

**From:** GMSSystem  
**Sent:** Tuesday, 25 November 2014 1:25 PM  
**To:** s22  
**Cc:** s22  
**Subject:** NSRF Application for Yarra Ranges Shire Council (NSRF000149)  
[SEC=UNCLASSIFIED]



**Australian Government**

**Department of Infrastructure and Regional Development**

## NSRF Application for Yarra Ranges Shire Council

Dear s22

This email was generated within the GMS website. The email provides a copy of the NSRF application correct at the time that the email was generated (01:24 PM on Tuesday 25 Nov 2014).

This application was submitted for NSRF funding at 01:24 PM on Tuesday 25 Nov 2014 01:24 PM by Glenn Patterson.

Kind regards,  
Department of Infrastructure and Regional Development.

This is a system generated email. Do not respond to this email.  
For enquiries please contact the Department's Infoline on 1800 005 494 or email [nsrf@infrastructure.gov.au](mailto:nsrf@infrastructure.gov.au).

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## About the National Stronger Regions Fund (NSRF)

### What is the National Stronger Regions Fund ?

The National Stronger Regions Fund (NSRF) is a new programme to promote economic development in Australia's regions.

### Who is eligible to apply for NSRF funding?

Eligible organisations must be a legal entity with an Australian Business Number (ABN) or an Australian Company Number (ACN). They must also be one of the following, either in their own right or on behalf of a consortium:

- a Local Government Authority, or
- a not-for-profit organisation that is not owned by a state or territory government

### The Application Process

Applications can be submitted from Wednesday 1 October 2014 and must be received by 5.00pm local time on Friday 28 November 2014 for Round One. Round Two will be opening on 1 May 2015 and applications must be submitted by 5.00pm local time on 31 July 2015 (note local time refers to the applicant's local time). On submission of your application an email will be automatically sent to your organisation's Signatory (as nominated in the GMS Portal) acknowledging receipt of the application.

The application form should be considered in conjunction with NSRF Guidelines and other programme documentation, which are available from the Department's website [www.infrastructure.gov.au/NSRF](http://www.infrastructure.gov.au/NSRF).

Applicants are only permitted to submit one application per round under NSRF.

## **Completing the Application Form**

The NSRF application form is divided into tabs that sit in a row near the top of your screen. Each tab relates to a different aspect of the application. You must complete the 'Before you Begin' and 'Eligibility Checklist' tabs before you can access the remaining tabs.

It is recommended that you read through this document before you begin answering questions from the 'Applicant Information' tab onwards. You can only jump (or skip) tabs once all tabs have been opened.

To be eligible for NSRF funding, applicants are required to submit a completed application form and provide all required documents via the online form process, unless alternative arrangements have been agreed by the Department.

Applicants must complete all mandatory questions within the application to be considered for NSRF funding. All questions are mandatory unless otherwise stated.

Please note, funding will not be provided for activities commenced prior to announcement of the funding decision. Financial commitments entered into before announcement and before a grant agreement has been executed with the Department are done so at the risk of the Grant Recipient.

## **Uploading Documents**

It is a system requirement that documents uploaded as part of this application are less than 15MB each and have a file name of less than 45 characters, including spaces and the file extension (for example, '.docx' or '.pdf').

It is recommended that document sizes be kept to a minimum to reduce upload times. Applicants using a slow internet connection may experience a slow document upload speed.

Succinct documents are preferred, and documentation should be commensurate with the size of the project.

For advice on uploading documents (such as naming conventions and reducing the size of documents) please refer to the User Guide.

## **Disclosure of Information**

In the process of assessing your application, information in this form may be provided to relevant third parties (such as state/territory government agencies, organisations and individuals), including those you identify in your application.

Information relating to individuals will be protected under the *Privacy Act 1988*. Requests for access to such information, where not agreed to by proponents, will be dealt with under the provisions of the *Freedom of Information Act 1982*.

## **Submitting the Application**

Applications are to be submitted online through the GMS Portal. For more information on how to complete this process, please refer to the User Guide.

Applications can only be submitted once the applicant organisation's Signatory has completed the 'Legal Authorisation' tab, which includes the Legal Authorisation and Declaration of Conflict of Interest. Once the 'Legal Authorisation' tab has been completed all previous tabs will be locked. To submit the application, the Signatory must press the 'Submit' button on the 'Submit' tab.

If you are experiencing any difficulties or have questions regarding the submission of your application, please email the NSRF mailbox at [nsrf@infrastructure.gov.au](mailto:nsrf@infrastructure.gov.au).

## **Cancelling or Withdrawing the Application**

Un-submitted applications can be cancelled by applicants within the GMS Portal by selecting the 'Cancel Application' button. This will also leave an archived version of your application in your list of NSRF applications. The person that cancels the application will receive confirmation of the cancellation via email. Cancelled applications can be reactivated as long as no active NSRF applications exist for your organisation in the GMS Portal. For further information please see supporting documents on the Department's website.

To withdraw a submitted application your organisation's Signatory must provide a written request to the Department via email to [nsrf@infrastructure.gov.au](mailto:nsrf@infrastructure.gov.au). Please allow three working days for the Department to process withdrawals. New applications cannot be commenced or submitted until the withdrawal process has been completed by the Department. The Signatory will receive confirmation of the withdrawal via email.

## **Further Enquires**

If you have any GMS Portal technical enquiries, please contact the Helpdesk on 1800 005 494 or email [imshelp@infrastructure.gov.au](mailto:imshelp@infrastructure.gov.au). General NSRF programme enquiries should be sent to [nsrf@infrastructure.gov.au](mailto:nsrf@infrastructure.gov.au).

## **Acknowledgement**

**Acknowledgement on behalf of Yarra Ranges Shire Council that the information above has been read and is understood has been submitted on 07 November 2014 11:15 AM by Julie Scott.**

## **National Stronger Regions Fund – ELIGIBILITY CHECKLIST**

These questions will help you determine whether your application will be eligible for funding under the NSRF.

### **According to our records your organisation is:**

A local government body

If the organisation type indicated above is incorrect, please email [nsrf@infrastructure.gov.au](mailto:nsrf@infrastructure.gov.au)

### **Before proceeding, confirm that you meet each of the following eligibility criteria by ticking the appropriate checkboxes.**

Your application must:

- (Confirmed) you are seeking a grant of at least \$20,000 and no more than \$10 million;
- (Confirmed) NSRF funding will be spent on a capital project which will involve the construction of new infrastructure, or the upgrade, extension or enhancement of existing infrastructure;
- (Confirmed) the NSRF grant will be matched in cash on at least a dollar for dollar basis;
- (Confirmed) the NSRF funded component of the project will be completed on or before 31 December 2019;
- (Confirmed) the project will deliver an economic benefit to the region beyond the period of construction;
- (Confirmed) you will submit a completed application, including all the mandatory documents:

## **Applicant Details**

### **Legal Name of the Applicant**

Yarra Ranges Shire Council

### **Australian Business Number of Applicant**

21973226012

## Applicant Type

Local Government Authority

**If you are a not-for-profit organisation, please upload a certificate of incorporation with all mandatory and other documents at Question 45.**

## Physical Address of the Applicant

Street Address Line 1	15 Anderson Street
Street Address Line 2	
Suburb/Town	Lilydale
State/Territory	Victoria
Postcode	3140
Organisational Email Address	mail@yarraranges.vic.gov.au
Website	

## Post Address of the Applicant

Street Address Line 1	PO Box 105
Street Address Line 2	
Suburb/Town	LILYDALE
State/Territory	Victoria
Postcode	3140

## Signatory for your organisation(the Chief Executive Officer, General Manager or equivalent)

Glenn Patterson

**Note:**if the pre-populated details above are not correctly recorded in the GMS Portal, ask your organisation's GMS Portal Administrator to update the Signatory on the Manage Users page.

## Contact Person within the Applicant organisation regarding the Project (for example, the Project Manager)

s22

**Note:**this person must be a User of the GMS Portal. The Signatory or Administrator may add a new User, by going to the Manage Users page. Additional details of Contact Person: (for example, relationship to the project, professional memberships, qualifications etc).  
Project Feasibility Manager.Bachelor of Applied Science & Graduate Diploma Community Health

## Consortium Details

### Are you applying as:

- A sole applicant

## Project Information General Details

**Note:** The following definitions apply to the NSRF programme:

- Project - the entire scope of works to be undertaken. It is the largest part that can be defined in the application.

- Sub-Project - the component of the Project for which NSRF Round One funding is being sought in this application. If NSRF Round One funding is being sought for the entire scope of work to be undertaken (that is, the Project equals the Sub-Project), you are not required to complete questions relating to the Sub-Project.

If NSRF funding is being sought for a part of the scope of work to be undertaken (that is, the Project is larger than the Sub-Project), you are required to complete questions relating to both the Project and the Sub-Project.

- Output - the product that will be delivered by completion of the component funded under NSRF, including details such as the size, number of sites and purpose of fit-out.

Example 1:

- the Project is an upgrade of a regional airport for \$10 million;
- there is no Sub-Project;
- the Output for \$10 million consists of:
  - o airport building;
  - o runway and lighting;
  - o car park;
  - o new parallel taxiway;
  - o terminal apron; and
  - o emergency assembly area.

Example 2:

- the Project is an upgrade of a regional airport for \$10 million;
- the Sub-Project is development of a terminal for \$3 million (with \$500,000 sought under NSRF and \$2.5 million from partner funding);
- the Output for \$3 million consists of:
  - car park extension;
  - terminal building;
  - seating; and
  - toilets.

**It is important to understand and apply these definitions when completing this NSRF application form.**

## **Is funding being sought for a Sub-Project of a larger Project?**

No

## **Project Title and Brief Description of the Project**

To undertake the construction of the Belgrave Multi-Purpose Health Hub for \$8.67 million. This facility will provide a one stop shop for whole of life services for local & surrounding communities, services include: community health, emergency relief, early years, youth services and aged care service

## **Description of the Project Output**

Health care and social assistance plays an important role in the Yarra Ranges economy. The construction of the Health Hub will service a catchment population of 215,000 with enhanced access to health services and facilities for the local and surrounding communities. Access to the Belgrave Hub and its specialised services will improve health, community and knowledge outcomes within its catchment communities. This has long-term benefits in creating healthier communities, which in turn will lead to positive economic and social benefits more broadly. There is no Sub-Project. The output of \$8.7 million consists of a two storey 900sqm (approximately) purpose built facility with multi purpose rooms, consulting rooms, office accommodation, store rooms, kitchen, amenities, outside play space, lift and car park.

## **Please provide the following dates**

**Note: The NSRF Project must be completed by 31 December 2019 and funding will not extend beyond the 2019-2020 Financial Year.**

Estimated or actual start date of the Project that NSRF funding will be used for.

25 May 2015

Estimated or actual finish date of the Project

30 Nov 2017

**Please provide estimates of the full-time equivalent employment generated as a result of the Project funded under NSRF**

FTE During Construction	57.000
FTE Post Construction	26.000

**Please indicate the current stage of development in relation to the progress of your Project.**

Preliminary plans with initial costings

**Project Licences or Approvals**

**Does the Project require any licences or approvals before it can commence (for example, building or planning approvals, or an environmental impact study)?**

Note: Construction must commence within 12 months of signing the Funding Agreement, and relevant licences and approvals must be received by Applicant within six months of signing the Funding Agreement.

If Yes, please add details of a licence or approval at question 45

- Yes

**Project/Sub-Project Location**

**Where is the Project/Sub-Project you are applying for located?**

Add location details below and if the Project/Sub-Projects are across multiple sites please add these locations as well after completing details of the Primary Project Location

Location Name	Longitude	Latitude	Type	Address	LGA Area	Electorate
Primary Project Location	145.3512	-37.9090	Single location	1616-1624 Burwood Highway Belgrave vic. 3160	Yarra Ranges Shire Council	La Trobe

**For each location please attach a satellite image or map at question 45 that shows the geographic location(s) of the Project/Sub-Project.**

**Note:** the Department will not accept hyperlinks to websites.

## Impacts on Project

Is the commencement of the Project/Sub-Project dependent on the completion of any other works?

If Yes, please provide details of the works and their potential impact on the delivery of the Project/Sub-Project at question 45

- No

## Project/Sub-Project Funding

What is the total cost of the Project excluding any in-kind contributions (GST exclusive)?

\$8,670,000

How much NSRF funding are you applying for (GST exclusive)?

\$3,835,000

## Partner Funding

Please provide Partner Funding details including in-kind (Partner Funding is defined as any contribution in addition to the NSRF amount including the applicant's contribution).

Funding Partner Name	Funding Partner Type	Type of Contribution	Contribution to	Value of Contribution (GST Exclusive)	Status of Contribution
Department of Transport, Planning & Local Infrastructure	State Government	Cash	Project	\$1,000,000	Received
Inspiro	Not-for-profit	Cash	Project	\$250,000	Confirmed
Inspiro	Not-for-profit	In-Kind	Project	\$930,000	Confirmed
Yarra Ranges Council	Own Contribution	In-Kind	Project	\$820,000	Confirmed
Yarra Ranges Shire Council	Own Contribution	Cash	Project	\$3,585,000	Confirmed
			<b>Total for Cash Contribution only</b>	<b>\$4,835,000</b>	
			<b>Total for in-kind Contribution only</b>	<b>\$1,750,000</b>	
			<b>Total Value of Contribution total</b>	<b>\$6,585,000</b>	

**For each Funding Partner listed in Partner Funding Details please attach Evidence of Partner Funding (Separate evidence of partner funding is not required were the applicant is the sole partner).**

Add evidence of Partner Funding at question 45.

## **Project Experience**

**Have you previously undertaken projects of a similar size or scale to the Project/Sub-Project in this application?**

- Yes - please provide evidence of your experience at question 45.

Note: Only include recent projects that you believe effectively demonstrate your capacity to deliver the current Project. Maximum of five projects.

## **Project/Sub-Project Delivery**

**Do you have contingency arrangements in place to cover any cost overruns (including if partner funding is not able to be secured, or any of your funding partners fail to make their contribution)?**

- Yes

Please provide details or reasons for your answer. Maximum 1500 characters

The Yarra Ranges Council have a set a minimum 10% construction contingency that is to be provided for the project. This will ensure that any variations encountered during the construction phase will be able to be managed within the overall budget. Any overrun beyond this percentage will need to be met from the Councils' Capital Expenditure Program.

**Have the cost estimates for the Project/Sub-Project been independently assessed?**

- Yes - please give evidence of the assessment at question 45.

**If yes, please provide details of the organisation that assessed your cost estimates.**

Name of organisation	Wilde and Wollard
Date of Assessment	20 May 2013
Outcome of Assessment.	The cost estimates for concept stage for the Belgrave Health Hub totals \$8,667,000 and is summarised below:- Building and site works \$5,490,700 Design contingency 5% \$274,600 Sub-Total \$5,765,300 Escalation to tender (mid 2018) \$919,000 Escalation during the construction period \$67,000 of say 12 months. Estimated Tender amount \$6,751,300 Construction contingency 10% \$675,130 Sub-Total \$7,426,430 Professional fees 10% \$891,200 Loose furniture and equipment \$349,000 Total Project (Rounded) Excl GST \$8,667,000 Exclusions:- GST Temporary accommodation Dental and medical equipment Out of hours work Amendments/alterations to Burwood Highway if required.

**Have the ongoing costs for which you will be responsible once the Project/Sub-Project is completed (such as operational costs, maintenance, public liability and employment) been budgeted for in the first five years of the Project/Sub-Project 's operation?**



- Yes

If no, please provide reasons for not budgeting for ongoing costs. Maximum 300 characters.

Council commissioned SGL Consulting Group Australia Pty Ltd to undertake some financial modeling of the centre. This shows an operating loss of \$244,290 increasing by CPI in the following years. Hireable spaces have been conservatively estimated & with greater use financial performance will improve

**Has anyone involved in managing the Project/Sub-Project been bankrupt or convicted of fraudulent or criminal activities?**

- No

**In the past two years has the Applicant (or a consortium member, if applicable) been involved in any legal proceedings that will impact on the Project/Sub-Project?**

- No

**Applicant Financials**

Please provide a summary of your organisation's financial details in the following table. Note: financial records are required for the two most recent financial years, and the financial years must be consecutive.

Financial Year	2013/2014	2012/2013
Revenue	\$154,257,000	\$158,643,000
Expenses	\$154,644,000	\$150,902,000
Cash Receipts	\$209,082,000	\$181,048,000
Cash Expenditure	\$196,214,000	\$186,620,000
Total Assets	\$929,941,000	\$897,251,000
Current Assets	\$48,629,000	\$57,798,000
Total Liabilities	\$47,622,000	\$44,340,000
Current Liabilities	\$33,872,000	\$28,358,000
Cash or Equivalent on-hand	\$24,017,000	\$34,430,000

**Assessment Criteria**

Your application will be appraised against the following Assessment Criteria.

Applicants are advised to present a strong case against each of the Assessment Criteria, with all claims supported by evidence and to note the following:

- Responses to the Assessment Criteria must be completed in the application form.
- Responses to the Assessment Criteria must be concise and are limited to 5000 characters.
- Any response to the Assessment Criteria beyond 5000 characters will not be assessed.
- Supporting documentation at question 45 should provide evidence in support of the claims against the Assessment Criteria rather than expand on your response to the Assessment Criteria.

Please name and reference any documents using the file naming convention on page 11 of the Grants Management System (GMS) Portal User Guide. If you refer to a document in multiple criteria only one document should be uploaded.

**Assessment Criterion 1: the extent to which the Project/Sub-Project contributes to economic growth in the region**

The Belgrave Hub is listed as a regional strategic infrastructure priority project. It will establish a health and community services precinct in a key geographic location for four municipalities. Health care and social assistance plays an important role in the Yarra Ranges economy. There are approximately 3,300 jobs in the sector across the municipality and it adds approximately \$340 million to total output of the local economy. Health is a strategic sector for Yarra Ranges Council. Council's Economic Development Strategy 2012-2022 commits resources to: "... support the health sector to expand its business opportunities. This will lead to growth of professional employment and innovation. It will focus on the significant contribution it makes to the liveability and wellbeing of residents and workers of Yarra Ranges to age in place." (Economic Development Strategy, page 28). In total, the Yarra Ranges economy supports 35,836 jobs (as at April 2014). Retail trade employs the most people, followed by education and training and manufacturing. The gross revenue generated by businesses/organisations in Yarra Ranges is estimated at \$9.94 billion. The Yarra Ranges health and social assistance sector is a significant contributor to the local economy and jobs, with 67% of jobs in the sector filled by local residents. There is a large concentration of health services located in Lilydale and Mooroolbark, but also opportunities for greater investment in Belgrave, Healesville and Yarra Junction; areas that service greater population sub-regions. The sector provides quality employment and flexible employment options with many positions being part-time or casual. This is particularly important for women re-entering the workforce following family leave. Casual and part time work can also be appealing to the Gen Y cohort and for baby boomers that are looking to transition into retirement. As the Yarra Ranges population grows and ages, the sector will continue to take on added significance. High quality centres that have significant client bases like the Belgrave Health Hub are important to attract health professional skills into the municipality. The Belgrave Hub will boost construction sector output by \$8.67 million. From this it is estimated that additional demand would be generated for goods and services with a proportion likely to be sourced from within the Yarra Ranges municipality and the immediate region. These flow-on effects will continue with multiple rounds, as servicing sectors increase their own output and demand for local goods and services in response to the direct change to the economy. The industrial effects under this scenario are valued at \$7.68 million for Yarra Ranges. The increase output would typically correspond to the creation of jobs in the economy, resulting in an increase in the total of wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure will be captured in Yarra Ranges. The consumption effects under this scenario are estimated at \$2.305 million. Total output, including all direct, industrial and consumption effects is estimated to increase by up to \$18.652 million. From a direct increase in output of \$8.67 million, it is estimated that 23 direct jobs would be supported over the construction period. Flow-on industrial effects such as local purchases of goods and services are also anticipated, which would correspond to a further 25 jobs for Yarra Ranges. The consumption effects as a result of the wages and salaries paid during the construction phase are estimated to increase employment by 9 jobs. Total employment for Yarra Ranges, including all direct, industrial and consumption effects is estimated at up to 57 jobs. In full operation the Health Hub would house 30 staff, with positive benefits for the retail and services precinct. For the \$1.98 million of direct expenditure by Belgrave Hub employees, the local economy is estimated to benefit by a further \$0.607 million, once flow-on industrial and consumption effects are taken into consideration. The increases in direct and indirect output would typically correspond to the creation of jobs in the economy. A proportion of these wages and salaries are typically spent on consumption and captured in the local economy. The consumption effects under this scenario are estimated at \$0.985 million. Total output, including all direct, industrial and consumption effects is estimated to increase by up to \$3.573 million. The increased salary of \$1.98 million has a corresponding creation of direct jobs that can be estimated at 19. From this direct expansion in the economy, flow-on industrial effects in terms of local purchases of goods and services are anticipated. It is estimated that these indirect impacts would result in the gain of a further 2 jobs. Total employment including all direct, industrial & consumption effects is estimated to increase by 26 jobs

## **Assessment Criterion 2: the extent to which the Project/Sub-Project supports or addresses disadvantage in a region**

The Belgrave Health Hub represents an opportunity to significantly increase service access for a large catchment area. There are almost no health services in Yarra Ranges' outer eastern areas, with areas east and south of Belgrave lacking more than the most basic of health services. Access to a Hub that includes allied health, children's, family and youth services represents a significant addition to the service system in this region. This demographic analysis also shows a significant increase in aged populations in the catchment. Access to affordable, quality health services, including allied health, is critical to maintaining older Australians in their communities and the associated flow-on efficiencies from maintaining older people in their communities. The catchment area for the Belgrave Hub would cover surrounding areas, including Seville, Knox North-East, Cardinia North and Berwick (Casey). People accessing services in Belgrave would do so because they work in the Dandenong Ranges, attend school there and/or because of access issues for health services in some of the surrounding areas. The catchment area already has a high level of children and teenagers, and an above average level of adults in the main child-rearing age group. Numbers of young people and families are highest in Berwick which is a key population growth area and Seville (east of Belgrave and lacking services); whilst Knox has a high level of one parent families, which will generate particular demand for family support services. The population in the outer east is ageing, which will lead to growing demand for both aged and disability services, and a wide range of health services. The population for older residents between the age of 55 to 80 years is expected to increase by 17.6% by 2036 in the Belgrave, Belgrave Heights and Selby area. It is anticipated that an increase demand for dental, nutrition and dietetics, diabetes education, podiatry, exercise physiology, chronic disease management, and general medical services will be needed to service the aging population. Even without population ageing, forecast growth combined with the current level of older residents would see an increase of more

than 6,000 persons aged 65 plus within the Hub catchment area. Knox - North East, has the lowest median household income at \$1,226 per week and the lowest score on the Index of Disadvantage of 1022. The suburbs of Boronia/The Basin and Bayswater, along with Pakenham have high unemployment varying from 6.9 to 8% as at June 2014. The increased employment opportunities in the retail and construction with the development of the Belgrave Health Hub may have a positive impact on these high unemployment rates.

### **Assessment Criterion 3: the extent to which the Project/Sub-Project increases investment and builds partnerships in the region**

In 2010 Council undertook a review of the Belgrave Urban Design Framework and renewed its future planning for Belgrave, with a Town Centre Study Report. It was a timely opportunity to review projects and refocus Council's resources on projects which were deemed to be of greatest importance. The report highlights that Belgrave remains a service centre for the surrounding townships and an important gateway to the Dandenong Ranges, in particular the Sherbrooke Forest. It has great food and entertainment infrastructure, public transport via the rail link and access to an extensive network of walking and cycling paths. The Belgrave Town Centre Study identified the need for a community hub to bring together a range of services focused around community health. Belgrave is an important to the broader Dandenong Ranges communities as it is a key public transport link with train and bus lines. These transport networks along with important retail, education, tourist and entertainment activities attract many people to Belgrave. Being a purpose built, flexible facility, it will also have the capacity to provide to visiting services, such as Eastern Community Legal Centre, Headspace and drug and alcohol services, which are currently not available in the Belgrave and surrounding areas. This project will leverage of a number of funding sources. Inspiro has already committed both in-kind, with their land contribution, as well as a development contribution of \$250,000. Council and Inspiro have undertaken strong advocacy campaigns with both State and Federal Governments to secure funding. Council has recently secured \$1 million from the State Department of Treasury, Planning and Local Infrastructure, Community Infrastructure Fund. At a Council Meeting on 26 August 2014, Council committed funding to support this project. From the initial feasibility stages this project has involved all key stakeholders in its development, as well as consulting with the community to ensure all needs and aspirations were considered. As a part of the Business Planning process the key stakeholders which included: Council, Inspiro and Dandenong Ranges Emergency Relief Service came together to workshop a joint vision for the facility. The first workshop focused on connecting staff that will be working together in the facility and exploring the benefits of providing an integrated service. A second workshop with management brought together these ideas and formed the following vision - 'A place where health, wellbeing and community meet'. Inspiro as a key partner in this project have been involved in the Project Control Group meetings from their inception. They have played a key role alongside Council, to ensure the success of this project. Inspiro will also be the facility manager and as such they have signed a MOU with Council, which highlights each parties roles and responsibilities.

### **Assessment Criterion 4: the extent to which the Project/Sub-Project and Applicant are viable and sustainable**

As a large local government Yarra Ranges Council is well positioned to manage the construction and ongoing management of the Belgrave Health Hub. Council has significant experience and established processes in the management of multipurpose facilities, both for Council occupation and with the leasing to community and not for profit organisations. Council has stringent internal financial management practices for the securing, allocation and monitoring of funds/grants for projects. We are in a secure financial position, as demonstrated by our Financial Statements. Council has an 'in house' team that has the appropriate skills and experience to manage major capital projects. Over the last 2 years this team has managed 19 projects worth in excess of \$57 million. This project is investment ready and only requires planning and building approval. Council is progressing with these processes and anticipates that they will be finalised mid 2015, well within the 6 months of execution of the funding agreement. Yarra Ranges Council has a detailed risk management procedure which has been adopted for the Belgrave Health Hub project. This methodology used to identify and assess risks for the purposes of this plan is based on the Australian Standard AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines. The risk assessment methodology requires the Project Manager for each identified hazard to: • Identify the likelihood of a hazard occurring; • Identify the consequence of a hazard occurring; • Identify a corresponding risk level of the hazard occurring; • Identify current controls in place to manage or mitigate the hazard; and • Make an assessment of the effectiveness of the controls. A range of supporting documents have been supplied to support our capacity to delivery on this project and demonstrate our long term viability. These documents include: Economic Impact Assessment, Cost Benefit Analysis, Partner Funding, Council's previous experience, Financial Reports, Business Plan, Risk Plan, Project Plan, Procurement Plan, Quantity Surveyors Report and Asset Management Plan.

## **Documents Dropbox**

## Please upload all mandatory and other documents:

Please refer to section 4.1 of the Guidelines for a list of all mandatory documents.

- Documents should be referenced using the file naming convention on page 11 of the Grants Management System (GMS) Portal User Guide.
- Note: each document must be under 15 megabytes and have a file name less than 45 characters (including special characters, spaces and the file extension) to be uploaded.
- In addition to the mandatory documents, you may upload a maximum of 20 other documents in support of your application.

## Documents

Document Type	Document Name
Project Management Plan	NSRF000149_Project_Management_Plan.pdf
Other documents	NSRF000149_Business_Case_CBA.pdf
Risk Management Plan	NSRF000149_Risk_Plan.pdf
Procurement Management Plan	NSRF000149_Procurement_Plan.pdf
Evidence that the asset will be maintained in a viable and operational state for at least five years	NSRF000149_Asset_and_Op_Plan.pdf
Other documents	NSRF000149_Selection_Criteria_1_EIS.pdf
Other documents	NSRF000149_Evidence_of_Experience.pdf
Other documents	NSRF000149_Partner_Funding2.pdf
Other documents	NSRF000149_Community_Support_1.pdf
Other documents	NSRF000149_Community_Support_2.pdf
Other documents	NSRF000149_Community_Support_3.pdf
Other documents	NSRF000149_Quantity_Surveyor_Report.pdf
Other documents	NSRF000149_Quantity_Surveyor_Letter.pdf
Audited Financial Statements for two of the three most recent consecutive years	NSRF000149_Financial_Statement_13-14.pdf
Other documents	NSRF000149_Financial_Statement_12-13.pdf
Business Case	NSRF000149_Business_Case_BPlan.pdf
Written confirmation of all partner funding (cash) <sup>3</sup> . If partner funding is conditional on the provision of the funding grant, applicants must provide a letter of intent from a senior member of the organisation providing funding	NSRF000149_Partner_Funding.pdf
Other documents	NSRF000149_Project_Location_Belgrave.pdf
Written confirmation of all in-kind contributions	NSRF000149_Partner_Funding3.pdf
Other documents	NSRF000149__Approvals_Required.pdf

## Legal Authorisation

**Note:** This legal authorisation was completed by *Glenn Patterson* on 25 Nov 2014 01:23 PM

I  
*Glenn Patterson*

as  
*Chief Executive Officer*

of  
*Yarra Ranges Shire Council*  
*PO Box 105 LILYDALE vic. 3140*

Confirm that:

- I am a person authorised to make this declaration on behalf of my organisation.

- The information provided in this form and all appended documents is complete and correct. I understand that information provided in this webform will form the basis of the funding agreement if the application is successful.
- The Department of Infrastructure and Regional Development (the Department), or any third party authorised by the Department, may perform such investigations and procedures as the Department may determine are necessary for the assessment of this application. I confirm that my organisation may be required to provide additional information including access to records requested by the Department or its third party representative/s in order to facilitate the necessary investigations.
- I agree that the Department may arrange for an Independent Viability Assessment (IVA) of my project by an external adviser or consultant to the Department.
- To the best of my knowledge, I have disclosed (A Declaration of Conflict of Interest) all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application for Funding under the NSRF programme or from entering into a Funding Agreement with the Commonwealth to deliver a project which relates to this Application for Funding under the NSRF programme.

(Confirmed)This acts as my electronic signature.

Glenn Patterson  
Chief Executive Officer  
Date:25/11/2014

## Declaration of Conflict of Interest

Please complete either Part I or Part II of the Declaration of Conflict of Interest.

### Part I – No Known Conflict

I confirm that, at the date of this Application, other than those interests listed below, no conflict exists or is likely to arise that would prevent Yarra Ranges Shire Council from proceeding with the proposal outlined in this Application for Funding under the NSRF programme or from entering into a Funding Agreement with the Australian Government to deliver a project which relates to this Application for Funding under the NSRF programme.

If a Conflict arises I agree to:

- notify the Commonwealth in writing immediately;
- make full disclosure of all relevant information relating to the Conflict; and
- to take any steps the Commonwealth reasonably requires to resolve or otherwise deal with the conflict.

(Confirmed)This acts as my electronic signature.

Glenn Patterson  
Chief Executive Officer  
Date: 25/11/2014

### Part II Disclosure of Interests

I disclose the following interests:

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:

- immediately notify the Department of Infrastructure and Regional Development in writing of that Conflict and of the steps the Yarra Ranges Shire Council propose to take to resolve or otherwise deal with the Conflict;
- make full disclosure to the Department of Infrastructure and Regional Development of all relevant information relating to the Conflict; and
- take such steps as the Department of Infrastructure and Regional Development may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the Department of Infrastructure and Regional Development of any actual, apparent or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure and Regional Development may seek to terminate any Funding Agreement established in relation to a project which relates to this Request for Information.

Any information disclosed in this form will only be used by the Australian Government for the purposes of assessing Program proposals and will be maintained in accordance with the Privacy Act 1988.

(Un-Confirmed)This acts as my electronic signature.

Glenn Patterson  
Chief Executive Officer  
Date: 25/11/2014

## Submit

### Your application has been submitted

We've sent an e-mail to [s22](#) confirming lodgement of this application.

Application has been submitted on 25 Nov 2014 01:24 PM by Glenn Patterson