



Annual Report Guide

Eligible Funding Recipients must provide the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, (the 'Department') with an audited Annual Report by 31 October following the reporting year e.g. 31 October 2024 for the 2023/24 financial year, unless otherwise agreed, in writing, by the Department.

In addition to the below, to be eligible for the final payment within any Program Phase, the related Annual Report must record that all projects listed in the relevant approved Work Schedule are complete.

Annual Report Requirements

- a) A separate Annual Report must be submitted for each Phase and financial year of the LRCI Program (i.e. one phase/year per email submission);
- b) An Annual Report must cover the period 1 July through to 30 June of the relevant financial year;
- c) The Annual Report must include all LRCI funding received, LRCI funding expended or LRCI funding held by Eligible Funding Recipients for this period;
- d) Annual Reports must be submitted using the templates provided by the Department;
- e) Each Phase that is being reported must complete a full set of documents for that Phase;
- f) Annual Reports must be audited by an Appropriate Auditor (National Land Transport Act 2014);
- g) All the documents that form a complete Annual Report must be provided to the Appropriate Auditor to be audited; and
- h) Complete, audited Annual Reports must be received by the Department by 31 October following the reporting year.

Documents you must provide as part of a Complete Annual Report Package:

1. Annual Report Table in **excel**;
2. Annual Report Declaration in **PDF**;
3. Photographic Evidence Template in **PDF**;
4. Chief Executive Officer's Financial Statement in **PDF**; and,
5. The Auditor's Report (full opinion or LRCI Template) signed by an Appropriate Auditor (this can be one report covering all Phases being audited).

Note: all templates are available on the [LRCI Resources](#) page.

Annual Report Table

- A separate Annual Report Table must be completed for each Phase.
- The Annual Report Table must have all sections completed for each project as specified in the Approved Work Schedule for each Phase. A summary of the information required for the Annual Report Template follows:
 - A list of all projects approved in the Council's approved Work Schedule for that Phase. This should be listed in the same order as your Approved Work Schedule;
 - An update on the LRCI funding actually expended for each project for the financial period (**Note:** do not report cents, whole dollars only – rounded as required);
 - An update on the construction start and end dates (These dates should be the most recent forecast, which may differ from the dates provided in the approved Work Schedule);
 - Project status: 'not yet started', 'underway', 'complete'; and
 - The most recent jobs forecast numbers shown as full time equivalent.
- The completed Annual Report Table must be submitted in **Excel** format.
 - Note:** An Annual Report table submitted as a PDF will not be accepted.
- The Annual Report Table has been provided in Microsoft Excel to enable the use of a dropdown list with defined categories.
- The columns *Project Status*; *Work category*; *Outcome category*; and *Indigenous employment or Business use* have drop down categories to select from. An explanation of each category can be found in the *Definitions and Lists* tab.
- The drop-down category list can be accessed by clicking the cell of the relevant column, and selecting the downwards arrow that appears to the right of the cell.
- The Annual Report Table requests data on the project location, Indigenous employment or business use, and the use of recycled materials.

Annual Report Declaration

- An Annual Report Declaration must be completed for each Phase and financial year.
- The Annual Report Declaration must be signed by the Chief Executive Officer/Chief Financial Officer or a Council Officer with an equivalent financial position within the organisation.
- The Declaration must be signed and dated prior to submission to the Auditor for their opinion.

Photographic evidence of completed projects

- Where approved projects have commenced construction or have been completed during the relevant financial year, photographic evidence for each project must be provided with your Annual Report.
- The photos must be compiled into one Word document for each Phase and financial year. Each photo must be labeled with the relevant project name.

Tip: once the template is complete, please convert to PDF and send as an attachment. This will ensure file size is not blocked by email server.

Chief Executive Officer's Financial Statement

A Chief Executive Officer's Financial Statement must be in the form specified by the Department and must include the following:

- **LRCI Nominal Funding Allocation:** This is the nominal grant funding allocated to the Eligible Funding Recipient for each Phase. The Nominal Funding Allocation can be found under Section D of the approved Grant Agreement or in the eligible funding recipient's approved Work Schedule.
- **LRCI Funding Received:** Eligible Funding Recipients should enter the total LRCI Grant Funding they have received from the Department for that Phase during the financial year.
- **LRCI Funding Expended:** This is the actual LRCI program funds expended by the Eligible Funding Recipient on all approved projects in the Phase Approved Work Schedule during the financial year. This number should only include LRCI Program funding. Any additional Council or third party contributions, such as a state or territory government must be declared under the section: Own Source Expenditure (if requested on the template).
- **Underspend:** where council has not expended the full **Nominal Funding Allocation** by:
 - **30 June 2024** for Phases 1, 2 and 3 where an extension has not been granted;
 - **30 June 2025** for Phase 4 or Phase 1, 2 and 3 where an extension has been grantedthe underspend must be acknowledged as Final payment will be reduced by the underspend amount.

Auditor's Report Requirements

The Department requires that Eligible Funding Recipients also engage the auditor to consider the appropriateness of accounts and keeping of records that relates to and funding received during the financial year being reported on.

You must submit a report in writing and signed by an Appropriate Auditor stating whether, in the auditor's opinion:

- the Chief Executive Officer's Financial Statement is based on proper accounts and records;
- the Chief Executive Officer's Financial Statement agrees with the accounts and records; and
- the expenditure provided under the LRCI Program has been spent on Eligible Projects approved under the LRCI Program is based on, and in agreement with, proper accounts and records.

Submitting a complete Annual Report Package

- Annual Report Packages must be submitted to the Department via email to:
LRCIP@infrastructure.gov.au
- When submitting an Annual Report Package, please use the email subject line:
[State] - [Council Name] - [Phase] - [Financial Year] - Annual Report.

Note: Where a full Annual Report Package is not provided in the first instance, LRCI Grant Management will conduct an initial follow-up. Annual Reports cannot be progressed for assessment until all information is provided.

Glossary

Term	Definition
Actual Expenditure	The amount of grant funding spent (actual expenditure) calculated using accrual accounting for the financial year being reported on.

Construction Start Date	The (estimated or actual) start date for the project.
Construction End Date	The (estimated or actual) end date for the project.
Department	The Department of Infrastructure, Transport, Regional Development and Communications
Eligible Funding Recipient	The organization (i.e. council) that is eligible to receive funding under the LRCI Program.
Full Time Equivalent (FTE)	<p>Calculation of estimated number of full-time equivalent (FTE) jobs. A full-time employee is defined as working 75 hours per fortnight.</p> <p>To calculate the number of FTE, Eligible Funding Recipients will need to convert part-time employees to a Full Time Equivalent.</p> <p>e.g. Five workers will be working on a project. These workers will be employed full-time at 75 hours per fortnight. Two workers will be employed part-time at 20 hours per fortnight. To determine the FTE of the part-time workers, the calculation would be: $2 * (20/75) = 0.53$ FTE</p> <p>TOTAL FTE = 3 full time workers + 0.53 FTE = 3.53.</p>
Appropriate Auditor	<p>An Appropriate Auditor is defined by the National Land Transport Act 2014.</p> <p>"Appropriate Auditor" means:</p> <ol style="list-style-type: none"> a) in relation to a person or body whose accounts are required by law to be audited by the Auditor General of a State <ul style="list-style-type: none"> — the Auditor General of the State; or b) in relation to a person or body whose accounts are required by law to be audited by the Auditor General of the Commonwealth <ul style="list-style-type: none"> —the Auditor General of the Commonwealth; or c) in relation to any other person or body <ul style="list-style-type: none"> —a person (other than a director, officer or employee of the person or body) who is: <ol style="list-style-type: none"> (i) registered as a company auditor or a public accountant under a law in force in a State; or (ii) a member of the Institute of Chartered Accountants in Australia or of the Australian Society of Accountants.
Nominal Funding Allocation	The maximum funding that an Eligible Funding Recipient can access under the LRCI Program for Eligible Projects.
Eligible Construction Time Periods	<p>Phase 1: 01 July 2020 – 30 June 2024.</p> <p>Phase 2: 01 January 2021 – 30 June 2024.</p> <p>Phase 3: 03 January 2022 – 30 June 2024</p> <p>Phase 4: 01 July 2023 – 30 June 2025.</p>