14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 TRANSFER OF FUNDS – NEWDEGATE AND LAKE KING MAINTENANCE GRADING

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>Internal Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No.</td>
<td>0817</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Nil</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Craig Elefsen Acting Manager Infrastructure Services</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Nil</td>
</tr>
<tr>
<td>Date of Report:</td>
<td>3 April 2020</td>
</tr>
<tr>
<td>Senior Officer:</td>
<td>Mr Alan George Acting Chief Executive Officer</td>
</tr>
</tbody>
</table>

Summary

That Council authorise the transfer of $50,000.00 from Job 122501 Maintenance Grading – Lake Grace to 122512 Contract Maintenance Grading - Newdegate; and to authorise the transfer of $40,000.00 from Job 122501 Maintenance Grading – Lake Grace to 122522 Contract Maintenance Grading – Lake King.

Background

The Shire of Lake Grace has a responsibility to deliver and maintain public services and assets, of which the Shire’s 2,056km of unsealed roads is included. Unsealed roads are graded up to three times a year: - a summer grade, a winter grade and a maintenance grade. Specific roads may need to be graded more than the three programmed due to high volumes of heavy traffic or if the road is a school bus route.

Maintenance grading works in the Shire are divided into three areas. The Lake Grace area is handled by Shire works crew, the Newdegate area is handled by an earthworks contractor, and the Lake King-Varley area is handled by the same earthworks contractor. The contractor in question is Lake Grace Earthmoving (also known as S & L Trevenen) and they have won the contract for a period of 3 years, ending in January 2021.

Comment

Presently, we have not been able to direct the contractor to grade the Newdegate area for the past month due to lack of funds. Most of the work allocated to clearing back slopes and shoulders were not included in the 2019/20 Budget; and the funds have run dry. As of this report, Job 122512 Contract Maintenance Grading – Newdegate has an actual spend of
$195,719.85 compared to its budget of $250,000.00; a difference of $54,280.15. This remaining money will last around two months if grading on a full schedule without using a roller. However, there would still be a month left (June) and assuming some rain will fall, graders will be accompanied by rollers incurring additional costs. Therefore, in order to keep up our service levels, we will require an additional $50,000.00 to pay for maintenance grading and rolling until the end of the financial year.

Likewise, the Lake King area is the same as the Newdegate area with the extra heavy traffic and hot dry conditions during harvest, additional maintenance grading was required. As of this report, Job 122502 Contract Maintenance Grading – Lake King has an Actual spend of $190,428.50 compared to its budget of $250,000.00; a difference of $59,571.50. This remaining money will only cover up until the start of June; therefore, in order to keep the grading going, an additional $40,000.00 will be required.

The next question to be asked would be where to source the required $90,000.00. It is proposed that money should be transferred from Job 122501 Maintenance Grading – Lake Grace. That job is currently at $194,689.99 actual spend compared to its budget of $494,799.00; a difference of $300,109.01. There are many reasons why there is a severe underspend for this job; the biggest of which were downtime in having the maintenance grading position filled, and having the maintenance grader work on other jobs due to an understaffed works crew. It would be nearly impossible to spend the remaining money on maintenance grading the Lake Grace area alone, so the natural course of action is to direct that money to other maintenance grading jobs that are lacking in funds to continue through to the end of the financial year.

Legal Implications
Nil

Policy Implications
Nil

Consultation
External: Mr Matthew Trevenen, Lake Grace Earthmoving

Financial Implications

If transfer of funds is approved, the status of the maintenance grading jobs are as follows:

<table>
<thead>
<tr>
<th>Job Description</th>
<th>Budget/Money</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job 122512 Contract Maintenance Grading – Newdegate</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>Money transferred in from Job 122501</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Resulting budget of Job 122512</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>Less Actual spend for Job 122512</td>
<td>$195,719.85</td>
</tr>
<tr>
<td>Remainder in Job 122512 including transferred money in</td>
<td>$104,280.15</td>
</tr>
</tbody>
</table>
Job 122502 Contract Maintenance Grading – Lake King Budget $250,000.00
Money transferred in from Job 122501 $40,000.00
Resulting budget for Job 122502 $290,000.00
Less Actual spend of Job 122502 - $190,428.50
Remainder in Job 122502 including transferred money in $99,541.50

Job 122501 Maintenance Grading – Lake Grace Budget $494,799.00
Money transferred out to Job 122512 - $50,000.00
Money transferred out to Job 122502 - $40,000.00
Resulting budget for Job 122501 $404,799.00
Less Actual spend of Job 122501 - $194,689.99
Remainder in Job 122501 including transferred money out $210,109.01

All figures above are exclusive of GST.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027
Economic Objective – A prosperous agricultural based economy, supporting diversification of industry
Outcome 1.1 An innovative, productive agriculture industry
1.1.1 Enhance and maintain transport network

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values
Outcome 4.2 An efficient and effective organisation
4.2.1 Maintain accountability and financial responsibility through effective planning

Cr H Steicke returned to the meeting at 3:00pm.

RESOLUTION 13222

Moved Cr Armstrong
Seconded Cr Chappell

That Council:

- authorises the transfer of $50,000.00 exclusive of GST from Job 122501 Maintenance Grading – Lake Grace to Job 122512 Contract Maintenance Grading – Newdegate; and

- authorises the transfer of $40,000.00 exclusive of GST from Job 122501 Maintenance Grading – Lake Grace to Job 122502 Contract Maintenance Grading – Lake King.

CARRIED: 8/0

Voting Requirements

Simple majority required.
Summary

That Council authorises the withdrawal of $50,000.00 exclusive of GST from Reserve A001931-Lake Grace Sewerage Scheme Reserve Accum MUN to Job 1030201 Sewerage Maintenance.

Background

The sewerage system in the Lake Grace town site is under care and management of the Shire of Lake Grace, and as such receives Specified Area Rates (SARS) from residents connected to this service to pay for its maintenance (and upgrades, if needed).

Provision of this water service is governed by the Water Services License WL22, Version 4 dated 1 July 2016, administered by the Economic Regulation Authority (ERA). The Shire of Lake Grace is also beholden to the Water Services Act 2012 and its subsidiary legislations Water Services Code of Conduct (Customer Service Standards) 2018 and Water Services Regulation 2013.

As part of numerous breaches of the held water services license discovered four years ago, the ERA has been monitoring the Shire’s progress in becoming compliant with legislation and the license, carried out through annual reports and the engagement of an independent auditor and reviewer. The two nominated investigators checked the recordkeeping and administration of the wastewater service, the active performance, planning and maintenance of wastewater assets respectively.

In the most recent review in January 2020, the reviewer had set out recommendations to follow to become compliant with the legislation and license clauses. One of these are to carry CCTV inspections to gain up-to-date condition assessments of all of Lake Grace’s underground gravity mains, and another is to review the Asset Management Plan (AMP) and Asset Management Database (AMD) to rectify mistakes and update references.
The AMP is a lengthy document that is revised yearly and provides the following:

- an overview of the town and its sewerage needs and capabilities,
- financial planning for the maintenance and capital replacement of assets,
- procedures for carrying out maintenance and contingency works,
- target levels of service for customers,
- risk assessment and management,
- storage of information and records via the AMD.

The AMD is a collection of spreadsheets that records data and information about the sewerage assets that the Shire maintains. Assets include all gravity mains, rising mains, access chambers, wet wells, pumps, control panels, treatment ponds, the Imhoff tank and the sludge-drying bed. Performance information is recorded (how long the pumps turn on for in a week, how much sewage has been pumped in that time) as well as model numbers for pumps (in case a replacement needs to be sourced), GPS locations, condition, estimated replacement costs and date of last replacement. It also contains risk assessment and risk management details referred to in the AMP, maintenance schedules, works register and a 50-year forward financial plan.

Comment

In order to make constant progress towards compliance, the Shire should follow through with the recommendations presented by the independent reviewer as a high priority. However, carrying out CCTV inspections (which are to become a yearly action) and the review of the AMP and the AMD (to be done five-yearly, not including annual desktop revisions) are fairly expensive and the sewerage maintenance job is nearing its limit at $104,713.95 spent out of $111,685.00; a difference of $6,971.05. A majority of that spend was purchasing new pumps for all of our pump stations (a total of 8 pumps, 6 of small size and 2 of large size), and spare pumps, control panels and level sensors.

The reason why a CCTV inspection should be carried out this year, despite the spent budget, is so that if the inspection finds a lot of gravity mains require replacement, or if there are severe blockages, we can include the cost into next year’s budget or if there are tiers of asset damage that can be replaced over a few years. These CCTV inspection vehicles are also capable of limited blockage clearing during inspections.

A vast majority of the sewerage asset value is held within the gravity mains asset class and knowing each pipe’s condition would greatly help with a more accurate 50-year financial plan.

Following on from that, we will need a consultant to review our financial planning as well (for the entire system). And while we have engaged the consultant’s services, it would be optimal they also review our AMP and AMD at the same time. A proper review has been deferred for too long and to avoid further regulatory risks, it is proposed to have a review of the AMP and AMD done as soon as possible. In the end, this will give us a better idea over how to plan spending on the sewerage system in the next five years at a minimum.

Quotes have been sourced for the provision of CCTV inspections, and an estimate can be retrieved for the review of the AMP and AMD from prior consultant reviews.

The following are quotes from three companies. They have been asked to provide a day rate plus additional expenses (mobilisation, accommodation, etc.). However, the work speed is variable between the proposals; therefore, these figures are informed estimates of the cost of carrying out inspections of all gravity mains based on supplementary information provided in
tandem with their day rates. Costs are calculated on the basis of 6.3km of gravity mains and 98 access chambers as per the asset register.

<table>
<thead>
<tr>
<th>Quotes</th>
<th>Inspection Cost</th>
<th>Additional Cost</th>
<th>Additional Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier 1</td>
<td>$24,100.00</td>
<td>$9,506.00</td>
<td>All access chamber inspection (separate)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$16,660.00</td>
<td>All access chamber scanning (separate)</td>
</tr>
<tr>
<td>Supplier 2</td>
<td>$30,465.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplier 3</td>
<td>$29,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From the quotes received, the Shire recommends going with Supplier 3, as they have inspections of access chambers included within their daily rate. For contingency, $30,000 should be withdrawn to cover the CCTV inspection costs.

For the AMP and AMD review, the cost is estimated to be $20,000.00 but could end up a lot lower as the last review did not have any existing documents and spreadsheets to work from. A consultant can be sought through WALGA’s Preferred Suppliers’ Panel.

It is proposed to source the additional funds from the Sewerage Reserve which was established to pay for related maintenance and services exceeding the annual income received through SARS.

**Legal Implications**

*Local Government Act 1995*

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution*; or

(c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

(1a) In subsection (1) —

**additional purpose** means a purpose for which no expenditure estimate is included in the local government’s annual budget.

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

**Policy Implications**

*Shire of Lake Grace Policy Manual April 2019*

Policy 3.7  Purchasing Policy
<table>
<thead>
<tr>
<th>Purchase Value Threshold (excluding GST)</th>
<th>Purchasing Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $999</td>
<td>Direct purchase from suppliers not requiring any written quotations, although as best practice, one verbal quote should be obtained in most instances, and evidence of quote provided at requisition stage.</td>
</tr>
<tr>
<td>$1,000 to $4,999</td>
<td>Direct purchase from suppliers requiring only two verbal quotations, and evidence of quotes provided at requisition stage.</td>
</tr>
<tr>
<td>$5,000 to $19,999</td>
<td>2 written quotations to be obtained and documented by responsible officer, and evidence of quotes provided at requisition stage.</td>
</tr>
<tr>
<td>$19,999 - $149,999</td>
<td>Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations), with predetermined written assessment criteria in addition to price, and formal quote process. Evidence of quotes to be provided at requisition stage. Obtain at least three (3) written quotations from suppliers with written specifications.</td>
</tr>
</tbody>
</table>

Consultation

Internal: Mr Craig Elefsen, Acting Manager Infrastructure Services
External: Mr Barry Robbins, Barry Robbins Engineering & Project Management

Financial Implications

If withdrawal of funds is approved, the state of the relevant Reserves and Jobs are as follows:

| Job 1030201 Sewerage Maintenance Budget | $111,685.00 |
| Less: Committed (Actual + Outstanding) | -$108,080.13 |
| Remaining funds in Job 1030201 | $3,604.87 |
| More transferred in from Reserve | $50,000.00 |
| Remaining funds in Job 1030201 post-transfer | $53,604.87 |

| Reserve A001931 Lake Grace Sewerage Scheme Reserve | $1,128,829.47 |
| Less: Transfer into Job 1030201 | -$50,000.00 |
| Remaining funds in Reserve A001931 | $1,078,829.47 |

All figures above are exclusive of GST. Money left unspent after the end of the financial year will be transferred back into the Reserve.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027
Environmental Objective – Protect and enhance our natural and built environment
Outcome 3.2 A natural environment for the benefit and enjoyment of current and future generations
• 3.2.3 Provide an effective waste management service

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values
Outcome 4.2 An efficient and effective organisation
• 4.2.1 Maintain accountability and financial responsibility through effective planning
• 4.2.2 Comply with statutory and legislative requirements

RESOLUTION 13223

Moved Cr Chappell
Seconded Cr Stoffberg

That Council authorises the withdrawal of $50,000.00 exclusive of GST from Reserve A001931-Lake Grace Sewerage Scheme Reserve Accum MUN to Job 1030201 Sewerage Maintenance.

CARRIED: 8/0

Voting Requirements

Absolute majority required.
**14.1.3 TRANSFER OF FUNDS – RURAL ROAD MAINTENANCE**

<table>
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<tr>
<th>Applicant:</th>
<th>Internal Report</th>
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<tbody>
<tr>
<td>File No</td>
<td>0817</td>
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<tr>
<td>Attachments:</td>
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<tr>
<td>Author:</td>
<td>Craig Elefsen</td>
</tr>
<tr>
<td></td>
<td>Acting Manager Infrastructure Services</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Nil</td>
</tr>
<tr>
<td>Date of Report:</td>
<td>3 April 2020</td>
</tr>
<tr>
<td>Senior Officer:</td>
<td>Alan George</td>
</tr>
<tr>
<td></td>
<td>Acting Chief Executive Officer</td>
</tr>
</tbody>
</table>

**Summary**

That Council authorise the transfer of $100,000.00 from Job 122501 Maintenance Grading – Lake Grace to 122504 Rural Road Maintenance.

**Background**

The Shire of Lake Grace has a responsibility to deliver and maintain public services and assets, of which the Shire’s sealed roads, are included. Sealed roads are a major asset to the Shire and there maintenance and upkeep comes at a cost.

Maintenance to the Shire’s sealed road network is often overlooked due to 90% of our road network being unsealed.

**Comment**

Currently, we have not been able to engage contractors or utilise Shire staff to carry out preventative maintenance tasks to these sealed roads due to the shortfall of funds in the Rural Road Maintenance Budget. The majority of the funds allocated in the 2019/2020 budget for Rural Road Maintenance were used in December to complete urgent repairs on numerous sealed roads within the Shire.

In Item 14.1.1 included in this agenda, we requested for funds to be moved from the Lake Grace maintenance grading jobs to grading jobs in other areas. If those transfers were approved, the Lake Grace maintenance grading job would still be left with $210,109.01. Calculating the average monthly spend under this job account for the last 9 months leads to spending roughly $21,000 per month. Which means, unless we put more people on to maintenance grading, the Lake Grace area will only need another $63,000 to continue this type of work for the rest of the 2019/2020. This leads to around $147,100 that will not be spent. It is proposed to transfer $100,000 from this job to the Rural Road Maintenance Budget and call in contractors to carry out the required necessary preventive maintenance works.
The following is a list of roads that require attention for road patching:

- Aylmore Road
- Biddy Buniche Road
- Lake Biddy Road
- Magenta Road
- Mallee Hill Road
- Waddell Street

The patching required will be on various spots throughout the lengths of these roads. It may end up that a few sections will be missed due to not having enough money. The plan will be to work on the most severe sections first and see how far we can go with the allotted money.

Legal Implications
Nil

Policy Implications
Nil

Consultation
Internal: Mr Jason Lip - Technical Officer

Financial Implications

If transfer of funds is approved, the status of the Lake Grace maintenance grading Job account is:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job 122501 “Maintenance Grading – Lake Grace” Budget</td>
<td>$494,799.00</td>
</tr>
<tr>
<td>Less transferred out to Job 122512 Newdegate Grading</td>
<td>-$50,000.00</td>
</tr>
<tr>
<td>Less transferred out to Job 122502 Lake King Grading</td>
<td>-$40,000.00</td>
</tr>
<tr>
<td>Budget after adjustment in Job 122501 (previous agenda item)</td>
<td>$404,799.00</td>
</tr>
<tr>
<td>Less Committed (Actual + Outstanding) of Job 122501</td>
<td>-$194,689.99</td>
</tr>
<tr>
<td>Remaining money in Job 122501 (this agenda item)</td>
<td>$210,109.01</td>
</tr>
<tr>
<td>Less transferred out to Job 122504 Rural Road Maintenance</td>
<td>-$100,000.00</td>
</tr>
<tr>
<td>Remaining money after transfer in Job 122501</td>
<td>$110,109.01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job 122504 “Rural Road Maintenance” Budget</td>
<td>$133,565.00</td>
</tr>
<tr>
<td>Less Committed (Actual + Outstanding) spend of Job 122504</td>
<td>-$126,271.93</td>
</tr>
<tr>
<td>Remaining money in Job 122504</td>
<td>$7,293.07</td>
</tr>
<tr>
<td>More transferred in from Job 122501 LG Maintenance Grading</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Remaining money after transfer in Job 122504</td>
<td>$107,298.07</td>
</tr>
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</table>

All the above figures are exclusive of GST.
Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027
Economic Objective – A prosperous agricultural based economy, supporting diversification of industry
Outcome 1.1 An innovative, productive agriculture industry
• 1.1.1 Enhance and maintain transport network

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values
Outcome 4.2 An efficient and effective organisation
• 4.2.1 Maintain accountability and financial responsibility through effective planning

RESOLUTION 13224

Moved Cr Clarke
Seconded Cr Armstrong

That Council:

Authorises the transfer of $100,000.00 exclusive of GST from Job 122501 Maintenance Grading – Lake Grace to Job 122504 Rural Road Maintenance

CARRIED: 8/0

Voting Requirements

Simple majority required

14.2 PLANNING
Nil

14.3 HEALTH AND BUILDING
Nil

14.4 ADMINISTRATION
### 14.4.1 LIONS LAKE GRACE WALK TRAIL PROJECT

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>Internal Report</th>
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</thead>
<tbody>
<tr>
<td>File No.</td>
<td>I0259</td>
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</tbody>
</table>
| Attachments:        | 1. Letter from Department of Water and Environmental Regulation  
                     2. Proposal and Quote from 360 Environmental |
| Author:             | Mr Alan George  
                     Acting Chief Executive Officer |
| Disclosure of Interest: | Nil        |
| Date of Report:     | 02 April 2020   |
| Senior Officer:     | Mr Alan George  
                     Acting Chief Executive Officer |

**Summary**

The Lake Grace Lions Club wish to construct a walk trail on Reserve 21558. This site was classified as *possibly contaminated-investigation required on 2 October 2019*.

**Background**

The site on which the Lions Club wishes to build the walkway is located on the western edge of Lake Grace, 8kms west of the town on the Dumbleyung, Lake Grace Road, adjacent to the current rest area. The reserve was originally used as a sanitation disposal site many years ago. It was also believed to be used as a landfill site and there is evidence of rubbish and asbestos on it.

DWER requested a Preliminary Site Investigation and this was carried out in December 2019 by 360 Environmental who prepared the report and presented it to DWER.

DWER responded to the report in February 2020 advising that the site requires further investigation and the classification will remain unchanged at this time. (Attachment 1) A quote was sought from 360 Environmental to carry out the further investigations required. The quote has been received at a cost of $47,615 ex GST (Attachment 2).

**Comment**

The proposal for the Detailed Site Investigation (DSI) will assist DWER in determining if the site is contaminated and what the next step should be. Based on the results of the DSI, DWER will reclassify the site as one of the following:
- **Not contaminated - unrestricted use** – after investigation, no contamination was found at the site (Highly unlikely for the Lake Grace Site based on its use as a former landfill).

- **Contaminated - restricted use** – the site is contaminated but suitable for limited uses (e.g. the site may be suitable for commercial use only, or for residential use provided groundwater bores are not used).

- **Contaminated - remediation required** – the site is contaminated and needs to be cleaned up to ensure it does not present a risk to human health or the environment. This classification will remain until remediation is complete.

If remediation is required and completed to a standard where DWER is satisfied that the potential risks to the environment and human health have been mitigated, the site may be reclassified as:

- **Remediased for restricted use** – the site was contaminated but has been cleaned up to a standard where it is suitable for limited uses (e.g. the site may be suitable for an apartment block, but not for a kindergarten).

Regardless of the proposed development of a Walkway, the Shire is obligated to investigate the site and provide this information to DWER to inform a risk assessment based on the contamination status of soils and groundwater at the site.

**Legal Implications**

The Contaminated Sites Act 2003 (CS Act)
Contaminated Sites Regulations 2006

**Policy Implications**

Nil

**Consultation**

External  Mr Chris Donnetti – 360 Environmental
Department of Water and Environmental Regulation

**Financial Implications**

The budget for the contaminated site inspections is $20,000. To date, $6,575 has been expended on the Lake Grace site and $12,090 has been spent on the Lake King site.

There are no funds left in the 2019/2020 budget to carry out this further investigation. A budget reallocation will be required if it is carried out this financial year. Provision will need to be made in the 2020/2021 budget if the investigation and remediation is delayed.

Once the Detailed Site Investigation is received by DWER, they will determine what clean-up is required and it is not possible to put a cost to that at this stage.

**Strategic Implications**

Shire of Lake Grace Strategic Community Plan 2017-2027
Economic Objective - A prosperous agricultural based economy, supporting diversification of industry.

Outcomes 1.3.1 Promote and develop tourism as part of a regional approach
1.3.2 Maintain and enhance local iconic attractions and infrastructure
1.3.3 Continue to provide and maintain visitor support services

RESOLUTION 13225
Moved Cr Marshall
Seconded Cr Stanton

That Council:

1. Accepts the report from the Department of Water and Environmental Regulation on the results of the Preliminary Site Investigation on Reserve 21558 being the site of the proposed Lake Grace Lions Walk Trail Project;

2. Authorises the unbudgeted expenditure of $47,615 to 360 Environmental to complete the Detailed Site Investigation as stipulated by the Department of Water and Environmental Regulation;

3. Determines the future of the project once the legal requirements are obtained.

Please note that this item was tabled but not voted, and another report needs to be presented to the Council for further consideration.

Voting Requirements
Simple Majority
Mr Christiaan Donnetti
Principal Environmental Consultant
360 Environmental
10 Bermondsey Street
West Leederville
WA 6007

Dear Mr Donnetti

LOT 13598 ON PLAN 144255, DUMBLEYUNG-LAKE GRACE ROAD, LAKE GRACE
PRELIMINARY SITE INVESTIGATION

Thank you for submitting the report entitled “Lot 13598 on Plan 144255, Dumbleyung-Lake Grace Road, Lake Grace, WA, Preliminary Site Investigation” (360 Environmental, January 2020), which the Department of Water and Environmental Regulation (the department) received on 31 January 2020. Additionally, 360 Environmental submitted a Report of a known or suspected contaminated site (Form 1) that was also received by the department on 31 January 2020.

The site was classified as possibly contaminated – investigation required on 2 October 2019 based on information available at the time. This information indicated that the site had historically been used as a landfill and that asbestos containing materials were identified in surface soils at the site.

The department has reviewed the Preliminary Site Investigation (PSI) report and the accompanying Form 1 report. The department provides the following comments:

- The PSI report has been completed in accordance with the department’s Assessment and management of contaminated sites (2014) guidelines.
- Six data gaps were identified that warrant further detailed investigation to determine whether there are risks to human health, the environment and environmental values.
- The PSI report does not appear to include new information on the contamination status of the site, compared with the information provided to the department prior to the classification of possibly contaminated – investigation required on 2 October 2019.
- Following receipt of further detailed investigation information, it is likely that the department will seek advice from the Department of Health with respect to potential human health risks, particularly in relation to the management of asbestos.

The department has reviewed the information submitted and as no new information on the contamination status has been provided, the classification will remain as possibly contaminated – investigation required and the reasons for classification will remain unchanged at this time.

When further information is submitted, it will be reviewed and the classification may be updated.
If you have any queries, please contact Senior Environmental Officer, Michelle Brierley, on 6364 7187.

Yours sincerely

Andrew Miller  
SENIOR MANAGER  
CONTAMINATED SITES

11 February 2020
26 March 2020

Alan George
Chief Executive Officer
Shire of Lake Grace
Stubbs Street
Lake Grace WA 6353
Via Email: dceo@lakegrace.wa.gov.au

Dear Alan,

**Detailed Site Investigation – Former Landfill Site, Lot 13598 Dumbleyung-Lake Grace Road, Shire of Lake Grace**

1 **Introduction**

360 Environmental Pty Ltd (360 Environmental) is pleased to provide this proposal to the Shire of Lake Grace for the development of a Sampling and Analysis Quality Plan (SAQP) and a Detailed Site Investigation (DSI) at a former landfill site identified as Lot 13598 Dumbleyung-Lake Grace Road, Shire of Lake Grace WA 6353 (Herein referred to as the “site”)

2 **Background**

360 Environmental completed a Preliminary Site Investigation (PSI) for the site in December 2019 in response to a request presented within a Notice of Classification Letter from the Department of Water and Environmental Regulation (DWER) to the Shire of Lake Grace. The PSI was provided to DWER prior to the requested submission date of April 2020.

Further to the above the Shire of Lake Grace wanted to determine any potential environmental issues related to site contamination and inform the suitability of the site for a proposed raised walking trail (boardwalk) and viewing platform which overlooks the lake located east of site.

The PSI revealed the site has remained vacant since at least 1972 however the nature and extent of the landfill are not known. The site is currently vegetated, with no onsite buildings or occupier. In addition to the former use of the site as a landfill, a site inspection confirmed the presence of fly tipped material including asbestos containing material (ACM) at the site.
The PSI concluded there were six data gaps that warrant further investigation as follows:

- **Data Gap 1:** The vertical and lateral extent, as well as the nature, of the landfill material is currently unknown.
- **Data Gap 2:** The presence and extent of any soil impacts from the landfill is currently unknown.
- **Data Gap 3:** The presence and extent of any groundwater impacts from the landfill is currently unknown.
- **Data Gap 4:** The presence and extent of any air quality impacts from the landfill is currently unknown.
- **Data Gap 5:** The types of Groundwater Dependent Ecosystems (GDEs) associated with the site are not fully understood and therefore potential risks from the Areas of Potential Concern (AOPCs) cannot be assessed.
- **Data Gap 6:** While the presence of ACM fragments has been confirmed, the type of asbestos, vertical and lateral extent and presence of fibrous asbestos (FA)/asbestos fines (AF) is unknown.

### 2.1 Areas of Potential Concern and Chemicals of Potential Concern

Table 1 summarises the AOPCs and Chemicals of Potential Concern (COPCs) associated with the site.

<table>
<thead>
<tr>
<th>AOPC</th>
<th>Description</th>
<th>COPCs</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire Site</td>
<td>Potential buried inert and pustrescible waste deposited in the subsurface during historic landfilling activities and fly-tipped material on surface which includes bonded ACM</td>
<td><strong>Heavy Metals</strong> (arsenic [As], cadmium [Cd], chromium [Cr], copper [Cu], iron [Fe], lead [Pb], manganese [Mn], mercury [Hg], nickel [Ni] and zinc [Zn])</td>
<td>The nature of buried landfill material is not known (i.e. inert or pustrescible). Conservatively, a wide range of COPCs have been selected. COPCs can be refined once the nature of the landfill material is characterised in future intensive soil investigations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Organics (total recoverable hydrocarbons [THv]), total petroleum hydrocarbons [TPH], benzene, toluene, ethylbenzene, xylenes, napthalene [BTEX], phenols, polychlorinated biphenyls [PCB], polycyclic aromatic hydrocarbons [PAH], phenolic compounds</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Nutrients (total nitrogen, nitrogen oxides, ammonia, total phosphorus, reactive phosphorus)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Asbestos</strong></td>
<td>The lateral and vertical extent of the landfill is not understood.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Landfill gases (e.g. methane, carbon monoxide)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total dissolved solids</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Alkanes, sulphides and organic acids</strong></td>
<td></td>
</tr>
</tbody>
</table>
### 2.2 DWER Correspondence

As requested in the DWER Notice of Classification Letter for the site (Ref: DMO 114989, dated 07 October 2019), the PSI was submitted to DWER on 31 January 2020 with a “Form 1” report, prior to the requested submission date of April 2020.

DWER confirmed receipt of the PSI report by way of a return letter (Ref: DMO11499) on 11th February 2020 and provided the following comments:

- The PSI report has been completed in accordance with the department’s Assessment and management of contaminated sites (2014) guidelines.
- Six data gaps were identified that warrant further detailed investigation to determine whether there are risks to human health, the environment and environmental values.
- The PSI report does not appear to include new information on the contamination status of the site, compared with the information provided to the department prior to the classification of possibly contaminated — investigation required (PCIR) on 2 October 2019.
- Following receipt of further detailed investigation information, it is likely that the department will seek advice from the Department of Health with respect to potential human health risks, particularly in relation to the management of asbestos.
3 Objectives

The key objectives of the DSI are as follows:

- Characterise the nature, extent and magnitude of contamination associated with potential contamination source areas and data gaps identified in the PSI to inform an assessment of potential human health and ecological risks.

- Investigate the lateral and vertical extent of the historic landfill as far as reasonably practicable in recognition of the extent of ACM observed at surface across the site.

- Provide a refined Conceptual Site Model (CSM) with recommendations for further investigation, management/remediation of impacted soils based on a risk assessment of potential impacts to current and future site workers, future operations and terrestrial and aquatic ecosystems, including groundwater.

- Based on the outcomes of the DSI, provide recommendations for further investigation material management and/or remediation

All Contaminated Sites Services will be undertaken in accordance with the following guidelines:

- National Environmental Protection Council (NEPC), 2013, National Environmental Protection (Assessment of Site Contamination) Amendment Measure. (referred herein as NEPM ASC).

- Department of Environment Regulation (DER), 2014, Assessment and Management of Contaminated Sites. (referred herein as AMCS Guideline).

- Department of Health (DoH), 2009, Guidelines for the Assessment and Management of Asbestos-Contaminated Sites in Western Australia.

4 Scope of Work

In order to meet the objectives, the following scope of work is proposed:

- **Task 1: Project Management and Meetings**
- **Task 2: Development of a SAQP**
- **Task 3: DSI**
- **Task 4: Reporting.**

4.1 Task 1: Project Management

The project management phase will be ongoing through the life of the project with regards to client liaison, coordination with the service clearance and drilling contractor, management of scope, budget and schedule. The following additional tasks will be undertaken as part of project management:

- Development of a site-specific Job Hazard Analysis (JHA) for site investigation works as well as a Journey Management Plan for travel to/from site.
- Detailed review of existing site information to inform the SAQP requirements in Task 2.
- Provision of a weekly progress report via email to summarise the week’s work and provide an update to the Shire on the progress of the works and expected laboratory return dates.

4.2 Task 2: Sampling Analysis Quality Plan

360 Environmental will prepare a SAQP for the DSI in accordance with the requirements of the NEPM. The SAQP is essential to ensure the data collected meets the objectives of the investigation and the overall objectives for the site. The SAQP will be developed to ensure that the data to be collected in the DSI is representative and sufficient to address critical gaps and uncertainties identified in the preliminary CSM presented in the PSI so that the information obtained provides a reliable basis for making site management decisions. This includes the collection of statistically robust data where the assessment includes comparison with adopted assessment criteria.

The SAQP will provide a fieldwork plan for implementation and define site specific data quality objectives (DQOs) and Data Quality Indicators (DQIs) to ensure the appropriate level of field and laboratory quality assurance is implemented during the DSI. It will also provide the rationale for sample locations and data to be collected by linking the areas of concern identified in the PSI CSM to the sampling program, defining each area of concern and the sampling and analysis to be carried out for each AOPC.
4.3 Task 3: ACM Emu-bob and Detailed Site Investigation

Prior to the commencement of the DSI, an Emu bob will need to be undertaken to allow site access and within the areas proposed for sampling within the SAQP. The primary purpose of the emu-bob will be to remove surface expressions of potential asbestos containing material (PACM) in the form of bonded cement fragments so that these are not broken down / crushed when accessing each sample location. Traversing over fragments with a drilling rig may result in damage to the ACM and result in the creation of AF which, in accordance with the Asbestos Guidelines (WA DOH 2009) may include free fibres and/or fragments of ACM that pass through a 7mm x 7mm sieve. AF has the potential to generate or be associated with free asbestos fibres, which can pose a considerable inhalation risk if made airborne. In addition crushed fragments of ACM can be more challenging to remediate in the future.

Given the size of the bonded cement sheets and extent of fragments observed on the surface of the site, it should be noted that the purpose of the emu-bob is not to remediate/validate the surface soils but rather allow drill rig access and egress. We propose to complete the emu-bob over 1 day to ensure that access and egress to and from the proposed sampling locations can be undertaken as safely as practicable. Any fragments recovered will be double bagged and labelled as ACM for offsite disposal as Special Waste (Type 1). We have allowed for five (5) samples of PACM to be analysed for Asbestos identification for confirmatory purposes of asbestos type.

Following the emu-bob and visual clearance of the access and egress routes to the proposed sampling locations, intrusive investigations will commence as follows:

- Preparation of health and safety documentation
- Review of Dial Before You Dig plans for the presence of underground services and utilities
- Review of site locations based on the field observations and the occurrence of surface ACM
- ACM Emu bob to clear access to six proposed soil bore locations
- Service clearance of the six proposed soil bore locations prior to the commencement of drilling activities
- Clearance of the six proposed sampling locations via non-destructive drilling (NDD) techniques to 1.5 metres below ground level (mbgl) and advancement of the soil bores up to 10 mbgl, or until natural geology is encountered
- Conversion of three soil bores into groundwater monitoring bores, located at, or as close to the central portion (based on the presence of ACM and surface debris) on each side the former landfill. This approach aims to provide vertical definition of the depth of waste materials at the likely deepest portion of the site (i.e. the centre) and along the edges of the identified investigation area to delineate the vertical and lateral extent of the former landfill. The monitoring bores will be fitted with gas taps to allow future monitoring of landfill gasses should this be required.
• Collection of two samples per soil bore (and up to 5 QA/QC samples) for laboratory analysis (determined by the results of the PSI investigation) as follows:
  - Heavy Metals (As, Cd, Cr, Cu, Fe, Pb, Mn, Hg, Ni and Zn)
  - Organics including:
    - TRH
    - BTEXN
    - Phenolic compounds
    - PCB
    - PAH
  - Nutrients (nitrate, nitrite, total kjeldahl nitrogen (TKN) total nitrogen, ammonia, total phosphorus and reactive phosphorus)
  - Asbestos in soil and bulk ID
  - Sulphide as S

• Prior to collecting groundwater samples, the monitoring wells will be subject to landfill gas monitoring via the gas taps including the measurement of methane, carbon monoxide, carbon dioxide, oxygen and hydrogen sulphide.

• Groundwater sampling (for the same analytical suite as proposed above excluding asbestos and including alkanes [6 analytes] and volatile organic acids) and surveying of the newly installed wells will occur approximately one (1) week after installation of the monitoring wells.

• All monitoring wells will be surveyed by a registered surveyor for location and top of casing height such that the direction of groundwater flow can be calculated.

4.4 Task 4: DSI Reporting

The following scope of works will be undertaken for Task 4:

• Data management and assessment of soil and groundwater data against applicable assessment criteria

• Development of a DSI report which will include the following:
  - Summary of previous investigations and current understanding of site
  - An online search of the Department of Water registered and licensed groundwater abstraction and monitoring wells database
  - Fieldwork methodology
  - Discussion of field observations and the analytical results
  - Development of a refined CSM
  - Conclusions and recommendations for further work (if required)
- Production of site plans/figures showing site location, inferred groundwater flow direction and analytical results using GIS.

A draft DSI report shall be prepared for the Shire to review and once finalised will be sent to DWER together with a Form 1 report.
5 Project Personnel

The project team names, roles and responsibilities and relevant experience are summarised in Table 1. CVs are available on request.

Table 1: Project Team Overview

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Role</th>
<th>Experience and Primary Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Donnetti</td>
<td>Project Director/Technical Specialist</td>
<td>Chris will be responsible for the provision of technical oversight and review, and manage any client service issues, if they arise. Chris is an accomplished and innovative professional with 20 years professional experience in environmental consulting and remediation contracting. His professional experience is diverse with key skills in contaminated land management, remediation, due diligence regulatory and stakeholder liaison, environmental compliance, and environmental management. Chris has worked with a broad spectrum of clients which include Defence, Government agencies and clients in the resources, oil and gas industry to gain closure on impacted sites through close working relationships with International, Local, State and Federal Regulatory bodies. His major relevant experience is demonstrated through his understanding of the WA Contaminated Site Regulations and Project Direction of a recent high profile asbestos remediation project in Port Hedland on behalf of the State Government. Chris will be responsible for technical project oversight and review.</td>
</tr>
<tr>
<td>Garreth Walker</td>
<td>Principal HAZMAT Specialist</td>
<td>Garreth has over 12 years' consultancy experience in the fields of asbestos hazmat and occupational hygiene projects. He has worked extensively throughout Australia, the UK, S.E. Asia and China in the fields of asbestos management and has supported national and global companies in reducing risks associated with the introduction of asbestos to supply chains. He has worked closely with various regulatory bodies at a state and national level. Garreth provides Clients with appropriate risk management communication strategies to effectively manage risk, particularly where the unfortunate inadvertent importation of asbestos has occurred. He focuses on minimising associated project delays by providing appropriate and effective asbestos remediation project management. Garreth will supply specialist advice on asbestos identification and management.</td>
</tr>
<tr>
<td>Eleanor Liddle</td>
<td>Project Manager,</td>
<td>Eleanor has a Bachelor of Science with Honours majoring in Environmental Science which she attained from the University of Western Australia. Eleanor has worked on numerous projects involving contaminated sites, acid sulfate soils, asbestos investigations as well as environmental compliance monitoring programs. Eleanor is a strong and responsive project manager who is adept in working out logistics in complex situations to</td>
</tr>
<tr>
<td>Name</td>
<td>Project Role</td>
<td>Experience and Primary Responsibility</td>
</tr>
<tr>
<td>-----------------</td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Kang Tam</td>
<td>Environmental Scientist</td>
<td>Kang is an environmental scientist with a degree majoring in Environmental Science and Conservation Biology attained at the University of Western Australia. Kang has worked on numerous projects involving contaminated sites assessment, asbestos, and acid sulfate soils. As well as his fieldwork experience, Kang supports our contaminated sites team through the compilation of historic data and the desktop review components of PSIs. Kang has undertaken numerous site assessments including the identification of landfill and ACM and holds a Restricted Asbestos Licence. Kang will undertake desktop searches for the PSI, undertake the field investigation and be responsible for data tabulation.</td>
</tr>
<tr>
<td>Lucia Fuentes-Vasquez</td>
<td>GIS Specialist</td>
<td>Lucia will provide GIS support and coordinate data management for the Project. She has strong expertise in project management, data management, geographic information systems, geological evaluations, budgeting and planning and rehabilitation. Lucia’s main role at 360 Environmental is in the provision of GIS services to clients and internal project managers.</td>
</tr>
</tbody>
</table>
6 Costs and Timing

Our lump sum cost breakdown for the proposed scope and methodology for Tasks 1, 2, 3 and 4 is outlined in Table 2.

Work will be carried out in accordance with our Standard Terms of Appointment (Attachment 2.0) and can proceed once we receive a signed Authorisation to Proceed (Attachment 3.0).

Table 2: Costing Summary

<table>
<thead>
<tr>
<th>Task / Item</th>
<th>Estimated Costs (Ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task 1: Project Management</strong></td>
<td></td>
</tr>
<tr>
<td>- Communications.</td>
<td></td>
</tr>
<tr>
<td>- Project Management and coordination of sub-contractors.</td>
<td></td>
</tr>
<tr>
<td>- 360-specific HSEQ activities; and</td>
<td></td>
</tr>
<tr>
<td>- Field preparation and logistics</td>
<td>$1,360</td>
</tr>
<tr>
<td><strong>Task 2: Sampling Analysis Quality Plan</strong></td>
<td></td>
</tr>
<tr>
<td>Draft SAQP Report</td>
<td>$2,180</td>
</tr>
<tr>
<td>Final SAQP</td>
<td>$365</td>
</tr>
<tr>
<td>Task Total</td>
<td>$2,545</td>
</tr>
<tr>
<td><strong>Task 3: Phase 1 - Detailed Site Investigation</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td></td>
</tr>
<tr>
<td>Mobilisation to site</td>
<td>$480</td>
</tr>
<tr>
<td>Emu Pick</td>
<td>$960</td>
</tr>
<tr>
<td>Installation of soil bores and groundwater monitoring wells</td>
<td>$1,920</td>
</tr>
<tr>
<td>Demobilisation from site</td>
<td>$480</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Service locator</td>
<td>$2,875</td>
</tr>
<tr>
<td>Equipment (Landfill gas monitor, PID, PPE)</td>
<td>$1,350</td>
</tr>
<tr>
<td>Driller</td>
<td>$12,820</td>
</tr>
<tr>
<td>Laboratory analysis (soil)</td>
<td>$6,180</td>
</tr>
<tr>
<td>Car Hire, accommodation, meals</td>
<td>$1,945</td>
</tr>
<tr>
<td>Task Total</td>
<td>$29,010</td>
</tr>
<tr>
<td><strong>Task 3: Phase 1 – Groundwater Monitoring Event</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td></td>
</tr>
<tr>
<td>Mobilisation to site</td>
<td>$480</td>
</tr>
<tr>
<td>Groundwater monitoring event</td>
<td>$960</td>
</tr>
<tr>
<td>Demobilisation from site</td>
<td>$480</td>
</tr>
</tbody>
</table>
Two mobilisations to site will required for the DSI as following the installation of the groundwater monitoring wells require seven days to stabilise prior to undertaking sampling.

It is noted that if timing between this project and the remediation works at Lake King Primary School can be coordinated, 360 Environmental can offer a project discount of $960 for one way of project mobilisation/demobilisation.

### 6.1 Project Timeline

An indicative timeline for the provision of draft reports is provided in Table 3, with respect to date of award.

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost (Ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft SAQP</td>
<td>Within 2 weeks of date of award</td>
</tr>
<tr>
<td>Final SAQP Report</td>
<td>Within 1 week of receipt of client comments on Draft SAQP</td>
</tr>
<tr>
<td>Detailed Site Investigations</td>
<td>Within 2 weeks of SAQP finalisation</td>
</tr>
<tr>
<td>Groundwater Monitoring</td>
<td>1 week following well installation</td>
</tr>
<tr>
<td>Draft DSI Report</td>
<td>Within 4 weeks of receiving laboratory results</td>
</tr>
<tr>
<td>Final DSI Report</td>
<td>Within 1 week of receipt of client comments on Draft DSI</td>
</tr>
</tbody>
</table>

### 6.2 Assumptions

The costings outlined in Table 2 assume the following:

- The client will arrange safe and unrestricted site access for 360 Environmental personnel.
- Any previous reports, site plans and other site information (if available) will be provided by the client within one week from engagement.
- No allowance has been made for inductions or site-specific training.
- A handling fee of 15% will be applied to any disbursements resulting from out of scope expenses.
- All works can be completed between 7:00am and 6:00pm, Monday to Friday. Any works required to be undertaken outside these times and days may incur additional costs.
- No allowance has been made for consultation with the community or regulating authorities (DWER). If required, this will be performed as variations to the scope of works outlined in this proposal and charged on a time and materials basis in accordance with our standard rates current at the time of the work being undertaken.
- This proposal is valid for a period of 30 days from the date of issue.
- The site walkover at Lake Grace and ASBINS investigation at Lake King will be completed in a single mobilisation over 2 days by one competent environmental scientist.
- Timings and deliverables are subject to the availability of suitable subcontractors.
- The analytical costs provided have been based on a standard 5-10-day turnaround time. A faster turnaround of laboratory results would incur a laboratory surcharge. Any delays/standby caused by the late reporting of analytical results is beyond the direct control of 360 Environmental and 360 Environmental will not be held liable.
- Where the analysis of additional samples is considered necessary to achieve the objectives of the works, the costs would be provided and written approval from the client sought prior to commissioning the additional work.
- Standby has not been allowed for in the fee estimate. Standby time is defined to be incidents causing delays which are unforeseen and/or beyond our control (e.g. where full and unobstructed access has not been given to enable the works to be undertaken to the agreed program, inclement weather). Should standby time occur, this will be a variation to the proposed fees.
- All reporting costs have been based on the production of one SAQP report and one DSI allowing for one iteration of consolidated client comments on the draft report. If further reviews and amendments are required, this work would be charged on a time and expenses basis in accordance with our schedule of rates (below).
- Draft and final reports will be provided in electronic PDF format.
- No allowance has been made for liaison / negotiation with accredited auditors and/or regulatory authorities.
- All costs provided in our fee estimate are exclusive of GST.
7 Closure

We trust this meets your requirements at this time. Should you have any questions or require further action please do not hesitate to contact Chris Donnetti on (08) 9388 8360. We look forward to hearing from you.

For and on behalf of 360 Environmental Pty Ltd

Chris Donnetti – Principal - Contaminated Sites Services

Exe:
Attachment 1.0 - 360 Environmental Standard Rates
Attachment 2.0 - 360 Environmental Standard Terms of Appointment
Attachment 3.0 - 360 Environmental Authorisation to Proceed
### 360 Environmental Reduced Rates

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate $ per hour (excluding GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Services</td>
<td>80 - 100</td>
</tr>
<tr>
<td>GIS and Drafting</td>
<td>100 - 150</td>
</tr>
<tr>
<td>Health and Safety Coordinator</td>
<td>140</td>
</tr>
<tr>
<td>Technical Specialist and Modelling</td>
<td>220</td>
</tr>
<tr>
<td>Project Environmental Scientist</td>
<td>110 - 160</td>
</tr>
<tr>
<td>Senior Environmental Scientist</td>
<td>160 - 220</td>
</tr>
<tr>
<td>Principal</td>
<td>210 - 260</td>
</tr>
<tr>
<td>Peer Review</td>
<td>240 - 260</td>
</tr>
<tr>
<td>Disbursements</td>
<td>Cost Plus 10%</td>
</tr>
<tr>
<td>Vehicle Expenses</td>
<td>$1 per km</td>
</tr>
</tbody>
</table>
Thank you for choosing 360 Environmental Pty Ltd. Whenever you instruct us and we agree to provide you with Services, these standard terms of appointment will form part of the Contract between you and us. Our aim is to provide you with outstanding professional service.

Application and Introductory Matters

Unless the context requires otherwise, in these terms of appointment:

"Claim" means all demands, actions, suits, proceedings, judgments, orders, decrees, damages, costs (including legal costs on a full indemnity basis), losses and expenses of any nature whatsoever including without limitation, consequential losses, loss of opportunity and damages for the loss of the use of money;

"Contract" means the agreement between you and us and consists of this Engagement Letter and these terms of appointment;

"Confidential Information" for the purpose of this Contract includes but is not limited to all commercially sensitive information and all other information, data, record in any form including documents, software, writings, drawings which any recipient of such information would not have accessed or acquired or be provided with but for this Contract;

"Engagement Letter" means the letter from us to you whereby we agree to provide you with the Services (as defined) and set out the fees payable to us in respect of the provision of those services;

"Intellectual Property Rights" means patents, copyright, moral rights, performance rights, registered designs, trademarks and the right to have Confidential Information kept confidential;

"Instructing Person" means the person who signs these terms of appointment, confirming the acceptance of the Contract on behalf of the client named on page 4.

"Report Material" means any information, data, opinion, conclusion or recommendation contained in any correspondence, report or other documentation produced by us and provided to you as part of us performing the services and includes such correspondences, report or other documentation;

"Services" means the services provided, or to be provided, by us to you and described in the Engagement Letter and includes any services we have agreed to provide to you in any subsequent letter signed by us;

"Services Material" means any know-how, system, design, invention, innovation, method, procedure, operation, software, document and any other thing capable of supporting Intellectual Property Rights, including the Report Material, used, produced, developed or discovered in the course of, or in connection with, us providing the Services to you;

“we” means 360 Environmental Pty Ltd (ACN:109 499 041) and "we" and "our" have corresponding meanings; and

"you" means the person (client) named on page 4 of these terms of appointment and "your" has a corresponding meaning.

Contract

The Contract constitutes the entire agreement between the parties and contains all the representations, warranties, covenants and agreements of the parties in relation to the subject matter of the Contract. The Contract shall be binding on the parties from the earlier of the date on which we commence providing the Services to you and the date on which you execute these standard terms of appointment. In the event of any inconsistency between the express terms of the Engagement Letter and any provision in these terms of appointment, the express term in the Engagement Letter will override these terms of appointment, to the extent of any inconsistency. The Instructing Person hereby warrants that they have authority to enter into the Contract on your behalf.

Who at 360 Environmental will Work with You?

We will nominate the people with the best expertise for your needs. We are always happy to discuss this. An Environmental Professional is always designated as responsible for the delivery of our service to you, and will keep you informed of progress. From time-to-time, we may involve other scientists, engineers, or specialists, e.g. where special expertise or additional assistance is required. By applying a blend of the right skills and knowledge to your issues, we can achieve the best cost effective outcome.

Scope of Our Role

To do the best job we can, we need you to give us full instructions at each step in the project. Good, frequent communication is vital. Written instructions are best, please don’t assume that we know particular facts – we may not. We need you to tell us all
relevant information or we risk giving advice based on incorrect assumptions. We will set out our understanding of the scope of our role in the Engagement Letter for the project. You should assume that we won’t undertake tasks unless they are expressly set out in the Engagement Letter or unless they are set out in a subsequent letter signed by us. If you require any additional service from us, it will be charged for in addition to the costs set out in the Engagement Letter and may have a consequential effect on the time taken to deliver your Services overall. If this timing change is important to you, you must bring it to our attention at the time that you request the additional services.

The Services we provide to you are solely for your use and benefit. We shall not be liable in contract, tort (including, without limitation, negligence) or otherwise for any use of, or reliance on, the whole or any part of the Services (including, but not limited to, the Report Material) by any third party. Any third party using, or relying on, the Services, in whole or in part, does so at their own risk.

You shall indemnify, and keep indemnified, us and our officers, employees, agents and contractors (“the indemnified persons”) against all Claims which we or they, or any of us or them, suffer or incur in connection with the use of, or reliance on, the Services, or any part of the Services, by any third party where you permitted or acquiesced in that use or reliance. If any entity related to you, or associated with you, wishes to use, or rely on, the whole, or any part of, the Services, such entity must enter into an agreement with us. The terms of that agreement will include these standard terms of appointment.

This Contract and in particular, the indemnity set out above, will leave severally to the benefit of each of the indemnified persons, notwithstanding that they may not be parties to the Contract.

You hereby warrant the completeness and accuracy of any information that you provide to us and acknowledge that we may rely on this warranty in the delivery of the Services. We are not required to verify any information that you provide to us, unless you make it clear at the time of delivery of that information, that you are uncertain as to its veracity.

Report Limitations

Aspects of the reports provided, including opinions, conclusions and recommendations contained therein, will be based on the results of the investigation, sampling and testing as set out in the contract and/or otherwise in accordance with normal practices and standards. The investigation, sampling and testing are designed to produce results that represent a reasonable interpretation of the general conditions of the site that will be the subject of the report. However, due to the characteristics of the site, including natural variations in site conditions, the results of the investigation, sampling and testing may not accurately represent the actual state of the whole site at all points.

Index of Biodiversity Surveys for Assessments (IBSA)

IBSA is an online portal of the Department of Water and Environmental Regulation which carries information on land-based biodiversity surveys in Western Australia to support assessments and compliance under the Environmental Protection Act 1986 (“Act”). We may be required under the Act to prepare IBSA data packages to accompany biodiversity survey reports in the course of our provision of Services to you. If we are required to provide any IBSA data packages, you will incur additional data handling costs. We will provide you with an estimate of data handling costs in our cost proposal to you. IBSA data packages that we submit on your behalf could be made public under the Act and you will need to tell us in writing if you do not wish for the IBSA data packages to be made public. You should note that certain information for example, survey reports may still be made publicly available under the Act regardless of whether you have consented to the reports being made public.

Professional Fees

We usually charge on the basis of hourly rates or according to some other formula agreed between us and specified in the Engagement Letter. If hourly rates are nominated, please note that they are only a general basis for determining the appropriate fees for our work. We may adjust our fees to reflect the value and skill that we bring by delivering an innovative solution or the special responsibility or urgency of the matter. We may also adjust our fees to reflect the benefit to you or our specialist experience, however, we would advise you of any change from the agreed appointment and any such change will only be within the scope of charging methods allowed within the Engagement Letter. Hourly rates vary according to the type of work and experience of the people involved and will generally be set out in the Engagement Letter. If hourly rates for any individual employee are not included, you can assume that they will be on the general basis of our standard rates applicable at the time the work is done. Time charges are based on minimum units of fifteen minutes.

If we agree a fixed fee, and the scope of the work increases beyond the basis on which you originally instructed us, it will be carried out on the general basis of the normal hourly rates of the employee involved, unless another arrangement is agreed.

No matter what basis on which fees are charged, you agree that we may render invoices to you for work as it is completed, at whatever times or stages of work or any other reasonable basis we determine. You agree that the Contract is not an “entire agreement” as that term is defined at common law and that we may terminate or suspend the provision of Services to you if you fail to pay any invoice when it falls due, or if we suspect on any reasonable basis that you are or are likely to become insolvent, or will not have the capacity to pay any future invoice as it falls due.

Rate Changes

Rates for our fees and disbursements are reviewed regularly and may change during the course of your project. If they do, you will be advised of the revised rate and it will generally apply to your project from the date of the change.
Estimates
Where practical, we will provide an estimate of the likely fees and expenses and disbursements. The final amount may differ from the estimate if the scope or nature of the matter changes, our role changes, or unforeseen circumstances arise. You should therefore view the cost as an estimate, based on the information that you have provided to us at the time and any assumptions given of the final cost of our Services in the matter.

Disbursements
We treat the following payments and charges as disbursements (whether or not they may be literally described as such): payments for services supplied by others and charges for support services supplied by us or our associated entities. We will generally charge you the amount charged to us by others for services such as postage, travel expenses, and fees for outside consultants and experts. We will charge you on the basis of use for services supplied by us or our associated entities, including photocopying, long-distance telephone calls, fax, online searches and inquiries, filing of applications, permits and documents and other inquiries or permits. We reserve the right, however, to charge a markup of 15% on disbursements to cover handling.
If you would like any further information on these charges, please ask us.

Australian Goods and Services Tax (GST)
All fees and costs referred to in our Engagement Letters are exclusive of GST. You must pay any GST applicable to our supply of Services to you. In determining whether our Services to you are to be treated as GST-free, we will need to rely on representations made by you. If Services that are treated as GST-free are later found to have been taxable, you agree to pay us the amount of the GST, as well as any penalties or interest resulting from failure to pay GST. Similarly, we will reimburse you if we mistakenly charge you GST and subsequently recover that GST from the Commissioner of Taxation.
We may act as your agent to acquire some Services or to pay some expenses on your behalf (for example, reports and testing). In those circumstances, you will reimburse us for the amounts that we incur plus a 12% administration fee. In other circumstances, we may acquire supplies from others in the course of providing our Services to you. We will invoice you for those costs (net of any input tax credits available to us). These amounts may be subject to GST when invoiced by us to you, irrespective of whether the original supplies to us were subject to GST, depending on whether our fee to you is subject to GST or GST-free.

Form and Frequency of Invoices
We issue monthly invoices which are payable within 14 days. If you would like to receive them more or less often, please discuss this with us. Our invoices will set out the total professional fees charged during the relevant period, as well as the disbursement categories (for GST purposes) and total disbursement costs. If your invoices remain unpaid, we may cease work on your project upon giving you reasonable notice. We may ask you for funds in advance. Our usual practice is to require payment into a bank account nominated by us.
All rates of remuneration quoted and invoices rendered by 360 Environmental are in Australian dollars (AS) and shall be payable to 360 Environmental in AS unless expressly agreed in variation hereto.

Reimbursement
Although you may expect to be reimbursed by a third party for our fees and costs, we do not have any recourse against that third party, so we must look to you for prompt payment, even if payment to you is delayed or not received.

Unpaid Invoices
Our terms of business require payment within 14 days of issue of our invoices. If they are not paid within 30 days after receipt:
(a) we may charge you interest at the standard overdraft rate charged from time to time by Commonwealth Bank on overdrafts of $100,000, plus 3%. That interest will be payable on demand; and
(b) you hereby agree to bear all of our legal and other debt collection related costs on a full indemnity basis; and
(c) we may elect to require that you pay any subsequently issued invoice on demand; and
(d) we may suspend or terminate the further provision of the Services;
(e) we may require that you pay a reasonable sum on account of the balance of the Services yet to be delivered to you, in advance, before we continue to perform the Services;
(f) we may exercise a lien over and withhold any property of yours, including any collateral document or service provided to you by us or any other person, until payment in full (including interest if we require) has been made.

Withholding Tax
All of our invoices are issued on the basis that we will receive the amount invoiced. If you are obliged to pay withholding tax on any other tax or impost in respect of our invoice, that amount must not be deducted from our invoice.

Quantum of Liability
To the extent permitted by law, our liability for all claims directly or indirectly connected with the Contract or the Services (whether in negligence or otherwise and whether to you or any other person) is limited to twice the amount of our fee (“the liability cap”). If we are obliged to pay to any other person any amount above our liability cap, you hereby agree to indemnify us against any claim by any other person that is in any way connected with the Contract or the Services, to the extent that it exceeds the liability cap.
That indemnity includes legal costs on a solicitor and own client basis.
Contribution to Loss
To the extent permitted by law and subject to the liability cap as set out in this Contract, if we are liable to pay damages to you and if you or any other person (including other advisors to you) have contributed to the loss you suffered ("concurrent wrongdoer"), our damages will subject to the application of the Civil Liability Act 2002 (WA) be reduced proportionately.

For the purpose of this section, “you” includes any person to whom we are liable to pay damages and “damages” includes any similar liability (such as an obligation to pay compensation). For clarification purposes, nothing in this Contract shall be construed or interpreted to indicate any contracting out or exclusion of the application of the Civil Liability Act 2002 (WA).

Guarantee
This section headed “Guarantee” does not apply if you are a company that is listed on the ASX or if we expressly agree in the Engagement Letter to make this guarantee. Save and except for the exclusions set out in this paragraph, the Instructing Person as guarantor irretrievably guarantees:
- The payment of our professional fees, disbursements and any other payment due under this Contract or the Engagement Letter (or both);
- The due observance and performance of all the client’s obligations as set out in this Contract.

The Instructing Person confirms and agrees to, and is authorized to execute the Contract on behalf of the client named below (“the client”). It is expressly understood that we are entering into the Contract on the representations made that the Instructing Person and that our agreement to provide the Services to the client is at the request of the Instructing Person. The client, as approved by the Instructing Person hereby agrees to pay any sum that may now be due, or become due to be paid by either or any of them to 360 Environmental Pty Ltd (ACN 109 459 944).

Privacy
In the course of our dealings, you may disclose to us, and we may collect, personal information that is subject to privacy regulation. We will use that personal information for the purpose of providing our Services to you. For this purpose and for any other purposes for which information is provided to us, the personal information may be shared between entities associated with us and with other organisations or persons engaged by us in relation to the provision of our Services to you. Privacy obligations will frequently arise in relation to personal information that you provide to us.” We will collect on your behalf — sometimes these will be our obligations and sometimes yours. We will co-operate with each other in addressing these obligations. In particular, where we have an obligation to tell individuals that we have collected personal information and to make them aware of certain matters you agree that, to the extent practicable, you will assist us in meeting that obligation. Unless otherwise stated in the Engagement Letter or in another document signed by us, you agree that we may use your name and a description of the Services provided by us to you in future company promotions.

Changes by Others to Our Work Product
If we transmit or provide any document to you or to another party, and changes are made to that document by someone other than us, we are not responsible for any loss caused by the changes unless we have specifically approved them.

Email
Any communications or documents transmitted by email may be intercepted with, may contain computer viruses or other defects, and may not be successfully replicated on other systems. We will not be liable for any copying, recording, reading or interference by others during, or after, a transmission, for any delay in non-delivery, or for any damage caused in connection with a transmission. If you have any doubts about the authenticity of any communications or documents purportedly sent by us, please contact us immediately.

Intellectual Property
You hereby acknowledge that at all times we own all of the Intellectual Property Rights in the Services Material. Subject to the terms and conditions of the Contract, we grant to you a royalty-free, non-transferable, non-exclusive licence to use the Report Material in the ordinary course of your business.

Files
In the internet of preserving storage space, we may destroy any file at any time seven years after the date of our final invoice to you. You should let us know if you would like to keep any of the files.

Official Inquiries
It is possible that because we have been appointed in a project, or because we have received documents or information in the course of, or in connection with, a project, we may be required in the future to participate in an inquiry, commission or proceedings arising out of, or in connection with, the project. This may, for example, involve producing documents, seeking to resist inspection or disclosure of certain documents or information or giving evidence at an inquiry. We will seek your instructions if these circumstances arise, but you agree to reimburse us for out-of-pocket expenses (including legal expenses) and for the time we spend at our hourly rates then current.
Assignment
You must not assign or transfer your rights under the Contract or in any other way dispose of to any third party the benefit or burden of the Contract without our prior written consent.

Termination
Either you or we may terminate our engagement by giving appropriate notice and you agree to pay our fees and disbursements incurred up to termination and for any work that we are required to do in relation to the matter after termination. The termination of the Contract will not affect any rights or liabilities incurred by the parties prior to termination.

Governing law and jurisdiction
The contract, including these terms of appointment, are governed by, and will be construed in accordance with, the laws in force in the State of Western Australia and the parties irrevocably submit to the exclusive jurisdiction of the Courts in the State of Western Australia.

Severance
If any part of these terms of appointment is, or become, void or unenforceable that part is, or will be, severed from these terms of engagement to the extent that all parts that are not, or do not become, void or unenforceable remain in full force and effect and are unaffected by that severance.

Feedback
We welcome your feedback. Please tell us if you believe we can improve our service to you.
Execution and Acceptance of the Terms of the Contract:

Executed by the parties as an Agreement.

Signed for and on behalf of 360 Environmental Pty Ltd (ACN 109 499 041):

Name of Client:

Signature of Instructing Person:

Print name of Instructing Person:

Print title of Instructing Person:

Date:
360 Environmental Pty Ltd Authorisation to Proceed

360 Environmental Reference and Proposal
Name: 367 3638 AA_Rev1 Lake Grace DSI

Thank you for commissioning 360 Environmental Pty Ltd to undertake this scope of work. The undersigned authorises the commencement of the work, acknowledges that the 360 Environmental Terms of Engagement have been read and are accepted and will be responsible for payment of all invoices submitted by 360 Environmental for the stated work.

Authorisation Details:
Authorisation details must be signed by a person duly authorised to commence the work. Contractually work will be scheduled on receipt of this signed form.

Signature: ____________________________
Name: ________________________________
Date: ________________________________
Company ABN: _______________________

Billing Details to be placed on invoices:
360 Environmental will address invoices to the contact person and address specified below:
Name: ________________________________
Title: ________________________________
Company: ____________________________
Postal Address: _______________________
Email: ______________________________

Accounts Payable Details:
This person will be contacted for all account enquiries.
Name: ________________________________
Phone Number: ________________________
Email Address: _________________________

Please complete and return this authorisation form as soon as possible so we can promptly commence work.
**14.4.2 ELECTRIC VEHICLE FAST CHARGER+**

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>Australian Electric Vehicle Association</th>
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<tbody>
<tr>
<td>File No.</td>
<td>Nil</td>
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<tr>
<td>Attachments:</td>
<td>1. Funding Proposal</td>
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<td></td>
<td>2. Emails dated 24 March 2020 and 30 March 2020</td>
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<td></td>
<td>3. Location Photos</td>
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<tr>
<td>Author:</td>
<td></td>
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<td></td>
<td>Alan George</td>
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<td></td>
<td>Acting Chief Executive Officer</td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Nil</td>
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<tr>
<td>Date of Report:</td>
<td>7 April 2020</td>
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<tr>
<td>Senior Officer:</td>
<td></td>
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<td></td>
<td>Alan George</td>
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<td>Acting Chief Executive Officer</td>
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**Summary**

The West Australian branch of the Australian Electric Vehicle Association Inc (AEVA) has campaigned to raise funds to provide a network of electric vehicle chargers between Perth and Esperance.

Lake Grace has been listed as a suitable site to locate a charger and they are seeking Council approval to locate the charger on Council property.

**Background**

Cr Stoffberg has been in contact with the AEVA regarding its plans to create an electric highway between Perth and Esperance. The intention is to increase the charging infrastructure in regional, remote and rural Australia to cover the increasing numbers of electric vehicles on the roads. The AEVA has crowd funded the purchase of the fast chargers and have identified those towns along the various routes to Esperance in which to place them.

Lake Grace is one of those towns and a suitable site has been identified adjacent to the rose garden and railway station in Stubbs Street. The requirements are for the charger to be located close to a suitable power supply and preferably to be centrally located.

The AEVA has raised the funds and purchased the fast chargers at a cost of around $35,000 each. The request is for the Shire of Lake Grace to provide the site and to pay for the installation of the charger. The cost of the installation is around $20,000.
Comment

This is seen as a great opportunity to promote the Shire of Lake Grace to the increasing users of electric vehicles. Lake Grace will benefit from the installation of the charger. Whilst the vehicle is charging, the users will hopefully take advantage of cafés, IGA and other shops. The chargers will be a user pay facility via a card reader. The Shire will be charged at commercial rates and one hour of charging equates to about $15.00. The Shire can then on charge them to the user adding a margin of say 10% to assist in any ongoing maintenance costs.

The local electrical contractor will be used for all works and commissioning, as well as being trained in the maintenance and repair of the charger. The Shire has been requested to cover the cost of the installation.

There are many Councils that have already installed fast chargers with several more being completed in the coming months.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal Cr Peter Stoffberg
External The Australian Electric Vehicle Association Inc.(AEVA)

Financial Implications

The cost to install the fast charger is $20,000. There is no funding in the budget for this. The State government has stated that they wish Local Governments to bring forward spending to assist the local economies.

There are sufficient funds in the Tourist Promotion account E1320010 to cover the cost of the installation.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027
Economic Objective – A prosperous agricultural based economy, supporting diversification of industry
Outcome 1.3 An attractive destination for visitors
   1.3.1 Promote and develop tourism as part of a regional approach
   1.3.2 Maintain and enhance local iconic attractions and infrastructure
   1.3.3 Continue to provide and maintain visitor support services
RESOLUTION 13226

Moved Cr Stoffberg
Seconded Cr Chappell

That Council:

- Approves the installation of electric fast charger adjacent to the Rose Garden in Stubbs Street, Lake Grace;

- Approves funding of $20,000 for the installation of the fast charger from the Tourism Promotion Account E1320010.

CARRIED: 8/0

Voting Requirements

Simple majority
For immediate release (19th December 2019)

Let’s bring the Electric Vehicle revolution to Esperance!

The West Australian Branch of the Australian Electric Vehicle Association inc. (AEVA) supported by the marketing muscle of regional WA network provider Horizon Power, are campaigning to build the Perth to Esperance Electric Highway. Electric vehicles are here to stay, and the transition away from diesel and petrol is well underway. One of the last hurdles to overcome is the lack of charging infrastructure in regional, rural and remote Australia, owing to the high upfront cost of charging equipment. We hope to change this with the nation's first completely crowd-funded EV charging infrastructure project, and we hope you will join us too!

Fundraising is underway with a campaign goal of $350,000; enough to purchase and install at least four 50 kW DC fast chargers between Perth and Esperance. If the goal is exceeded, additional chargers will be sourced. These chargers will be gifted to businesses and enterprises who wish to host them. Preference will be given to businesses who actively campaign and raise funds to host the charger. The online donation platform can be found here. As the AEVA is not a registered charity, donations are not tax deductible.

Electric vehicle DC fast chargers are expensive; $35,000 along with tens of thousands in installation costs; they remain out of reach for most small businesses. By collectively raising funds to install a network from Perth to Esperance, we can help take the pressure off businesses in preparing for the future of motoring.

Our campaign uses tiered donations to reward donors according to their contribution. A donation of $100 will help keep momentum in the campaign. All donations over $500 will get your name on a plaque thanking you for your commitment to the future. These plaques will be replicated across the entire route. Donations of $1000 or more will earn an EV driver free roadtrips to Esperance and back for a year! Donations of $5000 or more, particularly from businesses along the route, will ensure the charger is hosted at your business and will assure the donor free charging for life! This is ideal for service stations, supermarkets, hotels, general stores, shire administration centres, caravan parks and cafes. Institutional and corporate donations are most welcome – commitments of $15,000 or more will afford great branding and promotional opportunities for your organisation, and of course, free charging for life!

Please consider supporting this initiative, and feel free to get in touch using the details below. Please also find attached a selection of information sheets on DC fast chargers, installation guides, and what to expect should you wish to host one.

Sincerely,

Dr Chris Jones
Secretary, AEVA
Chair, AEVA WA branch
Perth to Esperance Electric Highway – a community funded proposal

Chris Jones – Secretary, AEVA 10th December 2019

Executive summary

A community-funded campaign seeks to raise $350,000 or more for the installation of DC fast chargers between Perth and Esperance. This will allow electric vehicles (EVs) to travel to and from Esperance with ease, charging once or twice along the way for 30-60 min. The proposed network will complement the DC fast charger installation in Esperance being advocated by Horizon Power. The fast chargers will be installed and owned by businesses or organisations who host them, while the purchase cost of the chargers will be paid for using the funds raised during the campaign. It will then be up to the business to oversee their installation and ongoing management of them. Some installation costs may be covered by the fundraising campaign, however this will depend entirely on moneys raised. As of 1st April 2020 $41,850 has been raised. The first DC fast charger has been purchased with these funds for $33,500 and is set to be installed in the town of Lake Grace as soon as possible.

Introduction

Electric vehicles are coming and there is no stopping. Even in Australia, where EV government policy is scarce at the state and federal level, EV sales are still climbing exponentially. Western Australia is home to at least 1000 plug-in vehicles and this figure is set to nearly double each year. The national total is well over 15,000 vehicles.

Electric vehicles are supremely efficient at turning stored electricity into motion. Electricity is cheap compared to liquid fuels like petrol or diesel – the running costs of an EV are at least one quarter
that of an equivalent internal combustion engine (ICE) vehicle. An EV may charge from any source of electricity – solar, wind, coal, gas, nuclear, wave or diesel generator, meaning driving electric can both be emissions free and cost free.

With the fleet of EVs growing steadily, the need for charging infrastructure will grow also. The vast majority of EV charging will still happen at home – overnight out of convenience, or during the day while the sun shines and the wholesale price for grid power is cheap. However for longer trips, high powered, publically available charging infrastructure will meet the needs of long distance travellers. Most EVs have a minimum highway range of 200 km, while others are as high as 600 km. Therefore, a trip as long as Perth to Esperance will call for at least three, preferably four DC fast chargers along the route to cater for the needs of all EVs available now and in the near future.

DC fast chargers start at 50 kW charging power (adding 200-350 km of range per hour of charging) and can be as high as 350 kW (over 1000 km per hour of charging). The energy requirements for a 50 kW charger are modest, with most commercial and industrial premises having sufficient capacity on their local distribution network. However higher power chargers, or multiple chargers will call for major supply upgrades. In time, this will be essential but for the next five years, 50 kW charging is ample.

The routes and locations

There are three major routes to Esperance from Perth; Via Brookton, Hyden and Ravensthorpe; via Williams, Lake Grace and Ravensthorpe, and some combination of these, perhaps via Corrigin and Kulin. The coastal route from Albany to Esperance is a desirable route too, but is markedly longer than the more direct routes. This highlights the criticality of a charger at Ravensthorpe.

Therefore the most appropriate sites for 50 kW DC fast chargers are Brookton, Williams, Wagin, Narrogin, Corrigin, Hyden, Lake Grace and Ravensthorpe. While funds might only allow for four chargers, the most willing locations along the route would ultimately determine where the chargers are located.
The crowd-funding approach

The primary contributors to the goal of >$350,000 will be EV drivers themselves. The Australian Electric Vehicle Association has over 900 members nationally and about 160 financial members in WA. The Tesla Owners Club of WA also has over a hundred members, with some cross-over between the two organisations. With strong national connections, we represent a large proportion of EV drivers and riders in the country. Equally important in the fundraising campaign is the role of businesses and local governments; as these entities have the most to gain from increased travellers through their towns. Cafés, hotels, supermarkets, shire building/depots and the like would be ideal candidates for hosting a fast charger. It would be expected that these entities contribute a sizable proportion of the total funds required for their town’s charger. Chuffed has been chosen as the fundraising platform as it has wide appeal and is easy to manage.

https://chuffed.org/project/evhwy

Crowd-funding for critical highway infrastructure is rather unorthodox, but it will set the wheels in motion for more infrastructure to be deployed by state governments and motoring organisations like the RAC of WA and the NRMA in New South Wales. In these early stages, it will be up to the pioneers of new technology to push the case. Considering the relatively low cost of recharging infrastructure compared to a refuelling service station, it seems a ‘no-brainer’ to embrace a regional fast charging network.

The marketing campaign

The AEVA and TOCWA have significant contacts in industry, local and state government, institutions like the RAC, Western Power, Main Roads, Horizon Power and Synergy, as well as with local ABC radio, tourism boards, regional radio networks and local newspapers. Our organisations have a substantial social media presence which would help push the case for raising funds to build a charging network. Many of our members would be happy to make the trip in their EVs to rustle up interest in the regional centres, including car displays and information sessions. The most successful campaigns are where well connected communities share the idea far and wide, and critically come from a trusted source. While no mean feat, we believe the funding goal could be reached within a couple of months. Radio interviews with ABC have already happened, along with coverage in the Esperance Express.

Benefits of being a contributor

With most crowd-funded campaigns, perks, or benefits are afforded to those who contribute. The levels proposed below are indicative, and may be tweaked:

$15,000 or more - Institutional support from the likes of Western Power, Synergy, Horizon Power, RAC WA, Galaxy Resources, First Quantum Minerals, Hyundai, Nissan, Woolworths, Wesfarmers/Bunnings/Coles, IGA supermarkets, Landmark and Elders. This level of sponsorship would convey branding and marketing opportunities. So far C D Dodd Scrap Metals in Forrestfield have committed $15,000 to the Lake Grace Charger, and the charger will be decorated in their livery to suit.

$5000 - High value donor or businesses sponsor. Supermarkets, hotels, service stations, shire administration centres, caravan parks and cafes. Conveys a lifetime of free charging on the route.

$1000 - Individuals, local community centres, RSLs, bowls clubs, Mens' Sheds, Scout groups, Country Women’s Association, Rotary Club, electrical contracting firms who offer assistance, charge point
retailers. Branding and naming opportunities. Any individual who contributes $1000 or more is entitled to free charging for a year.

$500 – Typical individual contribution. Have your name listed on a plaque at the charge station in thanks for your contribution.

$100 – A likely contribution from someone who does not yet drive an EV, but can see the value in future-proofing our roads and highways. Every little bit helps.

Installation of the chargers

Once sufficient funding is available to purchase and install one or more chargers, discussions will be held with suppliers and power network operators. Ideally all chargers will be of the same make and model to improve reliability and consistency of user experience. In the 50 kW range, there are three major contenders – Tritium (Brisbane-based firm with good support), ABB (internationally renowned for high quality equipment, with backing from Chargefox Australia) and Circontrol (affordable, but with limited support). Other providers exist, including Delta, Setec and Schneider. It is recommended that a dependable product be sourced though, as a charger failure will certainly ruin a traveller’s day. Local electrical contractors should be sourced for all works and commissioning, and trained in the maintenance and repair of the chargers. Special efforts will be made to ensure this is the case during the fundraising campaign. With the exception of early campaign donors, the chargers should be pay-per-use, and can be set up with a Paypass reader for after-hours use.

Pay per use

The chargers will be pay-per-use via a credit card reader which is able to collect revenue for the host. This may be a local government, business or other entity. Campaign donors who commit over $1000 will receive a special RFID card which allows them to charge for free for up to 1 year (or unlimited for $5000+ donors). If the host wishes to offer the charging service for free they are most welcome – it makes no difference to the operation of the charger; simply plug in and press start. We do recommend that chargers remain pay-per-use as a revenue recovery stream. One hour of charging at 50 kW equates to ~$15 worth of electricity.

Upon completion

The AEVA and TOCWA would be delighted to host another Plasmaball Run – a car rally style road trip where EV drivers travel to Esperance for the long weekend. Not only would this be a celebration of a job well done, it will attract media attention to the regions and promote them as tourist destinations for the classic WA road trip. Media attention will be assured, allowing all contributing organisations and businesses to get some publicity from the event. From there on in, the trip to Esperance is electric!
Perth to Esperance Electric Highway – summary of goals

Key aims for the proposal

The goal is to fund and install a DC fast charging route between Perth and Esperance, allowing drivers of EVs to travel to Esperance in a day. The fundraising goal is $350,000 which covers the purchase of five fast chargers and $35k each for installation. Actual figures will depend on funds raised.

As the primary beneficiary of a charging network are the EV drivers, they will be the primary target for fundraising. This is a crowd sourced project.

The secondary beneficiary of the charging network are the communities who host and install the chargers, as they are lending their support for the future of mobility in Western Australia.

Businesses or organisations who show the most interest and/or make the largest contributions will be invited to host the charger. The business would reasonably expect payment for use of the charger (except for generous donors).

Businesses or organisations who commit to host the charger are ultimately responsible for its maintenance and upkeep, at their future expense.

Key stakeholders

Substantial commitment from the following organisations and corporations will be essential for the success of the project. From planning and procurement, commissioning and promotion, we will need all hands on deck. The following list is not conclusive, but makes a good start. Names in bold indicate critical players for infrastructure and support.

Corporate level: Horizon Power, Western Power, Synergy, RAC of WA, Nissan Australia, Hyundai Australia, Renault Australia, Tourism WA, Tritium, ABB, JetCharge, Evle, Telstra, Galaxy Resources, First Quantum Minerals, Landmark, Wesfarmers/Bunnings/Coles/Blackwoods/CSBP, Woolworths, Metcash/Home Hardware/IGA/Mitre 10, CBH, Aurizon, ETU, NECA, AEVA, TOCWA.

Business level: Gemtek, E-Station, local electrical contractors, Albany Solar, Global Protection Services, Service stations, cafes, pubs and hotels, caravan parks, local government administrations,
offshore tour operators, indigenous guides, resorts, golf clubs, Rotary, CWA, Men’s Sheds, Scouts, Sporting clubs, Farmers and Growers Groups, regional Chambers of Commerce.

Individual level: All AEVA members and TOCA members will be made aware of the project, as well as all community groups within the Roe/Great Southern catchment. Town visits by EV owners will be encouraged over the summer break who have the time and patience to charge from 3-phase sockets.

Promotion stakeholders

Local radio including all ABC regional areas, 6PR and other commercial stations in the region. Local newspapers, Great Southern Weekender, Albany Advertiser, Esperance Express, Rural publications, The West Australian. Online press, including The Driven.io, RenewEconomy, Renew (ATA), and social media channels. AEVA and TOCWA promotion – individual members would drive to a regional town like Brookton, Corrigin, Kulin, Lake Grace, Hyden and Ravensthorpe and set up an EV display on a Saturday morning. The goal would be to meet and greet with the local government, businesses and the Chamber of Commerce. This would serve as ‘living proof’ of the viability of electric cars in the regions, and help build trust in the project. Media would be invited to attended and cover the day’s activities.
Hi Peter,

Just to update, we have completed recent installations for:

- City of Canning (Geoff Archer)
- City of Cockburn (Ben Roser)
- Shire of Collie (Brett Lowcock)
- Synergy (Stuart McGlashan / Glenn Elliott)

We will be completing installations during the next few weeks in:

- Shire of Lake Grace (yourself)
- Shire of Kojonup
- Shire of Katanning
- Shire of Manjimup
- Shire of Denmark
Generally, while the volume of electric vehicles is still low in WA, all countries and manufacturers are switching to the technology in the coming decade, and local owners love to visit new towns that have charging infrastructure. They plan their trips by using https://www.plugshare.com/.

Once Lake Grace is on the map and Esperance is connected, more and more EV tourists will be able to stop in town for an hour or two to recharge along their journey.

It also means that local community members can then confidently buy and EV, and utilise both their home solar power or town charger to get around. We especially are encouraging councils and fleet operators, including 15 seater buses to go electric, as the running costs of EV’s are much lower, maintenance is lower, and the cost per kilometre (when including the higher upfront cost), is actually the same as a petrol car.

With more and more cost effective EV’s coming to Australia during the next 24 months, it will be very affordable for community members to make the shift to sustainable technology, and benefit from the lower operating costs.

Best wishes,

Florian Popp
Director
(B.Comm. AIE AICD)

GEMtek AUTOMATION
The Energy Managers

1/40 Irvine Drv
Malaga WA 6090

T: 08 9248 1881
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From: lake.grace@bigpond.com <lake.grace@bigpond.com>
Sent: Friday, 27 March 2020 6:43 AM
To: edward@gemtek.com.au
Cc: 'Chris Jones' <christos@herasrahmjonessmail.com>; beau@gemtek.com.au; 'Florian Popp'
<admin@gemtek.com.au>
Subject: RE: Lake Grace EV Charger

Hello Edward, and Chris,

Because we are dealing with the Shire I will have to take the proposal to the Council for approval. I have spoken to most of them and all are supportive, but it still needs to go to a meeting.

For this I will need some information and help.

Florean said last week that they have worked with other councils before and he had some info that I could use to put an item together. I have not received anything from him yet, but any information you can provide will be helpful.
Not to put any pressure on anyone, I will need to have everything by 7 April if we were going to make the next meeting.

Kind regards

Peter

From: Edward Kestel <edward@gemtek.com.au>
Sent: Tuesday, 24 March 2020 12:15 PM
To: Lake.Grace@bigpond.com
Cc: 'Chris Jones' <christophergrahamjones@ymail.com>; beau@gemtek.com.au; Florian Popp <admin@gemtek.com.au>
Subject: Lake Grace EV Charger

Hi Peter,

Chris has provided your contact details. We will be assisting with the installation of the EV charger and the required Western Power process.

In order to provide a drawing, would you be able to forward a few photos of the proposed final location, including the car bay which is to be painted and the Western Power meter number and switchboard.

I will also require a letter of authorisation to act on the site owners behalf to submit the Western Power application, if you have there contact details I will email down a template form for them to sign.

Many thanks

Regards,
Edward Kestel
Gemtek Group
UI/40 Irvine Drive, Malaga WA 6090
Ph (08) 9248 1881
Mbl 0404 069 517
www.gemtek.com.au
EC 7374
Hi Peter,

Chris has provided your contact details. We will be assisting with the installation of the EV charger and the required Western Power process.

In order to provide a drawing, would you be able to forward a few photos of the proposed final location, including the car bay which is to be painted and the Western Power meter number and switchboard.

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Gemtek
Leaders in Electric Vehicle Infrastructure EVSE

2
Summary

The Shire of Lake Grace is eligible to apply for $1,000,000 under the Drought Communities Programme - Extension

Background

On 28 January 2020, the Australian Government committed to provide funding to 52 drought affected Councils under the Drought Communities Programme – Extension. Distribution of the funds was based on population, with Councils with less than 1000 people $500,000, and those with over 1000 $1,000,000. The grant is designed to provide an immediate economic stimulus to drought affected communities. We were advised on 20 March 2020 of the new guidelines for the grant and a list of eligible projects which was passed onto all Councillors requesting them to start thinking of some projects that could be carried out.

During the Information Session following the 19 February 2020 Ordinary Council Meeting, the following suggestions were put forward for consideration:

<table>
<thead>
<tr>
<th>Suggested Projects</th>
<th>Category</th>
<th>Notes from Council Meeting-15 April 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting - $42-$44,000</td>
<td>Priority</td>
<td>Newdegate Hockey Field needs 2 lights on the far end of the oval and is a priority</td>
</tr>
<tr>
<td>Water tanks – pingpong balls – dam evaporation</td>
<td></td>
<td>Needs further investigation, item to be presented as an Agenda item in the future</td>
</tr>
<tr>
<td>Clean catchments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solar panels for recreation centres/community buildings</td>
<td>Priority</td>
<td>Apply for grant funding</td>
</tr>
<tr>
<td>Pool renovation</td>
<td></td>
<td>This project is already included in the budget</td>
</tr>
<tr>
<td>Lake Grace playground upgrade</td>
<td></td>
<td>All ages playground</td>
</tr>
<tr>
<td>Tanks on fire sheds</td>
<td>Priority</td>
<td>SoLG to obtain quotes as soon as possible</td>
</tr>
<tr>
<td>Water tanker trucks to deliver water to fire prone areas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fencing around pools | This is an example only but not to progress as a project for grant funding
---|---
Park furniture
Outside gym equipment
Building a gym for the gym club | The shed identified to be build beside the Town Hall is not suitable
Storage shed for the gym club/indoor gym and equipment

Additional Projects that were suggested and the possibility of applying for grant funding are as follows:
- Lake Grace Bush Care Revegetation Project, around $30,215 – the locals are working on the project study and will submit their findings to the Shire in the near future.
- Extension of the Newdegate Country Club
- Lake King Water Tanks on airstrip – this project will benefit the whole community
- Community event celebration
- Extensions/renovations to the Newdegate Country Club
- Water tanks at the Newdegate Recreation Centre and the Lake Grace Pavilion

Comment

The grant funding round is now open with funds needing to be expended by 30 June 2021. It is to be noted that we must still apply for funding and it still needs to be approved. Some of the projects could be undertaken on short notice; however, the Newdegate Country Club will take some time to organising construction drawings and undertaking the tender process.

It is now up to Council to decide which projects they have in mind, given the receipt of the new guidelines and the timeframes involved.

Once projects are identified, we can then start to gather the required information and costings to present in the grant application.

Legal Implications

Local Government Act 2005
Local Government (Functions and General) Regulations

Policy Implications

Normal purchasing policies will be adhered to.

Consultation

Internal Shire of Lake Grace Councillors

Financial Implications

Grant funding of up to $1,000,000 is available subject for approval. The benefit to the Shire is that some projects that have been discussed and put off in the past may now be carried out, thus, relieving the reliance on Council funding.
In some cases, such as the Newdegate Country Club, a co-contribution will still be sought.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Economic Objective – A prosperous agricultural based economy, supporting diversification of industry

Outcomes 1.1 An innovative, productive agriculture industry
  1.1.2 Improve flood mitigation for transport infrastructure
  1.1.3 Support and promote the agricultural productivity of the district
  1.1.4 Maintain and provide water infrastructure and lobby to support drought-proofing and water-harvesting initiatives

Outcomes 1.2 A diverse and prosperous economy
  1.2.2 Support local business and promote further investment in the district

Outcomes 1.3 An attractive destination for visitors
  1.3.1 Promote and develop tourism as part of a regional approach
  1.3.2 Maintain and enhance local iconic attractions and infrastructure
  1.3.3 Continue to provide and maintain visitor support services

Environment Objective – Protect and enhance our natural and built environment

Outcomes 3.1 A well maintained attractive build environment servicing he needs of the community
  3.1.1 Maintain, rationalise, improve or renew buildings and community infrastructure
  3.1.2 Maintain the integrity of heritage buildings and places

Social Objective – A valued, healthy and inclusive community and lifestyle

Outcomes 2.1 An engaged, supportive and inclusive community
  2.1.1 Community services and infrastructure meeting the needs of the district

Outcomes 2.2 A healthy and safe community
  2.2.1 Maintain and enhance sport and recreation facilities

RESOLUTION 13227

Moved Cr Chappell
Seconded Cr Clarke

That Council gives serious consideration to what projects can be carried out utilising funding from the Drought Communities Programme

CARRIED: 8/0

Voting Requirements

Simple Majority
Grant Opportunity Guidelines

Drought Communities Programme - Extension

Opening date: September 2018

Closing date:
- 30 June 2019 for the 81 Eligible Councils announced in 2018
- 1 December 2019 for the 15 Eligible Councils announced in March 2019
- 1 June 2020 for the 14 Eligible Councils announced during the 2019 election campaign
- 1 June 2020 for the 12 Eligible Councils announced in September 2019
- 1 December 2020 for the 6 new Eligible Councils and 122 Existing Councils approved for further funding announced in November 2019
- 1 June 2021 for the 52 Eligible Councils announced in January 2020

Commonwealth policy entity: Department of Infrastructure, Transport, Regional Development and Communications

Administering entity: Department of Industry, Science, Energy and Resources

Enquiries: If you have any questions, contact us at business.gov.au.


Type of grant opportunity: Closed non-competitive

Version – March 2020
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1. Drought Communities Programme processes

The Drought Communities Programme is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant programme, which contributes to the Department of Infrastructure, Transport, Cities and Regional Development Outcome 3.

The Department works with stakeholders to plan and design the grant programme according to the Commonwealth Grants Rules and Guidelines.

The grant opportunity opens
Eligible Councils are invited to submit project proposals via an online application on business.gov.au.

We will publish grant guidelines and applicant information on business.gov.au and GrantConnect.

Invited Eligible Councils complete and submit a grant application

We assess all grant applications
We assess the applications for completeness and against all the eligibility criteria.

We make grant recommendations
We provide advice to the decision maker on the merits of each application.

Grant decisions are made
The Program Delegate decides which applications are successful taking into consideration the proper use of public resources.

We notify you of the outcome
We advise you of the outcome of your application.

We enter into a grant agreement
We will enter into a grant agreement with successful Eligible Councils.

Delivery of grant
You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.

Evaluation of the Drought Communities Programme grant opportunity
We evaluate the specific grant activity and Drought Communities Programme as a whole. We base this on information you provide to us and that we collect from various sources.
2. About the grant program

The extension of the Drought Communities Programme (the program) will provide total funding of $301 million over three years from 2018-19 to Eligible Councils to deliver immediate economic stimulus and other benefits to targeted drought-affected regions of Australia. The program will support local community infrastructure and other drought relief projects for communities who have been impacted by drought.

The objectives of the program are to deliver support to targeted drought-affected regions of Australia by funding:

- local community infrastructure and
- other drought relief projects.

Funding will target infrastructure and other projects that:

- provide employment for people whose work opportunities have been impacted by drought
- stimulate local community spending
- use local resources, businesses and suppliers
- provide a long-lasting benefit to communities and the agricultural industries on which they depend.

The intended outcomes of the program are to, within a three year timeframe:

- increase employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought
- improve levels of economic activity in regions
- increase productivity in regions
- enable better retention of businesses, services and facilities.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering the grant opportunity on behalf of the Department of Infrastructure, Transport, Cities and Regional Development.

We will publish the opening and closing dates and any other relevant information on business.gov.au¹ and GrantConnect².

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs)³.

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the grant opportunity.

We have defined key terms used in these guidelines in Appendix A.

---

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of $301 million over three years from 2018-19. Program funding is capped and once that ceiling is reached, no other approvals are possible without a further consideration of the program parameters by the Australian Government.

Eligible Councils can receive funding for projects up to a maximum of $1 million per announcement of funding (see announcements in Appendix A).

The maximum available funding for Eligible Councils announced in January 2020 is in two tiers:

- Tier one – maximum funding available up to $1 million
- Tier two – maximum funding available up to $500,000.

The tiers are determined by the population size of the eligible council.

Refer to list of Eligible Councils on [business.gov.au](http://business.gov.au) and [GrantConnect](http://GrantConnect).

The grant amount will be up to 100 per cent of eligible project costs (grant percentage).

- The minimum grant amount per application is $25,000
- Applications can include multiple unrelated activities up to the total funding amount available per Eligible Council.

Eligible Councils announced for funding up to and including September 2019 may submit more than one application. Eligible Councils announced for funding from November 2019 may only submit one application.

Co-funding from Eligible Councils is not mandatory, but you may access other funding for the project. Cash funding or in-kind support can be provided by any organisation including, but not limited to, the Eligible Council, state government, not-for-profit organisations and private sector companies.

Funding can also form one component of a larger package of Australian Government funding, noting that other funding needs to meet the eligibility criteria of the program from under which it is funded. For example, eligible fencing projects may be part funded under the Pest Animal and Weed Management Program<sup>4</sup>, and eligible road projects may be part funded under the Roads to Recovery Program<sup>5</sup>.

Funding under this grant opportunity cannot be considered to be part of, or all of, a Council’s contribution to projects under the Bridges Renewal Programme, the National Stronger Regions Fund, the Building Better Regions Fund, the Regional Growth Fund or the Heavy Vehicle Safety and Productivity Programme.

If your project is dependent on funding from other sources, you must identify these sources and include their level of agreed support.

---


3.2. Project duration

Projects can commence from the date of the Eligible Council’s relevant funding announcement. The list of funding announcement dates, the earliest date for project commencement and the date by which projects must be completed is at Appendix A.

Eligible Councils that can demonstrate they have experienced extenuating circumstances may request an extension of the project period no more than three months beyond their expected project completion date (refer Appendix A), or as otherwise agreed.

The program ends on 30 June 2021.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must

\- have an Australian Business Number (ABN) and
\- be an Eligible Council, listed on business.gov.au and GrantConnect; or
\- be invited to apply by the Minister.

4.2. Eligible Councils

Eligible Councils that can receive funding under the program are those specified by the Minister responsible for Drought. Eligible councils are listed on business.gov.au and GrantConnect.

For the purposes of the program, we consider an incorporated organisation that provides council-like services and functions in Far West New South Wales and Far North South Australia, for example, the Regional Development Australia Far West or the Outback Communities Authority, to be Eligible Councils.

The Minister responsible for Drought, in consultation with the Prime Minister and the Minister for Agriculture can consider approving further Eligible Councils under the program, at their discretion.

The program does not create an entitlement for all drought-affected Councils to receive funding under the program.

4.3. Additional eligibility requirements

We can only accept applications:

\- submitted by the Chief Executive Officer of an Eligible Council or other council officer authorised to sign a grant agreement
\- that include a declaration that you will comply with specific regulatory requirements as outlined in section 10.3.

5. Eligible grant activities

5.1. Eligible projects

To be eligible your project must:

\- be located in an Eligible Council area
\- meet project requirements, see section 6
- include eligible activities and eligible expenditure
- have at least $25,000 per application in eligible expenditure
- be undertaken in the project period and completed by the date stipulated in section 3.1.

5.2. Eligible activities

Eligible activities must directly relate to the project and can include:
- repairs, maintenance, upgrading or building new community facilities
- repairs, maintenance, upgrades, construction and fit-out of community spaces
- employing local contractors to undertake repairs and maintenance
- holding events
- undertaking other drought relief activities (including water carting for human consumption) that benefit the community
- development of an Adverse Event Plan.

5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items may include the cost of:
- suppliers, consultants and contracted labour undertaking eligible project activities
- materials required to deliver eligible project activities
- purchasing, leasing or hiring equipment required to deliver eligible project activities
- holding events and
- other drought relief activities (including water carting for human consumption)

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the project expenditure between the project start and end date for it to be eligible, unless stated otherwise. Refer to Appendix A for project start and end dates. Extenuating circumstances may be considered on a case-by-case basis. We will not be responsible for any expenditure you incur until a grant agreement is executed.

5.4. Ineligible expenditure

Examples of ineligible expenditure include:
- payment of salaries for existing staff or contractors, although projects may be carried out by existing workforces
- computer software or hardware that is not an integral part of the funded capital project
- a council’s core or business-as-usual operations, which council rates and other government funding usually funds
- purchases of land, buildings, vehicles or mobile capital equipment (e.g. trucks and earthmoving equipment)
- expenditure incurred prior to the project start date (refer to Appendix A)
- undertaking studies or investigations, or
the development of private or commercial ventures, including licensed areas of registered clubs.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

6. Project requirements

Each project must meet at least one of the following project requirements.

The project is expected to lead to the employment of locals

- the extent to which farmers and/or farm labourers/staff/contractors are expected to be employed
- how the project is expected to lead to the employment of locals and over what period of time they are expected to be employed
- the employment expected to be created beyond the immediate construction phase of the project and into the longer-term
- the indirect employment expected to be created through the potential flow-on effects to local businesses, suppliers, and services.

The project is expected to contribute to the economic activity of communities/regions

- local businesses, suppliers and services are expected to be used to complete the projects
- the project will encourage investment, business activities and other economic benefits to communities/regions.

The project is expected to lead to the retention of businesses, services and facilities

- the benefits that should be delivered as a result of the project, such as increased tourism, increased trade for local businesses, improved services resulting from enhanced facilities
- the number of people that are expected to benefit from the approved project.

6.1. Adverse Event Plans

Eligible Councils, publicly announced from 1 July 2019, must submit an Adverse Event Plan with their final project report.

Eligible Councils without an Adverse Event Plan already in place can use part of their funding under the program to develop an Adverse Event Plan.

Eligible Councils must develop an Adverse Event Plan which meets the needs of their community, and give consideration to the following:

- natural resource management (i.e. managing water supply, ground cover, trees, erosion, biodiversity)
- economic diversification and community resilience (i.e. infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership)
- communication and coordination (i.e. how to let people know what’s available – now, and in the future; how do you communicate in hard times and for recovery).
7. How to apply

Before applying, you should read and understand these guidelines, the sample application form and the sample grant agreement published on business.gov.au and GrantConnect.

You will need to set up a user account to access our online portal. The portal allows you to apply for and manage grants in secure online environment.

To apply, you must:
- be listed as an Eligible Council or invited by the Minister to submit an application
- complete the online application form through the portal
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

We may ask you to justify your project costs. You should have evidence for the costs that you include in your project budget that you can provide on request.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the Criminal Code 1995 (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process or if you are unable to submit an application online contact us at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. Refer to Appendix A.
8. The selection process

We will assess your application for completeness and against all the eligibility criteria. To be recommended for funding, your project must meet all eligibility criteria as these projects provide the best value for money.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors. You may be asked to submit an updated proposal.

You may withdraw your application at any time.

8.1. Final decision

The Program Delegate (an AusIndustry senior responsible officer with responsibility for the program), decides which grants to approve taking into account the application assessment and the availability of grant funds.

The Program Delegate's decision is final in all matters, including:
- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us.

10. If your application is successful

10.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. We will use the Commonwealth simple grant agreement for this program. A sample grant agreement is available on business.gov.au and GrantConnect.

We will manage the grant agreement through the portal. Accepting the grant agreement through the portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth Government have entered into the grant agreement. We will notify you when this happens and a copy of the executed grant agreement will be available through the portal. The grant agreement will not become binding until it is executed.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any expenditure you incur before a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of funding.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.
10.2. Simple grant agreement

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

10.3. Project specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations.

Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children/vulnerable people check.

You are responsible for ensuring that you have met relevant State or Territory legislation obligations related to working with children and/or vulnerable people, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children/vulnerable people check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We do not provide advice on working with children/vulnerable people legislation, and you are responsible for seeking your own advice from the authority in your relevant State or Territory.

In addition, you will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You will also need to establish a training and compliance regime to ensure staff are aware of, and comply with, the risk assessment requirements as well as relevant legislation.

To be eligible, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any additional financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in advance, based on your forecast eligible expenditure as you achieve agreed milestones and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds.
across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

The Program Delegate may approve alternative arrangements on a discretionary basis.

10.5. How we monitor your project

You must submit reports through the portal in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from business.gov.au and GrantConnect. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by examining reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

10.6. Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

Eligible Councils, publicly announced from 1 July 2019, must submit an Adverse Event Plan with their final project report.

10.7. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

10.8. Independent audit report

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is attached to the sample grant agreement.

10.9. Compliance visits

We may visit you during the project period, or at the completion of your project, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.
10.10. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement through the portal, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum project period referred to in section 3.2.
- changing project activities

Note the program does not allow for:

- an increase of grant funds (above the maximum available funding amount identified in section 3.1).

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

10.11. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

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

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

10.12. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.
10.13. Tax obligations

In accordance with the terms of Australian Taxation Office ruling GSTR 2012/2, payments made under the program, which are payments made by a government related entity to another government related entity, do not attract GST. Consequently, funding sought by Eligible Councils in their proposal(s) must exclude the GST component on goods and services and the payments made to Eligible Councils will not include GST.

10.14. Grant acknowledgement

If you make a public statement about a project funded under the program we require you, at a minimum, to acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant. These details will be outlined in the grant agreement.

10.15. Events

We will require you to notify us of events relating to your project and provide opportunity for the Minister or their representative to attend. These requirements will be outlined in your grant agreement.

11. Conflicts of interest

11.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

We will ask you to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.
We manage our conflicts of interest according to the APS Code of Conduct (section 13 (7) of the Public Service Act 1999 (Cth)). We publish our conflict of interest policy on the department’s website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

12.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

12.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

12.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the Privacy Act 1988 (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department’s websites.

You may read our Privacy Policy\(^1\) on the department’s website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

12.4. Public announcement

We will publish non-sensitive details of successful projects on GrantConnect and business.gov.au. We are required to do this by the Commonwealth Grants Rules and Guidelines and the Australian Government Public Data Policy Statement\(^2\), unless otherwise prohibited by law. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation’s industry sector.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

12.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the Freedom of Information Act 1982 (Cth) (FOI Act).

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\(^1\) [http://www.industry.gov.au/Pages/PrivacyPolicy.aspx](http://www.industry.gov.au/Pages/PrivacyPolicy.aspx)

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.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by web chat or through our online enquiry form on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our Customer Service Charter is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division
AusIndustry - Support for Business
Department of Industry, Innovation and Science
GPO Box 2013
CANBERRA ACT 2601

You can also contact the Commonwealth Ombudsman with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse Event Plan</td>
<td>A plan developed in consultation with local stakeholders which aims to build local leadership and community capacity to adapt and cope with chronic stresses and acute shocks. The plan should look to improve preparation, management and recovery from those events. Planning for drought should consider water supply and quality, projects to buoy the local economy and maintain community cohesion and drought support coordination.</td>
</tr>
<tr>
<td>Application form</td>
<td>The details that applicants provide in the online portal to apply for funding under the grant opportunity.</td>
</tr>
<tr>
<td>AusIndustry</td>
<td>The division of the same name within the department.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible Council</td>
<td>A council that is eligible to apply for funding under the program as published on business.gov.au and GrantConnect.</td>
</tr>
<tr>
<td>Department</td>
<td>The Department of Industry, Innovation and Science.</td>
</tr>
<tr>
<td>Eligible activities</td>
<td>The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.2.</td>
</tr>
<tr>
<td>Eligible application</td>
<td>An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.</td>
</tr>
<tr>
<td>Eligible expenditure</td>
<td>The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.</td>
</tr>
<tr>
<td>Grant agreement</td>
<td>A legally binding contract between the Commonwealth and a grantee for the grant funding.</td>
</tr>
<tr>
<td>Grant funding or grant funds</td>
<td>The funding made available by the Commonwealth to grantees under the program.</td>
</tr>
<tr>
<td>Grantee</td>
<td>The recipient of grant funding under a grant agreement.</td>
</tr>
<tr>
<td>Guidelines</td>
<td>Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.</td>
</tr>
<tr>
<td>Minister</td>
<td>The Commonwealth Minister responsible for Drought.</td>
</tr>
<tr>
<td>Personal information</td>
<td>Has the same meaning as in the Privacy Act 1988 (Cth) which is:</td>
</tr>
<tr>
<td></td>
<td>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</td>
</tr>
<tr>
<td></td>
<td>a. whether the information or opinion is true or not; and</td>
</tr>
<tr>
<td></td>
<td>b. whether the information or opinion is recorded in a material form or not.</td>
</tr>
<tr>
<td>Program Delegate</td>
<td>An AusIndustry senior responsible officer within the department with responsibility for the program.</td>
</tr>
<tr>
<td>Program funding or Program funds</td>
<td>The funding made available by the Commonwealth for the program.</td>
</tr>
<tr>
<td>Project</td>
<td>A project described in an application for grant funding under the program.</td>
</tr>
</tbody>
</table>
Appendix A. Key dates for Eligible Councils

The table below sets out the date of Eligible Councils’ funding announcement, the date from which projects can commence, closing date for applications and the date by which projects should be completed.

<table>
<thead>
<tr>
<th>Date of funding announcement</th>
<th>Eligible Councils</th>
<th>Earliest start date of project*</th>
<th>Closing date for applications</th>
<th>Date by which projects should be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 1 August 2018 and during October 2018</td>
<td>81 councils</td>
<td>19 August 2018</td>
<td>30 June 2019</td>
<td>30 June 2019</td>
</tr>
<tr>
<td>March 2019</td>
<td>15 councils</td>
<td>19 August 2018</td>
<td>1 December 2019</td>
<td>31 December 2019</td>
</tr>
<tr>
<td>During 2019 election campaign</td>
<td>14 councils</td>
<td>11 April 2019</td>
<td>1 June 2020</td>
<td>30 June 2020</td>
</tr>
<tr>
<td>During September 2019</td>
<td>12 councils</td>
<td>27 September 2019</td>
<td>1 June 2020</td>
<td>30 June 2020</td>
</tr>
<tr>
<td>During November 2019</td>
<td>128 councils</td>
<td>7 November 2019</td>
<td>1 December 2020</td>
<td>31 December 2020</td>
</tr>
<tr>
<td>January 2020**</td>
<td>52 councils</td>
<td>28 January 2020</td>
<td>1 June 2021</td>
<td>30 June 2021</td>
</tr>
</tbody>
</table>

* For any projects contracted at 19 December 2019, the earliest start date for these projects was 19 August 2018.

** The maximum available funding for eligible councils announced in January 2020 is determined based on two tiers:

- Tier one – up to $1 million
- Tier two – up to $500,000.

Eligible councils (including tiers) are listed on business.gov.au and GrantConnect.
Frequently Asked Questions

Drought Communities Programme – Extension

Before applying, you should read and understand the Drought Communities Programme – Extension Guidelines, the sample application form and the sample grant agreement published on business.gov.au and GrantConnect.

These Frequently Asked Questions are to assist you with your application and complement the above resources.

1. What types of local community infrastructure/facilities/spaces will the program support?

Examples of local community infrastructure/facilities/spaces include:
- bike paths
- skate parks
- footpaths
- streetscapes
- community centres
- recreational facilities
- parks
- sporting facilities
- stadiums, arenas
- libraries
- showgrounds
- caravan parks
- market sheds
- roads

This list is not exhaustive.

2. What types of projects could be undertaken at these local community infrastructure/facilities/spaces?

Example activities to repair, maintain, upgrade, construct and fit-out local community infrastructure/facilities/spaces include:
- lighting upgrades or new lighting
- fencing, around facilities, swimming pools
- solar panels
- drainage and watering systems
- amenities - drinking fountains, BBQ areas, park furniture, shelters, footpath renewal
- sport and recreational facilities - tennis courts, gyms, skate parks, shade structures
- kitchen upgrades and/or repairs
- power connections at caravan sites

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Frequently Asked Questions

- Improved disability access
- Purchase of equipment – computers, televisions, furniture, fixture and fittings
- Purchase of equipment for local State Emergency Service, RFS etc
- Footpath renewal and beautification.

This list is not exhaustive.

Projects are expected to lead to the employment of locals.

3. Why are some councils eligible for $500,000 instead of $1 million?

Eligible councils listed in announcements before January 2020 are able to apply for funding of up to $1 million. These councils were selected based on particular criteria. Following a review of the DCP Extension in 2019, these criteria were updated to include population size of the council’s Local Government Area (LGA).

Eligible councils announced in January 2020 can apply for the following amounts:

- $500,000, for LGAs with a population of less than 1,000 people
- $1 million, for LGAs with a population of 1,000 people or more.

Application Form

4. What should be included in the detailed project description and key activities?

Information provided in this section should enable the decision-maker to understand:

- what the projects involve, and
- how the projects meet the requirements set out in the Grant Opportunity Guidelines.

The detailed project description and key activities response in your application should include:

- an overview of the project/s
- details of the major components of the project
- who will be employed to carry out the works
- locations in the community where the project will be undertaken
- any partnerships/collaborations involved in the project
- the impact and outcomes the projects will have on the community.

The information should be clearly separated by project and/or major components of the larger project.
The following examples are provided to assist you to prepare your response. Your response will need to reflect your specific project components.

Council A

The XXX project aims to deliver small and medium infrastructure activities which will generate local employment and procurement and positively influence social and community sustainability. The project comprises four core initiatives, namely Water Security, Community Facilities, Community Infrastructure and Tourism Infrastructure.

1. Water Security
   - Improved water security by connection of the former town bores to Council's existing water infrastructure network. Work includes installation of a subterranean pipeline to transfer water from the bores on XXX Road to the stormwater harvesting facility at the XXX dam.
   - Install a new electronically driven irrigation system at the XXX recreation ground including fusion welded pipe and P.V.C. laterals, web-based controller and weather sensing technology for optimum water scheduling.
   - Employing local people, the project will expand the emergency water security network of water storage tanks connected to bores and solar powered pumps for use during emergencies and in fire prevention activities.
   - Provide clean potable water via drinking fountains from modern hydro panel technology in key community spaces including XXX Street, XXX Recreation Ground and XXX Public Rest Areas.

2. Community Facilities
   - contribute to the retention and ongoing sustainability of community facilities, all identified by the community as being of significant social and economic importance, by assisting with key infrastructure upgrades, equipment needs and raising energy costs.
   - The works on these facilities include a kitchen and bathroom upgrade at the XXX; shelters and seating for cemeteries at XXX, XXX, XXX and XXX; kitchen upgrades at the XXX, shade and installation of new water activities at the XXX Swimming Pool; air-conditioning installation at the XXX Recreation Ground; solar power and generator connectivity for the XXX Community Store, and paving and streetscaping of the XXX School Precinct.
   - In partnership with the XXX Football Club and XXX Cricket Club, the major recreation ground for the district, the XXX Recreation Ground, will receive new drought tolerant turf following the installation of the new irrigation system.
   - Undertake critical upgrades at the XXX Recreation Centre including kitchen and wet area renewal.

3. Community Infrastructure
   - Town entrance signage will be designed and installed at the north and south entrances to the XXX township. The XXX road entrance to XXX from XXX will also receive new signage recognising XXX road as a major tourist route for the area. The northern end of the XXX township will also receive new entrance signage.
   - In collaboration with the XXX community association, install a new vehicle stop and rest bay in the XXX township.

4. Tourism Infrastructure
   - In collaboration with the local community driven tourism group, improve visitor services, maximise the use of community owned assets and install new tourist infrastructure which will stimulate employment and economic benefits in XXX.
   - Works will employ local people and contractors to deliver a range of activities such as upgrade of the adventure area of the XXX Recreation Ground, accessibility improvements (access track, car park, steps and handrails) at the historic XXX Creek, picnic and camping area upgrades at XXX reservoir, XXX heritage interpretive trail and nature play activities in XXX Street and the XXX Park nature picnic ground. Directional and interpretive signage will also be installed across the project to value and existing tourism offerings and further establish XXX as a heritage tourism destination.

7/04/2020
5. What should project outcomes include?

Project Outcomes should align to the Project Requirements listed in section 6 of the Grant Opportunity Guidelines. Project Requirements correlate to each of the intended outcomes of the Program (refer section 2, Grant Opportunity Guidelines).

- **Increase employment in regions** for locals and/or farmers/contractors whose employment has been affected by the drought.
  - Ensure approximate numbers of jobs are estimated.
- **Improve levels of economic activity** in regions.
  - Explain in detail how the local economy will be affected by the project.
- **Increase productivity** in regions.
  - Explain how the project will encourage investment, business activities, and local economic benefits.
- **Enable better retention of businesses, services, and facilities**.
  - Explain how the benefits of the project will lead to better retention of businesses and services. Comment on tourism, trade, or improved services.

6. What should be included in the project details for publication?

**Project Title**

The title should succinctly describe the activities in the project, e.g.,

*Community Infrastructure upgrades and improvements in XXX Council*

**Project Description**

The project description for publication should be a concise, general description that encompasses all the activities and/or sub-projects included in the project.

7/04/2020
The following examples are provided to assist you to prepare your response. Your response will need to reflect your specific project components.

**Council A**
The project will deliver 10 community facility and infrastructure developments and upgrades throughout the council area, with local businesses and contractors to participate in the delivery of the projects. The projects comprise: XXX Sport and Recreational Grounds, resurfacing of area; XXX Showgrounds, cattle yards safety modifications; XXX Scouts Ground, installation of solar pumps and water storage for irrigation of sporting fields to meet required standards and improve safety; XXX Water Infrastructure survey easement, to secure access over water facilities in XXX; XXX Memorial Hall, foyer upgrade; XXX Showgrounds, sealing of the access road throughout the showgrounds to provide improved facility for users (i.e. reduce dust); XXX Community Hall, roof repairs and insulation; XXX CMS Centre, construction and installation of a solid shade structure to improve amenities for residents and visitors; XXX Multipurpose Centre, purchase and installation of a new generator; XXX Recreation Grounds and Hall, upgrade; and XXX and XXX local swimming pools, solar heating.

**Council B**
The project involves 7 sub-projects that will support regional employment and stimulate the local economy. They comprise: Extension of the local area network to provide coverage to the furthest extremities of the shire; Construction of a back-up fuel supply depot in the Council yard to enable regional supply at times of disaster; Upgrade to the community facilities at the XXX Scouts Complex including kitchen upgrade; shed extension and fencing; Extension to the campsite at the XXX Saleyards, including an extension to the kitchen area and an area for shaded seating including landscaping; Landscaping public park areas in XXX including construction and installation of a deck area, landscaping and play equipment; Construction of a large promotional sign for XXX in partnership with the community; and Construction of a light art installation to attract tourists to extend their stay in XXX.

**Council C**
High priority sections of footpath around the XXX Regional Council area have been identified to be constructed using local labour and suppliers. A significant component of the cost of constructing footpaths is labour with construction proposed to maximise immediate job creation. The scope of work includes sites across the XXX Regional Council Area. There is proposed work in several parts of XXX as well as local villages (XXX and XXX). The project is intended to provide infrastructure which will provide a benefit to the whole community. Work in the villages in particular is expected to increase the level of economic activity there. The sites for work are identified in council's footpath priority program to give the most benefit to the community. They have large catchments and connect to existing paths. Several locations have been identified to connect to public transport and improve disability access.

7. **How long should the project duration be?**
Refer to Section 3.2, Project Duration, of the Drought Communities Programme - Extension Guidelines for the project end date applicable to your Council.

Please ensure that:
- the project duration is realistic for the activities you propose to complete;
- the project duration is within the eligible project period for your Council; and
- your project includes a buffer and allows for likely and possible delays and contingencies.

Grantees are welcome to submit the End of Project Report before the due date.

7/04/2020
8. What should be included in the project budget?

The expenditure budget is broken up into four main areas:

1. Suppliers, consultants and contracted labour
2. Materials
3. Equipment
4. Other costs

Please ensure that:

- all expenditure costs are GST exclusive; and
- any co-contribution amounts are included - these will be listed in the Grant Agreement.

The costs of developing an Adverse Event Plan and preparing an Independent Audit Report may be claimed as Other Eligible Expenditure.

9. What is ineligible expenditure?

Please be aware that the following costs are not covered under Drought Communities Programme - Extension:

- Council on-costs, except salary on-costs for contractors
- Payment of salaries for existing Council staff or contractors, unless contracted specifically for the term of the project
- The Council’s core business-as-usual operations costs
- Costs for community vouchers or cash handouts
- The development of private or commercial ventures, including licenced areas of registered clubs.

Ineligible expenditure is listed in Section 5 of the Drought Communities Programme - Extension Guidelines.

10. What should milestones include?

Milestones should be clear, measurable, and describe the activity to be completed.

Milestones should represent the sequence of events required for the completion of your project. You should explain what activities will occur at each stage and what the anticipated duration will be.

Ensure you provide milestones that reflect your specific project. Do not provide general milestones that could relate to any project and will be reflected in relevant parts of the grant agreement (e.g. completed work, report to be prepared, review quotes, start project, commence work, and complete project etc).

Your milestones should allow us to understand how you will manage your project over its duration, assess how your project is progressing and what your project will achieve.

If you have a number of sub projects/activities included under one application, each of these should be captured in separate milestones.

7/04/2020
The following examples are provided to assist you to prepare your response. Your response will need to reflect your specific project components.

### Council A

<table>
<thead>
<tr>
<th>Milestone Name</th>
<th>Project Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX Internet Project - Stage 3</td>
<td>Stage 3 of the XXX project will deliver a network of proprietary digital microwave radios and point-to-point point-to-multi-point antennas and towers which will provide broadband data communications services. The new infrastructure will service a section of the XXX region that is currently not connected, linking into the existing infrastructure installed during stages 1-2 of the project, effectively forming a single local area network. Construction will occur at various locations.</td>
<td>20/01/2020</td>
<td>31/12/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milestone Name</th>
<th>Project Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX Sports Complex Upgrade</td>
<td>Extension of the shed at the XXX Sports Complex, upgrade to the kitchen amenities, fencing and landscaping.</td>
<td>20/01/2020</td>
<td>31/12/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milestone Name</th>
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<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX Park Beautification</td>
<td>Landscaping public park areas in XXX including the construction of a deck area, landscaping and play equipment installation.</td>
<td>20/01/2020</td>
<td>31/12/2020</td>
</tr>
</tbody>
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<tr>
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<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX Sign</td>
<td>Construction of a large promotional sign for XXX to be located at the town's northern entrance.</td>
<td>20/01/2020</td>
<td>31/12/2020</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
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<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX Dam Lights</td>
<td>Construction of a light art installation on the banks of the XXX Dam on the southern entrance to town.</td>
<td>20/01/2020</td>
<td>31/12/2020</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Milestone Name</th>
<th>Project Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water and Sewer Mains Upgrades</td>
<td>Water and sewerage mains upgrade in various locations around XXX and XXX, including relining in some instances. Specialist plumbing services required.</td>
<td>20/01/2020</td>
<td>31/12/2020</td>
</tr>
</tbody>
</table>

### Council B

<table>
<thead>
<tr>
<th>Milestone Name</th>
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<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX Creek Desilting</td>
<td>The clearing of 2km of XXX Creek at XXX to remove the build-up of silt and the removal of weeds and rubbish.</td>
<td>02/10/2019</td>
<td>30/04/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milestone Name</th>
<th>Project Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar Installations</td>
<td>The installation of solar panels on high electricity usage facilities to reduce future power costs.</td>
<td>07/03/2020</td>
<td>30/06/2020</td>
</tr>
</tbody>
</table>
### 11. What should be included in the Risk Management Plan?

The Risk Management Plan should identify all significant risks to the project as well as identify mitigating strategies.

The following examples are provided to assist you to prepare your response. Your response will need to address the risks that relevant to your specific project components.

**Council:***

- **Quality assurance of deliverables**, mitigated by engaging project manager, specialist advice through preferred suppliers, continuous project monitoring and regular reporting.
- **Availability of specialist advice**, minimised by initiating early involvement of engineering expertise, and liaison with Councils who have completed similar projects.
- **Inclement weather**, could frustrate construction of the project, the intended large delivery window will minimise the potential of time loss due to fluctuations in weather and potential extreme weather events.
- **Supply of materials and/or services**, could challenge project deadlines. Long lead-time of project establishment and early engagement of contractors will ensure supply and stock of relevant materials.
- **Health and wellbeing of staff**, undertaking works, safety and governance expertise provided from XXX in the development of agreements will ensure consideration of insurance, public liability, safe operating procedures etc.
- **Breach of contract by Contractor**, appointment of Supervisor (Project Manager) to project, XXX Contracts Policy, XXX Contract Templates.
12. What is an Adverse Event Plan?

An Adverse Event Plan is a plan that meets the needs of the community and considers the following:

- natural resource management i.e. water supply, ground cover and trees, erosion and biodiversity
- economic diversification and community resilience i.e. infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership
- communication and coordination i.e. how do you let people know what's available, how do you communicate in hard times for recovery?

If the Council does not have an existing Adverse Event Plan then it is possible to use part of the grant funding to develop one.

13. What is an Independent Audit Report?

An Independent Audit Report is required for all projects with grant funding more than $500,000. Ensure audit report costs are factored into your project budget. A maximum of one percent of the total eligible project expenditure, can be claimed as costs, under Other Eligible Expenditure. Ensure you use the audit report template which will be emailed to you during the project.
14. What types of community events are supported under the program?

A community event brings the community together in some way. For this program, the emphasis is around how locals will benefit from the event, especially through employment opportunities and supporting mental health.

15. Can an eligible council work together with another eligible council to complete a project?

Yes. Provided both councils are eligible for the program, each council would submit a separate application and reference the other council in their application. A project could be undertaken in partnership where each council would specify in their application their role in the project and their requested funding. If successful, each council would be contracted separately and required to report on their project.

The Guidelines do not allow for joint applications (i.e. one application from multiple councils).

16. Are councils required to follow standard tendering and procurement processes?

Yes. Councils are required to be compliant with all relevant laws and regulations under this program.

If the project requires a tender process to be completed, councils must adhere to that process. The timing available for the program may restrict the types of projects that can be submitted.

17. Can councils replenish water tanks on private properties for human consumption?

No. Projects under this program are to provide relief and benefits to the wider community, not just individuals. Councils seeking funding for water carting or other water-related projects would need to devise a strategy to allow the whole community to benefit - for example, a plan to allow a group of community members to replenish their water tanks.

18. Can councils establish new and/or expand bore holes on public properties?

Yes. This activity would be considered eligible. The bore holes would provide a benefit to the local community, and locals/contractors can be employed and equipment sourced from local businesses to complete the work. An example would be the construction of a new bore water hole for the local park's amenities block.

19. Can councils use the grant funding to refurbish and/or revamp shop fronts located in the main town centre with the work being carried out by local workers?

Yes. This would be eligible. This project would lead to the employment of local people in the area and could encourage more visitors to the town to contribute to the economic activity of the region.

20. Can grant funds be used towards an Undergraduate Scholarship Program? For example, targeting talented students from rural / farm backgrounds who...
otherwise will not be able to pursue their academic studies as a consequence of the drought.

Maybe. This activity does not meet project requirements unless it leads to the employment of locals, contributes to the economic activity of the community, and/or leads to the retention of businesses, services and facilities. Councils would need to put forward a detailed description as to how the project benefits the broader community.

21. What is covered in the definition “community facilities”, would employee or community housing be classed a community facilities? For example, a remote council that provides housing in order to attract new employees or provide community housing for rent to community members.

No. This activity does not meet project requirements unless it leads to the employment of locals, contributes to the economic activity of the community, and/or leads to the retention of businesses, services and facilities.

The program will not fund the purchase of existing buildings. The program will not fund projects that benefit the council and not the community.

22. The impact of the drought has caused additional sedimentation loads resulting in water treatment issues, with existing filtration equipment being unable to cope. Would a project to improve the filtration process be considered eligible?

Maybe. Councils would need to put forward a detailed description as to how the project benefits the broader community. This activity does not meet project requirements unless it leads to employment of locals, contribute to the economic activity of the community, and/or lead to the retention of businesses, services and facilities.

23. Can councils, through a planned community initiative, provide ‘voucher/gift cards’ to spend within the local region? These programs allow cards (e.g. eftpos or other types of cards) to be loaded with funds and then utilised solely within the local community/shire?

No. The intent of the Drought Communities Programme - Extension is to support local community infrastructure and other drought relief projects.

Support of this type (vouchers/gift cards) for communities impacted by drought is being delivered through the Drought Community Support Initiative Programme. More information can be found [here](#).

24. Can councils provide funding to the local community to subsidise payment of council and water rates?

No. Providing rate relief is not eligible under the program. The intent of the program is to provide funding for projects expected to lead to the employment of locals, contribute to the economic activity of communities/regions, or lead to the retention of businesses, services and facilities.