

# Application BBRFIIV000161

---

## Application Summary

---

**Application ID**

BBRFIIV000161

**Application Title**

BBRFIIV - DEPARTMENT OF INDUSTRY INNOVATION AND SCIENCE

**Program Name**

BBRF Infrastructure Projects Stream Round 4

**Organisation**

DEPARTMENT OF INDUSTRY INNOVATION AND SCIENCE

**Research Organisation**

Not Specified

**Submitted Date**

13/11/2019

## Program selection

---

**Are you a trustee on behalf of a trust?**

No

## Entity Details

---

**Australian Business Number (ABN)**

74599608295

**Legal name**

DEPARTMENT OF INDUSTRY INNOVATION AND SCIENCE

**Date of registration of ABN**

2/12/2007

**GST Registered**

Yes

**Are you a charity registered with the Australian Charities and Not-for-profits Commission (ACNC)?**

No

**Are you a not-for-profit?**

No

## Australian and New Zealand Standard Industrial Classification (ANZSIC) Details

---

**ANZSIC Division**

O - Public Administration and Safety

**ANZSIC Class**

7510 - Central Government Administration

## Program Selection

---

**Program**

BBRF Infrastructure Projects Stream Round 4

**Program Element**

BBRF Infrastructure Projects Stream Round 4

## Eligibility

---

Are you one of the following eligible incorporated entities?

- an incorporated not for profit organisation
- an Australian local government agency or body as defined in the glossary of the grant opportunity guidelines
- non-distributing co-operatives.

Yes

Is your project taking place in a drought-affected location in Australia as outlined in section 2.1.2 of the grant opportunity guidelines?

Later in this form you will be required to provide evidence to support your claim that your project will take place in a drought-affected location. This evidence could include:

- projects located in a local government area that is eligible for the Australian Government's Drought Communities Programme - Extension
- projects located in a locality drought-declared by the relevant state or territory government
- official Bureau of Meteorology rainfall data indicating an extended period without or significant decline in rainfall
- demonstrated impact of economic and/or employment decline as a result of drought.

Your application will be ineligible if:

- a. your project is not located in a drought-affected location; and
- b. if you do not provide satisfactory evidence to support your claim.

Yes

Is your project in an eligible location?

Please use the [mapping tool](#) to determine the eligibility of your project location. Information from the mapping tool will be required throughout your application. We advise you to keep the mapping tool open.

Excluded areas are the Urban Centre and Locality (UCL) cities over 1 million people for Sydney, Melbourne, Brisbane, Perth and Adelaide as defined by the Australian Bureau of Statistics' Australian Statistical Geography Standard. For the city of Canberra, the excluded area is only the part of the Canberra-Queanbeyan Significant Urban Area that is located within the Australian Capital Territory.

Yes

Is your project located in an excluded area and significant benefits and employment outcomes will flow directly into an eligible area?

Not applicable

Can you provide evidence of how you will provide your share of project costs if applicable?

If you will be making a cash contribution to the project you must use the Accountant Declaration form available on [business.gov.au](#) and [GrantConnect](#).

If your project will receive cash contributions from other sources you must provide formal documentation confirming the cash contributions from those sources (e.g. State government) such as a commercial finance agreement or letter of offer with your application.

Yes

Can you confirm that you have the authority of the land or infrastructure project owner to undertake the project at the nominated site(s)?

You are required to provide a letter from the land or infrastructure project owner using the letter template provided on [business.gov.au](#).

Yes

Does your project include the construction, upgrade or extension of infrastructure that provides economic and social benefits to regional and remote areas?

Yes

Select the eligible activities that your project will include.

the construction of new infrastructure

Has construction started at the time of application?

No

Is your project classified as remote or very remote?

Your project location (latitude and longitude) determines your remoteness classification. We base the criteria for the remoteness classification on the Australian Bureau of Statistics' Remoteness Structure under the Australian Statistical Geography Standard. A [mapping tool](#) is available on [business.gov.au](#) to assist you in determining the location of your project. See section 5.2.1 of the grant opportunity guidelines for more information.

No

Will you be applying for an exceptional circumstances exemption from a cash contribution?

See section 4.2.1 of the grant opportunity guidelines for more information.

No

## Applicant address

---

Business Street Address

100 Abbett St  
SCARBOROUGH WA 6019  
Australia

**Business Postal Address**

100 Abbett St  
SCARBOROUGH WA 6019  
Australia

## Applicant financials

---

### Latest Financial Year Figures

---

**Has the applicant existed for a complete financial year?**

Yes

**What was the latest complete financial year?**

2018/19

### Recent Trading Performance

---

**Sales Revenue (Turnover)**

\$12

**Export Revenue**

\$12

**R&D Expenditure**

\$12

**Taxable Income**

\$12

**Number of employees (headcount)**

12

**Number of independent contractors (headcount)**

12

## Project information

---

### Project title and description

---

**Provide a project title.**

-

**Provide a brief project description for publication.**

**Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will benefit your organisation.**

-

### Detailed project description and key activities

---

**Provide a detailed description of your project including the project scope and key activities.**

-

### Risk management

---

**Risk title**

Risk 1

**Risk**

-

**Likelihood**

Rare

**Consequence**

Substantial

**Risk management strategy**

-

**Risk title**

Risk 2

**Risk**

-

**Likelihood**

Unlikely

**Consequence**

Insignificant

**Risk management strategy**

-

**Risk title**

Risk 3

**Risk**

-

**Likelihood**

Unlikely

**Consequence**

Insignificant

**Risk management strategy**

-

**Maintaining project benefits**

At the completion of the project, how will the outputs of the project be maintained in original condition for the period outlined in section 12.8 of the grant opportunity guidelines? You should outline the operational needs of the project into the future and a strategy to maintain the viability of the completed project.

-

## Project outcomes

**Project outputs**

Summarise the individual items that will be delivered on completion of the project \*

e.g.

- 25 new runway lights, 750m extension to runway, terminal extension to accommodate 20 additional retail outlets.
- construction of a two story multipurpose hall (include dimensions), incorporating two meeting rooms to seat up to 20 people, a reception/office space, public toilet facilities (include number of toilets), 10x5m stage and hall to seat 200 people, and café (include dimensions).

-

**Project management**

Describe how the project will be managed from commencement to completion.

Include the following information:

- confirmation of required approvals, are they in place or being sought?
- how will goods and services be procured?
- how you ensure the project is delivered on time, on budget and to the required standards, e.g. who will manage the project and what governance arrangements are in place?

-

## Employment numbers

What is the total expected additional direct full time equivalent employment (employees and independent contractors) generated during the project period?

1

How many of these employees do you anticipate will be Indigenous?

1

What is the total expected additional indirect full time equivalent employment (employees and independent contractors) generated during the project period?

1

How many of these employees do you anticipate will be Indigenous?

1

What is the total expected additional direct full time equivalent employment (employees and independent contractors) generated following the project period?

1

How many of these employees do you anticipate will be Indigenous?

1

What is the total expected additional indirect full time equivalent employment (employees and independent contractors) generated following the project period?

1

How many of these employees do you anticipate will be Indigenous?

1

## Project duration

---

Estimated project start date

06/06/2020

Estimated project end date

30/06/2021

Estimated project length (in months)

13

## Project milestones

---

**Milestone title**

Milestone 1

**Description**

-

**Estimated start date**

30/06/2020

**Estimated end date**

30/06/2021

## Project location

---

### Project Site 1

---

Is the address located in Australia?

Yes

300 Farringdon Rd  
BOMBAY NSW 2622  
Australia

Estimated % of project value expected to be undertaken at site

100

## Project geolocation

---

**Project site name**

Site 1

**Project site address latitude**

A [mapping tool](#) is available on [business.gov.au](#) to assist you in determining the location of your project.

The latitude must be expressed in numeric format.

For example, the latitude of Alice Springs is -23.6980, equal to 23 degrees, 41 minutes, 51 seconds South.  
Valid latitude ranges are -9.000000 to -44.000000  
-23.6980

#### Project site address longitude

A [mapping tool](#) is available on [business.gov.au](#) to assist you in determining the location of your project.

The longitude must be in numeric format.

For example, Alice Springs is 133.8807, equal to 133 degrees, 53 minutes and 1 second East.

Valid values are 112.000000 to 154.000000

133.8807

#### Project site address remoteness classification

The criteria for the remoteness classification is based on the Australian Bureau of Statistics' Remoteness Structure under the Australian Statistical Geography Standard. It is very important that you specify the correct remoteness classification. An error may cause your contribution to be inadequate and your application to be considered ineligible. If your project includes multiple site locations and there is a mix of regional and remote classifications we will consider your entire project location as remote for the purposes of the contribution requirement.

[Click here](#) to access the mapping tool that will help you determine the remoteness classification of your project location.

Remote

## Drought affected location

Provide evidence to support your claim that your project is taking place in a drought-affected location in Australia as outlined in the grant opportunity guidelines.

This evidence could include:

- projects located in a local government area that is eligible for the Australian Government's Drought Communities Programme - Extension
- projects located in a locality drought-declared by the relevant state or territory government
- official Bureau of Meteorology rainfall data indicating an extended period without or decline in rainfall
- demonstrated impact of economic and/or employment decline as a result of drought.

You can attach further evidence to support these claims later in the application.

## Project budget

### Project budget summary

Head of Expenditure	Cost Type	Financial Year	Costs
Project expenditure			\$160,000
	Materials for construction		\$40,000
		2019/20	\$20,000
		2020/21	\$20,000
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
	Hired/leased plant expenditure		\$10,000
		2019/20	\$10,000
		2020/21	\$0
		2021/22	\$0

Head of Expenditure	Cost Type	Financial Year	Costs
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
	Contract expenditure		\$60,000
		2019/20	\$60,000
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
	External labour hire and external consulting expenditure		\$40,000
		2019/20	\$40,000
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
	Other eligible expenditure		\$10,000
		2019/20	\$10,000
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
Total Project Costs (\$AUD and GST exclusive)			\$160,000

Financial Year	Costs
2019/20	\$140,000
2020/21	\$20,000
2021/22	\$0
2022/23	\$0

Financial Year	Costs
2023/24	\$0
2024/25	\$0
Total Project Costs (\$AUD and GST exclusive)	\$160,000

**Total Commonwealth Funding Sought (\$AUD and GST exclusive)**  
\$80,000

## Exceptional circumstances

Are you applying for an exceptional circumstances exemption to allow you to seek up to 100% grant funding for the Total Eligible Project Cost of your project?

Exceptional circumstances may include:

- drought and/or disaster declaration
- limited financial capacity of the local council
- impact of industry decline
- significant recent change in population or community demographics
- other exceptional circumstances.

Before you consider seeking an exemption, note:

- we will only grant exemptions in very limited circumstances
- if the evidence provided does not include how the exceptional circumstance is preventing you from meeting your cash contribution requirement, or is deemed insufficient, your application will be deemed ineligible and there will be no opportunity to resubmit your application in the same funding round
- we assess all applications, including those granted an exemption, against each of the assessment criteria.

No

## Source of funding

## Your contribution

### Name of contributor

Department of Industry

### Details of contribution

Contribution Type	Amount	Due Date	Description
Cash	\$80,000	30/06/2020	Cash
Total	\$80,000		

## Other non-government contribution

### Details of contribution

Contribution Type	Amount	Due Date	Description
Cash	\$0		
Total	\$0		

## Other non-Commonwealth government grants



**Details of contribution**

Contribution Type	Amount	Due Date	Description
Cash	\$0		
Total	\$0		

**Other Commonwealth Government grants****Details of contribution**

Contribution Type	Amount	Due Date	Description
Cash	\$0		
Total	\$0		

**Assessment criteria****Assessment criterion 1**

**Economic benefits of your project for the region (Score out of 15)**

You should demonstrate this by identifying:

- a. the extent to which your project meets the needs of the regional community
- b. the broader economic benefits that your project will deliver for the region and community during and beyond the term of funding.

Economic benefits for a region may cover increases in economic activity, improvements in productivity, wider access to markets or fairer and more equitable economic outcomes.

Examples of how your project could demonstrate economic benefits may include:

- increasing the number or value of jobs, new businesses or the production of goods and services in the region (this includes direct and indirect opportunities created through the project)
- providing opportunities for growth in existing sectors, e.g. tourism, agriculture, manufacturing
- the use of local suppliers and goods
- increasing efficiency of the transport system or service delivery
- increasing Indigenous economic participation, including Indigenous employment and supplier-use outcomes.

In the Project information tab of your application, you must include the total employment numbers you expect to create during and following your project. You will need to identify how many of these employees will be Indigenous. You must substantiate any employment numbers with evidence.

If you have previously stated that your project is in an excluded area but economic benefits will flow directly to an eligible area, you must demonstrate this in your response to this criterion.

-

**Evidence to support claims**

You must provide documentation to support your application.

BBRF Attachment.docx

**Assessment criterion 2**

**Social benefits of your project for the region (Score out of 15)**

You should demonstrate this by identifying:

- a. the extent to which your project meets the needs of the regional community
- b. the broader social benefits that your project will deliver for the region and community during and beyond the term of funding.

Social benefits for a region may cover increases in regional amenity, improving community connections and inclusion and providing opportunities for learning and knowledge creation.

Examples of how your project could demonstrate social benefits may include:

- making a region a more attractive place to live

- the degree to which the project fills a 'gap' within the community
- improving community connections and social inclusion
- supporting or protecting local heritage and culture
- increasing community volunteering
- addresses disadvantage within the community.

#### Evidence to support claims

You must provide documentation to support your application.

BBRF Attachment.docx

## Assessment criterion 3

---

### Capacity, capability and resources to deliver the project (Score out of 5)

You should demonstrate this by identifying:

- a. your track record managing similar projects and access to personnel and/or partners with the right skills and experience
- b. your readiness to commence the project, including your access to any required resources such as infrastructure, capital equipment or technology. You should describe the steps you have taken to allow construction to commence in the immediate future including the status of:
  - required regulatory and/or development approvals
  - project designs and costings
  - authority from the land or infrastructure project owner to undertake the project at the nominated site
  - funding contributions from all sources
- c. sound project planning to manage and monitor the project, which addresses scope, implementation methodology, timeframes, budget and risk
- d. how you will operate and maintain the infrastructure and benefits of the project into the future.

If your project is still in the planning or concept stage, it is not likely to be competitive.

#### Evidence to support claims

You must provide documentation to support your application.

BBRF Attachment.docx

## Assessment criterion 4

---

### Impact of funding on your project (Score out of 5)

You should demonstrate this by identifying:

- a. your plan for engagement and collaboration to ensure community support for your project. In your response you can describe:
  - the total investment the grant will leverage including additional cash and in-kind contributions
  - the extent that your project increases investment and builds partnerships in your region.
- b. the likelihood the project would proceed without the grant. If not, why not? Explain how the grant will impact the project in terms of size, timing and reach
- c. if you have already received Commonwealth funding for this project or a similar project, explain why you need additional funding

#### Evidence to support claims

You must provide documentation to support your application.

BBRF Attachment.docx

## Application finalisation

---

### Conflict of interest

---

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

No

### Program feedback

---

How did you hear about the program?

Word of mouth

## Additional information

---

### Accountant Declaration (if applicable)

An Accountant Declaration that confirms you can fund your share of the project costs. You must use the Accountant Declaration form available on [business.gov.au](http://business.gov.au) and GrantConnect.

BBRF Attachment.docx

### Contributing organisation cash confirmation (if applicable)

You must attach a letter/s from each contributing organisation or individual that includes formal documentation confirming the cash contributions they will make towards the project. See table 2 of the grant opportunity guidelines for more detail.

BBRF Attachment.docx

### Evidence to demonstrate your case for exemption (If applicable)

Mandatory for applicants seeking an exceptional circumstances exemption from a cash contribution.

### Trust documents

Trust documents showing the relationship of the incorporated trustee to the trust. Mandatory for not for profit organisations that are incorporated trustees applying on behalf of a trust.

### Cost benefit analysis

Mandatory for projects with a grant request over \$1 million. Further information on how to prepare a cost benefit analysis is available on [business.gov.au](http://business.gov.au).

### Evidence of the owner's authority to conduct the project at the nominated site

Mandatory for organisations that do not own the land or infrastructure for their project. The letter template available at [business.gov.au](http://business.gov.au) and GrantConnect.

BBRF Attachment.docx

### Proof of not-for-profit status

If you do not have an active Australian Charities and Not-for-profits Commission (ACNC) registration or state or territory incorporated association registration at the time of application, you must provide Constitutional documents and/or Articles of Association that demonstrate the not for profit character of the organisation.

### Project employment evidence

You should attach evidence to support the additional employment numbers provided in your application. Refer to the Project employment factsheet for guidance.

BBRF Attachment.docx

### Evidence to support claims of project being delivered in a location affected by drought

If you have indicated that your project is being delivered in a location affected by drought you must attach evidence to support the claims [here](#).

BBRF Attachment.docx

### Additional Supporting Information

If you wish to include additional documents these should be limited to those directly relevant to and supporting the application.

## Indigenous organisations

---

### Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Yes

### Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

No

## Regional Development Australia Committee

---

### Regional Development Australia Committee

Do you agree to allow your application to be provided to your relevant Regional Development Australia Committee (RDA) once project selection has been finalised. Please note, your application is being provided for the RDA's information only, to provide awareness of projects in their local region. The RDA may contact you to find out more about your project and discuss how they can assist with further applications. For more information on the role of RDA's go to [www.rda.gov.au](http://www.rda.gov.au).

Yes

## Primary application contact

---

**Title**

Mr

**Given Name**

-

**Family Name**

-

**Position Title**

-

**Email Address**

[REDACTED]

**Mobile Number**

1111111111

**Business postal address of the primary contact**

200 Anthony Rd  
ANTHONY QLD 4310  
Australia

## Applicant declaration

---

### Application Declaration

---

#### Privacy and confidentiality provisions

---

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement,
- Commonwealth Grants Rules and Guidelines,
- Program or Grant Opportunity Guidelines, and
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the Program Guidelines may also be shared for a relevant Commonwealth purpose.

The Department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

---

### Applicant declaration

---

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Department of Industry, Innovation and Science (the department) may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Commonwealth fraud control framework and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.

**By checking this box I agree to all of the above declarations and confirm all of the above statements to be true**

Yes

