



AGENDA

ROADS COMMITTEE MEETING

TUESDAY, 25 AUGUST 2020

Notice is given that the next Roads Committee Meeting of the Roper Gulf Regional Council will be held on:

Tuesday, 25 August 2020 at 8.30 am
The Roper Room, Roper Gulf Regional Council
2 Crawford Street, Katherine, NT

Your attendance at the meeting will be appreciated.

Phillip LUCK
CHIEF EXECUTIVE OFFICER

PLEDGE

“We pledge to work as one towards a better future through effective use of all resources.

We have identified these key values and principles of Honesty, Equality, Accountability, Respect and Trust as being integral in the achievement of our vision, that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant.”

PRAMIS BLA WI

“Mela pramis bla wek gudbalawei bla meigim futja bla wi wanwei, en bla yusim ola gudwan ting bla helpum wi luk lida.

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisiin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijinul Kaunsul deya maindim en kipbum bla wi pramis, dum wek brabli gudbalawei, en im laibliwan.”

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17 CLOSE OF MEETING

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER	6.1
TITLE	Roads Committee Meeting - 27 May 2020
REFERENCE	943749
AUTHOR	Naomi HUNTER, Executive Manager

RECOMMENDATION

That the Roads Committee confirms the minutes from the meeting held on 27 May 2020 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

BACKGROUND

The Roads Committee met in Katherine on Wednesday, 27 May 2020 at 8:30am, attached are the recorded minutes from that meeting for the committee to review.

The next scheduled Roads Committee Meeting is on 24 November 2020 at 8:30am.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1 Roads Committee 2020-05-27 [1502] Minutes.DOCX



MINUTES OF THE ROADS COMMITTEE MEETING HELD AT THE ROPER ROOM, ROPER GULF REGIONAL COUNCIL, 2 CRAWFORD STREET, KATHERINE, NT ON WEDNESDAY, 27 MAY 2020 AT 8.30AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Mayor Judy MacFARLANE (Chairperson via video link);
- Deputy Mayor Helen LEE;
- Councillor Donald GARNER (via telephone link);
- Councillor Owen TURNER; and
- Councillor Edwin NUNGGUMAJBARR (via telephone link).

1.2 Staff

- Phillip LUCK, Chief Executive Officer;
- Naomi HUNTER, Executive Manager;
- Vikrant JAGARLAMUNDI, Roads Coordinator;
- Melissa AMARANT, Contracts Manager;
- Sharon HILLEN, General Manager Infrastructure and Planning; and
- Narelle PERROTT, Governance Officer

2 MEETING OPENED

The Roads Committee Meeting opened at 8.43am. The Mayor welcomed members and staff to the meeting and the Roper Gulf Regional Council Pledge was read.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES AND LEAVE OF ABSENCE

48/2020 RESOLVED (Donald GARNER/Edwin NUNGGUMAJBARR) CARRIED

That the Roads Committee accepts the apologies from Councillor Annabelle DAYLIGHT.

4 CONFIRMATION OF PREVIOUS MINUTES

4.1 ROADS COMMITTEE MEETING - 24 MARCH 2020

49/2020 RESOLVED (Donald GARNER/Owen TURNER)

CARRIED

That the Roads Committee confirms the minutes taken at the meeting held on 24 March 2020 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

6 CALL FOR ITEMS OF GENERAL BUSINESS

Ngukurr – Numbulwar Roads Update

7 DISCLOSURES OF INTEREST

There were no declarations of interest at this Roads Committee Meeting.

8 INCOMING CORRESPONDENCE

Nil.

9 OUTGOING CORRESPONDENCE

Nil.

10 OPERATIONAL REPORTS

10.1 MATARANKA CEMETERY CARPARK UPDATE

50/2020 RESOLVED (Donald GARNER/Edwin NUNGGUMAJBARR)

CARRIED

That the Committee receives and notes the Mataranka Cemetery Carpark Update report.

11 GENERAL BUSINESS

11.1 ROADS PROJECTS UPDATE

51/2020 RESOLVED (Owen TURNER/Edwin NUNGGUMAJBARR)

CARRIED

That the Roads Committee receives and notes the Roads Projects update.

Deputy Mayor 8:55am joined the meeting

11.2 BESWICK - CAMERON AND MADIGAN INTERSECTION UPGRADES

52/2020 RESOLVED (Helen LEE/Owen TURNER)

CARRIED

That the Roads Committee receives and notes the Cameron and Madigan Intersection Upgrades – Beswick report.

11.3 MANYALLALUK - INTERNAL ROAD UPGRADES AND EVA VALLEY ACCESS ROAD UPGRADE - RESHEETING OF 10KM

53/2020 RESOLVED (Donald GARNER/Edwin NUNGGUMAJBARR) CARRIED

That the Roads Committee:

- (a) Receives and notes the update on Manyallaluk Roads and drainage revised cost estimates;
- (b) Requests Council to consider allocating funds to Stage 1 of the Manyallaluk Roads and Drainage works to the rounded value of \$430,000;
- (c) Receives and notes the update on gravel re-sheeting program of the Access Road; and
- (d) Requests Council to increase the Roads Future Fund by \$500,000 for allocation by the Roads Committee to required projects.

11.4 BARUNGA - BAGALA ROAD CUL-DE-SAC PROJECT UPDATE

54/2020 RESOLVED (Helen LEE/Owen TURNER) CARRIED

That the Roads Committee receives and notes the Barunga – Bagala Road Cul-de-sac Project update on designs and costings for sealing and providing driveway access to lots 208, 209 and 210.

Councillor Owen TURNER left the meeting, the time being 09:12am.

11.5 NUMBULWAR ROADS AND DRAINAGE UPGRADE - DESIGN

55/2020 RESOLVED (Donald GARNER/Edwin NUNGGUMAJBARR) CARRIED

That the Roads Committee receives and notes the Numbulwar Roads and Drainage Upgrade Design report.

11.6 BULMAN ROADS AND DRAINAGE UPGRADES

56/2020 RESOLVED (Helen LEE/Donald GARNER) CARRIED

That the Roads Committee receives and notes the Bulman Roads and Drainage Upgrade report.

11.7 MINYERRI - STAGE 2 ROAD WORKS INCORPORATING ACCES TO THE LOCAL STORE

57/2020 RESOLVED (Donald GARNER/Helen LEE) CARRIED

That the Roads Committee:

- (a) Receives and notes the roads upgrade proposal for Minyerri roads; and
- (b) Recommends to Council to allocate \$80,000 of Roads Future Funding for the design and documentation for the Minyerri Stage 2 Roads.

Councillor Owen TURNER returned to the meeting, the time being 09:28 AM

11.8 JILKMINGGAN ROAD UPGRADE UPDATE

58/2020 RESOLVED (Owen TURNER/Edwin NUNGGUMAJBARR) CARRIED

That the Roads Committee receives and note the update on the Jilkmिंगgan Road Upgrade.

Phillip luck thanked Sharon HILLEN for her efforts in her employment with Roper Gulf Regional Council

12 CLOSE OF MEETING

The meeting terminated at 9:30am.

This page and the proceeding pages are the Minutes of the Roads Committee Meeting held on Wednesday, 27 May 2020 and will be confirmed on Tuesday, 25 August 2020.

Mayor Judy MacFARLANE Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER	7.1
TITLE	Action List
REFERENCE	943735
AUTHOR	Naomi HUNTER, Executive Manager

RECOMMENDATION

That the Roads Committee receives and notes the Action List.

BACKGROUND

The Action List is a summary of tasks that has requested at previous Roads Committee meetings to be undertaken by Council staff. The table also identifies the Staff member assigned to the task by the Chief Executive Officer and the current status.

DATE	MEETING	ITEM	DESCRIPTION	COMMENT	STATUS	UPDATE	RESPONSIBLE DIVISION
27-05-2020	RCM	11.3	Manyallaluk – Internal roads and drainage upgrades in the community	Roads Committee referred to Council to consider allocating of \$430,000 for toads and drainage upgrade works.	Pending Outcome	\$430,000 Stage 1 works still being developed before going to Council.	Infrastructure, Services and Planning
27-05-2020	RCM	11.7	Proposal to upgrade the local roads in Minyerri (Survey and design to upgrade the road local store).	Roads Committee recommended Council to allocate \$80,000 from Roads Future Fund towards designs and documentation.	Pending Outcome	The proposal was deferred by the Local Authority and has requested time for consideration.	Infrastructure, Planning and Services
24-03-20	RCM	11.3	Manyallaluk (Eva Valley) access road gravel re-sheet works	Roads Committee recommended Council to approve \$500,000 towards the gravel re-sheet works of access road.	Completed	In OMC on 24 April 2020, Council approved.	Infrastructure, Planning and Services
24-03-20	RCM	11.5	Cameron and Madigan Intersection Upgrades – Beswick	Roads Committee recommended Council to allocate funding of \$70,000 towards designs and documentation.	Completed	In OMC on 24 April 2020, Council approved	Infrastructure, Planning and Services

24-03-20	RCM	11.4	Barunga Bottom camp road design and documentation	Roads Committee recommended Council to allocate funding of \$51,510 from Roads Future Fund towards the project.	Completed	In OMC on 24 April 2020, Council approved.	Infrastructure, Planning and Services
24-03-20	RCM	11.6	Bulman roads and drainage upgrade project	Roads Committee recommended Council to allocate the funding of \$710,600 towards the construction.	Completed	In OMC on 24 April 2020, Council approved	Infrastructure, Planning and Services
24-03-20	RCM	11.2	Allocation of additional funding to Roads Future Fund 2020-21	Roads Committee recommended Council to make an allocation of \$500,000 to Roads Future Fund. This recommendation was changed by CEO to allocate an additional \$500,000 to roads future fund to cover the Manyallaluk Re-sheeting contract.	Completed	In OMC on 24 April 2020, Council approved the request and allocated \$1,000,000 to Roads Future Fund	Infrastructure, Planning and Services

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS:

GENERAL BUSINESS

ITEM NUMBER	12.1
TITLE	Bulman Roads Upgrade
REFERENCE	940968
AUTHOR	Vikrant JAGARLAMUDI, Roads Coordinator

Bulman Local Authority at its meeting on 18 June 2020 resolved that the matter be deferred to the meeting to be held on 13 August 2020.

RECOMMENDATION That the Roads Committee receives and notes the report pertaining to the Bulman roads upgrade and maintenance.

BACKGROUND

RGRG Projects Team has been undertaking studies to improve roads and drainage in communities. It had been identified that sheet-water flow from the hill in Bulman creates flooding and scouring through the centre of town. A solution was to upgrade the pavement and create diversion drains as has been presented to Local Authority in past meetings.

The proposed works include a “Restricted Works Area” determined by the Aboriginal Areas Protection Authority (AAPA), in two certificates that were issued to Department of Planning, Logistics and Infrastructure (DIPL) and to Department of Housing (DoH) to carry out road upgrades and housing activities in the region. The certificates state the following:

1. Certificate Issued 2006 (DIPL) – was for a 1km wide section along the full length of the Central Arnhem Road. It identified multiple sacred sites including No: 5770-1 in Bulman. The RWA prohibits all works that require excavation.
2. Certificate Issued 2017 (DoH) – C2011/117; D89/199; 91/500; Quote 74049. Issued for the SIHIP Housing Program. Amongst other things it identifies the Sacred Site 5770-1. More particularly it refers to the Restricted Work Area RWA3 – that covers 5770-1B and 1D. The RWA 3 states – “No work shall take place except for the maintenance of existing infrastructure”.

The above certificates prohibit civil works be carried out within the Restricted Works Area. These certificates have expired and it is mandatory to obtain a new certificate before proceeding with any works in the area.

ISSUES/OPTIONS/SWOT

As two certificates have been issued over this area since 2006, both refer to Sacred Site 5770-1, it is unlikely that any new certificates will lift the restrictions on this area unless the custodians allow it.

To determine if the RWAs have been lifted an application must be lodged with AAPA, they then do a survey and consult with Traditional Owners. This process can take 3-12 months, sometimes longer. **The lifting of restrictions within an RWA of a certificate is not guaranteed.** The cost for a Certificate can be between \$15,000 – 40,000 depending on the amount of time the consultations with Traditional Owners and Custodians takes.

Alternatively, a routine maintenance can be undertaken by resealing the proposed roads to attain the desired condition without upgrading the drainage suggested in the designs. The resealing works can be achieved within the approved budget and shorter durations.

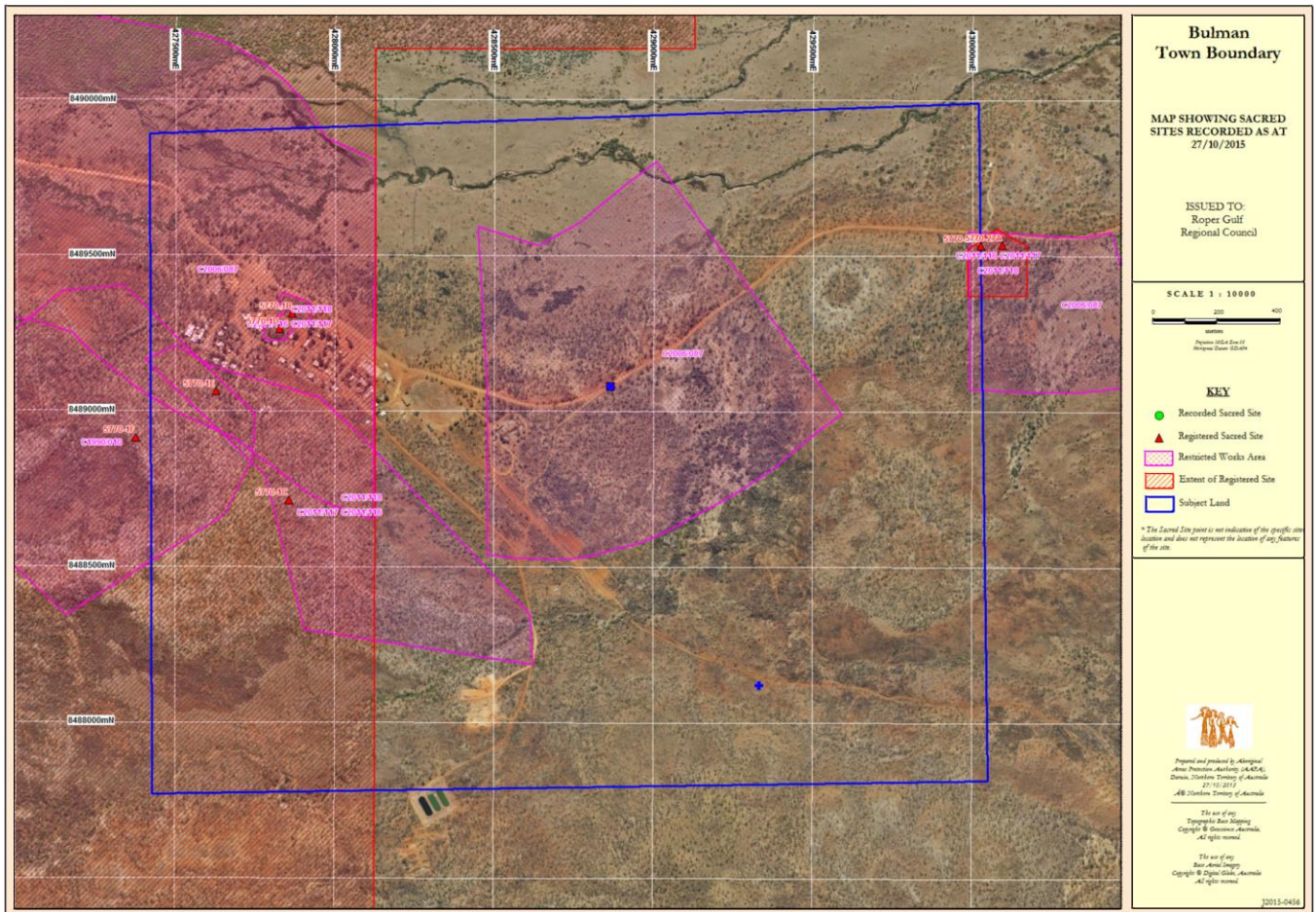
FINANCIAL CONSIDERATIONS

Council has allocated \$710,600 from the Roads Future Fund towards the road upgrades, not including provision for AAPA costs.

The AAPA application process will cost approximately \$15,000 - \$40,000.

ATTACHMENTS

- 1 AAPA Map - Bulman.jpg
- 2 AAPA Letter - Bulman.pdf





**Aboriginal Areas
Protection Authority**
protecting sacred sites across the territory

Our File: 2015/1015
In Reply Please Quote: 201512007

27/10/2015

Roper Gulf Regional Council
PO Box 1321
Katherine NT 0850

ATTENTION: Sharon Hillen

RE: ABSTRACT OF RECORDS WITHIN THE AREA OF Bulman Town Boundary.

Referring to your request received by eMail dated 22/10/2015 seeking information of AAPA records within the above area, I advise as follows:

1. As you are probably aware, the area contained by your proposal lies on Aboriginal land held by the ARNHEM LAND ABORIGINAL LAND TRUST and is administered by the Northern Land Council. Under section 23 of the Land Rights Act this Land Council has the Statutory responsibility for consulting with the traditional owners with respect to any proposal relating to the use of the land.
2. The Authority has Sacred sites and Restricted Works Areas within the areas mentioned, which is shown on the map accompanying this letter.

Sacred sites known to the Authority in the above area are shown on the map accompanying this letter as either "registered sacred sites" or "recorded sacred sites". Sacred sites listed as "registered sacred sites" are sacred sites that Aboriginal custodians have asked the Authority to protect and that have subsequently been documented and evaluated by the Authority and entered in the Public Register of Sacred Sites in accordance with the *Northern Territory Aboriginal Sacred Sites Act 1989*.

Sites listed as "recorded sacred sites" are sites that have not been evaluated or placed in the Register but there is information indicating that they are nonetheless significant according to Aboriginal tradition and therefore "sacred sites" within the meaning of the Act. The Authority does not purport to hold detailed information regarding all these sites. However, the information attached to this letter regarding recorded sacred sites is relevant to your query as the offence provisions of the Act apply to all sacred sites, whether or not these have been listed in the Public Register of Sacred Sites.

The symbols representing sites on the attached Abstract map are not intended to precisely show extent of each site. Before entering or undertaking works on, or in the vicinity of these sites, further advice should be sought from the Registrar.

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All mail to Darwin GPO

An Abstract of the Authority's Records is not a definitive way of determining the location of all sacred sites in a given area, particularly in circumstances where use or works are proposed that may result in disturbance of the natural features of the area. There is a risk that a sacred site previously unknown to the Authority may be identified after the commencement of works, leaving no option but to cease works or possibly breach the offence provisions of the Act.

To overcome this problem the *Northern Territory Aboriginal Sacred Sites Act 1989* enables a person, wishing to make use of or carry out works on land in the Northern Territory, to request that the Aboriginal Areas Protection Authority consult with custodians and provide written advice specifying the constraints (if any) to a particular activity imposed by the existence of sacred sites. Section 19G of the Act also provides the opportunity for an Applicant to discuss the project with Aboriginal custodians at a meeting convened by the Authority.

The written advice provided by the Authority following the completion of the procedures established in Sections 19A-22 of the Act is termed an "Authority Certificate". An Authority Certificate sets out the conditions (if any) on which, under the Act the proposed work may be carried out or use made of the land. As long as the holder of a Certificate complies with its conditions the holder is indemnified against prosecution under any of the offence provisions of the Act.

An Authority Certificate has previously been issued over either part or all of your search area. As a consequence of this, under Sections 19A-22 of the Act, the Authority has placed conditions relating to the protection of sacred sites in relation to particular works. The accompanying map shows the approximate location of the Restricted Works Area identified in the Certificate. The Authority highly recommends that an Authority Certificate be applied for any proposed works or use on or near Bulman Town Boundary.

Should you wish to view a Certificate or Registered Site details (copies cannot be provided), please contact the Registrar or Assistant Registrar via email through enquiries.aapa@nt.gov.au to arrange a suitable time. Inspection of the Authority Certificate Register or the Public Register of Sacred Sites may be carried out in the Authority's Darwin or Alice Springs office at a cost of 23 Revenue Units (\$26.00) per certificate or registered site viewed.

Please note that the cost of this Abstract of Records will be 23 Revenue Units per Lot Searched (\$26.00) and an invoice will be issued to you by the Department of Corporate and Information Services. The terms and conditions of the invoice will require you to make payment within 30 days of receipt.

If you have any queries, please do not hesitate to contact the Registrar or Assistant Registrar via email through enquiries.aapa@nt.gov.au or by phone on 8999 4359 or 8999 4356.

Yours sincerely,



Ambre Philpott
REGISTRAR

GENERAL BUSINESS



ITEM NUMBER	12.2
TITLE	Beswick - Cameron and Madigan roads intersection upgrade
REFERENCE	941091
AUTHOR	Vikrant JAGARLAMUDI, Roads Coordinator

RECOMMENDATION

That Roads Committee receives and notes the report on proposed road upgrades in the community.

BACKGROUND

Council Engineer has undertaken road visual inspections to assess the condition of roads and drainage infrastructure in the community. It has been identified that the low-spot area at the intersection of Cameron and Madigan road is flooded during heavy rainfall events causing damage to the pavement. The current roads are not suitable to service heavy commercial vehicles in the new – sub division area. A solution to upgrade Cameron road and Madigan road was presented at the previous Roads Committee Meeting.

The proposed works include a “Restricted Works Area ” (RWA) determined by the Aboriginal Area Protection Authority (AAPA), in two certificates that were issued to Department of Housing (DoH) AND Power and Water Corporation (PWC) for provision of engineering services, roads to housing areas and other development activities. The certificates states the following:

1. Certificate issued 1991 to (DoH) – was for the purpose of providing engineering services and building roads to housing areas in the community. It identified multiple sacred sites including no: 5568-102 in the northern perimeter of Beswick, no: 5568-103 on the northern side of Central Arnhem Road in Beswick. The RWA prohibits any excavation works in the area and widening or realignment of existing road in any form.
2. Certificate issued 2010 (PWC) – C2010/037; D89/199; 2009/801 was issued for refurbishment or upgrade of existing buildings and all works associated with the development and expansion of the Beswick Township. This certificate particularly relates to identification of burial sites no: 5568-106 sacred site located in the new sub-division; no: 5568-107 sacred site located in the new sub-division.

The above certificates identified sacred sites in within the proposed road upgrades area. Therefore it is mandatory to obtain a new certificate before proceeding with any works in the area.

ISSUES/OPTIONS/SWOT

To determine if there are any other burial sites and their extent in the proposed works area, an application with AAPA should be lodged for a consultation with Traditional Owners of the Land. Cost for the certificate can vary between \$15,000 to \$40,000 and may take up to 6 months for processing.

FINANCIAL CONSIDERATIONS

Council has allocated \$70,000 from Roads Future Fund towards the designs of proposed upgrades not including the costs for AAPA certificate.

The AAPA application process will cost approximately \$15,000 to \$40,000.

ATTACHMENTS

- 1 AAPA Letter - Beswick.pdf
- 2 AAPA Map - Beswick.pdf



**Aboriginal Areas
Protection Authority**
protecting sacred sites across the territory

Our File: 2015/1013
In Reply Please Quote: 201512003

26/10/2015

Roper Gulf Regional Council
PO Box 1321
Katherine NT 0850

ATTENTION: Sharon Hillen

RE: ABSTRACT OF RECORDS WITHIN THE AREA OF Beswick (Wugularr) Town Boundary.

Referring to your request received by eMail dated 22/10/2015 seeking information of AAPA records within the above area, I advise as follows:

1. As you are probably aware, the area contained by your proposal lies on Aboriginal land held by the BESWICK ABORIGINAL LAND TRUST and is administered by the Northern Land Council. Under section 23 of the Land Rights Act this Land Council has the Statutory responsibility for consulting with the traditional owners with respect to any proposal relating to the use of the land.
2. The Authority has Sacred sites and Restricted Works Areas within the areas mentioned, which is shown on the map accompanying this letter.

Sacred sites known to the Authority in the above area are shown on the map accompanying this letter as either "registered sacred sites" or "recorded sacred sites". Sacred sites listed as "registered sacred sites" are sacred sites that Aboriginal custodians have asked the Authority to protect and that have subsequently been documented and evaluated by the Authority and entered in the Public Register of Sacred Sites in accordance with the *Northern Territory Aboriginal Sacred Sites Act 1989*.

Sites listed as "recorded sacred sites" are sites that have not been evaluated or placed in the Register but there is information indicating that they are nonetheless significant according to Aboriginal tradition and therefore "sacred sites" within the meaning of the Act. The Authority does not purport to hold detailed information regarding all these sites. However, the information attached to this letter regarding recorded sacred sites is relevant to your query as the offence provisions of the Act apply to all sacred sites, whether or not these have been listed in the Public Register of Sacred Sites.

The symbols representing sites on the attached Abstract map are not intended to precisely show extent of each site. Before entering or undertaking works on, or in the vicinity of these sites, further advice should be sought from the Registrar.

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To overcome this problem the *Northern Territory Aboriginal Sacred Sites Act 1989* enables a person, wishing to make use of or carry out works on land in the Northern Territory, to request that the Aboriginal Areas Protection Authority consult with custodians and provide written advice specifying the constraints (if any) to a particular activity imposed by the existence of sacred sites. Section 19G of the Act also provides the opportunity for an Applicant to discuss the project with Aboriginal custodians at a meeting convened by the Authority.

The written advice provided by the Authority following the completion of the procedures established in Sections 19A-22 of the Act is termed an "Authority Certificate". An Authority Certificate sets out the conditions (if any) on which, under the Act the proposed work may be carried out or use made of the land. As long as the holder of a Certificate complies with its conditions the holder is indemnified against prosecution under any of the offence provisions of the Act.

An Authority Certificate has previously been issued over either part or all of your search area. As a consequence of this, under Sections 19A-22 of the Act, the Authority has placed conditions relating to the protection of sacred sites in relation to particular works. The accompanying map shows the approximate location of the Restricted Works Area identified in the Certificate. The Authority highly recommends that an Authority Certificate be applied for any proposed works or use on or near Beswick (Wugularr) Town Boundary.

Should you wish to view a Certificate or Registered Site details (copies cannot be provided), please contact the Registrar or Assistant Registrar via email through enquiries.aapa@nt.gov.au to arrange a suitable time. Inspection of the Authority Certificate Register or the Public Register of Sacred Sites may be carried out in the Authority's Darwin or Alice Springs office at a cost of 23 Revenue Units (\$26.00) per certificate or registered site viewed.

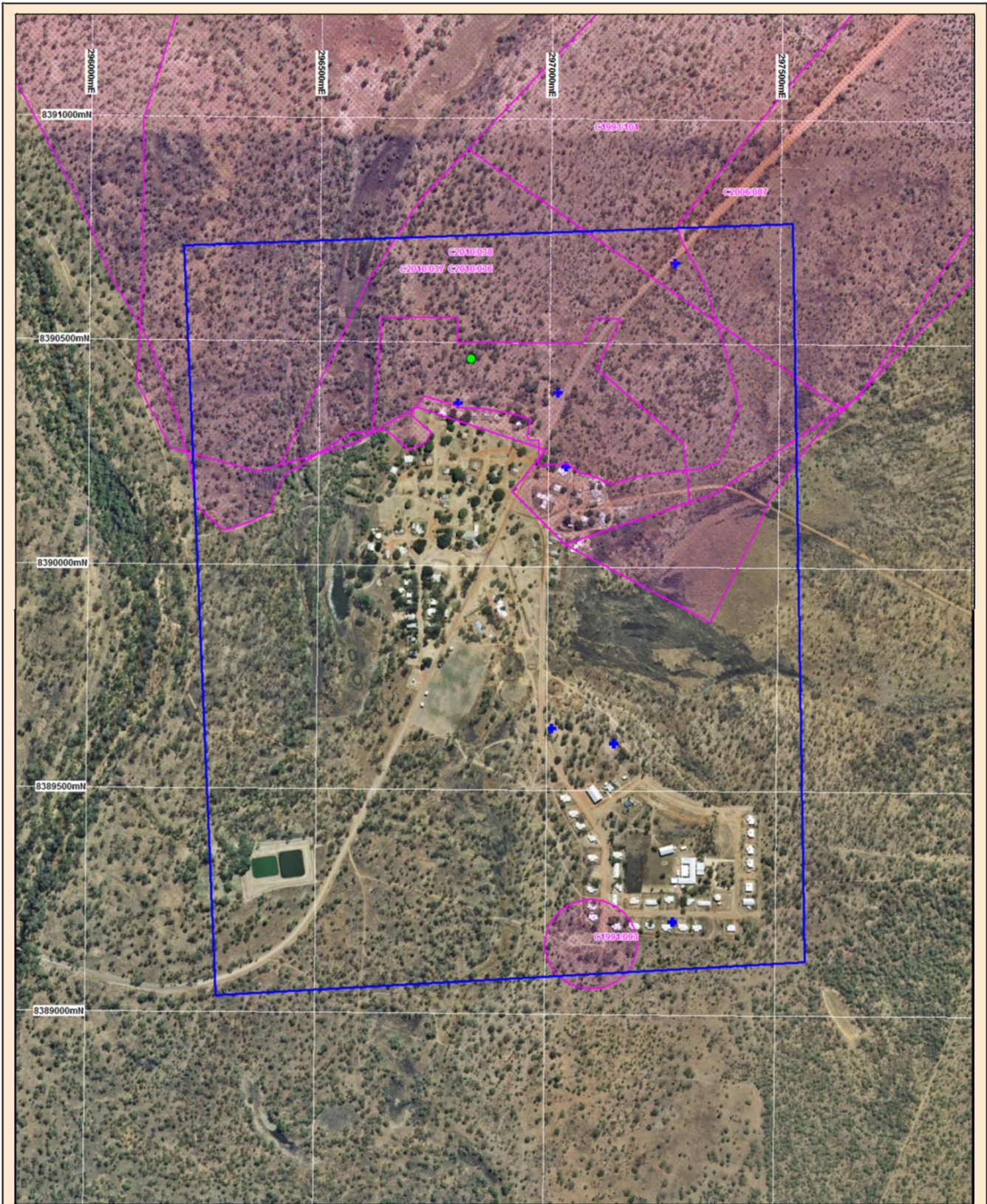
Please note that the cost of this Abstract of Records will be 23 Revenue Units per Lot Searched (\$26.00) and an invoice will be issued to you by the Department of Corporate and Information Services. The terms and conditions of the invoice will require you to make payment within 30 days of receipt.

If you have any queries, please do not hesitate to contact the Registrar or Assistant Registrar via email through enquiries.aapa@nt.gov.au or by phone on 8999 4359 or 8999 4356.

Yours sincerely,



Ambre Philpott
REGISTRAR



Prepared and produced by Aboriginal Area Protection Authority (AAPA), Darwin, Northern Territory of Australia 26/10/2015
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Beswick (Wugular) Town Boundary

MAP SHOWING SACRED SITES RECORDED AS AT 26/10/2015

ISSUED TO:
 Roper Gulf Regional Council

J2015-0454

SCALE 1 : 7500

Projection: MGA Zone 53
 Horizontal Datum: GD454

KEY

- Subject Land
- Restricted Works Area
- Recorded Sacred Site
- Burial Place

* The Sacred Site point is not indicative of the specific site location and does not represent the location of any features of the site.

GENERAL BUSINESS



ITEM NUMBER	12.3
TITLE	Mataranka Cemetery car park project
REFERENCE	941122
AUTHOR	Vikrant JAGARLAMUDI, Roads Coordinator

RECOMMENDATION

That the Roads Committee receives and notes the update on the construction of Mataranka Cemetery car park.

BACKGROUND

Council engaged Coffey Consultants to design and provide engineering services for the construction of car park for Mataranka Cemetery. Final designs and geo-technical investigation report was submitted to the Council to assist with the tendering purposes.

Tenders were advertised on Tenderlink website, closing on Wednesday, 12 August 2020. The tender is expected to be awarded by end August 2020 and pending contractor availability be fully delivered by end November 2020.

ISSUES/OPTIONS/SWOT

Following tender closure, submissions will be evaluated and report will be tabled at the next Finance Committee Meeting or Ordinary Meeting of Council for awarding the contract to the recommended tenderer.

FINANCIAL CONSIDERATIONS

Council approved the budget for the works and included it 2020/21 Budget.

ATTACHMENTS

GENERAL BUSINESS



ITEM NUMBER	12.4
TITLE	Eva Valley access road gravel re-sheet works update
REFERENCE	941135
AUTHOR	Vikrant JAGARLAMUDI, Roads Coordinator

RECOMMENDATION

That Roads Committee receives and notes the update on the Manyallaluk Access Road upgrade works.

BACKGROUND

Council Engineers have undertaken road inspections on the unsealed access road to the community and have identified there is a significant loss of gravel causing exposure of sub-grade to the traffic and formation of corrugations at various sections.

Based on the audit, it was proposed that gravel re-sheeting of approximately ten kilometers be conducted on various sections to restore the pavement to desired condition.

In the Roads Committee Meeting held on 24 March 2020, the Roads Committee has referred to Council to approve the estimated budget to undertake gravel re-sheet works – Council approved a budget allocation for these works.

ISSUES/OPTIONS/SWOT

Roper Gulf Regional Council (RGRC) has invited for submissions from all the suppliers and contractors within the Northern Territory. A public tender was released on Tenderlink for four weeks before closing on 3 July 2020.

Tender Evaluation Report was prepared and submitted to the Council. Council resolved to award the contract to Northern Machinery Sales.

Works are expected to commence in mid- August 2020 following the resolution of the Council.

FINANCIAL CONSIDERATIONS

Council has allocated a budget of \$500,000 towards this project.

ATTACHMENTS

GENERAL BUSINESS



ITEM NUMBER	12.5
TITLE	Barunga - Bagala Road Cul-de-sac project update
REFERENCE	941389
AUTHOR	Vikrant JAGARLAMUDI, Roads Coordinator

RECOMMENDATION

That Roads Committee receives and notes the status of Bagala Road cul-de-sac project.

BACKGROUND

Council has engaged GHD consultants to undertake engineering survey and design the cul-de-sac at the end of Bagala Road in the bottom camp. The purpose of this project is to provide formal access to Bagala Road for lots 208,209 and 210.

A preliminary site investigation was held by GHD on 27 July 2020 to assess the conditions and avoid any possible discrepancies during the design phase.

As part of the proposed works, geo-technical investigation will be carried out in the week commencing 10 August 2020 to check the suitability of locally available materials for pavement construction. Concept designs are expected to be ready by end of August 2020 for review and consideration.

Final designs and construction estimates are expected to be delivered by 30 September 2020.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	12.6
TITLE	Barunga - Local Roads shoulder repairs
REFERENCE	943463
AUTHOR	Vikrant JAGARLAMUDI, Roads Coordinator

RECOMMENDATION

That the Roads Committee:

- (a) **Receives and notes the update on edge repairs on bitumen roads in Barunga; and**
- (b) **Recommends Council to allocate \$30,000 to undertake the works.**

BACKGROUND

Barunga Local Authority informed the Council about the edge breaks and drop offs on local roads within the community and requested to undertake maintenance repairs to prevent further deterioration and mitigate any risks associated.

ISSUES/OPTIONS/SWOT

Projects team has investigated the issues and has identified that the increased frequency of edge breaks is caused by vehicles tracking outside the seal width.

It is recommended to repair the damaged sections to improve the conditions and safety on the roads.

FINANCIAL CONSIDERATIONS

It is recommended that Roads Committee review the estimates and refer to Council that they approve the budget for the works.

ATTACHMENTS

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	12.7
TITLE	Local Roads and Community Infrastructure Program
REFERENCE	943479
AUTHOR	Josh CHEVALIER-BRINE, Grants Coordinator

RECOMMENDATION

That the Roads Committee inform Council of eligible projects that are supported to be delivered under the Local Roads and Community Infrastructure Program.

BACKGROUND

Council has accepted a grant of \$489,289 (GST Exclusive) from the Commonwealth Department of Infrastructure, Transport, Regional Development and Communications under the Local Roads and Community Infrastructure (LRCI) Program.

The objective of the LRCI Program is to deliver priority local road and community infrastructure projects across Australia.

Council is required to nominate project(s) it plans to undertake with LRCI Program funding by completing a Work Schedule - Project Nomination form (Attachment 1). A separate form must be completed for each project or group of small projects.

Eligible projects must be additional to existing work plans for FY2020-21 and must be delivered by 30 June 2021.

LRCI Program Guidelines are attached for the Committee's reference at Attachment 2.

ISSUES/OPTIONS/SWOT

Nil.

Local Roads Projects

Eligible local road projects are those 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.

Community Infrastructure Projects

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

FINANCIAL CONSIDERATIONS

It is recommended that the Roads Committee nominate eligible projects based upon a review of Council's Five Year Roads Plan and 2020-21 Town Priorities; and, a value for money assessment of eligible projects, such as:

- The cost, size and complexity of the works, and amount of time needed to deliver the project;
- The priority and level of unmet need in the community;
- The strategic priority of the works; and
- Council's financial capacity to operate and maintain the assets following construction (whole of life costs).

ATTACHMENTS

- 1 Project Nomination Form
- 2 Program Guidelines



Australian Government
 Department of Infrastructure, Transport,
 Regional Development and Communications

Local Roads and Community Infrastructure Program – Work Schedule Template - Project nomination

Funding Recipients are required to nominate project(s) they plan to undertake with LRCI Program funding by providing information to the Department of Infrastructure, Transport, Regional Development and Communications ('Department') via emailing IIP@infrastructure.gov.au.

A **separate** Project Nomination Form must be completed for each project or group of small projects that an Eligible Funding Recipient wishes to undertake.

Project type:	<input type="checkbox"/> Normal (>\$10,000) <input type="checkbox"/> Small (<\$10,000)
Work category:	<p>Road Infrastructure</p> <input type="checkbox"/> General maintenance <input type="checkbox"/> Construction of a new road <input type="checkbox"/> Sheetting/re-sheetting <input type="checkbox"/> Reconstruction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Widening <input type="checkbox"/> Sealing <input type="checkbox"/> Resealing <input type="checkbox"/> Bridge works <input type="checkbox"/> Tunnel works <input type="checkbox"/> Drainage <input type="checkbox"/> Traffic improvement <input type="checkbox"/> Street lighting equipment <input type="checkbox"/> Other, please specify: <input style="width: 200px; height: 20px;" type="text"/>
	<p>Community Infrastructure</p> <input type="checkbox"/> Closed Circuit TV (CCTV) <input type="checkbox"/> Bicycle and Walking Paths <input type="checkbox"/> Painting/Improvements to community facilities <input type="checkbox"/> Repairs/Replacement of fencing <input type="checkbox"/> Improved Accessibility of Community Facilities and Areas <input type="checkbox"/> Landscaping Improvements <input type="checkbox"/> Picnic Shelters or Barbeque Facilities at Community Parks

	<input type="checkbox"/> Playgrounds and Skateparks (including all ability playgrounds) <input type="checkbox"/> Toilet blocks <input type="checkbox"/> Replacement of light bulbs in street lights <input type="checkbox"/> Noise and Vibration Mitigation Measures <input type="checkbox"/> Off-road Car Parks (such as those at sporting grounds or parks) <input type="checkbox"/> Other, please specify: <input style="width: 150px; height: 20px;" type="text"/>
Work Location (including coordinates):	
Description of project and work proposed:	
Problem being addressed:	
Date construction will commence (MM/YY):	
Date construction will be completed (MM/YY):	
Total Project Cost:	
Fully Funded by LRCI Program:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of council or other contribution:	
LRCI Program funding required:	
Project land or asset owner:	<input type="checkbox"/> Council <input type="checkbox"/> State/territory <input type="checkbox"/> Crown <input type="checkbox"/> Commonwealth Do you have have the permission of the land/ asset owner to undertake the proposed project? How was permission obtained?



	<input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; width: 100%; height: 50px; margin-top: 10px;"></div>
Primary project goal:	<input type="checkbox"/> Improved Road Safety <input type="checkbox"/> Regional Economic Development <input type="checkbox"/> Improved Access for Heavy Vehicles <input type="checkbox"/> Promotion of Tourism <input type="checkbox"/> Improvement to School Bus Routes <input type="checkbox"/> Access to Remote Communities <input type="checkbox"/> Access to Intermodal Facilities <input type="checkbox"/> Traffic Management <input type="checkbox"/> Improved Recreational Opportunities <input type="checkbox"/> Amenity of Nearby Residents <input type="checkbox"/> Equity of Access <input type="checkbox"/> Other, please specify: <div style="border: 1px solid black; width: 100%; height: 20px; display: inline-block;"></div>
Estimated number of FTE jobs (employees and independent contractors) generated over the construction period:	
Details of the use of any recycled materials intended to be used in the project:	
Specific outputs/project activities being undertaken: (e.g. Xkm of road resealed/Repair of 400 metres of fencing/Add ten waste and recycling bins to Council's local park/ Building of swing set for children's play/Painting of a community hall)	
Details of any real, apparent, or potential conflicts of interest relating to the proposed project, and how you propose to manage them, or to the best of their knowledge, that there are no conflicts of interest.	



Declaration

I declare that:

- I have read, understood and agree to abide by the Program Guidelines on the Department's website at www.investment.infrastructure.gov.au/lrci as in force at the time of submission
- I have read, understood and agree to the Grant Agreement
- the information I have submitted in this form is, to the best of my knowledge, true, accurate and complete. I also understand that giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
- the project is an eligible grant activity
- the project is additional to any existing work plans
- the project will be physically complete by 30 June 2021 unless otherwise agreed by the Department
- any conflict of interests identified in this form are true to best of knowledge
- that the Eligible Funding Recipient and its subcontractors and independent contractors will comply with all applicable laws
- I understand that the Local Roads and Community Infrastructure Program is an Australian Government program and that the Department will use the information provided in accordance with the following:
 - Australian Government Public Data Policy Statement
 - Commonwealth Grants Rules and Guidelines
 - Applicable Australian laws.
- I am authorised to complete this form and to sign and submit this declaration on behalf of the Eligible Funding Recipient.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
Your full name:	<input type="text"/>
Email address:	<input type="text"/>
Date:	<input type="text"/>

Project Work Categories

Work Category	Examples of Works
General Maintenance	Pothole repairs, vegetation clearing, minor crack sealing and grading (unless new gravel is being added) are all considered to be general maintenance. Individual projects of this kind are generally less than \$10,000 and multiple projects of this kind are often grouped as a single project.
Constructing a new road	Construction of a road where no road existed on that alignment before.
Reconstruction	Rebuilding a road that already exists (can include upgrading)
Rehabilitation	Work to return a road to its original standard
Widening	Work to make the surface or pavement of a road wider
Sheeting / Re-sheeting	Where additional gravel etc. is added on top of an existing road
Sealing	Putting a seal on an unsealed road.
Resealing	Second or subsequent sealing of roads
Bridge works	Any work involving bridges or culverts
Tunnel works	A tunnel to enable the building an underground road
Drainage	Culverts, kerb and guttering and related activities where the purpose of the works is to improve drainage only.
Traffic improvement	Works involving traffic calming devices, traffic lights, pedestrian islands, lighting, warning signs and roundabouts
Street lighting equipment	Works related to vehicle traffic and pedestrian lighting
Closed Circuit TV (CCTV)	Works associated with installing a fixed mobile CCTV system
Bicycle and Walking Paths	Works involving cycling and pedestrian infrastructure
Painting/Improvements to community facilities	Community facilities include community centres, community halls, childcare centres, educational establishment, club houses, and major sport, recreation and entertainment facilities
Repairs/Replacement of fencing	Works relating to building a new fence or repairs/replacement of existing fences
Improved Accessibility of Community Facilities and Areas	Works could include pedestrian bridges, ramps, accessible public toilets, and designated car parking for individuals with a disability
Landscaping Improvements	Works could include tree planting to increase shade, creation of green spaces, and beautification of roundabouts
Picnic Shelters or Barbeque Facilities at Community Parks	Self-explanatory
Playgrounds and Skateparks (including all ability playgrounds)	Self-explanatory
Noise and Vibration Mitigation Measures	Works related to reducing and mitigating noise and vibrations, such as quieter pavement surfaces and noise barriers
Off-road Car Parks	Such as off-road car parks at sporting grounds or parks
Other	Works that do not fall into the above categories

Main Project Goal Categories

Benefit Category	Examples
Road Safety	Where the goal is primarily to address road safety issues
Regional Economic Development	Where the goal is primarily to provide an economic benefit to the local community
Asset Maintenance	Where the goal is primarily to achieve to preserve the viability of the road
Improved access for heavy vehicles	Where the goal is primarily to improve access to heavy vehicles
Promotion of tourism	Where the goal is primarily to improve tourism within the local community
Improvements to school bus routes	Where the goal is primarily to improve the safety etc. of rural school bus routes
Access to remote communities	Where the goal is primarily to improve access to remote communities
Access to intermodal facilities	Where the goal is primarily to provide access to intermodal facilities e.g. the movement of grain etc. through various transport hubs
Traffic management	Where the goal is to primarily improve traffic management, pedestrian access etc
Improved recreational opportunities	Where the goal is primarily to improve recreational opportunities within the local community
Amenity of nearby residents	Where the goal is primarily to improve access for residents to their property, shopping facilities etc
Equity of Access	Where the goal is primarily to improve access for all within the local community
Other	Benefits that do not fall into the above categories

Calculation of estimated number of full-time equivalent (FTE) jobs

A full-time employee is defined as working 75 hours per fortnight.

In calculating the estimated number of FTE jobs during the construction period, Eligible Funding Recipients will need to convert part-time employees to full-time equivalent.

For example:

Five workers will be working on a project.

Three of these workers will be employed full-time, working 75 hours per fortnight.

Two workers will be employed part-time, working 20 hours per fortnight.

To determined FTE of part-time workers: $2 \times (20/75) = 0.53$ FTE

So total FTE = 3 (full time workers) + 0.53 FTE
= 3.53

COVID-19 Local Roads and Community Infrastructure Program Guidelines

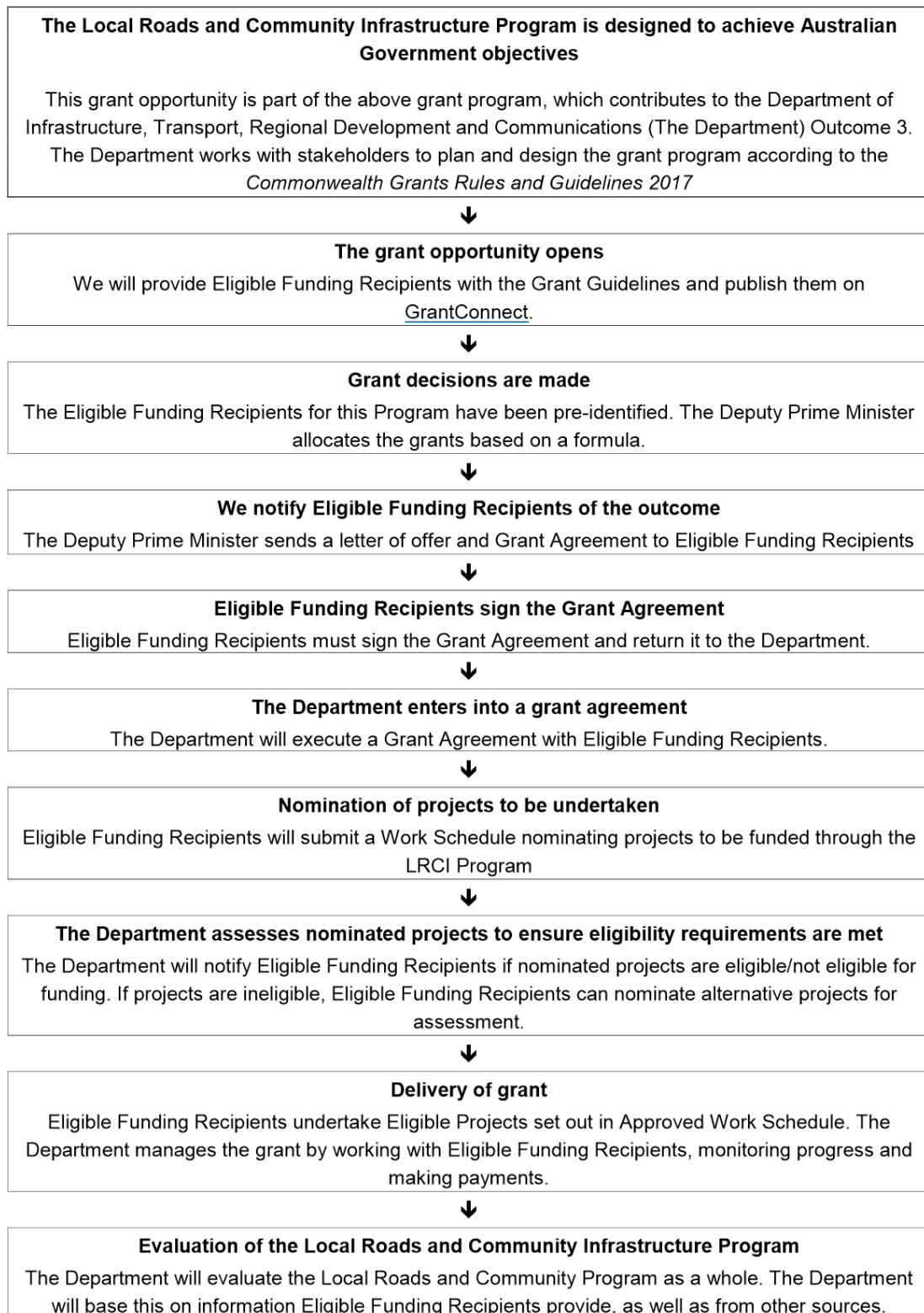
Opening date:	1 July 2020
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	Any questions should be directed to: Program Manager 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



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 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 Secretary of the Department 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 decision maker's decision is final in all matters, including:

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

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

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 will receive a letter of offer and 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. 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. The Department will then execute the Grant Agreement on behalf of the Commonwealth and return a copy to 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. 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 a 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 a 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 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</u> (CRF) 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.

INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT



ITEM NUMBER	16.1
TITLE	Bulman Roads Upgrade
REFERENCE	930228
AUTHOR	Vikrant JAGARLAMUDI, Roads Coordinator

RECOMMENDATION

That the Roads Committee receives and notes the Bulman Roads Upgrade report.

BACKGROUND

The proposed works are in a "Restricted Works Area" identified by the Aboriginal Areas Protection Authority (AAPA), therefore a certificate to carry out the works is required.

In the past, two certificates were issued to Department of Planning, Logistics and Infrastructure (DIPL) and to Department of Housing (DoH) to carry out road upgrades and housing activities in the region.

The certificates state the following:

1. Certificate Issued 2006 (DIPL) – was for a 1km wide section along the full length of the Central Arnhem Road. It identified multiple sacred sites including No: 5770-1 in Bulman.
2. Certificate Issued 2017 (DoH) – C2011/117; D89/199; 91/500; Quote 74049. Issued for the SIHIP Housing Program. Amongst other things it identifies the Sacred Site 5770-1. More particularly it refers to the Restricted Work Area RWA3 – that covers 5770-1B and 1D. The RWA 3 states – "No work shall take place except for the maintenance of existing infrastructure".

The above certificates indicated that no civil works be carried out within the Restricted Works Area. These certificates have expired and it is mandatory to obtain a new certificate before proceeding with any works in the area.

ISSUES/OPTIONS/SWOT

To proceed with the project, Council must obtain a new certificate approving the proposed works. **The issuing of a certificate is not guaranteed.**

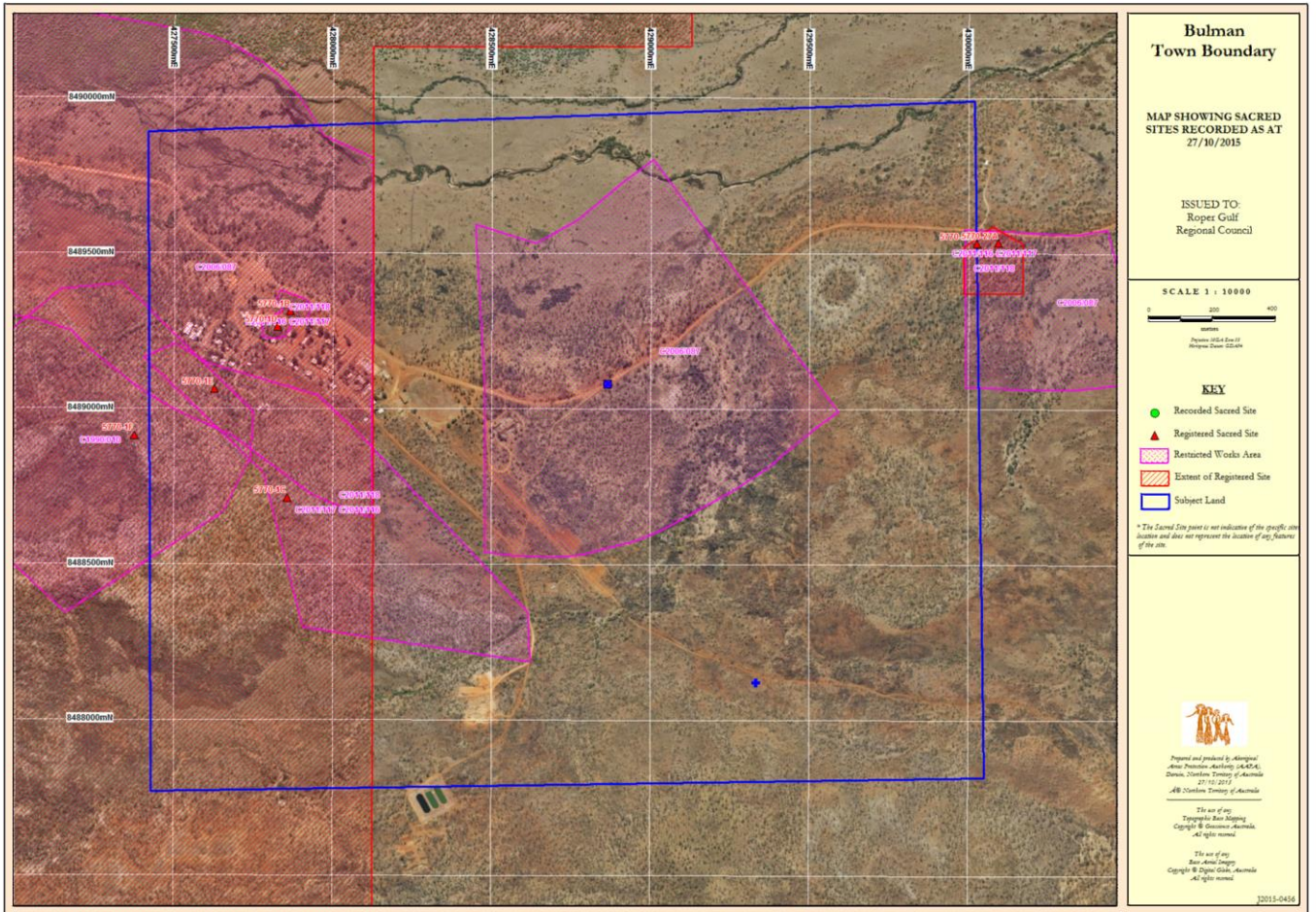
FINANCIAL CONSIDERATIONS

It is recommended that the Roads Committee review the project viability and extra budget required to deliver the works. Council has allocated \$710,600 from the Roads Future Fund towards the road upgrades, not including provision for AAPA costs.

The AAPA application process will cost approximately \$25-35,000.

ATTACHMENTS

- 1 AAPA Map - Bulman.jpg
- 2 AAPA Letter - Bulman.pdf





**Aboriginal Areas
Protection Authority**
protecting sacred sites across the territory

Our File: 2015/1015
In Reply Please Quote: 201512007

27/10/2015

Roper Gulf Regional Council
PO Box 1321
Katherine NT 0850

ATTENTION: Sharon Hillen

RE: ABSTRACT OF RECORDS WITHIN THE AREA OF Bulman Town Boundary.

Referring to your request received by eMail dated 22/10/2015 seeking information of AAPA records within the above area, I advise as follows:

1. As you are probably aware, the area contained by your proposal lies on Aboriginal land held by the ARNHEM LAND ABORIGINAL LAND TRUST and is administered by the Northern Land Council. Under section 23 of the Land Rights Act this Land Council has the Statutory responsibility for consulting with the traditional owners with respect to any proposal relating to the use of the land.
2. The Authority has Sacred sites and Restricted Works Areas within the areas mentioned, which is shown on the map accompanying this letter.

Sacred sites known to the Authority in the above area are shown on the map accompanying this letter as either "registered sacred sites" or "recorded sacred sites". Sacred sites listed as "registered sacred sites" are sacred sites that Aboriginal custodians have asked the Authority to protect and that have subsequently been documented and evaluated by the Authority and entered in the Public Register of Sacred Sites in accordance with the *Northern Territory Aboriginal Sacred Sites Act 1989*.

Sites listed as "recorded sacred sites" are sites that have not been evaluated or placed in the Register but there is information indicating that they are nonetheless significant according to Aboriginal tradition and therefore "sacred sites" within the meaning of the Act. The Authority does not purport to hold detailed information regarding all these sites. However, the information attached to this letter regarding recorded sacred sites is relevant to your query as the offence provisions of the Act apply to all sacred sites, whether or not these have been listed in the Public Register of Sacred Sites.

The symbols representing sites on the attached Abstract map are not intended to precisely show extent of each site. Before entering or undertaking works on, or in the vicinity of these sites, further advice should be sought from the Registrar.

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An Abstract of the Authority's Records is not a definitive way of determining the location of all sacred sites in a given area, particularly in circumstances where use or works are proposed that may result in disturbance of the natural features of the area. There is a risk that a sacred site previously unknown to the Authority may be identified after the commencement of works, leaving no option but to cease works or possibly breach the offence provisions of the Act.

To overcome this problem the *Northern Territory Aboriginal Sacred Sites Act 1989* enables a person, wishing to make use of or carry out works on land in the Northern Territory, to request that the Aboriginal Areas Protection Authority consult with custodians and provide written advice specifying the constraints (if any) to a particular activity imposed by the existence of sacred sites. Section 19G of the Act also provides the opportunity for an Applicant to discuss the project with Aboriginal custodians at a meeting convened by the Authority.

The written advice provided by the Authority following the completion of the procedures established in Sections 19A-22 of the Act is termed an "Authority Certificate". An Authority Certificate sets out the conditions (if any) on which, under the Act the proposed work may be carried out or use made of the land. As long as the holder of a Certificate complies with its conditions the holder is indemnified against prosecution under any of the offence provisions of the Act.

An Authority Certificate has previously been issued over either part or all of your search area. As a consequence of this, under Sections 19A-22 of the Act, the Authority has placed conditions relating to the protection of sacred sites in relation to particular works. The accompanying map shows the approximate location of the Restricted Works Area identified in the Certificate. The Authority highly recommends that an Authority Certificate be applied for any proposed works or use on or near Bulman Town Boundary.

Should you wish to view a Certificate or Registered Site details (copies cannot be provided), please contact the Registrar or Assistant Registrar via email through enquiries.aapa@nt.gov.au to arrange a suitable time. Inspection of the Authority Certificate Register or the Public Register of Sacred Sites may be carried out in the Authority's Darwin or Alice Springs office at a cost of 23 Revenue Units (\$26.00) per certificate or registered site viewed.

Please note that the cost of this Abstract of Records will be 23 Revenue Units per Lot Searched (\$26.00) and an invoice will be issued to you by the Department of Corporate and Information Services. The terms and conditions of the invoice will require you to make payment within 30 days of receipt.

If you have any queries, please do not hesitate to contact the Registrar or Assistant Registrar via email through enquiries.aapa@nt.gov.au or by phone on 8999 4359 or 8999 4356.

Yours sincerely,



Ambre Philpott
REGISTRAR

INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT



ITEM NUMBER	16.2
TITLE	Roads Projects Update
REFERENCE	944655
AUTHOR	Vikrant JAGARLAMUDI, Roads Coordinator

RECOMMENDATION

That the Roads Committee receives and notes the Roads Projects update.

BACKGROUND

Roads maintenance and management is a core responsibility of Roper Gulf Regional Council (RGRC). Council manages over 900km of roads, ranging from sealed roads with kerb and guttering; sealed roads; gravel roads and flat bladed track. Council undertakes repairs and maintenance activities as well as upgrades to roads in accordance with its Five Year Roads Plan.

The following table below indicates the list of road projects and their current status:

Project	Status	Comments
All Towns Maintenance: Pot holes, speedbumps and signage	On going	Potholing and signage ongoing maintenance.
Maintenance Grades: Eva Valley Road, Weemol Access Road and Urapunga	Eva Valley Road and Weemol Access Rd - Northern Machinery Sales were engaged by Council to undertake an open grade on the access road. Yugul Mangi – commissioned to undertake maintenance grade at Urapunga	All maintenance grades have been completed for this financial year. 3 maintenance grades are proposed for these roads in the 2020/21 Budget
Barunga: Bottom Camp Housing Access – cul-de-sac-design	GHD's fee proposal to provide designs to mitigate dust issues has been approved by the Roads Committee. Council has agreed to include this cost in 2020-21 budget. The project commenced in early July and will approximately take 16 weeks for completion to account for drainage issues and Community Consultation	Correspondence from Department of Infrastructure Planning and Logistics confirmed that the lot boundaries are as per the Department of Infrastructure Planning and Logistics survey plan approved in 2016.
Beswick: Central Arnhem Road turn-off upgrade	GHD's fee proposal to provide designs for the upgrade of Cameron and Madigan roads intersection in Beswick has been approved by the Roads Committee. Funding is included in the 2020-21 budget. The project commenced in early July and will take approximately 16 weeks for completion.	Note that Department of Infrastructure Planning and Logistics will be sealing Central Arnhem Road from end of seal in the community to entry to the dump point in 2020-21.

Borrooloola: Rocky Creek Bridge	Department of Infrastructure Planning and Logistics is project managing this. Contract was awarded in August 2020 and due to be completed by 31 December 2020.	<ul style="list-style-type: none"> - PowerWater works have been commissioned, - Telstra works have been completed. -
Bulman: Seal and drainage of internal roads	Works suspended until LA advise if an AAPA certificate is worth obtaining.	
Jilkminggan: Main Street upgrade	Coffey have completed the survey and preliminary findings indicate a construction estimate of \$826,140	JCAC will not approve the works.
Mataranka: Cemetery Carpark	Council has allocated a budget of \$327,957 towards the construction of the car park. Works are expected to go to public tender in mid-Aug 2020.	
Manyallaluk: roads and drainage upgrade designs	Requested revised design from Boytell Consultants with a view to reducing original cost estimate to be more consistent with current market rates.	Stage 1 is being rescoped.
Minyerri: Seal internal roads, reinstate drains Stage 2 – Store Road	The Hodgson Downs Local Authority is yet to decide whether they will use their grant from 2019-20 and compound 2020-21 grant. These work will require a contribution from Council either way.	The Road committee needs to determine if they will advise Council to cover the costs of the design and documentation for the works. The proposed works will be tabled again at the next Local Authority meeting.
Ngukurr: Freight Hub	Procurement Plan commenced: <ul style="list-style-type: none"> - Package 1 Civil – exempt from tender - Package 2 Concrete – exempt from Tender - Package 3 – Sealing Works to go to Tender - Package 4 – Lighting requires a request for quote 	Contract with YMDAC is due to be signed by end August 2020.
Numbulwar: Design and costing of all internal roads	Designs complete. Cost estimates provided for all the works is \$7.82M.	Stage 1 can not commence in 2020/21 as Rocky Creek has used up all spare funding.
Urapunga: Road C plus shoulder work	Design at 50%; additional cost of \$6000 relating to extension of project area to include the bus parking at Lot 9 and realignment of the road around the cemetery.	Council staff have undertaken some preliminary consultations with the LA and need to make alterations to the design..
Weemol: Reseal internal roads	COMPLETED	Works included shoulder repairs, resealing and signage.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

The table below details Council's three sources of funding, included in the '**RGRC 5 Year Roads Plan**' commencing at 2018/19. The balance yet to be allocated is for the remainder of the RGRC Future Fund and Roads to Recovery funding. The Roads Committee to recommend the disbursements of the remaining funds available.

Funding Source	Total Funds 2018-2020	Total funds Allocated	Balance to be allocated
Roads Future Fund \$ 2 million \$ 1 million OCM 29/4/2020 \$ 500,000 RCM 27/5/2020	\$ 3,500,000	\$ 2,943,100	\$ 556,900
Roads to Recovery (R2R) 2019-2023	\$ 2,446,445	\$ 1,596,129	\$ 850,316
NT Ops' Federal Assonance Grants	\$ 1,093,000	\$ 1,093,000	\$ 0
	\$ 7,039,445	\$ 5,914,272	\$ 293,416

Expenditure and commitments as at 31/8/2020 on the Rocky Creek project that can be claimed against the Roads to Recovery Program:

Telstra	Relocation of Services	\$ 355,139.76
PowerWater	Water and Sewer Works	<u>\$ 414,749.21</u>
		<u>\$ 769,888.97</u>

The following table details the allocation of the Future Fund and maintenance expenditure to 30 June 2020

Location	Roads Future Fund Allocated 27/11/2020	Roads Future Fund Allocation 29/4/2020	Roads Future Fund Allocation 27/5/2020	Maintenance Expenditure 2019/20
All towns				\$ 358,747
Barunga		\$ 51,510		\$ 248
Beswick		\$ 70,000		\$ 4,197
Borrooloola				\$ 22,902
Weemol	\$ 320,000			\$ 281,526
Bulman	\$ 77,533	\$ 710,600		\$ 52,796
Jilkminggan				\$ 62,520
Mataranka	\$ 150,500	\$ 327,957		\$ 35,909
Manyallaluk	\$ 100,000	\$ 500,000	\$ (70,000)	\$ 130,951
Minyerri	\$ 100,000		\$ 80,000	\$ 76,193
Ngukurr				\$ 3,027
Numbulwar	\$ 149,000			\$ 161,852
Urapunga	\$ 66,000			\$ 59,285
Larrimah & Daly Waters	\$ 310,000			\$ 132,010
	\$ 1,273,033	\$ 1,660,067	\$ 10,000	\$ 1,382,163
Total Allocated	\$ 2,943,100			

Road Future Fund Project Expenditure as 31 July 2020

Project	Budget	Expenditure	Expenditure	Total
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		19/20	20/21	
Barunga Cul-de-sac	\$ 51,510			
Beswick Madigan Road Intersection	\$ 70,000			
Weemol reseal works	\$ 320,000	\$ 282,495		\$ 282,495
Bulman drainage works	\$ 77,533	\$ 75,684		\$ 75,684
Bulman seal internal roads	\$ 710,600	\$ 6,576		\$ 6,576
Mataranka Road upgrades incl Jilk & Urapunga	\$ 150,500	\$ 81,261		\$ 81,261
Mataranka Cemetery Carpark	\$ 327,957	\$ 3,930		\$ 3,930
Manyallaluk Internal Roads	\$ 100,000	\$ 95,824		\$ 95,824
Manyallaluk 10km Resheet	\$ 430,000			
Minyerri seal internal roads	\$ 100,000	\$ 68,693		\$ 68,693
Minyerri stage 2	\$ 80,000			
Numbulwar survey & designs	\$ 149,000	\$ 149,076		\$ 149,076
Urapunga access road	\$ 66,000	\$ 66,000		\$ 66,000
Larrimah & Daly Waters	\$ 310,000	\$ 310,000		\$ 310,000
	\$ 2,943,100	\$ 807,571		\$ 807,571

ATTACHMENTS