



Australian Government
**Department of Industry,
Innovation and Science**

Business

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Building Better Regions Fund - Infrastructure Projects Stream Application Form

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Instructions

About the Building Better Regions Fund

The \$481.6 million Building Better Regions Fund supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future.

The program will run from 2016-17 to 2020-21.

The program has been designed to achieve the following outcomes in regional and remote communities:

- create jobs
- have a positive impact on economic activity, including Indigenous economic participation through employment and supplier-use outcomes
- enhance community facilities
- enhance leadership capacity
- encourage community cohesion and sense of identity.

The program will fund projects in Australia and in an eligible area. You may still apply if your project is in an excluded area, however you must clearly demonstrate the significant and demonstrable benefits and employment outcomes which flow directly to an eligible area.

Excluded areas are the Urban Centre and Locality (UCL) cites 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.

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

The Infrastructure Projects Stream will support projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas.

Completing this form

Please read the [Program Guidelines](#) before completing this application form.

Attachments

All attachments marked as required must be attached before your application can be submitted. Files with ".pdf, .rtf, .doc, docx, .xls, .xlsx, .xslm" extension types can be uploaded. Total file size of all attachments in the application cannot exceed 20MB. It is recommended that document sizes be kept to a minimum to reduce upload times.

To reduce the file size of documents you can convert the document to a PDF (by opening the document, selected 'Save As' and choosing 'PDF (.pdf)' or removing unnecessary images. Where only a part of the supporting document is relevant to the application, that part plus the cover and contents pages may be provided rather than the entire document. For example, an excerpt from a master plan or feasibility study.

Disclosure of information

The Commonwealth's use and disclosure of your information (provided in this application or otherwise) is set out in the Building Better Regions Fund [Program Guidelines](#).

Google Places

The address search fields in this form use Google Places to help fill in the address details. By using this feature you agree to be bound by [Google's Terms of Service](#) and are subject to [Google's Privacy Policy](#).

Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at [business.gov.au](#). Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read the [Program Guidelines](#) and sample grant agreement before completing an application. View these documents at [business.gov.au](#).

Requirements

This form functions best when it is completed using the most recent version of your internet browser. This form is not compatible with Internet Explorer 8 or earlier browsers. If you are using an earlier browser version, you may have difficulty in displaying the form

correctly or it may not display at all.

Unsubmitted forms

You can save your unsubmitted form by clicking **SAVE FOR LATER** at the top of this form.

This form has a Tracking Code displayed in the top right corner. Please make a note of this Tracking Code for your records. The Tracking Code is required to reopen your saved form and you will need to provide this code if you require assistance with your form.

Incomplete, unsubmitted forms are retained until the closing date for the round.

Submitting your form

Applications may be submitted at any time up until 5:00pm Australian Eastern Daylight Savings Time on Tuesday 19 December 2017.

The Contact Person will automatically be emailed with a receipt and a PDF of your submitted application to confirm that the submission has been successful. Please keep this receipt for your records. You can also use the "Download the form and receipt" link or email yourself a copy of the receipt and submission. Both of these options are available in the "To keep a copy of the completed form" box on the Submission Complete page.

If you have any enquiries relating to submission of your form, you will need to provide your receipt number.

Eligibility

Eligibility

This section will help you determine whether you are eligible to apply for the program.

Does your organisation have an ABN? *

For trustees applying on behalf of a trust, this refers to the ABN of the trust.

Yes

No

Is your organisation one of the following not for profit organisations? *

- Registered with the Australian Charities and Not-for-profits Commission
- State or Territory Incorporated Association
- You have governance documentation that includes not-for-profit clauses or statements, and non-distribution of dissolution clauses?

You will be required to provide evidence of your not for profit status later in the form.

Yes

No

Is your organisation a local governing body? *

A local governing body as defined by the Local Government (Financial Assistance) Act 1995. For the purposes of the program, the following organisations are also considered local governing bodies:

- Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata local governing bodies in SA
- Cocos (Keeling) Islands Shire Council
- The Lord Howe Island Board
- Norfolk Island Regional Council
- The Outback Communities Authority
- The Shire of Christmas Island
- The Silverton and Tibooburra villages in NSW
- The Trust Account in the NT
- ACT Government.

Yes

No

Is your project located in an eligible area? *

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.

Located in an eligible area

Located in an excluded area and the economic and social benefits will flow directly to an **eligible** area

Located in an excluded area and the economic and social benefits will flow directly to an **excluded** area

Is your project a capital project involving one of the following? *

Please select all that apply.

Construction of new infrastructure

- Upgrade to existing infrastructure
- Extension of existing infrastructure
- Replacement of existing infrastructure
- None of the above

Has construction started or are construction contracts in place for the project activities at the time of application? *

Yes

No

Contact details

Primary contact

Person authorised to act on behalf of the applicant.

(Note: At least one phone number or mobile must be entered and all the remaining fields are mandatory unless stated otherwise.)

Title

Mr

Given Name *

Terry

Family Name *

Jenvey

Position Title *

Executive Officer Recreation & Active Living

Please enter either a phone or mobile number *

Phone

0392946730

Mobile

0437189943

Email *

t.jenvey@yarraranges.vic.gov.au

Provide the postal address of the primary contact.

Google Places - start entering your address to search Google Places and, if found, the form will autofill the fields below. If not found, please enter the address details directly in the fields below.

Address line 1 *

PO Box 105

Address line 2

Address line 3

Suburb *

Lilydale

State *

VIC

Postcode *

3140

Is the applicant the primary contact's employer? *

Yes

No

Feedback

How did the applicant hear about the program? *

- Advertisement
- Attend Public Forum
- Call Centre
- Direct Mail / Email
- Industry Group
- Internet
- Newspaper / Magazine
- Word of mouth
- Social Media
- Other

Applicant information

Type of applicant

In this section you must indicate what type of entity you operate under.

All entities must have an ABN.

Select which type of entity your organisation is: *

a not for profit organisation

a local governing body

Applicant details

Enter your ABN and click the Validate button to retrieve your registration details.

Australian Business Number (ABN) *

21 973 226 012

Australian Company Number (ACN)

The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.

Entity name *

YARRA RANGES SHIRE COUNCIL

Your business may have registered one or more business names. If you operate under a business or trading name you can enter alternate name(s) here. If your business or trading name is not listed here select 'Other'.

Business/trading name

GST registered

ANZSIC details

What is the applicant's main revenue earning activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

The Australian and New Zealand Standard Industrial Classification (ANZSIC) is a classification system used by government to group data about organisations based on their primary business activity.

The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#).

Phone 13 28 46 if you require assistance.

ANZSIC division *

Public Administration and Safety

ANZSIC class *

7530 Local Government Administration

Address details

Is your Organisation Street Address (Australian Head Office) the same as the Contact details entered in the contact details section? *

Yes

No

Provide your Organisation Street Address (Australian Head Office)

Google Places - start entering your address to search Google Places and, if found, the form will autofill the fields below. If not found, please enter the address details directly in the fields below.

Address line 1 *

15 Anderson Street

Address line 2

Address line 3

Suburb *

Lilydale

State *

VIC

Postcode *

3140

Is the Postal Address the same as the Organisation Street Address entered above? *

Yes

No

Provide your Organisation Postal Address.

Google Places - start entering your address to search Google Places and, if found, the form will autofill the fields below. If not found, please enter the address details directly in the fields below.

Address line 1 *

PO Box 105

Address line 2

Address line 3

Suburb *

Lilydale

State *

VIC

Postcode *

3140

Website address

Provide your organisation's website address

www.yarraranges.vic.gov.au

Latest financial year figures

Has the applicant existed for a complete financial year? *

Yes

No

Select the latest complete financial year. *

2016/17

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts in the table below must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable. If they clearly do not apply to your organisation you may select not applicable.

Latest financial year figures

FY 2016/17

Sales revenue (turnover) * Not applicable

Total revenue from the sale of goods and services, as reported in the applicant's Business Activity Statement (BAS).

Export revenue * Not applicable

Total revenue from export sales, as reported in the applicant's Business Activity Statement (BAS).

R&D expenditure * Not applicable

Expenditure on Research and Development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

Taxable income * Not applicable

Taxable income or loss as per the Applicant's Business Income Company Tax Return Form.

Employees, including working proprietors and salaried directors (headcount) * Not applicable

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business.

Independent contractors (headcount) * Not applicable

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

Project details and funding

Project title and description

If your application is successful, the details you provide below will be published on the departmental website. Published project details will include:

- name of the applicant
- title of the project
- a description of the project and its intended outcomes
- amount of funding awarded.

Provide a project title *

Warburton Mountain Bike Destination

Provide a brief project description for publication on our website. *

Please provide a brief overview description of the project outcome to be used in media releases, launches and other promotional documents. Ensure your project description focuses on what the project expects to achieve through implementation. Explain what it is you are going to do and how it will benefit your region or community.

The Warburton Mountain Bike Destination is a development of over 100km of trails on the hills surrounding the town of Warburton. Yarra Ranges Council, and State Government partners Parks Vic and DELWP, have contributed to mountain bike trail development in response to increasing public demand and as a way of stimulating tourism visitation and delivering environmental, economic and social benefits to the community. The trails will be positioned to address the challenges of rising trends of poor physical and mental health, casualisation of recreation activities, economic stagnation and urban migration from rural towns to the city. When fully implemented the destination will attract 165,000 visitors and create 122 new jobs in the Yarra Valley.

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).

The Warburton Mountain Bike Destination (WMBD) aims to offer diversity in mountain bike experiences and caters for all abilities and disciplines.

Stage 1 of the project will deliver the development of over 100km of new mountain bike trails that will create a total network of 150 km of trails and connections.

Zone 1: Epic wilderness riding – “Dropa k” 36.47km (1000m vertical decent)

Zone 2: Gravity flow trail – “Tugwell Flow” 11.5km (600m vertical decent)

Zone 3: Cross country, gravity and historic trail loops – “Mount Little Joe” and “Yankie Jim” trails (300m vertical decent) 21.67km

Stage 1b: “Top Track”, “Matts Track” and “Hey Hey My My (Crusher)” plus additional linking trails and features 38.53km

The WMBD will seek to revitalise Warburton, encourage new business, attract visitors and tourism activity, and will enhance Victoria’s reputation as a premier cycling and mountain biking destination.

Project location

Your project location is determined by its latitude and longitude.

Your project location will determine your project’s remoteness classification. If your project has multiple sites, choose your most remote

site as your project location to ensure you receive the appropriate remoteness classification. You should record each project site.

Where there is a mix of regional and remote locations, we will consider your entire project location as remote for the purposes of the co-funding requirement.

Is the head office address listed in the Applicant Information section of the form your project location? *

Yes

No

Project location

If your application is successful, and you do not own the land/infrastructure you require to conduct your project, you may be required to provide evidence that you have the appropriate authority to access the land/infrastructure during Grant Agreement negotiations.

Google Places - start entering your address to search Google Places and, if found, the form will autofill the fields below. If not found, please enter the address details directly in the fields below.

Address line 1 *

Warburton Highway

Address line 2

Address line 3

Suburb *

Warburton

State *

VIC

Postcode *

3799

Enter the latitude and longitude of your project in the format latitude,longitude. This can be copied directly from the mapping tool once you have located your project on the map.

Provide the latitude and longitude of your project location. [Click here](#) to access the mapping tool that will help you determine the longitude and latitude of your project.

Latitude and Longitude *

-37.75369,145.68960

Do you have additional project site locations? *

Yes

No

You can enter a maximum of 10 project sites in this application form. If you have more than 10 project sites, upload a document in the Supporting Documents section later in this form. You will need to identify each project site address and its latitude and longitude.

Site Address 1

Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.

Address line 1 *

Mt Donna Buang Summit Road

Address line 2

Address line 3

Suburb *

State *

Postcode *

Enter the latitude and longitude of your project in the format latitude,longitude. This can be copied directly from the mapping tool once you have located your project on the map.

Provide the latitude and longitude of your project location. [Click here](#) to access the mapping tool that will help you determine the longitude and latitude of your project.

Latitude and Longitude *

Site Address 2

Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.

Address line 1 *

Address line 2

Address line 3

Suburb *

State *

Postcode *

Enter the latitude and longitude of your project in the format latitude,longitude. This can be copied directly from the mapping tool once you have located your project on the map.

Provide the latitude and longitude of your project location. [Click here](#) to access the mapping tool that will help you determine the longitude and latitude of your project.

Latitude and Longitude *

Site Address 3

Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.

Address line 1 *

Address line 2

Address line 3

Suburb *

Warburton

State *

VIC

Postcode *

3799

Enter the latitude and longitude of your project in the format latitude,longitude. This can be copied directly from the mapping tool once you have located your project on the map.

Provide the latitude and longitude of your project location. [Click here](#) to access the mapping tool that will help you determine the longitude and latitude of your project.

Latitude and Longitude *

-37.76181,145.66440

Remoteness classification

This section is to enter information on your project's remoteness classification and case for exceptional circumstances.

Remoteness classification

You identified your project location in the Applicant information section of this form. Your project location (latitude and longitude) determines your 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 co-funding 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 co-funding requirement.

What is the remoteness classification of your project location? *

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

- Major Cities of Australia (included area)
- Inner Regional
- Outer Regional
- Remote
- Very Remote
- Excluded area (where economic and social benefits flow directly to an eligible area)

For projects classified as Major Cities of Australia (included area), Inner Regional, Outer Regional or Excluded Area, the Co-Funding Requirement is a cash contribution on at least a 1:1 basis (i.e. for every dollar of grant funding requested, you must contribute one dollar of co-funding).

For projects classified as Remote or Very Remote, the Co-Funding Requirement is a cash contribution on at least a 3:1 basis (i.e. for every three dollars of grant funding requested, you must contribute one dollar of co-funding).

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:

- Exemptions will only be granted in very limited circumstances
- If an exemption is not granted your application will be ineligible and there will be no opportunity to resubmit your application in the same funding round
- All applications, including those granted an exemption, will be assessed against each of the merit criteria. Applications without co-funding may receive a lower score against the 'value for money' criterion (merit criterion 3)
- You are encouraged to leverage cash contributions, community partnerships and in-kind contributions, even if you seek an exemption, to strengthen your application and increase your score against the 'value for money' criterion.

Yes

No

Based on the information you have entered, your cash contribution must be a minimum of **50 %** of your Total Eligible Project Cost. This co-funding requirement will be used in calculations later in this form. It is very important that you specify the correct remoteness classification. An error may cause your co-funding to be inadequate and your application to be considered ineligible.

Please identify the Local Government Area of your project location *

[Click here](#) to access the mapping tool that will help you determine your Local Government Area.

Yarra Ranges

Maintaining project benefits

At the completion of the project, how will the outputs of the project be retained in original condition for the period outlined in section 10.4 of the Program Guidelines? You should outline the operational needs of the project into the future and a strategy to maintain the viability of the completed project. *

Yarra Ranges Council engaged specialist recreation and tourism consultants to support us in investigating and developing a sustainable governance/business model. The recommended model is an 'Incorporated Association'. As a stand alone legal entity, the Incorporated Association will have the ability to employ staff, enter into contracts, apply for funding, set up small business ventures, hold events, seek sponsorship and therefore generate revenue that will be fed back into the project. Long term financial sustainability is the major factor that determined the Incorporated Association as the most appropriate governance model to adopt.

It is envisaged that the Association will include a minimum of five members, including representatives of the major stakeholders of this project and other trail projects in the municipality; Council, Parks Victoria, DELWP, Melbourne Water and Vic Roads, as well as Yarra Ranges Tourism, recreation, community and Wurundjeri representatives, all appointed for their skills including fund-raising experience, land management capability, governance and accounting, marketing skills, knowledge of mountain biking and cycle tourism, and community leadership.

Council's "Yarra Ranges Trail Governance Business Model Report" states that a destination's ability to attract visitors relies upon the quality and quantity of trails on offer, their accessibility and the unique characteristics/features of each trail. The off-trail experience is also important to trail users who will spend a proportion of their time at a destination doing other activities. The most successful destinations are those that offer a strong overall destination experience and positioning as such. This can only be achieved through a coordinated effort across government, community and industry through a sustainable governance model.

Council has given an undertaking to underwrite the maintenance of the trails and associated facilities until the Association is fully established and operational. With extensive experience maintaining existing trails in Yarra Ranges with a dedicated team, Council is well placed to undertake maintenance as well as to mentor and help bed in the Association in to the maintenance and operation role.

Funding of long term asset renewal will also be underwritten by Council, and while the preferred approach is to have the Association manage and prioritise the asset renewal process to meet its overall objectives, the fall back position is to have Council's dedicated parks asset management team manage the asset renewal process and include the assets in its Parks Asset Management Plan.

Risk Management

Provide information on the key risks for the project and the mitigation or management strategies in place across the life of the project. It is a requirement to provide at least three risks with a maximum of five risks.

Risk 1

Risk *

Issue Area - Authorities: Planning application approval process delays project proceeding and/or conditions stipulated that can't be met

Likelihood *

Likely

Consequence *

Minimal

Risk management strategy *

Community consultation undertaken during feasibility phase.
Undertake pre-planning meetings to ensure that application meets requirements.
Ensure all supporting documentation is included with application

Risk 2

Risk *

Issue Area - Financial: Tender prices exceed budget available

Likelihood *

Possible

Consequence *

Minimal

Risk management strategy *

Pre tender estimate to be in budget.
Review scope/delivery timeframe for possible changes.
Include tender options if budget is tight.

Risk 3

Risk *

Issue Area - Construction Management: Inclement weather creating construction delays.

Likelihood *

Likely

Consequence *

Moderate

Risk management strategy *

Project timeline allows contingency for construction delays. Schedule works within the cool temperate areas to take place during warmer/drier period.

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.

Council officers are currently working with Land Managers and Authorities to seek approvals for the trail network throughout Warburton. There is a formal MOU agreement between Council and Land Managers to work through the issues to overcome required approvals.

Council will undertake a procurement process in accordance with Section 186 of the Local Government Act; a public tender process will be conducted to seek and appoint an appropriate head contractor.

The WMBD has an integrated project reference group with representation from Council, government land managers, Yarra Ranges Mountain Bikers Representatives and other community and recreation stakeholders.

The project will be delivered by Council's Major Projects and Capital Works Delivery Team. Yarra Ranges Council has a strong track record of delivering successful capital works on time and to budget.

Yarra Ranges Project Governance includes:

- establishing clear project management and sponsorship responsibilities;
- establishment of accountability and communication structures;
- Councillor engagement on project reference groups;
- formal capital works reporting to Council;
- internal capital works monitoring processes with exception reporting to Executive.

Council currently delivers a Capital Expenditure Program upwards of \$50,000,000 annually.

The construction contract will be supervised by Council staff with experience in capital program delivery and contract management, and the construction standards will be measured against a Levels of Service which have been developed by an external consultant to ensure the finished product being delivered is World Class.

The construction program includes contingencies to allow for delays in construction due to factors such as inclement weather or unforeseen ground conditions.

Project activities

Activity 1

Activity title *

Head contractor appointed

Activity description *

Contract evaluation process has been undertaken and a head contractor has been appointed

Estimated start date *

06 Aug 2018

Estimated end date *

17 Aug 2018

Activity cost (\$A) (ex GST) *

\$0

Activity 2

Activity title *

Site Establishment and Mobilisation

Activity description *

Contractor securing resources/supplies/materials, pre-start meetings, work site establishment

Estimated start date *

03 Sep 2018

Estimated end date *

16 Nov 2018

Activity cost (\$A) (ex GST) *

\$50,000

Activity 3

Activity title *

Construction of trails

Activity description *

Construction Stage 1 trails:
Zone 1: Epic wilderness riding – “Dropa k” 36.47km (1000m vertical decent)
Zone 2: Gravity flow trail – “Tugwell Flow” 11.5km (600m vertical decent)
Zone 3: Cross country, gravity and historic trail loops – “Mount Little Joe” and “Yankie Jim” trails (300m vertical decent) 21.67km
Stage 1b: “Top Track”, “Matts Track” and “Hey Hey My My (Crusher)” plus additional linking trails and features 38.53km

Estimated start date *

19 Nov 2018

Estimated end date *

27 Nov 2020

Activity cost (\$A) (ex GST) *

\$5,950,000

Activity 4

Provide details on the activities. If your application is successful, these activities will form the basis of the milestones in your grant agreement. Identity up to six major activities over the life of the project.

Your project will not be able to start before 1 July 2018.

Activity title *

Progress Inspection

Activity description *

On-site progress inspection for partners (DELWP, Parks Victoria, Melbourne Water) and Building Better Regions Fund representative.

Estimated start date *

04 Nov 2019

Estimated end date *

29 Nov 2019

Activity cost (\$A) (ex GST) *

\$0

Activity 5

Activity title *

Practical Completion

Activity description *

Construction complete, practical completion certificate issued to contractor following a site inspection.

Estimated start date *

27 Nov 2020

Estimated end date *

18 Dec 2020

Activity cost (\$A) (ex GST) *

\$0

Total Activity (\$A) (ex GST)

The Total Activity Cost is your Total Eligible Project Cost. It should not include any ineligible activities.

\$6,000,000

Project duration

You must be ready to commence your project within 12 weeks of executing a grant agreement with the Commonwealth and conclude your project by 31 December 2020.

Estimated start date

06 Aug 2018

Estimated end date

18 Dec 2020

Project budget

Provide details of your total eligible project costs over the life of the project to be paid for with grant funding and co-funding. Refer to Section 6.7 of the Program Guidelines. Costs not covered by the grant and co-funding should be included in the Other Project Costs table.

Amounts must be GST exclusive. We only provide grant funding based on eligible activities. Refer to the [Program Guidelines](#) for guidance on eligible activities.

Purchase of materials

FY 2018-19	FY 2019-20	FY 2020-21	Total
------------	------------	------------	-------

Description

			\$0	
--	--	--	-----	--

Total purchase of materials

FY 2018-19	FY 2019-20	FY 2020-21	Total
------------	------------	------------	-------

\$0	\$0	\$0	\$0
-----	-----	-----	-----

External labour hire

FY 2018-19	FY 2019-20	FY 2020-21	Total
------------	------------	------------	-------

Description

			\$0	
--	--	--	-----	--

Total external labour hire

FY 2018-19	FY 2019-20	FY 2020-21	Total
------------	------------	------------	-------

\$0	\$0	\$0	\$0
-----	-----	-----	-----

Plant and equipment hire

FY 2018-19	FY 2019-20	FY 2020-21	Total
------------	------------	------------	-------

Description

			\$0	
--	--	--	-----	--

Total plant and equipment hire

FY 2018-19	FY 2019-20	FY 2020-21	Total
------------	------------	------------	-------

\$0	\$0	\$0	\$0
-----	-----	-----	-----

External consulting costs

FY 2018-19	FY 2019-20	FY 2020-21	Total
------------	------------	------------	-------

Description

\$900,000	\$2,050,000	\$1,150,000	\$4,100,000	* Construction of Trail
-----------	-------------	-------------	-------------	-------------------------

\$250,000	\$500,000	\$271,293	\$1,021,293	* Construction of Bridges
\$83,750	\$167,500	\$81,750	\$333,000	* Construction of Crossings
\$76,427	\$152,853	\$76,427	\$305,707	* Signage
\$22,500	\$45,000	\$22,500	\$90,000	* Quantity Surveyer
\$37,500	\$75,000	\$37,500	\$150,000	* Consultant (Trail Designer)

Total external consulting costs

FY 2018-19	FY 2019-20	FY 2020-21	Total
\$1,370,177	\$2,990,353	\$1,639,470	\$6,000,000

Summary budget

Description	FY 2018-19	FY 2019-20	FY 2020-21	Total
Purchase of materials	\$0	\$0	\$0	\$0
External labour hire	\$0	\$0	\$0	\$0
Plant and equipment hire	\$0	\$0	\$0	\$0
External consulting costs	\$1,370,177	\$2,990,353	\$1,639,470	\$6,000,000
Total project costs	\$1,370,177	\$2,990,353	\$1,639,470	\$6,000,000

You may upload evidence to support your project budget, for example, supplier quotes, contractor quotes, invoices, etc in the Supporting Documents section of the form.

Other Project costs not covered by the grant and co-funding

These costs do not form part of the Total Eligible Project Cost. Refer to Section 6.8 of the Program Guidelines. To provide us with an overview of the entire project include costs related to the project that do not fit under an eligible activity. This might include:

- purchase of land or existing infrastructure
- repair or replacement of existing infrastructure where there is no demonstrated significant increase in benefit
- purchase and installation of manufacturing equipment
- purchase of unfixed furniture such as desks and fridges
- ongoing operating costs including utilities and staffing
- ICT equipment , including software or hardware that is not an integral part of the funded capital project
- payment of salaries for the applicant’s employees
- project overhead items including office equipment, vehicles or mobile capital equipment. Examples include trucks and earthmoving equipment and the applicant’s internal plant operating costs
- business case development and feasibility studies. These costs can be included as part of in-kind contributions to this project.

FY 2018-19	FY 2019-20	FY 2020-21	Total
Description			
			\$0

Total other project costs

FY 2018-19	FY 2019-20	FY 2020-21	Total
\$0	\$0	\$0	\$0

Source of funding

Complete the table below to show how you will fund the eligible project costs.

Previously in the form you selected a remoteness classification based on your project location.

Based on the information you have entered, your cash contribution is a minimum of 50% of the Total Eligible Project Cost. If your co-funding figures are not adding up please check your previously selected remoteness classification.

Amounts must be GST exclusive. Note, the minimum grant amount under the program is \$20,000 and the maximum grant amount is \$10,000,000.

Grant amount sought (\$A)	\$3,000,000
Other Commonwealth government funding (\$A)	
Total Commonwealth government funding (\$A)	\$3,000,000

Grant percentage of eligible costs (%)

You must attach a cost benefit analysis if you are requesting a grant over \$1 million. *

File: Warburton MTB Destination Revised Economic Impact 17 December 2017 V3 - Executive Summary.pdf

Contributions

Only include Contributions that have been confirmed.

Complete the following fields below to describe your funding strategy for the project.

Enter cash and in-kind contributions from you, the applicant, and any other contributors.

In-kind contributions do not form part of your co-funding. In-kind contributions are non-cash contributions towards your total project value. In-kind contributions must directly relate to delivering the project activities. The in-kind contributions may include items you have listed in the 'other costs not covered by the grant' table.

You must attach letters evidencing the cash or in-kind contribution from each contributing organisation or individual. A sample letter is available at business.gov.au. They must be:

- On the organisation's letterhead (not applicable for individuals)
- Signed and dated by an authorised person or the individual providing the contribution
- Set out the value and timing of contributions and any conditions attached.

Contribution 1

Please include any applicant contributions at Contributor 1. The contributor field should be prefilled with the applicant's name. If it is not prefilled, you have not validated the applicant ABN in the Applicant details section of the form. If "Contributor" is left blank, we will assume this section identifies applicant contributions.

Contributor *

Co-funding (Cash) - If the contributor is not providing a cash contribution, please enter '0'

In-kind description - If the contributor is not providing an in-kind contribution please enter 'NA'

Value of in-kind - If the contributor is not providing an in-kind contribution please enter '0'.

Applicants are not required to upload evidence of contributions from their own organisation. An authorised person completing the applicant declaration in the application form is sufficient confirmation of the applicant's contribution.

Contribution 2

Contributor *

Co-funding (Cash) - If the contributor is not providing a cash contribution, please enter '0'

In-kind description - If the contributor is not providing an in-kind contribution please enter 'NA'

Value of in-kind - If the contributor is not providing an in-kind contribution please enter '0'.

You must attach letters evidencing the cash or in-kind contribution from each contributing organisation or individual. A sample letter is available at business.gov.au. *

They must be:

- On the organisation's letterhead (not applicable for individuals)
- Signed and dated by an authorised person or the individual providing the contribution
- Set out the value and timing of contributions and any conditions attached.

File: Evidence of Contributions package.pdf

Contributions summary

Total Co-funding (Cash)

Total value of in-kind (this does not form part of your co-funding requirement)

Merit criteria

To be competitive you will need to score highly against each merit criterion. The merit criteria are weighted as indicated by the points.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested.

You may attach any other documents that support your application and/or claims made in relation to the merit criteria noting that the total file size of all attachments to the application cannot exceed 20MB.

Merit criterion one - Economic Benefit (15 points)

The economic benefit your project will deliver to the region during and beyond the construction phase *

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 these economic benefits include:

1. 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)
2. providing opportunities for growth in existing sectors, e.g. tourism, agriculture, manufacturing
3. the use of local suppliers and goods
4. increasing efficiency of the transport system or service delivery
5. increasing Indigenous economic participation – including Indigenous employment and supplier-use outcomes
6. the degree to which the project delivers benefits beyond the construction phase.

Describe the economic benefit your project will deliver to the region during and beyond the construction phase.

Council engaged a specialist trail and tourism consultant (including a respected economist) to undertake an economic impact assessment of the project.

The impact assessment identified that developing the WMBD will involve injecting significant sums into capital development, as well as ongoing funding for maintenance and operation. This will result in jobs relating directly to the construction and maintenance of the trail network, but also ancillary support business focused on transportation, accommodation, catering, entertainment, event management and providing direct trail products and services such as shuttling services and bike hire.

This will bring welcomed economic activity to the area, retaining businesses, activation of new businesses, reducing youth migration and creating local job opportunities.

The WMBD economic impact assessment anticipates that an additional 165,000 visits to the trails will occur (135,000 day visitors| 30,000 overnight visitors). The assessment identified that \$20.44 million per annum and 122 jobs will be generated.

23.4 jobs will be generated during construction. This includes 19.5 jobs from the direct boost to local construction and 3.9 indirect/ induced jobs.

The increase in employment and economic activity will support growth of many areas of the Yarra Ranges and support the health and wellbeing of local communities.

The Blue Derby mountain bike trail development in Tasmania's north-east is an example of the success a world class trail can bring. Since its opening the town of Derby has seen new businesses open, accommodation beds increase and a wave of residential and commercial real estate acquisitions. It has hosted a number of National Mountain Biking Championships and the project has been awarded a 2015 National Award by Economic Development Australia and a 2015 LGAT Award for Delivering Excellence. In October 2015, Tourism Australia nominated Blue Derby as a reason to visit Australia in its marketing promotions.

Business cases of some of New Zealand's leading trail projects has demonstrated the potential for indigenous communities to leverage business opportunities involving a cultural heritage element. It is envisaged that similar opportunities will be created for Wurundjeri, including cultural tours, speaking opportunities, ongoing cultural advice consultancy to the governing Incorporated Association, and selling of cultural merchandise – this is in addition to general business opportunities that Wurundjeri may wish to get involved in e.g. bike hire, shuttle services etc.

The WMBD will further enhance the region's appeal to the domestic and international market and will encourage tourism that provides long term sustainable employment opportunities and mutually beneficial co-existence between tourists and residents.

It is anticipated that the project will be used by:

- Local residents
- Residents travelling from surrounding townships
- Visitors to the region seeking nature based and adventure tourism opportunities
- Mountain bike and trail enthusiasts from across Australia and internationally.

The benefit cost ratio for the project identified in the impact assessment report is 2.56.

In responding to this criterion you must provide evidence to support your claims; this can include cost benefit analysis, economic modelling, etc.

Attachment *

File: Warburton MTB Destination Revised Economic Impact 17 December 2017 V3.pdf

Project employment

The questions below relate to the number of employees that will work on the project. Full time equivalent (FTE) means the number of working hours that one full-time employee completes during a fixed time period, such as one month or one year. FTE converts workload hours into the number of people required to complete that work. Therefore, one FTE is equivalent to one employee working full-time.

For example: You have three employees and they work 50 hours, 40 hours, and 10 hours per week - totalling 100 hours. Assuming a full-time employee in your organisation works 40 hours per week, your full time equivalent calculation is 100 hours divided by 40 hours, or 2.5 FTE.

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

19.5

How many of these employees do you anticipate will be Indigenous. *

1

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

3.9

How many of these employees do you anticipate will be Indigenous. *

0

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

87.6

How many of these employees do you anticipate will be Indigenous. *

3

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

11.9

How many of these employees do you anticipate will be Indigenous. *

0

Merit criterion two - Social Benefit (10 points)

The social benefit your project will deliver to the region during and beyond the construction phase *

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 these social benefits include:

1. making a region a more attractive place to live
2. improving community connections and social inclusion
3. supporting or protecting local heritage and culture
4. strengthening community institutions, governance and leadership capacity
5. increasing community volunteering
6. the degree to which the project delivers benefits beyond the construction phase
7. addresses disadvantage within the community.

Describe the social benefit your project will deliver to the region during and beyond the construction phase.

The WMBD will enhance and solidify the Yarra Valley, specifically the Upper Valley residents' connection to community and a reinforced sense of place.

There is continual feedback from our communities that they value a strong connection to the natural environment, and that the WMBD offers the opportunity for more members of the community to access the natural environment in a safe manner. The WMBD will help bring people into the environment, and showcase some of the high quality ecosystems in the region. The WMBD will be able to operate as an outdoor classroom, providing opportunities for interpretive material and public education, aiding environmental sustainability and advocacy in the long run.

There are significant challenges across the Yarra Valley with certain pockets of disadvantage in a number of small townships and remote areas; the WMBD offers opportunities for low/no cost participation in physical activities for local communities and indigenous members of the community.

High levels of obesity, dementia and poor mental health are significant issues for our community, particularly within the Upper Valley region, with 20% of Yarra Ranges' residents experiencing high levels of psychological distress compared to 12.6% across Victoria, and 55.5% sedentary or insufficient exercise. Increasing physical activity will deliver greater health and wellbeing outcomes. The development of the WMBD trail network that is well connected, safe and provides suitable options for all ages will strongly support positive outcomes for community.

The investment in the high quality WMBD trail network will support the broader objectives of increasing female physical activity levels, increasing the perception of safety and creating a greater connection with the local community. These elements will enhance the wellbeing of women and their families and support the community wide direction in creating a more gender equitable society. It is anticipated that over time this will be a contributor in reducing the incidence of family violence.

The WMBD will also help encourage healthy childhood development, improve social interaction, and be a gender neutral investment.

Victoria's Trail Strategy 2014-24 provides for a vision led approach to trail development and management in Victoria to: "be recognised as a leading trail based destination that provides a diverse range of quality experiences for visitors, while strengthening the State's economy and improving the health, wellbeing and lifestyle of the community".

Studies have shown consistent growth in cycling participation over the last ten years. Victoria's Cycling Strategy "Cycling into the Future 2013-23" notes that 19 per cent of Victorians ride a bike in a typical week and up to 42 per cent over the course of a year.

Regular participation in physical activity has been shown to improve mental and physical health, and trails are a direct way to invest in improving that participation. The link between physical activity and health is well established and documented.

Council are engaging in ongoing meetings with Wurundjeri elders regarding our Cultural Heritage Management Plan and have expressed our intent for the high quality trail design to be established in an environmentally and culturally sensitive manner, using sensitive construction techniques. Demonstrating future best practice, the WMBD aims to protect and preserve the cultural heritage values and generate community stewardship and awareness through suitable educational and interpretative signage.

Enabling visitors and our communities to access the environment and immerse themselves in the natural beauty will promote further connection with local heritage and culture, including a greater understanding and appreciation of the iconic Yarra River in its pristine upper regions and the connection this area has to our indigenous heritage.

As a part of the ongoing maintenance and operation of the WMBD, it is anticipated that several volunteer programs will be implemented and supported to assist with trail maintenance, trail guiding and re-vegetation programs.

In responding to this criterion you must provide evidence to support your claims; this can include letters of support, community consultation or socio economic data.

Attachment

File: Support & signed MOU package.pdf

Merit criterion three - Value for money (5 points)

The value for money offered by your project *

You may demonstrate the value for money through identifying:

1. the extent to which the project leverages additional funding (this includes cash contributions above the co-funding requirement and in-kind contributions)
2. the extent to which the project leverages additional partnerships
3. the likelihood of the project going ahead without the grant funding. Explain how the grant will impact the project in terms of size, timing and reach.

Evidence to support your claims can be attached at the Supporting Documents section of this form.

Council has a significant amount of community support for the WMBD, and has a written agreement from the community bank 'Upper Yarra Community Enterprise' committing a contribution of \$300,000 to the project.

Council has also engaged in discussions with several property developers that have previously registered development interest with Council, and all of the meetings have resulted in renewed interest by the interested parties in redeveloping existing abandoned infrastructure, as well as building new infrastructure in Warburton with a particular focus on supporting the visitor experience once the project has been delivered.

The recommended governance model has the key advantage of accessing third party funding from public and private investors, including philanthropists and private trust administrators. As a world class project, there is considerable opportunity for philanthropists to contribute to the project, adding value through enabling higher quality rather than functional facilities, including architectural elements to bridges, installation of high quality bespoke cultural and environmental interpretive signage, installation of art works at key places along various trails and at meeting and gathering points in Warburton, building unique or iconic trail features, and sponsoring community awards recognising community input into the success of the project and its operation.

Council has been closely working with our State Agency Partners and Key Stakeholders: DELWP, Parks Victoria and Melbourne Water to progress the project. Representatives of each of the aforementioned agencies form the Project Reference Group (PRG) and Working Groups. Monthly PRG meetings are held, chaired by Council's Chief Executive Officer, as well as monthly meetings for the two Working Groups which report to the PRG. The two Working Groups are: Design, Planning and Approvals; and Community Engagement and Sustainability.

A Memorandum of Understanding (MOU) has been signed by each of the key stakeholders: Yarra Ranges Council; DELWP, Parks Victoria and Melbourne Water.

Council is also exploring the opportunity of upskilling existing informal trail builders within Yarra Ranges Mountain Bikers membership to provide construction and ongoing maintenance support.

While the project is intended to go ahead regardless of the Building Better Regions grant, funding support from the grant will significantly accelerate the delivery of the WMBD, allowing early delivery of the project and commensurate benefits to the local economy and the community.

Merit criterion four - Project delivery (5 points)

Your capacity, capability and resources to carry out the project *

You may demonstrate this through identifying:

1. your readiness to commence the project with appropriate approvals planned for or in place
2. your track record with similar projects including managing similar grant funding
3. your access to people with the right skills and experience
4. your access to infrastructure, capital equipment, technology, intellectual property

Evidence to support your claims can be attached at the Supporting Documents section of this form.

Council officers are currently working with Land Managers and Authorities to seek approvals for the trail network throughout Warburton. There is a formal MOU agreement between Council and Land Managers to work through the issues to overcome required approvals.

Council has convened a Project Reference Group including representatives from DELWP, Parks Victoria and Melbourne Water who are providing expert advice on required land managers permits. Monthly meetings commenced in April 2016 and are chaired by Council's Chief Executive Officer. One of two Working Groups is comprised of technical officers representing the various Land Managers to provide technical advice to the PRG on Design, Planning and Approval matters.

Ongoing discussions are being undertaken with Council's internal Planning Permit team to ensure compliance against planning requirements are being addressed.

Specialist consultants have been engaged to advise on cultural, heritage, ecological and environmental issues that would influence planning and permit approval decisions.

Council currently delivers a Capital Expenditure Program upwards of \$50,000,000 annually.

Yarra Ranges Council has a number projects which have been granted funding under the Growing Suburbs Fund. The following projects are well underway and meeting required milestones:

- Lillydale Lake Playspace (\$1m) – completed
- Montrose Town Centre (\$809,000) – completed
- Kimberley Active Living Hub (\$500,000) – completed
- Kilsyth Centre of Excellence – in schematic Design – meeting milestone
- Changing Places Yarra Glen (\$125,000) – in construction – completed
- CSP – Belgrave South (\$500,000) – in construction – completed
- CSP – Upwey (\$1m) – in construction – complete mid 2018
- Belgrave Community Hub (\$723,000) – complete mid 2018

As a large Local Government Agency, Council employs several hundred in their field who are able to provide advice on the full spectrum of task involved in this project.

Council's network of contractors and suppliers means we have access to infrastructure, capital equipment, technology, intellectual property that would assist with this project.

Supporting documents

Supporting documents

You can upload up to eight supporting documents here. The following restrictions apply to attachments:

- Total file size of all attachments in the application should not exceed 20MB.
- Only files with the following file type extensions can be uploaded (.pdf, .rtf, .doc, .docx, .xls, .xlsx).

It is recommended that document sizes be kept to a minimum to reduce upload times.

To reduce the file size of documents you can convert the document to a PDF (by opening the document, selecting 'Save As' and choosing 'PDF (.pdf) or by removing unnecessary images.

Where only a part of the supporting document is relevant to the application, that part plus the cover and contents pages may be provided rather than the entire document. For example an excerpt from a master plan or feasibility study.

For assistance with any technical issues experienced while completing this application form or attaching documents, please [Contact Us](#). Our website and staff can help you.

File: WMBD - Risk Management Plan V1.pdf

File: YARRA RANGES Trail Governance Business Model Final Report v4 241017.pdf

File: WMBD_Project_Management_Plan.pdf

Applicant declaration

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government programme 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 Guidelines](#),
- applicable Australian laws.

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

1. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
2. 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 financial grant, the financial information that I provide for the purposes of payment will be accessible to Departmental staff and staff members and will be adapted and modified to be made suitable for use in 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's grants in the public domain, including on the department's website, unless otherwise prohibited by law.

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

Applicant declaration

I declare that I have read and understood the [Program 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 and regulations including the Building Code and WHS Schemes.

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 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, or I become unable to meet any of the above obligations, 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 Fraud Control Guidelines and for management purposes and/or terminating any 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 and submit 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 including my name in this application it is deemed to be my signature for the purpose of this application *

State your name *

Glenn Patterspm

State your email address *

G.Patterson@yarraranges.vic.gov.au

