



Australian Government

**Department of Infrastructure,
Transport, Regional Development,
Communications and the Arts**

COVID-19 Local Roads and Community Infrastructure Program Guidelines – Phase 2

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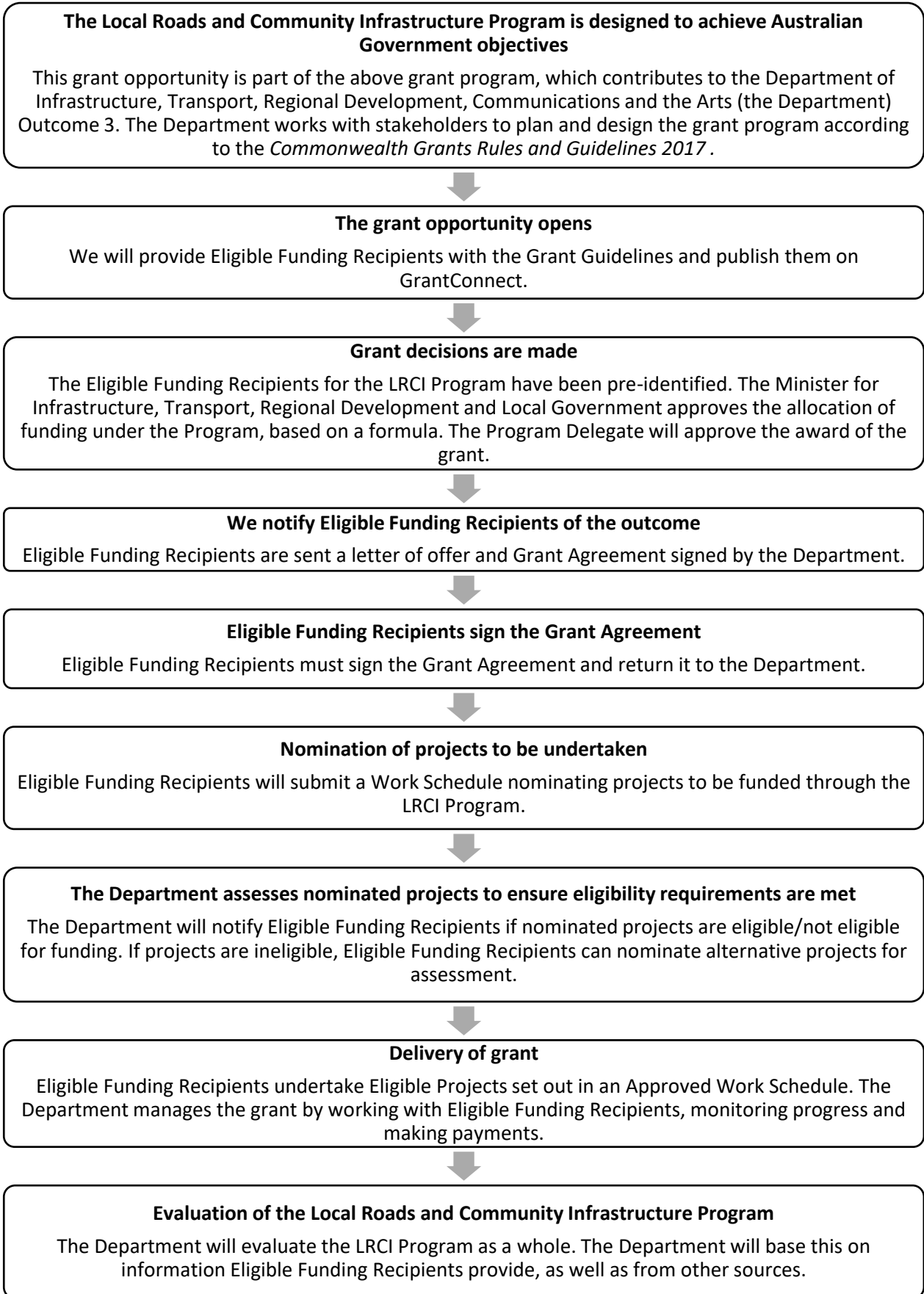
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1	14 December 2020	N/A	N/A
2	9 May 2022	General	<ul style="list-style-type: none"> Amendments to dates to accommodate program date extension to 30 June 2023 and project completion date extended to 30 June 2022. Departmental contact details updated
		5.2 Projects must be additional to existing work plans	Amended to clarify arrangements for projects brought forward.
		5.3 Eligible Construction Time Period	Amended to clarify when extensions will be considered.
		9.1 The grant agreement	Amended to clarify grant agreement administration.
		9.1 How we pay the Grant	Revision of terminology for payment milestones to Progress and Final instalment. Added guidance to clarify administration arrangements.
		11 Reporting requirements	Added guidance to clarify administration arrangements for Annual and Final Reports, Audited Financial Statements and repayment following reconciliation.
3	24 March 2023	General	Amendments to dates to accommodate program date extension to 31 December 2024 and project completion date extended to end 30 June 2023.
		5.3 Eligible Construction Time Period	Amended to remove option to seek extension.
		5.4 What the grant money cannot be used for	Added example on reporting documentation.
		6.1. Who will approve grants?	Amended to identify the Program Delegate as a decision maker.
		9.2 How we pay the Grant	Added guidance to clarify administration arrangements.
		11 Reporting requirements	Amended to clarify final report/acquittal process and requirements.
		12.5 Media releases	Extended notice time frame to 5 days.
		12.6 Signage	Extended signage duration to 12 months after completion.
		12.7 Project Events	Added notice requirements for events.
4	8 January 2024	General	<ul style="list-style-type: none"> Added document change log Reformatted and updated Table of Contents Updated weblinks and contact details Removed duplicate content Editorial amendments for clarity and to align with other phase guidelines Sections added to deal with administration of variations and extensions (9.1.1; 9.1.4; 9.1.5)
		6.1. Who will approve grants?	Updated and amended for clarity. Definition of Program Delegate added to Glossary.
		12.4 Public acknowledgement	<ul style="list-style-type: none"> Consolidated and amended for clarity. Updated from local Federal MP to Australian Government Representative Removed requirement to retain signage 12 months after completion Extended notice time frame for events to 4 weeks.

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1 Local Roads and Community Infrastructure Program Process



1.1 Introduction

These Grant Opportunity Guidelines (or Program Guidelines) provide information for Phase 2 of the Local Roads and Community Infrastructure (LRCI) Program. These Guidelines apply to administration of Phase 2 of the LRCI Program only.

This document sets out:

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

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

2 About the grant program

The LRCI Program commenced from 1 July 2020 and ends on 30 June 2026. The total Australian Government investment in the Program has been \$3.25 billion across four phases.

Phase 2 of the LRCI Program was announced in November 2020 to extend the program and continue to assist local government organisations to create jobs by delivering priority local road and community infrastructure projects across Australia. Local government organisations are expected to use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

As with Phase 1 of the LRCI Program, local government organisations can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require.

The LRCI Program is a demand driven (eligibility based) grant program delivered under Outcome 3.2 of the Department's Portfolio Budget Statement:

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

The objective of Phase 2 of the LRCI Program is to protect and create jobs by stimulating additional infrastructure construction activity in communities across Australia.

The intended outcomes of Phase 2 of the LRCI Program are to:

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

The Department administers the LRCI Program according to the <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf> Commonwealth Grants Rules and Guidelines 2017 (CGRGs).

3 Grant amount and grant period

The Australian Government committed a total of \$1 billion in funding to Phase 2 to extend the LRCI Program. Eligible Funding Recipients are able to receive a proportion of this funding amount called a 'Phase 2 Allocation' from 1 January 2021.

The formula used to determine the Phase 2 Allocations will comprise of two parts with the following weighting, added together:

- one third of the allocation calculated using the existing LRCI formula (based on the Roads to Recovery Program (R2R)); and
- two thirds of the allocation based on council population size.

Population was calculated using the Estimated Regional Population by Local Government Area data provided by the Australian Bureau of Statistics (28 August 2020). Where there was an insufficient breakdown to the level of Eligible Funding Recipients under this program (for example in relation to Christmas, Cocos and Norfolk Islands) the 2019 population was attributed to the component areas using percentages derived from 2016 Census data.

The formula has been consistently applied to determine the Phase 2 Allocation of each Eligible Funding Recipient under the LRCI Program.

Phase 2 of the LRCI Program commenced on 14 December 2020 and ends on 31 December 2024. Project construction activity is required to be physically completed by 30 June 2024.

Eligible Funding Recipients are required to have in place an executed Grant Agreement in relation to their 'Nominal Funding Allocation' under Phase 1 of the LRCI Program before receiving a letter of offer and Grant Agreement for Phase 2 (see section 4.3).

3.1 Phase 2 – 'use it or lose it' principle

If an Eligible Funding Recipient has not:

- nominated projects and submitted to the Department a work schedule that utilises the whole of their Phase 2 Allocation by 30 April 2024; or
- reallocated savings related to an approved project to another project before 30 June 2024; then

the Australian Government has the right to not pay the amount of the Phase 2 Allocation not applied for or reallocated to a project in the work schedule by the Eligible Funding Recipient.

4 Eligibility criteria

Only Eligible Funding Recipients are able to participate in Phase 2 of the LRCI Program. Eligible Funding Recipients will receive a letter of offer to participate in Phase 2 of the LRCI Program. A list of Eligible Funding Recipients and their funding allocation is available on the Department's website.

4.1 Who is eligible for a grant?

The Eligible Funding Recipients for this grant program have been pre-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 not yet 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.

4.2 Who is not eligible for the grant program?

Organisations are not eligible to receive grant funding under 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.

4.3 Eligibility linked to Phase 1

Eligible Funding Recipients will need to have in place an executed Grant Agreement in relation to their 'Nominal Funding Allocation' under Phase 1 of the LRCI Program before receiving their letter of offer and Grant Agreement for Phase 2. If the Eligible Funding Recipient does not have in place an executed Grant Agreement under Phase 1, the Eligible Grant Recipient will not be eligible to receive any amount of the Phase 2 Allocation.

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 the following sections and deliver benefits to the community.

5.1 Eligible grant activity

5.1.1 Local Roads Projects

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes. This could include projects involving any of the following associated with a road:

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

5.1.2 Community Infrastructure Projects

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

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

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

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

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

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);
- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

5.1.3 Other Public Land

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

5.2 Maintaining overall capital expenditure

As an economic stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using their own funds.

Under Phase 1, LRCI funds could not be used on existing projects. Given the timing of funding under Phase 2 and taking into account that Eligible Funding Recipients may not yet have confirmed future infrastructure spending, the additionality principle, that applied to Phase 1, has been modified for Phase 2.

Under Phase 2, Eligible Funding Recipients are required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their capital

spending level for the relevant financial years within the Eligible Construction Time Period. The focus on overall capital spending in Phase 2 provides Eligible Funding Recipients with greater flexibility to set and deliver the infrastructure priorities in their communities.

Proof of maintaining capital expenditure will be a requirement for an Eligible Funding Recipient to receive their full Phase 2 Allocation. The Department will consider, in exceptional circumstances, exemptions to this requirement.

5.3 Co-contributions

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

An Eligible Funding Recipient using co-contributions for a project also needs to meet the conditions of other funding programs from which funds are sourced (i.e. a state program). Eligible Funding Recipients are responsible for determining if the funding conditions of another program would not permit the use of LRCI Program funding towards that project.

5.4 Eligible Construction Time Period

Construction activity on Eligible Projects must be undertaken between 1 January 2021 and 30 June 2024. This is the Eligible Construction Time Period (ECTP).

5.5 Combined Projects - LRCI Phase 1 and Phase 2 projects

Eligible Funding Recipients can nominate projects that utilise LRCI funding from both Phase 1 and Phase 2, but will need to demonstrate that the project is eligible under the respective program guidelines for each phase.

Eligible Funding Recipients can nominate later stages of projects that are already receiving funding under the LRCI Program, provided that the component funded under Phase 1 is not amended without approval by the Department and maintains its eligibility under the relevant program guidelines.

Eligible Funding Recipients are also able to submit projects previously nominated under Phase 1 that were not approved as meeting the eligibility requirements under the relevant program guidelines, but may be eligible under these Guidelines for Phase 2.

5.6 What the grant money cannot be used for

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

The following are examples of Ineligible Projects and Ineligible Expenditures:

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

- 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?

A grant will only be awarded to organisations defined in these Guidelines as an Eligible Funding Recipient. The grant award is approved by the Program Delegate by executing a Grant Agreement.

The Program Delegate will also decide whether projects nominated or varied in a Work Schedule are Eligible Grant Activity as defined in these Guidelines.

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

- the approval of an Eligible Project and Work Schedule;
- the acceptance of a report;
- the amount and release of payments.

There is no appeal mechanism for the Program Delegate's decision to approve or not approve a project, Work Schedule, report and/or payment.

7 Letter of offer process

Eligible Funding Recipients will receive an offer to participate in Phase 2 of the LRCI Program. This offer will:

- a) specify the Phase 2 Allocation;
- b) be in the form of a Grant Agreement that sets out the terms and conditions of Phase 2 of the LRCI Program executed by the Commonwealth;
- c) provide information on the submission of Work Schedules.

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

Any alterations and 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.

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.

8 Notification of outcomes

Eligible Funding Recipients will receive a letter of offer to participate in Phase 2 of the LRCI Program and a Grant Agreement.

9 Successful grantees

9.1 The grant agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Commonwealth by signing the Grant Agreement. The Grant Agreement used for Phase 2 of 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.

To accept the offer, the Eligible Funding Recipient must:

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

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

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

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

9.1.1 Grant agreement extensions

We recognise that unexpected events may affect funding recipient progress in delivering their work schedule and prevent projects being complete by the end of the ECTP on 31 June 2024.

The Program Delegate may approve an extension to the grant agreement provided:

- the Funding Recipient requests the extension at least two (2) months before the ECTP end date (by 30 April 2024);
- the extension will allow for completion of construction of one or more existing projects in the Approved Work Schedule (an extension may not be granted to enable new projects to be scheduled and funded);
- it can be demonstrated that the delays in delivery occurred as a consequence of exceptional circumstances, including but not limited to supply chain issues, labour shortages, and extreme weather events; and
- the extension is for no more than twelve (12) months to the ECTP and Grant Agreement end date (i.e. extensions will not be granted beyond 31 June 2025).

Eligible Funding Recipients can contact the Department by email to LRCIP@infrastructure.gov.au to request a grant agreement extension.

You should not assume that an extension request will be successful. The Program Delegate will consider your request and review any required changes based on provisions in the grant agreement, including relating to reporting requirements, and to ensure the changes do not impact the grant program achieving its outcomes as set out in these guidelines.

9.1.2 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 will need to have an Approved Work Schedule for Phase 1 of the LRCI Program before a Work Schedule will be approved for Phase 2 of the LRCI Program. Eligible Funding Recipients may submit a draft Work Schedule for Phase 2 while they are awaiting a decision on approval of their Work Schedule for Phase 1.

Eligible Funding Recipients are required to submit a draft 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 Eligible Funding Recipient proposes to undertake:

- project description, including details of how the project meets the eligibility requirements detailed in these guidelines;
- proposed timeframes for the project, including construction commencement date and estimated construction completion date;
- detail of any conflicts of interest and management actions to manage these conflicts;
- the amount of grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure; 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 own workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Project management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated with Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

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 draft Work Schedule when or after they return their signed Grant Agreement, however failure to promptly return a Work Schedule will result in release of grant funds being delayed.

The total amount of grant funding sought under a draft Work Schedule cannot exceed the amount of the Phase 2 Allocation specified in the Grant Agreement.

9.1.3 Approval of a Work Schedule

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

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

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

The Program 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.

9.1.4 Variation of a Work Schedule

Funding recipients may request a variation to their work schedule at any time before 30 April 2024.

If a variation is only required to amend the construction start or end date of an Approved Project within the ECTP, this can be requested by notifying the Department of the new dates by email. For more substantive variations, including:

- multiple projects;
- an increase or decrease in total project cost, including co-contribution amounts;
- an increase or decrease in project scope of works;
- removal of an approved project; or
- nomination of a new project for approval,

Eligible Funding Recipients are required to resubmit their most recently Approved Work Schedule with edits and annotations showing the requested changes. A copy of the Approved Work Schedule in Microsoft Word, amended with track changes, should be emailed to LRCIP@infrastructure.gov.au for assessment.

Refer section 9.1.1 above in regard to amending the construction start or end date of an Approved Project beyond the ECTP.

9.1.5 Assessment and approval of variations

All variation requests will be assessed by departmental officers to ensure all eligibility criteria is met. The Program Delegate will provide final approval of all variations.

The time frame for variation assessment and approval can be up to four (4) weeks (provided all information is provided and correct in the first instance). If information is missing or unclear, we will be in contact to rectify the issue. Note this may delay approval.

You should not assume that a variation request will be approved. Eligible Funding Recipients must not proceed with works on projects that are subject to a work schedule variation request until it has been approved by the relevant Program Delegate and you are notified by the Department. If an Eligible Funding Recipient starts or continues work on a project that is pending approval of a variation request, and the project is not approved for funding, the Department will not be responsible for Eligible Funding Recipient's expenditure on the project.

9.2 How we pay the Grant

Table 1 - Grant Payment Overview

Payment milestone	Grant payment date	Amount
<p>First Instalment</p> <p>Work Schedule approval payment</p>	<p>After 1 January 2021 and following nomination and approval of a work schedule that includes projects with program funding totaling 50 per cent or more (or 70 per cent of more for Low Value Grants) of their Phase 2 Allocation.</p>	<p>The first payment will be equal to 50 per cent of an Eligible Funding Recipient’s Phase 2 Allocation, unless the Eligible Funding Recipient is the recipient of a Low Value Grant.</p> <p>For Low Value Grants, Eligible Funding Recipients will receive 70 per cent of their Phase 2 Allocation in their first instalment.</p>
<p>Progress Instalments</p> <p>Eligible Funding Recipients can receive multiple progress payments.</p>	<p>Within four (4) weeks of the Department’s acceptance of a Complete and accurate Quarterly Report</p>	<p>A Progress Instalment will be equal to the Eligible Funding Recipient’s:</p> <ul style="list-style-type: none"> • actual expenditure until the end of the period covered by the relevant Quarterly Report; and • projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter; <p>less:</p> <ul style="list-style-type: none"> • received instalments; and • 10 per cent of the Phase 2 Allocation. <p>For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds at the time of a Quarterly Report being submitted provided they also submit completed acquittal documentation (Final Report).</p>
<p>Final payment</p>	<p>Within sixteen (16) weeks of the Department’s acceptance of a complete and accurate Annual or Final Report and decision to release the final instalment.</p>	<p>The Final Instalment will equal the smaller of:</p> <ul style="list-style-type: none"> • the residual amount of an Eligible Funding Recipient’s Phase 2 Allocation; or • the total eligible expenditure under Phase 2; <p>less:</p> <ul style="list-style-type: none"> • instalments paid to date.

9.2.1 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 Program Delegate, provided this date is after 1 January 2021.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient’s Phase 2 Allocation.

To receive a first payment an Eligible Funding Recipient must have nominated projects with a total program funding value of more than 50 per cent of their Phase 2 Allocation (or 70 per cent for Low Value Grants).

9.2.2 Low Value Grants

A Low Value Grant is a Phase 2 Allocation under \$500,000. In application of the proportionality principle, different requirements relating to Instalments and Reporting apply to these grants.

For a Low Value Grant, the process for Work Schedule approval is the same as detailed above. However, Low Value Grant recipients can receive 70 per cent of their Phase 2 Allocation as their First Instalment provided they have nominated projects at a total program funding value of 70 per cent or more of their Phase 2 Allocation.

9.2.3 Progress instalments

The Program Delegate will decide whether to approve release of a Progress Instalment on the basis of:

- the Department's assessment of, and the information provided in relevant Quarterly Report/s;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; and
- consideration of other relevant information.

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

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

The payment value for a Progress Instalment will equal:

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

less:

- funding already received; and
- 10 per cent of the Phase 2 Allocation.

9.2.4 Final instalment

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

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- acceptance of a complete Final Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information.

The Final Instalment will be the lesser of the residual amount of an Eligible Funding Recipient's Phase 2 Allocation and the total actual expenditure.

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

The Final Instalment will be paid within 16 weeks of the Delegate's decision to release the grant payment.

9.3 Grant payments and GST

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

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

10 Announcement of grants

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

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

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

11 Reporting requirements

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

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

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

11.1 Quarterly reports

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

Quarterly Reports must be submitted per the timeframes in **Table 2 – 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 progress instalments of grant funds.

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 January 2021 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 supported by the grant funding.

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

If an Eligible Funding Recipient has expended their Phase 2 Allocation or returned any unspent grant funding, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports but will still be required to provide an Annual Report. An Eligible Funding Recipient can submit their Final Report to access their final instalment at this time.

For a Low Value Grant, if the Eligible Funding Recipient has expended their Phase 2 Allocation or returned any unspent grant funds, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports. An Eligible Funding Recipient with a Low Value Grant can file acquittal documentation (Final Report) at this time.

Table 2 –Quarterly reports

Lodgment period for Quarterly Reports	Quarter: Actual expenditure period	Quarterly Report
1–30 April 2021	1 January 2021 – 31 March 2021	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 July 2021	1 April 2021 – 30 June 2021	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
2020/2021 Annual Report by 31 October 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	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 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	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2022	1 January 2022 – 31 March 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1-31 July 2022	1 April 2022 – 30 June 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
2021-22 Annual Report by 31 October 2022	1 July 2021 – 30 June 2022	Annual Report Actual expenditure, funds received and eligible project updates from 1 July 2021 to 30 June 2022.
1–31 October 2022	1 July 2022– 30 September 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
2021-22 Annual Report by 31 October 2022	1 July 2021 – 30 June 2022	Annual Report Actual expenditure, funding received and eligible project updates from 1 July 2021 to 30 June 2022.
1-31 October 2022	1 July 2022 – 30 September 2022	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 quarters.

1–31 January 2022	1 October 2022 – 31 December 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2023	1 January 2023 – 31 March 2023	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1-31 July 2023	1 April 2023 – 30 June 2023	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
2022-23 Annual Report by 31 October 2023	1 July 2022 – 30 June 2023	Annual Report Actual expenditure, funds received and eligible project updates from 1 July 2022 to 30 June 2023.
1–31 October 2023	1 July 2023– 30 September 2023	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2023	1 October 2023– 31 December 2023	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2024	1 January 2023 – 31 March 2024	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1-31 July 2024	1 April 2024 – 30 June 2024	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
2023-24 Annual Report by 31 October 2024	1 July 2023 – 30 June 2024	Annual Report Actual expenditure, funds received and eligible project updates from 1 July 2023 to 30 June 2024.
2024-25 Annual Report by 31 October 2025	1 July 2023 – 30 June 2024	Annual Report Actual expenditure, funds received and eligible project updates from 1 July 2024 to 30 June 2025.

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 Annual reports

11.2.1 Phase 2 annual report for the 2020/2021 financial year

Under the Program Guidelines for Phase 1 of the LRCI Program, Eligible Funding Recipients are required to submit an Annual Report for the 2021/2022 Financial Year. The report must be signed by an appropriate auditor, and must contain the auditor's opinion on the Eligible Funding Recipient's preparation of financial statements and their accounts and records.

In meeting the audit requirements for the Annual Report, the Department requires that Eligible Funding Recipients also engage the auditor to consider the appropriateness of accounts that relates to any Phase 2 Funding received during the 2020/2021 Financial year.

11.2.2 Phase 2 annual reports

The Phase 2 Annual Reports are to be audited and submitted to the Department no later than 31 October following the financial year to which they relate. Where an Eligible Funding Recipient has Approved Work Schedules under multiple LRCI Phases, all Annual Reports are to be submitted concurrently, unless agreed by the Department.

The Annual Report will need to be in the manner and form specified by the Department in the Annual Report Guidance document.

The report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the related 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 and signed 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 Phase 2 nominal funding allocation of the Eligible Funding Recipient;
 - ii. The Phase 2 grant payments the Eligible Funding Recipient received in the financial year;
 - iii. The amount spent by the Eligible Funding Recipient during the financial year;
 - b) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.
4. Photographic evidence of all approved projects. The infrastructure investment signage must be included where practicable.

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.

11.3 Audited financial statements

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

- i. the Chief Executive Officer's financial statement included with the Annual Report (refer section 11.2) is based on proper accounts and records;
- ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records, including the Final Report provided;
- iii. the expenditure has been on Eligible Projects under the LRCI Program;
- iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

11.4 Final report

Eligible Funding Recipients who completed all of their Phase 2 projects prior to the submission of the Annual Report for the related financial year, can submit a Final Report to access their Final Payment Instalment early.

The submission of a Final Report does not replace the requirement to submit an Annual Report. The Final Report must be included as part of the related financial years Annual Report and must be also be audited by an appropriate auditor at this time.

The Final Report must be submitted in the manner and form stipulated by the Department, and must contain the following:

1. A declaration confirming that all the projects are completed within the Eligible Construction Time Period.
2. The construction commencement and completion dates for each project, including any delays contributing to the completion of the project (e.g. supply chain issues).
3. The LRCI Actual Expenditure and Total Project Costs for each project listed on the Eligible Funding Recipient's most recently approved work schedule. Note: These figures may vary from the amount approved on the work schedule. The LRCI Actual Expenditure must be calculated on accrual basis.
4. The outcome achieved for each project. Detail any community feedback (e.g. improvements to accessibility, greater use of facilities, increase in tourism etc.)
5. Photographic evidence of all projects completed using grant payments

11.5 Reconciliation process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects listed on an Approved Work Schedule, they will be required to repay that amount to the Department within four weeks of receiving such a request.

If construction activity for a particular project cannot be completed within the Eligible Construction Time Period, an Eligible Funding Recipient may be required to repay the total LRCI funding for that project to the Department within four weeks of receiving such a request.

Eligible Funding Recipients may apply to the Program Delegate seeking waiver of this repayment requirement. This request for waiver should be in the manner and form stipulated by the Department.

11.6 Compliance visits and record keeping

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

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

- copies of any or all of the records referred to in this subsection; and
- photographs of projects completed using grant payments.

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

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

11.7 Fraud

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

11.8 Specific legislation, policies and industry standards

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

Environment and planning laws

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

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

12 How we monitor your grant activity

12.1 Keeping the Department informed

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

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

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

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

An Eligible Funding Recipient's bank account details for Phase 2 of the LRCI Program is the bank account the Eligible Funding Recipient currently uses for the LRCI Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2024.

12.2 Department contact details

Website: <https://investment.infrastructure.gov.au/about/local-initiatives/local-roads-and-community-infrastructure-program>

Email: LRCIP@infrastructure.gov.au

Mail: Local Roads and Community Infrastructure Grant Program
Department of Infrastructure, Transport, Regional Development, Communications and the Arts
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 projects to assist with this evaluation.

12.4 Public acknowledgement

If an Eligible Funding Recipient proposes to issue any public announcements, media releases, statements, displays, publications or advertising relating to an Eligible Project funded under the LRCI Program, they must:

- acknowledge and give appropriate recognition to the contribution of the Australian Government to that project;
- notify the relevant Australian Government representative and invite them to participate in the public information activity;
- provide a copy of the proposed publication to the Department at least five business days prior to its proposed release (unless otherwise agreed by the Department); and
- obtain the Department's agreement prior to its proposed release.

Further guidance is published and updated from time to time on the Department's website.

12.4.1 Signage

Signage must be erected, in accordance with the Department's Signage Guidelines, for the duration of each LRCI Program funded project in an Approved Work Schedule that is valued at more than \$10,000.

Signage Guidelines are published and updated from time to time on the Department's website.

12.4.2 Project events

If an Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony or any other event in relation to a project funded under the LRCI Program, they must:

- notify the relevant Australian Government representative and invite them to participate in the event;
- notify the Department and provide information about the proposed event at least four weeks prior to the proposed date (unless otherwise agreed by the Department);
- acknowledge and give appropriate recognition to the contribution of the Australian Government to the project during the event.

If the Department, a relevant [Minister for Infrastructure, Transport, Regional Development, Communications and the Arts](#), a member of the Minister's staff or another Australian Government representative (nominated by the Minister or a member of the Minister's staff) accepts an invitation or proposes to participate in an event in relation to a project funded under the LRCI Program, an Eligible Funding Recipient must arrange the event in cooperation with the relevant Australian Government representative.

If the Department, a relevant Minister for Infrastructure, Transport, Regional Development, Communications and the Arts, a member of the Minister's staff, or another Australian Government representative (nominated by the Minister or a member of the Minister's staff) proposes to hold works commencement ceremony, opening ceremony or any other event in relation to a funded

project, an Eligible Funding Recipient will be requested to do so and must arrange the joint Australian Government/Funding Recipient event.

Further guidance is published and updated from time to time on the Department's website.

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 enquiries about the LRCI Program, the Department can be contacted by email to:

LRCIP@infrastructure.gov.au

To make a complaint or provide feedback about the policy, program or services provided by the Department, please write to:

Email: clientservice@infrastructure.gov.au

Mail: Director, Governance Section

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

GPO Box 594

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

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 an Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

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

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

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

13.3 How we manage conflicts of interest

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

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

13.4 Privacy

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

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

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

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

The Department may share information it is provided with other 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 it has been explained why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.
- The Department will not be in breach of any confidentiality agreement if the information is disclosed to:
 - the Minister and other 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.

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

Phone: (02) 6274 7111

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 have informed the scope of the LRCI Program.

These Guidelines have also been influenced by engagement with local councils on projects during Phase 1.

15 Glossary

Term	Definition
administering entity	The entity responsible for the administration of part or all of the grant administration processes.
appropriate auditor	Has the meaning provided in <i>the National Land Transport Act 2014</i> Section 4 - Definitions
Approved Work Schedule	The documented Work Schedule that has been agreed by the Department and approved by the Program Delegate. It details the Eligible Projects for which that the Funding Recipient can use grant money.
Capital Expenditure	The money an Eligible Funding Recipient spends on purchasing and maintaining fixed assets, i.e. infrastructure, roads etc
commencement date	The expected start date for the grant opportunity.
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 Public Governance, Performance and Accountability Act 2013 (PGPA Act).
Commonwealth Grants Rules and Guidelines (CGRGs)	The overarching Commonwealth grants policy framework. Articulates the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
eligibility criteria	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 grantee or organisation who is eligible to receive funding under the LRCI Program.
Eligible Project grant	Projects that meet the requirements contained in section 5 of these Guidelines. 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: under which relevant money ² or other Consolidated Revenue Fund (CRF) money ³ is to be paid to a grantee other than the Commonwealth; and a) 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	The document which sets out the relationship between the parties to the agreement, and specifies the details of the grant.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Phase 2 Allocation	The maximum funding that an Eligible Funding Recipient can access under the LRCI Program for Eligible Projects.
Personal information	Has the same meaning as in the Privacy Act 1988 (Cth) which is: <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
Program Delegate	An official of the Department to whom authority has been delegated to enter into, vary or administer an arrangement or a grant of financial assistance under the LRCI Program. A Program Delegate for the LRCI program is: <ul style="list-style-type: none"> • a Senior Executive Service Band 1 (Assistant Secretary); or • for the purposes of approving a variation to an Approved Work Schedule, an Executive Level 2 (Director) up to a pre-determined financial limit.
Work Schedule	A schedule to the Grant Agreement that documents the projects to be delivered using grant funding 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.