



Australian Government

Department of Infrastructure and Regional Development



## **BRIDGES RENEWAL PROGRAMME (BRP)**

### **ROUND THREE**

### **PROGRAMME INFORMATION**



Welcome to Round Three of the Australian Government's Bridges Renewal Programme.

The Australian Government is committed to ensuring bridges that are nearing the end of their useful life are maintained or replaced to provide ongoing access for local communities and improve the productivity of users. We understand the significance of this access for Australia's regions and their importance to our future economic prosperity. To assist in the upkeep of this important infrastructure, the Australian Government has established the Bridges Renewal Programme.

Two rounds of the Programme are currently underway. Successful projects under Round One were announced in February 2015, with \$113 million in Australian Government funding to be provided for 74 projects for state, territory and local government projects. In January 2016, a further \$103 million was announced for 141 successful projects for local government projects under Round Two.

The Programme is investing in crucial bridge infrastructure projects that are being conceived by local communities – and this approach is helping Australia's regions invest in their own future.

The Australian Government will provide \$360 million from 2015-16 to 2019-20, with an on-going commitment of \$60 million each year following to upgrade and repair bridges to enhance access for local communities and facilitate higher productivity vehicle access.

The Australian Government will contribute fifty per cent to the total project costs, allowing state, territory and local governments the ability to fast track their most important infrastructure needs. Additionally, and in an effort to allow for a wider distribution of projects, the Australian Government, under Round Three, will limit its contribution amount to \$5 million per project.

This document for the Bridges Renewal Programme provides the information you need about the type of project proposals we are seeking, how proposals will be assessed, critical dates, and how you can contact our Department to help you with further information.

We welcome your interest in the Bridges Renewal Programme, and wish you all the best with your proposal.

**Senator the Hon Fiona Nash**  
Minister for Regional  
Development  
Minister for Local Government  
and Territories

**The Hon Darren Chester MP**  
Minister for Infrastructure and  
Transport

**The Hon Paul Fletcher MP**  
Minister for Urban Infrastructure

## Table of Contents

1. INTRODUCTION .....	5
1.1 Overview .....	5
1.2 Programme objectives and outcomes .....	5
2. KEY DATES .....	5
3. HOW TO APPLY .....	5
3.1 Proposal period.....	5
3.2 Limits on requested funding.....	6
3.3 Proposal requirements.....	6
3.4 How to submit a Proposal .....	6
3.5 Confirmation of Submission.....	6
4. ELIGIBILITY .....	7
4.1 Eligibility requirements .....	7
4.2 What is eligible for funding?.....	7
4.3 What is ineligible for funding?.....	7
5. ASSESSMENT CRITERIA .....	7
6. DECISIONS.....	8
6.1 Value for Money.....	8
6.2 Decisions on projects to be funded.....	9
7. CONDITIONS OF FUNDING.....	9
8. PROBITY .....	9
8.1 Confidential information .....	9
9. COMPLETING THE PROPOSAL FORM .....	9
9.1 Cover Sheet.....	10
9.2 Tab A - Eligibility Checklist .....	10
9.3 Tab B - Proponent Details .....	10
9.4 Tab C - Project Summary .....	10
Project Details .....	10
Key Data .....	11
9.5 Tab D - Project Budget .....	11
Project Budget .....	11
Funding Profile .....	12
9.6 Tab E - Criteria.....	12

Criterion 1 – Structural Improvements Contributing to Productivity and Access.....	12
Criterion 2 – Evidence of Economic and Social Benefits .....	12
Criterion 3 – Construction Readiness and Risk.....	13
Criterion 4 – State and Territory Priority.....	13
9.7 Tab F - Declaration .....	13
Project Details .....	13
Conflict of Interest.....	13
Declaration .....	14
10. ASSESSMENT OF PROPOSALS.....	14
11. PROCESSES FOR SUCCESSFUL PROPONENTS.....	14
11.1 Offer of Funding Form .....	14
11.2 Project Agreement .....	15
12. CONTACT DETAILS .....	15
13. ATTACHMENTS.....	16
Attachment A – Process Flowchart .....	17

# 1. INTRODUCTION

## 1.1 Overview

Round Three of the Bridges Renewal Programme (BRP) will provide Australian Government funding to eligible projects that best achieve the Programme objectives.

Projects under the BRP are assessed as part of a competitive, merit-based process. The Department will use the information provided in the Proposal Form to check eligibility and assess projects against the criteria.

The Programme Information document applies to all projects seeking funding from Round Three of the BRP. The document outlines the objectives and desired outcomes of the BRP, eligibility and assessment requirements, the submission of proposals process, the appraisal process, funding arrangements and roles and responsibilities of the proponent and the Department.

A 'Process Flowchart' is provided at [Attachment A](#).

## 1.2 Programme objectives and outcomes

The objectives of the Programme are to upgrade and repair bridges to enhance access for local communities and facilitate higher productivity vehicle access. Round Three is open to state, territory and local governments. Proponents are encouraged to discuss priorities with local communities, relevant industry stakeholders, Regional Development Australia committees and state road agencies early in the process.

Proponents can apply for funding for a single bridge project, or a series of bridgeworks that provide benefits along a key route. A limit on the amount of funding that can be sought by each proponent has been introduced for Round Three, see Section 3.2 for details. Where projects seek to improve access for heavy vehicles, proponents must provide assurances that all efforts will be made to ensure regulatory access (through the National Heavy Vehicle Regulator) is also gained.

# 2. KEY DATES

Event	Date
Proposal period open	17 March 2017
Proposal Period Closes	15 May 2017 at 11.59pm proponent's local time.
Expected Announcement of Successful and unsuccessful projects	Late 2017
Successful Proponents to return Offers of Funding	60 days after ministerial announcement
First funding availability	2017/18 financial year
Last date for Commencement of construction (scheduled)	1 July 2018
Last date for completion of construction (scheduled)	31 December 2019

# 3. HOW TO APPLY

## 3.1 Proposal period

Proposals for the BRP can be submitted at any time between the opening and closing dates for each Round.

Proposals must be received by 11:59pm (proponents) local time on 15 May 2017 for Round Three.

Proponents are strongly encouraged to submit proposals in advance of the deadline.

Late proposals will not be accepted, unless the Department considers there were exceptional circumstances beyond the proponents' control. The Department's decision will be final.

## 3.2 Limits on requested funding

Due to the high volume of requests for funding received under Rounds One and Two of the Programme, limits have been introduced for Round Three to better align the type of bridge projects to the programme objectives and to provide a more even distribution of funds. Proponents should consider their highest priority projects when preparing submissions. State, territory and local governments are limited to a maximum of \$5 million in Australian Government funding per project.

## 3.3 Proposal requirements

Proponents must provide all of the information required in the Proposal Form.

Evidence must also be provided to support the claims made against the assessment criteria.

Only completed proposals submitted by an authorised member (e.g. Chief Executive Officer, Director of Engineering) of the organisation will be accepted and appraised. Incomplete proposals will be deemed as ineligible.

Proposals may be withdrawn at any time by advising the Department at <mailto:bridgesrenewal@infrastructure.gov.au>.

## 3.4 How to submit a Proposal

Proponents must use the excel Proposal Form that can be downloaded from the website at [www.infrastructure.gov.au/bridges](http://www.infrastructure.gov.au/bridges). Proponents should save this document to their own drives for completion – do not 'drag and drop'.

Supporting documentation can also be attached to the submission email. Attachments to the proposal can be in any format, but PDF is preferred.

Emails are limited in size to 10MB and will not be accepted through the Department's email gateway if they exceed that size. Proponents should review their email attachments as all proposals should be able to be submitted within the 10MB limit, e.g. reduce photograph resolution, attach only one page of engineering diagrams, and only the executive summaries of regional plans.

More than one email can be submitted, but please ensure that titles match on all emails and mark them 1 of 3 etc.

Do not make email subjects too long – this can lead to saving difficulties. Please use a shortened proponent name, a shortened project name and the number of emails provided, for example Sunshine SC - Blacks Bridge - 1 of 1.

No Information Technology or programme support will be available after 4.30 pm AEST on the closing date, so please ensure that you submit your proposal early to receive support if required.

All proposals must be submitted via email to the BRP inbox [bridgesrenewal@infrastructure.gov.au](mailto:bridgesrenewal@infrastructure.gov.au). Only in exceptional circumstances will other arrangements be considered. Requests for separate lodgement arrangements should be submitted in writing prior to the close of the proposal period.

All proposals MUST be received by 11:59 pm proponents local time on the closing date. No proposals will be accepted after this time.

## 3.5 Confirmation of Submission

The Department will confirm receipt for each proposal submitted by 26 May 2017 via a return email. If you do not receive a receipt for your submission, please contact the Department on 02 6274 8040 immediately.

**Please note that lodgement of this proposal signifies confirmation/acceptance that all information provided is true and accurate.**

## 4. ELIGIBILITY

### 4.1 Eligibility requirements

To be eligible under Round Three of BRP:

- Proponents must be a state, territory or local government;
- The bridge must be a publicly accessible road bridge;
- Proponents must contribute at least 50 per cent of costs;
- The project must not receive funding, nor the proponent use as its part or all of its contribution funding from other Australian Government sources, including the Black Spots Programme, Roads to Recovery, National Stronger Regions Fund, Building Better Regions Fund or Disaster Relief funding;
- Proponents may have funding from the above programme for projects that abut the BRP project but there needs to be a clear physical construction, tender and financial separation of the two projects;
- Construction must not have commenced, or be due to commence and tenders must not have been awarded. Construction means actual on ground works at the project site and/or the fabrication of major components off site. **Construction prior to Departmental advice that your project can commence will result in funding for the project being withdrawn by the Department;**
- Construction must be scheduled to start by 1 July 2018 and be completed by 31 December 2019;
- An Eligibility Checklist is provided in the first part of the *Proposal Form*. You must be able to answer 'Yes' to all questions. If you consider that you are eligible, but you have responded 'No' to one of the questions you can contact us to discuss. Contact details are at Section 12 of this form.

### 4.2 What is eligible for funding?

- Bridge replacement projects – projects that seek to replace an old bridge with a new bridge;
- Bridge upgrade projects – projects that seek to strengthen, prolong the life, widen and/or improve safety on the bridge;
- New bridges replacing an existing water crossing. e.g. a new bridge to replace a culvert or causeway;
- Approach roads (reasonable length).

### 4.3 What is ineligible for funding?

- Bridges on the National Land Transport Network (NLTN). Please visit the Department website at [www.investment.infrastructure.gov.au/whatis/network/](http://www.investment.infrastructure.gov.au/whatis/network/) for more information about the NLTN;
- Projects that are wholly or principally for maintenance;
- Planning and design only projects (can be included as a small portion in a capital expenditure proposal, but not as a stand-alone project);
- Rail bridges;
- Stand-alone cycle ways, foot bridges or stock bridges;
- Inspections and structural assessments;
- Causeways, however, bridges or culverts replacing a causeway are eligible; and
- New bridges where no road or water crossing currently exists (i.e. greenfield bridges).

## 5. ASSESSMENT CRITERIA

The Department will assess proposals against the programme criteria to develop a merit list representing best value for money and make recommendations to the Minister for Infrastructure and Transport who will make decisions on funding under the *National Land Transport Act 2014*. The value for money assessment and decisions by the Minister may take account of the overall mix and funding source of projects.

Proposals that were successful under Rounds One and Two were generally more strategic and provided quality analysis and clear evidence about the benefits of the proposal and how they related to the programme objectives of

improving community access and productivity. Proponents should take this into consideration when preparing their proposals for Round Three.

Evidence must be provided as part of the response to assessment criteria or in supporting documentation. Independent evidence is highly regarded. Examples of evidence are:

- Annual average daily traffic (AADT) readings;
- Executive summary page of Quantity Surveyor costing;
- Letters from local business providing data on current and future usage, or restrictions in increasing usage;
- Geo-spatial maps of agricultural usage surrounding the bridge;
- Executive summary or selected pages of regional strategic plans referencing the route/bridge; and
- Maps showing alternative routes if bridge is not available.

Proponents seeking funding of \$800,000 or less may provide less detailed supporting documents. This reduces the compliance burden associated with small projects, whilst ensuring that the Department has sufficient information to conduct robust appraisals. The size and content of documents, and the level of evidence to support responses to the assessment criteria, should be commensurate with the size, scope and the nature of the project. It would be expected that each criterion response would be one page or less, regardless of the size of the project.

Proposals will be appraised equally against each of the following assessment criteria -

- Assessment Criterion 1 – Structural Improvements Contributing to Productivity and Access;
- Assessment Criterion 2 – Evidence of Economic and Social Benefits;
- Assessment Criterion 3 – Construction Readiness and Risk;
- Assessment Criterion 4 – State and Territory Priority.

Note: Proponents do not address Criterion 4. State and territory governments will be asked to prioritise and rank ALL eligible projects within their jurisdictions. Please note that state and territory agencies will use information provided in proposal forms to assist in prioritising projects in their jurisdiction.

## 6. DECISIONS

### 6.1 Value for Money

Value for money is achieved when the processes, actions and behaviours employed by the Australian Government and proponents result in public resources being used in an efficient, effective, economical and ethical manner. Public resources are defined in the *Public Governance, Performance and Accountability Act 2013* as 'relevant money, relevant property, or appropriations'.

The BRP seeks to promote value for money by selecting for funding those projects that:

- have met all of the eligibility requirements;
- have demonstrated the greatest relative merit in terms of the assessment criteria;
- involve a reasonable (rather than excessive) cost having regard to the quality and quantity of deliverables that are proposed; and
- have a risk profile that is acceptable to the Australian Government, with any identified risks able to be efficiently and effectively managed.

Value for money will also be considered on an ongoing basis during and after the delivery of the project. This means ensuring that Australian Government funding is expended and acquitted in accordance with contracted requirements and all other conditions of funding are met. Monitoring and evaluating the extent to which a funded project achieves its objectives and contributes to the outcomes of the BRP is also a consideration.



## 6.2 Decisions on projects to be funded

The Department may request further information to assist with the assessment or management of a proposal at any time. The Department may impose conditions on funding.

Following the closing date/time, the Department will commence eligibility checks and assessments of all proposals that have been received. If any details change, proponents must contact the Department to update their details. Please provide a generic email address for your project if you have access to one as this can assist in any follow up enquiries or correspondence.

Upon completion of the assessment process, the Department will make recommendations for projects to be funded to the Minister. The Minister for Infrastructure and Transport will announce successful projects. A list of successful projects will also be available from the Department's website at [www.infrastructure.gov.au/bridges](http://www.infrastructure.gov.au/bridges).

Successful projects and payments to councils will be managed through state and territory governments under the National Partnership Agreement on Land Transport Infrastructure Projects and the related Notes on Administration, available at <http://investment.infrastructure.gov.au/funding/projects>.

## 7. CONDITIONS OF FUNDING

After the project has been announced by the Minister, the Department will contact proponents to confirm the status of proposal, confirm proponent funding and costings and agree to milestones for payment.

Milestones and related payments will be proposed by the Department based on the size and complexity of projects and information provided in the proposal. Further information on milestones and payments is at Section 11.1.

## 8. PROBITY

For probity reasons, the Department can only provide advice of a general nature and cannot provide guidance or comments on draft proposals that could be considered as giving a proponent an advantage.

### 8.1 Confidential information

Information submitted by the Proponent may be provided to other organisations for the purposes of eligibility and project proposal appraisal.

Proponents should identify any information submitted which they wish to be considered as confidential, supported by reasons for the request. The Australian Government reserves the right to accept or refuse a request to treat information as confidential.

The *Privacy Act 1988* applies to the handling of personal information about individuals obtained in the course of the delivery of the BRP.

## 9. COMPLETING THE PROPOSAL FORM

Please ensure you read all the questions first before commencing your responses. Character limits apply to some sections of the form; these cells are locked to prevent additional information being added.

Some sections only require a number – where we have asked for a number, this must be provided, and the form will not allow text to be added to these sections. You can cover off any additional details in your responses to the criterion.

Please note some tabs on the form require you to scroll down – please ensure that you have responded to all sections of the form prior to submission.

Proposals are assessed on the basis of the answers to questions in the *Proposal Form*, with attachments providing supporting evidence. Please do NOT respond to questions with “See Attached” or “data can be provided on request”.

Google Maps, photos and other relevant material can be attached to the proposal and should be provided within the criterion, or as attachments to the submission email. Such material can be used to provide context and/or to demonstrate key points made in addressing the criteria (e.g. location of services, heavy vehicle routes/detours).

## 9.1 Cover Sheet

You do not need to complete this tab. This page will be automatically populated from the information you input into the form. This page provides a cover sheet when printing. If you accidentally click on a cell in this table, use your ‘escape’ button to exit.

## 9.2 Tab A - Eligibility Checklist

This table asks a number of questions to determine your eligibility to receive funding under the BRP. The form provides a drop down menu with a Yes or No response required. You must answer ‘Yes’ to each question to be eligible. If you consider that you should be eligible, but have answered ‘No’ to one or more questions, you can contact us on 02 6274 8040 or via email on [bridgesrenewal@infrastructure.gov.au](mailto:bridgesrenewal@infrastructure.gov.au) if you would like to discuss.

## 9.3 Tab B - Proponent Details

These details will be used for any correspondence with proponents. Please provide contact officer details, or a generic email that can be accessed by relevant staff.

Mayor details are only required to be provided by councils (not state/territory governments). The Mayor and contact details provided will be used to forward correspondence if your project is successful in securing funding. Mayor titles are usually ‘Councillor’, but this title can differ from council to council.

## 9.4 Tab C - Project Summary

### Project Details

Project Name	The Project Name should be no more than 50 characters, including spaces. It should be concise and include the name of the bridge, the name of the road and the town. E.g. Curries Bridge, King Road, Scottsville (38 characters).
Type of Works	The Type of Works is a brief explanation of the proposed work. A drop down box has been provided for you to choose the closest example of the works to be undertaken. Please see Section 4.2 of this form for a further explanation of the ‘type of works’. An ‘other’ option is available if needed, please provide a description in the adjoining cell if ‘other’ is chosen.
Brief Project Description	The Brief Project Description will be used to describe your project. This ‘standardised’ description will be used in programme documentation and communication material. Use your own description, but use the format used below and limit to one or two lines. This field is limited to 100 characters, including spaces; examples are – <ul style="list-style-type: none"> <li>• Replace a single lane timber bridge with a two lane concrete bridge; (67 characters)</li> <li>• Strengthen a load limited bridge to provide access for heavy vehicles and emergency services. (92 characters)</li> </ul>
Detailed Project Description	You can explain your project in more detail here. This field is limited to 500 characters.

Scheduled Construction Start date	Scheduled Construction Start Date <b>MUST</b> be before 1 July 2018 and will need to be entered in the format of DD/MM/YYYY.
Scheduled Construction Completion date	Scheduled Construction Completion Date <b>MUST</b> be before 31 December 2019 and will need to be entered in the format of DD/MM/YYYY.
Benefit Cost Ratio (BCR)	A BCR is essential for larger projects, however, for smaller projects (under \$800,000) a BCR is optional. BCR's above 10 will not be accepted – please contact the Department if you need to discuss. Contact details are at Section 12.

## Key Data

This section seeks details about how the bridge will be altered by the project. It requests information on pre and post-construction data including:

- Bridge dimensions;
- Number of lanes;
- Load limits;
- Average Annual Daily Traffic (AADT);
- Heavy vehicle traffic;
- Detours – if the bridge were to be closed, enter how many kilometres the alternative route would add to the average journey; and
- Flooding – number of days per year, on average, that the bridge/road is subject to flooding.

NB: you will need to scroll down on the form to access all 'Key Data' requests on this tab.

Also note that these fields are numeric only and text will not be able to be added. For example, where the form asks for 'Bridge Length (m)' you will only be able to enter '53' not '53 metres'.

For Load Limits, a number is required e.g. current load limit is 12 tonnes, post construction limit will be 62 tonnes. SM1600 or similar descriptors will not be accepted. 'Unlimited' load limit can be entered as 166.

Location details are to be provided in this section also. Location Latitude and Longitude must be decimal degrees and a useful link is [www.gps-coordinates.net](http://www.gps-coordinates.net).

An example of 'other location information' could be 15 kms north of (town name) on (road/street name), or on (road/street name) between town x and town y.

If you are applying for funding for more than one bridge, please use the 'Multiple bridge location details' cell to provide information of the additional bridges. This is a text field.

Not all fields will be applicable to your project, however, information should be provided where it is available. This information will assist in the assessment process.

## 9.5 Tab D - Project Budget

### Project Budget

Proponents are required to complete the 'Project Budget' to provide a breakdown of total costs. Text fields have been provided in this section and only need to be completed if an explanation is required. For example, if your contingency amount is more than 10% of the total project cost, you will need to provide the justification of this cost estimate.

If successful, the Australian Government will not:

- Provide more than 50 per cent of the final total project cost;

- Allocate savings to other projects; and
- Cover any cost increases - these will need to be met by the proponent in full.

Note the funding limits outlined at Section 3.2. Projects requesting more than the allocated funding limit may be considered ineligible.

## Funding Profile

Please complete the table provided. This table will inform the assessor of the duration of the project and when funds will be claimed. Figures entered will be cross checked for inconsistencies and to check that the Australian Government funding amount requested is no more than 50 per cent of the stated total project cost. The amount calculated in cell F25 will populate the amount of AG funding requested at the Declaration at Tab E. Please ensure you use whole figures, for example for \$17,500 do not use 17.5 as the system will round this number, use 17,500.

The two cells at the bottom of this tab are there to alert you to changes that need to be made to ensure your project is eligible. For example, if the 'Check of Percentage of AG Funding' turns red, your figures will need to be adjusted to ensure that you are equal to or under the 50 per cent funding requirement. The figure in the 'Check to ensure Total Project Cost etc.' needs to be zero. This cell is checking that the amount provided at C21, Total Project Cost matches the amount provided at F29, Total Project Cost, these figures need to match, so zero means all correct, no discrepancy. The cell will turn red if this amount is incorrect.

If both of these cells are green, AG funding amount is correct and Total Project Cost amounts match and you are ready to proceed.

Note the funding limits outlined at Section 3.2. Projects requesting more than the allocated funding limit may be considered ineligible.

## 9.6 Tab E - Criteria

### Criterion 1 – Structural Improvements Contributing to Productivity and Access

The degree to which the bridge will be physically improved.

Structural improvements can be demonstrated by, but not limited to:

- Increasing load limits;
- Increasing the number of lanes, safety or capacity;
- Extending the operational life of bridge;

Claims against this criterion should be specific and measurable.

### Criterion 2 – Evidence of Economic and Social Benefits

The economic and social benefits to the community of the project including evidence to support these claims.

Benefits could include (but not limited to):

- Increasing traffic capacity;
- Increased safety;
- Improved access;
- Shorter trips.

Evidence could include (but not limited to):

- General and heavy vehicle counts;
- Costs incurred by alternative routes;
- BCR's (where available);
- Letters of support that provides statements as to how the community, organisation or individual will benefit.

## Criterion 3 – Construction Readiness and Risk

The ability of the proponents and partners of undertaking the project and the risks to the project from proceeding.

This may include:

- Past experience in delivering similar projects within the required timeframes;
- Confirmation of other funding sources;
- Community consultation undertaken by the proponent to the community; and
- Risks have been adequately considered and addressed.

Evidence could include (but not limited to):

- Planning or design work that has been undertaken, including if final designs have been completed;
- The progress of approvals and when all approvals are expected to be completed;
- Engineering assessments recently undertaken that provides a report on the current status of the bridge; and
- Project costings and how these costings were obtained.

## Criterion 4 – State and Territory Priority

No response is required under this criterion. State and territory governments will be asked to prioritise and rank ALL eligible projects within their jurisdictions. Higher ranked projects will be assessed by the Department as meeting this criterion to a higher degree.

Please note that state and territory agencies will use information provided in proposal forms to assist in prioritising projects in their jurisdiction.

### 9.7 Tab F - Declaration

#### Project Details

The totals on this page are automatically populated from the figures that you have entered in the Funding Profile table at Tab D.

#### Conflict of Interest

This is a drop down box that requires a 'yes' or 'no' answer. Please see the information below to assess what your answer should be. If it is 'yes' please provide some details in the cell provided.

A conflict of interest may exist, for example, if the proponent or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the project appraisal process, such as a Department staff member;
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the proponent in carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the provision of funding under the BRP.

As part of their proposal, each proponent will be required to declare any existing conflicts of interest, or declare that to the best of their knowledge there is no conflict of interest that would impact on or prevent the proponent from proceeding with the project or any agreement it may enter into with the Australian Government as represented by the Department, if funding were to be approved under the BRP.

Where a proponent subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to this proposal for funding, the proponent must inform the Department in writing immediately.

## Declaration

The person making this declaration must be authorised to commit the proponent to undertaking this project if this funding proposal is successful in securing funding and confirm that all information supplied within the form is true and accurate.

## 10. ASSESSMENT OF PROPOSALS

Following the closure date for the acceptance of proposals, each proposal will be checked for eligibility.

Once the eligibility checks are completed, each proposal will be assessed on its own merits and marked accordingly.

Proposals recommended to receive funding are presented to the Minister for Infrastructure and Transport for a final decision. Following the Minister's decision, the Department will contact all proponents to inform them of the outcome of their proposals. Unsuccessful proponents will be advised by email and will be able to seek feedback from the Department. Successful proponents will also receive an email with information of the process to be undertaken to secure their funding. This process is outlined below.

## 11. PROCESSES FOR SUCCESSFUL PROPONENTS

If your proposal is successful, you will first be contacted by the Department via email. The Minister will have signed a letter to your state minister and if you are a council, a letter will have also been sent to your Mayor.

In your successful email you will receive a copy of the Minister's letter and an Offer of Funding form for you to complete. The due date for the Offer of Funding to be returned to the Department will be approximately 60 calendar days following the Ministerial announcement, you will be advised of the exact date in your email, please ensure that your contact details are up to date. A generic email address is often best if you have access to one, to cover staff absences.

All successful projects will be listed on the Department's website.

### 11.1 Offer of Funding Form

The Offer of Funding form is a negotiation tool. You will complete it and the Department will liaise with you until an agreement is reached. The Offer of Funding form will ask you to provide confirmation of each of the following:

**Project Details** – you must confirm all details of the project, including advice that the project has not commenced, construction tenders have not been accepted, planning and development of the project is sufficiently advanced to ensure commencement within 12 months, any new risks identified, if the budget has been confirmed and if the matching funding has been confirmed.

**Milestones** – you will be asked to nominate payment milestones for your project.

- All payments will be paid to the state/territory road agency in the first instance in all cases. Councils will need to make arrangements with their road agencies for the on-forwarding of those payments.
- Given the large number of projects, and as project reporting and payments will be managed through state governments, the Department will seek to streamline the number of milestones and payments;
- For smaller projects (i.e. under \$800,000 in Australian Government funding) that can be completed within one financial year, the default position is two payments. For these projects the first milestone should be evidence of construction commencement seeking 40 per cent of Australian Government funding with the remainder paid upon the provision of a Post-Completion Report.
- There is a maximum first payment on commencement of construction of \$400,000 for all projects.

- Where the Australian Government funding is \$100,000 or less there will be one milestone payment upon completion and submission of a satisfactory Post Completion Report.
- Larger projects and projects with cash flows over two years may have further milestones, but these will be based on substantive work being undertaken;
- Payments against milestones will be made only after proponents have demonstrated the milestone has been met, principally through photographs and/or engineering sign-off;
- Projects are funded on a maximum Australian Government contribution, if the Project encounters an overrun in costs, the Australian Government contribution cannot be increased;
- In the case of a Project underspend, the Australian Government contribution remains at 50 per cent of the total project cost and savings will be returned to the Programme;
- Amounts approved are for the proposal project and cannot be transferred to another project;
- The Department will include evaluation reporting within the Post-Completion Report.

The Offer of Funding must be returned within 60 calendar days of the date of the Ministerial announcement.

When both parties agree the terms and conditions at the officer level, the next stage is for the Department to approve the Instrument under the Act and produce the Project Agreement.

## 11.2 Project Agreement

The Department will approve the Instrument under the Act to formalise its Approval, which can take several weeks.

When approved, a copy of this document will be sent to you. It will advise you that your project may now commence and will contain the following information:

- The Formal Approval of funding;
- The agreed milestones and payment schedule;
- Reporting Requirements;
- Signage information;
- Events (Public Recognition) information; and
- Contact Details for the Australian Government and your state contact.

**REMEMBER – CONSTRUCTION MAY COMMENCE ONLY AFTER PROPONENTS HAVE RECEIVED THE PROJECT AGREEMENT AND IT IS IMPORTANT THAT NO CONSTRUCTION ACTIVITY, INCLUDING ACCEPTANCE OF TENDERS OR OFFSITE PRE-FABRICATION CAN OCCUR PRIOR TO THE PROJECT AGREEMENT BEING ISSUED.**

**Failure to do so may render your project ineligible and the Australian Government may withdraw its funding. Please be aware that this condition has been enforced on projects previously approved for funding under Rounds One and Two of the Programme.**

## 12. CONTACT DETAILS

General enquiries can be either emailed to [bridgesrenewal@infrastructure.gov.au](mailto:bridgesrenewal@infrastructure.gov.au) or proponents can contact the Department using the BRP info line on 02 6274 8040.

Written enquiries can be directed to:

The Director  
 Bridges Renewal Programme Round Three  
 Infrastructure Investment Division  
 Department of Infrastructure and Regional Development  
 GPO Box 594  
 CANBERRA ACT 2601

## **13. ATTACHMENTS**

Attachment A Process Flowchart



## Bridges Renewal Programme (BRP) Process Flowchart

