed Application, the fundamental elements of the infrastructure to be constructed must remain unchanged from the expression of interest stage. Significant changes to the proposed scope of works may result in a Detailed Application being ineligible.

3.3.2 Project contingencies

To cover any unforeseen expenditure or price rises, all Building Our Regions applications can include a maximum 15 per cent contingency allowance on top of their total project expenditure.

The total estimated project cost for Building Our Regions projects is the project expenditure plus the contingency.

This amount should then be used to work out the Building Our Regions funding required and the necessary applicant contribution along with any additional financial contributions from other sources.

Should contingency costs above 15 per cent be included, they must be funded solely from the Local Government's financial co-contribution. Contingency amounts over 15 per cent assigned to Building Our Regions funding will, if the project is successful, result in any Building Our Regions funding approval being reduced by an equivalent amount.

4.0 Funding arrangements

Successful applicants will be required to execute a Project Funding Agreement with the State.

The State has no obligation to provide Project Funding to an applicant until a Project Funding Agreement has been executed by the applicant and the State. Successful applicants should not make financial commitments until all necessary documents have been finalised and executed.

The Project Funding Agreement will set out the arrangements for payment of Project Funding to a successful applicant in accordance with the Milestone Schedule in the Project Funding Agreement.

Further details about Conditions of Funding are set out below and in section 9.0.

4.1 Approved construction projects

Local Governments that successfully secure 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 10 years after the project's completion.

In most cases it is expected that the Local Government will own the land on which the funded infrastructure is to be constructed. If the applying Local Government does not own or have control over the land for the purpose of constructing, operating and maintaining the infrastructure, the Local Government will be required to enter into a formal arrangement with the landowner to guarantee access for these purposes, prior to submitting a Detailed Application.

It is also expected that the Local Government authority will own and operate the funded infrastructure. If this is not the case, the Local Government will be required to enter into a formal arrangement (such as an enterprise works agreement) with the intended owner/operator to guarantee the continued operation of the infrastructure, to the satisfaction of the Department, prior to the commencement of construction.

4.2 Project savings

Building Our Regions funding will be provided to reimburse the actual eligible project costs of the approved project. If actual total project costs at project completion are less than the estimated total project cost (as identified in the Project Funding Agreement), the difference between these two amounts will be considered project savings.

If an approved project has contributions from the Local Government or a third party, project savings will be apportioned between the contributors as per the ratio of the approved funds to the estimated total project cost.

The Building Our Regions funding for the project may therefore be reduced by the Department by the amount of project savings apportioned to Building Our Regions funding. Should the Local Government have received milestone payments that exceed the Building Our Regions share of total project costs after savings are apportioned, the Local Government will be required to refund the relevant amount to the Department within 60 days of the project completion date.

4.3 Program evaluation

All funded projects will be monitored and evaluated by the Department to ensure Building Our Regions is achieving the program aim and objectives.

Successful applicants must comply with the reporting and audit obligations outlined in these program guidelines and the Project Funding Agreement.

5.0 Application process

5.1 Key dates

Table 3: Key dates

Key Dates	Key Activity/Action
Construction projects	
8 September 2021	Guidelines released
29 September 2021 – 23 November 2021	Expression of interest stage
5 January 2022 – 19 April 2022	Detailed Application stage
From late June 2022	Successful Detailed Applications advised
15 February 2023	Last date for construction to commence
Planning projects	
17 November 2021 – 21 December 2021	Planning applications open
From late June 2022	Successful planning applications advised
30 July 2022	Earliest project start date (e.g. release of tender)

Dates are indicative and Local Governments will be informed if there is a change.

5.2 How to apply

Funding under Building Our Regions is awarded through a competitive application assessment process.

Construction and planning project applications and all required supporting documentation, must be received by the relevant closing dates.

Local Government requests to change the project, EOI or Detailed Application after the closing date will not be accepted and the State is under no obligation to allow a Local Government to provide any additional information. However, if a Local Government discovers an error after submitting an EOI or Detailed Application, contact the Building Our Regions program team promptly at Buildingourregions@dsdilgp.qld.gov.au.

The Chief Executive Officer of the Local Government is responsible for ensuring that the application is complete and accurate.

5.2.1 Construction projects

5.2.1.1 Expressions of interest (EOI)

Eligible Local Governments submitting an EOI will be required to complete an EOI application and:

- provide any documentation (evidence) that supports statements made in the EOI;
- read and accept the council acknowledgement prior to submitting the EOI (refer to **Appendix 4**); and
- assign a priority to each EOI if multiple EOIs are submitted.

Applicants will be notified in writing of the assessment outcome of their projects and those with shortlisted construction projects will be invited to submit a Detailed Application for further consideration.

Feedback will be made available to applicants on request. Feedback on shortlisted projects will be given priority to assist in preparation of Detailed Applications.

5.2.1.2 Detailed Application

Detailed Applications will only be required where a Local Government has had a construction project shortlisted at the EOI stage.

If invited to submit a Detailed Application, the fundamental elements of the infrastructure to be constructed must remain unchanged from the expression of interest stage. Significant changes to the proposed scope of works may result in a Detailed Application being ineligible.

Eligible Local Governments submitting a Detailed Application will be required to;

- complete the Detailed Application and provide the following mandatory documentation:
 - a detailed project plan – the template is available on the Building Our Regions website;
 - project Gantt chart or detailed delivery/works schedule showing timeframes for all project stages up to and including project completion;
 - a cash flow forecast in Excel format – the template is available on the Building Our Regions website;
 - 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) – the templates are available on the Building Our Regions website;
 - 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;
 - evidence that there are no land ownership/access issues including native title to resolve;⁵
 - a copy of the final construction/engineering design certified (if required) by an RPEQ;
 - CVs for all key personnel identified in the Detailed Application including the Project Manager;
 - confirmation from the Local Government's chief financial officer that any assets funded under the program will be included in the asset base used to calculate Local Government's water and wastewater pricing;
- provide any additional documentation (evidence) that supports statements made in the Detailed Application;
- read and accept the Local Government acknowledgement prior to submitting the Detailed Application (refer to **Appendix 4**); and
- assign a priority to each Detailed Application submitted.

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 the Department about developing a Project Funding Agreement.

⁵ Exceptions may apply and must be agreed to in writing by the Department prior to submission.

Feedback will be available to all applicants on request.

5.2.2 Planning projects

Eligible Local Governments submitting a planning project will be required to complete the planning project application and:

- provide any documentation (evidence) that supports statements made in the application;
- assign a priority to each application if multiple applications are submitted; and
- read and accept the Local Government acknowledgement prior to submitting the application (refer to **Appendix 4**).

Applicants will be notified in writing of the assessment outcome for their planning project application. These may not be communicated until after funding decisions are made for construction projects. Those with successful planning project applications will be contacted in due course by a Queensland Government representative about developing a Project Funding Agreement. Feedback will be available to all applicants on request.

5.2.3 Evidence and supporting information

Local governments will be expected to provide substantive documentary evidence to support statements made in their EOIs, Detailed Applications and planning project applications. Evidence should be directly relevant to the project, be from a credible source and be relatively recent.

For supporting evidence to be considered it should be properly referenced in responses provided. References to evidence should include the document name or attachment number, and the section or page numbers. Failure to properly reference supporting evidence may result in supporting evidence not being considered during assessment.

5.2.4 Application guidance

Enquiries about the program may be directed to buildingourregions@dsdilgp.qld.gov.au. All enquiries will be responded to in writing via email.

Local governments are welcome to engage with their local Department of State Development, Infrastructure, Local Government and Planning regional office to seek guidance on alignment of their application with the Building Our Regions Program Guidelines. Contact information for these offices can be found at www.statedevelopment.qld.gov.au/about-us/contact-us.

6.0 Assessment

Applications will be assessed against the assessment criteria detailed below. Applicant and project due diligence will also be undertaken for each project submitted at the Detailed Application stage.

Local governments will be notified in writing of the outcome for their submissions on completion of each stage of the application process. Feedback will be offered to Local Governments on request.

6.1 Construction project assessment criteria

All responses should include both quantitative and qualitative information.

6.1.1 Expression of interest assessment

Assessment criterion 1 — Project demand / critical need (weighting 100 per cent)

Applicants will be assessed on their ability to address the following:

- the project demand/critical need;
- issues the proposed project seeks to address;
- how the proposed project will address the issues identified;
- other options which were considered (where applicable);
- consequences for the local/regional economy, industry and community if action is not taken;
- stakeholder (business, industry and community) recognition of demand for the project;
- how local businesses will contribute toward delivery of the proposed project and potential creation of new jobs; and
- demonstrate the readiness of the project to commence by the proposed start date.

6.1.2 Construction Detailed Application assessment

Assessment criterion 1 — Project demand / critical need (weighting 25 per cent)

The application should provide detailed information on:

- the project demand/critical need;
- how the project aligns with a stated need identified by the Local Government or the State;
- issues the proposed project seeks to address;
- how the proposed project will address the issues identified;
- consequences for the local/regional economy, industry and community if action is not taken; and
- stakeholder (business, industry and community) recognition of demand for the project.

Assessment criterion 2 - Proposed solution (weighting 25 per cent)

The application should provide detailed information about:

- why the proposed infrastructure is the most appropriate course of action and what alternatives have been analysed;
- how the project will take advantage of identified opportunities to improve the liveability and amenity of the local community;
- incorporation of environmentally sustainable processes and materials in the construction of the infrastructure or works;
- how the project will benefit and provide opportunities for the local community, local industry and create jobs;

- feasibility of delivering the project within the identified budget and timeframes, including experience in delivering similar construction projects; and
- stakeholder (business, industry and community) support for the proposed infrastructure.

Assessment criterion 3 — Value for money/project benefits (weighting 25 per cent)

The application should provide detailed information about:

- direct and indirect construction related economic benefits that are expected to be realised by the project (including jobs created or supported);
- work packages that local businesses that could potentially bid for;
- direct and indirect ongoing economic benefits that are expected to be realised by the project;
- other direct and indirect benefits, including social and environmental benefits, that are expected to be realised by the project;
- ongoing operational and maintenance costs of the infrastructure and the capacity of the Local Government to fund these costs over the life of the infrastructure; and
- the proportion of financial contributions to the project from the applicant and third-party contributions over and above any mandatory requirement.

The Cost Benefit Analysis or Benefits Assessment (as required depending on total project cost) is the primary source of information for this criterion. The information provided in the Cost Benefit Analysis or Benefits Assessment should include both quantitative and qualitative information about the direct and indirect benefits.

There is no mandatory co-contribution required by Very Small and Small service providers. However, co-contributions are encouraged to demonstrate Local Government's commitment to the project and will be considered during assessment against the 'value for money' criterion.

Assessment criterion 4 – Readiness to construct (weighting 25 per cent)

The application should provide:

- a project plan, including a plan showing key activities, stages, milestones and deliverables;
- an assessment of the availability of materials, plant, equipment and labour;
- details on the necessary regulatory approvals granted or the dates on which they are expected to be granted;
- details on proposed project procurement methodology and timeframes; and
- evidence of land access arrangement and agreements, where relevant.

Due diligence (pass or fail)

Due diligence will be undertaken on both the applicant Local Governments and submitted projects, and outcomes will inform project assessments. This process will consider a range of factors including, but not limited to:

- 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.

Local governments may be asked to provide further information to inform the due diligence process.

6.2 Planning project assessment criteria

All responses should include both quantitative and qualitative information.

Assessment criterion 1 — Project demand (weighting 100 per cent)

The application should provide detailed information on:

- the critical need for the project relating to current performance and future demand on the service;
- issues the project seeks to investigate including those identified through previous investigations, reviews, or audits;
- the consequences for the local/regional economy, industry, and community if this project is not undertaken;
- how the project will align with local, State, or regional policies or initiatives; and
- readiness to commence the project / go to tender.

6.3 Assessment process

Assessment and moderation of Building Our Regions applications will be undertaken by the Department in consultation with the Department of Regional Development, Manufacturing and Water and Department of Environment and Science. The assessment process includes consultation with other relevant Queensland Government agencies. Assessments are then referred to an Advisory Committee for consideration and to make recommendations to the Minister. The Advisory Committee will be comprised of senior Queensland government officials.

Recommendations for shortlisting of construction project EOIs will be made to a sub-group of the Advisory Committee for consideration and recommendation to the Minister.

Recommendations for approval of construction project Detailed Applications and planning project applications will be made to the full Advisory Committee for consideration and final recommendation to the Minister.

Due diligence

Due diligence will be undertaken on applicant Local Governments and outcomes will inform project assessments. Local governments may be asked to provide further information for this purpose.

7.0 Communications

7.1 Communications with the media

All media enquiries or public announcements relating to the Building Our Regions will be coordinated and handled by the Department's media team.

Applicants must seek and obtain the State's approval before contacting or responding to the media in connection with announcements of successful or unsuccessful applications for funding support under or in connection with the Grant Program.

As far as practicable, all media and communications will be undertaken jointly, by Queensland Government and Local Governments with successful applicants.

7.2 Confidentiality, privacy and use of information

The State will maintain controls in relation to the management of confidential information provided by applicants.

Applicants should specifically mark any information the applicant considers to be confidential.

During the application, assessment and approval process, an applicant must keep confidential its application/s and its dealings with the State about its application/s but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality. An applicant must also keep confidential any information designated by the State as confidential.

The State may disclose information, including confidential information, of or provided by an applicant:

- to its representatives and advisors for any purpose;
- to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information;
- to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols; or
- if required to be disclosed by law.

The State intends to publicly disclose the names of applicants, information about projects, the amount of funding granted to each successful applicant and details about the anticipated economic outcomes and benefits of successful projects.

Personal information collected as part of the application and assessment process will be used by the State and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any subsequent agreement). The State will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009*.

For audit purposes, the State is required to retain applications and other supplied supporting material. Successful applications will be retained for seven years and unsuccessful applications retained for two years.

7.3 Complaints

The decision in relation to an application is final and may not be appealed. If, however, an applicant has any concerns in relation to the application or assessment process, an applicant may raise their concerns in writing by contacting Buildingourregions@dsdilgp.qld.gov.au.

All questions about decisions on applications for the Grant Program must be lodged in writing to: Buildingourregions@dsdilgp.qld.gov.au.

Enquiries about Building Our Regions can be directed to the Department via email to Buildingourregions@dsdilgp.qld.gov.au.

General information on the Building Our Regions program is available at the [Building Our Regions Round 6 webpage](#).

8.0 Terms and conditions

In these terms and conditions, a reference to:

- An application means an application (or relevant part of an application) made to the Grant Program, and includes an EOI, a Detailed Application and any other supporting or additional information in whatever form provided by the applicant in connection with its EOI or Detailed Application.
- Guidelines is a reference to these Building Our Regions Round 6 Program Guidelines.

8.1 Reservation of rights

Despite any provision of these Guidelines to the contrary, the Department reserves the right to administer the Grant Program and conduct the process for the assessment and approval of applications to the Grant Program in such manner as the Department thinks fit, in its absolute discretion.

Without limiting the above paragraph, the Department retains all rights and powers to make all decisions and actions in order to achieve the program objectives and the Department reserves the right, in its absolute discretion and at any time, to:

- (i) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall Grant Program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants;
- (ii) consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these Guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these Guidelines or is otherwise non-conforming in any respect;
- (iii) vary or amend the eligibility or assessment criteria;
- (iv) take into account any information from its own and other sources (including other Government agencies and other advisors);
- (v) accept or reject any application, having regard to these Guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which the Department considers relevant, including the limitations on the funds available for the Grant Program;
- (vi) give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria;
- (vii) seek clarifications or additional information from or provide clarifications or additional information to any applicant, or to negotiate or deal with or seek presentations or interviews from any applicant;
- (viii) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;
- (ix) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;
- (x) terminate the further participation of any applicant in the application process;
- (xi) terminate or reinstate the Grant Program or any process in the Grant Program;
- (xii) not proceed with the Grant Program in the manner outlined in these Guidelines, or at all;
- (xiii) allow the withdrawal or addition of an applicant after the closing date; and
- (xiv) take such other action as it considers in its absolute discretion appropriate in relation to the Grant Program processes.

Where, under these Guidelines, it is stated that the Department may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion

and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

8.2 No relationship

The Department's obligations in connection with the application process are limited to those expressly stated in these Guidelines.

Subject to clause 8.7, no contractual or legal relationship exists between the Department and an applicant in connection with the Grant Program, these Guidelines or the application process or any stage of the Grant Program.

An applicant, or its representatives:

- (i) has no authority or power, and must not purport to have the authority or power to bind the Department or the State, or make representations on behalf of the Department or the State;
- (ii) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venture with the Department or the State; and
- (iii) must not represent to any person that the Department or the State is a party to the proposed project other than as a potential funder, subject to the competitive application process detailed in these Guidelines.

8.3 Participation at applicant's cost

Each applicant participates in the application process at its own cost and risk.

To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the Department (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:

- (i) any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the Department, attendance at meetings or involvement in discussions) or otherwise in connection with the Grant Program;
- (ii) the Department at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Grant Program; or
- (iii) any of the matters or things relevant to its application or the Grant Program in respect of which the applicant must satisfy itself under these Guidelines.

Without limiting the above paragraph, if the Department cancels or varies the Grant Program at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under clause 8.1 of these Guidelines, no applicant will have any claim against the Department arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the Grant Program.

8.4 Non-exhaustive

These Guidelines have been prepared to give potential applicants background information in relation to the Grant Program, and do not contain all of the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.

Applicants must make their own independent investigations of the information contained or referred to in these Guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these Guidelines, or otherwise made available to them, during the application process.

The Department accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information provided by it in connection with the Grant Program or interpretations placed on that information by applicants.

8.5 Intellectual property

Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by an applicant.

The applicant grants to the Department (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the Grant Program.

8.6 Law

These guidelines are governed by the laws applicable in Queensland.

8.7 Acceptance

By submitting an application, each applicant:

- (a) warrants to the Department that the information contained in its application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the Department in assessing the application;
- (b) undertakes to promptly advise the Department if the applicant becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect;
- (c) acknowledges that the Department will rely on the above warranty and undertaking when evaluating the application;
- (d) acknowledges that the Department may elect to remove an application at any stage as a result of material changes to the information presented in its application;
- (e) acknowledges that the Department may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
- (f) is taken to have accepted these Guidelines, including these terms and conditions.

9.0 Conditions of funding

9.1 Funding agreements

Local Governments accepting offers of financial assistance through the Grant Program will be required to execute a Project Funding Schedule under the applicant's Head Funding Agreement with the Department to form a Project Funding Agreement. It is intended that Project Funding Schedules will be executed within three months of the funding announcement for both construction and planning projects.

The Project Funding Agreement will set out the arrangements for payment of Project Funding to a successful applicant in accordance with a Milestone Schedule set out in the Project Funding Agreement. Other conditions will include (without limitation) those listed in section 4.0 of these guidelines and those set out below.

9.1.1 GST requirements

Generally, provision of Building Our Regions funding to Local Governments is not considered a taxable supply and so GST is not applicable.

9.2 Local Government resolution

Prior to the Department executing the Project Funding Agreement, the Local Governments will be required to provide a resolution that it has budgeted its financial contribution to the project, is committed to delivering the approved project, and acknowledges responsibility for any funding shortfall if costs or other contributors change.

9.3 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 publicly made statements, websites, other appropriate promotional materials and documentation, and Local Government applications regarding the approved projects.

The Department requires any media announcements or other publicly made statements to be provided in draft form for approval prior to release. The Department or the Minister may wish to collaborate with the Local Government on joint media announcements or statements.

9.4 Project reporting

9.4.1 Progress and completion reporting

The Project Funding Agreement will specify requirements for the submission of Project Progress Reports and a Project Completion Report. Templates for these reports will be provided by the Department.

Project Progress Reports will require the Local Government to provide information about progress in delivering the approved project including details of any delays or risks, project expenditure and financial contributions received, regulatory approvals, implementation of signage requirements, evidence of funding acknowledgement and project-related media, and other requirements as determined by the Department.

Project Completion Reports will require the Local Government to provide an overview of the approved project's delivery including actual project dates, budget and costs, regulatory approvals, photographs of completed works and signage, evidence of funding acknowledgement and project-related media, and other requirements as determined by the Department.

9.4.2 Project benefits reporting

To fully capture how Building Our Regions Round 6 funding is making a real difference in regional communities, Local Governments that secure funding are required to complete a benefits report for each project. This report should highlight the economic benefits of the project, along with any social and environmental benefits that will be realised.

The Project Benefits Report will build on the project benefits identified in the application process and include both quantitative and qualitative data. This information will establish anticipated benefits when the project commences and be updated with realised benefits once complete. Ongoing benefits monitoring requirements following project completion may also be required.

Departmental officers will provide guidance to Local Governments in developing these reports.

9.5 Financial acquittal

The Department may review payments made under Building Our Regions to ensure compliance with the funding agreement. In such instances, the Local Government must be able to provide documentation that supports claims for Building Our Regions funding, including invoices, remittance advices and transaction listings. These reviews do not limit the State's broad audit rights.

9.6 Delivery

9.6.1 Confirmation of ownership

In certain circumstances, a construction 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, Local Governments must have obtained and must maintain 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 and maintain the proposed infrastructure – evidence of this must first be provided with submission of a Detailed Application;
- 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 – evidence of this must be provided prior to construction commencement.

9.6.2 Construction

Approved projects must commence construction no later than 15 February 2023.

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

9.6.2.1 Local industry content

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

As the maximum Queensland Government funding contribution toward individual projects for this Program is \$2 million, it is not a mandatory requirement for Recipients to meet the Queensland Government's Charter for Local Content's principles. However, the use of local content identified within a Project's supply chain will be viewed favourably.

10.0 Appendices

Appendix 1: Eligible Local Governments

Local Governments eligible to apply, through the relevant service provider size category, are as follows:

Large Service Provider Fund (25,000 to 100,000 connections)			
Bundaberg Regional Council	Cairns Regional Council	Fraser Coast Regional Council	Gladstone City Council
Mackay Regional Council	Rockhampton Regional Council	Toowoomba Regional Council	Townsville City Council
Medium Service Provider Fund (10,000 to 25,000 connections)			
Cassowary Coast Regional Council	Central Highlands Regional Council	Gympie Regional Council	Livingstone Shire Council
Southern Downs Regional Council	Western Downs Regional Council	Whitsunday Regional Council	
Very Small & Small Service Provider Fund (Up to 10,000 connections)			
Aurukun Shire Council	Balonne Shire Council	Banana Shire Council	Barcaldine Regional Council
Barcoo Shire Council	Blackall-Tambo Regional Council	Boulia Shire Council	Bulloo Shire Council
Burdekin Shire Council	Burke Shire Council	Carpentaria Shire Council	Charters Towers Regional Council
Cherbourg Aboriginal Shire Council	Cloncurry Shire Council	Cook Shire Council	Croydon Shire Council
Diamantina Shire Council	Doomadgee Aboriginal Shire Council	Douglas Shire Council	Etheridge Shire Council
Flinders Shire Council	Goondiwindi Regional Council	Hinchinbrook Shire Council	Hope Vale Aboriginal Shire Council
Isaac Regional Council	Kowanyama Aboriginal Shire Council	Lockhart River Aboriginal Shire Council	Longreach Regional Council
Mapoon Aboriginal Shire Council	Maranoa Regional Council	Mareeba Shire Council	McKinlay Shire Council
Mornington Shire Council	Mt Isa City Council	Murweh Shire Council	Napranum Aboriginal Shire Council
North Burnett Regional Council	Northern Peninsula Area Regional Council	Palm Island Aboriginal Shire Council	Paroo Shire Council

Pormpuraaw Aboriginal Shire Council	Quilpie Shire council	Richmond Shire Council	RTA Weipa Pty Ltd (Weipa Town Authority)
South Burnett Regional Council	Tablelands Regional Council	Torres Shire Council	Torres Strait Island Regional Council
Winton Shire Council	Woorabinda Aboriginal Shire Council	Wujal Wujal Aboriginal Shire Council	Yarrabah Aboriginal Shire Council

Appendix 2: Construction projects

10.1.1 EOI eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible (refer section 3.3 Project eligibility)?	<input type="checkbox"/>	<input type="checkbox"/>
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	<input type="checkbox"/>	<input type="checkbox"/>
Funding amount	<p>Is the funding sought within the relevant funds' limits?</p> <ul style="list-style-type: none"> • Large Service Provider Fund – \$12 million. These service providers deliver water and sewerage services in Regional Queensland (i.e. outside SEQ), have between 25,000 and 100,000 connections, and are mainly located along Queensland's east coast (see Appendix 1) • Medium Service Provider Fund – \$10 million. These service providers deliver water and sewerage services in Regional Queensland, have between 10,000 and 25,000 connections, and are located along the east coast as well as inland. • Small and Very Small Service Provider Fund – \$48 million. These service providers deliver water and sewerage services in regional and remote Queensland, have up to 10,000 connections. 	<input type="checkbox"/>	<input type="checkbox"/>
Project dates	Is construction scheduled to commence on or before 15 February 2023?	<input type="checkbox"/>	<input type="checkbox"/>
	Has construction commenced at the time of application?	<input type="checkbox"/>	<input type="checkbox"/>
	Is construction scheduled to commence prior to the earliest anticipated approval date?	<input type="checkbox"/>	<input type="checkbox"/>

10.1.2 Detailed Application eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible (refer section 3.3 Project eligibility)?	<input type="checkbox"/>	<input type="checkbox"/>
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	<input type="checkbox"/>	<input type="checkbox"/>
Funding amount	<p>Is the funding sought within the relevant funds' limits?</p> <ul style="list-style-type: none"> • Large Service Provider Fund – \$12 million. These service providers deliver water and sewerage services in Regional Queensland (i.e. outside SEQ), have between 25,000 and 100,000 connections, and are mainly located along Queensland's east coast (see Appendix 1) • Medium Service Provider Fund – \$10 million. These service providers deliver water and sewerage services in Regional Queensland, have between 10,000 and 25,000 connections, and are located along the east coast as well as inland. • Small and Very Small Service Provider Fund – \$48 million. These service providers deliver water and sewerage services in regional and remote Queensland, have up to 10,000 connections. 	<input type="checkbox"/>	<input type="checkbox"/>
Project dates	Is construction scheduled to commence on or before 15 February 2023?	<input type="checkbox"/>	<input type="checkbox"/>
	Has construction commenced at the time of application?	<input type="checkbox"/>	<input type="checkbox"/>
	Is construction scheduled to commence prior to the earliest anticipated approval date?	<input type="checkbox"/>	<input type="checkbox"/>
Project scope	<p>Is the project scope still fundamentally the same as in the shortlisted EOI?</p> <p>Note: minor changes in scope are allowable, but the fundamentals of what will be built or delivered should remain unchanged.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Mandatory attachments	Have all mandatory attachments been prepared provided?	<input type="checkbox"/>	<input type="checkbox"/>

10.1.3 EOI attachments

Mandatory attachments

- ☐ Nil

Additional/optional attachments

- ☐ 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)

10.1.4 Detailed Application attachments

Mandatory attachments

- ☐ Detailed Project Plan (refer to template)
- ☐ Project Gantt Chart or Detailed Delivery/Works Schedule showing timeframes for all project stages up to and including project completion
- ☐ Project Cash Flow (refer to template)
- ☐ Cost Benefit Analysis or Benefits Assessment (one required based on total project cost- refer to templates)
- ☐ Documentation demonstrating that all land related issues (such as ownership, tenure, native title, etc) are finalised
- ☐ Copy of final/detailed construction/engineering design for the project
- ☐ If applicable: Letters from other contributors confirming financial contributions
- ☐ CVs for all Key Personnel identified in the Detailed Application including the Project Manager
- ☐ Confirmation from the council's chief financial officer that any assets funded under the Program will be included in the asset base used to calculate council's water and wastewater pricing.

Additional/Optional attachments

- ☐ Additional documentation supporting project readiness such as detailed project costings, 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 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)

Appendix 3: Planning projects

10.1.5 Eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible (refer section 3.3 Project eligibility)?	<input type="checkbox"/>	<input type="checkbox"/>
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	<input type="checkbox"/>	<input type="checkbox"/>
Funding amount	Is the funding sought \$300,000 or less?	<input type="checkbox"/>	<input type="checkbox"/>
Project dates	Is the project scheduled to start after the earliest anticipated approval date?	<input type="checkbox"/>	<input type="checkbox"/>

10.1.6 Planning project attachments

Mandatory attachments

☐ If applicable: Letters from other contributors confirming financial contributions.

Appendix 4: Local Government Acknowledgement

Prior to submitting an application, the Local Government Chief Executive Officer will be required to accept the following:

I have read and understood the Building Our Regions Round 6 Program guidelines and the Building Our Regions Funding acknowledgement guidelines.

I declare that I am authorised by the applicant to submit this application for funding which the applicant has endorsed and on behalf of the applicant, I:

- a. acknowledge that submission of an application does not guarantee funding approval for all or part of the funding sought;
- b. authorise the Department to assess the application and undertake due diligence activities, including sharing information with program stakeholders and other government agencies;
- c. warrant to the Department that the information contained in the application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the Department in assessing the application;
- d. undertake to promptly advise the Department if the applicant becomes aware of any change in circumstances which causes the information contained in the application to become inaccurate or incomplete in a material respect;
- e. acknowledge that the Department will rely on the above warranty and undertaking when evaluating the application;
- f. acknowledge that the Department may elect to remove an application at any stage as a result of material changes to the information presented in the application;
- g. acknowledge that the Department may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
- h. accept the Building Our Regions Round 6 Program guidelines, including the terms and conditions.

Privacy Notice: the Department is collecting personal information as part of the application and assessment process for the Building Our Regions Round 6 Grant Program and it will be used by the Department and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any funding agreement). The Department will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009*.

Signature: _____

Name: _____

Date: _____

Appendix 5: Examples of eligible projects

Eligible projects include, but not limited to:

Sewerage Services

- Augmentation/ upgrades / replacement of infrastructure from the wastewater treatment plant including the treatment plant and disposal of the treated effluent, for example:
 - treatment works;
 - distribution of treated wastewater; or
 - beneficial wastewater re-use / recycling.
- Augmentation / upgrades / replacement to components of sewerage system that will reduce operating costs and/or extend the service life (i.e., both capacity and physical life) of existing infrastructure), for example:
 - reducing (non-sewage) inflow/infiltration to the sewer network (e.g., sewer replacement);
 - reducing pump station overflows;
 - improving asset management and system reliability; or
 - digital, automated, or innovative systems or processes (helps address skills deficit for remote Queensland Local Governments).
- Sewerage planning projects related to the above.

Water Supply Services

- Augmentation / upgrades / replacement of infrastructure from the source to the treatment plant then to the first distribution reservoir, for example:
 - new source of supply / enhancement of existing surface water and groundwater supplies;
 - treatment works; or
 - pump stations, rising mains, and delivery main.
- Augmentation / upgrades / replacement of components of water supply systems that will reduce operating costs, improved safety, reliability, and sustainability and/or extend the service life (i.e., both capacity and physical life) of existing infrastructure, for example:
 - system peak demand/fire-fighting capacity (i.e., reservoirs, variable speed pumpstations, etc);
 - reducing leakage / losses from the water supply network (e.g., pressure management projects, mains replacement, smart water networks);
 - reducing risks to drinking water quality;
 - improving system management, monitoring and control;
 - improving asset management and system reliability; or
 - digital, automated, or innovative systems or processes (helps address skills deficit for remote Queensland Local Governments).
- Water supply planning projects related to the above.
- Water for use in hydrogen projects or other priority manufacturing sectors.



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