

Guidelines

Regional and Local Community Infrastructure Program

Round 2 – 2009/10 – \$100 Million

1. INTRODUCTION

On the 25th June 2009, the Australian Government made an additional \$220 million available to boost the Regional and Local Community Infrastructure Program (RLCIP). This investment is intended to support local jobs during the global economic recession and provide long-term benefits to communities by assisting councils to build and modernise local infrastructure. Under the RLCIP there are two components: a non-competitive, direct allocation of \$100 million shared amongst all local governments; and a competitive component where \$120 million will be made available for a limited number of large strategic projects seeking a minimum Commonwealth contribution of \$1 million. (For further detail about the RLCIP \$120 million program please visit <www.infrastructure.gov.au/local/cip/index.aspx>

Funds under the RLCIP \$100 million will be provided directly to councils as a one-off payment. The funding will be administered by the Department of Infrastructure, Transport, Regional Development and Local Government (the Department). Eligible projects must be additional, ready to proceed, or additional stages of current projects. Additional projects are those which have not been included in the local government's financial budget for 2009/10 and can be brought forward as a result of RLCIP funding. Projects that are ready to proceed are those that will begin construction within three months of signing the Funding Agreement (contract).

Local governments are responsible for community consultation and determining the priority given to potential infrastructure projects within their jurisdictions. Councils are encouraged to include projects in their application that address the needs of the local indigenous population. Councils are also encouraged to consider environmental sustainability when preparing project proposals, and how their RLCIP activities will promote green building technologies, design practices and operations.

2. PROJECT ELIGIBILITY

2.1 Eligible categories of infrastructure

Funding will be provided to councils for community infrastructure, including new construction and major renovations or refurbishments of assets such as:

- social and cultural infrastructure (e.g. art spaces, gardens);
- recreational facilities (e.g. swimming pools, sports stadiums);
- tourism infrastructure (e.g. walkways, tourism information centres);
- children, youth and seniors facilities (e.g. playgroup centres, senior citizens' centres);
- access facilities (e.g. boat ramps, footbridges); and
- environmental initiatives (e.g. drain and sewerage upgrades, recycling plants).

Projects that can be funded need to be consistent with the attached list at Annexure A.

Funding can be used for:

- construction for new or upgraded facilities; and
- refurbishment and fit out. Fit out is defined by the Department as internal construction of a facility to enable its functional use, for example, the installation of electrical sockets and lighting, or the painting of walls.

Where they are minor components of the RLCIP project, funding may be used for the following activities:

- engineering, geotechnical, or architectural works; and
- land surveys and site investigations.

2.2 Ineligible projects and activities

Projects must provide a clear and direct benefit to the local communities within a council's jurisdiction. Examples of projects that are ineligible for this reason include those which support council operations (such as an upgrade of council offices), those which make a direct contribution to private businesses, or those which benefit specific individuals (such as the renovation of a caretaker's residence).

Funding will not be approved to bolster funding for existing projects which have exceeded their original budget forecasts.

Funding cannot be used for artworks, or for Information Technology and Communications hardware and software. Further information and examples of ineligible projects will be provided as part of the RLCIP Frequently Asked Questions.

Funding cannot be used for:

- ongoing costs (e.g. operational costs and maintenance);
- roads or related infrastructure covered by the Roads to recovery or Black Spots programs; and
- project management costs.

3. APPLICATION SUBMISSION

The closing date for applications is expected to be early November 2009. The Department will contact Local Governments to provide details on the exact deadline for submissions and how to submit applications.

4. FUNDING ARRANGEMENTS

Each council receives a minimum payment of \$30,000. Those with populations greater than 30,000 and categorised as 'urban fringe' or 'urban regional' according to the Australian Classification of Local Government Code will receive an additional growth component of \$150,000. All councils with at least 5,000 residents will share in the remaining funds proportionate to their 2008-09 general purpose Financial Assistance Grant.

As part of the application process, councils will be required to submit project application(s) that account for the entirety of their funding allocation. Councils are encouraged to submit a number of prioritised projects, the aggregate value of which may exceed their allocation. Should the Department find that a higher priority project is ineligible, a lower priority yet eligible project may then be substituted in its place.

All project proposals will be appraised by the Department to ensure their consistency with the Guidelines. Following the appraisal of project proposals, the Department will provide councils with a Funding Agreement for execution.

Councils' Funding Agreements may not be available for execution until councils have completed and properly acquitted their projects under the original \$250 million allocated component of the RLCIP.

Once projects are approved and a Funding Agreement has been executed, councils are reminded that they are legally committed to delivering these projects in accordance with the terms of their Funding Agreement.

Councils should exercise particular care when compiling project budgets. Where a council undertakes to deliver a project for an agreed budget and the project exceeds that budget, councils are still required to deliver that project and will need to pay for any funding shortfall.

When submitting an application, councils should exercise extra care and diligence, ensuring they are in a position to deliver their projects within the program's timeframes. Councils should also ensure that project managers are fully aware of the requirement to complete projects and expend all funding by 31 December 2010.

As part of the application process, Councils will be required to provide details of any partnership funding in respect of each of their projects.

4.1 Payments

Requests for additional funding from the Australian Government will not be approved.

Payments will be structured to schedule the release of 100 per cent of funds to councils on execution of the Funding Agreement.

Payment of council allocations will commence early in 2010. Councils should be mindful that the timeliness of payments will be influenced by the quality of their project proposals and their responsiveness when executing Funding Agreements. High quality applications and prompt execution of Funding Agreements will shorten the Department's processing timelines significantly, making a large contribution towards early payment.

Projects must be completed with all funding expended by **31 December 2010**, unless an extension of time has been agreed in writing by the Minister for Infrastructure, Transport, Regional Development and Local Government.

5. PROGRESS REPORTS

Once funding is confirmed the council will be required to actively manage the project.

It is recommended that councils consider appropriate project management arrangements proportionate to the size and nature of the project.

The Department will monitor the project's progress through reports received under the Funding Agreement and may conduct site visits.

By **31 May 2010**, councils will be required to provide a progress report on their projects.

A second progress report will be due by **31 July 2010**.

A third progress report will be due by **31 October 2010**. Councils may also be required to provide progress reports at other times.

By **28 February 2011**, councils will be required to provide a final report on the expenditure of Australian Government funding and demonstrate that they have spent the funding in accordance with the Guidelines.

Irrespective of the requirement to provide progress reports at nominated times, councils are required to provide the Department with immediate notice whenever their ability to deliver approved projects and meet the terms of their Funding Agreement is compromised.

Councils are required to maintain true, accurate and up to date plans and records, tracking and documenting the progress and history of each of their projects.

As part of progress reporting and final reporting activities, the Department may require councils to provide any or all of the following information:

- An itemised budget for each project, including estimates for individual project components at the time of application, and how these estimates compare with the actual costs incurred by the council.
- Receipts for all expenditure in relation to each of the council's project(s).
- A detailed timeline for each project, including but not limited to community consultation, design, planning, construction and fit out activities. The timeline should estimate dates for the completion of milestones and track progress against these targets.
- At the Department's discretion, councils may be required to provide audited financial statements in relation to their project(s).

Updates to the Guidelines will be published on the website as an amendment addendum. It is the responsibility of each Council to keep monitoring the site to stay informed.

Annexure A

Examples of Community Infrastructure

Social and cultural infrastructure

- Town halls
- Community centres
- Libraries
- Local heritage sites
- Museums
- Cultural centres
- Enhancement of main streets & public squares
- Theatre/music/art spaces
- Historic buildings
- Parks and gardens
- Internet kiosk infrastructure
- Kitchens for organisations
- Community market areas
- Resources for cultural facilities
- Public marketplaces and saleyards

Recreation facilities

- Sports grounds and facilities
- Sports stadiums
- Community recreation spaces
- Playgrounds
- Rail trails
- Swimming pools
- Walking tracks and bicycle paths
- Skate Parks
- BMX/Mountain Bike parks/trails
- Surf lifesaving clubs

Tourism infrastructure

- Convention or trade centres
- Memorial halls/walkways
- Tourism information centres
- Community public attractions
- Buildings for exhibits
- Local infrastructure to support or provide access to tourist facilities

Children, youth and seniors facilities

- Playgroup centres
- Youth centres
- Scout/guide halls
- Senior citizens' centres
- Community childcare centres

Access facilities

- Disabled access infrastructure
- Footbridges
- Bus/rail terminal upgrade
- Jetties/wharves/piers/pontoons/bollards
- Foreshore development
- Boat ramps
- Airport infrastructure and terminals

Environmental Initiatives

- Water source and treatment
- Drain and sewerage upgrades
- Water conservation infrastructure
- Waste management and processing infrastructure
- Wastewater infrastructure
- Water recycling plants
- Water catchments
- Recycling plants

Regional & Local Community Infrastructure Program - \$100 million component

Round 2, 2009/10

Frequently Asked Questions

Record of amendments	
Version	Current as at:
1.0	30 September 2009

Q1: What is the purpose of this document?

A: The Regional & Local Community Infrastructure Program (RLCIP) Frequently Asked Questions (FAQs) provide a range of additional information to support the RLCIP Guidelines. The FAQs also ensure that every local government has equal access to a range of comprehensive, up to date and standardised information on how the program is administered by the Department of Infrastructure, Transport, Regional Development and Local Government (the Department).

Before you refer to this document, please make sure that you have carefully read the Guidelines. If the information you are seeking is not contained within the FAQs, you may find that this information is already detailed in the Guidelines.

A copy of the Guidelines can be downloaded from the Department's website at: www.infrastructure.gov.au/local/cip/cip220.aspx

If you have read both the Guidelines and the FAQs and you still cannot find the information you are seeking, or if you require clarification about any of the information in these documents, please contact the RLCIP information line on 1800 005 494, or send an email to: regionalgrants@infrastructure.gov.au

Q2: How does the Australian Government divide the RLCIP \$100 million component between each of Australia's local governments?

A: In determining each local government's share of the RLCIP \$100 million component, the Australian Government has used a robust, transparent and accountable process based on data collected by State and Territory Local Government Grants Commissions.

All local governments will receive a base grant of \$30,000. Local governments that are classified as urban fringe or urban regional according to the Australian Classification of Local Government Code and who have at least 30,000 residents will receive an additional growth component of \$150,000. All local governments with at least 5,000 residents will share in the distribution of the remaining funds in proportion to their 2008-09 general purpose Financial Assistance Grant.

The amount of funding allocated to each local government is published on the Department's website at: www.infrastructure.gov.au/local/cip/cip220.aspx

Q3: What do local governments have to do in return for RLCIP funding?

A: Once a local government's project proposals have been approved by the Department, the local government is required to enter into a funding agreement (contract) with the Commonwealth of Australia. The local government will not receive its allocation until it has entered into this agreement.

Each funding agreement states the obligations that local governments must meet in return for RLCIP funding. For exact details of these obligations, local governments should always refer to their funding agreements. The information in this FAQ is intended to be used only as a guide.

Some of local governments' main obligations under the funding agreement include a requirement to:

- deliver the exact scope of the project as stated in the agreement;
- utilise RLCIP funding in accordance with the approved budget for the project, as stated in the agreement;
- complete projects and expend all funding no later than 31 December 2010;
- submit reports on the status of their projects at nominated times; and
- advise the Department of any significant changes to their status as a legal entity (e.g. a merger with another council).

Q4: What will happen if a local government breaches the terms of its funding agreement?

A: Before entering into a funding agreement, the Authorised Person for a local government should make sure that they have read the entire document, are aware of, and agree with the things they are required to do to deliver their proposed projects in accordance with the Guidelines and Commonwealth policy. In the majority of cases, local government breaches of RLCIP funding agreements result from a lack of awareness of their legal obligations under the contract.

In some cases, local governments enter into funding agreements and commit to delivering certain projects, only to find in the planning and construction phases that the project is no longer feasible. Where a local government wishes to utilise RLCIP funding for purposes other than those specified in their funding agreement, they must first contact the Department, seek the delegate's approval and obtain a formal deed of variation to their funding agreement.

Where a local government utilises RLCIP funding for purposes other than those specified in their funding agreement, and does not obtain the delegate's approval to do so, the Department may initiate legal proceedings and seek the return of RLCIP funding.

Q5: What do local governments need to do to obtain their allocation?

A: Local governments are required to submit project proposals via an online application form. Further details on the application process will be emailed to local governments in October 2009. Applications are due no later than midnight, Australian Eastern Standard Time, Friday 20 November 2009.

The Department will assess project proposals for consistency with the Guidelines. Once projects are approved, local governments will be required to enter into a funding agreement (contract) with the Commonwealth of Australia. Local governments will receive their allocations once a funding agreement has been executed.

Q6: What is an Authorised Person?

A: An Authorised Person (AP) is a nominated person within each local government, who has the legal authority to bind the local government and enter into a funding agreement with the Commonwealth.

APs are responsible for ensuring that local governments meet their obligations under their funding agreement, and are the only people who can perform certain functions (e.g. submit the local government's application, execute a funding agreement on behalf of the local government or submit final reports).

Q7: What is a Contact Person?

A: A Contact Person (CP) is a nominated person within each local government, who manages the day to day administration of RLCIP projects. CPs are the people who interact with the Department of Infrastructure, Transport, Regional Development and Local Government (the Department) for routine matters.

In small local government organisations, the nominated AP and CP are often the same person.

Note: Where the person nominated for either of these roles changes, the new person must nominate themselves as the local government's new AP or CP via www.egrants.com. Where AP or CP contact details have changed, the appropriate person must also update these details via www.egrants.com

Q8: Once a local government submits its application, what is the likely timeframe for the approval of projects, execution of funding agreements and payment of allocations?

A: It is expected that projects may be approved and that funding agreements may be available for execution from December 2009.

Local governments should be mindful that submitting high quality applications and promptly executing funding agreements will shorten the Department's processing timelines significantly, assisting with early payment.

Q9: How will local governments be informed that their projects have been approved?

A: Local governments will receive an email, advising them that their projects have been approved and their funding agreement is available for download from www.egrants.com

Q10: Are RLCIP funding allocations subject to GST?

A: If local governments have any questions about the GST treatment of RLCIP funding payments, or GST issues more generally, they should seek their own independent tax advice. However, it is the Department's opinion that funding paid to local governments under this program falls within the terms of the Australian Taxation Office ruling GSTR 2006/11 as it currently stands. This means that the ATO ruling may be relied upon as the basis for no GST being payable in relation to RLCIP payments by the Commonwealth to local governments. The ATO ruling is available online at: <http://law.ato.gov.au/pdf/pbr/gstr2006-011.pdf>

The practical effect of the ruling is that local governments should not calculate a GST component in their funding allocations and should not seek to have their funding allocations 'grossed-up' by 10% to allow for GST. However, payments local governments make to suppliers in the course of their RLCIP projects may be subject to GST in line with the general GST law.

Example: A local government receives an RLCIP allocation of \$100,000. It will receive \$100,000 from the Commonwealth (exclusive of GST). The local government decides to spend this money on a swimming pool, to be constructed by a contractor. There are two separate transactions in these circumstances: (a) the payment made by the Commonwealth to the local government, which does not attract GST; and (b) the payment made by the local government to the contractor for the construction of the swimming pool, which may attract GST. The GST treatment of the second transaction does not affect the GST treatment of the first transaction. When it comes time to acquit use of the RLCIP funds to the Department, the local government will have to evidence works to the value of \$100,000 excluding GST.

Q11: Can local governments use funding from both the RLCIP \$100 million component and the RLCIP – Strategic Projects to undertake the same activity?

A: No. Projects cannot receive funding for the same activity under both the RLCIP \$100m component and the RLCIP-SP.

Q12: How can I find out if the project I am planning is likely to be approved by the Department?

A: In the first instance, please refer to the Guidelines for examples of eligible community infrastructure projects. Additional information to assist local governments with interpretation of the Guidelines is provided below.

Where the information in the Guidelines and FAQs does not provide sufficient clarity in respect of a particular project, local governments may wish to seek advice from the RLCIP information line on 1800 005 494.

Please note that information line staff can provide only general guidance on the likelihood of a project's eligibility under the Guidelines. The final decision as to whether or not a project is approved can be determined only at the time of appraisal, based upon the information presented in the local government's completed application form and subject to the decision of the program's financial delegate.

Q13: How should I interpret clause 2.1 of the Guidelines, which states that funding may be used for engineering, geotechnical, or architectural works, or for land surveys and site investigations, provided they are minor components of the RLCIP project?

A: Engineering, geotechnical, or architectural works, or land surveys and site investigations, should collectively comprise less than 20 per cent of the project's RLCIP funding.

Projects with budgets for planning or planning related activities in excess of this percentage will not be approved.

Q14: How should I interpret clause 2.2 of the Guidelines, which states that funding cannot be used for operational costs and maintenance?

A: Ongoing costs are defined as those that local governments would typically be expected to provide for as part of their normal operating budgets. For example:

- Internal or external painting in isolation of a larger refurbishment project
- Repairs to existing playground equipment, as opposed to the installation of a new playground or the complete replacement of an old playground
- Fixing loose tiles at a public swimming pool

Q15: How should I interpret clause 2.2 of the Guidelines, which states that funding cannot be used for roads or related infrastructure covered by the Roads to Recovery or Black Spots programs?

A: The *Roads to Recovery Act 2000* allows funding for the construction or maintenance of roads. In addition to the common definition of 'roads', where these facilities are associated with a road, the term 'roads' is taken to include:

- traffic signs and control equipment;
- street lighting equipment;
- vehicular ferries;
- bridges or tunnels, including pedestrian bridges or tunnels; and
- bicycle paths.

A bicycle path 'associated with a road' is one that:

- is located within the road reservation; or
- where removed from the road reservation, provides a route between points on the road that is shorter than or broadly similar in distance to the road route.

Section 71 of the *Auslink (National Land Transport) Act 2005* specifies the projects that are eligible for approval as an Auslink Black Spot Project. A project is eligible for approval as an Auslink Black Spot Project if:

- the project will improve the road safety of a site;
- the site is in a State;
- the nature of the site has contributed to, or is likely to contribute to, serious motor vehicle crashes involving death or personal injury; and
- the site is not included in the National Land Transport Network.

Q16: The Guidelines state that local governments are encouraged to include projects in their application that address the needs of the local Indigenous population. What are some of the ways that local governments can achieve this?

A: Over the course of the 2008/09 round of the RLCIP, many local governments from around Australia have been working hard to deliver projects that meet this objective. Outlined below are projects delivered under the RLCIP in 2008/09, which may provide local governments with project ideas for 2009/10.

Woorabinda Aboriginal Shire Council received \$100,000 for the Woorabinda Family Gathering Centre Project: *'The aim of this project is to create an area that will foster a community feel and bring together all of the generations. The atmosphere will be family friendly with Indigenous community members as a focus. The project has already brought groups together to discuss ideas and designs, and other organisations and funding bodies have been engaged to see how they can enhance this family gathering area. The project will be primarily aimed at employing and training local people in parks and garden projects.'*

Palm Island Aboriginal Shire Council received \$100,000 for the Bwngcolman Cultural Centre Project: *'The Palm Island Cultural Centre is a project that has been discussed for some time. Two local buildings of historical significance will house this project, one being the first Palm Island Aboriginal Council Chambers and the other the Hansens Hut. The buildings will be used for social purposes and house all cultural resources presently held by the State School and John Oxley Library. The project will also double as a library and resource centre.'*

Improving employment opportunities and the job readiness of Indigenous Australians is crucial to building pathways out of disadvantage. In addition to providing infrastructure which addresses the needs of the local Indigenous population, local governments are encouraged to utilise RLCIP funding for projects which will employ Indigenous apprentices, trainees and workers.

On 26 February 2009, the Prime Minister, the Hon Kevin Rudd MP, made his first annual statement to Parliament on the Australian Government's Closing the Gap strategy. Together with the states and territories through the Council of Australian Governments, the Australian Government has set specific and ambitious targets to address Indigenous disadvantage. The six key targets that form the Closing the Gap objective are to:

1. close the life expectancy gap within a generation
2. halve the gap in mortality rates for Indigenous children under five within a decade
3. ensure access to early childhood education for all Indigenous four years olds in remote communities within five years

4. halve the gap in reading, writing and numeracy achievements for children within a decade
5. halve the gap for Indigenous students in year 12 attainment or equivalent attainment rates by 2020, and
6. halve the gap in employment outcomes between Indigenous and non-Indigenous Australians within a decade.

Further information is available from the Australian Government's social inclusion website at: www.socialinclusion.gov.au/Pages/default.aspx, and from the Department of Families, Housing, Community Services & Indigenous Affairs website at: <http://www.fahcsia.gov.au/Pages/default.aspx>

Q17: The Guidelines state that local governments are encouraged to consider environmental sustainability when preparing project proposals, and how their RLCIP activities will promote green building technologies, design practices and operations. What are some of the ways that local governments can achieve this?

- A: In October 2008, the Council of Australian Governments (COAG) agreed to develop a National Strategy on Energy Efficiency to accelerate energy efficiency efforts, streamline roles and responsibilities across levels of governments, and help households and businesses prepare for the introduction of the Carbon Pollution Reduction Scheme. Additional targeted consultations have taken place on specific measures, including proposed improvements to building energy efficiency.

Green Building aims to reduce the impact of Australia's built environment on greenhouse gas emissions by reducing the energy consumed in building and maintaining our infrastructure. Initiatives that contribute to this goal could include:

- common area lighting
- installation of photovoltaic cells
- heating, ventilation and air-conditioning systems
- the building fabric, for example glazing and shading
- monitoring equipment, automation systems, and control systems linked to improving the energy efficiency of buildings.

The benefits of building green include:

- lower overheads
- more productive and healthier environments
- access to financial incentives and tax credits
- a baseline measure to earn carbon credits

Further information is available from the Australian Government's AusIndustry website at: www.ausindustry.gov.au/Pages/AusIndustry.aspx

Q18: Can local governments start on their projects before they are formally approved by the Department?

- A: Local governments should not assume that an application will be successful. Local governments should not make any financial commitments until they receive a copy of the funding agreement which has been executed by both parties.

Q19: What other sources of Australian Government funding are available to local governments?

A: The Australian Government's GrantsLINK website makes it easy to find suitable and relevant grants for community projects. The website can be found at: www.grantslink.gov.au

Q20: What will happen if a local government does not submit an application form before the closing date, or it submits an incomplete application?

A: Incomplete or late applications may not be considered for funding.

Q21: Where can I obtain further information?

A: If you have read both the Guidelines and the FAQs and you still cannot find the information you are seeking, or if you require clarification about any of the information in these documents, please contact the RLCIP information line on 1800 005 494, or send an email to: regionalgrants@infrastructure.gov.au

Guidelines

Regional and Local Community Infrastructure Program – Strategic Projects Round 2 2009-10 \$120 Million Version 2.0

1. INTRODUCTION

On the 25th June 2009, the Australian Government made an additional \$220 million available to boost the Regional and Local Community Infrastructure Program. This investment is intended to support local jobs during the global economic recession and provide long-term benefits to communities by assisting councils to build and modernise local infrastructure.

Under the Regional and Local Community Infrastructure Program (RLCIP) there are two components: a non-competitive, direct allocation of \$100 million shared amongst all local governments; and a competitive component where \$120 million will be made available for a limited number of large strategic projects seeking a minimum Commonwealth contribution of \$1 million. (For further detail about the RLCIP \$100 million allocations please visit

www.infrastructure.gov.au/local/files/2009_RLCIP_allocations.pdf

Projects under the \$120 million Regional and Local Community Infrastructure Program – Strategic Projects (RLCIP-SP) will be allocated funding on a nationally competitive basis and will be assessed by the Department of Infrastructure, Transport, Regional Development and Local Government (the Department).

Preference will be given to projects which can demonstrate community benefit. Partnership funding is required and preference may be given to projects with greater co-contributions. Consideration will be given as to whether Councils have completed their \$250 million RLCIP projects.

Applications will have a greater chance of success if they can quantify or otherwise demonstrate what the project will achieve, what the ongoing community benefits will be and how the project will be sustainable. Councils are encouraged to identify projects that address the needs of the local Indigenous population. Councils are also encouraged to consider environmental sustainability when preparing project proposals, and how their RLCIP activities will promote green building technologies, design practices and operations.

All councils funded under the \$100 million RLCIP component (please refer to

www.infrastructure.gov.au/local/files/2009_RLCIP_allocations.pdf

for a list of councils) are eligible to apply for funds under the RLCIP-SP. The maximum total of applications per council is two; one application per council and one

as a participant in a group application. Local Governments may apply on behalf of local not-for-profit organisations.

Eligible projects must be additional, ready-to-proceed, or additional stages of current projects. Additional projects are those which have not been included in the Local Government's financial budget for 2009/10 and can be brought forward as a result of RLCIP-SP funding. Projects that are ready-to-proceed are those that will begin construction within six months of signing the Funding Agreement (contract).

Funding will not be provided to bolster projects or discrete stages of projects that have commenced but have not completed the contracted activity. No further RLCIP-SP funding will be provided to enhance or complete projects.

2. PROJECT ELIGIBILITY

2.1 Eligible Categories of Infrastructure

RLCIP–SP will provide funding for community infrastructure including new works or major renovations and refurbishments such as:

- social and cultural infrastructure (e.g. art spaces, gardens);
- recreational facilities (e.g. swimming pools, sports stadiums);
- tourism infrastructure (e.g. walkways, tourism information centres);
- children, youth and seniors facilities (e.g. playgroup centres, senior citizens' centres);
- access facilities (e.g. boat ramps, footbridges and airports); and
- environmental initiatives (e.g. drain and sewerage upgrades, recycling plants).

Projects that can be funded need to be consistent with the attached list at Annexure A.

2.2 Eligible Activities:

- construction or fit out¹;

2.2.1 The following activities are eligible where they represent a minor component of the RLCIP-SP funding:

- preparatory work such as necessary engineering and geotechnical studies; and
- land surveys and site preparation.

2.3 Ineligible Projects and Activities

¹ **Fit-out** is defined by the Department as the internal construction of a facility to enable its functional use e.g. Electrical sockets, lighting, painting walls.

Funding will not be available for activities that support council operations such as ongoing costs (e.g. operational costs, wages, vehicle leasing and maintenance, upgrade of council offices), those which make a direct contribution to private businesses, or those which benefit specific individuals (such as the renovation of a caretaker's residence), or related infrastructure covered by the Roads to Recovery or Black Spots programs. Funding will not be provided for painting of halls, works of art, individual toilet blocks, tourist interpretive centres, office equipment, or stand alone equipment, that is not part of the construction activity or project management costs or consultants fees.

3. APPLICATION SUBMISSION

Local councils are required to complete the application form available shortly at <http://www.infrastructure.gov.au/local/index.aspx>.

A completed application submitted through the Department's website is preferred. A separate communication will be sent to you advising the process for uploading your application on the nominated website.

Alternatively, 2 copies of completed applications can be sent in hard copy to:

Regional and Local Community Infrastructure Program – Strategic Projects
Department of Infrastructure, Transport, Regional Development and Local
Government.
GPO Box 594
Canberra Centre ACT 2601

**Final complete applications must be received by the Department by 4:00pm
Australian Eastern Daylight Savings Time (AEDT) on 15 January 2010.**

Please note that for security reasons, the Department does not have the facility to receive applications delivered by hand or courier to its National or Regional Offices.

Applications by email will not be accepted.

To reduce the risk that your application is not submitted by the required time (as detailed below) the Department recommends that applicants use the web based solution for lodgement.

Where an application consists of multiple parts due to the number and/or size of the files, applicants must ensure that uploading or transmission of all parts is completed before the required time. The judgement of the Department as to the actual time an application has been submitted will be final.

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Applicants need to be aware that the Commonwealth of Australia takes no responsibility for any problems arising in the application submission process, including for example any problems with applicants' infrastructure and/or the Department's or applicants' Internet connectivity. Applicants are responsible for ensuring submission of applications has occurred on time and in accordance with the requirements of these Guidelines. **The Department recommends that applicants provide sufficient time for any delivery problem analysis and resolution.**

The file formats of electronically submitted applications are required to be compatible with MS Office 2007, Adobe pdf, and image files (jpeg, tiff, png). The Department reserves the right to reject electronically submitted applications that are in other formats.

Incomplete applications will disadvantage applicants during the assessment process. The Department will not contact applicants for further information or clarity on information provided.

4. COUNCIL INFORMATION REQUIRED

In order that RLCIP–SP can be assessed for funding by the Australian Government, each proponent will need to provide information about their organisation and the Council. This information includes but is not limited to:

- details of the council;
- details of the project manager;
- business and cash flow projections for the council;
- council's Financial Reports for the last 3 years;
- sources, amounts and purpose of all Government Funding proposed and received over the last three years; and
- bank details and evidence of how RLCIP-SP funds will be managed.

Councils will also need to provide authorisation for the Department to undertake an Independent Viability Assessment if necessary.

5. ASSESSMENT OF APPLICATIONS

Based on the information provided, the Department may undertake a risk analysis of the Council's ability to undertake the proposed project.

Project viability

Project viability will be considered from two perspectives. Whether the project can be completed on time and within budget, and whether the project will be sustainable.

Important aspects that may be considered in relation to the overall viability of the project include:

- evidence of the Council's expertise/skills to deliver the project, and sustain it into the future;
- cash flow projections of the project (if applicable) and evidence to support the projection;

- clear demonstration of ownership of asset, or title over the asset for at least five years after completion of the project;
- clear demonstration of ownership and/or lease arrangements of equipment or facilities to be used in the delivery of the project;
- all statutory and other approvals required if relevant for the project;
- the level and status (e.g. contribution received,; contribution committed but yet to be received,; contribution in negotiation) of any of the funding contributions for the project and whether there are conditions attached to this funding;
- financial information including quotations, cost estimates and budgets for the project;
- budget and costings for the activity and project to be funded by RLCIP-SP;
- feasibility studies;
- information on whether there is any need for planning approvals or licences and that these requirements have been met or fully considered;
- project delivery information including business and project plans and cash flow projections;
- ongoing maintenance and management strategies;
- details of the project, including funding arrangements;
- funding that may be required for any future stages of the project;
- details of the purpose of the completed project;
- project timeframes;
- consideration of historical performance with regard to previous grant funding including completion of outcomes within agreed timeframe;
- whether the project had previous stages, how it was funded in the past and if they were completed successfully; and
- the results of any independent viability assessments if undertaken (copies of independent viability assessments undertaken by the Council should be provided).

Independent Viability Assessments

Where the Australian Government believes there are risks with the viability of the proponent or project that require further consideration, an Independent Viability Assessment (IVA) will be undertaken by a qualified external consultant engaged by the Department. The findings of the IVA will be considered in the project analysis.

6. OUTCOMES

Outcomes are the long-term benefits that a project brings to a community. For example, outcomes might include an increase in employment, improved community services, expansion of infrastructure to service a larger proportion of the community, upgrades to community facilities which result in community benefits or an increase in community capacity. Projects must provide a clear, direct and measurable benefit to local communities. Applications will have a greater chance of success if they can quantify or otherwise demonstrate what the project will achieve, what the ongoing community benefits will be and how the project is sustainable.

7. THE NATIONAL CODE OF PRACTICE FOR THE CONSTRUCTION INDUSTRY

It is a condition for approval of funding under the RLCIP-SP that project applications comply with The National Code of Practice for the Construction Industry (the Code) and the Guidelines for the Code. It is also a condition for approval of funding that, at the time your organisation lodges its application, it must not have been precluded from applying for Australian Government funded work.

Where the Code and the Guidelines for the Code apply, a failure to meet these conditions will mean that your organisation will be automatically excluded from consideration for funding under the RLCIP-SP.

Applicants should refer to:

<www.workplace.gov.au/workplace/Organisation/Industry/BuildingConstruction> for copies of the Code and the Guidelines for the Code.

8. APPROVAL OF FUNDING

Following the due diligence assessment and analysis of the project by the Department a decision on funding will be sought from the Minister for Infrastructure, Transport, Regional Development and Local Government.

The Minister will consider whether the project is consistent with the requirements of Commonwealth legislation and whether any risk treatments will need to be imposed as a condition of funding, based on risk assessments undertaken.

A letter will be sent to the Council advising whether funding has been approved and if there are any conditions attached to that funding.

Before any funding can be paid, the proponent will need to enter into a Funding Agreement (contract) with the Australian Government that will set out the terms and conditions under which the funding is provided. Proponents should **not** make financial commitments based on notification of funding approval from the Australian Government until the Funding Agreement (contract) has been executed by both parties.

Requests for additional funding from the Australian Government will not be approved. Changes to the partnership arrangements or requests to change the scope of the project that do not involve the provision of additional funding by the Australian Government may be considered.

9. CONTRACTING AND FUNDING

9.1 Accountability

The provision of funding for RLCIP-SP will be conditional upon proponents entering into Funding Agreements (contracts) with the Commonwealth (represented by the Department of Infrastructure, Transport, Regional Development and Local Government) within six of notice of their application being successful. The Funding Agreement (contract) is a legally enforceable document which defines the obligations of both parties.

9.2 Funding Agreements and Payments

The offer of funding may be withdrawn if the proponent cannot meet the requirements of the Funding Agreement or commence construction within six months of signing the Funding Agreement.

An indicative Funding Agreement (contract) will be made available on the Department's website so that proponents are aware of the likely format of a Funding Agreement (contract) with the Australian Government.

The executed Funding Agreement (contract) will define the obligations of both parties. It will describe the purpose for which Australian Government funding must be used and will provide a description of how, when and where the project must be delivered.

Prior to payment, confirmation of commencement date of construction and relevant milestone dates must be received. Funds will be paid incrementally depending upon achievement of negotiated milestones.

Action may be taken by the Department to terminate Funding Agreements (contracts) where requirements have not been met.

9.3 Progress reports

Once funding is confirmed the proponent will be required to actively manage the project.

It is recommended that proponents consider appointing appropriate project management arrangements proportionate to the size and nature of the project.

The Department will monitor the project's progress through reports received under the Funding Agreement (contract) and may conduct site visits.

Updates to the Guidelines will be published on the website as an amendment addendum. It is the responsibility of each Council to keep monitoring the site to stay informed.

Examples of Community Infrastructure

Social and cultural infrastructure

- Town halls
- Community centres
- Libraries
- Local heritage sites
- Museums
- Cultural centres
- Enhancement of main streets and public squares
- Theatre/music/art spaces
- Historic buildings
- Parks and gardens
- Internet kiosk infrastructure
- Kitchens for organisations
- Community market areas
- Other

Recreation facilities

- Sports grounds and facilities
- Sports stadiums
- Community recreation spaces
- Playgrounds
- Rail trails
- Swimming pools
- Walking tracks and bicycle paths
- Skate Parks
- BMX/Mountain Bike parks/trails
- Surf lifesaving clubs
- Other

Tourism infrastructure

- Convention or trade centres
- Memorial halls/walkways
- Tourism information centres
- Local infrastructure to support or provide access to tourist facilities
- Airports and terminals
- Community public attractions
- Buildings for exhibits
- Other

Children, youth and seniors facilities

- Playgroup centres
- Youth centres
- Scout/guide halls
- Senior citizens' centres
- Other

Access facilities

- Disabled access infrastructure
- Footbridges
- Bus/rail terminal upgrade
- Jetties/wharves/piers/pontoons
- Foreshore development
- Boat ramps
- Other

Environmental Initiatives

- Water source and treatment
- Drain and sewerage upgrades
- Water conservation infrastructure
- Waste management and processing infrastructure
- Wastewater infrastructure
- Water recycling plants
- Water catchments
- Recycling plants
- Other

Frequently Asked Questions

Regional Local Community Infrastructure Program – Strategic Projects, Round 2

2009-10 \$120 million

Version 1.1

GENERAL INFORMATION:

The Australian Government has made an additional \$220 million available to boost the Community Infrastructure Program. Under the Regional Local Community Infrastructure Program – Strategic Projects (RLCIP-SP) the Australian Government is making up to \$120 million available to local governments for Strategic Projects in 2009-10 and 2010-2011 on a nationally competitive basis.

Q1: What is the RLCIP-SP \$120 million funding for?

A: This investment will support local jobs during and provide long-term benefits to communities by assisting councils to build and modernise local infrastructure.

Under the \$120 million RLCIP-SP, funding will be available for a limited number of large strategic projects seeking a minimum Commonwealth contribution of \$1 million. Preference will be given to larger projects which can demonstrate community benefit, projects with partnership funding, Councils who have completed their \$250 million RLCIP projects and Councils who have not been funded under the \$550 million RLCIP-SP.

Applications will have a greater chance of success if they can quantify or otherwise demonstrate what the project will achieve, what the ongoing community benefits will be and how the project will be sustainable. Councils are encouraged to identify projects that address the needs of the local Indigenous population. Councils are also encouraged to consider environmental sustainability when preparing project proposals, and how their RLCIP activities will promote green building technologies, design practices and operations.

Guidelines and the application form for RLCIP-SP are available at www.infrastructure.gov.au/local/cip/cip220.aspx

If you have read both the Guidelines and this document and you still cannot find the information you are seeking, or if you require clarification about any of the information in these documents, please contact the RLCIP information line on 1800 005 494.

Q2: What do local governments have to do in return for RLCIP-SP funding?

A: Once a local government's application is successful, the local government is required to enter into a Funding Agreement (contract) with the Commonwealth of Australia.

Each Funding Agreement states the obligations that local governments must meet in return for RLCIP-SP funding. For exact details of these obligations, local governments should always refer to their Funding Agreements. The information in this FAQ is intended to be used only as a guide.

Some of local governments' main obligations under the Funding Agreement include a requirement to:

- deliver the exact scope of the project as stated in the Agreement;
- utilise RLCIP-SP funding in accordance with the approved budget for the project, as stated in the agreement;
- complete projects and expend all funding no later than 30 June 2011;
- submit reports on the status of their projects at nominated times; and
- advise the Department of any significant changes to their status as a legal entity (e.g. a merger with another council).

Q3: What will happen if a local government breaches the terms of its Funding Agreement?

A: Before entering into a Funding Agreement, the Authorised Person for a local government should make sure that they have read the entire document and are aware of all the things they are required to do in return for their RLCIP-SP funding. In the majority of cases, local government breaches of RLCIP-SP Funding Agreements result from a lack of awareness of their legal obligations under the contract.

In some cases, local governments enter into funding agreements and commit to delivering certain projects, only to find in the planning and construction phases that the project is no longer feasible. Where a local government wishes to utilise RLCIP-SP funding for purposes other than those specified in their Funding Agreement, they must first contact the Department, seek the delegate's approval and obtain a formal deed of variation to their Funding Agreement.

Where a local government utilises RLCIP-SP funding for purposes other than those specified in their Funding Agreement, and does not obtain the delegate's approval to do so, the Department may initiate legal proceedings and seek the return of RLCIP-SP funding.

Q4: What is an Authorised Person?

A: An Authorised Person (AP) is a nominated person within each local government, who has the legal authority to bind the local government and enter into a funding agreement with the Commonwealth.

APs are responsible for ensuring that local governments meet their obligations under their funding agreement, and are the only people who can perform certain functions (e.g. submit the local government's application, execute a funding agreement on behalf of the local government or submit final reports).

Q5: What is a Contact Person?

A: A local government's contact person (CP). The CP is a nominated person within each local government, who manages the day to day administration of RLCIP-SP projects. CPs are the people who interact with the Department of Infrastructure, Transport, Regional Development and Local Government (the Department) for routine matters.

In small local government organisations, the nominated AP and CP are often the same person.

Note: Where the person nominated for either of these roles changes, the new person must nominate themselves as the local government's new AP or CP via RegionalGrants@infrastructure.gov.au. Where AP or CP contact details have changed, the appropriate person must also update these details via RegionalGrants@infrastructure.gov.au.

Q6: Once a local government submits its application, what is the likely timeframe for the approval of projects and execution of funding agreements?

A: The Department will commence assessing applications after 15 January 2010. It is expected that an announcement of successful applications will be made in the first quarter of 2010. Funding agreements will be executed within 8 weeks of announcement of the successful application.

Local governments should be mindful that submitting high quality applications and promptly executing funding agreements will shorten the Department's processing timelines significantly, assisting with early payment.

Q7: How will local governments be informed that their projects have been approved?

A: Local governments will receive correspondence, advising them that their projects have been successful or unsuccessful.

Q8: Can local governments use funding from both the RLCIP \$100 million component and the RLCIP – Strategic Projects to undertake the same project?

A: No. Projects cannot receive funding for the same project under both the RLCIP-\$100m component and the RLCIP-SP.

Q9: How should I interpret clause 2.2 of the Guidelines, which states that funding may be used for engineering, geotechnical, or for land surveys and site preparation, provided they are minor components of the RLCIP-SP project?

A: Engineering, geotechnical, or architectural works, or land surveys and site investigations, should collectively comprise less than 20 per cent of the project's RLCIP-SP funding.

Q10: How should I interpret clause 2.3 of the Guidelines, which states that funding cannot be used for operational costs?

A: Ongoing costs are defined as those that local governments would typically be expected to provide for as part of their normal operating budgets. For example:

- Internal or external painting in isolation of a larger refurbishment project
- Repairs to existing playground equipment, as opposed to the installation of a new playground or the complete replacement of an old playground
- Fixing loose tiles at a public swimming pool

Q11: How should I interpret clause 2.3 of the Guidelines, which states that funding cannot be used for roads or related infrastructure covered by the Roads to Recovery or Black Spots programs?

A: The Roads to Recovery Act 2000 allows funding for the construction or maintenance of roads. In addition to the common definition of 'roads', where these facilities are associated with a road, the term 'roads' is taken to include:

- traffic signs and control equipment;
- street lighting equipment;
- vehicular ferries;
- bridges or tunnels, including pedestrian bridges or tunnels; and
- bicycle paths.

A bicycle path 'associated with a road' is one that:

- is located within the road reservation; or
- where removed from the road reservation, provides a route between points on the road that is shorter than or broadly similar in distance to the road route.

Section 71 of the Auslink (National Land Transport) Act 2005 specifies the projects that are eligible for approval as an Auslink Black Spot Project. A project is eligible for approval as an Auslink Black Spot Project if:

- the project will improve the road safety of a site;
- the site is in a State;
- the nature of the site has contributed to, or is likely to contribute to, serious motor vehicle crashes involving death or personal injury; and
- the site is not included in the National Land Transport Network.

Q12: The Guidelines state that local governments are encouraged to include projects in their application that address the needs of the local Indigenous population. What are some of the ways that local governments can achieve this?

A: Palm Island Aboriginal Shire Council received RLCIP funding for the Bwngcolman Cultural Centre Project: 'The buildings will be used for social purposes and house all cultural resources presently held by the State School and John Oxley Library. The project will also double as a library and resource centre.'

Improving employment opportunities and the job readiness of Indigenous Australians is crucial to building pathways out of poverty and disadvantage. In addition to providing infrastructure which addresses the needs of the local Indigenous population, local governments are encouraged to utilise RLCIP-SP funding for projects which will employ Indigenous apprentices, trainees and workers.

On 26 February 2009, the Prime Minister, the Hon Kevin Rudd MP, made his first annual statement to Parliament on the Australian Government's Closing the Gap strategy. Further information is available from the Australian Government's social inclusion website at: <www.socialinclusion.gov.au/Pages/default.aspx>, and from the Department of Families, Housing, Community Services & Indigenous Affairs website at: <http://www.fahcsia.gov.au/Pages/default.aspx>

Q13: The Guidelines state that local governments are encouraged to consider environmental sustainability when preparing project proposals, and how their RLCIP-SP activities will promote green building technologies, design practices and operations. What are some of the ways that local governments can achieve this?

A: Green Building aims to reduce the impact of Australia's built environment on greenhouse gas emissions by reducing the energy consumed in building and maintaining our infrastructure. Initiatives that contribute to this goal could include:

- common area lighting
- installation of photovoltaic cells
- environmentally friendly heating, ventilation and air-conditioning systems
- the building fabric, for example glazing and shading
- monitoring equipment, automation systems, and control systems linked to improving the energy efficiency of buildings.

The benefits of building green include:

- lower overheads
- more productive and healthier environments
- access to financial incentives and tax credits
- a baseline measure to earn carbon credits

Further information is available from the Australian Government's AusIndustry website at: www.ausindustry.gov.au/Pages/AusIndustry.aspx

Q14: Can local governments start on their projects before they are formally approved by the Department?

A: Local governments should not assume that an application will be successful. Local governments should not make any financial commitments until they receive a copy of the Funding Agreement which has been executed by both parties.

Q15: What other sources of Australian Government funding are available to local governments?

A: The Australian Government's GrantsLINK website makes it easy to find suitable and relevant grants for community projects. The website can be found at: www.grantslink.gov.au

Q16: What will happen if a local government does not submit an application form before the closing date, or it submits an incomplete application?

A: Incomplete or late applications may not be considered for funding.

QUERIES ON RLCIP-SP \$120 MILLION FUNDING:

Q17: Who is eligible to apply for the Regional Local Community Infrastructure Program-Strategic Projects funding?

A: All councils funded under the \$100 million RLCIP component (please refer to www.infrastructure.gov.au/local/cip/cip220.aspx for a list of councils) are eligible to apply for funds under the \$120 million RLCIP-SP. Eligible projects must be additional, ready-to-proceed, or additional stages of current projects.

- Additional projects are those which have not been included in the Local Government's financial budget for 2009/10 and can be brought forward as a result of RLCIP-SP funding.
- Projects that are ready-to-proceed are those that will begin construction within six months of signing the Funding Agreement (contract).

Q18: What can the funding be spent on?

A: RLCIP-SP funding is available for single projects only and is intended to assist councils to build and modernise local community infrastructure consistent with the types of projects listed at **Annexure A**.

Funding will not be provided to bolster projects or discrete stages of projects that have commenced but have not completed the contracted activity. No further RLCIP-SP funding will be provided to enhance or complete projects.

Eligible Activities where they represent a minor component of the RLCIP-SP funding include; preparatory work such as necessary engineering and geotechnical studies and land surveys and site preparation.

Q19: What are examples of eligible projects?

A: Examples include:

- Community centres
- Swimming pools
- Sports grounds and facilities
- Convention or trade centres
- Footpaths, streetscapes and curb reconstruction are eligible, if they are part of a suburb improvement program and not part of a road construction project - consistent with enhancing main streets and public squares in Annexure A.
- Paving or greening of road median strips and centre islands are eligible, for example if part of a suburb improvement program and not part of a road construction project – consistent with enhancing main streets and public squares in Annexure A.
- Airport infrastructure and terminals.
- Recreational bicycle paths such as those running through recreation reserves.
- Access facilities such as bus shelters, footbridges, jetties and boat ramps.

Q20: What projects are ineligible?

A: Funding will not be available for activities that support council operations such as ongoing costs (e.g operational costs, wages, vehicle leasing and maintenance, upgrade of council offices), those which make a direct contribution to private businesses, or those which benefit specific individuals (such as the renovation of a caretaker's residence), transport infrastructure, such as roads, or related infrastructure covered by the Roads to Recovery or Black Spots programs. Funding will not be provided for painting of halls, works of art, individual toilet blocks, tourist interpretive centres, office equipment, or stand alone equipment that is not part of the construction activity.

Some examples are:

- Bicycle paths in association with a road covered by Roads to Recovery, which includes a bicycle path that:
 - is located within the road reservation; or
 - where removed from the road reservation, provides a route between points on the road that is shorter than or broadly similar in distance to the road route.
- Painting of halls – funds cannot be spent 'just' to paint the halls. This is classified as maintenance and is ineligible. However, if it is part of a refurbishment of the hall which will result in more use of the facility it would be eligible.
- Toilet blocks are not eligible unless part of an integrated development involving an eligible project from Annexure A.

- Tourist interpretive centres are not eligible, unless they are part of a wider tourism infrastructure project.
- Purchase or replacement of office equipment.

APPLICATION SUBMISSION:

Q21: What is the date of closure for the RLCIP-SP applications?

A: A final and complete application must be received by 4pm (Australian Eastern Daylight Saving Time) on 15 January 2010.

Q22: How do I get a copy of the application?

A: Local councils are required to complete the application form available from the Departments website. You will be advised of the web address shortly.

Q23: How many applications can we submit?

A: The maximum total of applications per council is two; one application per council and one as a participant in a group application. Local Governments may apply on behalf of local not-for-profit organisations.

Q24: What is the process for submitting applications?

A: A completed application submitted through the Department's website is preferred. A separate communication will be sent to you advising the process for uploading your application on the nominated website.

Alternatively, 2 copies of completed applications can be sent in hard copy to:

Regional and Local Community Infrastructure Program – Strategic Projects
Department of Infrastructure, Transport, Regional Development and Local Government.
GPO Box 594
Canberra Centre ACT 2601

Final complete applications must be received by the Department by 4:00pm Australian Eastern Daylight Savings Time (AEDT) on 15 January 2010.

The file formats of electronically submitted applications are required to be compatible with MS Office 2007, Adobe pdf, and image files (jpeg, tiff, png). The Department reserves the right to reject electronically submitted applications that are in other formats.

Please note that for security reasons, the Department does not have the facility to receive applications delivered by hand or courier to its National or Regional Offices.

Applications by email will not be accepted.

Q25: What if I can't meet the timing to return the form or provide you with all the information?

A: Incomplete or late applications will disadvantage applicants during the assessment process. The Department will not contact applicants for further information or clarity on information provided.

Q26: How will I know that you have received my application?

A: The Department will notify councils of receipt of applications after 15 January 2010.

Q27: Why do I have to provide all the information required in Attachment E of the application?

A: In order to assess projects, the Department needs to make reasonable enquiries to ensure the proposed expenditure is an efficient, effective and ethical use of public money and is in accordance with Commonwealth policies.

Based on the information provided in your application, the Department will undertake a risk analysis in accordance with the RLCIP–SP guidelines. For some projects the Department may also request an Independent Viability Assessment to determine the extent of any risks.

Q28: Why is an Independent Viability Assessment required?

A: Where the Australian Government believes there are risks with the project that require further consideration, an Independent Viability Assessment (IVA) will be undertaken by a qualified external consultant engaged by the Department. The findings of the IVA will be considered in the project analysis.

An initial assessment of all projects will be undertaken, based on the size and complexity of the overall project and the level of funding to be provided. For projects where a more detailed analysis is required, an Independent Viability Assessment (IVA) may be undertaken.

Be sure to sign the authorisation at Attachment B contained within the application.

Q29: When does the project have to be built?

A: The proponent must commence construction within six months of the Funding Agreement (contract) being signed by the recipient and the Commonwealth.

Commence Construction means to begin a continuous program of on-site construction. Only significant and continuous site preparation work such as major clearing or excavation or placement, assembly, or installation of facilities or equipment at the site is considered to constitute a program of on-site construction.

All RLCIP-SP funds should be expended by 30 June 2011.

Q30: Who will approve funding for the projects?

A: The Minister for Infrastructure, Transport, Regional Development and Local Government will make the funding decisions, after advice has been provided by the Department.

Q31: How and when will successful projects be announced?

A: The Minister for Infrastructure, Transport, Regional Development and Local Government will announce successful projects after all assessments have been completed.

Q32: When will we finally get the funds?

A: When the Minister has made a decision about the release of funds, a letter will be sent to successful applicants advising them. An officer from the Department will contact them as soon as possible to complete a Funding Agreement (contract).

The Funding Agreement (contract) will be structured to schedule the release of funds incrementally on achievement of milestones.

Q33: If I'm successful how soon will I have to spend the funds?

A: The RLCIP-SP funding is intended to support local jobs and provide long-term benefits to communities by assisting councils to build and modernise local infrastructure. RLCIP-SP funds will need to be expended by 30 June 2011.

Q34: Will the approved projects be published on the website?

A: The successful applications for the RLCIP-SP will be published on the website.

Q35: Can I courier or hand-deliver my application?

A: No. For security reasons, the Department does not have the facility to receive applications delivered by hand.

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- Town halls
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- Museums
- Cultural centres
- Enhancement of main streets and public squares
- Theatre/music/art spaces
- Historic buildings
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- Wastewater infrastructure
- Water recycling plants
- Water catchments
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