



# **ATTACHMENTS**

**Ordinary Council Meeting**

**Friday, 17 December 2021**

## Table of Contents

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7.1	EXECUTIVE OF CHAIRS COMMITTEE HELD ON 25 NOVEMBER AND 13 DECEMBER 2021	
	Attachment 1 Minutes - Executive of Chairs - 25 November 2021 .....	4
	Attachment 2 Minutes - Executive of Chairs Meeting - Australia Day Awards - 13 December 2021 .....	7
7.2	Growing Business Industry & Tourism Advisory Committee Meeting held on 7 December 2021	
	Attachment 1 Minutes - Meeting Notes - GBITAC Meeting - December 2021 .....	8
8.1	ADOPTION OF COUNCIL POLICIES	
	Attachment 1 Draft Policies List.....	16
9.1	LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM PHASE 3	
	Attachment 1 LRCI Phase 3 Guidelines .....	17
9.2	Bidgee Haven Retirement Hostel Section 355 Committee	
	Attachment 1 Constitution - S355 Committee Bidgee Haven December 2021 .....	47
	Attachment 2 Hostel Committee - COMMITTEE MEMBERSHIP FORM - Dec 2021 .....	51
9.3	PRESENTATION OF THE ANNUAL FINANCIAL STATEMENTS TO COUNCIL AND THE PUBLIC FOR THE YEAR ENDED 30 JUNE 2020	
	Attachment 1 2020/21 Annual Financial Statements .....	54
	Attachment 2 Draft Management Letter 2021 .....	172
9.4	Report on External and Internal Restrictions held as at 30th June 2021	
	Attachment 1 External and Internal Restrictions .....	198
9.5	Internal Restriction Bidgee Haven Hostel	
	Attachment 1 Council Report BIDGEE HAVEN RETIREMENT HOSTEL RESERVE ESTABLISHMENT 17 November 2020.....	199
9.6	DONATION REQUEST - ROBINVALE-EUSTON 80 SKI RACE SPONSORSHIP REQUEST	
	Attachment 1 Robinvale Euston Ski Race - Sponsorship Request 23 November 2021	202
11.1	OUTSTANDING ACTIONS	
	Attachment 1 Outstanding Actions - December 2021 .....	204
11.2	ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS	
	Attachment 1 Meetings - Executive Staff and Administrator - 2021 .....	206
11.4	BETTER PRACTICE RECOMMENDATIONS	
	Attachment 1 Better Practice Review - Recommendations - December 2021.....	209

## Minutes - Executive of Advisory Committee Chairs Tuesday 25 November 2021



**Location:** Council Chambers (or via Zoom)

**Start Time:** 6.30 pm

### Members

Administrator (Chairperson)	Mike Colreavy
Acting General Manager	Glenn Wilcox
Balranald Beautification (BBAC)	Toni Tyrer
Ageing Well, Aged Care & Facilities & (AWACAFAC)	Tony Conway
Euston Progressive (EPAC)	Apology
Growing Business, Industry & Tourism (GBITAC)	Iain Lindsay-Field
Sports & Recreation (SARAC)	
Strengthening Community Access, Inclusion & Wellbeing (SCAIWAC)	Apology
Youth Council	Apology

Others present: Hodi Beauliv (Director Corporate & Community Services), Peter Lawler and Mia Zaffina

### 1. Opening of Meeting

Meeting opened at 6.05pm

### 2. Acknowledgement of Country

*We pay our respect to the Traditional Custodians of the Lands where we hold this meeting and pay our respects to Elders past, present and emerging.*

### 3. Apologies

Guy Fielding, Jackson Bialobrzewski and Rachel Williams

### 4. Items Discussed

1. The Administrator advised that following the previous meeting with the Executive of Chair's he moved a motion at the November Council meeting to place the future divestment of the hostel on hold until February 2022. By February Council should have a complete set of financial statements, which will allow the Administrator to further assess Council's financial position
2. The Committee was advised that a meeting was held today, of an internal Hostel advisory committee to provide oversight of the operation of the Hostel by the Administrator, General Manager, Director Corporate and Community Services and the Hostel Coordinator. The meeting discussed developing this committee into a s.335 committee, which will be presented to the December meeting of Council for approval.
3. Ian Lindsay-Field, as the spokesperson on behalf of the Executive of Chair's, advised that the decision to place the divestment on hold was appreciated. He thanked the Administrator for listening to their concerns and acknowledged that it was great that the

## Minutes - Executive of Advisory Committee Chairs

### Tuesday 25 November 2021



advisory committee model is working in this way, to provide the Administrator with the voices of the 50 people involved through the Advisory Committee structure.

4. Ian commended the s.355 committee as a good step and advised the Executive of Chair's would like to be involved in the committee, as per the following recommendations.
5. The Executive of Chairs Committee tabled the following recommendations on the preferred pathway for the Bidejee Haven Hostel:
  - a) We request that a Section 355 committee be re-instated and in the interim, until such time as that committee is re-instated that, this group join the current Council Bidejee Haven 'Internal Committee'. We appreciate that the Acting GM is currently looking at the proposition for a Section 355 Committee and strongly endorse a positive outcome on this action.
  - b) Undertake a thorough review of the past decade of financials and incorporate the 2021 financials.
  - c) Undertake a mutually agreed community consultation process so that all sections of the community are consulted broadly.
  - d) Review both grant applications to ensure a clear understanding of all inclusions / exclusions, current understanding is that both grants together were enough to finance the build quote.
  - e) We request a review the build plans for the Bidejee Haven extension, including a review/understanding of the 'cost minimisation plans' and also a comprehensive update on the 'all but' engaged contractor. It is our understanding that significant progress and \$250,000 has been spent and that the proposed plans for the Dementia Wing were to the point where minimisation cost steps were being undertaken should the extra grant not be successful. How far had this process gone? Further, contractors from outside town were to the stage of renting/buying properties to accommodate their employees in the town while working on the build. We note that a new project manager needs to be secured as the previously secured one found alternative work.
  - f) Start building as soon as is feasible based on d and e above
  - g) If, after all above, divestment is the best option for ensuring a high quality/high integrity and sustainable local service – the explore local / partial divestment options first and foremost ie. Moulamein, Robinvale, Hay etc. - Please note that Point G only comes after Item 1 to 6 have been satisfactorily addressed
6. General discussion was held as to the tender process for the Hostel. The A/GM advised he now has a complete set of plans and specifications that he did not have prior to the last meeting, but cannot confirm if these are the documents that were tendered. Part of the tender recommendation was to review the price with the builder, but there is no documentation any meaningful consultation was undertaken. The time frame between the tender has now been too long, so Council will need to go back to tender.
7. The committee was advised that this is not the only project that Council has concerns over how it was managed. Other projects have similar issues related to process and the ability to ensure costs and outcomes are achieved as per budget and plans. As a result, Council is looking at how to improve project management at Council. Until these issues are resolved, this is part of the hesitancy to proceed with the extension as Council does not have funds to fall back on if the project goes over budget.

## Minutes - Executive of Advisory Committee Chairs Tuesday 25 November 2021



8. Mia Zaffina raised concerns re: boundary re-alignments. On 1 October 2021, as an adjoining property owner, she received correspondence regarding the commencement of this process. The Administrator advised this was approved 12 months ago by Council. The A/GM advised the sewer main also needs to be moved before the build commences, but this also still has to happen. There was also discussion on the need to confirm the purchase of the land from the Services Club, as there is currently no written evidence of that decision and the Club is now under new management.
9. General discussion occurred as to Council's finances, the hostel finances and overall management direction. General discussion on the management review process and a need to train the staff to gain finance awareness and to further develop the finance and governance process. More training also required in tendering and project management, but also to develop staff to start thinking and ask the right questions.
10. From these discussions, Ian reiterated the importance of having community members involved in the section 355 as per the Tourism and Hostel committees in the past. Glenn advised that there would be the opportunity for this on the new committee, but at a higher level. Ian posed whether they should be involved in the internal management committee until this happens, but the A/GM advised the report would be presented to the December meeting, calling for nominations. All going to plan, it is expected board nominations will be approved at the February meeting, so there would only be one meeting before then at the most.
11. The new committee will be responsible for managing the budget. The Coordinator will also be upskilled to manage their budget. Executive of Chair's questioned if the Coordinator was OK with this, and they were advised she has only just been notified at the meeting today, but training and support would be provided to upskill her. Also need to look at the structure of the workforce, as a current statewide inquiry into the casual workforce is likely to impact on employment model at Hostel.
12. Upskilling staff to manage their own budgets will assist with the management of finances, as the churn in staff in the finance team has resulted in a loss of corporate knowledge. This new process will ensure that it is reported to Council and the community will then have that knowledge. There was a general discussion around the reason for the churn in senior staff, and there was a general consensus that Balranald Shire has an image problem and it is time to fix it. Numerous actions are in place to improve this including improvement of processes and contracting in qualified individuals to review that work is happening appropriately.
13. Advice was provided by the Executive of Chair's that they want to ensure the hostel remains within the community and managed by the community under Council or other organisation.

### Next Meeting:

Meeting Closed: 7:55pm

## BALRANALD SHIRE COUNCIL

## MINUTES OF THE EXECUTIVE OF CHAIRS COMMITTEE MEETING

## HELD TO SELECT THE AWARD RECIPIENTS FOR AUSTRALIA DAY 2022

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13 December 2021 – Balranald Council Chambers, Commencing at 5:35pm

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**PRESENT:** Mike Colreavy (Administrator & Chair); Lynette Flanagan; Toni Tyrer; Guy Fielding; Iain Lindsay-Field; Rachael Williams; and Richard White.

**APOLOGIES:** Tony Conway; Jackson Bialobrzewski

**BUSINESS:****1. AUSTRALIA DAY AWARDS**

Nominations were received as follows:

Citizen of the Year	6 (including a group nomination)
Young Citizen of the Year	1
Environment Citizen of the Year	0
Community Event of the Year	1
Special Achievement (Any Field)	7 (including a group nomination)
Sportsperson of the Year	1
Young Sportsperson of the Year	1
Sporting Team of the Year	2

**MOTION: (Lindsay-Field/Flanagan)**

1. That to allow the community the opportunity to make further nominations across all of the award categories, the closing date for nominations be extended to 4 January 2022 and the call for nominations be readvertised.
2. That this meeting reconvene in a remote (Zoom) session commencing at 5:30pm on Monday 10 January 2022 to finalise selecting the Australia Day Award recipients.

**CARRIED**

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****7<sup>th</sup> December 2021**

CHAIR: Iain Lindsay-Field

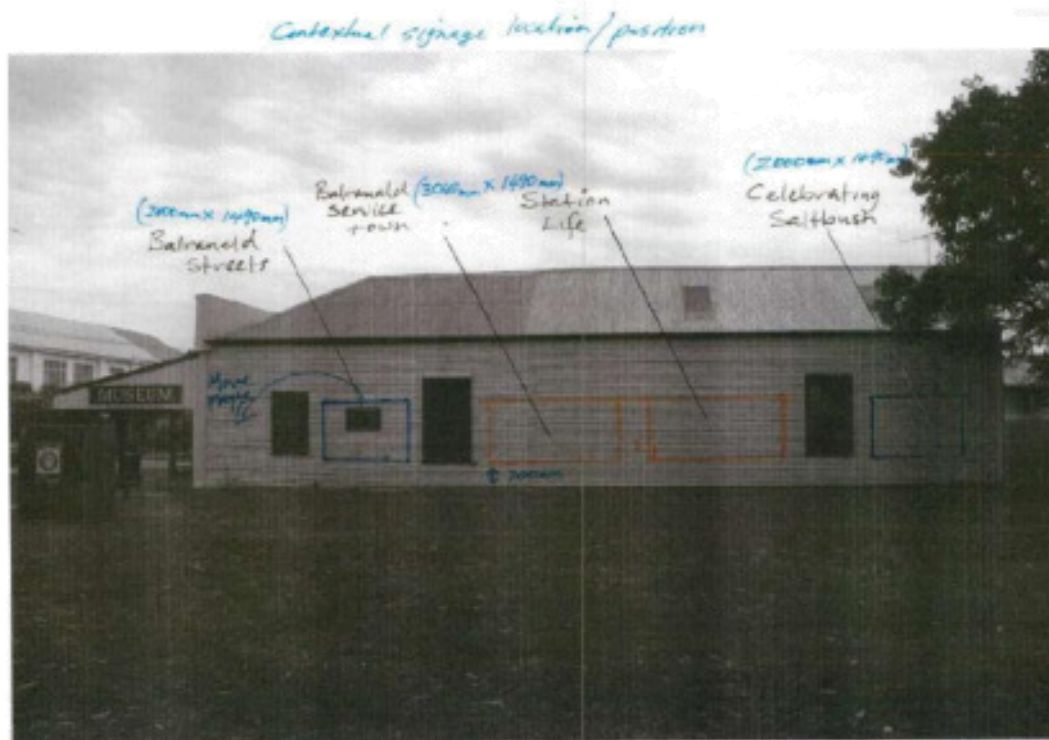
MINUTES OFFICER: Simone Carmichael

AGENDA ITEM	DISCUSSION														
1.	<p>Meeting commenced at 5:40pm</p> <p>Attendees:</p> <p><b>COMMITTEE MEMBERS</b></p> <table border="0"> <tr> <td>✓ Iain Lindsay-Field (Chair)</td><td>✓ Peter Lawler</td></tr> <tr> <td>✓ Simone Carmichael (Secretary)</td><td>✓ Sam Papa</td></tr> <tr> <td>* Guy Fielding</td><td>* Adrian Gorman</td></tr> <tr> <td>* Dianne Williams</td><td>* Linda Nelson</td></tr> <tr> <td></td><td>* Bronwyn Brougham</td></tr> </table> <p><b>COUNCIL</b></p> <table border="0"> <tr> <td>✓ Glenn Wilcox (BSC A/GM)</td><td>* Ray Davy (BSC Director Infrastructure)</td></tr> <tr> <td>* Mike Colreavy (BSC Administrator)</td><td>* Hodi Beauliv (BSC Director Corp &amp; Comm Dev.)</td></tr> </table> <p><b>GUESTS</b></p> <p>None</p> <p><b>NO QUORUM – The following are discussion notes from those in attendance</b></p>	✓ Iain Lindsay-Field (Chair)	✓ Peter Lawler	✓ Simone Carmichael (Secretary)	✓ Sam Papa	* Guy Fielding	* Adrian Gorman	* Dianne Williams	* Linda Nelson		* Bronwyn Brougham	✓ Glenn Wilcox (BSC A/GM)	* Ray Davy (BSC Director Infrastructure)	* Mike Colreavy (BSC Administrator)	* Hodi Beauliv (BSC Director Corp & Comm Dev.)
✓ Iain Lindsay-Field (Chair)	✓ Peter Lawler														
✓ Simone Carmichael (Secretary)	✓ Sam Papa														
* Guy Fielding	* Adrian Gorman														
* Dianne Williams	* Linda Nelson														
	* Bronwyn Brougham														
✓ Glenn Wilcox (BSC A/GM)	* Ray Davy (BSC Director Infrastructure)														
* Mike Colreavy (BSC Administrator)	* Hodi Beauliv (BSC Director Corp & Comm Dev.)														
2.	Acknowledgement of country: Iain														
3.	Apologies: Guy F, Di W, Linda N.														
4.	Disclosures of Interest: Nil														
5.	Confirmation of Minutes – Held-over due to the lack of quorum														
6.	<p><b>Business Arising</b></p> <p><u>6.1 (Oct) Meeting to discuss Discovery Centre Plans</u></p> <p>Resolution 2021/166-2 (Passed 19 Oct 2021) That Council meet with the GBITAC to review the final Discovery Centre Upgrade Plans prior to being presented to council. These plans were distributed to GBITAC members via email from Iain on 19/10/2021. There has not been a meeting with Council to discuss the plans. Glenn advised that comments can be forwarded to him directly.</p> <p>Iain suggests all members review the plans and pass comments to Glenn via mail or email <a href="mailto:gwilcox@balranald.nsw.gov.au">gwilcox@balranald.nsw.gov.au</a>.</p> <p><u>6.2 (Oct) Public Art Master Plan</u></p> <p>Discussion held on how to progress developing public art in the shire. Glenn advised Euston are keen to paint the water towers with a mural and funding is being investigated. The Council resolution 2021/166-3 notes the suggestion of an Arts, Heritage &amp; Culture Advisory Committee when reviewing the committee structure. This committee would be pivotal in developing a public art strategy for the shire. The current Master Plan is a high-level conceptual document aimed at attracting grant funding for art projects. A more detailed themed strategic plan is needed outlining specific project ideas that should be incorporated into the Community Strategic Plan.</p> <p>Pete to approach the Balranald Arts &amp; Crafts Committee to gauge interest in the formation of an Arts, Heritage &amp; Culture Advisory Committee.</p> <p>Mon suggested likely candidates who might represent heritage interests (Adrian, Rusty Bodinnar, Linda)</p> <p>Iain suggested calling a meeting in Jan/Feb to try to form a committee.</p>														

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****7<sup>th</sup> December 2021**6.3 (Oct) David Eastburn's proposal

Discussion was held about David Eastburn's detailed proposal for developing signage about Balranald's Pastoral Heritage. He proposes to place a total of 8 signs within the Discovery Centre Complex as follows;

- 4 large contextual signs on the wall of the Malcom Building Museum (shown below),
  - Balranald Service Town,
  - Station Life,
  - Balranald Streets,
  - Celebrating Saltbush
- 4 smaller free-standing signs, 3 x showcasing 9 of the original stations and the 4<sup>th</sup> on pioneer pastoralists



Those present agreed, as at past meetings, that the proposal has great merit. The price quoted by David for the design and production of these signs is \$54,060.00. It is unclear if some of this will be covered by contributions from current property owners (as previously suggested by Adrian).

To progress procurement of this project it was suggested to request Council investigate funding options.

6.4 (Oct) Chair to invite Waugh family representative to address the GBITAC  
 lain to action

6.5 (Nov) Beautification advisory committees windmill proposal

Passed at Council, committee currently looking for a windmill of a suitable size for the location.

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****7<sup>th</sup> December 2021**

7.	Report from council meeting RESOLUTION 2021/196
<p><b>GROWING BUSINESS INDUSTRY &amp; TOURISM ADVISORY COMMITTEE MEETING HELD ON 9 NOVEMBER 2021</b></p> <p><b>RESOLUTION 2021/196</b></p> <p>Moved: Administrator Mike Colreavy</p> <p>That Council receives and notes the Minutes of the Growing Business Industry &amp; Tourism Advisory Committee (GBITAC) meeting held on 9 November 2021</p> <p style="text-align: right;"><b>CARRIED</b></p>	
8.	New Business
<p><b>8.1 Nature strip maintenance in front of the Telstra tower in River Street. (Linda)</b> Linda raised the issue of the untidy nature strip in front of the Telstra tower and its proximity to the Discovery Centre. The land is unkept and overgrown and not a good look for visitors to the Centre. <b>It was suggested that Council approach Telstra to request more regular mowing. GM to request Council maintenance staff mow the site.</b></p> <p><b>8.2 Acciona, Keri Keri Wind Farm request to address GBITAC Feb 2022. (Simone)</b> Simone advised those present of a second proposed wind (&amp; solar) farm located on the eastern boundary of Yanga on Keri Keri (See info attached). As with the Burrawong Wind Farm, this will be in the Murray-River Shire but the company, Acciona, is keen to engage with the Balranald community as the closest town and have requested to address the GBITAC. <b>Simone will invite representatives from Acciona to speak at the February GBIT Advisory Committee meeting.</b></p>	
9.	Executive of Chairs – Meeting Report (Iain)
<p>The executive of Advisory Committee Chairs met with the Administrator on the 9th Nov. over concerns regarding the possible sale of Bidgee Haven to a specialist aged-care provider. Iain read out the following:</p> <p><b>EXECUTIVE OF CHAIRS COMMITTEE HELD ON 21 SEPTEMBER AND 9 NOVEMBER 2021</b></p> <p><b>EXECUTIVE OF CHAIRS REQUEST - 9 NOVEMBER 2021</b></p> <p><b>ADMINISTRATORS REMARKS</b></p> <p>After the Ageing Well Aged Care &amp; Facilities Advisory Committee met on 14 October 2021, it recommended that Council proceed with the expansion of Bidgee Haven whilst Council investigates the possibility of negotiating a sale of the “whole” Bidgee Haven Retirement Hostel complex – i.e. Aged Care, Dementia Care and Independent Living Units. On 19 October Council resolved:</p> <ul style="list-style-type: none"> <li>☐ That Council receives and notes the Minutes of the Ageing Well, Aged Care and Facilities Advisory Committee (AWACAFAC) meeting held on 14 October 2021.</li> <li>☐ That tendering and construction of the 15-bed extension be placed on hold, at this stage.</li> <li>☐ That advice be sought from the funding body about the potential to transfer the approved grant funding to a future hostel operator.</li> <li>☐ That expressions of interest be called for the sale of the Bidgee Haven Hostel complex to an experienced, specialist aged-care operator.</li> <li>☐ That the pre-construction design and planning work, and preparation of tender documents</li> </ul>	

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****7<sup>th</sup> December 2021**

currently underway, be finalised by Council for inclusion with the sale of the complex.

The Executive of Chairs requested to meet me on this subject. This occurred on 9 November 2021 – the majority of Chairs were present. During a lengthy discussion, the Chairs urged Council not to divest the Bidgee Haven Hostel under any circumstances expressing a strong sense of ownership and control of the Hostel among the community, as well as a very sentimental attachment to it. They unanimously rejected all the reasons for divestment to an experienced, specialist aged-care operator. They expressed fears that the Government may change its direction on aged care and remove the beds from Balranald. They implied that the safest option for retaining community control of the Hostel is for Council to retain it. They were unconcerned that in Council's hands, the Hostel is not financially viable in the long term, or about the impacts of that on other Council infrastructure.

The session with the Chairs ended with their recommendation to put the divestment on-hold:

- ▣ *The decision be put on hold and other scenarios be looked at for the operation of the Hostel.*
- ▣ *Continue discussions with the Chairs and invite two other community members (Mia Zaffina and Peter Lawler) who have extensive knowledge in this space.*

In the absence of an elected governing body at Balranald, Council's advisory committees exist to provide community input into the appointed governing body's decision-making. When I met with them, the Chairs asked me to consider if the advisory committees are of any use if they are not listened to.

Please be assured that the advisory committees are listened to. This is exemplified by most recommendations coming to Council from these committees, up until now, being adopted by Council. That is not to say that Council accepts every comment made by individual committee members, or by an individual Chair. My responsibility is to judge what is in Council's best interests, what comments or advice to accept, and (sometimes) what to reject. For example, in that session, without offering any evidence at all, one Chair accused the Government of being 'corrupt' as a reason for not divesting the Hostel. That kind of unsubstantiated commentary has played no part in the decision I am about to relay to you. It is counter-productive because it triggers a higher level of alertness to everything that is said in these types of discussions, and it undermines the credibility of the person(s) who made the accusation.

Council is in a challenging overall financial position. We are currently still awaiting the Annual Financial Statements for the Year ended 30 June 2021. These are expected to be finalised by mid-January. Once they are received, I will be better placed to understand the relationship between our overall financial position, the risk implications attached to retaining the Hostel as a 15-bed facility, or the proposed extension to 30 beds, and the importance, or otherwise, to its continuing viability of divestment to a specialist aged-care provider.

Having listened carefully to the arguments of the Ageing Well, Aged Care & Facilities Advisory Committee and to those of the Executive of Chairs, I have decided that putting the divestment decision on hold for a brief period until February 2022 will not unduly expand the governance and financial risks to Council. Council will further review the matter at that time. Expressions of interest will therefore not be called for the sale of the Bidgee Haven Hostel complex to an experienced, specialist aged-care operator while the matter is on hold. In the interim, Council has been provided advice at Item 12.2 of today's Agenda on appropriate interim governance and management oversight arrangements for the Hostel.

**RESOLUTION 2021/197**

Moved: Administrator Mike Colreavy

1. The decision to go to expressions of interest for the divestment of Bidgee Haven Hostel embodied in Clause 4 of Council Resolution No 2021/186 (19 October 2021) be placed on hold until February 2022;
2. There be a further report on this matter to the February 2022 Council Meeting;
3. In the interim, the General Manager has provided advice to Council on the interim governance structure for the Hostel in the report at Item 12.2 on today's Agenda;

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****7<sup>th</sup> December 2021**

4. That my opening remarks on this matter be recorded in the minutes of this meeting;
5. Receives and notes the Minutes of the Executive of Chairs Committee Meeting held on Tuesday 21 September and 9 November 2021; and
6. Continue discussions with the Chair's and invite two other community members (Mia Zaffina and Peter Lawler) who have extensive knowledge in this space.

**CARRIED**

Iain expressed his view that when the Hostel financial details were reported to the Office of Local Government, the \$140,000/annum loss was not accurate. The \$1.4M loss over 10 years was averaged when the majority of the loss was over 2015/16/17, the rest of the time it has operated at a small profit or loss. Now that we are all aware of what caused the loss in the 2015/16/17 period it lowers the risk to Council considerably.

Simone expressed the need for Advisory Committee members to be informed in the matter due to its highly contentious nature and our role as community representatives to council. Also in an effort to minimize possible hostility towards council (as has been the case in the past) through transparency and open communication. As well as the grant monies, substantial donations were made by local individuals and businesses to build the hostel. The local builders constructed the building virtually at cost price.

Pete made some astute points as a long-time local and past councilor. In his opinion the process of dismissing all councilors and appointing an administrator is flawed. Pete offered his thoughts that there should be a limit on how many terms a councilor can serve and there should be an age limit like judges to avoid cronyism.

Pete explained that in order to care for our elders (especially dementia patients) requires specialised staff and facilities. It is imperative to have the service here in Balranald. Separating families when elders are at their most vulnerable is completely unacceptable.

<b>10.</b>	<b>Items Without Notice</b>
<b>10.1</b>	<b><u>BSC / Kyalite Progress Association funding success</u></b>
Simone advised of a successful grant of \$32,572 through the Community Building Partnership Program. The application was prepared and submitted by BSC on behalf of the Kyalite Progress Association and will go towards the further enhancement of the ANZAC Park – River Reserve area including information and interpretive signage, solar lighting and landscaping. This is in addition to \$30,000 for concrete stairs linking the two sites. A deed of funding agreement will need to be prepared and signed by council, Glenn indicated that once it comes across his desk they will go to Kyalite and discuss the details of the project with the committee.	
<b>11.</b>	<b>MEETING CLOSED – 7:15pm Next Meeting 1<sup>st</sup> February 2022.</b>

Attachment – Acciona, Keri Keri Wind Farm Proposal.

## MEETING NOTES

## GROWING BUSINESS INDUSTRY &amp; TOURISM ADVISORY COMMITTEE

7<sup>th</sup> December 2021

■ ACCIONA ENERGÍA IN AUSTRALIA



## Keri Keri RENEWABLE ENERGY PROJECT

- Location: approximately 50kms east of Balranald, and 90kms west of Hay in southwest New South Wales
- Project Configuration: wind - up to 176 wind turbines; solar - up to 900,000 panels
- Capacity: up to 1.5GW comprising of 1GW Wind, 400MW of Solar, 100MW of Battery Storage
- Energy Production: wind - up to 700,000 households; solar - up to 200,000 households
- Anticipated construction commencement: 2024



### LEADERS IN RENEWABLE ENERGY

ACCIONA Energía is a world leader in the development, engineering, construction, operation and maintenance of renewable energy projects. The company has been developing renewable energy projects in Australia since 2002. We work together with farmers to develop renewable energy projects by leasing their land for the duration of the project.

**GLOBAL LEADER IN THE INDUSTRY:** ACCIONA Energía is a leading developer of renewable energy projects with over 13GW of capacity in operation and under construction. We have over 200 wind farms globally as of 2021. We only invest in clean energy technologies, and currently have renewable energy operations in over 20 countries. ACCIONA has also successfully developed its water and infrastructure businesses.

**STRONG PRESENCE IN AUSTRALIA:** We currently have 600 MW of renewable energy capacity operational and under construction in New South Wales, Victoria and South Australia. We recently received planning approval for a 1 GW wind project in Queensland that is expected to be operational in 2024.

### PROJECT OVERVIEW

The Keri Keri Renewable Energy Project is proposed for a site within the Murray River Council area. The site is located approximately 50kms east of Balranald, and 90kms west of Hay in southwest New South Wales. The area is characterised by very large pastoral landholdings, and the current project boundary encompasses more than 18,000 ha of land. The site is flat and has good access to transport infrastructure via the Sturt Highway and other local roads. The proposed wind farm will be constructed on land predominately used for merino sheep farming.

The site is exposed to consistent winds and an excellent solar resource and is located within the proposed South-West Renewable Energy Zone, which is one of five areas identified by the New South Wales Government as a priority region for the development of renewable energy projects. It is proposed to connect to the planned NSW/SA Interconnector - Project EnergyConnect, which is anticipated to reach operational status in 2023/24.

Presence in more  
than 60 countries  
Over 100 years  
of experience

Page 6 of 8

ENERGY



## MEETING NOTES

## GROWING BUSINESS INDUSTRY &amp; TOURISM ADVISORY COMMITTEE

7<sup>th</sup> December 2021EXPERTS IN DESIGNING  
A BETTER PLANET

The proposed renewable energy project is currently envisaged in three parts:

- A wind farm of up to 1 GW
- Future option for up to 100 MW of Battery Energy Storage System (BESS);
- Future option for up to 400 MW of solar PV

Both the wind and solar elements of the project are considered State Significant Development under the *Environmental Planning and Assessment Act 1979*. ACCIONA Energia intends to lodge separate Scoping Reports for the wind and solar aspects of the project in early-mid 2022 and start preparation of the Environment Impact Statement (EIS) and Technical Assessments thereafter. Wind resource monitoring, environmental surveys and community engagement campaigns will continue throughout the development phase to inform project design.

The proposed project is anticipated to contain up to 175 wind turbine generators with ancillary infrastructure, including on-site substations, an operations and maintenance building, overhead and underground electrical cabling, and the potential for energy storage. Once operational, the 1GW wind farm will generate enough clean energy to power up to 700,000 homes annually. The proposed solar farm element of the project would contain up to 900,000 panels and other ancillary infrastructure. The 400MW solar PV is expected to power up to 200,000 households.

## KERI KERI WIND FARM ANTICIPATED TIMELINE

It can take several years to develop a wind project. If the project is feasible and meets approvals requirements, work could start in 2024, with full power around 2028. The operations phase of a wind farm is at least 30 years.



Solar PV and battery storage construction timelines will be updated in due course once further studies have taken place.

## COMMUNITY BENEFITS

- Provides sustainable, renewable energy in turn, reducing greenhouse gas emissions and the impacts of climate change
- Contribution to both State and Federal renewable energy targets
- Significant economic activity across the Murray River Council area and surrounds
- Up to 400 jobs during the wind farm construction phase and up to 12 full-time roles once the wind farm becomes operational
- Providing a diversified income for project host landowners
- Employment and procurement opportunities for local residents and businesses
- Establishment of a community benefits program which will assist community organisations, community groups and local schools with financial grants to support community events, projects and activities
- A Scholarship Program open to local students to provide support to further their education at University or TAFE

## CONTACT US

We'd like to hear from you. If you have any questions or comments about the project, or for more information, please contact us via:

Community information hotline: 1800 283 550

Email: [kerikeriwindfarm@aciona.com](mailto:kerikeriwindfarm@aciona.com)

Website: [www.aciona.com.au/keri-keri](http://www.aciona.com.au/keri-keri)

For more information: [www.aciona.com.au](http://www.aciona.com.au)

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## FLAGSHIP PROJECTS



Gunning Wind Farm



Mt Gellibrand Wind Farm



Cathedral Rocks Wind Farm



Woolbra Wind Farm

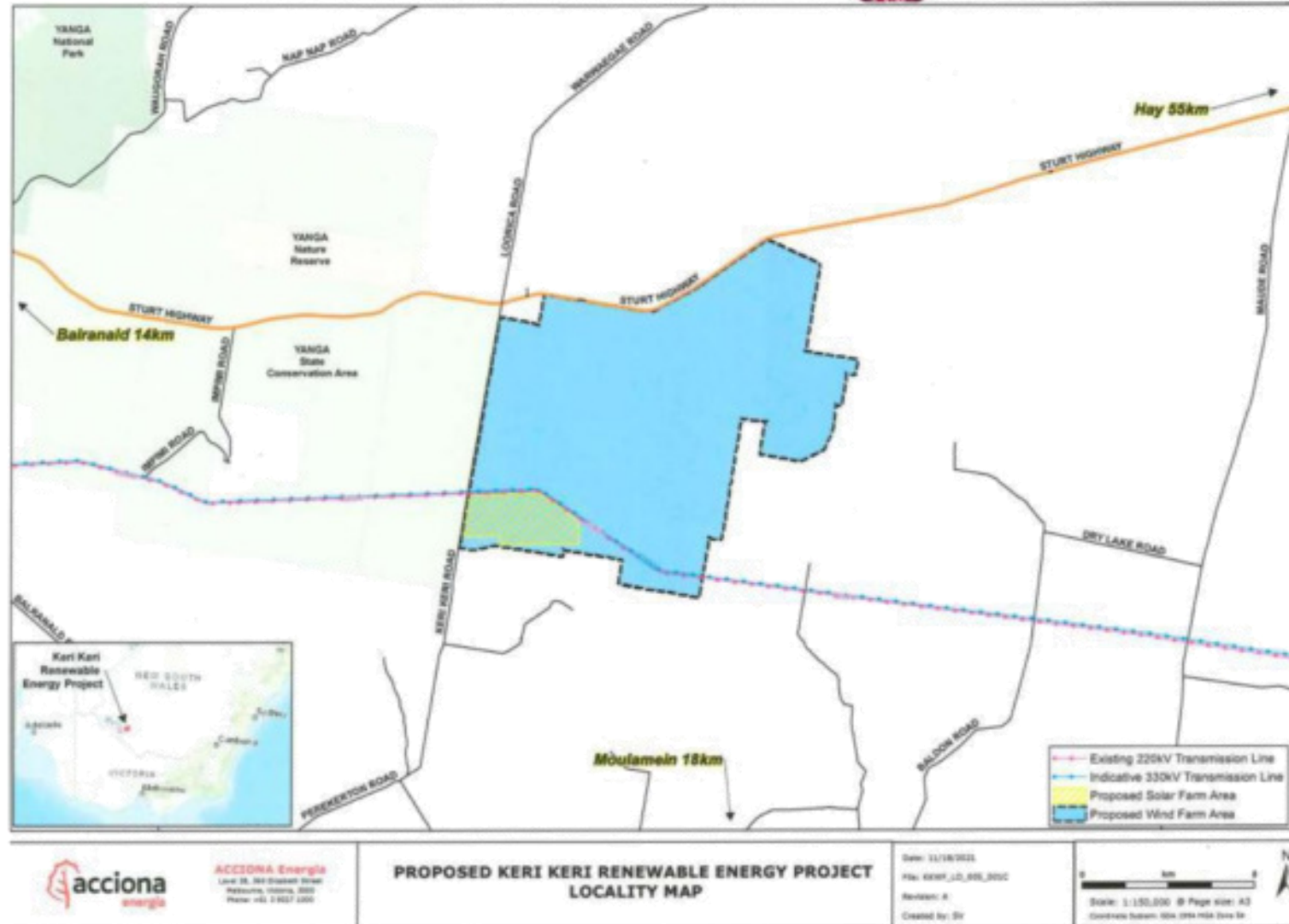


Morlock South Wind Farm

# MEETING NOTES

## GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE

7<sup>th</sup> December 2021



**Draft Policies for Reviewing – October 2021**

1. Draft Appointment and Oversight of the General Manager Policy
2. Draft Communication Devices Policy
3. Draft Complaints Management Policy
4. Draft Contractor WHS Management Policy
5. Draft Corporate Credit / Debit Card Policy
6. Draft Councillor Access to Information Policy
7. Draft Councillor Expense Policy
8. Draft Equal Employment Opportunity Policy
9. Draft Fraud and Corruption Policy
10. Draft Gifts and Benefits Policy
11. Draft Interaction Between Councillors and Staff Policy
12. Draft Internal Reporting Policy
13. Draft Investment Policy
14. Draft Privacy Management Plan
15. Draft Procurement and Disposal Policy
16. Draft Records Management Policy
17. Draft Risk Management Policy
18. Draft Secondary Employment Policy
19. Draft Smoke Free Workplace Policy
20. Draft Social Media Policy
21. Draft Staff Education and Training Policy
22. Draft Statement of Ethics Policy
23. Draft Volunteer Risk Management Procedure
24. Draft Volunteer Management Procedure
25. Draft Volunteer Manual
26. Draft Workplace Surveillance Policy
27. Employee Assistance Program

## COVID-19 Local Roads and Community Infrastructure Program Guidelines – Phase 3

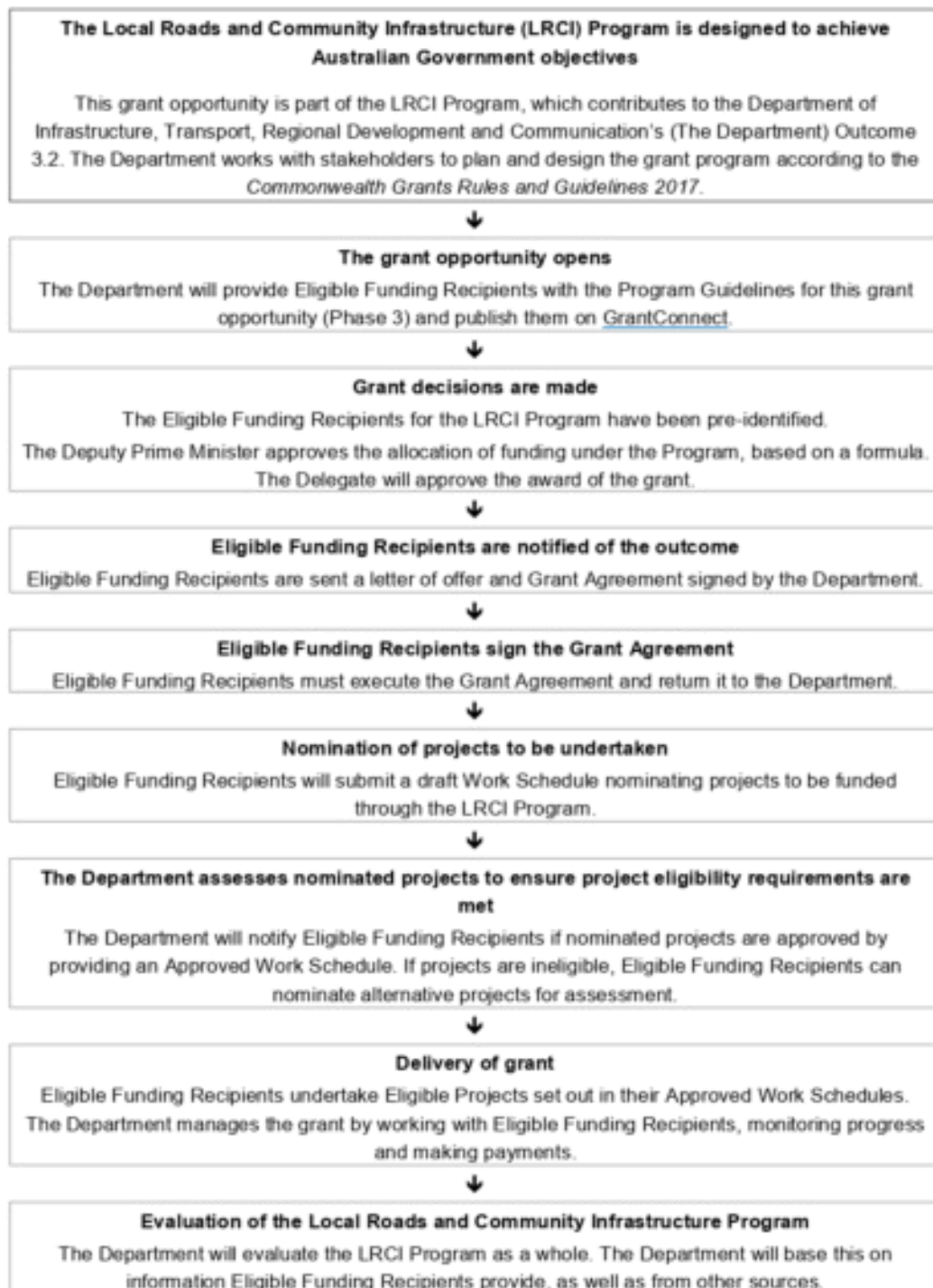
<b>Opening date:</b>	<b>October 2021</b>
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Administering entity</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Enquiries:</b>	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program <a href="mailto:LRCIP@infrastructure.gov.au">LRCIP@infrastructure.gov.au</a>
<b>Date guidelines released:</b>	<b>October 2021</b>
<b>Type of grant opportunity:</b>	Demand-driven (Eligibility-based)

## Contents

1. Local Roads and Community Infrastructure Program Process	4
1.1 Introduction	5
2. About the LRCI Program – Phase 3	5
3. Grant amount and grant period	6
3.1 Phase 3 – ‘use it or lose it’ principle	7
4. Eligibility criteria	7
4.1 Who is eligible for a grant?	7
5. What the grant money can be used for	7
5.1 Eligible Grant Activity	7
5.2 Maintaining Overall Capital Expenditure	9
5.3 Co-contributions	9
5.4 Eligible Construction Time Period	10
5.6 What the grant money cannot be used for	10
6. The grant selection process	11
6.1 Who will approve grants?	11
6.2 How to seek a variation to project nominations?	11
6.2 How to seek an extension to approved project construction timeframes?	12
7. Letter of offer process	12
8. Notification of outcomes	12
9. Successful grantees	12
9.1 The Grant Agreement	12
9.2 How we pay the Grant	14
9.3 Grant Payments and GST	18
10. Announcement of grants	18
11. Reporting requirements	18
11.1 Quarterly Reports	19
11.2 Ad hoc Report	20
<b>11.2 Annual Report</b>	21
11.3 Audited financial statements	21
11.4 Acquittal process for Low Value Grants	22
11.5 Reconciliation Process	23
11.6 Compliance visits and Record Keeping	23
11.7 Fraud	23
11.8 Specific legislation, policies and industry standards.	23

12. How we monitor your grant activity	23
12.1 Keeping the Department informed	23
12.2 Department Contact Details	24
12.3 Evaluation	24
12.4 Public information conditions	24
12.5 Signage	25
12.6 Project Events	25
13. Probity	25
13.1 Enquiries and feedback	26
The Commonwealth Ombudsman can be contacted on:	26
13.2 Conflicts of interest	26
13.3 How we manage conflicts of interest	27
13.4 Privacy	27
13.5 Confidential Information	27
13.6 Freedom of information	28
14. Consultation	29
15. Glossary	29

## 1. Local Roads and Community Infrastructure Program Process



## 1.1 Introduction

These Guidelines contain information for Phase 3 of the LRCI Program grants.

The Local Roads and Community Infrastructure (LRCI) Program was announced on 22 May 2020. Through the 2020-21 Budget, the Australian Government announced an extension of the LRCI Program, now referred to as LRCI Program Phase 2.

On 11 May 2021, as part of the 2021-22 Budget, the Australian Government announced a further \$1 billion for the continuation of the LRCI Program Phase 3. The grant opportunity set out in these Program Guidelines is for LRCI Program Phase 3 only.

The LRCI Program supports Eligible Funding Recipients to create jobs by delivering priority local road and community infrastructure projects across Australia.

This document sets out:

- the purpose of the grant opportunity;
- the eligibility criteria;
- how Eligible Funding Recipients will be monitored and evaluated; and
- responsibilities and expectations in relation to the grant opportunity.

The LRCI Program is administered by the Department.

## 2. About the LRCI Program – Phase 3

The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Phase 3 of the LRCI Program will open from 20 October 2021. At this time, Grant Agreements will be sent to Eligible Funding Recipients to be executed, and Project Nominations can be submitted to the Department.

From 3 January 2022, the construction time period commences, and eligible payments will be made from this time. Project construction can commence once Project Nominations are approved by the Department with projects required to be physically completed by 30 June 2023.

Phase 3 of the LRCI Program continues a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

As with the earlier Phases of the LRCI Program, Eligible Funding Recipients can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. It is expected that Eligible Funding Recipients will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

The LRCI Program is a demand driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3.2 of the Department's Portfolio Budget Statement 2021-2022:

- the local government program supports regional development and local communities through delivery of policy advice to the Australian Government and financial assistance to local governments to strengthen local government capacity and better support local communities.

The objective of the LRCI Program is to maintain and create jobs by stimulating additional infrastructure construction activity in communities across Australia.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funding construction projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department will administer the LRCI Program according to the [\*Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)\*](#).

### 3. Grant amount and grant period

The Australian Government has committed total funding of \$1 billion for Phase 3 of the LRCI Program.

Eligible Funding Recipients will receive a grant amount called a 'Nominal Funding Allocation'.

The formula used to calculate a Nominal Funding Allocation has been modelled on funding allocations under the Roads to Recovery Program (R2R) and the local road component of the Financial Assistance Grants Program. The formula used to determine a state/territory's share of funding under the LRCI Program follows the same state/territory allocation process as these programs. Within a state/territory's share of funding, the calculation of each Eligible Funding Recipient's Nominal Funding Allocation has been derived based on recommendations from the relevant Local Government Grants Commission, and takes into consideration factors such as population estimates and road length in each local governing body area. This is similar to how individual shares of R2R funding and local road component of the Financial Assistance Grant Program is calculated.

The formula has been consistently applied to determine the Nominal Funding Allocation of each Eligible Funding Recipient under the LRCI Program.

Co-contributions are not required under the LRCI Program, but Eligible Funding Recipients may expend their own funds on Eligible Projects.

This grant opportunity will open on 20 October 2021 and close on 31 December 2023. The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after the Eligible Funding Recipient's Work Schedule has been approved, and not before 3 January 2022.

### 3.1 Phase 3 – ‘use it or lose it’ principle

If:

- an Eligible Funding Recipient has not applied for the full amount of their Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022; or
- savings related to Eligible Projects have not been reallocated under an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation before 30 June 2023, then;

the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not applied for or reallocated by the Eligible Funding Recipient.

## 4. Eligibility criteria

Only Eligible Funding Recipients are able to participate in Phase 3 of the LRCI Program. Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program.

### 4.1 Who is eligible for a grant?

Eligible Funding Recipients are the same as for Phase 1 and Phase 2 of the LRCI Program.

550 Eligible Funding Recipients have been selected for this grant opportunity to fund and provide local council services to communities directly. By providing funding to the level of government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia.

### 4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see 4.1).

General applications by other organisations will not be accepted. Applications by Eligible Funding Recipients reasonably understood to be on behalf of, or for the benefit of another otherwise ineligible organisation, will not be accepted.

## 5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are projects that are Local Road Projects or Community Infrastructure Projects (see 5.1). Eligible Projects must meet the Eligible Project Requirements set out in subsections 5.2 to 5.6, and deliver benefits to the community.

### 5.1 Eligible Grant Activity

#### Local Roads Projects

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes.

This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

#### Community Infrastructure Projects

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

'Generally accessible to the public' means that the project, or the amenity provided by the project, is generally accessible to the public at large. Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads.

Projects will also be considered generally publically accessible if they are in a location that is:

- generally publically accessible to the wider public undertaking a specific activity (for example council operated sporting fields); or
- generally publically accessible for a limited age group of the community as a whole i.e. a kindergarten building; or
- used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is publicly accessible and benefits the community.

All projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);

- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

#### Other Public Land

Projects that involve the construction, maintenance and/or improvements to state/territory and Crown owned land/assets, and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the site(s) are accessible to the public (including natural assets).

### 5.2 Maintaining Overall Capital Expenditure

As an economic stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using either their own funds or funds already available to the Eligible Funding Recipients by another opportunity. The funding is not intended to replace existing expenditure commitments but rather to enable further, additional expenditure as economic stimulus.

Under Phase 1, projects would be considered Eligible Projects if they were additional to the Eligible Funding Recipient's existing work plan for 2020-21; simply, LRCI funds could not be used on existing projects.

Under Phase 2, Eligible Funding Recipients were required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2020-21 capital spending level.

Under Phase 3, Eligible Funding Recipients will be required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2021-22 capital spending level. The focus on overall capital spending provides Eligible Funding Recipients with greater flexibility to set and deliver the infrastructure priorities in their communities.

Proof of maintaining capital expenditure may be a requirement for an Eligible Funding Recipient to receive their full Phase 3 Nominal Funding Allocation. The Department will consider, in exceptional circumstances, exemptions to this requirement.

### 5.3 Co-contributions

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government program funds (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.

An Eligible Funding Recipient using co-contributions for a project also needs to meet the conditions of other funding programs from which funds are sourced. Eligible Funding Recipients are responsible for determining if the funding conditions of another program would permit the use of LRCI Program funding towards that project.

#### 5.4 Eligible Construction Time Period

The eligible construction time period to undertake construction activity on Eligible Projects must be undertaken between 1 January 2022 and 30 June 2023. If a Phase 3 Grant Agreement is executed and the project is in a Phase 3 Approved Work Schedule, then construction may commence prior to 1 January 2022.

In general, requests to extend the construction time period beyond 30 June 2023 will not be granted. Exceptional circumstances that may directly delay and result in an extension to the eligible construction time period, will require case-by-case consideration. Planning issues, contractor availability, and general delays associated with project commencement or completion, are not considered exceptional circumstances, and Eligible Funding Recipients should take these into consideration when nominating a project.

Consideration of any requests for an extension to the Eligible Construction Time Period is at the discretion of the Delegate (see 6.1) If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

#### 5.5 Combined Projects – Completed LRCI Phase 1 and Phase 2 Projects

Eligible Funding Recipients can nominate discrete later stages of projects that are already receiving funding under the LRCI Program. The Phase 3 nomination must be a new, separate and previously unfunded project stage. The component funded under Phase 1 or Phase 2 must not be amended without approval by the Delegate and must maintain eligibility under the relevant program guidelines.

#### 5.6 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These activities are Ineligible Projects or Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- costs incurred in the preparation of reporting documentation including Audit requirements;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, or costs incurred by the Council as a Landlord in the general course of a lease;
- commencement ceremonies, opening ceremonies or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- road building plant or other capital equipment especially moveable equipment (e.g. graders or trailers);

- land;
- purchase of or improvement to assets that will be 'handed off' to ineligible funding recipients under a cost sharing or minimisation strategy, or similar;
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded Eligible Project;
- preliminary planning and stand-alone design that do not relate to an Eligible Project
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded Eligible Project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective project costs undertaken prior to work schedule approval.

## 6. The grant selection process

### 6.1 Who will approve grants?

A person occupying a position of SES Band 1, Assistant Secretary, within the Infrastructure Investment Division (the Delegate) will approve grants on the basis that the organisation is an Eligible Funding Recipient as identified in section 4.1.

The Department considers that Eligible Projects provide value for money as a proportional response to the actual and anticipated nation-wide economic impacts resulting from COVID-19.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula outlined at section 3.

The Delegate's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

### 6.2 How to seek a variation to project nominations?

If an Eligible Funding Recipient requires an amendment to their Approved Project cost or scope of works, the Eligible Funding Recipient will be required to resubmit their Phase 3 Work Schedule.

Edit and annotate the most recently submitted Phase 3 Work Schedule on Microsoft Word, using track changes.

## 6.2 How to seek an extension to approved project construction timeframes?

If an Eligible Funding Recipient needs to amend the start or end date of an Approved Project, this can be done via the Quarterly Report. If your Approved Project end date is past 30 June 2023, please contact the Department via email at [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au).

In general extensions past 30 June 2023 will not be granted. Though in exceptional circumstances, they may be considered at the discretion of the Delegate. If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

## 7. Letter of offer process

All Eligible Funding Recipients will receive an offer to participate in Phase 3 of the LRCI Program. This offer will:

- a) specify the Phase 3 Nominal Funding Allocation;
- b) include a Grant Agreement that sets out the terms and conditions of Phase 3 of the LRCI Program executed by the Australian Government;
- c) provide information on the submission of Work Schedules.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found on the Department's website and on GrantConnect. Any alterations and addenda<sup>1</sup> will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

Eligible Funding Recipients can return signed Grant Agreements and submit Work Schedules for their first projects between 1 October 2021 and 30 June 2022. As construction needs to be completed by 30 June 2023, after 1 July 2022 the Department expects to only be managing variations or additional project nominations to ensure that an Eligible Funding Recipient is able to fully utilise their Phase 3 Nominal Funding Allocation.

## 8. Notification of outcomes

All Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program and a Grant Agreement.

## 9. Successful grantees

### 9.1 The Grant Agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Australian Government by signing the Grant Agreement. The Grant Agreement used for Phase 3 of the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

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<sup>1</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, and Questions and Answers (Q&A) documents

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the LRCI Program - Program Manager.

The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and a Work Schedule is approved for the Eligible Funding Recipient. A Grant Agreement must be executed with the Australian Government before any payments can be made.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Australian Government may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. If an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

## 9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
First Instalment:  Work Schedule approval payment	The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after 3 January 2022 and after the Eligible Funding Recipient's Work Schedule has been approved.	The First Instalment will be equal to 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation, unless the Eligible Funding Recipient is the recipient of a Low Value Grant.  For Low Value Grants, Eligible Funding Recipients will receive 75 per cent of their Phase 3 Nominal Funding Allocation in their First Instalment.
Progress Instalments:  Eligible Funding Recipients can receive multiple progress payments.	Within four weeks of the Department's acceptance of a complete and accurate Quarterly Report	A Progress Instalment will be equal to the Eligible Funding Recipient's: <ul style="list-style-type: none"> <li>• actual expenditure until the end of the period covered by the relevant Quarterly Report; and</li> <li>• projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter;</li> </ul> <u>less:</u> <ul style="list-style-type: none"> <li>• received instalments; and</li> <li>• 10 per cent of the Phase 3 Nominal Funding Allocation.</li> </ul> For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds at the time of a Quarterly Report being submitted provided they also submit completed acquittal documentation.
Final Instalment:  Final payment	Within four weeks of the Department's acceptance of a complete and accurate Annual Report and decision to release the Final Instalment.	The Final Instalment will equal the smaller of: <ul style="list-style-type: none"> <li>• the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation; or</li> <li>• the total eligible expenditure and projected expenditure to the end of the Eligible Projects;</li> </ul> <u>less</u> instalments paid to date.

### Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their draft Work Schedule.

Eligible Funding Recipients are required to submit a draft Work Schedule in the manner and form stipulated by the Department. The manner and form for submitting a draft Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

- Eligible Funding Recipients should submit their draft Work Schedule when they return their signed Grant Agreement. Work Schedules can be submitted between 20 October 2021 and 30 June 2022, but failure to promptly return a Work Schedule will result in release of grant funds being delayed.
- In order for Eligible Funding Recipients to receive their full Phase 3 Nominal Funding Allocation, they must have submitted a draft Work Schedule for the total amount of their Phase 3 Nominal Funding Allocation by 30 June 2022.
  - If an Eligible Funding Recipient has not applied for their full Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022, or savings related to Eligible Projects have not been reallocated under their Phase 3 Nominal Funding Allocation before 30 June 2023, the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not yet applied for or reallocated by the Eligible Funding Recipient.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Eligible Funding Recipient proposes to undertake using the grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date and estimated construction completion date;
- detail of any conflicts of interest and management actions to manage these conflicts;
- the amount of grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- expected number of full-time equivalent jobs supported by the project over the construction period;
- meet mapping requirements notified by the Department;
- whether the project involves Indigenous employment of Business use; and
- Work Category, Outcome Category

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's own workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Project management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated with Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

The total amount of grant funding sought under a draft Work Schedule cannot exceed the amount of the grant specified in the Grant Agreement.

#### Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department may contact an Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Delegate to approve/not approve the Work Schedule.

If an Eligible Funding Recipient nominates projects with a total value of more than 50 per cent of their Phase 3 Nominal Funding Allocation and the Work Schedule is approved, the Delegate will approve release of the First Instalment of grant funds. The decision to release funds will be made on the basis of their assessment of the information provided by an Eligible Funding Recipient and any other information in the Program Guidelines. Approval may be subject to conditions detailed in the Grant Agreement. Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

#### First Instalment

The First Instalment will be paid to an Eligible Funding Recipient from 3 January 2022 or within four weeks of the Work Schedule and release of the First Instalment being approved by the Delegate, provided this date is after 3 January 2022.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation.

#### Low Value Grants

A Low Value Grant is a Phase 3 Nominal Funding Allocation under \$750,000. In application of the proportionality principle, different requirements relating to Instalments and Reporting apply to these grants.

For a Low Value Grant, the process for Work Schedule approval is the same as detailed above. However, Low Value Grant recipients can receive 75 per cent of their Phase 3 Nominal Funding Allocation as their First Instalment provided they have nominated projects totaling 75 per cent or more of their Phase 3 Nominal Funding Allocation.

### Progress Instalments

Progress Instalments will be made following submission of a complete and accurate Quarterly Report.

The Delegate will approve release of a Progress Instalment on the basis of:

- the Department's assessment of, and the information provided in, relevant Quarterly Report/s;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; including
- consideration of other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

Further relevant information may be requested by the Department at this stage and considered by the Delegate.

If the Delegate approves release of a Progress Instalment, payment will be made within four weeks of the Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release a Progress Instalment.

The payment value for a Progress Instalment will equal:

- actual expenditure up until the end of the relevant quarter; plus
- projected expenditure to the end of the next quarter.

#### less:

- the first instalment; and
- 10 per cent of the Phase 3 Nominal Funding Allocation.

For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds (10 per cent) at the time of a Quarterly Report being submitted, provided they also submit completed acquittal documentation (see 11.4).

### Final Instalment

The Delegate will decide whether to approve release of the Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

The Final Instalment will be the lesser of:

- the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation and the total actual expenditure, and;
- projected expenditure to the end of the Eligible Projects, less instalments paid to date.

Projected expenditure should be limited to invoices for completed construction activities which are yet to be paid, or; expenses expected to be incurred post 30 June 2023, which are not construction costs, unless otherwise agreed by the Department.

Further information may be requested by the Department at this stage and considered by the Delegate. The Final Instalment will be paid within four weeks of the Delegate's decision to release the grant payment.

### 9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST. Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

## 10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect within 21 days after the date of effect of the Grant Agreement as required by section 5.3 of the [CGRGs](#).

The Department may also publish details of grants on its website or other government websites, including individual projects funded, underway or complete. This information may include, but is not limited to:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes including estimates of jobs supported.

## 11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

### 11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.

Quarterly Reports must be submitted per the timeframes in **Table 2 – Reports** and in accordance with the Grant Agreement.

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of Progress and Final Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the eligible construction time period commencing on 1 January 2022 (unless agreed by the Department) and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement;
- changes to construction start or end dates, and
- estimated and/or confirmed jobs supported by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funding, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports but will still be required to provide the Annual Report.

For a Low Value Grant, if the Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funds, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports. An Eligible Funding Recipient with a Low Value Grant can file acquittal documentation at this time.

Table 2 – Reports

Lodgement period for Reports	Actual expenditure period	Report
1–30 April 2022	1 January – 31 March 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 July 2022	1 April – 30 June 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2022	1 January 2022– 30 June 2022	<b>Annual Report</b> Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2022.
1–31 October 2022	1 July – 30 September 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2023	1 October – 31 December 2022	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2023	1 January – 31 March 2023	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2023	1 January 2022– 30 June 2023	<b>Annual Report</b> Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2023.

The Department must be informed of any reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

### 11.2 Ad hoc Report

If an Eligible Funding Recipient has spent all of their First Instalment in advance of the lodgement period, they can submit an Ad hoc report to access a further instalment early. The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

An Ad hoc report must be in the manner and form required by the Department and contain the following information:

- the amount of grant funding spent from 1 January 2022 until the date specified in the Ad Hoc Report;

- the amount of grant funding which the Eligible Funding Recipient intends to spend on Eligible Projects on an Approved Work Schedule following the report until 30 June 2023;
- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- council or contractor jobs supported by the grant funding.

### 11.2 Annual Report

Eligible Funding Recipients must provide the Department with Annual Reports no later than 31 October 2022 and 31 October 2023 unless otherwise agreed by the Department. The Annual Report will need to be in the manner and form specified by the Department. The Annual Report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the financial year;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
  - a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
    - i. the amount of Phase 3 grant payments which remained unspent from the financial year;
    - ii. the amount of Phase 3 grant payments received by the Eligible Funding Recipient in the financial year;
    - iii. the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule in that year;
    - iv. the amount spent by the Eligible Funding Recipient during that year out of the grant payments available for expenditure by the Eligible Funding Recipient during that year;
    - v. the amount (if any) retained at the end of that year by the Eligible Funding Recipient out of grant payments available for expenditures by the Eligible Funding Recipient during that year and which remained unspent at the end of that year.

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
  - b) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

### 11.3 Audited financial statements

Eligible Funding Recipients are required to submit a report in writing and signed by an appropriate auditor providing the auditor's opinion on the use by Eligible Funding Recipients of proper accounts and records and preparation of financial statements.

In meeting this audit requirement, the Department requires that Eligible Funding Recipients also engage the auditor to consider the appropriateness of accounts and keeping of records that relates to any Phase 3 funding received during the financial period Financial Year 2021-22 or Financial Year 2022-23.

As part of the Annual Report process outlined in section 11.2 above, the Department requires that Eligible Funding Recipients submit a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- i. the Chief Executive Officer's financial statement included with the Annual Report (refer section 11.3) is based on proper accounts and records;
- ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records;
- iii. the expenditure has been on Eligible Projects under the LRCI Program;
- iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

#### 11.4 Acquittal process for Low Value Grants

For a Low Value Grant, the Eligible Funding Recipient can complete an Acquittal Report as soon as they have expended all funds. An Acquittal Report must include:

- (1) Total amount of grant funding made available and subsequently received over the calendar year;
- (2) Total amount of grant funding spent on Eligible Projects;
- (3) Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
  - (a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
    - (i) the amount of grant payments which remained unspent from the grant period;
    - (ii) the amount of grant payments received by the Eligible Funding Recipient over the duration of the grant period;
    - (iii) the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule over the duration of the grant period;
    - (iv) the amount spent by the Eligible Funding Recipient over the duration of the grant period;

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
- (4) photographs of projects completed using grant payments.

### 11.5 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects on an Approved Work Schedule before 30 June 2023, the Department may require the Eligible Funding Recipient to repay that amount to the Department within four weeks of receiving such notice.

### 11.6 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs (geo tagged if possible) of projects completed using grant payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

### 11.7 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

### 11.8 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

#### Environment and Planning laws

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and local government planning approvals.

## 12. How we monitor your grant activity

### 12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for Phase 3 of the LRCI Program is the bank account the Eligible Funding Recipient currently uses for the LRCI Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2023.

## 12.2 Department Contact Details

Email the mailbox at: [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au)

Mail to: Program Manager

Local Roads and Community Infrastructure Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 2154

CANBERRA ACT 2601

## 12.3 Evaluation

The Department will evaluate the LRCI Program to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of projects to assist with this evaluation.

## 12.4 Public information conditions

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under Phase 3 of the LRCI Program, they must:

- Invite the relevant local Federal Member of Parliament to participate in the public information activity; and
- at least five business days prior to its proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release to the Department and obtain the Department's agreement to the media release.

## 12.5 Signage

Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences unless the Eligible Projects are less than \$10,000. Signs are not needed for projects under \$10,000 in an Approved Work Schedule.

Signage guidelines are available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.

## 12.6 Project Events

If an Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to an Eligible Project they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held. The Eligible Funding Recipient should provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the Guidelines, the revised Guidelines will be published on GrantConnect and the Department's website.

### 13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au).

Frequently Asked Questions may be published at [https://investment.infrastructure.gov.au/infrastructure\\_investment/local-roads-community-infrastructure-program/index.aspx](https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx)

To provide feedback or to make a complaint; the Department can be contacted at [Clientservice@infrastructure.gov.au](mailto:Clientservice@infrastructure.gov.au). Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

Assistant Secretary  
Program, Policy and Budget Branch  
GPO Box 2013  
CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

### 13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the [Public Service Act 1999](#). Australian Government officials including decision makers, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

### 13.4 Privacy

The Department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Australian Government entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#) and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

### 13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and it has been explained why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Australian Government employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Australian Government agencies for any purposes, including government administration, research or service delivery;
- other Australian Government, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator  
Department of Infrastructure, Transport, Regional Development and Communications  
GPO Box 2154  
CANBERRA ACT 2601

Tel: (02) 6274 7111  
Fax: (02) 6275 1347  
email: [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)

## 14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program. These Guidelines have also been influenced by engagement with local councils, feedback provided, and administrative improvements identified during Phase 1 and Phase 2.

## 15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
appropriate auditor	has the meaning provided in the <i>National Land Transport Act 2014</i> Section 4 - Definitions
commencement date	the expected start date for the grant activity
completion date	the expected end date for the grant activity
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant.
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	A project that meets the Eligible Project Requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines

Term	Definition
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>2</sup> or other Consolidated Revenue Fund (CRF) money<sup>3</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives</li> </ul>
Grant Agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Capital Expenditure	the money an Eligible Funding Recipient spends on purchasing and maintaining fixed assets, i.e. infrastructure, roads etc
Maintaining Overall Capital Expenditure	maintaining your overall capital spending amount, funded by your own revenue, at or above current levels, on roads and community infrastructure.
Personal information	has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <ul style="list-style-type: none"> <li>• Information or an opinion about an identified individual, or an individual who is reasonably identifiable;</li> <li>• whether the information or opinion is true or not; and</li> <li>• whether the information or opinion is recorded in a material form or not</li> </ul>
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Eligible Funding Recipient can use grant money to pay for.
Work Schedule	a list of projects that an Eligible Funding Recipient proposes to be funded under the LRCI Program

<sup>2</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>3</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

**CONSTITUTION OF  
THE BIDGEE HAVEN HOSTEL MANAGEMENT COMMITTEE  
(Adopted by Council \*\* December 2021)**

1. NAME

The name of the Committee shall be the Bidgee Haven Hostel Management Committee (herein called the "Committee")

2. OBJECTIVES

The Committee is formed to provide forward planning direction, management oversight and recommendations subject to the direction of the Council of the Shire of Balranald (herein called the "Council") in the operation of Bidgee Haven Hostel for the Aged. (The Hostel)

3. COMPOSITION

The Committee shall be appointed for a 1-year term and comprise five persons being:

- i. Chairperson (Administrator)
- ii. Committee members (4)

The composition of the Committee shall be as follows:

- a. 1 Administrator – to act as the Council
- b. 4 suitably qualified members that may be appointed by Council from nominations received after advertising any vacancy comprising:
  - A person with a Financial background and qualification (CPA or similar)
  - A person with an Aged Care or related Health Administration background
  - A person with a Human Resources or similar background
  - A person with a Resident or Family connection to the Hostel

A member of the Section 355 Committee is not an employee of Council.

4. ROLE

The Committee is appointed by Council within the provisions of Section 355 of the Local Government Act with the role as set out below:

- a. To adhere to Council's policy and to implement decisions of Council and abide by Local Government Act.
- b. Oversee the Hostel's governance, financial, risk asset and general management.
- c. Support the Hostel Manager (Management consultant) (herein called "the Manager") appointed by Councils General Manager, as required, to the Hostel. The Committee's role and function shall not extend to staff operational matters and procedures.
- d. Support the Manager as required with promotion of the Hostel and specific fund raising proposals.
- e. Provide support to the Manager in the Hostel's accreditation process and in the establishment and review of policy and governance arrangements.
- f. Recommend on future development directions for the Hostel and associated capital works improvements and their inclusion in the annual budget process.

5. VACANCIES ON THE COMMITTEE

In the event of a vacancy occurring on the Committee then the Council shall appoint a suitably qualified person, to fill the vacancy provided that the Committee shall not have more than two such vacancies in any consecutive period of twelve months, and if more than two vacancies should so occur then vacancies beyond two shall be filled by Council inviting nominations in accordance with Clause 3b.

Vacancies will be filled initially from the original application process undertaken by Council to appoint committee members.

Applications for the following positions will be called in the first instance and all subsequent vacancies will be filled for the position vacated only;

- A person with a Financial background and qualification (CPA or similar)
- A person with an Aged Care or related Health Administration background
- A person with a Human Resources or similar background
- A person with a Resident or Family connection to the Hostel

This provision shall not refer to vacancies caused by the resignation of a Councillor (Administrator) appointed to the Committee.

6. EXTRAORDINARY VACANCY

An extraordinary vacancy on the Committee shall occur if a Committee member is absent without leave from the Committee for three consecutive ordinary meetings.

7. ACCOUNTS AND AUDITOR

The Hostel's accounts shall be subject to Council's internal and external audit arrangements.

The Manager shall be responsible for all operational aspects of the Hostel as well as compiling quarterly and an annual set of accounts and other matters required by the Committee, the Auditor, and the General Manager.

The Manager shall be responsible for preparation of a draft budget for referral to the Committee and then to Council's Operational Plan and Delivery Program process. The Manager shall also be responsible for compiling the annual set of accounts.

8. ROLE OF MANAGER

The Manager shall be responsible to the General Manager for the efficient and effective management of Hostel operations. This shall involve responsibility for all staff and operational aspects of the Hostel.

The Manager shall prepare reports on policy and forward planning issues for consideration by the Committee.

The Manager shall act as a channel of communications between the staff, public, and the Committee and shall be responsible for appropriate media releases.

The Manager shall also act as secretary to the Committee.

The Manager shall submit a report to Council, and the Committee, in July and January each year which will include such matters as projected financial position, list of reserves, investments, progress with capital works and maintenance programs, occupancy trends, any arrears of fees, accreditation, and any other matters of significance.

9. RECORDS SHALL BE KEPT

The Manager shall keep and make available for inspection by Council a report of all meetings held.

10. BANK ACCOUNT

Two bank accounts shall be operated. The first will be for the general operation of the Hostel – receipt of general purpose income and payment of operating costs. The second is a trust account for the receipt and dispersal of money held in trust on behalf of residents.

11. STAFFING MATTERS

The Manager has been delegated responsibility by the General Manager for the appointment of all operational employees required for the effective implementation of Hostel policies and practices in accordance with approved staffing levels.

The Manager shall report to the Committee each quarter, the staffing levels, overtime, staffing difficulties, appointment of trainees or similar and the staff to resident ratios identified by the Committee and federal legislation.

12. INSURANCES

The operations of the Committee shall be extended cover under Council's public liability policy and professional indemnity policies. Council's Accident Cover shall be extended to cover members of the Committee whilst acting in that capacity.

13. VOTING

Voting at meetings of the Committee shall be by a show of hands or by secret ballot, as the Committee determines, on each issue.

In the event of a tied vote the Chairperson shall have the right to exercise a casting vote.

14. CHAIRPERSON

The Committee Chairperson shall be the Chairperson of all meetings. In the absence of the Chairperson then the meeting shall be deferred.

15. QUORUM

A quorum at meetings of the Committee shall be Four (4).

16. OWNERSHIP OF ASSETS AND FUNDS

The Committee is legally structured as a management Committee within the general provisions of Section 24 of the Local Government Act 1993 with the role as set out in Clause 4 of this Constitution.

**17.     MEETINGS**

Meetings shall be held on a quarterly basis unless otherwise decided by the Committee with agreement of the Hostel Manager.

Written notices shall be given by the Manager and such notice of meetings and agendas shall be given at least five days prior to the meeting.

Minutes of Committee meetings shall be forwarded to the Council, through the General Manager.

**18.     MEETING PROCEDURES**

Meeting procedures shall be in accordance with Code of Meeting Practice adopted by Council from time to time.

**19.     CODE OF CONDUCT**

All Committee members will comply with the Council's Code of Conduct as approved from time to time.

**COMMITTEE MEMBERSHIP FORM****Bidgee Haven Aged Care Hostel – Section 355 Committee****Details of the applicant**

Given Names: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Experience and Skills**

Do you have any experience in the following areas?

- ☐ A Financial background and qualification (CPA or similar)
- ☐ An Aged Care or related Health Administration background
- ☐ A Human Resources or similar background
- ☐ A person with a Resident or Family connection to the Hostel

What previous relevant experience do you have?:

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What are your specific interests regarding this committee?:

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What skills/attributes do you have that would be of benefit to this committee?:

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Referees (Please provide two referees to provide work experience references)

1. 

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2. 

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Qualifications (Please list all educational qualifications, the institution obtained and the year)

1. 

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2. 

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3. 

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**Applicant's Signature**

- I agree to attend Committee meetings. Absence from more than three Committee meetings in a row will result in immediate loss of Committee Member position.
- I agree to inform Council of any injuries sustained whilst undertaking Committee Member activities.
- I understand that as a Committee Member, I am expected to maintain the same standards of confidentiality, courtesy and organisational discipline as Council's paid employees.
- I agree to work in a constructive and cooperative way with Council staff, other Committee Members and comply with any safety procedures requested.
- I understand that my services to Council and will receive remuneration of \$2000/annum and that I will inform Council when I no longer wish to be considered for Committee Member activities.
- I understand that Council may terminate my volunteering services if I do not comply with any aspect of this agreement.
- I agree and understand that Council will undertake a review of references and qualifications by a specialist organisation to validate authenticity.

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_