Small Road Project Proposal Report

Template

Projects with a total Australian Government contribution up to $7.5 million

(with the total estimated cost not exceeding $25 million)

|  |  |
| --- | --- |
| *Project Name* |  |
| *Version Number* |  |
| *Date submitted to the Department* |  |

**GUIDANCE NOTES**

The purpose of the Small Road Project Proposal Report (PPR) template is to set out the information required by the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts (the Department) to support funding processes for proposed infrastructure investments.

This template is to be used where the Australian Government funding commitment does not exceed $7.5 million and the total project cost is under $25 million.

Project proponents are to complete each section of the PPR to the extent possible to enable the Department to properly assess the proposed project.

**A. PROJECT OVERVIEW**

This section provides a snapshot of the Funding Recipient and the Project to be assessed.

**Proponent Details**

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| A1 | Entity Name |
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| A2 | Primary Project Contact |
| *Name:*  *Phone:*  *Position:*  *Email:*  *Postal Address:* |

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| A3 | Project Partners |
| *Identify Federal, State or Local Government and/or private organisations making a financial or in‑kind contribution to the project. .* |

**Project Details**

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| A4 | Project Name |
| *Project name must be used consistently across future stages of PPRs.* |

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| A5 | Project Identification (ID) |
| *Project ID is assigned by the Department.* |

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| A6 | Project Summary |
| *A project summary should be prepared with potential publication on the Department’s website in mind. The summary should be a maximum of 500 words in length and should cover the Project’s:*   * *Rationale/ objectives* * *Location* * *Key benefits* * *Progress to date* |

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| A7 | Geographical Coordinates in Shapefile format if available (.shp, .shx, .dbf) |
| *Provide geographical coordinates of the project location or area under investigation.* |

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| A9 | Related Projects |
| *Provide details of other works, projects or studies related to the proposed Project (please provide web links to studies where applicable).*  *This may include works related to the Project that are not considered ‘Approved Purposes’ under Section 2.1.3.2 of the NLT Act.* |

**B. PROJECT SCOPE**

This section details how the problem or opportunity was determined, why it is eligible for Australian Government funding and the options the Funding Recipient explored before settling on the final Scope.

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| B1 | Scope of Project |
| *Please outline, in as much detail as possible, the Scope of the project, Scope could include:*   * *Type of work being undertaken (duplication, widening, sealing, intersection upgrades, construction of commuter car park, safety works etc.);* * *Kilometres of road being upgraded/constructed;* * *Expected number of additional car parking spaces on the site (for commuter car parks).* |

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| B2 | Eligibility under the *National Land Transport Act 2014* |
| *Please indicate which part(s) of the Act are relevant to Project approval.*    *National Land Transport Act 2014, Part 3, Section 10:*  *A project is eligible for approval as an Investment Project if the project is for one or more of the following:*  *(a) the construction of an existing or proposed road that is in a State or Indian Ocean Territory;*  *(b) the maintenance of an existing or proposed road that is included in the National Land Transport Network;*  *(c) the construction of an existing or proposed railway that is in a State or Indian Ocean Territory;*  *(d) the maintenance of an existing or proposed railway that is included in the National Land Transport Network;*  *(e)\* the construction of an inter-modal transfer facility in a State or Indian Ocean Territory;*  *(f) the acquisition or application of technology that will, or may, contribute to the efficiency, security or safety of transport operations in a State or Indian Ocean Territory.*  *Note: The definition of ‘construction’**in Section 4 of the NLT Act covers some kinds of work on an existing road, railway or inter-modal transfer facility (hence the references above to the construction of an existing road, railway or inter-modal transfer facility).*  *\*section 10 (e) applies to Australian Government funding committed to commuter car parks.* |

**C. PROJECT COSTS**

This section considers project cost information.

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| C1 | Provide details of the Total Outturn Cost breakdown in the summary table. Escalation may not be required if the project is delivered within an appropriate timeframe of the estimate being prepared. |

**Overall Project Cost Summary Table**

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|  | **($m AUD)** |
| **Base Cost Estimate** | 0 |
| **Contingency** | 0 |
| **Total Project Cost Estimate** | 0 |
| **Escalation** | 0 |
| **Total Outturn Cost Estimate\*** | 0 |

\*As this template is to be used for projects with a total cost of less than $25 million, the submission of a Project Cost Breakdown (PCB) template is not required.

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| C2 | Provide a budget profile for the Project in the table below |
| *The budget profile should outline the Australian Government and State Government, Council or third party funding contributions for the overall Project per financial year* |

**Financial Year Forecast Milestone Requirement \***

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| --- | --- | --- | --- | --- | --- |
|  | **FY**  **($m)** | **FY**  **($m)** | **FY**  **($m)** | **FY**  **($m)** | **FY**  **($m)** |
| **Australian Government contribution** | 0 | 0 | 0 | 0 | 0 |
| **State Government contribution** | 0 | 0 | 0 | 0 | 0 |
| **Other contribution (Council or third party (including in-kind contributions)** | 0 | 0 | 0 | 0 | 0 |
| **Total** |  |  |  |  |  |

\*Payment of Australian Government funding will be subject to the achievement of Project milestones determined in consultation between Commonwealth, state officials or Councils and will be based on demonstrated need.

**D. BENEFITS**

This section provides the Department with qualitative and quantitative data that will be used to highlight the benefits of the Project.

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| D1 | Provide a summary of the expected positive outcomes and benefits to be delivered by the Project: |
| *This section should include a description of the benefits to be delivered by the Project. Examples may include (but not limited to):*   * *the number of traffic lights avoided* * *active transport measures* * *additional kilometres of public space available for community amenity* * *greater access for high productivity freight vehicles* * *increased flood immunity* * *enhanced regional connectivity* * *social impacts, such as visual amenity/ liveability* * *cultural impacts* * *biodiversity and environmental measures* * *Number of jobs supported by the Project during the construction phase of the Project* |

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| D2 | Provide a summary of the BCR in the tables below: |
| *The proponent should estimate Project benefits in line with their own standard practice and aligned with guidance provided by Infrastructure Australia and the Australian Transport Assessment and Planning (ATAP) Guidelines. Standard definitions for Benefit Areas and examples of best practices for the collection and collation of benefits data are available on the following websites:*   * *Infrastructure Australia:* [*https://www.infrastructureaustralia.gov.au/submission-guidelines*](https://www.infrastructureaustralia.gov.au/submission-guidelines) *(refer to the Assessment Framework-Section D- Technical Guidance)* * *ATAP Guidelines:* [*https://atap.gov.au/*](https://atap.gov.au/)   *Where practicable, provide details of the Benefit Cost Ratio (BCR) using a discount rate of 4 per cent and 7 per cent. If not practicable to do so, please outline reasons why.*  *Projects under $7.5 million are permitted to complete a rapid BCR. The Department has developed a simple Excel-based tool to assist Funding Recipients to determine a rapid Benefit Cost Ratio. The tool is not intended to replace a detailed benefit cost analysis, but instead generate a reasonably realistic estimate of the conventional benefits of a project. The tool is available at:* [*https://investment.infrastructure.gov.au/about/resources/notes\_on\_administration.aspx*](https://investment.infrastructure.gov.au/about/resources/notes_on_administration.aspx) |

**Summary Measures**

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|  |  | **4% Discount rate** | **7% Discount rate** |
| **Benefit Cost Ratio** |  |  |  |

**E. PROCUREMENT**

This section details the procurement method, tender exemption (if applicable) and the expected timeline of the project.

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| E1 | What is the preferred procurement method for the Project? Please outline the specific details of the contracting method (design and construct for example) and why it was chosen. |

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| E2 | Is a tender exemption being sought? |
| *A tender exemption excuses the funding recipient from having to take the Project to market for delivery. For a project to be eligible for a tender exemption it must meet at least one of the requirements under Section 24(1)(c)i to vi of the NLT Act.*  *If eligible a tender request must include the following detail:*   * *Category under which the exemption is being sought – Section 24(1) (c)i to vi of the NLT Act;* * *How the proposed procurement strategy will ensure value for money;* * *Scope of work for which the exemption is being sought;* * *Value of the works;* * *Intended entity to undertake the work;* * *Supporting reasons for the exemption.*   *If Council will be using its own workforce to undertake the project, it will trigger the need for a tender exemption.* |

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| E3 | Project Timeline |
| *Include the expected timing of Project activities, including those on the critical path, and estimated completion date of the Project.* |

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| **Activity** | **Timeline** |
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**F. RISK AND SUSTAINABILITY**

This section outlines major risks associated with the Project

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| F1 | Identify the major risks, and proposed mitigation strategies to successfully deliver this Project. |
| *Proponents should explain the risk identification process and list the most significant risks to successful delivery and provide details of the mitigation strategies proposed.*  *This information may be supported by an attached summarised risk register table.* |

**G. STAKEHOLDER ENGAGEMENT**

This section outlines the steps the Funding Recipient will take to ensure that the public and other relevant stakeholders are engaged and actively managed throughout the Project.

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| G1 | Provide details on how public and stakeholder participation and consultation will be facilitated during construction of the Project. (if applicable). |
| *Factors that should be considered when determining the appropriate level of public and stakeholder participation may include:*   * *Potential for conflict over the Project;* * *Potential for social, environmental or economic impacts; and* * *Relevant legislative requirements.* |

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| G3 | Provide assurance that the project will comply with the Signage Guidelines, which are available from the Department’s website at [*https://investment.infrastructure.gov.au/about/resources/signage\_guidelines.aspx*](https://investment.infrastructure.gov.au/about/resources/signage_guidelines.aspx)*.* |

**H. COMPLIANCE**

This section provides the Department assurance that the Funding Recipient understands their responsibilities with regard to both State and Commonwealth legislation and regulation and has taken steps to actively comply.

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| H1 | List Commonwealth or State legislation triggered by the Project (if applicable). |
| *As an example, legislation that may be triggered by the Project could include the Commonwealth’s Environment Protection and Biodiversity Conservation Act 1999 or the Queensland Government’s Aboriginal Cultural Heritage Act 2003 and the Torres Strait Islander Cultural Heritage Act 2003.*  *For the Scoping Phase, it is necessary only to highlight foreseen legislation issues.* |

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| H2 | Does the Building Code 2016 apply to this Project? If so, please confirm compliance.  YES/ NO |
| *YES – please confirm compliance.*  *NO – please explain why.*  *See Appendix A2 for more information.* |

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| H3 | Does the Australian Government Building and Construction WHS Accreditation Scheme apply to this Project? If so, please confirm compliance.  YES/ NO |
| *YES – please confirm compliance.*  *NO – please explain why.*  *See Appendix A2 for more information.* |

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| H4 | If the Project is located in an area with a high Indigenous working age population  (i.e. more than 10 per cent of the total local working age population), an Indigenous Participation Plan may be required. Contact the Department for advice.  YES/ NO |
| *YES – plans will assessed by the Department for compliance.*  *NO – please explain why.*  *See Appendix A3 for more information.*  *See Appendix B3 for the Indigenous Participation Plan Template* |

**I. SIGN OFF**

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|  | *The Project should be signed and dated by the appropriate officer, as per each jurisdiction’s in-house approval process.* |

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**J. ATTACHMENTS**

This section is where additional information that was used to help complete the PPR may be provided as Appendices.

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| J1 | Supporting Information |
| *Supporting information may include documents that have been referred to in the body of the PPR, for example:*   * *GIS data / shape files;* * *Photographs;* * *Locality and/or topographical plans and maps;* * *Demand forecasts;* * *Safety audits;* * *Historical crash statistics;* * *Engineering plans;* * *Environmental, cultural and social studies;* * *Risk assessment reports;* * *Other descriptive information.* |