

Document Name	Document Version Number	Review Date
Mobile Food Vending Trading In Public Places	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
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Purpose

Part 1 Statement of Policy Intent

It is the purpose of this policy to provide parameters to guide Council in the assessment of applications under Section 68 of the Local Government Act 1993 for the provision of outdoor high quality mobile food vending activities within Greater Hume Council area. It is the intent of policy to see mobile food vending activities supplementing the service already provided by local businesses.

Scope

This policy is applicable to all mobile food vendors who operate within Council controlled land within the Greater Hume Council area.

The policy aims to:

- a) Ensure that mobile food vendors operate in accordance with the rules and restrictions of Council controlled land;
- b) Ensure that food sold through mobile food vending vehicles is safe and fit for human consumption;
- c) Provide guidance and assistance to people wanting to operate a mobile food vending vehicle on Council controlled land in the Greater Hume Council area;
- d) Ensure the construction, fitting out and facilities for cleaning utensils, articles, fittings and appliances in vehicles are adequate;
- e) Minimise any potential adverse impacts of mobile food vending vehicles;
- f) Ensure the safe operation of mobile food vending vehicles;
- g) Ensure the operation of mobile food vending vehicles does not increase litter or waste in or from the trading location;
- h) Ensure that the operation of the mobile food vending vehicle does not adversely impact any surrounding sensitive land uses, and in particular residential amenity.

The policy applies to:

- a) All Council controlled land within the Greater Hume Council area.
- b) The Policy does not apply to any food truck or food van that is operating pursuant to a separate "events" authorisation and/or sporting ground licence issued by Council.
- c) The Policy does not apply to the use and operation of any food truck or food van that is used on private land. Such activities may be exempt from a requirement to obtain development consent, subject to the provisions of *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

Definitions

Mobile Food Vehicle is a vehicle used for on-site food preparation/handling (e.g. hamburgers, hot dogs and kebabs), one-step food preparation (e.g. popcorn, fairy floss, coffee) and/or the sale of any type of food, including pre-packaged food.

Council Controlled land includes all of the land used for vehicular traffic and parking, as well as any footway, shoulder, kerb, and gutter.

Part 2 Responsibilities

- 2.1 Councils have general responsibilities for the stewardship and management of public roads and public places. Councils have specific powers and responsibilities under the Local Government Act 1993 to control street vending activity and the Roads Act 1993, gives

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Councils power to control footway restaurants and structures on public roads. Under the Local Government Act 1993, Councils may use local approval policies to establish formal criteria for street vending approvals.

- 2.2 Roads and Maritime Services (RMS), in principle, does not favour street vending activities on classified roads for traffic flow and safety reasons.
- 2.3 NSW Police may undertake enforcement of the road transport legislation. In relation to street vending activities.
- 2.4 Mobile Food Vehicle operator:
 - a) In the first instance discuss your mobile food vendor proposal with Council by phoning 6036 0100. If the proposal is considered feasible, continue with the following steps.
 - (i) Register the Mobile Food Vehicle with Council using the relevant form. See www.greaterhume.nsw.gov.au. The appropriate application form is the Application for Food Stall at Temporary/Special Event document. Allow two weeks for processing.
 - (ii) Provide Council with written documentation outlining operator processes for ensuring the safety of users and the general public. This will include details regarding; vehicle, types of goods and services to be traded, a site risk assessment and safe operating procedures.
 - (iii) All mobile food vendors should be fully self-contained and not rely on Council to provide power, water or sewer services.

Part 3 Policy Content

3.1 Exemptions from the necessity to obtain Approval

There are no exemptions under the Policy for mobile food vehicles.

Note: Section 158(3) of the Local Government Act 1993 requires a Local Approvals Policy to specify the circumstances (if any) in which a person would be exempt from the necessity to obtain a particular approval from Council. To ensure the safety of food for human consumption, there will be no exemptions for compliance with the Policy in relation to mobile food vehicles.

3.2 Criteria Council must consider when determining applications for mobile food vendors

3.2.1 General Requirements of mobile food vendors

- a) Approval under the Local Government Act 1993 is required prior to commencement of operation of a mobile food vehicle on a Council controlled land. A mobile food vendor operating without the required approval is an offence.
- b) An application for approval to use a mobile food vehicle is to be made on the approved form. The prescribed fee is also to be paid before the application is assessed.
- c) Prior to the issue of an approval under this Policy, the mobile food vehicle is to be made available for inspection by Council's Regulatory Services officer/s. Council will charge a fee for inspecting the mobile food vehicle as per Council's adopted Fees and Charges Schedule.
- d) All Approvals will be issued with an end date of 30 June each year, to enable an annual review and re-issue of approvals.
- e) Operators are to notify the food business to Council using the relevant form found on Council website at www.greaterhume.nsw.gov.au.
- f) Applications to renew approvals are to be lodged with Council prior to the expiration of current approvals.
- g) The criteria to be used in the assessment of a mobile food vendor for approval will include all the relevant provisions contained in the standards as set out in Part 3 and 4

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of the Policy, the Food Act 2003, Food Regulation 2015 and the Food Standards Codes.

- h) Approvals will be issued subject to conditions, including but not limited to compliance with the Policy.
- i) Only the sale of foodstuffs and drinks will be allowed by mobile food vendors. No sale of alcohol, cigarettes or other products from mobile food vehicles will be approved.
- j) The applicant is to submit a copy of a broad form public liability insurance indemnifying the applicant against any actions, suits, claims, demands or proceedings for death or injury to any third party or parties or loss of, or damage to, any property, with an indemnity amount of not less than \$20,000,000 per occurrence and noting Council as an interested party. The Insurance is to be valid at all times from the date of approval through to the date the approval lapses.
- k) The applicant is to submit copies of valid insurance policies that protect the applicant:
 - (i) Against any injury to any third party or parties under Compulsory Third Party Insurance as required by the NSW Motor Accidents Act 1988; and
 - (ii) Against loss of, or damage to, any property whatsoever caused by the use of the vehicle when being driven by the Licensee, an employee of the Licensee, an independent contractor or any other person (including a person not employed by the Licensee). The policy is to have a limit of indemnity of not less than \$20,000,000 and shall be extended to include "CTP Gap Coverage Endorsement" cover. The policy shall note the interest of the Council as an insured.
 - (iii) The Insurance is to be valid at all times from the date of approval through to the date the approval lapses.

3.3 Criteria Council must consider when determining an application to operate a food vehicle

3.3.1 Location

Mobile food vendors permitted to operate on Council controlled land are to:

- a) Be located within existing lawful parking spaces.
- b) Comply with the local parking restrictions.
- c) Comply with relevant road rules.

Mobile food vendors permitted to operate on Council controlled land must not:

- a) Operate within 200 metres of a food and drink premise or boundary of an event licensed or approved to occur on Council land (this includes sporting group canteens).
- b) Sell to any person that is standing on a within an active vehicle pathway of a road (restriction includes carparks and other areas where customers could be standing in the way of an active vehicle path).
- c) Be within 5 metres of an intersection when making a sale, or attempting to make a sale.
- d) Impact on bicycle lanes, pedestrian ramps, footpaths, public street furniture, fire hydrants, telephone booths and post boxes, or the like.
- e) Be longer than 7.5m unless a separate Road Occupancy Permit is sought.
- f) Remain in any public, on-road location overnight.
- g) Provide tables or chairs, or other seating or furniture.
- h) Be on classified roads until the concurrence of the RMS has been provided. This restriction applies to any advertising that maybe planned to be installed on the classified road.

3.3.2 Proximity to existing comparable premises

No operating mobile food vendor is to be positioned within 200m of an operating food service premise or kiosk. This minimum distance requirement is measured in a straight line from the closest point of the food vehicle (location) to the main entrance of a food and drink premise, or kiosk, or boundary of a licensed event area.

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3.3.3 Parked mobile food vendors are to operate so as to:

- a) Not impact on or conflict with any marked bicycle lanes;
- b) Ensure access to pedestrian ramps and footpaths are not compromised;
- c) Ensure that access or egress from any building is not restricted by the operation of the food vehicle; and
- d) Ensure access to public street furniture such as seats, bicycle parking, drinking fountains, rubbish bins, fire hydrants, telephone booths and post boxes or the like.

Note: Council will use the following principles in determining the suitability of any mobile food vendor locations:

- Land use zoning and permissible uses within that zone (compatibility considerations).
- Proximity to residential properties (potential residential amenity impacts).
- Proposed hours of operation (consideration of other food and drink premises in proposed location).
- Road, road-user and pedestrian safety.
- Availability of alternate locations.

3.3.4 Vehicle Specifications

- Food vehicles must be no wider than 2.5m.
- Additionally, vehicles 7.5m or greater in length may require separate Road Occupancy Permits.

3.3.5 Registration Requirements

- If the mobile food vendor is based in the Greater Hume Council area, the operator will need to complete and submit the Food Business Registration form available from Council's website at www.greaterhume.nsw.gov.au. Upon being registered, the mobile food vendor will be inspected in accordance with their risk category.
- Should the mobile food vendor be based outside of the Greater Hume Council area, the operator will need to complete the Temporary Food Stall Application Form and provide a copy of a current (within the last 12 months) inspection report from the Council.

3.3.6 General Requirements in Accordance with Food Safety Standard 3.2.3

The design and construction of a mobile food vehicle is to:

- a) Be appropriate for the types of food produced and activities conducted;
- b) Provide adequate space for all activities and for all equipment to be used or stored;
- c) Allow easy cleaning/sanitising procedures of all structures and equipment;
- d) Prevent entry of pests, dust, fumes, smoke and other contaminants; and
- e) Exclude favourable sites for pests to harbour (live and breed).

Further details on these requirements are contained within the Guidelines for Mobile Food Vending Vehicles, prepared by the NSW Food Authority. All mobile food vendors approved by Council are required to comply with these guidelines.

Part 4 Other matters relating to approvals for mobile food vendors

4.1 Permitted days and hours of operation

The use of Council controlled land for the purpose of operating a mobile food vehicle is restricted to 6:00am to 10:00pm each day, but only for a maximum period of 5 hours inclusive of set up and pack up times. Mobile food vehicles are not to remain in any on-road location overnight.

4.2 Serving

Mobile food vendors are not to operate with their serving window opening onto any part of an active vehicle pathway or a cycleway.

4.3 Customer seating

The placement of tables, chairs or other seating apparatus is not permitted at any time.

4.4 Waste Management and Recycling

Provisions for waste management are to include the following:

- a) Mobile food vendors are responsible for the waste materials generated during the trading period. Waste materials such as food packaging should be collected in bins or suitable receptacles, bagged or contained, and stored and disposed of at the cost of the operator.
- b) Any waste produced by the operation of the mobile food vendor is to be removed from the site via the mobile food vehicle at the end of the trading period.
- c) The trading area is to be left in a clean and tidy condition at the end of each trading interval.
- d) The trading approval holder is liable to reimburse Council for any cleaning cost incurred by Council during the duration of the trading period as a result of the operation of the mobile food vehicle.
- e) Disposal of all liquid wastes generated within the mobile food vehicle is to be discharged to the sewer or as approved by an authorised Council Officer. Under no circumstances is liquid waste to be discharged to the ground or in the stormwater drain.
- f) Details of liquid waste and garbage disposal arrangements must be supplied with the application for the mobile food vehicle.
- g) Where feasible the packaging used for the sale of food should be selected for its suitability for recycling in the Greater Hume Council area. Details are available on <http://www.greaterhume.nsw.gov.au>

Note: Approval of a mobile food vehicle is subject to compliance with the requirements of the Food Act 2003, Food Standard Code and all other conditions of approval.

The mobile food vendor approval issued by Council is to be displayed in a location that is clearly visible to customers at all times during operation. A copy of the full approval document is to be kept within the vehicle at all times and made available to an authorised Council officer upon request.

Failure to adhere to any condition of approval and/or legislative requirement may result in modification, suspension or revocation of an approval, in addition to the potential issuing of fines.

4.5 Signage

An approval under the Policy does not infer any approval for the erection or display of any sign or sign structure not directly attached to the mobile food vehicles. The Policy does not allow the use of any temporary signage (e.g. A-frame boards) in association with the operation of any mobile food vehicle.

4.6 Animals and Pests

All practicable measures are to be taken to prevent pests (including birds, spiders and flying insects) from entering or remaining in the vehicle. No animal is permitted to enter any vehicle, whether the vehicle is in operation or not.

4.7 Water supply

The vehicle must be provided with an adequate supply of potable water stored in approved containers and suitably protected against contamination, for hand washing, cleaning equipment and for use of food preparation. There must also be an adequate supply of hot water for these purposes. The vehicle is to be equipped with a waste water tank external to the vehicle, of at least 50 litre capacity with an outlet of sufficient diameter to facilitate easy

flushing and cleaning. All hot water for washing purposes is to be supplied from a suitable hot water system and should be piped so it can be mixed with cold water.

4.8 Control of pollution

Operators are to comply with the Protection of the Environment Operations Act 1997, which contains provisions relating to pollution, including prevention of offensive noise, smoke, odour and waste water discharges.

Noise: the emission of noise associated with the use of the vehicle, including the operation of any mechanical plant and equipment, is to comply with the following:

- a) The use of the vehicle must be controlled so that any emitted noise is at a level so as not to create an "offensive noise" as defined in the Protection of the Environment Operations Act 1997.
- b) If any noise complaints are received and substantiated by an authorised Council officer, the officer may direct that the use of the food vehicle/business is to be suspended or moderated to prevent nuisance until attenuation measures are completed and Council has confirmed in writing that the use may resume.
- c) The operation of a mobile food vehicle is not to involve the use of any bell, music or other sound device to attract customers, nor while the vehicle is stationary.

4.9 Odour

If any odour or smoke complaints are received and substantiated by an authorised Council officer, then the use of the vehicle or apparatus is to be moderated as directed by an authorised Council officer as deemed necessary to prevent nuisance.

4.10 Food handling

The requirements for the handling of food for sale and human consumption are outlined in the Food Standards Code. The requirements also apply to pre-packaged food and low-risk food. Fact Sheets and user guides are available on the Food Standards Australia New Zealand website (www.foodstandards.gov.au).

4.11 Preparing food at home

A separate application and approval will be required for the preparation of food as part of a home business.

4.12 Use of separate premises

Where the operation of the mobile food vehicle involves the use of premises within the Greater Hume Council area, for the storage or preparation of food in conjunction with a mobile food vehicle, a Development Consent for such use may be required under the Environmental Planning and Assessment Act 1979. Any change in the permanent facilities is to be notified to Council.

4.13 Maintenance

The vehicle and its associated fixtures, fittings and equipment must be kept clean and in a good state of repair and working order, free from dirt, fumes, smoke, foul odours and other contaminants.

4.14 Non-compliance

Council's Authorised Officers may issue penalty infringement notices, orders, clean up notices, prevention notices or court attendance notices for noncompliance with the Policy and all related offences. Serious pollution incidences can also be prosecuted by state agencies such as the NSW Environment Protection Authority.

4.15 Fees and charges

The mobile food vendor will be required to pay the following charges

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- a) A fee for inspecting the mobile food vehicle as per Council's adopted Fees and Charges Schedule.
 - b) A Section 68 Part F (7) Approval Fee as per Council's adopted Fees and Charges Schedule.

Part 5 Contact Information

Please contact Council or the NSW Food Authority for further information relating to information contained within the Policy.

Greater Hume Council

Tel: 02 6036 0100

Website: www.greaterhume.nsw.gov.au

NSW Food Authority

Tel: 1300 552 406

Fax: 02 9647 0026

Website: <http://www.foodauthority.nsw.gov.au>

Email: contact@foodauthority.nsw.gov.au

Food Standards Australia/New Zealand

Website: <http://foodstandards.gov.au>

Food Standards Code: <http://foodstandards.gov.au/foodstandards/foodstandardscode>

Links to Policy

Nil.

Links to Procedure

Nil.

Links to Forms

Nil.

References

Local Government Act 1993

Roads Act 1993

Food Act 2003

Food Regulation 2015

Responsibility

Nil.

Document Author

Nil.

Relevant Legislation

Nil.

Associated Records

Nil.

COVID-19 Local Roads and Community Infrastructure Program Guidelines

Opening date:	1 July 2020
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program IIP@infrastructure.gov.au
Date guidelines released:	24 June 2020
Type of grant opportunity:	Demand-driven (Eligibility-based)

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1. Local Roads and Community Infrastructure Program Process

The Local Roads and Community Infrastructure Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communications (The Department) Outcome 3. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines 2017*



The grant opportunity opens

We will provide Eligible Funding Recipients with the Grant Guidelines and publish them on [GrantConnect](#).



Grant decisions are made

The Eligible Funding Recipients for this Program have been pre-identified. The Deputy Prime Minister allocates the grants based on a formula.



We notify Eligible Funding Recipients of the outcome

The Deputy Prime Minister sends a letter of offer and Grant Agreement to Eligible Funding Recipients



Eligible Funding Recipients enter into a grant agreement

The Eligible Funding Recipients will sign the Grant Agreement.



Nomination of projects to be undertaken

Eligible Funding Recipients will submit a Work Schedule nominating projects to be funded through the LRCI Program



The Department assesses nominated projects to ensure eligibility requirements are met

The Department will notify Eligible Funding Recipients if nominated projects are eligible/not eligible for funding. If projects are ineligible, Eligible Funding Recipients can nominate alternative projects for assessment.



Delivery of grant

Eligible Funding Recipients undertake Eligible Projects set out in Approved Work Schedule. The Department manages the grant by working with Eligible Funding Recipients, monitoring progress and making payments.



Evaluation of the Local Roads and Community Infrastructure Program

The Department will evaluate the Local Roads and Community Program as a whole. The Department will base this on information Eligible Funding Recipients provide, as well as from other sources.

1.1 Introduction

These guidelines contain information for the Local Roads and Community Infrastructure (LRCI) Program.

The LRCI Program was announced on 22 May 2020. The program will support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies. This funding will stimulate growth and create jobs in local communities following the impacts of COVID-19.

This document sets out:

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

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development and Communications (the Department).

2. About the grant program

The LRCI Program will run from 1 July 2020 to 31 December 2021, with projects required to be physically completed by 30 June 2021. The Program was announced as part of the Australian Government's wider economic response to COVID-19.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected that councils will use local businesses and workforces to deliver projects under the LRCI Program where possible to ensure stimulus funding flows into local communities.

The scope of the LRCI Program supports a broad range of Eligible Projects so communities can fund the infrastructure that they need, support businesses and create employment opportunities across their communities.

The LRCI Program is a Demand Driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3 of the Department's Portfolio Budget Statement:

- Strengthening the sustainability, capacity and diversity of our cities and regional economies, including through facilitating local partnerships between all levels of government and local communities; through reforms that stimulate growth; and providing grants and financial assistance.

The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of the 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 announced a total of \$500 million for the LRCI Program. Funding is available from July 2020.

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.

4. Eligibility criteria

Only Eligible Funding Recipients will receive a letter of offer for the LRCI Program.

4.1 Who is eligible for a grant?

The Eligible Funding Recipients for this grant program have been identified. They are:

- all local councils in Australia;
- the ACT Government in lieu of a system of local government;
- relevant state government, the shires of Christmas Island, Cocos (Keeling) Islands and Norfolk Island and the Lord Howe Island Board that provide local council services to 'unincorporated areas' in Australia;
- the NT Government for areas that were unincorporated until 2008 but are yet to be transferred to the new councils; and
- the Victorian Department of Environment, Land, Water and Planning for the French Island.

The Eligible Funding Recipients have been selected for this grant opportunity as the intention is to fund local 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. Further, by allowing councils to select projects to be undertaken (within a specified framework), local governments will be able to deliver projects in line with priorities at the local level.

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: Section 4.1).

General applications by other organisations will not be accepted.

5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are those that meet the requirements set out in section 5.1, 5.2 and 5.3 and deliver benefits to the community.

5.1 Eligible grant activity

Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can 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.

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.

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 sites are accessible to the public (including natural assets).

These projects 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;
- 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).

5.2 Projects must be additional to existing work plans

To be considered an Eligible Project, projects need to be additional to an Eligible Funding Recipient's existing work plan for 2020-21.

Projects that have been brought forward from post 2020-21 work plans will be considered additional.

Projects will not be considered additional if Eligible Funding Recipients substitute LRCI Program funds for their own funding or other sources of funding. The purpose of the LRCI Program funding is to enable Eligible Funding Recipients to undertake infrastructure projects additional to what they had planned to undertake using their own funds, to stimulate local economies and employment opportunities.

5.3 Eligible construction time period

Construction activity on Eligible Projects must be undertaken between 1 July 2020 and 30 June 2021, subject to the following exceptions:

- Where an Eligible Funding Recipient contributes at least fifty per cent towards the total cost of a project. Construction activity on a project may be undertaken until 30 June 2022 as long as the Australian Government's contribution covers the cost of construction activity to 30 June 2021, and all other Eligible Project requirements are met.
- Where agreed by the Department due to exceptional circumstances.

If construction activity cannot be completed during between 1 July 2020 and 30 June 2021, an Eligible Funding Recipient may not receive their full Nominal Funding Allocation.

5.4 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 are Ineligible Projects and Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- 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 and rent;
- projects that receive Australian, state or territory government funding for the same purpose, unless otherwise agreed by the Department;
- commencement ceremony, opening ceremony or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- community/public art;

- road building plant or other capital equipment especially moveable equipment (e.g. graders);
- 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;
- stand-alone design and preliminary works;
- 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 costs.

6. The grant selection process

6.1 Who will approve grants?

The Deputy Prime Minister or a Portfolio Minister will decide the award of grants to Eligible Funding Recipients.

A grant to an Eligible Funding Recipient will be made on the basis that the organisation meets the Eligibility Criteria.

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

The Deputy Prime Minister's/Portfolio Minister's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount to be awarded.

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

7. Letter of offer process

Eligible Funding Recipients will receive a letter of offer to participate in the LRCI Program. This will occur in June 2020 by mail/electronic form. This letter will:

- a) specify the Nominal Funding Allocation; and
- b) include a Grant Agreement that sets out the terms and conditions of the LRCI Program.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found at the Department's

website and on [GrantConnect](#). Any alterations and addenda¹ 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.

8. Notification of outcomes

An Eligible Funding Recipient's letter of offer constitutes notification of award of a grant. If you are successful, the Department will advise the Eligible Funding Recipients of any specific conditions attached to the grant.

9. Successful grantees

9.1 The grant agreement

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

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

An Eligible Funding Recipient should not make financial commitments until a grant agreement has been executed with the Commonwealth. The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and the Work Schedule is approved.

A Grant Agreement must be executed with the Commonwealth before any payments can be made.

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 Program Manager by the date stipulated in the letter of offer.

By signing and returning the Grant Agreement, Eligible Funding Recipients agree to abide by the terms and conditions contained therein. Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Department will acknowledge an Eligible Funding Recipient's acceptance of the letter of offer and confirm that all required information has been submitted within five business days of receipt.

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

¹ 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

9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
First Instalment: Work Schedule approval payment	Within four weeks of the Work Schedule being approved.	The first payment will be equal to 50 per cent of an Eligible Funding Recipient's Nominal Funding Allocation.
Second Instalment: Top up - mid program progress payment	Within four weeks of the Secretary of the Department or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) the second Quarterly Report submitted between 1–31 January 2021.	The Second Instalment will be equal to the Eligible Funding Recipient's: <ul style="list-style-type: none"> • actual expenditure up until 31 December 2020; and • projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule, less: <ul style="list-style-type: none"> • the first instalment; and • 10 per cent of the Nominal Funding Allocation.
Second Instalment: Early Access	If all grant money has been expended in advance of 1 January 2021. Within four weeks of the Secretary of the Department's or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) an Ad hoc report.	The Second Instalment will be equal to the Eligible Funding Recipient's: <ul style="list-style-type: none"> • actual expenditure up until 31 December 2020; and • projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule less: <ul style="list-style-type: none"> • the first instalment; and • 10 per cent of the Nominal Funding Allocation.
Third Instalment: Final payment	Within four weeks of the Secretary of the Department or their Delegate's decision being made to release the final instalment upon receipt of the Annual Report.	The Third Instalment will equal the smaller of: <ul style="list-style-type: none"> • the residual amount of an Eligible Funding Recipient's Nominal Funding Allocation; or • total eligible expenditure under the program less 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 Work Schedule.

Eligible Funding Recipients are required to submit a Work Schedule in the manner and form stipulated by the Department.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Grantee 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, construction duration and estimated construction completion date;
- detail 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;
- provide clear project descriptions;
- detail any conflicts of interest and management actions;
- specify the amount of grant funding required (projected expenditure);
- meet mapping requirements notified by the Department; and
- expected number of full-time equivalent jobs supported by the project over the construction period.

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

Eligible Funding Recipients will be provided with a Work Schedule template and further information on how to fill out a Work Schedule. The process for submitting a Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

Eligible Funding Recipients can submit their Work Schedule when they return their signed Grant Agreement or any time afterwards. However, failure to promptly return a Work Schedule will result in release of grant funds being delayed.

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

The Department will make a recommendation to the Secretary of the Department or their Delegate to approve/not approve the Work Schedule and the release of the First Instalment (of three instalments) of grant funds on the basis of their assessment of the information provided by an Eligible Funding Recipient.

The Secretary of the Department or their Delegate will decide whether to approve the Work Schedule and the release of the First Instalment. 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.

Eligible Funding Recipients must keep their Work Schedule up to date in accordance with the Program Guidelines as in force from time to time; and any other requirements notified by the Commonwealth.

At a minimum, an Eligible Funding Recipient must update a Work Schedule in accordance with any requirements notified by the Commonwealth, immediately prior to submitting the second Quarterly Report or immediately before submission of an Ad hoc report for Early Access (refer to Section 11 for information on reporting requirements). This is because the amount of grant money to be released is calculated with reference to projected expenditure on Eligible Projects.

First Instalment

The First Instalment will be paid to an Eligible Funding Recipient within four weeks of the Work Schedule and release of the First Instalment being approved by the Secretary of the Department or their delegate.

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

Second Instalment

The Secretary of the Department or their Delegate will decide whether to approve release of the Second Instalment on the basis of:

- The Department's assessment of, and the information contained in, an updated Work Schedule;
- the information provided in relevant Quarterly Report/s;
- If seeking Early Access to the second instalment, the information contained in an Ad hoc report detailing an Eligible Funding Recipient's actual expenditure to date and projected expenditure to 31 March 2021 in the manner and form required by the Department;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; and
- consideration of other relevant information.

Further information may be requested by the Department at this stage and considered by the Secretary or their Delegate.

If the Secretary of the Department or their Delegate approves the updated Work Schedule and release of the Second Instalment, payment will be made within four weeks of the Secretary of the Department or their Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release the Second Instalment.

The Second Instalment is scheduled to be paid between 1 January and 31 January, the payment value for the Second Instalment will equal:

- actual expenditure up until 31 December 2020; plus
- projected expenditure to 31 March 2021, less the amount paid as the first instalment

less:

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

Early Access

If the Eligible Funding Recipient has expended all of its First Instalment in advance of 1 January 2021, an Eligible Funding Recipient can seek to access the Second Instalment early. The process followed in relation to the Second Instalment will be followed for Early Access with necessary changes to timeframes. The payment value will be equal:

actual expenditure up until the Ad hoc Report date; plus projected expenditure to 31 March 2021

less:

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

Third Instalment

The Secretary or their Delegate will decide whether to approve release of the Third and 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.

The Third Instalment will be the lesser of the residual amount of an Eligible Funding Recipient's Nominal Funding Allocation and the total actual expenditure and projected expenditure under the program less instalments paid to date. Projected expenditure should be limited to expenses expected to be incurred post 30 June 2021, which are not construction costs. These contracts are things such as noise monitoring contracts and final

landscaping contracts, and exclude construction costs unless otherwise agreed by the Department.

Further information may be requested by the Department at this stage and considered by the Secretary or their Delegate.

The Third Instalment will be paid within four weeks of the Secretary of the Department or their 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. The Department may also publish information details of grants, including individual projects funded on its website or other government websites. This information may include:

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

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 –Quarterly 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 the Second and Third 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 period commencing on 1 July 2020 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; and
- estimated and/or confirmed jobs supporting 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 Nominal Funding Allocation and/or returned any grant funding additional to the Approved Work Schedule, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient the Grantee will not be required to provide and further Quarterly reports, but will be required to provide the Annual Report. This waiver of reporting requirements is an application of the proportionality principle.

Table 2 –Quarterly Reports

Lodgement period for Quarterly Reports	Quarter: Actual expenditure period	Quarterly Report
1–31 October 2020	1 July - 30 September 2020	Mid payment update of Work schedule. Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2021	1 October - 31 December 2020	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2021	1 January - 31 March 2021	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
Annual Report by 14 August 2021.	1 July 2020 - 30 June 2021	Annual Report Actual expenditure and eligible project updates from 1 July

		2020/Commencement of program to 30 June 2021
1–31 October 2021	1 July 2021 - 30 September 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2022	1 October 2021 – 31 December 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.

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 1 January 2021, they can submit an Ad hoc report to access their second 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 July 2020 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 31 March 2021;
- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- estimated and/or confirmed jobs supported by the grant funding.

11.3 Annual Report

Eligible Funding Recipients must provide the Department with an Annual Report no later than 14 August 2021, 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 grant payments which remained unspent from the financial year;
 - ii. the amount of 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 expenditure 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) 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 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 referred to in subparagraph (d)(iv) 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.
 - c) 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.

11.4 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 within the grant period between 1 July 2020 – 31 December 2021, they will be required to repay that amount to the Department within four weeks of 31 December 2021.

11.5 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 of projects completed using program 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.

11.6 Fraud

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

11.7 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 the LRCI program is the bank account the Eligible Funding Recipient uses for the Roads to Recovery 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 2021.

12.2 Department Contact Details

Email the mailbox at: IIP@infrastructure.gov.au

Mail to: Program Manager

Local Roads and Community Infrastructure Grant Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 594

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 funded projects to assist with this evaluation.

12.4 Acknowledgement

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.

12.5 Media releases

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

- At least two business days prior to the proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release and obtain the Department's agreement to the media release; and
- Provide the relevant local Federal Member of Parliament with the opportunity to participate in the media release.

On receipt of the second and third instalment, an Eligible Funding Recipient must provide via email a summary of projects commencing, in progress, and completing in a Federal Electorate, and the funds claimed against those projects, to the relevant local Federal Member of Parliament. Eligible Funding Recipients must copy the Department into this email and must send the email within seven calendar days of the payment being made to them.

12.6 Signage

For Eligible Projects on an Approved Work Schedule over \$10,000, Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences.

Signage guidelines will be 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.

12.7 Project Events

If a Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony or any other event in relation to a funded 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, and 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 IIP@infrastructure.gov.au.

Frequently Asked Questions may be published at https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx

To make a complaint, the Department can be contacted on 13 28 46. Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

General Manager
 COVID Recovery Infrastructure Investment Stimulus
 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

Website: 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*. Commonwealth officials including the decision maker, 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 Commonwealth 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 explain 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 Commonwealth 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 Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, 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, Regional Development and Cities
 GPO Box 594
 CANBERRA ACT 2601

Tel: (02) 6274 6495
 Fax: (02) 6275 1347
 email: 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 as have informed the scope of the LRCI Program.

The Department has consulted with the Australian Local Government Association in developing these Guidelines.

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
commencement date	the expected start date for the grant activity
Commonwealth	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act).
Commonwealth Grants Rules and Guidelines	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
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	The Eligible Project Requirements are the 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	<p>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:</p> <ol style="list-style-type: none"> a. under which relevant money² or other <u>Consolidated Revenue Fund (CRF)</u> money³ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	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
Nominal Funding Allocation	The maximum funding that an Eligible Funding Recipient can access under the LRCI Program for Eligible Projects
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <ul style="list-style-type: none"> • Information or an opinion about an identified individual, or an individual who is reasonably identifiable; • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Funding Recipient can use grant money to pay for and approved by the Secretary of the Department or their Delegate
Work Schedule	a list of projects that a Funding Recipient proposes to be funded under the LRCI Program

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

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

Tuesday, 30 June 2020

Mr Steven Pinnuck
General Manager
Greater Hume Shire Council
PO Box 99
Holbrook 2644

Dear Steven,

The Southern Sports Academy (SSA) continues to provide elite young athletes from Southern NSW with cutting edge development programs designed to assist them in their pursuit of higher-level sporting achievements. The Academy has built on its focus of ensuring that athletes that graduate from the Academy do so as more rounded individuals possessing the necessary sporting and life skills to excel in the next phase of their lives.

SSA has been an active facilitator of sport in New South Wales for many years funded primarily through the State Government of the time, together with contributions from LGA's and other valuable partnerships. With the current challenges in mind and knowing that budget decisions may be affected, we felt it important to keep you informed of the academies continued action to support sport and regional youth in southern NSW.

All regional academy (RASI) operations closed offices in mid-March and our collective network of 35 staff have/had been diligently working from home to facilitate the objectives of all Academy's and to continue giving our 2,500 athletes hope for their future. Our efforts have been well considered against the need to ensure effective mental health initiatives.

From the outset, our academy has maintained a positive outlook that focused on achieving engagement not only with our athletes but also with our many other stakeholders - parents and caregivers, our many volunteers, coaches and administrators, sponsors, Local Government authorities to name a few!

Primary among our strategies was the promotion of our sector-leading educational program (which has been gradually developed over the last 18 months through our partnership with Clubs NSW). Each Academy has taken an individual approach with the online courses as the core and added websites, webinars, competitions, recipe ideas, one on one strength and conditioning sessions to the mix.

Every athlete within our programs, their parents/caregivers, brothers and sisters have been able to access these online programs free of charge. As a result, a remarkable (and growing) amount of engagement and positive media coverage has been achieved throughout the State with many outlets asking for further stories and updates. The results demonstrate that necessity can be the catalyst for innovation and efficiency.

SSA have also been active across various social media channels including Facebook, Instagram, Twitter and Team App to facilitate our messages and continue engagement.

Other network actions have included:

- Staff calling athletes individually to check on their mental and physical health and well-being;
- voluntary governance teams meeting regularly to brainstorm ideas and institute change where required;
- Weekly squad Zoom sessions

- the activation of school contacts to spread messages and promotion;
- live social media instruction;
- engagement with industry stakeholders for secondary market support.

At a management level and state level, the RASi Board of Directors representing every Academy continues to meet weekly to share ideas and forge a way forward. Individual Boards at regional level are meeting regularly and ideas are shared widely across the network and indeed the sports sector.

RASi has been included as part of the COVID-19 Recovery Group for our sector alongside the Office of Sport, Sport NSW and State Sporting Organisations.

Simply, at an individual and collective level we are taking strong action to ensure the future prosperity of sport and the welfare of our regional youth, and we remain committed to being integral to the economic and social recovery in our State.

Since the inception of the Academy in 1992, the collective contributions of LGA's from around the region have been vital not only to the success of the Academy, but also to its survival. Historically the Academy has invited you to contribute to the development of athletes from your Local Government Area by contributing \$200 per athlete to the Southern Sports Academy. We have found that there have been an increased number of councils that have declined to provide assistance, sadly putting at risk the sustainability of the Academy on a broader scale, as such we are extremely appreciative of your continued support.

Your area is currently represented in the Academy by:

Given	Surname	Town	LGA	Sport
Tayla	Bodycott-Hodges	Culcairn 2660	Greater Hume	AFLW
Dylan	McDowell	Holbrook 2644	Greater Hume	Rugby
Abigail	Wilkinson	Bungowannah 2640	Greater Hume	Hockey
Georgia	Wragge	Woomargama 2644	Greater Hume	AFLW

On behalf of athletes from your region, we look forward to your continued support.

Yours sincerely,

Lincoln Kennedy

Lincoln Kennedy
Chairman

TOURISM AND PROMOTIONS REPORT (June 2020)

Areas Projects	Objectives	Progress and Comments
Visitor Information Centre and Submarine Museum	Offering visitors to Greater Hume information and advice on accommodation, places to eat, attractions, maps, tours, road conditions, events and other general information. Reception and admission to Submarine Museum. Implement the Greater Hume Visitor Experience Plan. Delivery Plan 3.3.1.1.06, 3.3.1.1.05	<ul style="list-style-type: none"> • Visitor Information Centre and Submarine Museum closed to the general public on 15 March due to COVID 19 and reopened on 10 June 2020. • Visitor Information Centre Statistics: Walk In – 152, Phone Calls - 40, Emails – 3. • Submarine Museum Adult - 12, Child - 6, Concession - 19, Family - 7. • Graphs have not been included in this report.
Events	To promote Greater Hume as a place to visit or stay, whether for ½ day, full day or more. To assist with the promotion of Greater Hume's many and varied events. Implement the GH Visitor Experience Plan. Delivery Plan 3.3.1.1.01, 3.3.1.1.08	<ul style="list-style-type: none"> • Greater Hume Public Notices • Assisted events to promote cancellations and postponements due to COVID 19. • Many events up to and including October have been cancelled. Henty Machinery Field Days and Walbundrie Show have been cancelled. • Garage Sale Trail has been changed to 21/22 November 2020.
Social Media	Implement and enhance online communication tools using technologies such as social networking mechanism. Implement the Greater Hume Visitor Experience Plan Delivery Plan 3.3.1.1.09	<ul style="list-style-type: none"> • Instagram, #visitgreaterhume – 503 followers • Individual facebook pages: <ul style="list-style-type: none"> ○ Greater Hume Council – 2058 followers ○ Greater Hume Visitor Information Centre – 499 followers ○ Holbrook Submarine Museum – 932 followers ○ Greater Hume Children's Services – 769 followers ○ Greater Hume Youth Advisory Committee – 329 followers ○ Buy Local in Greater Hume – 393 followers
Signage	Implement the Greater Hume Visitor Experience Plan. Delivery Plan 3.3.1.1.03	<ul style="list-style-type: none"> •
Greater Hume Council Newsletters	Redesign the format and content of Council's quarterly newsletter to ensure effective and targeted content. Delivery Plan 1.2.1.1.3	<ul style="list-style-type: none"> • Finalising the information for the Greater Hume Council Rates Insert.
Australia Day	Recognise community leaders and their efforts and encourage others in the community to take up leadership roles. Delivery Plan 1.1.2.8.1 and 2.1.1.1.1	Australia Day 2021 will be held in Walbundrie.
Greater Hume Tourism	Implement the Greater Hume Visitor Experience Plan which was endorsed March 2014 by Greater Hume Council. Delivery Plan 3.3.1.1.06, 3.3.1.1.05	<ul style="list-style-type: none"> • Monthly newsletters are being sent to all Greater Hume Tourism Operators, providing latest information on COVID 19, tourism opportunities, marketing, social media and promotional campaigns as well as relevant contacts and statistics. • Developing the new Greater Hume Visitor's Guide. Have engaged a printer (Conway Printers), designer (Nicole Dawes) and copy developer (John Ryan, Sitegiest). We have been able to secure 39 adverts for the Visitor Guide and are currently working with the designer.

TOURISM AND PROMOTIONS REPORT (June 2020)

Murray Arts	<p>Murray Arts aim is to actively assist the ongoing development of, and participation in, arts and culture throughout the Border region. Implement the Greater Hume Visitor Experience Plan.</p> <p style="text-align: right;"><i>Delivery Plan 3.3.1.1.04</i></p>	<ul style="list-style-type: none"> Murray Arts are currently advising local artists and creatives via social media on ways to seek alternative avenues of funding through the COVID 19 crisis.
Museums and Heritage	<p>GHS currently has 10 public or private museums and three historical society's.</p> <p>Museum Advisor (Vanessa Keenan) – In partnership with Albury City Council and Museums and Galleries NSW we have engaged the services of a museum advisor.</p> <p style="text-align: right;"><i>Delivery Plan 3.3.1.1.14</i></p>	<ul style="list-style-type: none"> The Museum Adviser has been contacting museums via phone and email assisting with developing plans to reopen during June.
Grants and Funding	<p>Greater Hume Council and community groups have had the opportunity to bid for funds from NSW and Federal Government for various projects across the Shire</p> <p style="text-align: right;"><i>Delivery Plan 3.3.1.1.04</i></p>	<p>Stronger Country Communities Fund (NSW Government)</p> <ul style="list-style-type: none"> Round 2 – Many of the Round 2 projects are nearing completion or completed, which means acquittals to the NSW Government are currently being processed. Round 3 6 projects were successful, Burrumbuttock P & C – Covered Outdoor Learning Area, Greater Hume Council – Youth Program, Holbrook Netball Club – Shelters, seating and landscaping, Greater Hume Council – Walla Walla Shared Path, Jindera Netball Committee – repair and resurface netball courts and Henty Australian Football Club – repair and resurface netball courts. Greater Hume's allocation is \$794,431. <p>Safer Communities Fund (Federal Government)</p> <ul style="list-style-type: none"> Application to be submitted for security and fire safety at Morgan's Lookout. <p>Female Friendly Change Rooms (NSW Government)</p> <ul style="list-style-type: none"> Four applications were submitted from Brocklesby Recreation Ground, Walbundrie Recreation Ground, Jindera Recreation Reserve and Holbrook Sporting Complex. Walbundrie Recreation Ground has completed their Female Friendly Change Rooms. Currently working with NSW Office of Sport on funding deeds for Brocklesby, Jindera and Holbrook. <p>Building Better Regions Funding (Federal Government)</p> <p>Letters of Support to community organisations applying for Federal Government Showground Stimulus packages, NSW Liquor and Gaming grants and Community Building Partnership funding.</p>
Murray Regional Tourism	<p>The Murray Regional Tourism (MRT) is a joint venture between Albury, Balranald, Berrigan, Campaspe, Corowa, Deniliquin, Gannawarra, Greater Hume, Mildura, Moira, Murray, Swan Hill, Wakool, Wodonga, as well as Tourism Vic and Destination NSW. Implement the Greater Hume Visitor Experience Plan.</p> <p style="text-align: right;"><i>Delivery Plan 3.3.1.1.04, 3.3.1.1.07, 3.3.1.1.16</i></p>	<p>Murray Regional Tourism is currently holding monthly Zoom meetings with all Tourism Managers to assist with advocacy and commence planning for reigniting the region as a place for domestic tourists to visit. A Visitor Information Centre network has been developed and they will be meeting via Zoom on a monthly basis.</p>

TOURISM AND PROMOTIONS REPORT (June 2020)

Council Website	<p>Develop a new Greater Hume Council website including a dedicated Have Your Say portal which is compliant with accessibility standards.</p> <p style="text-align: center;">Delivery Plan 1.2.1.1.4</p>	<p>At Council's March meeting SeamlessCMS(OpenCities) was approved to build and implement a new Greater Hume Council website. The Greater Hume Council website went live on 4 December. The Greater Hume Town Subsites are now live with all old sites now transferred to the new sites. The Greater Hume Children Services site is now live. There will still be a lot to do on all sites and it is envisaged it will take all of 12 months to develop new functionality on the new sites.</p> <p>See below for website statistics.</p> <p>Visit Greater Hume Website (www.visitgreaterhume.com.au) - currently developing a new site – no statistics available.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2"></th> <th colspan="2" style="text-align: center;">Greater Hume www.greaterhume.nsw.gov.au</th> <th colspan="2" style="text-align: center;">GH Children Services www.ghchildren.com.au</th> </tr> <tr> <th style="text-align: center;">June 2020</th> <th style="text-align: center;">June 2019</th> <th style="text-align: center;">June 2020</th> <th style="text-align: center;">June 2019</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">Website Traffic</td> <td style="text-align: center;">New</td> <td style="text-align: center;">3131</td> <td style="text-align: center;">2924</td> <td style="text-align: center;">180</td> <td style="text-align: center;">241</td> </tr> <tr> <td style="text-align: center;">Returning</td> <td style="text-align: center;">1053</td> <td style="text-align: center;">1256</td> <td style="text-align: center;">120</td> <td style="text-align: center;">248</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Device Paths</td> <td style="text-align: center;">Desktop</td> <td style="text-align: center;">1971</td> <td style="text-align: center;">1680</td> <td style="text-align: center;">128</td> <td style="text-align: center;">259</td> </tr> <tr> <td style="text-align: center;">Mobile</td> <td style="text-align: center;">1599</td> <td style="text-align: center;">1737</td> <td style="text-align: center;">159</td> <td style="text-align: center;">190</td> </tr> <tr> <td style="text-align: center;">Tablet</td> <td style="text-align: center;">202</td> <td style="text-align: center;">330</td> <td style="text-align: center;">13</td> <td style="text-align: center;">40</td> </tr> <tr> <td rowspan="4" style="text-align: center;">Traffic Source</td> <td style="text-align: center;">Organic</td> <td style="text-align: center;">2760</td> <td style="text-align: center;">2482</td> <td style="text-align: center;">186</td> <td style="text-align: center;">227</td> </tr> <tr> <td style="text-align: center;">Direct</td> <td style="text-align: center;">720</td> <td style="text-align: center;">659</td> <td style="text-align: center;">90</td> <td style="text-align: center;">164</td> </tr> <tr> <td style="text-align: center;">Referral</td> <td style="text-align: center;">216</td> <td style="text-align: center;">141</td> <td style="text-align: center;">13</td> <td style="text-align: center;">75</td> </tr> <tr> <td style="text-align: center;">Social</td> <td style="text-align: center;">140</td> <td style="text-align: center;">514</td> <td style="text-align: center;">11</td> <td style="text-align: center;">23</td> </tr> <tr> <td style="text-align: center;">Bounce Rate</td> <td style="text-align: center;">%</td> <td style="text-align: center;">58.19</td> <td style="text-align: center;">57.63</td> <td style="text-align: center;">51.33</td> <td style="text-align: center;">57.26</td> </tr> </tbody> </table> <p>www.greaterhume.nsw.gov.au - top pages:</p> <ol style="list-style-type: none"> 1. Living in Greater Hume – Waste Facilities Opening Times Charges and Accepted Waste 2. Contact Us 3. Your Greater Hume Council – Council Meetings 4. Your Greater Hume Council – Building and Development 5. Your Greater Hume Council – Careers With Us <p>www.ghchildren.com.au – top pages:</p> <ol style="list-style-type: none"> 1. Enrol Your Children 2. Meet Our Team 3. Information for Families 4. Business Opportunity for Greater Hume Children Services 5. Contact Us 						Greater Hume www.greaterhume.nsw.gov.au		GH Children Services www.ghchildren.com.au		June 2020	June 2019	June 2020	June 2019	Website Traffic	New	3131	2924	180	241	Returning	1053	1256	120	248	Device Paths	Desktop	1971	1680	128	259	Mobile	1599	1737	159	190	Tablet	202	330	13	40	Traffic Source	Organic	2760	2482	186	227	Direct	720	659	90	164	Referral	216	141	13	75	Social	140	514	11	23	Bounce Rate	%	58.19	57.63	51.33	57.26
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Areas/Projects	Objectives	Progress and Comments
Business Newsletter	To produce a quarterly business newsletter for distribution electronically to businesses listed in the Greater Hume Business Directory database	Winter edition being compiled, to be published August.
Business Advice and Training	Consult with existing home based and small businesses to identify specific business management training & development needs and facilitate development of a program of training courses, seminars and workshops.	No action this quarter due to COVID-19 and other project priorities. On line business training is available from July 2020 through Business Connect website.
Business Database	Promote the shire internally and externally	<ul style="list-style-type: none"> • Business database now at 579 listings (95% data integrity) used to email e – newsletter, business training courses, important Council news. • The database forms the basis of the Buy Local Business Directory.
Industrial Land developments in Greater Hume Shire	To offer industrial land ‘development ready’	<p>Jindera Industrial Estate - 6 allotments sold, 1 allotment of 1.5ha offer accepted by Council. 6 allotments remain for sale.</p> <p>Holbrook Industrial Estate 5 allotments sold, Council has accepted an offer for Lot 12 which awaits contract preparation, exchange and settlement. Lot 2 earmarked for Holbrook Men’s Shed site, remaining 3 blocks available. Council has accepted an offer for an additional 7,300 sqm. at the Holbrook Industrial Park, which will necessitate a further subdivision in the vicinity.</p> <p>New signage at the Jindera Industrial Estate project completed. 21 tenant signs installed.</p>
Residential Land Jacob Wenke Dr Subdivision - Walla Walla	To offer residential land ‘development ready’	Subdivision certificates of titles released early 2020 for seven lot subdivision on Jacob Wenke Dr, Walla Walla. two lots have sold, with a third under offer. Marketing campaign being planned for Spring.
Council’s website	http://www.greaterhume.nsw.gov.au/BusinessInvestment.aspx	<p>Business and Investment pages updated to include ‘Advantages of operating a business in Greater Hume area’ and 3 x case study stories for newcomers to Greater Hume.</p> <p>REMPAN Economy Profile Licence renewed for period 1 July to 30 June 2020 with Council’s subscription upgraded for staff access to REMPLAN Economy Software (including modelling capability). Council has also subscribed to the Community Profile, in advance of strategic planning and sourcing of grant funding.</p>

Ensure access to reliable high speed telecommunication services	Reliable internet and mobile phone coverage essential for businesses to establish and grow	Funding for new small cell mobile tower at Talmalmo, located between Jingellic and Wymah, with 15km radius. Telstra will be installing the mobile tower scheduled for completion mid-2020.
Buy Local in Greater Hume initiative	Develop a public campaign which highlights Council working for the shire as a whole	Council advertised Buy Local in Greater Hume in Border Mail feature Shop Local Support Local published 25 June 2020. Page has 392 followers as at 3Jul20, up 36 this month.
Resident Attraction Strategy		Photography project for Country Change will be utilised for this project. Officer has compiled 3 x Case Studies of Newcomers to Greater Hume, 2 more identified. Residents Guide – content review being undertaken across July and August.
AusIndustry	Relationship established	AusIndustry's Nicola James and the Executive Assistant Gov/ED total of 5 phone/email communications during the quarter. Intel shared includes Insights (as of 24 April 2020) provided by SGS Economics & Planning that has looked at the economic impact on LGA's across Australia. The report estimates that GDP for Greater Hume LGA will be \$595M for 19/20, a swing of - 5% to -7.5% <i>Source: SGS LGA Forecasted GDP Growth for 2019-20.</i>
Refugee Resettlement Program	Attract new residents to the shire.	<ul style="list-style-type: none"> • Council has provided in principle support for a secondary refugee resettlement program at Walla Walla. Various reports have been received by Council and Terms of Reference adopted for the advisory committee. • Executive Assistant attended the NSW Multicultural Strategic Workshop held in Albury on Thursday, 6 February 2020 and participated in follow up Zoom meeting Regional Resettlement Pilot - Murray region stakeholders on 2 April. • Funding of \$65,000 has been announced and RDA Murray proposes to recruit an additional 0.8FTE Murray Migrant Economic Development Participation Coordinator for eight months to coordinate the building of pathways to create linkages and connect local migrants and refugees with jobs. RDA Murray will engage 0.8FTE for eight months to coordinate the gathering of information, analysis and mapping of the local situation including; <ul style="list-style-type: none"> • local refugee and migrant workforce factors such as demographics, location, mobility, legal status, job readiness skills and needs. • locally available services and training to support a job ready workforce • local employer factors, job vacancies, seasonality, skills required, cultural fit, strategic projections of needs and potential partnerships • barriers to matching including language, transport, housing, cultural and social factors • geographic and jurisdictional boundaries and unique opportunities.

Inland Rail Infrastructure Project		<ul style="list-style-type: none"> Meeting with Inland Rail organised for Wed 29 July. Large infrastructure projects Inland Rail, Snowy 2 and Transgrid will be in full construction during the 2023-2026 time frame. Will create demand for trained workforce and project managers. Need is to educate trade skilled workforce of the opportunities and the training needs which needs to be occurring in the next 2 to 3 year window. Albury Wodonga 2020 Inland Rail conference has been postponed to 5 and 6 May 2021.
Red Bow Project		Due to budgetary constraints, funding for the project has been withdrawn.
Small Business Friendly Councils		No action this quarter due to COVID-19 and other project priorities.
Country Change (RDA Riverina)	Initiative to encourage city dwellers to consider moving to the Riverina region of NSW.	Digital promotion of Greater Hume June 2020, comprising Feature newcomer story on the Glass Family Jayfields Nursery 3 x Case Study stories posted to site Photography project and images posted Mayor recorded a webinar which was posted A post campaign report of the June promotion highlights include: FACEBOOK – reach of 13,440 paid, 69,704 organic. FACEBOOK – engagement 4,244, overwhelming female engagements FACEBOOK – likes 3,375
RDA Riverina Jobs Riverina		Jobs Riverina portal is an initiative of RDA Riverina. Council is active in posting all positions vacant to this free portal and encouraging businesses in the shire to post any job vacancies to the portal through the Business Newsletter.
RivJO / REROC Drought Sub Committee		Executive Assistant attends Drought Sub Committee meetings, since March via Zoom. Input to collatorals to promote the Farm Household Allowance, due to less than one third of eligible farmers accessing the allowance. Insert placed into all Greater Hume Farmland rate notices. Council will pilot use of 'sticker' for overdue rates notices into the future.
Shire town, entrance and offices rebrand project		Audit on site work has been completed. Officer working up actions report for presentation to management and further steps to get the project ready for quoting.
Bush Fire Recovery	Projects funded by Bushfire Community Resilience and Economic Recovery Fund	Tree Voucher program has been taken up by 30 landholders to date.

GREATER HUME SHIRE COUNCIL

Schedule of the Director Corporate Community Services' Schedule of Information to Council Meeting -
Wednesday 15th July, 2020

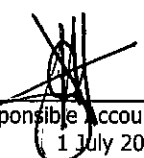
COMBINED BANK ACCOUNT FOR THE MONTH ENDED June 30th, 2020**CASHBOOK RECONCILIATION**

	General Fund	Trust Fund
General Ledger Cashbook Balance as at 1st June, 2020	86,343.21	41,028.25
Cashbook Movement as at 30th June, 2020	-403,524.62	3,000.00
Less: Term Deposits included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 30th June, 2020	<u>-317,181.41</u>	<u>44,028.25</u>

BANK STATEMENT RECONCILIATION

Bank Statement Balance as at 30th June, 2020	NAB	0.00	44,028.25
	Hume	3,759.66	
	Bendigo	8.00	
	WAW	6.11	
	Total	<u>3,773.77</u>	<u>44,028.25</u>
(LESS) Unpresented Cheques as at 30th June, 2020		-50,333.85	0.00
(LESS) Unpresented EFT Payments as at 30th June, 2020		-270,621.33	0.00
PLUS Outstanding Deposits as at 30th June, 2020		0.00	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 30th June, 2020		0.00	0.00
Cashbook Balance as at 30th June, 2020		<u>-317,181.41</u>	<u>44,028.25</u>

I certify that all of Council's surplus funds have been invested in accordance with the Act, the regulations and Council's investment policies and that all cheques drawn have been checked and are fully supported by vouchers and invoices and have been certified for payment.


 Responsible Accounting Officer
 1 July 2020

This is page no.1 of Schedule No.1 of the Director Corporate & Community Services' Schedule of Information to Ordinary Council Meeting held on 15th July 2020

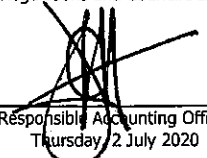
GENERAL MANAGER

MAYOR

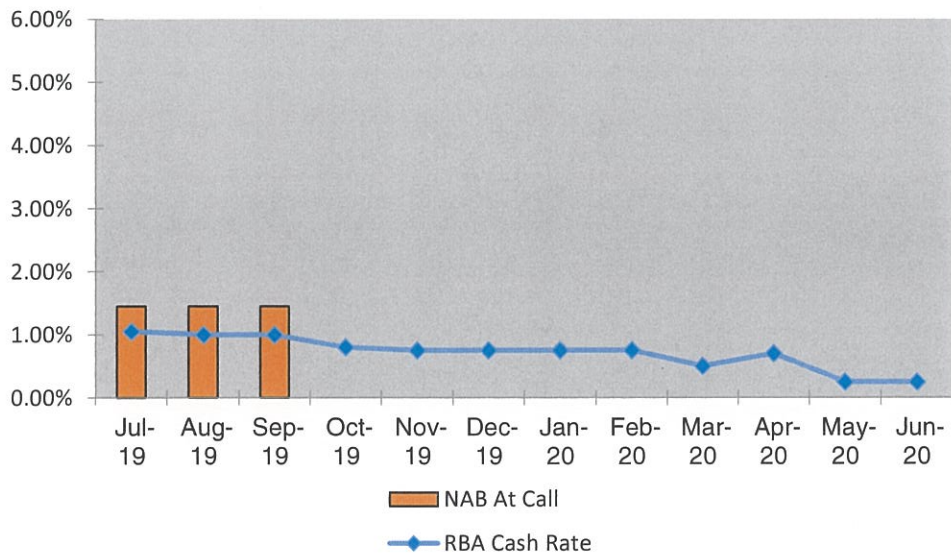
**GREATER HUME SHIRE COUNCIL
COMBINED INVESTMENT ACCOUNT - MONTH ENDED 30 June 2020**

Investment Number	Financial Institution	Rating	Amount Invested	Interest Rate %	Term (Days)	Date Invested	Maturity Date
<u>National Australia Bank</u>							
GHS204	NAB	A- 1+	500,000.00	1.00%	92	18-May-20	18-Aug-20
GHS180	NAB	A- 1+	509,765.32	1.40%	184	14-Mar-20	14-Sep-20
GHS213	NAB	A- 1+	500,000.00	1.47%	366	06-Dec-19	06-Dec-20
	NAB	A- 1+	<u>3,161,157.21</u>	1.15%	@ Call	27-Apr-09	Variable
			<u>4,670,922.53</u>				
<u>Hume Bank</u>							
GHS203	HUME	Unrated	500,000.00	2.10%	366	20-Jul-19	20-Jul-20
GHS155	HUME	Unrated	500,000.00	2.10%	366	25-Jul-19	25-Jul-20
GHS123	HUME	Unrated	500,000.00	2.10%	366	29-Jul-19	29-Jul-20
GHS215	HUME	Unrated	500,000.00	1.30%	92	10-Jun-20	10-Sep-20
GHS216	HUME	Unrated	500,000.00	1.30%	92	10-Jun-20	10-Sep-20
GHS200	HUME	Unrated	500,000.00	1.20%	100	20-Jun-20	28-Sep-20
GHS205	HUME	Unrated	500,000.00	1.20%	100	23-Jun-20	01-Oct-20
GHS074	HUME	Unrated	500,000.00	1.60%	153	05-May-20	05-Oct-20
GHS221	HUME	Unrated	500,000.00	1.10%	122	10-Jun-20	10-Oct-20
GHS190	HUME	Unrated	500,000.00	1.60%	200	18-May-20	04-Dec-20
GHS214	HUME	Unrated	500,000.00	1.50%	366	06-Dec-19	06-Dec-20
GHS054	HUME - Trust	Unrated	66,761.10	1.45%	365	01-Mar-20	01-Mar-21
GHS251	HUME	Unrated	46,751.06	1.60%	365	02-May-20	02-May-21
GHS192	HUME	Unrated	500,000.00	1.60%	365	08-May-20	08-May-21
GHS160	HUME	Unrated	500,000.00	1.20%	366	19-Jun-20	20-Jun-21
GHS142	HUME - Trust	Unrated	<u>49,345.29</u>	1.20%	366	30-Jun-20	01-Jul-21
			<u>6,662,857.45</u>				
<u>Bendigo Bank</u>							
GHS098	BENDIGO	A-2	250,000.00	1.60%	213	06-Jan-20	06-Aug-20
GHS185	BENDIGO	A-2	500,000.00	1.60%	213	07-Jan-20	07-Aug-20
GHS187	BENDIGO	A-2	500,000.00	1.60%	213	07-Jan-20	07-Aug-20
GHS186	BENDIGO	A-2	500,000.00	0.85%	92	07-Jun-20	07-Sep-20
GHS219	BENDIGO	A-2	500,000.00	1.15%	92	10-Jun-20	10-Sep-20
GHS220	BENDIGO	A-2	500,000.00	1.15%	92	10-Jun-20	10-Sep-20
GHS199	BENDIGO	A-2	500,000.00	1.55%	213	28-Feb-20	28-Sep-20
GHS182	BENDIGO	A-2	500,000.00	1.55%	214	07-Mar-20	07-Oct-20
GHS207	BENDIGO	A-2	500,000.00	1.30%	214	21-Mar-20	21-Oct-20
GHS165	BENDIGO	A-2	300,000.00	1.30%	365	21-Nov-19	20-Nov-20
GHS161	BENDIGO	A-2	<u>500,000.00</u>	1.30%	366	09-Dec-19	09-Dec-20
			<u>5,050,000.00</u>				
<u>WAW Credit Union</u>							
GHS208	WAW	Unrated	500,000.00	1.40%	92	20-May-20	20-Aug-20
GHS121	WAW	Unrated	300,000.00	1.40%	92	22-May-20	22-Aug-20
GHS218	WAW	Unrated	500,000.00	1.30%	92	10-Jun-20	10-Sep-20
GHS202	WAW	Unrated	500,000.00	1.15%	92	13-Jun-20	13-Sep-20
GHS223	WAW	Unrated	500,000.00	1.30%	90	16-Jun-20	14-Sep-20
GHS128	WAW	Unrated	450,000.00	1.85%	184	06-May-20	06-Nov-20
GHS159	WAW	Unrated	500,000.00	1.85%	184	08-May-20	08-Nov-20
GHS179	WAW	Unrated	500,000.00	1.85%	184	09-May-20	09-Nov-20
GHS169	WAW	Unrated	500,000.00	1.50%	183	01-Jun-20	01-Dec-20
GHS211	WAW	Unrated	500,000.00	1.50%	183	03-Jun-20	03-Dec-20
GHS217	WAW	Unrated	500,000.00	1.25%	183	10-Jun-20	10-Dec-20
GHS222	WAW	Unrated	500,000.00	1.25%	180	16-Jun-20	13-Dec-20
GHS151	WAW	Unrated	600,000.00	1.10%	183	27-Jun-20	27-Dec-20
GHS212	WAW	Unrated	500,000.00	1.55%	396	06-Dec-19	05-Jan-21
GHS168	WAW	Unrated	<u>500,000.00</u>	1.70%	365	09-May-20	09-May-21
			<u>7,350,000.00</u>				
General Fund Total			23,570,922.53				
Trust Fund Total			<u>162,857.45</u>				
			<u>\$23,733,779.98</u>			Total Investment at	30-Jun-20
			1.40%			Average Rate of Interest on Investment	
			2.11%			Average Rate of Interest over 12 Months	

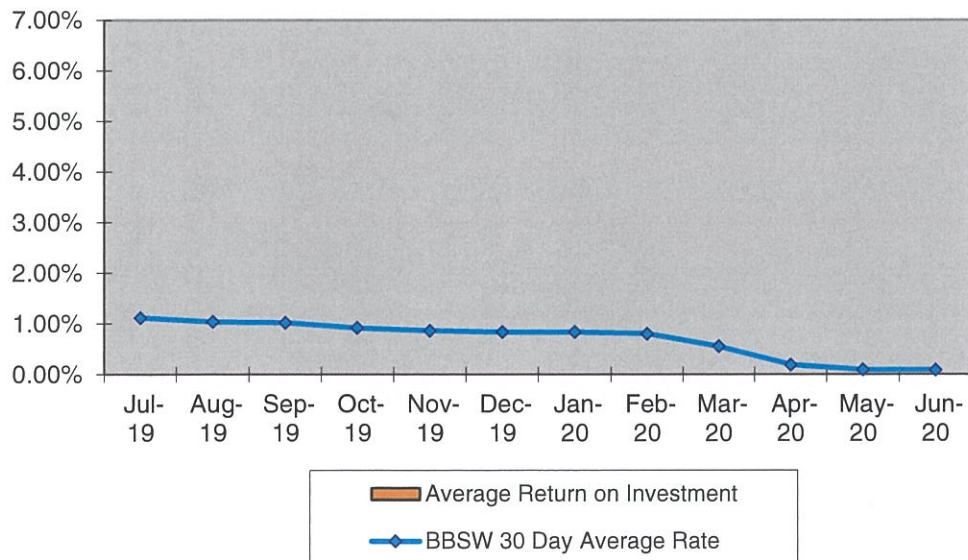
This is the Schedule of Investments presented to Council for consideration on 15th July 2020. I hereby certify that the investments have been made in accordance with Section 625 of the Local Government Act, 1993, the Regulations and Council's Investment Policy.


 Responsible Accounting Officer
 Thursday 2 July 2020

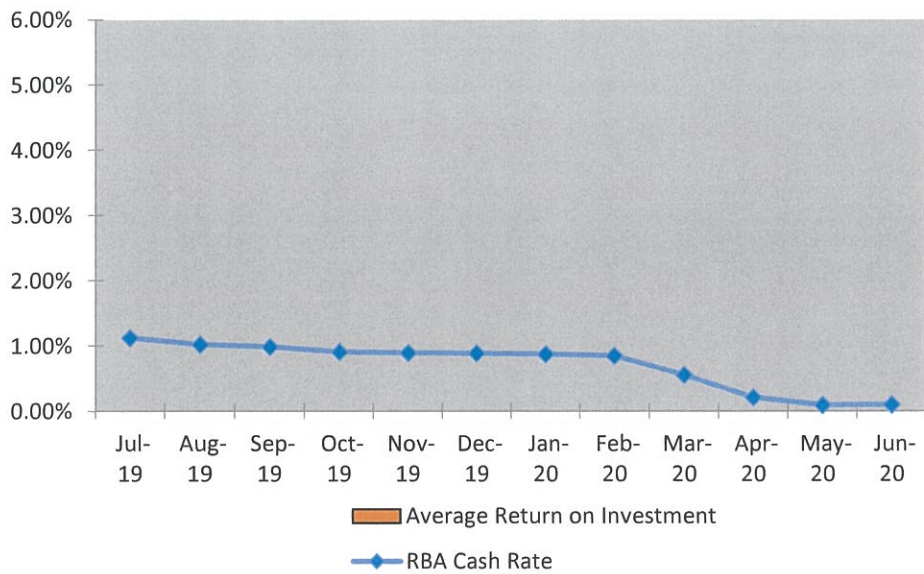
Cash Fund Performance Against RBA Cash Rate



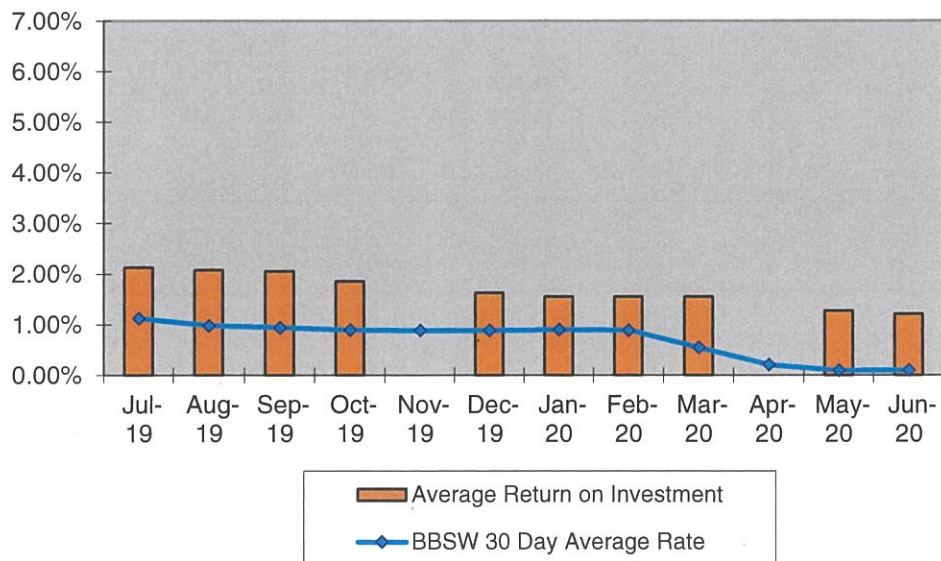
30 Day Term Deposit Performance Against BBSW Index



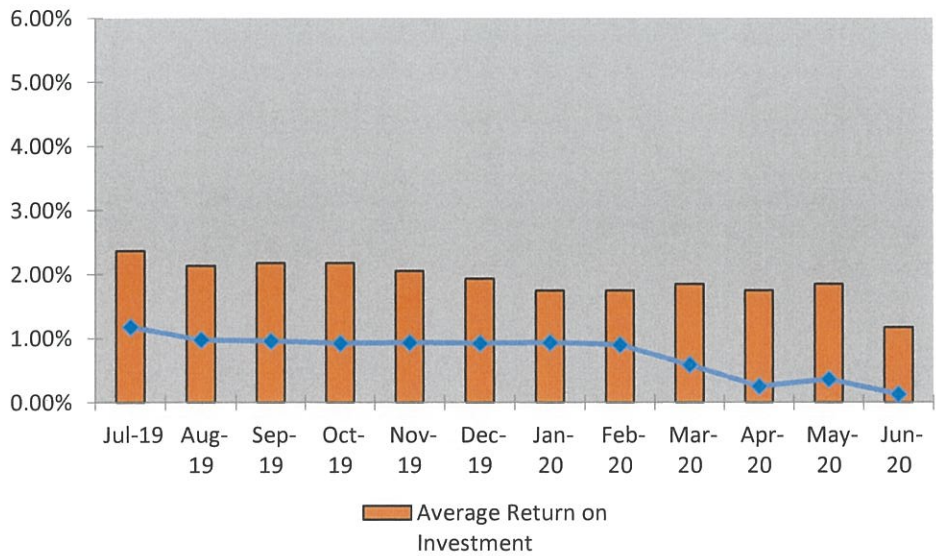
60 Day Term Deposit Performance Against BBSW Index



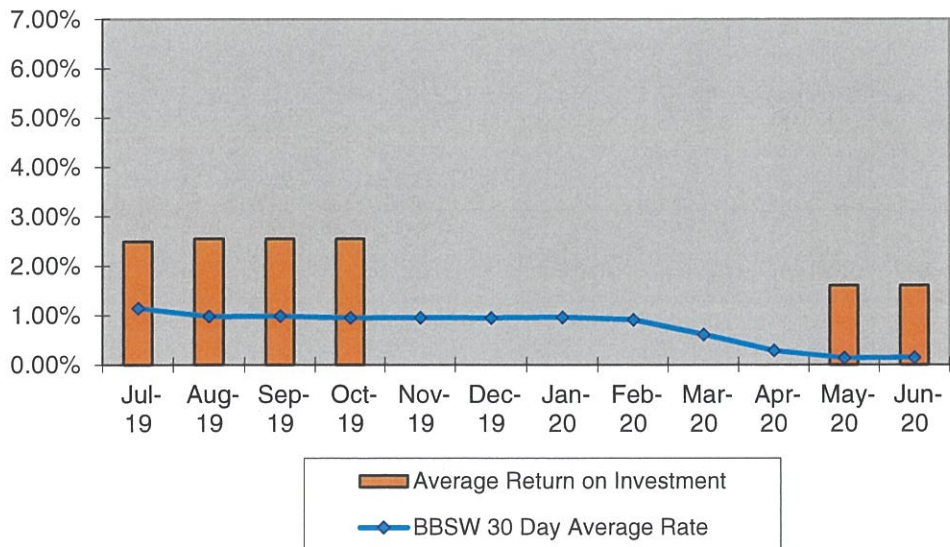
90 Day Term Deposit Performance Against BBSW Index



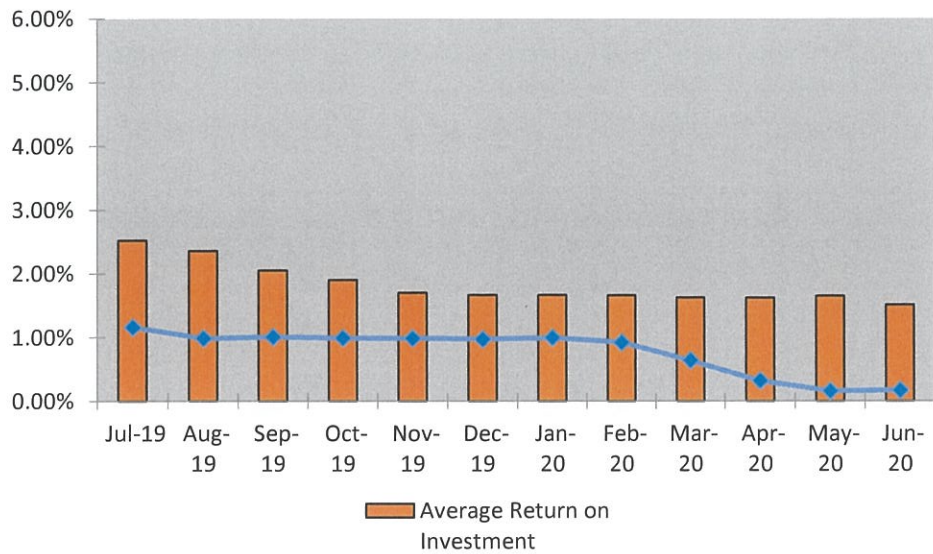
120 Day Term Deposit Performance Against BBSW Index



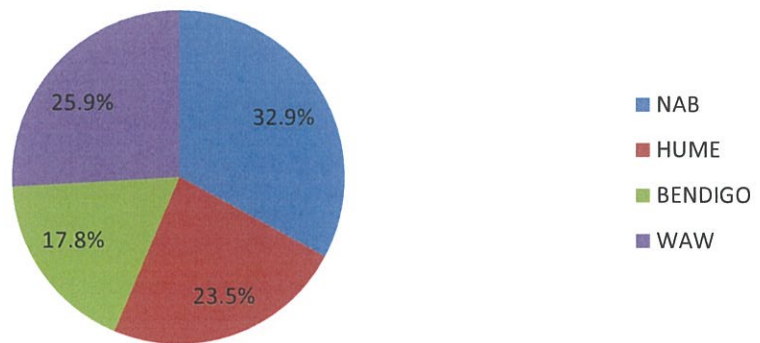
150 Day Term Deposit Performance Against BBSW Index



180 Day Term Deposit Performance Against BBSW Index



INVESTMENT DISTRIBUTION



Applications Approved



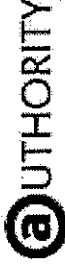
c_dm073 **06/07/2020**
Approved Between 1/06/2020 and 30/06/2020

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2016/77	Applicant: A C Kotzur Commercial & Short ST WALLA WALLA Lot: 123 DP: 739198 Lot: 12 DP: 609699 Lot: 11 DP: 609699 Lot: 11 DP: 5496 Lot: 12 DP: 5496 Lot: 14 DP: 5496 Lot: 15 DP: 5496 Lot: 16 DP: 5496 Lot: 17 DP: 5496 Lot: 1 DP: 256922 Lot: 1 DP: 726180 Lot: 1 DP: 517426 Lot: 2 DP: 517426 Lot: 19 DP: 5496 Lot: 18 DP: 5496 Lot: 1 DP: 1006547 Lot: 1 DP: 256921 Lot: A DP: 401453 Lot: 1 DP: 45455	Subdivision and Bounday Adjustment - As Modified	\$0	6/02/2020	Approved	4/06/2020	64	56	64
DA/2020/33	Applicant: Greater Hume Council Millswood RD HOLBROOK Lot: 13 DP: 1185262	5 Lot Subdivision	\$0	26/03/2020	Approved	26/06/2020	93	0	93
DA/2020/34	Applicant: Greater Hume Council 32 Jarick WY JINDERA Lot: 113 DP: 1238348 Lot: 102 DP: 1238348	7 Lot Subdivision	\$0	26/03/2020	Approved	3/06/2020	70	0	70



Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2020/40	Applicant: D Upadhyay 73-75 Albury ST HOLBROOK Lot: 1 Sec: 13 DP: 758522 Lot: 2 Sec: 13 DP: 758522	New Motel	\$1,200,000	3/04/2020	Approved – Councillors	67	9	67
DA/2020/49	Applicant: S Zurek 123-129 Albury ST HOLBROOK Lot: 2 DP: 204191	Change of Use - Hairdressing & Beauty Salon	\$0	29/04/2020	Approved	16	27	16
DA/2020/57	Applicant: ASDA Sheds & Garages 11 Edward ST WOOLMARGAMA Lot: 9 Sec: 16 DP: 759118	New Shed	\$49,096	11/05/2020	Approved	8	17	8
DA/2020/61	Applicant: M Chandler 35 Anvil RD JINDERA Lot: 323 DP: 1242303	New Shed	\$40,000	13/05/2020	Approved	7	38	7
DA/2020/62	Applicant: D G Lewis 18-20 Bardwell ST HOLBROOK Lot: 5 Sec: B DP: 4512 Lot: 6 Sec: B DP: 4512	New Shed & Tank	\$30,000	13/05/2020	Approved	20	0	20
DA/2020/64	Applicant: Gray Building & Construction 102 Albury ST HOLBROOK Lot: 11 DP: 2326	New Shed	\$16,694	18/05/2020	Approved	19	0	19
DA/2020/65	Applicant: Gray Building & Construction 79 Howlong RD BURRUMBUTTOCK Lot: 6 DP: 248452	New Shed	\$14,687	18/05/2020	Approved	19	0	19

Applications Approved



c_dm073

Approved Between 1/06/2020 and 30/06/2020

06/07/2020

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DAI/2020/68	Applicant: V M Elliott 30 Munro ST CULCAIRN Lot: 10 Sec: 32 DP: 9695	New Shed & Shipping Container	\$20,000	22/05/2020	Approved	21	0	21
DAI/2020/69	Applicant: S L Wiesner 3 Spring ST HOLBROOK Lot: 2 DP: 1251426	New Shed	\$24,000	22/05/2020	Approved	16	6	16
DAI/2020/74	Applicant: Dennis Family Homes 16 Fourth ST HENTY Lot: 190 DP: 13288	New Dwelling and Garage	\$337,494	27/05/2020	Approved	21	0	21
DAI/2020/75	Applicant: Dennis Family Homes 21 Macinnes ST HOLBROOK Lot: 15 Sec: B DP: 5364	New Dwelling and Garage	\$364,903	27/05/2020	Approved	15	6	15
DAI/2020/78	Applicant: S D Collins Billabong ST WALBUNDRIE PLT: 25 DP: 753763	Change of Use to on Premises Cafe	\$0	3/06/2020	Approved	15	0	15
DAI/2020/80	Applicant: Steelcorp Building Systems 340 Morrice LA MULLENGANDRA Lot: 4 DP: 285264	New Farm Storage Shed	\$56,550	3/06/2020	Approved	11/06/2020		
DAI/2020/81	Applicant: G J Gardner Homes 122 Creek ST JINDERA Lot: 181 DP: 700888	New Dwelling	\$383,905	3/06/2020	Approved	23/06/2020		
DAI/2020/82	Applicant: Habitat Planning 80 Creek ST JINDERA Lot: 80 DP: 1088577	Demolition of Community Centre Building	\$0	3/06/2020	Approved	24/06/2020		

ANNEXURE 7

Applications Approved



c_dm073

Approved Between 1/06/2020 and 30/06/2020

06/07/2020

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2020/83	Applicant: C J Parker 89 Creek ST JINDERA Lot: 1 DP: 1167837	Change of Use	\$20,000	3/06/2020	Approved	10	0	10
DA/2020/84	Applicant: Peter Bowen Homes 13 Cade CT JINDERA Lot: 7 DP: 1249885	New Dwelling and Garage	\$403,700	4/06/2020	Approved	21	0	21
DA/2020/86	Applicant: Acespan Industries 11 Klinberg RD JINDERA Lot: 11 DP: 1106221	Shed Alterations & Additions	\$16,626	5/06/2020	Approved	17	8	17
DA/2020/90	Applicant: Phil Wilkins Building Design 6 Enterprise DR HOLBROOK Lot: 11 DP: 1185262	Shipping Container	\$3,500	17/06/2020	Approved	5	3	5
CDC/2020/22	Applicant: B N Schlig 147 Greenwood RD GEROGERY Lot: 58 DP: 753339 Lot: 1 DP: 728286	Dwelling Alterations & Additions	\$70,000	22/05/2020	Approved	5	6	5
CDC/2020/26	Applicant: Trentwood Homes 44 Gardenia PL JINDERA Lot: 804 DP: 1219301	New Dwelling and Garage	\$600,675	1/06/2020	Approved – Private Certifier	1	0	1
CDC/2020/27	Applicant: Shed Boss 2/131 Urana ST JINDERA Lot: 2 SP: 77981	New Portico	\$5,481	9/06/2020	Approved	10	0	10
CDC/2020/28	Applicant: J L Burns 217 Bloomfield RD BURRUMBUTTOCK Lot: 18 DP: 753753	New Swimming Pool	\$44,376	5/06/2020	Approved – Private Certifier	1	0	1

ANNEXURE 7

c_dim073

Approved Between 1/06/2020 and 30/06/2020

06/07/2020

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
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Report Totals & Averages

Total Number of Applications : 26

Total Estimated Cost : 3,701,687.00

Average Elapsed Calendar Days: 30.40

Average Calendar Stop Days: 7.04

Average Adjusted Calendar Days: 23.36

Total Elapsed Calendar Days: 760.00

Total Calendar Stop Days: 176.00

Total Adjusted Calendar Days: 584.00

Per

Director Environment & Planning

Greater Hume Shire Council

Andrew Shaw