



Australian Government

Department of Infrastructure and Regional Development

Mr Greg Best
General Manager
Central Coast Group Training
PO Box 3100
TUGGERAH NSW 2259

Dear Mr Best

I refer to the Australian Government's commitment to provide up to \$2,700,000 to deliver the Local skills and Jobs Centre on the NSW Central Coast project as part of the Community Development Grants programme. I am writing to seek information to enable the Department to commence assessment of the project.

The programme will be administered by the Department of Infrastructure and Regional Development (the Department). Implementation arrangements and Guidelines for the Community Development Grants programme have been finalised and a copy of the Guidelines and Project Proposal form can be found at <http://investment.infrastructure.gov.au/funding/communitydevelopment>.

Could you please complete the Project Proposal form, submit it along with supporting documentation, via email to the Department at cdg@infrastructure.gov.au.

Project proposals are to be submitted to the Department within six months of the date of this letter. Projects are expected to be 'tender ready' at the time the form is submitted. If an extension to the submission close date is required, a request must be provided to the Department in writing. Please refer to Section 5 of the Guidelines for further information on submitting your proposal.

As outlined in the Guidelines and Project Proposal form, information required by the Department includes:

- details of the project, including timeframes for delivery and funding arrangements;
- expected project outcomes and benefits;
- business plans or feasibility studies;
- details and credentials of your organisation and any related entities;
- financial information including quotations, cost estimates and budgets; and
- any statutory and other approvals required for the project.

Based on the information you provide, the Department will undertake a value with public money assessment of the proposal, including a risk assessment. You will be contacted by the Department if further information is required to complete the assessment.

Where the Department requires independent professional assistance to appropriately address viability or sustainability, an Independent Viability Assessment (IVA) may be undertaken. You will be notified if the Department intends to undertake an IVA on your project proposal.

Once an assessment of the project has been completed, advice will be provided to the Assistant Minister for Infrastructure and Regional Development for consideration. If the project is approved, the Government will require you to enter into a Funding Agreement prior to any payments being made. The contractual arrangement may include strategies to mitigate or manage any identified risks.

Provision of funding is contingent upon the execution of appropriate contract documentation and settling of relevant project details. Therefore, any work on the project which is undertaken without a properly executed contract is at your own risk.

If you require further information please contact the Department by email at cdg@infrastructure.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gordon McCormick', written in a cursive style.

Gordon McCormick
General Manager
Regional Programmes Branch

2 April 2014