



Local Roads and Community Infrastructure Program – Quarterly Report – Frequently Asked Questions

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.

Funding Recipients are required to submit Quarterly Reports throughout the Grant Period in the manner stipulated by the Department.

What information do I need to provide in the Quarterly Report?

Eligible Funding Recipients 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 Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of funded Eligible Projects; and
- estimated and/or confirmed jobs supported by the grant funding.

The figures in the Quarterly Report are to be prepared on an accrual basis.

The Department must be informed of any significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

What does a completed Quarterly Report look like?

Eligible Funding Recipients must provide both the completed Quarterly Report Template and The Quarterly Report Declaration.

Please ensure that all fields are completed for each Approved Project and the bottom Total row has been completed before returning to the Department.

Local Council:	LRCI Nominal Funding Allocation		LRCI Funding Received			Total Year to Date LRCI Actual Expenditure
ABC Shire Council	\$1,000,000		\$500,000			\$493,000
Approved Projects (Project Name in Approved Work Schedule)	LRCI Funding Actual Expenditure for Year to Date	LRCI Funding Proposed Expenditure next Quarter	Updated Construction Start (MM/YY)	Updated Construction Completion (MM/YY)	Jobs Supported	Project Update
1. Streeton Road Resealing	\$120,000	\$80,000	08/20	11/20	4	End date changed from 10/20
2. Giles Footpath Renewal	\$178,000	\$0	08/20	09/20	5	Project Completed
3. Right Beach Toilet Block Construction	\$20,000	\$100,000	09/20	11/20	4	
4. Apple Road Upgrade	\$0	\$0	04/21	06/21	4	
5. Bell Park Upgrade	\$125,000	\$0	07/20	08/20	6	Project Completed
6. Tourism Centre Facility Upgrades	\$50,000	\$70,000	09/20	11/20	2	
7. Civic Playground Revitalisation	\$0	\$123,000	11/20	01/21	3	Start date changed from 12/20
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
TOTAL	\$493,000	\$373,000			28	

Declaration

I declare that:

- I have read, understood and agree to abide by the Program Guidelines on the Department's website at www.investmentinfrastructure.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 publicly 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:

Do I need to submit a Quarterly Report if I have not received an Approved Work Schedule?

All Eligible Funding Recipients must submit a Quarterly Report. If an Eligible Funding Recipient has not received an Approved Work Schedule from the Department they still must complete a Quarterly Report.

Please select Nil Quarterly Report on the Quarterly Report Declaration Form and return to IIP@infrastructure.gov.au

Declaration

I declare that:

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 - 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.

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Full name:

Position:

Council:

Email address:

Signature:

Date:

Do I need to submit a Quarterly Report if I have not submitted any Project Nominations?

All Eligible Funding Recipients must submit a Quarterly Report. If an Eligible Funding Recipient has not yet submitted Work Schedule Nominations to the Department they still must complete a Quarterly Report.

Please select Nil Quarterly Report on the Quarterly Report Declaration Form and return to IIP@infrastructure.gov.au

Declaration

I declare that:

- I have read, understood and agree to abide by the Program Guidelines on the Department's website at www.investmentinfrastructure.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;
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 - Applicable Australian laws; and
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- 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.

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Full name:

Position:

Council:

Email address:

Signature:

Date:

When are Quarterly Reports due?

Quarterly Reports lodgements periods:

Lodgement period for Quarterly Reports	Quarter: Actual expenditure period	Quarterly Report
1–31 October 2020	1 July - 30 September 2020	Mid payment update of Work schedule. Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2021	1 October - 31 December 2020	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2021	1 January - 31 March 2021	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.

Annual Report by 14 August 2021.	1 July 2020 - 30 June 2021	Annual Report Actual expenditure and eligible project updates from 1 July 2020/Commencement of program to 30 June 2021
1–31 October 2021	1 July 2021 - 30 September 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2022	1 October 2021 – 31 December 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.

When is my Second Instalment due?

The Second Instalment is scheduled to be paid between 1 January and 31 January 2021, the payment value for the Second Instalment will be:

- actual expenditure up until 31 December 2020; plus
- projected expenditure to 31 March 2021, less the amount paid as the first instalment

less:

- the first instalment; and
- 10 per cent of the Nominal Funding Allocation.

I have expended all of my First Instalment and require funds prior to the Second Instalment date. What can I do?

If an Eligible Funding Recipient has expended all of its First Instalment in advance of 1 January 2021, an Eligible Funding Recipient can seek to access the Second Instalment early. The process followed in relation to the Second Instalment will be followed for Early Access with necessary changes to timeframes.

The payment value will be equal:

- actual expenditure up until the Ad hoc Report date;
- plus projected expenditure to 31 March 2021

less:

- the first instalment; and
- 10 per cent of the Nominal Funding Allocation.

I need to amend details of an Approved Project?

If an Eligible Funding Recipient needs to amend the start or end date of an Approved Project, this can be done via the Quarterly Report. If your Approved Project end date is past 30 June 2021, please contact the Department via email at IIP@infrastructure.gov.au.

To change your Approved Project Cost, please complete a Variation Request Form and return to the Department via email at IIP@infrastructure.gov.au.

I haven't submitted Project Nomination forms, when do they need to be submitted?

Councils can submit Project Nomination forms at any time. While there is no deadline for submitting Project Nomination forms, the sooner project nominations are submitted, the sooner the department can assess and approve projects.

All Projects must be completed by 30 June 2021.

How do I submit a Project Nomination form?

Eligible Funding Recipients are required to submit completed Project Nomination forms by email to IIP@infrastructure.gov.au.

Councils are not able to submit Project Nomination forms via the Infrastructure Management System Portal that is used by the Roads to Recovery Program.

How do I estimate the number of full-time equivalent jobs supported by a project?

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

You need to calculate the estimated number of full-time employees that will be working on the project for the duration of the construction period. This is typically people who are directly working on the project, and not staff providing general administrative support. For contractors or part-time employees, you will need to convert part-time hours to full-time equivalent (FTE).

For example:

Five workers will be working on a project.

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

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

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

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