**Active Transport Fund**

Project Variation Request

March 2025

## Introduction

This project variation request is used whenever one of the three key features of your project is changing scope, cost or schedule.

All changes to any of these features must be approved in advance, with the following two exceptions:

* Cost savings may advised at the completion of the project. Your final payment (and other payments if required) will be amended to reflect the savings.
* Early completion of a project can be advised at the completion of the project. The Australian Government reserves the right for payments to be paid according to the original timetable.

All sections of the form are mandatory.

## Returning the form

Please check that you have completed all sections of the form, including signature (electronic is acceptable). Once complete this document should be returned by email to:

* ActiveTransportFund@infrastructure.gov.au.

Proponents should also provide an email copy to their state/territory infrastructure agency contact.

## Questions

Should you have any questions or concerns regarding this form, please contact the Active Transport Fund team on the appropriate email address above.

## Next steps

Once this form is received, the department will check that it meets our requirements. This may require resubmission of the application in order to reassess. The Minister or their delegate will then be asked to make a decision. You will be advised by email of that decision. If we need more information about your request, we will contact you. This process can take several months, depending on the complexity of the request.

**In the event that your request is denied, funding may be withdrawn from the project, including funding already paid. The Australian Government may instead require you to complete the project to the cost, schedule and scope as agreed.**

## About the project

|  |  |
| --- | --- |
| Proponent |  |
| Project Name |  |
| Project Number |  |

## About you

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Phone number |  |
| Email address |  |

## What is changing? Complete all that apply

[ ]  **Cost Change:**

If your project is complete and you are not requesting additional funding, no need to complete this section.

|  |  |  |  |
| --- | --- | --- | --- |
| Funding Source | Current ApprovedFunding ($) | Requested change ($) (negative for savings) | Revised Funding ($) |
| Australian Government |  |  |  |
| Proponent |  |  |  |
| Other |  |  |  |
| **TOTAL** |  |  |  |

[ ]  **Scope Change:**

|  |
| --- |
| Current approved scope (from your approval instrument) |
|  |
| Proposed scope |
|  |

[ ]  **Schedule Change:**

If your project will commence and/or be completed within the maximum timeframes for the current round, approval is not required.

|  |  |  |
| --- | --- | --- |
| Event | Current ApprovedDate (see your offer of funding) | Requested date |
| Commencement of Construction |  |  |
| Other milestone (where applicable |  |  |
| Physical completion |  |  |
| Provision of PCR |  |  |

Maximum timeframes for current round

|  |
| --- |
| **Active Transport Fund** |
| Stage | Construction only | Design and construction |
| Completion of Preconstruction Design | N/A | 25 March 2026 |
| Commencement of Construction | 25 March 2026 | 25 March 2027 |
| Completion of Construction | 25 March 2028 | 25 March 2029 |
| Acceptance of Post-Completion Report | 25 June 2028 | 25 June 2029 |

## Rationale

Please explain the reasons for the change to the project. At a minimum include:

* What was the issue or issue which led to the need for change?
* When you identified that the project would not be able to delivered as agreed?
* At what point of the build was the issue identified (design, tender, construction, etc.)?
* Whether the issue could have been foreseen?
* What actions have been taken to address the issue and minimise or mitigate impacts?

|  |
| --- |
| Rationale |
|  |

## Declaration

By signing below you confirm that all information provided in this report is true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  / /  |

## Further information

### **What do you consider in making your decision?**

In making a decision, we consider a range of factors. The primary factor is whether the project remains value for money.

Other factors include:

* Whether the project has commenced construction (requests for projects which have not commenced projects are more likely to be asked to resubmit in a future round).
* The extent to which a problem could have been foreseen.
* The likelihood that the project will now meet its cost, scope and schedule.
* The experience of the proponent in delivering projects.

### **Who makes the decision?**

Who makes the decision depends on the complexity of the decision. Most decisions are made by the Assistant Secretary with responsibility for the program. Very complex or marginal decisions may be made by the Minister responsible for the program.

### **What if I have already changed cost/scope/timeframe?**

We strongly encourage all proponents to contact us before one of these parameters change. In some cases, such as natural disasters, this may not be possible. Requests for change can be granted retrospectively, but the circumstances which prevented application prior to the change will need to be extensively outlined.

### **What if my request is denied?**

If your request is denied, you will need to continue to deliver to the cost, scope and schedule as contained in your offer of funding, or most recent funding instrument. If you cannot do so, you will need to withdraw the project from the program.

### **How long does it take to make a decision?**

The process of coming to a decision can take several months, depending on the complexity of the request, and other priorities. We may also request further information to clarify or expand on the information you have provided.