



Quarterly Report Guide

Local Roads and Community Infrastructure (LRCI)

August 2023

Eligible Funding Recipients under Phases 1, 2 and 3 of the LRCI program must provide the department with a Quarterly Report by the end of the month following the reporting period. e.g. 30 April for the Jan-Mar period, unless otherwise agreed, in writing, by the Department.

Quarterly Report Requirements

- The Quarterly Report provides information on the progress of projects and grant funding expenditures.
- Quarterly Reports must be submitted per the timeframes specified in the Grant Agreement.
- The Quarterly Report must include:
 - the total amount of **LRCI** grant funding spent (total actual expenditure) for the entire Phase for eligible projects from initial start date, up to the last day of the quarter to which the Quarterly Report relates
 - the amount of **LRCI** grant funding spent for eligible projects within the quarter to which the Quarterly Report relates
 - the amount of **LRCI** grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on eligible projects in the quarter following the report
 - details of progress towards completion of funded eligible projects
 - updated project start and completion dates, if applicable.

Note: The Quarterly Report relates to LRCI funding spent only - do not include spending from other sources.

Documents you must provide as part of a Complete Quarterly Report Package

- If you have an Approved Work Schedule for Phases 1, 2 or 3, you must complete **both**:
 - Quarterly Report Table;
 - Quarterly Report Declaration.

- 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.

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

Quarterly Report Table

- A separate Quarterly Report Table must be completed for each of Phases 1, 2 and 3 of the LRCI Program - the report template contains separate tabs for each phase.
- The Quarterly Report Table must have all sections completed for each project as specified in the Approved Work Schedule for each Phase.

Note that the figures reported are to be prepared on an accrual basis. Do not include cents - round up or down as appropriate.

- The completed Quarterly Report Table must be submitted in Excel format.

Note: A Quarterly Report table submitted as a PDF will not be accepted.

Quarterly Report Declaration

- A Quarterly Report Declaration must be completed for each Quarterly Report - the template contains space to declare action for all phases in the one document.
- The 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 Quarterly Report Package

- Quarterly Report Packages must be submitted to the Department via email to: LRCIP@infrastructure.gov.au.
- When submitting a Quarterly Report Package, please use the email subject line:
[State] - [Council Name] - [Phase] - [Reporting period] - Quarterly Report.

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

Glossary

Term	Definition
Actual Expenditure	The total amount of LRCI grant funding spent (actual expenditure) for the entire phase period 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 LRCI grant funding the Eligible Funding Recipient intends to spend Eligible Projects in the quarter following the report.