



# Ad hoc Report Guide

## Local Roads and Community Infrastructure (LRCI)

June 2023

Eligible Funding Recipients may access progress payments up to 3 times per financial year by submitting an Ad-hoc Report.

Note: Under an Ad-hoc arrangement, a progress payment will be equal to:

- actual expenditure up until the Ad-hoc Report date; plus
- projected expenditure for the three months following the report; less
- the first instalment and 10 per cent of the Nominal Funding Allocation.

## Ad hoc Report Requirements

- The Ad-hoc report must cover all projects from the beginning of the relevant Phase to the date of report submission, and must include:
  - LRCI actual expenditure on approved projects;
  - Proposed spending for next three months;
  - Updated construction start/end dates as needed;
  - Project update.
- Ad-hoc Reports must be submitted using the templates provided by the Department. For each Phase that is being reported, a complete report is required.

## Documents you must provide as part of a Complete Ad hoc Report Package:

1. Ad hoc Report Table;
2. Ad hoc Report Declaration.

Note: all templates are available on the [LRCI Program Resources](#) page.

## Ad hoc Report Table

- A separate Ad-hoc Report Table must be completed for each Phase.
- The Ad-hoc Report Table must have all sections completed for each project as specified in the Approved Work Schedule for each Phase. A summary of the information required for the Ad-hoc Report Template follows:
  - The Nominal Funding Allocation as outlined in the Eligible Funding Recipient’s Grant Agreement for the relevant Phase.
  - The Nominal Funding Allocation as outlined in the Eligible Funding Recipient’s Grant Agreement for the relevant Phase.
  - LRCI Funding received to date
  - A list of all approved projects in the Eligible Funding Recipient’s approved Work Schedule for the relevant Phase. The projects must be listed in the order provided in the Approved Work Schedule for that Phase;
  - LRCI funding actually expended on each project
  - Note: that these figures are to be prepared on an accrual basis;
  - An update on the construction start and end dates. Please note: these dates should be the most recent forecast, which may differ from the dates provided in the approved Work Schedule;
  - The most recent jobs forecast numbers shown as full time equivalent, and
  - The completed Ad-hoc Report Table must be submitted in Excel format.
- The Ad-hoc Report Table has been provided in Microsoft Excel

Note: An Annual Report table submitted as a PDF will not be accepted.

## Ad hoc Report Declaration

An Ad-hoc Report Declaration must be completed for each Phase.

The Ad-hoc Report Declaration must be signed by the Chief Executive Officer/Chief Financial Officer or a Council Officer with an equivalent financial position within the organisation.

## Submitting a complete Ad hoc Report Package

- Ad hoc Report Packages must be submitted to the Department via email to: [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au).
- When submitting an Annual Report Package, please use the email subject line:  
*[State] - [Council Name] - [Phase] - [Financial Year] – Ad hoc Report.*

Note: Where a full Ad hoc Report Package is not provided in the first instance, LRCI Grant Management will conduct an initial follow-up. Annual Reports cannot be progressed for assessment until all information is provided.

## Glossary

| Term                              | Definition  |
|-----------------------------------|---|
| <b>Actual Expenditure</b>         | The amount of grant funding spent (actual expenditure) for the period commencing from the start of the phase to the date of the Ad-hoc report.            |
| <b>Approved Work Schedule</b>     | The Work Schedule that outlines Eligible Projects that the Eligible Funding Recipient can use grant money to pay for and be approved by Program Delegate. |
| <b>Eligible Funding Recipient</b> | The organisation that is eligible to receive funding under the LRCI Program.  |
| <b>Nominal Funding Allocation</b> | The maximum funding that an Eligible Funding Recipient can access under the LRCI Program for Eligible Projects.   |
| <b>Proposed Expenditure</b>       | The amount of grant funding the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report.                     |

## Ad-hoc Report Example:

# Local Roads and Community Infrastructure Program - Ad-hoc Report

|   |                         |                    |                  |                                       |                   |               |          |
|---|-------------------------|--------------------|------------------|---------------------------------------|-------------------|---------------|----------|
| <b>ELIGIBLE FUNDING RECIPIENT:</b>      | Alphabet City Council   |                    |                  |                                       |                   |               |          |
| <b>LRCI Nominal Funding Allocation:</b> | \$2 000 000             |                    |                  | <b>LRCI Funding Already Received:</b> |                   | \$820 000     |          |
|   | <b>Reporting Period</b> | <b>Start Date:</b> | <b>1/07/2022</b> | <b>End Date:</b>                      | <b>30/05/2023</b> | <b>Phase:</b> | <b>3</b> |

Note: Template format must not be changed. If formatting is changed, the report will not be accepted.

| Project No: | Approved Projects<br>(Project Name as per<br>Approved Work<br>Schedule) | Project<br>Status (not<br>started,<br>underway or<br>complete<br>only) | LRCI<br>Funding<br>Actual<br>Expenditure<br>for Year to<br>Date | LRCI Funding<br>Proposed<br>Expenditure<br>next Quarter | Updated<br>Constructi<br>on Start<br>(MM/YY) | Updated<br>Construction<br>Completion<br>(MM/YY) | Jobs Supported<br>– Council<br>Employees | Jobs<br>Supported -<br>Contractors | Project Update / comments<br>(eg community feedback;<br>events or public<br>announcements made<br>regarding the program) |
|-------------|---|--|---|---|--|--|--|------------------------------------|--|
| 1.          | Streeton Road<br>Resealing  | underway   | \$300 000   | \$50 000  | 1/07/2022                                    | 30/03/2024                                       | 1  | 1                                  | End date moved by 3 months   |
| 2.          | Giles Footpath Renewal  | not started  | \$220 000   | \$100 000   | 1/07/2023                                    | 30/06/2024                                       |  |                                    | Contractor has been engaged  |
| 3.          | Right Beach Toilet Block<br>construction                                | completed  | \$750 000   | \$0   | 1/07/2021                                    | 1/05/2023  | 1  | 4                                  | project completed ahead of<br>schedule   |
| 8.          |   |  |   |   |  |  |  |                                    |  |
|             | <b>TOTALS</b>   |  | <b>\$1 270 000</b>  | <b>\$150 000</b>  |  |  | <b>2</b>                                 | <b>4</b>                           |  |