

**Quarterly Reporting Form**

Active Transport Fund

Quarterly reporting timeframes

|  |  |
| --- | --- |
| **Project reporting period** | **Quarterly reporting month due** |
| 1 November – 31 January (Nov, Dec, Jan) | 10 February |
| 1 February – 30 April (Feb, Mar, Apr) | 10 May |
| 1 May – 31 July (May, Jun, Jul)  | 10 August |
| 1 August – 31 October (Aug, Sept, Oct) | 10 November |

***NB: Please delete the instructions in red and italics prior to submitting your report.***

|  |
| --- |
| **About the project*** Project number: Insert text
* Project name: Insert text
* Council/Department: Insert text

**Project updates*** Current construction start date: Insert text

 *(per funding Offer or timeframes from approved schedule variation request)** Current construction end date: Insert text

 *(per funding Offer or timeframes from approved schedule variation request)** New construction start date: Insert text

 *(NB: a variation form may need to be completed or delete if not needed)** New construction end date: Insert text

 *(NB: a variation form may need to be completed or delete if not needed)***Achievements in the first month of the quarter** *(see table above for relevant month)** Insert text
* Add or delete dot points as needed

**Achievements in the second month of the quarter** *(see table above for relevant month)** Insert text
* Add or delete dot points as needed

**Achievements in the third month of the quarter** *(see table above for relevant month)** Insert text
* Add or delete dot points as needed

**Upcoming activities for next quarter** *– Please provide an update on all activities which are expected to occur during the next quarter.* * Insert text
* Add or delete dot points as needed

**Risk and Sensitivities** *- Please advise us if there are any risks or sensitivities for the project. For example, any issues relating to cultural heritage, detection of protected flora and fauna, occurrence of natural disasters or significant weather events, changes to community support for the project/protests, issues with funding for the project, expected cost overruns, contract breaches, or issues with land acquisition.* * Insert text
* Add or delete dot points as needed

**Future milestones -** *Please advise us of any upcoming milestones and the expected date of achievement for that milestone. For example, completion of construction in December 2026.** Insert text
* Add or delete dot points as needed

**Media and/or event opportunities -** *Please advise us if the project is suitable for a media or event opportunity. For example, a joint media release, or a site visit by the responsible Minister for a significant milestone (usually commencement or completion of construction).** Insert text
* Add or delete dot points as needed
 |

Certification

I the undersigned certify that all information provided in this report is true and correct:

* That all conditions of funding have been complied with.
* That the information provided above is true and accurate.

|  |  |
| --- | --- |
| Signature:  | Date:  |
| Name: | Postion: |
| Contact Phone Number: | Contact Email Address: |

**.**

Returning the form

Please check that you have completed all sections of the form, including signature (electronic is acceptable).

For funding recipients from Victorian and South Australian Local Government Authorities, please complete and return this form by email to ActiveTransportFund@infrastructure.gov.au.

For funding recipients from all other Local Government Authorities, please complete and return this form by email to your state or territory contact.

For state and territory governments, please complete this form and submit the requested information through the IMS platform, along with the updates provided by Local Government Authorities.

Questions

Should you have any questions or concerns regarding this form, please contact the Active Transport Fund team by emailing ActiveTransportFund@infrastructure.gov.au.