



Local Roads and Community Infrastructure Program – Quarterly Report

Local Councils (Eligible Funding Recipients) are required to provide Quarterly Reports to the Department of Infrastructure, Transport, Regional Development and Communications (the ‘Department’) with information on the progress of projects and grant funding expenditures under the Local Roads and Community Infrastructure Program.

Submitting a Quarterly Report

Eligible Funding Recipients must submit Quarterly Reports per the timeframes specified in the Grant Agreement.

- If you have received an Approved Work Schedule from the Department, you must complete **both** the Quarterly Report Template available on the Department’s website and the Declaration contained in this document. Please do not scan or pdf the Quarterly Report Table (the completed Quarterly Report Template). Please complete the table in Word and submit it in Word.
- If you have not yet submitted any Project Nomination Forms, or if you have submitted Project Nomination Forms, but have yet to receive an Approved Work Schedule, you are only required to complete the Declaration contained in this document.
- **Quarterly Reports must be submitted to the Department via email to IIP@infrastructure.gov.au.**
- When submitting an Eligible Funding Recipient’s/your Quarterly Report, please use the subject line: **[Council Name] First Quarterly Report.**

Eligible Funding Recipients/you must provide the following information in the Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report; and
- details of progress towards completion of funded Eligible Projects.

The Quarterly Report Template must have each section completed for each project as specified in the Approved Work Schedule. The figures in the Quarterly Report are to be prepared on an accrual basis.



Declaration

I declare that:

- I have read, understood and agree to abide by the Program Guidelines on the Department's website at www.investment.infrastructure.gov.au/lrci as in force at the time of submission;
- the information I have submitted in this form is, to the best of my knowledge, true, accurate and complete. I also understand that giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth);
- the financial statement is a true statement of the receipts and expenditure of the Local Roads and Community Infrastructure Program payments received;
- the Approved Projects will be physically complete by 30 June 2021 unless otherwise agreed by the Department;
- I understand that the Local Roads and Community Infrastructure Program is an Australian Government program and that the Department will use the information provided in accordance with:
 - Australian Government Public Data Policy Statement;
 - Commonwealth Grants Rules and Guidelines;
 - Applicable Australian laws; and
 - May make information publically available within the course of the LRCI Program (for example in media releases or promotional materials).
- I am authorised to complete this form and to sign and submit this declaration on behalf of the Eligible Funding Recipient.

Yes

No

I am submitting a Quarterly Report for projects on an Approved Work Schedule.

I am submitting a Nil Quarterly Report as we do not have an Approved Work Schedule.

Full name:

Position:

Council:

Email address:

Signature:

Date:



Glossary

Term	Definition
Actual Expenditure	The amount of grant funding spent (actual expenditure) for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates.
Approved Work Schedule	The Work Schedule that outlines Eligible Projects that the Eligible Funding Recipient can use grant money to pay for and be approved by the Delegate of the Secretary of the Department.
Commencement date	The start date for the project.
Completion Date	The end date for the project.
Eligible Funding Recipient	The organisation that is eligible to receive funding under the LRCI Program.
Nominal Funding Allocation	The maximum funding that an Eligible Funding Recipient can access under the LRCI Program for Eligible Projects.
Proposed Expenditure	The amount of grant funding the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report.