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| **Critical Minerals and High-Tech Metals Activation Fund**  **[PROPOSAL NAME]**  **PROJECT PLAN**  [APPLICANT]  [INSERT DATE] |

KEY PROPOSAL DETAILS

|  |  |
| --- | --- |
| PROJECT INFORMATION | |
| Project name |  |
| Lead applicant |  |
| Lead applicant ABN |  |
| Project partners (if applicable) |  |
| LEAD CONTACT | |
| Name |  |
| Position |  |
| Phone |  |
| Email |  |
| Address |  |
| PROJECT SCOPE | |
| Project summary  *Please provide 250 words or less* |  |
| PROJECT LOCATION | |
| Infrastructure address or location |  |
| Local government area |  |
| SUPPORTING INFORMATION | |
| Attachments *Please list out all supporting information provided* |  |

DOCUMENT INFORMATION

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| --- | --- |
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HOW TO USE THIS TEMPLATE

This template provides instructions in italics and in colour to help applicants prepare their business cases.

Instructions in red italics need to be adhered to by all applicants.

Instructions in light blue italics are recommendations to applicants. These instructions provide guidance on better practice approaches to populating a given section of the business case.

Please delete all instructions prior to submission.

# CASE FOR CHANGE

## BACKGROUND

This section provides the applicant an opportunity to provide information to improve the reviewers’ understanding of the proposal. Types of information that are relevant to this section include:

* The objectives of a proposal
* The planned outcomes from the proposal
* Proposal description
* Please ensure that the information provided is consistent with the application from.

## RATIONALE FOR INVESTMENT

Please outline how the project will support the critical minerals or high-tech metals sector in NSW and the key constraints that the proposal will overcome.

The problems may relate to current and emerging problems.

You may wish to highlight the risks that exist or would emerge if the proposal does not proceed or is deferred.

## STRATEGIC ALIGNMENT

Please outline how the proposal’s outcomes align with NSW Government’s strategies, plans and priorities, including the NSW Government Critical Minerals and High-Tech Metals Strategy. This information should be consistent with the information in your application form.

## EXPECTED OUTCOMES

Please outline the expected outcomes arising from the proposal.

Including any beneficiaries of the outcomes such as users/recipients, the community, businesses and other organisations.

Outcomes should be outlined in quantitative terms where possible. Outcomes may be described in qualitative terms if quantification is difficult.

The quantitative outcomes outlined here should align with the outcomes provided in the datasheet where possible.

# ANALYSIS OF THE PROPOSAL

## OBJECTIVES & INDICATORS

Please outline what the proposal is seeking to achieve and how each desired outcome will be measured. This information should be consistent with the information in your application form.

Table 2.1: Proposal objectives

|  |  |  |
| --- | --- | --- |
| **Key problem/issue** | **Key proposal objective** | **Key success indictor** |
|  |  |  |
|  |  |  |
|  |  |  |
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## THE BASE CASE

Please summarise what is the ‘base case’ to be used to assess the merits of the preferred solution? The base case is the ‘state of the world’ without the proposal, the case with no change, such as the infrastructure not being constructed.

## OTHER OPTIONS CONSIDERED

Please summarise how the preferred solution was selected.

What alternative options were considered that would also solve the abovementioned problems?

Alternative options that you may wish to consider include:

* A do-nothing option
* A do-minimum option
* A do-later option

## INFORMATION ABOUT THE PROPOSAL

### SCOPE OF WORKS

Please provide a brief description of the works proposed.

This description may include:

* Location of the proposal
* Quantifiable details including area/length, capacity etc.
* Relevant design standards
* Utility adjustments or property acquisitions
* Concept diagrams and sketches
* Photos

The scope of works should include what the key elements are and why each element is needed.

The scope of works should also include allowances for planning and management including project management (including allowances for cost, benefit, risk, asset, stakeholder, change management), consultation, design, preliminaries and procurement activities.

### PROPOSAL EXCLUSIONS

Please outline, if relevant, what elements are outside the scope of the proposal.

### RELATED PROJECTS

Please outline, if relevant, if the proposal is related to another project or is dependent on another project proceeding.

## PROJECTED COSTS

### PROJECTED CAPITAL COSTS

Please outline the projected capital cost of the proposal.

Costs should include:

* Base costs
* Contractor margins
* Project management margins
* Contingency

Table 2.2 should be completed and modified where necessary for each proposal.

All cost estimates should be exclusive of GST.

Applicants should explain how they arrived at their cost estimates and include quotes in the application form section “Project Costing/Funding Request”.

This table should align with the profile provided in the Project Budget.

Table 2.2: Projected capital costs inclusive of contingency ($000s)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Stage** | **2022-23** | **2023-24** | **2024-25** | **2025-26** | **2026-27** | **Total** |
| Base cost estimate |  |  |  |  |  |  |
| Administration – Project Management |  |  |  |  |  |  |
| Administration – Technical services |  |  |  |  |  |  |
| Contractor costs |  |  |  |  |  |  |
| Construction – *Site Works* |  |  |  |  |  |  |
| Construction – *Capital Works* |  |  |  |  |  |  |
| Installation |  |  |  |  |  |  |
| Fixed plant equipment |  |  |  |  |  |  |
| Contingency |  |  |  |  |  |  |
| **Nominal cost** |  |  |  |  |  |  |

### PROJECTED ONGOING COSTS

Please outline the ongoing costs that would arise with the proposal. These costs may include operating, maintenance, repair, renewal and replacement costs.

These costs should be estimates for a minimum of three financial years following construction completion.

Table 2.3 should be completed and modified where necessary.

Note: Critical Minerals and High-Tech Metals Activation Fund funding may not be used to fund ongoing costs.

Table 2.3: Projected ongoing costs ($000s)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **2022-23** | **2023-24** | **2024-25** | **2025-26** | **2026-27** | **2027-28** | **2028-29** | **Total** |
| Item 1 |  |  |  |  |  |  |  |  |
| Item 2 |  |  |  |  |  |  |  |  |
| Item 3 |  |  |  |  |  |  |  |  |
| Item 4 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

## COST BENEFIT ANALYSIS

A Cost Benefit Analysis will be undertaken as part of the assessment of proposals. The Cost Benefit Analysis will be coordinated by the Department using the completed datasheet, available at the [Grant Finder website.](https://www.nsw.gov.au/grants-and-funding/critical-minerals-stream-2)  Please confirm in this section that the document has been completed and will be submitted as part of your application.

To be considered for funding proposals must have a Benefit to Cost Ratio greater than 1.

Projects with a Benefit to Cost ration less than 1.0 will only be considered for funding by exception and will be required to meet one of the following criteria:

- the proposed project demonstrates significant public benefit   
- the project delivers significant outcomes for young people, Aboriginal and/or Torres Strait Islander individuals or people with disability   
- the proposed infrastructure provides multi-user benefits including for other industries or community   
- importance of the infrastructure project to be funded as an enabler to the development and operations of the mineral project.

## PROPOSED FUNDING ARRANGEMENTS

Please outline how the proposal’s capital costs are to be funded.

Applicants will be expected to be able to provision for the funding of ongoing costs.

Provide a breakdown by financial year if these costs will span multiple financial years.

Ensure that total funding covers total capital costs outlined in Table 2.2.

Table 2.4: Proposed capital funding contributions ($000s)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Stage** | **2022-23** | **2023-24** | **2024-25** | **2025-26** | **2026-27** | **Total** |
| Proposal capital costs |  |  |  |  |  |  |
| NSW Government (subject of this request) |  |  |  |  |  |  |
| Industry contributions |  |  |  |  |  |  |
| Other Australian Government contributions |  |  |  |  |  |  |
| Other funding sources (please detail) |  |  |  |  |  |  |
| **Sub-total** |  |  |  |  |  |  |

# IMPLEMENTATION CASE

## PROGRAM & MILESTONES

Please outline the key events and decision points associated with the proposal.

Key events to consider for incorporation into the program:

* Planning and detailed design
* Approvals
* Procurement
* Development/construction
* Commissioning/operation

Table 3.1: Key events

|  |  |  |
| --- | --- | --- |
| **Event** | **Start** | **Finish** |
|  |  |  |
|  |  |  |
|  |  |  |
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## GOVERNANCE

Please outline the project team that will oversee the management (during delivery and operations) of the proposal. Outline the way the proposal will be organised, including:

* Key decision makers (e.g. proposal sponsor)
* Governance bodies (e.g. steering committees, advisory groups)
* Proposal personnel
* Key stakeholders (e.g. stakeholder groups, liaison/communications officers)
* Interfaces with Government agencies (e.g. DRNSW, DPE etc)
* Interfaces with contractors
* If the proponent is more than one entity, interactions between the lead contact and each entity.

Please outline key responsibilities and roles of key personnel.

## CRITICAL RISKS

Please outline the critical risks that the proposal will face, proposed mitigations and how serious each risk is. This information should be consistent with the information in your application form (see application form section “Risk Management”). Please note that you can provide additional information or if you prefer, you can also respond, “See section ‘Risk Management’ in the application form.”

Critical risk areas to consider include:

* Scope
* Construction
* Financing
* Planning and approvals (if not already gained)
* Legal
* Property acquisitions
* Utility relocation
* Procurement
* Change
* Sustainability.

Table 3.2: Critical proposal risks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Proposed mitigation** | **Risk rating after mitigation** | | |
| **Consequence** | **Likelihood** | **Rating** |
|  |  |  |  |  |
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## PROPOSED MANAGEMENT ACTIVITIES

### RISK MANAGEMENT

Please outline how the proposal’s risks will be monitored, managed, mitigated and avoided.

### ASSET MANAGEMENT & OPERATIONS

Who will be responsible for the maintenance, operation and ownership of any new assets created by the proposal?