
Building Better Regional Cities
DRAFT Application Guidelines

June 2011

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IMPORTANT INFORMATION

Application form

Applicants may obtain an application form from the Department's website at www.environment.gov.au.

Only fully completed applications which address both the eligibility and selection criteria, and include all required supporting documentation and attachments will be accepted. If not fully completed, applications will not meet the eligibility test and will not progress to the Assessment Panel for consideration.

Closing Date & Lodgement

Applications close at **[5.00pm / midnight] [AEST/AEDT]** on **[insert date]**

Applications are to be submitted online using the SMARTForm process, through the Department's website. For more information on how to complete this process go to www.environment.gov.au.

In certain circumstances, the Department may accept a hard copy, mailed application by prior agreement. Applicants wishing to submit a hard copy application must email their request to the BBRC Director at: bbrc@environment.gov.au, with a brief explanation of why a hardcopy submission is needed.

Applications which do not use the SMARTForm should be mailed to:

Building Better Regional Cities
Housing Division
SEWPAC
PO Box 787
Canberra ACT 2601

Applications submitted by mail must be date stamped as having been mailed by **COB** on **[insert date]**

Applications will be accepted at any time within the application period, and the Department will acknowledge receipt of all applications within 5 working days.

Late Applications

Any applications lodged after the advertised closing date and time will be considered late and will be registered separately. If the lateness is due to exceptional circumstances beyond the reasonable control of the applicant, the application may be admitted to the assessment process. Applicants will need to supply documentary evidence to support this.

The Department has no obligation to accept a late application. Any decision by the Department to accept or not accept a late application will be final.

Competitive Selection Process

The awarding of funding under the Building Better Regional Cities program is based on a competitive selection process. The total amount of funding available is capped at \$100 million, spread across the 2011-12 to 2013-14 financial years.

Applications will be assessed against the assessment criteria (see section 4.1), based on the information provided in the Application Form. Projects will be recommended for funding based on the merits of individual applications against the selection criteria, in conjunction with the results of the feasibility and risk assessment processes that will be undertaken by the Department (and external experts engaged by the Department). The Minister for Sustainability, Environment, Water, Population and Communities will make the final decision on which projects are funded.

If an application for funding is successful, the information supplied in the application form will form the basis of any funding offer.

Attachments and Supporting Documentation

Applicants must ensure that they have answered all questions in the application form (and where required included these responses as attachments), prior to the closing date and time. Applicants will not be permitted to amend or to attach further information or documentation to their application after the closing date or time.

Questions and Answers

A Question and Answer facility [will be made] available online. It can be accessed via the Building Better Regional Cities link at [insert link].

The Department will only respond to requests for information that seek clarification of issues to allow them to better understand the requirements of the Application Form and Guidelines.

Answers to questions received will be posted on this website at **[5.00pm] AEST/AEDT** each **Friday** during the application period. Questions will not be taken after **Tuesday [5.00pm] AEST/AEDT [insert date 2011]**, and the final responses will be posted on **Friday [insert date 2011]**.

The Department will periodically provide updates on its website about the status of the assessment process. Beyond this, the Department will not accept or respond to any further questions, or applicant's requests for information or correspondence about the status or progress of their application during the assessment phase.

DRAFT

1. PROGRAM OVERVIEW

1.1 What is the Building Better Regional Cities Program?

The Building Better Regional Cities (BBRC) Program is a \$100 million funding commitment by the Australian Government help build more affordable homes in regional cities over the next three years. Forty-seven regional cities have been nominated for participation in this program (listed at Section 2.1 below).

Up to \$15 million (GST Excl) will be provided to successful regional cities for infrastructure projects that support new housing developments. This could be for one development or spread across several, depending on local demographic patterns and community preferences. Funding for the program becomes available in the 2011/12 Financial Year and ceases on 30 June 2014. Only one funding round will be delivered.

1.2 What are the objectives of the Building Better Regional Cities Program?

The objective of the BBRC Program is to relieve the pressure on major cities to help Australia grow sustainably. This will be done by increasing the number of homes for sale and rent that are affordable for low and moderate income earners (affordable homes) over the next three years in regional centres that are experiencing positive jobs and population growth.

Priority will be given to infrastructure projects that:

- can demonstrate that there is land available for housing;
- can demonstrate strong expected jobs growth;
- can demonstrate that there is community support for the development;
- can demonstrate how many extra affordable homes will be delivered over the next three years;
- represent good value for money to the Australian Government;
- are well planned;
- meet appropriate planning benchmarks;
- demonstrate good urban design; and
- incorporate environmental improvements.

These requirements form the basis of the assessment criteria at Section 4.1 of this document, and all applications will be assessed against the assessment criteria.

2. ELIGIBILITY

2.1 Eligible Regional Cities:

Newcastle (NSW)	Wyong (NSW)	Toowoomba (QLD)	Warrnambool (VIC)
Tweed Heads (NSW)	Maitland (NSW)	Mackay (QLD)	Traralgon (VIC)
Wagga Wagga (NSW)	Gosford (NSW)	Rockhampton (QLD)	Mandurah (WA)
Albury (NSW)	Lismore (NSW)	Bundaberg (QLD)	Bunbury (WA)
Coffs Harbour (NSW)	Lake Macquarie (NSW)	Hervey Bay (QLD)	Kalgoorlie/Boulder (WA)
Queanbeyan (NSW)	Cessnock (NSW)	Gladstone (QLD)	Geraldton (WA)
Tamworth (NSW)	Bathurst (NSW)	Geelong (VIC)	Mount Gambier (SA)
Port Macquarie (NSW)	Ballina (NSW)	Ballarat (VIC)	Devonport (TAS)
Orange (NSW)	Gold Coast (QLD)	Bendigo (VIC)	Burnie (TAS)
Dubbo (NSW)	Sunshine Coast (QLD)	Wodonga (VIC)	Launceston (TAS)
Wollongong (NSW)	Townsville (QLD)	Mildura (VIC)	Palmerston (NT)
Nowra (NSW)	Cairns (QLD)	Shepparton (VIC)	

2.2 Eligible Organisations

Only the 47 Local Governments Bodies listed at **Attachment A** (which directly correspond to the eligible regional cities identified at 2.1 above), will be eligible to submit an application for funding under the BBRC Program.

2.3 Consortium arrangements

While state and territory governments, private companies and incorporated not-for-profit bodies are not eligible to apply for funding directly, they are encouraged to participate in the program by entering into consortium arrangements with an eligible organisation. Similarly, where other Local Government Bodies (ie: those not listed at **Attachment A**) operate either partially or wholly within an eligible regional city, they may participate in the program by entering into consortium arrangements with the eligible organisation for that regional city.

Where a consortium has been entered into, the eligible organisation must act as the lead organisation for submitting the application, and funding approval (including the Funding Agreement and associated funding releases) will only be offered to the eligible organisation.

Consortia need to be supported by appropriate legal arrangements (including strong governance and accountability provisions) which must be set up to ensure that: a) the project can be delivered as detailed in the application form; and b) the lead organisation is capable of meeting its obligations under the terms and conditions of the Funding Agreement with the Australian Government. Acceptable legal arrangements must be put in place prior to a Funding Agreement with the Australian Government being signed. It is the responsibility of the eligible/lead organisation to put these legal arrangements in place.

The Department and/or its legal advisors may review these legal arrangements, and if they are not deemed to be acceptable, the lead organisation may be required to revise these arrangements prior to a Funding Agreement being signed. Where the legal arrangements for the partnership are unable to be remedied to a standard acceptable to the Department and/or its legal advisors, the offer of funding may be withdrawn.

2.4 Eligible Infrastructure Projects

Funding may be used for the infrastructure needed to support new greenfield and infill housing developments within eligible regional cities, where this will also result in an increase the amount of affordable homes in those new developments.

The types of infrastructure that can be funded under the program include:

- Connecting infrastructure such as water and sewerage headworks, upgrades and reticulation systems, and roads.
- Community infrastructure such as: parklands and open space; pedestrian and cycle paths; and community centres, libraries and recreation facilities, where these facilities would otherwise be funded by charges to the cost of new homes in the area.

Funding provided under the BBRC Program does not include any funding for future maintenance or upgrades to the development. Any proposal submitted must take into account future costs that might arise from the initial BBRC Program investment.

All construction for the component funded by the Australian Government and the housing development itself must be completed by 30 June 2014.

2.5 What will not be funded?

Funding will not be provided for projects that:

- involve the replacement, repair or refurbishment of existing infrastructure (unless that infrastructure is needed to support new housing developments), or housing stock such as flood damaged homes or social housing stock.
- are delivered or supported through other Australian Government programs and initiatives (including supported indirectly through funding from Housing Partnership Agreements).
- are designed to support or replace existing administrative costs of applicants (eg: operational costs, wages, vehicle leasing and maintenance, upgrade of offices).

- are likely to have ongoing project operational costs where demonstration of funding to support those ongoing operational costs is not provided.
- seek a BBRC contribution exceeding \$15 million in value.
- where construction of the infrastructure needed to support the housing development/s – and for which BBRC funding is sought - has already commenced.

IMPORTANT NOTE: Funding will NOT be provided retrospectively. If you apply for BBRC funding do not begin projects dependent on BBRC funding, or parts of larger projects reliant on BBRC funding, until the funding agreement is signed, as costs will not be reimbursed.

2.6 Funding Availability

Eligible applicants can apply for funding of up to \$15 million (GST Excl) for infrastructure projects that support housing developments within eligible regional cities.

Eligible applicants can submit more than one project proposal, however each project proposal must be submitted on a separate application form. If submitting more than one application, applicants must be mindful that the maximum amount of funding that can be awarded to each successful regional city is capped at \$15 million. Applicants submitting more than one project proposal must prioritise their project bids.

Projects which generate further savings as a result of the BBRC investment, or which leverage funding and/or in-kind contributions from other sources are encouraged.

Projects can be delivered across one or more financial years, however no funding will be provided beyond 30 June 2014. Applicants should seek independent advice on the taxation treatment of the grant and should protect their own legal interests in any partnership arrangements.

2.7 Mandatory Eligibility Criteria

To be eligible for consideration for funding under the BBRC program, applicants must submit a completed application form (including all requested attachments). Applications for projects must:

- be submitted by an eligible organisation;
- be for an eligible infrastructure proposal that is to be delivered within an eligible regional city; and
- demonstrate that the project can be commenced, and construction of both the component funded by the Australian Government and the housing development itself, can be completed in the period between 1 July 2011 and 30 June 2014.

3. CONDITIONS OF FUNDING

3.1 The Funding Agreement

Successful applicants will need to enter into a Funding Agreement with the Australian Government prior to any payment of funds being made. A Funding Agreement is a performance-based, legally enforceable agreement between the Australian Government and the successful applicant that sets out the terms and conditions governing the funding to be provided. The Draft Funding Agreement will form the basis of any offer of funding. The Draft Funding Agreement [\[will be made\]](#) available online via the Building Better Regional Cities link at: [\[insert link\]](#).

Applicants will be required to indicate the extent of their compliance with the draft funding agreement in response to Assessment Criterion 5 (at Section 4.1 of these guidelines).

It is important to note that where an applicant is successful and has indicated an ability to comply with the terms and conditions of the Draft Funding Agreement in their application, but amends their ability to comply with these terms and conditions after the offer is made, then that offer may be withdrawn.

3.2 Partnership arrangements:

Where projects are delivered through partnership arrangements, a Funding Agreement will only be entered into with the lead (eligible) organisation, and where the lead organisation can demonstrate that the partnership is supported by appropriate legal arrangements (and these arrangements are deemed to be acceptable to the Department).

3.3 Timeframe for entering into a funding agreement:

Applicants will have 16 weeks after the successful projects are announced by the Minister to enter into a Funding Agreement with the Australian Government. The offer of funding may be withdrawn if the applicant cannot meet this timeframe, has not obtained agreement from the Department for an extension to this timeframe, or if there are significant reasons why the project cannot commence.

3.4 Commencement date

The project commencement date is the date that the signed (by the official contact) Funding Agreement is co-signed by a delegate of the Department of Sustainability, Environment, Water, Population and Communities (the funding agreement is 'executed'). A copy of the completed Funding Agreement will be returned to you for your records.

3.5 Payment of funding

Project funds will be paid in accordance with the agreed milestones and payment schedules specified in the Funding Agreement. All funding releases are subject to the Funding Recipient complying with the terms and conditions of the Funding Agreement. Funding Agreements will operate until the end of the project, as approved by the Delegate.

3.6 Reporting and Performance Measures

The Department is responsible for measuring the effectiveness of the Building Better Regional Cities Program and is also required to report on program expenditure in accordance with the *Financial Management and Accountability Act 1997*.

Performance measures:

Proposal-specific performance measures must be developed and described by applicants in their proposal, including how their proposal will reduce the cost of a specified number of new dwellings and how the savings to the home buyer will be measured.

Suitable performance measures may include:

- Planned versus actual delivery of particular infrastructure components against the approved (by the Department) project plan.
- Stages of infrastructure delivered by a particular date.
- Total number of dwellings delivered by a certain point.
- Total number of affordable dwellings delivered by a certain point.
- Number of affordable dwellings sold to eligible purchasers.
- Planned versus actual savings delivered to purchasers of affordable homes per dwelling or per total number of dwellings sold.

3.7 Reporting Requirements:

Applicants must provide regular reports on their progress against the achievement of agreed milestones. The reporting frequency will be set at either quarterly or half yearly, depending on the size and/or complexity of the projects, and based on the results of the risk and financial viability assessments undertaken by the Department. The reporting frequency will be determined as part of the Funding Agreement negotiations and will be directly linked to the agreed milestones. Acquittal of expenditure will also be a key element of these reports.

Where progress payments are linked to the achievement of specific activities, these payments will only be made after the relevant progress report is accepted and it is agreed that the requirements for payment stated in the Funding Agreement have been met, including expenditure of the previous payment. Additionally, if funding has been approved subject to meeting certain conditions, evidence that the conditions have been met must be presented to, and accepted by the Department.

3.8 Monitoring and Compliance

In addition to the regular reporting and performance requirements required from proponents, the Department may ask for further information and/or conduct site visits and/or arrange inspections by third parties from time to time to monitor the progress of projects funded under the BBRC program and compliance with the terms and conditions of funding. These monitoring and compliance arrangements will be set out in the Funding Agreement.

3.9 Funding Acquittal

Funded organisations are required to provide the Department with financial acquittals and audited statements upon completion of the project that demonstrate that they have spent the Australian Government funding for the purposes specified in the Funding Agreement. For large projects, audited statements may be required as part of the regular milestone reports.

Financial acquittal and audited statements must be undertaken by an independent auditor. Funds that are found to have not been spent in accordance with the purpose/s specified in the Funding Agreement will need to be repaid to the Australian Government.

Applicants should familiarise themselves with the Funding Agreement to ensure they are able to comply with the acquittal requirements.

3.10 Compliance with Commonwealth, State and Territory legislation and regulations

Funded organisations are responsible for ensuring that their project complies with all legal requirements set out within all state and territory and commonwealth legislation and regulations, and that the highest standards of duty of care are applied. Applicants should also be aware of any case based law that may apply to or affect their funding proposal.

3.11 Funding for projects relating to building and construction

Building work funded by the Australian Government is subject to all relevant state or territory health and safety laws. Special arrangements apply to projects relating to building and construction, and are set out at [Attachment B](#).

4. COMPLETING AN APPLICATION FOR FUNDING

All applicants must complete the Building Better Regional Cities Application Form which is available at www.environment.gov.au, and must provide all of the information that is sought in the Application Form (including attachments). Failure to do so will result in the application being deemed non-compliant, and the application will not be considered for funding.

4.1 The Assessment Criteria

Applications will be assessed against five Assessment Criteria, based on the information contained in the Application Form (and attachments):

- Criterion 1: Economic Growth and Housing Need
- Criterion 2: Planning and Approvals
- Criterion 3: Value for Money and Affordability
- Criterion 4: Good Urban Design, Sustainability and Accessibility
- Criterion 5: Capacity and Compliance

The assessment criteria are weighted towards projects which meet the objectives of the BBRC program, which deliver strong outcomes, and which represent excellent value for money to the Australian Government. Scores will be awarded based on the merits of the proposal against the Assessment Criteria:

Criterion 1: Economic Growth and Housing Need

Applicants must undertake a housing needs analysis covering population, demographic, economic, market and supply factors, and must demonstrate that:

- there is strong predicted economic and jobs growth;
- there is a strong demand for housing; and
- there is land available for housing.

Applicants must show how, and to what extent, their proposal will meet this predicted demand for housing (for example: how much of the supply gap the proposal will meet, or how the proposed housing options will meet the needs of the current or projected demographic groups).

Criterion 2: Planning and Approvals

Applicants must demonstrate that their proposal: identifies and addresses any potential delays or risks to the successful completion of the project; is compliant with relevant state and territory planning and affordable housing regulations, benchmarks, policies, plans and strategies; and has a high level of community support.

As the objectives of the BBRC program are to deliver more affordable homes within a three year timeframe, projects which can demonstrate that they are investment ready - ie: ready to commence (including construction), within 6 months of the Funding Agreement being executed – will be favourably considered in the assessment process. To be investment ready, it is expected that all planning, rezoning, environmental and/or Native Title approvals are in place.

Applicants must address this criterion (at a minimum) by:

- Clearly identifying the infrastructure that is proposed to be constructed using BBRC funding (including in a concept plan where possible).
- Providing details of planning approvals (including those already obtained or submitted, and those yet to be obtained). Where approvals have already been obtained, applicants must attach a copy of the approval (including any conditions of consent), to their application form.
- Submitting a project plan that shows how the proposal will be implemented and managed, including: Timeframes; Activities (including community consultations); Key Project Personnel; Roles and Responsibilities; Resources; Outputs / Deliverables / Milestones; Costings and Budget.
- Submitting a Risk Management Plan which identifies all risks to the successful completion of the project, along with risk ratings and proposed risk treatment or mitigation measures.
- Providing evidence of community support for the proposal (egg: letters of support or submissions made as part of community consultation efforts).

Criterion 3: Value for Money and Affordability

Applicants will need to demonstrate that their proposal: represents value for money to the Australian Government; promotes the use of resources in an efficient, effective, economic and ethical manner; and will be undertaken in an accountable and transparent manner.

Applications must outline the proposed method for delivering the project. Generally, value for money requires that the project can be delivered at a reasonable whole-of-life cost which may

involve open tendering in procurement or mechanisms to ensure competitive delivery with project delivery arrangements.

Applicants must show that the funding provided under BBRC will either bring forward or increase the supply of housing to the market, and will also result in an increased supply of affordable dwellings targeted at low to moderate income earners above and beyond any existing affordable housing targets. To demonstrate this, applicants must identify any existing affordable housing targets which apply to the development (eg: where a state affordable housing policy requires new developments to meet an affordable housing target of 15%), and must show how BBRC funding will result in a supply of affordable housing that is in addition to these targets.

Applicants must identify who will be eligible to purchase the affordable housing (eg: income ranges for individuals versus family groups and minimum owner occupancy periods), how housing affordability is defined for these groups (eg: percentage of household income), and how the applicant proposes to guarantee that the cost savings are passed on to eligible parties.

Proposals which are able to generate further savings and/or leverage other funding contributions which value add to the proposal, over and above what can be delivered through BBRC funding alone, will be more favourably considered than those that only pass on savings from BBRC funding. For instance, where savings are generated from bringing forward a development are then used to:

- increase the supply of affordable housing within the development; and/or
- increase the amount of savings passed on to the purchasers of the affordable homes.

Criterion 4: Good Urban Design, Sustainability and Accessibility

Applicants will need to demonstrate the extent to which the proposal incorporates the principles of good urban design including: facilitating dwellings that will be well connected to existing or proposed employment and retail hubs and other community services (such as transit oriented developments); incorporating a range of housing options, as well as facilities and infrastructure and that are highly accessible to (or can be readily adapted to suit the needs of) older Australians and people with disabilities.

Proposals must identify the mandatory (required under relevant government legislation and/or planning controls or instruments) environmental and sustainability measures which will be incorporated into the design and construction of the development itself .

Proposals that include non-mandatory (best practice) urban design, environmental and sustainability measures (such as Water Sensitive Urban Design elements) which will lead to increased amenity, liveability and sustainability within the development will be more favourably considered than those that only address the mandatory requirements.

Criterion 5 – Capacity and Compliance

Applicants must demonstrate that they have the capacity to deliver the project on time and within budget by providing information on: the qualifications, skills and expertise of key project personnel (and these must be relevant to their roles in the project); the availability of the key project personnel and any external contractors and sub-contractors; the applicant's (and any partners') previous experience in delivering similar projects and/or of delivering projects funded under other Australian Government programs; and any other current or planned projects or commitments which may affect the applicant's (or the partners') ability to deliver the project.

Applicants should show that reasonable steps have been taken to ensure the timeframes proposed for delivering the project are reasonable (for example by having a internal experts review the delivery timelines), noting that the Department will also be engaging suitably qualified experts to review the project delivery timeframes and feasibility as part of the assessment process.

Applicants will also be assessed on their ability to comply with the draft terms and conditions of funding. Applicants must review the draft funding agreement, and indicate whether they are able to comply in full with the terms and conditions of funding. Where the applicant indicates and

inability to comply with these terms and conditions, they must identify which clauses they are unable to comply with, and the reasons for their inability to comply, whether they will be able to remedy this non-compliance, and details of how they propose to do this.

It is important to note that where an applicant indicates an inability to comply with the terms and conditions of the draft funding agreement and this non-compliance is unable to be remedied, the application may not score well in the assessment against this criterion and/or it may not be possible to proceed with an offer of funding.

5. THE ASSESSMENT PROCESS

5.1 Receipt and Registration of Applications, Initial Screening for Compliance

Once received, applications will be screened by the Department to ensure that:

- The applicant is eligible to apply and all mandatory eligibility criteria have been met; and
- Complete information has been provided in the Application Form to enable a fully informed assessment to be made.

Applicants will be sent an email to confirm receipt of their application.

5.2 Assessment of funding proposals against Selection Criteria

Applications will be assessed based on the information provided in the Application Form, and scores will be awarded according to the extent to which the responses provided by the applicant meets the selection criteria.

Funding is limited and only applications meeting the selection criteria to a high degree are likely to be funded.

When undertaking the assessment of applications the Department may also bring in external assessors or seek expert advice on, or review of, particular aspects of the proposals for funding and/or the assessment of applications. Feedback may also be sought from relevant state, territory or commonwealth government agencies.

5.3 Clarification of applicant's responses

The Department may contact applicants during the application process to seek clarification, where the information provided in the application is ambiguous or when contradictory statements are made. The Department reserves the right to accept or disregard responses to any requests for clarification, particularly where such responses are seen to add to or amend an applicant's original response.

5.4 Financial Viability, Risk Assessments and Further Checks

Risk Assessments

The Department will undertake a risk assessment of the application and, where it is considered that the project or applicant organisation could be of significant risk, additional checks will be undertaken. The Department may also use information about an Applicant that is, or becomes, known to the Department, as well as any publicly available information.

Applications will be rated against a scale of high, medium and low risk, and these risk ratings will be taken into account during the assessment of applications and in recommending projects to the Minister to inform the funding decision.

Financial Viability Assessment

An independent Financial Viability Assessment may be undertaken based on the size and complexity of the overall project and/or the amount of funding to be provided. This will ensure the risks associated with the viability of the applicant and the project are managed.

Part 3 of the Application Form specifies the information required from applicants for the Financial Viability Assessment. If your organisation is part of a larger organisation and/or part of a Consortium then the larger organisation and/or Consortium member/s must also provide the information requested in the Application Form.

The Financial Viability Assessment will be undertaken by an appropriately qualified external consultant engaged by the Department and the findings of the viability assessment will be included in the project analysis and risk assessment. All information provided in an application may be subject to a viability assessment.

Further Checks

As a part of the selection process the Department may also conduct further checks of applicants and any partners. The Department may also conduct checks for non-disclosure of any relevant information.

The Department reserves the right to use information from:

- the Department's databases;
- other Australian Government agencies, such as the Australian Taxation Office and Australian Securities and Investments Commission;
- State or Territory agencies;
- law enforcement agencies;
- credit reference agencies;
- courts or tribunals;
- referees; or
- any other appropriate organisation or person reasonably required as part of these checks.

Applicants may also be required to meet Fit and Proper Person criteria, which apply to persons holding Corporate Governance roles such as CEO's, Managers, and Board or Committee Members.

IMPORTANT: The Minister may elect not to fund applicants that are assessed as high-risk in terms of project delivery or financial viability, risk, or where applicants indicate a significant inability to comply with the terms and conditions of the Draft Funding Agreement. In addition, any debts that the applicant has accrued to the Department or other Australian Government agencies may be taken into account when making a decision to offer funding.

5.5 Selection of Successful Applicants

Following assessment and confirmation by the Department that the application, proposed project and applicant organisation meets the eligibility criteria, suitable projects may be considered by an External Advisory Panel, and recommendations will be made for approval by the Minister for Sustainability, Environment Water, Population and Communities.

The Minister will consider the recommended and ranked projects and make a decision whether each project will make efficient, effective, economic and ethical use of public money as required by Commonwealth legislation and whether any risk management strategies will need to be imposed as a condition of funding based on the assessment and risk analysis undertaken.

The Minister's decision on the selection of successful applicants will be final.

6. NOTIFYING APPLICANTS

6.1 *Unsuccessful Applicants*

Unsuccessful applicants will be notified in writing of the outcome of the selection process and will be offered the opportunity for feedback on their application.

6.2 *Successful Applicants*

Successful applicants will be notified in writing of the outcome of the selection process. An opportunity will be offered to each applicant for feedback. Successful applicants will be invited to enter into a Funding Agreement with the Australian Government.

7. COMPLAINTS MECHANISM

Complaints will be dealt with under the Department's Complaints Management Policy. The Complaints Management Policy ensures that any problems an applicant has with the Department's services, decisions or policies and those of the Department's funded service providers, are taken seriously and dealt with promptly.

For the Building Better Regional Cities selection process, the initial contact person is:

Director
Building Better Regional Cities Program
Department of Sustainability, Environment, Water, Population and Communities
PO Box 787
CANBERRA ACT 2601

Email: BBRC@environment.gov.au
Phone: 1800 034 564

If the complainant is not satisfied with the response from the Department and requests reconsideration within 30 calendar days, the manager or the initial contact officer will assess their investigation of the complaint and their response to the complainant.

If the complainant is still not satisfied after receiving this response and approaches the Department again, an internal review of the issue may be triggered. Complainants requiring an internal review of their complaint will be required to write to the Department requesting an internal review within 60 calendar days of receiving the second response and are required to state the grounds for the review.

If the complainant is still not satisfied with their response from the internal review process they may wish to pursue other avenues of complaint available to them outside of the Department. These include the Commonwealth Ombudsman [<http://www.ombudsman.gov.au>] or the Administrative Appeals Tribunal as appropriate. If an applicant is dissatisfied at any time with the Department's handling of the complaint, they can also contact the Commonwealth Ombudsman.

8. APPLICANT'S RESPONSIBILITIES

8.1 *Applicant's Responsibilities*

It is the responsibility of the Applicant to:

- ensure that their application is complete and accurate. The Department is not obligated to request additional or missing information.
- keep a copy of their application and any supporting papers, for their own records.
- inform the Department of any changes to their circumstances which may affect their application or their eligibility for this funding.

8.2 Liability Issues

The Department is not liable to the applicant in relation to the selection process, including without limitation, when the Department:

- varies or terminates all or any part of the selection process or any negotiations with the Applicant;
- decides not to acquire any or all of the services sought through the selection process;
- varies the selection process; or
- exercises or fails to exercise any of its other rights under, or in relation to the Application Guidelines.

8.3 Branding and recognition requirements

Given the significant financial commitment from the Australian Government, successful applicants are expected to acknowledge the Australian Government's support and funding for a project. This is usually done by using due recognition words or by using an Australian Government logo in communication materials.

8.4 Confidential Information

Applicants must identify any information contained within their project application which they consider should be treated as confidential and provide reasons for the request. The Australian Government reserves the right to accept or refuse a request to treat information as confidential.

A request made under the Freedom of Information Act 1982 for access to an application marked 'confidential' will be determined in accordance with that Act.

9. THE DEPARTMENT'S RIGHTS

The Department reserves the right to amend these Application Guidelines by whatever means it may determine in its absolute discretion and will provide reasonable notice of these amendments.

The Department reserves the right to mark any application 'non-compliant' if it has concerns about the authenticity of the information provided.

Disclaimer

The Department and its officers, employees, agents and advisors:

- are not, and will not be, responsible or liable for the accuracy or completeness of any information in or provided in connection with the Application Guidelines and Application Forms;
- make no express or implied representation or warranty that any statement as to future matters will prove correct;
- disclaim any and all liability arising from any information provided to the applicant, including, without limitation, errors in, or omissions contained in, that information;
- except so far as liability under any statute cannot be excluded, accept no responsibility arising in any way from errors or omissions contained in any information in the Application Guidelines and Application Forms; and
- accept no liability for any loss or damage suffered by any person as a result of that person, or any other person, placing reliance on the contents of the Application Guidelines and Application Forms, or any other information provided by the Department.

10. PROBITY

The Australian Government is committed to ensuring that the process for providing funding under programs is fair and in accordance with published Guidelines, as may be varied by the Australian Government from time to time. The Australian Government reserves the right to amend these Application Guidelines. Amendments to the guidelines will be published on the Department's website.

The Department has appointed a probity advisor to provide oversight of the program.

TIMELINE AND PROCESS FLOWCHART
[to be updated]

DRAFT

Glossary

Audited Financial Statements

Audited Financial Statements are independently audited by an approved auditor, prepared in accordance with Australian Accounting Standards. The Financial Statements should include:

- Statement of Financial Position;
- Statement of Financial performance; and
- Statement of Cash flow, including Balance Sheet and Profit and Loss Statement.

Applicant

Means an organisation that submits an application. Individuals are not eligible to apply for BBRC funding.

Application

Means the application for funding submitted by an applicant. The application must be filled out in accordance with the requirements in these Application Guidelines, on a prescribed Application Form and submitted by the closing date.

Application Form

The Application Form made available to applicants to submit an application for funding. The Application Form must be submitted in accordance with the instructions in these Guidelines.

Guidelines

These Guidelines which may be accessed by an organisation interested in submitting an application for funding.

Application Pack

The material made available by the Department for applicants to help ensure applicants understand their requirements for submitting a completed Application Form by the closing date. The Application Pack consists of the Application Guidelines, Application Form and Draft Funding Agreement.

Application Period

The period for an applicant to complete and submit their Application Form. It commences from the time the applications are sought and finishes on the closing date for submitting Applications. During this period the Department will only respond to requests for information that seek clarification of issues or material that allow them to better understand the requirements of the Application Form and Application Guidelines.

Assessment Criteria

The Assessment Criteria for assessing applications as outlined in the Guidelines and the Application Form.

Assessment Process

The Assessment process for the selection of funding recipients outlined in the Guidelines and the Application Form.

Closing Date

The Closing Date is that date beyond which applications will not be accepted.

Commercial-In-Confidence

Information in the Application Form that the applicant clearly identifies as confidential and is not information that is:

- a) in the public domain, or
- b) already known to the Department other than through an obligation of confidence.

Consortium

A consortium is an association of two or more companies, organisations or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal. The Department will only contract with the lead organisation of

the partnership, and that lead organisation must be an Eligible Organisation. Applicants may determine that efficient or effective service delivery is best achieved through the use of a network of providers through a consortium arrangement. This can be recorded in responses to the Assessment Criteria. A successful applicant who utilises an authorised consortium arrangement will be held liable for all obligations contained in the terms and conditions of the funding agreement. This includes monitoring, management, financial performance, service outcomes, and insurance coverage.

Delegate

The Minister or his/her nominated representative will approve all projects and successful applicants, with reference to a report on the assessment process outcomes provided by the Department.

The Department

Commonwealth Department of Sustainability, Environment, Water, Population and Communities.

Draft Funding Agreement

The Draft Funding Agreement is a Draft only copy of the Funding Agreement, and is supplied as part of the Application Pack. It is available separately from these Guidelines via the Departmental website. A Draft Funding Agreement may, but not necessarily, constitute the final version of the Funding Agreement. See also - Funding Agreement.

Eligible Organisation

See section 2.1 of these Application Guidelines.

Funding Agreement

The Funding Agreement is the agreement that is signed by the Departmental Delegate and the Applicant's Authorised Representative. The Department's standard Funding Agreements are performance based, legally enforceable agreements between the Commonwealth and the funding recipients that set out the terms and conditions governing the funding. Funding agreements are used where the Department is providing funding to another party to deliver services or undertake certain activities, on behalf of the Department, to the community.

Greenfield

Agricultural land or undeveloped site in a city or rural area.

Infill

New construction within an existing built-up (urban) area.

Investment Ready

Projects which are "investment ready" must be ready to proceed, including to commence construction, within six months of signing the Funding Agreement. It is expected that all planning, rezoning, environmental and/or native title approvals will be in place.

Local Government Body

A *local governing body* is defined by the *Local Government (Financial Assistance) Act 1995* (Cwth) as either:

- a local governing body established by or under a law of a State, other than a body whose sole or principal function is to provide a particular service, such as the supply of electricity or water; or
- a body declared by the Minister, on the advice of the relevant State Minister, by notice published in the *Gazette*, to be a local governing body for the purposes of this Act.

Incorporated non-profit or not-for-profit organisations

An organisation is non-profit if its activities are not carried on for the profit or gain of its individual members. The constitution or governing documents of the organisation should prohibit distribution of profits or gains to individual members.

Local Government Area

Refers to the area covered by a council or shire jurisdiction as defined in the *Local Government (Financial Assistance) Act 1995 (Cwth)*.

Successful Applicant

The selection process will result in a short list of recommended applicants. The short list will be forwarded to the Minister for his consideration. Applicants will be advised of their success or otherwise and those which subsequently sign a Funding Agreement with the Australian Government are Successful Applicants. The decision by the Minister regarding successful applicants is final.

Supporting Material

Means additional material provided by the applicant with their application that clarifies the claims within their application, but which does not alter the content of the application in any material sense.

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Eligible Regional Cities and City Councils

Albury	Albury City Council
Ballina	Ballina Shire Council
Bathurst	Bathurst Regional Council
Cessnock	Cessnock City Council
Coffs Harbour	Coffs Harbour City Council
Dubbo	Dubbo City Council
Gosford	Gosford City Council
Lake Macquarie	Lake Macquarie City Council
Lismore	Lismore City Council
Maitland	Maitland City Council
Newcastle	Newcastle City Council
Nowra	Shoalhaven City Council
Orange	Orange City Council
Port Macquarie	Port Macquarie-Hastings Council
Queanbeyan	Queanbeyan City Council
Tamworth	Tamworth Regional Council
Tweed Heads	Tweed Shire Council
Wagga Wagga	Wagga Wagga City Council
Wollongong	Wollongong City Council
Wyong	Wyong Shire Council
Bundaberg	Bundaberg Regional Council
Cairns	Cairns Regional Council
Gladstone	Gladstone Regional Council
Gold Coast	Gold Coast City Council
Hervey Bay	Fraser Coast Regional Council
Mackay	Mackay Regional Council
Rockhampton	Rockhampton Regional Council
Sunshine Coast	Sunshine Coast Regional Council
Toowoomba	Toowoomba Regional Council
Townsville	Townsville City Council
Ballarat	Ballarat City Council
Bendigo	Greater Bendigo City Council
Geelong	Greater Geelong City Council
Mildura	Mildura Rural City Council
Shepparton	Greater Shepparton City Council
Traralgon	Latrobe City Council
Warrnambool	Warrnambool City Council
Wodonga	Wodonga City Council
Bunbury	Bunbury City Council
Geraldton	Geraldton-Greenough City Council
Kalgoorlie/Boulder	Kalgoorlie-Boulder City Council
Mandurah	Mandurah City Council
Burnie	Burnie City Council
Devonport	Devonport City Council
Launceston	Launceston City Council
Mount Gambier	Mount Gambier City Council
Palmerston	Palmerston City Council

National Code of Practice for the Construction Industry and the Australian Government Implementation Guidelines for the National Code of Practice for the Construction Industry

The National Code of Practice for the Construction Industry (the Code) and the Australian Government Implementation Guidelines for the National Code of Practice for the Construction Industry, revised September 2005, reissued June 2006 (the Guidelines for the Code), set out the responsibilities of the parties involved in building and construction projects funded by the Australian Government. The principles expressed in the Code promote best practice workplace relations and standards of honesty and integrity in the construction industry. The Guidelines for the Code were developed to assist the interpretation and implementation of the Code.

The Code and Guidelines for the Code apply, subject to the specified threshold requirements in the Guidelines for the Code, to all directly and indirectly funded building and construction activities undertaken by Australian Government agencies and funding applicants.

Applicants of project funding specifically relating to building and construction activity, as defined in the Code and subject to any threshold requirement in the Guidelines for the Code, must comply with the Code and Guidelines for the Code. Funding applicants will also be obliged, among other things, to ensure that all contractors, subcontractors, suppliers, consultants and employers who perform work in relation to a project funded under the Program comply with the Code and Guidelines for the Code.

For copies of the Code and the Guidelines for the Code, applicants should refer to:

<http://www.deewr.gov.au/workplacere/relations/policies/buildingandconstruction/pages/nationalcodeandguidelines.aspx>

Australian Government Building and Construction OHS Accreditation Scheme

The Australian Government is committed to improving occupational health and safety (OHS) outcomes in the building and construction industry. From 1 October 2007, only persons who are accredited under the Australian Government Building and Construction OHS Accreditation Scheme are able to contract for building work that is indirectly funded by the Australian Government where:

- the value of the Australian Government contribution (including the amount of any Contingency Payment) to the project is at least \$5 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution (including the amount of any Contingency Payment) to a project is \$10 million or more, irrespective of the proportion of Australian Government funding.

The Scheme is established by the Building and Construction Industry Improvement Act 2005 and specified in the Building and Construction Industry Improvement (Accreditation Scheme) Regulations 2005.

Building work is considered **indirectly** funded where it is funded by the Australian Government or an Australian Government authority through grants and other programmes. This includes building projects where the Australian Government provides money through a funding agreement or grants to a person, for example, a state or territory government who then may contract with persons who will undertake the building work or persons who will arrange for the building work to be carried out.

Indirectly funded building work also includes building projects that the person, who receives Australian Government funding, facilitates by agreement (for example pre-commitment lease, Build Own Operate (BOO) and Build Own Operate Transfer (BOOT) arrangements).

If a project meets the above threshold amounts, the requirement that accredited builders carry out the building work only applies to contracts for building work that are valued at \$3 million or more as defined in the Building and Construction Industry Improvement (Accreditation Scheme) Regulations 2005. Further information on applying the Australian Government Building and Construction OHS Accreditation Scheme is available from the Office of the Federal Safety Commissioner at www.fsc.gov.au. The Australian Government reserves the right to set other conditions especially where there may be a need to mitigate risks identified within the project.

DRAFT 2011-12
Application for Funding under the
Building Better Regional Cities Program

This form is to be used by applicants seeking funding under the Building Better Regional Cities Program. Applicants seeking funding for more than one infrastructure proposal will need to submit separate application forms for each proposal.

Only fully completed applications which address both the eligibility and selection criteria, and include all required supporting documentation and attachments will be accepted. If not fully completed, applications will not meet the eligibility test and will not progress to the Assessment Panel for consideration.

Closing Date & Lodgement

Applications close **at [5.00pm / midnight] [AEST/AEDT] on [insert date]**

Applications are to be submitted online using the SMART form process, through the Department's website. For more information on how to complete this process go to www.environment.gov.au.

In certain circumstances, the Department may accept a hard copy, mailed application by prior agreement. Applicants wishing to submit a hard copy application must email their request to the BBRC Director at: bbrc@environment.gov.au, with a brief explanation of why a hardcopy submission is needed.

Applications which do not use the SMART form should be mailed to:

Building Better Regional Cities
Housing Division
SEWPAC
PO Box 787
Canberra ACT 2601

Applications submitted by mail must be date stamped as having been mailed **by COB on [insert date]**

Applications will be accepted at any time within the application period, and the Department will acknowledge receipt of all applications within 5 working days.

Late Applications

Any applications lodged after the advertised closing date and time will be considered late and will be registered separately. If the lateness is due to exceptional circumstances beyond the reasonable control of the applicant, the application may be admitted to the assessment process. Applicants will need to supply documentary evidence to support this.

The Department has no obligation to accept a late application. Any decision by the Department to accept or not accept a late application will be final.

The Guidelines

Applicants should read the *Building Better Regional Cities Program Guidelines* (the Guidelines). The Guidelines provide detailed information about how the program will operate, including information about the types of proposals that are acceptable. The Guidelines must be considered when completing this application form.

Funding Agreement

To receive funding, successful applicants will be invited to sign a funding agreement with the Australian Government Department of Sustainability, Environment, Water, Population and Communities (the Department).

The Department recommends applicants obtain any relevant legal advice prior to lodging an application form. Funding agreements are contracts and involve legal obligations. Applicants are responsible for reading the Guidelines and the draft Funding Agreement, including the relevant Terms and Conditions, before submitting an application for funding.

Completion

Applicants must complete all relevant questions as outlined in this Form. Failure to provide the required information may render the application non-compliant and the application will be excluded from further assessment processes.

Instructions

Please read the Building Better Regional Cities Program Guidelines and the applicable Draft Funding Agreement before completing this Application Form.

PLEASE NOTE: Applications that are incomplete, do not address the selection criteria, do not include the requested documentation, have not been signed by the appropriate delegate or are submitted late may be deemed ineligible. The Department is not obliged to request additional or missing information from applicants.

Privacy

Any personal information provided is protected under the *Privacy Act 1988*. The Department will not use any personal information for any other purposes unless required by law or if consent is granted. The Department will not disclose any personal information to any other organisation or to any individual unless required by law or consent is granted.

Use of Information

Please note that copies of applications may be provided to relevant State, Territory or local government agencies and external consultants engaged by the Department for assessment purposes.

Please indicate whether you agree to the Department using the information (not personal information) you have provided in your application for the purposes above.

I agree

I do not agree

PART 1a Applicant Details

The Applicant will be the legal entity that SEWPaC will deal with for the purposes of obtaining additional information about the proposal and for entering into a funding agreement if successful.

1. What is the legal name of your organisation?

This is the name that appears on all official documents and legal papers. It may be different to your trading name.

2. What is the trading name of your organisation?

This is the name your organisation trades under.

3. Is your organisation the local government body which directly corresponds to one of the 47 regional cities identified in the Application Guidelines?

Yes No > Unless you are entering into a Consortium Arrangement with an Eligible Partner (in which case the Eligible Partner must be the applicant), you are NOT eligible to apply for funding under this program

4. What is the organisation's physical address? (Not a PO Box)

Building/Floor			
Number and street name			
Suburb/Town/Locality			
State/Territory		Postcode	

5. What is the organisation's postal address? If the same as Question 4, please write 'as above'.

Building/Floor			
Number and street name			
Suburb/Town/Locality			
State/Territory		Postcode	

6. Who are the authorised Contact Persons for this application?

	Preferred Contact	Alternative Contact
Title		
First name		
Family name		
Position in organisation		
Telephone number		
Mobile number		
Fax number		
Business email address		

7. Has your organisation received any funding from the Australian Government in the past 5 years? No Yes > Please list any funding received in the past 5 years. If your organisation has previously been known by another legal name, please also identify these names:
Other legal names known previously include:

Program name	Amount of funding	Period of funding
	\$	
	\$	

8. Does your organisation have an Australian Business Number (ABN)? No > Your organisation is not eligible for funding Yes > ABN
Name listed on the ABN

9. If you are aware of any of the following applying to your organisation, please mark the relevant box(s)
Note: The Department may seek further information and examine your organisation's history if deemed necessary.

Not currently solvent

Currently named or subject of any enquiry under state or Commonwealth legislation e.g. HREOC, Discrimination, Office of Workplace Services, EEO, etc.

Litigation during the past three years, current or pending or threatened
NOTE: If you have settled a claim on confidential terms, please indicate this in your response

Insolvency proceedings against the organisation during the last three years, current or pending, or any other formal charges (e.g. a notice to pay an outstanding debt by a collection agency on behalf of a creditor)

Any potential conflict of financial interest for the organisation's directors or principals

Any outstanding tax liabilities (beyond normal BAS amounts)

Future commitments or contingent liabilities that might materially affect the organisation

Financial statements for any holding or subsidiary entities that materially impact on the financial viability of the organisation

You have further information which you believe demonstrates that the organisation is or is not financially viable

Any other information which may adversely affect the capacity of the organisation to participate in the Program

Please provide a short explanation if you indicated any of the above applying to your organisation

10. Is there any other matter relating to the financial situation of your organisation (or subsidiaries) which, if known to the Department, could affect a decision to provide funding to your organisation? No Yes > Additional comments

11. Is your organisation submitting this application on behalf of a Partnership arrangement?
- No > Go to PART 2
- Yes > Go to PART 1b

PART 1b Partnership Details

Partnership Definitions

Lead Agency – This is the eligible organisation that, if successful, will be offered a Funding agreement by the Department.

Partnership – This is the combined group of entities that is applying for funding through this application form (see the Guidelines Glossary for further information).

Funding – Funding will only be paid to the Lead Agency.

Role in Partnership – Examples of an organisation’s role in the Partnership may include:

- Lead Agency
- Agency responsible for monitoring project
- Agency responsible for providing approvals
- Agency responsible for delivering the project

Partnership Eligibility – The Lead Agency must be an Eligible Organisation

12. Partnership details

Please list the legal names of all members of the Partnership and provide a brief description of each member’s role in the delivery of the services.

Organisation legal name	ABN	Role in Partnership <i>e.g. Legal Agency and Contract Signatory</i>

13. Please provide further details concerning the governance and legal arrangements of these relationships (including, for example, a copy of legal arrangements if relevant, and details of the roles and responsibilities of each partner, such as decision making structures and reporting and monitoring processes).

Please provide your **Response to question 13** as an **ATTACHMENT** to your application entitled **‘Partnership Details’** (*maximum XX pages*).

PART 2 Proposal for funding under the BBRC Program

Summary of Proposal

Please provide the following summary information of this proposal

14. Name of the proposal for which funding is being sought

Note: this name should appear in the subject line of the email(s) used when you lodge your application.

15. Are you submitting more than one (1) application for funding?

No

Yes > Please indicate the priority which you would give this proposal based on the number of applications, in which 1 is the highest priority:

16. Please provide a **SUMMARY** of your proposal. (Maximum 250 words)


The information you provide here will be used to populate the Activity Goals/Objectives section of a funding offer, if your application is successful.

17. Please provide a **DETAILED DESCRIPTION** of your proposal. (Maximum two pages)

The project description should expand the summary you provided at Question 16 of this form. Please include any relevant background information, the rationale supporting your proposal, a detailed explanation of the expected benefits including the number of affordable dwellings, along with details of the infrastructure that is proposed to be delivered as a result of BBRC funding, and indicative delivery timeframes.

18. Please provide a **MAP** showing the **LOCATION** of your proposal (Maximum one page)

The map should show the location of your project both at a local neighbourhood scale, along with an inset box showing the location of the development at in the context of the wider city or region.

 Please provide your **Responses to questions 16, 17, and 18** as an **ATTACHMENT** to your application entitled 'Summary, Detailed Description and Location'.

Key Objectives and Milestones

19. Will your proposal enable the following BBRC objective/s to be fulfilled?

Support the construction of new dwellings

Provide more affordable housing opportunities for low to moderate income earners

20. When will this project start and finish?

Note: These dates will be used in your Funding Agreement, if you are offered funding.

Start date

DD/MM/YYYY

End date

DD/MM/YYYY

21. Provide a breakdown of the infrastructure to be delivered as part of this proposal for which BBRC funding is sought, along with the total amounts of any other funding contributions.

Infrastructure Item	Cost (GST exclusive)	BBRC Funding	Other funding contributions
TOTAL:			

22. Provide key milestone delivery dates and indicative payment requirements

Note: This information should be consistent with information outlined in the Project Plan which you are asked to provide in **Question 29** below.

Payment required	Due date	Milestone description
\$		
\$		
\$		
\$		
\$		
\$		

Attach details on a separate sheet if insufficient space

CRITERION 1: ECONOMIC GROWTH AND HOUSING NEED:

23. In total, how many new dwellings will be created by this proposal? New dwellings

24. Provide an overview of the predicted population and economic/jobs growth and need for housing in your local government area: the demographic, economic (including predicted job growth), supply and market factors which were considered when developing your proposal, how this information was analysed, and the results of this analysis. Applicants will need to demonstrate that there is strong predicted jobs growth and demand for housing, and indicate the extent to which the current housing market is placed to meet this need?

25. How much land is available for housing development, and to what extent will this proposal meet the predicted demand for housing? For example, is the location of the proposed development capable of accommodating the range of housing options required?

Please provide your **Response to Questions 24 and 25** as an **ATTACHMENT** to your application entitled **'Economic Growth and Housing Need'** (maximum 3 pages).

CRITERION 2: PLANNING AND APPROVALS:

26. Does your proposal align with any State, Territory or Local Government planning or regional development benchmarks, policies, plans or strategies (such as regional development plans, master plans or local environment plans)?

No

Yes ➤ Please list the relevant benchmarks, policies, plans or strategies, and indicate how your proposal aligns with each of these instruments (for example, by referencing relevant objectives and targets):

Policy/Plan/Strategy	How does your proposal align with this policy/plan/strategy?

27. List the Commonwealth, State and Local level approvals relevant to this proposal for which:

- a) Approvals have already been obtained;
- b) An application has been lodged seeking approval; and
- c) Approval will be sought in the future.

	Approval Name	Issuing Authority	Current Status	Ref. Number	Issue Date	Valid From	Valid To
For example	Subdivision	Planning Council	Approved	c/15673	15/04/2011	15/04/2011	15/04/2013
	Building Approval	Local Council	Submitted	24562	-	-	-

Attach details on a separate sheet if insufficient space

28. Has an economic/social/environmental impact assessment already been undertaken with the involvement of relevant stakeholders, as part of any of the approvals outlined above?

No

Yes > a) Provide details of the key economic/social/ environmental factors that were considered.
 b) Provide details of the key feedback from the stakeholders that were consulted about this proposal (please attach evidence community support for this proposal).

Please provide your **Response to Question 28** as an **ATTACHMENT** entitled **'Economic, Social & Environmental Impact Assessment'** (*maximum 1 page*).

29. Project Plans and Risk Management Plans - provide detailed plans as follows:

- a) *Project Plan*: showing how the proposal will be implemented and managed, including:
 - Timeframes;
 - Activities (including any further community consultation efforts);
 - Key Project Personnel;
 - Roles and Responsibilities;
 - Resources;
 - Outputs / Deliverables / Milestones; and
 - Costings and Budget.
- b) *Risk Management Plan*: identifying all risks to the successful completion of the project, along with risk ratings and proposed risk treatment or mitigation measures.

IMPORTANT NOTE: The Department will be assessing how well your proposal is planned, whether risks have been adequately identified and planned for, and the feasibility of your proposal being delivered within the timeframes specified in the application. The Department may also seek expert advice when assessing the feasibility of your proposal. Projects which do not have reasonable delivery timeframes or which do not adequately take into account possible risks and delays to the successful and timely completion of the project may not score highly against this criterion in the assessment process.

Please provide your **Response to Question 29 (a) and (b)** as **ATTACHMENTS** entitled **'Project Plan'** and **'Risk Management Plan'** (*minimum of 2 pages per plan*).

CRITERION 3: VALUE FOR MONEY AND AFFORDABILITY

30. Do any current housing affordability targets apply to any new developments in your locality (e.g. state housing affordability target of 15% of dwellings in new developments to be affordable dwellings)?

No

Yes > Please provide details on what this target is, and which state or local level strategy, policy or plan this target aligns with. Include details on how these targets will be achieved (eg: relaxation of planning controls to offset the costs of providing affordable housing).

31. Provide a breakdown of the number and type of new dwellings and/or lots that will be created by the proposal, including:

- i. dwellings targeted at '*higher income earners and/or investors*';
- ii. affordable housing provided based on requirements or targets in existing affordable housing strategies or planning requirements (as per question 30 above);
- iii. dwellings targeted at '*low to moderate income earners*' to be provided based on BBRC investment;
- iv. the amount of savings to be passed on to the eligible purchasers of the affordable dwellings, as a result of the BBRC investment (and the total amount of these savings); and
- v. the financial year/s that the dwellings will be delivered over.

ALL AMOUNTS MUST BE **GST EXCLUSIVE**

A. Type of new dwelling/lot	B. No. of new dwellings/ lots	C. Median price (or Market Value) for similar type of new dwelling/lot	D. Indicative Sale Price per new dwelling/lot	E. Amount of savings per dwelling/ lot (C - D)	F. Total amount of savings per type of dwelling/lot (E x B)	Number of each type of dwelling to be delivered per financial year/s:		
						2011/2012	2012/2013	2013/2014
		Total amount of savings to be passed on to purchasers of affordable homes as a result of BBRC investment:						

Attach details on a separate sheet if insufficient space (however such responses must use the format provided above)

32. Will the provision of funding for the infrastructure needed to support the housing development bring forward the development of the dwellings identified in Question 31?

No

Yes > a) Provide details of how your proposal will achieve this?

b) On average how many days earlier will the dwellings identified in Question 31 be available for purchase? Days

c) What is the anticipated total amount of cost savings which will result from bringing forward this development? \$ (GST Excl)

33. Will this proposal receive any additional funding from other sources (for example, funding under a state regional development grant)?

No

Yes > a) Please detail the amounts of funding to be contributed, and the source/s of this funding? (Maximum of 150 words).

b) What is the total amount of additional funding to be contributed? \$ (GST Excl)

34. Will the savings and/or additional funding contributions identified in question 32 (c) and 33 (b) above result in extra savings to the purchasers of the affordable dwellings, and/or in additional affordable houses being built, above and beyond what is possible with BBRC investment alone?

No

Yes > If yes, provide details of how the savings will be distributed (eg: boosting the amount of savings provided to purchasers of the affordable homes, or by boosting the number of affordable dwellings to be sold by applying these savings to additional dwellings) (max 250 words).

What is the total amount of cost saving to purchasers to be delivered by the proposal (this is the total of savings identified in Questions 31, 32 (c) and 33 (b))? \$ (GST Excl)

35. **Describe how 'low to moderate income earners' will benefit from your proposal, including:**
- an outline of how you have defined 'low to moderate' income earners (including whether this is based on a state, territory or commonwealth government policy or definition);
 - how 'housing affordability' has been defined for your proposal (eg: based on a particular percentage of household income);
 - Who will be eligible to purchase the affordable dwellings/lots, and how you will ensure only those who are eligible will be able purchasers the affordable dwellings/lots; and
 - how you will ensure that the savings are passed on to the eligible purchasers of the affordable dwellings/lots.

 Please provide your **Response to question 35** as an **ATTACHMENT** entitled '**Affordability Targets and Savings Methodology**'.


CRITERION 4: GOOD URBAN DESIGN, SUSTAINABILITY AND ACCESSIBILITY

36. **Will the proposal incorporate the principles of good urban design, and result in a wide range of housing options, with good connections to adjacent communities, existing or proposed employment and retail hubs and community services, facilities and infrastructure (such as transit oriented developments)?**

No

Yes > Please provide the following details:

- Describe how the principles of good urban design have been incorporated into this development, including the range of housing options being provided, and how the development will connect with adjacent communities and existing or proposed services and facilities such as the CBD, employment hubs, health facilities, schools, retail districts, transport, recreation areas, pedestrian and cyclist oriented facilities etc.
- Provide an appropriately scaled map or diagram showing the proximity (in metres) of the proposed development to the existing or proposed services and facilities outlined in your description.

 Please provide your **Responses to question 36** as an **ATTACHMENT** entitled '**Urban Design**' (maximum 3 pages).

37. **Provide details of the environmental and sustainability measures which will be incorporated into the design and construction of the development, including:**


- A outline of the mandatory (required under relevant legislation and planning instruments) measures; and
- Details of the non-mandatory (best practice) measures (such as water sensitive urban design elements), and of any flow-on benefits these measures will provide (eg: increased amenity and liveability, reduced pollutants in stormwater). A concept plan should be included where possible.

 Please provide your **Responses to question 37** as an **ATTACHMENT** entitled '**Environment and Sustainability Measures**' (maximum 3 pages).

38. **Will the proposal result in dwellings that are highly accessible to, or can be readily adapted to suit the needs of, older Australians or people with disabilities (eg. through the use of universal design standards)?**

No

Yes > Please provide details of how your proposal will achieve this, and indicate what proportion of dwellings will meet these standards.

 Please provide your **Responses to question 38** as an **ATTACHMENT** entitled '**Accessibility Measures**' (maximum 2 pages)

CRITERION 5: CAPACITY AND COMPLIANCE

39. **Please provide information on your organisation's capacity to deliver the project on time and within budget, including:**
- e) The qualifications, skills and expertise of key project personnel against their roles in the project;
 - f) The availability of the key project personnel and any external contractors and sub-contractors;
 - g) The applicant's (and any partners') previous experience in delivering similar projects and / or of delivering projects funded under other Australian Government programs;
 - h) The applicant's capacity to provide appropriate oversight of any sub-contracting, maintain accurate financial controls and meet the reporting and acquittal requirements associated with this funding;
 - i) The applicant's management structure and governance arrangements, experience and skills of staff in project management, and financial management and grievance procedures; and
 - j) Any other current or planned projects or commitments which may affect the applicant's (or partners') ability to deliver the project.
40. **Please provide information in any steps you have taken to ensure the timeframes proposed for delivering the project are reasonable (for example, by having an internal expert review the delivery timelines).**
41. **Are you able to comply with the draft terms and conditions of funding at [\[insert link\]](#)?**
- No
- Yes > Please provide details of which clauses you are unable to comply with, and the reasons for your inability to comply, whether you will be able to remedy this non-compliance, and the details of how they propose to do this

 Please provide your **Responses to questions 39, 40, and 41** as an **ATTACHMENT** entitled '**Capacity and Compliance**' (*minimum 2 pages*)

PART 3 Viability

42. Financial Information

 Please provide the following as an **ATTACHMENT** entitled '**Financial Information**':

Your organisation's audited financial statements for the last three years.

Provide evidence of financial arrangements including documentation and status of any grant funding.

Provide a budget for your proposal. The budget should include estimates of the following:

- Revenue;
- Outgoings;
- Management fees
- Total loan costs, interest rates and terms of any loan(s); and
- Plant, staff and equipment costings.

PART 4 Declaration

Please complete and sign the declaration

I declare that:

- The information, including financial information, contained in this form and supplied via attachments to this application is true and accurate;
- I have read and accepted the **Building Better Regional Cities Program Guidelines**, and relevant Draft Funding Agreement/s and where applicable, the relevant financial security document;
- I have read, understood and accept the terms and conditions of funding and my organisation will be able to comply fully with those conditions;
- The application has been completed and there are no omissions to information provided in the proposal;
- I understand that incomplete applications may not be considered;
- The Lead Agency has undertaken due diligence within any Consortium arrangements; and
- If and where any personal details of a third party are included, the third party has been made aware of, and given permission for, those details to appear in this application.

Signature

Date

Name (please PRINT)

Position in your organisation

PART 5 Application Checklist

This checklist is provided as a tool to assist you to check your application is complete. Please ensure you have read the Building Better Regional Cities Program Guidelines, and the draft Funding Agreement, including the Terms and Conditions relevant for your proposal.

Please mark the boxes as you complete the checklist. Yes

PART 1a Applicant's Details: Completed

PART 1b Partnership Details: (If applicable)

Partnership members and roles listed?

Partnership details attached?

PART 2 Section A – Summary of Proposal

Responses to the following questions must be provided as attachments, using the titles identified below:

Question number:	Attachment Title:	
Question 16 Question 17 Question 18	<i>'Summary, Detailed Description and Location'</i>	<input type="checkbox"/>
Question 24 Question 25	<i>'Economic Growth and Housing Need'</i>	<input type="checkbox"/>
Question 28	<i>'Economic, Social and Environmental Impact Assessment'</i>	<input type="checkbox"/>
Question 29	<i>'Project Plan' and 'Risk Management Plan'</i>	<input type="checkbox"/> <input type="checkbox"/>
Question 35	<i>'Affordability Targets and Savings Methodology'</i>	<input type="checkbox"/>
Question 36	<i>'Urban Design'</i>	<input type="checkbox"/>
Question 37	<i>'Environment and Sustainability Measures'</i>	<input type="checkbox"/>
Question 38	<i>'Accessibility'</i>	<input type="checkbox"/>
Question 39 Question 40 Question 41	<i>'Capacity and Compliance'</i>	<input type="checkbox"/>

PART 3 Viability

Financial Information
 Provided your organisation's Audited Financial Statements for the last three years and your proposal's planned budget?

PART 4 Declaration: Have you read and completed the declaration?

Note: Applications that are incomplete may not be considered.



Australian Government

Department of Sustainability, Environment, Water, Population and Communities

BUILDING BETTER REGIONAL CITIES PROGRAM

STAKEHOLDER CONSULTATION

JUNE 2011

PURPOSE OF STAKEHOLDER CONSULTATION

This consultation is designed to draw out the views of key stakeholders about the proposed design of the Building Better Regional Cities Program. This will help to inform the Australian Government as it finalises the design and develops the application guidelines and assessment criteria for the Building Better Regional Cities Program. It is important to note that the guidelines and application form are both in DRAFT form and may change substantially as a result of the consultation process, or in response to any further advice provided to the Department which it considers to be relevant to the development and implementation of the program.

MAKING COMMENTS

The questions listed below are intended to prompt and guide input into the development of the Building Better Regional Cities Program, however respondents are not limited to addressing the questions listed and are welcome to address any issues they feel may be relevant to the program.

The Australian Government is seeking submissions and comments by **COB Wednesday 6 July 2011**. Comments can be forwarded to the following email address:

BBRC@environment.gov.au

Alternatively, they can be sent to:

The Director
Building Better Regional Cities Program
Department Sustainability, Environment, Water, Population and Communities
PO Box 787
CANBERRA 2601

Further copies of the draft guidelines and application form can be obtained by writing to the address above or from the BBRC webpage, available via the Housing Supply and Affordability link on www.environment.gov.au.

The Department will take suggestions and other feedback into consideration when finalising the design of the BBRC program and the BBRC Application Guidelines and Application Form. In doing so it is also important to note that it may not be possible to incorporate all suggestions, as the Department must ensure the objectives of the BBRC program are met, along with meeting other Commonwealth Government accountability policies and requirements (such as the Commonwealth Grants Guidelines).

The Department generally won't respond to individual requests for further information or to address specific questions in writing during the consultation phase, but will update the Frequently Asked Questions section on its website on a regular basis, and will address commonly asked questions there. The Department reserves the right to seek clarification on any submissions received as part of this process, to respond to requests where relevant, and to conduct separate consultation sessions with various stakeholder groups as it sees fit.

CONFIDENTIALITY

All submissions will be treated as public documents unless the author of the submission clearly indicates otherwise by marking all or part of the submission as 'confidential' before the submission is lodged. Submissions may be published in full on the website, including any personal information of authors and/or other third parties contained in the submission. If your submission contains the personal information of any third party individuals, please indicate on the cover of your submission if they have not consented to the publication of their information.

A request made under the *Freedom of Information Act 1982*, (as amended) and the *Freedom of Information Amendment (Reform) Act 2010* as relevant, for access to a submission marked confidential will be determined in accordance with those Acts.

PROMPTING QUESTIONS

Our consultation seeks responses to the follow questions. However, input relating to any issues that stakeholders may wish to raise regarding the program, guidelines or application form are welcome.

Achieving the objectives of the BBRC Program:

- 1) While BBRC funding can be used for upfront infrastructure costs, an objective of the program is to increase the number of affordable homes for sale or rent:
 - What mechanisms are available to deliver more affordable homes as a result of savings generated from the BBRC investment?
 - What types of infrastructure should be funded under the program?
 - Is there capacity to work with developers in your local government area to deliver affordable housing outcomes?

For each Assessment Criterion:

- 2) Do you consider the questions to be appropriate?
- 3) Are there any gaps in the information being sought which should be considered?

For Reporting and Performance Measures:

- 4) What performance measures should be used to assess projects?
- 5) What type of reporting frequency should be used? (eg: regular quarterly or half yearly reports, or irregular reports that are submitted after particular key milestones have been met.)