Australian Government
Department of Infrastructure, Transport, Regional Development, Communications and the Arts

**Quarterly Reporting Form**

Safer Local Roads and Infrastructure Program

1. About the project

|  |  |
| --- | --- |
| Project number |  |
| Project name |  |
| Council/Department |  |

2. Project updates

|  |  |
| --- | --- |
| Current construction start date *(per Funding Offer or timesframes from approved schedule variation request)* |  |
| Current construction end date *(per Funding Offer or timesframes from approved schedule variation request)* |  |
| New construction start date  *(If current estimated timeline differs from approved timeframes)* |  |
| New construction end date  *(If current estimated timeline differs from approved timeframes)* |  |

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 |

3. Achievements in first month of quarter (ie Nov, Feb, May, Aug)

|  |
| --- |
| *Please provide an update on all activities which occurred during the quarter.* |

4. Achievements in second month of quarter (ie Dec, Mar, Jun, Sept)

|  |
| --- |
| *Please provide an update on all activities which occurred during the quarter.* |

5. Achievements in third month of quarter (ie Jan, Apr, Jul, Oct)

|  |
| --- |
| *Please provide an update on all activities which occurred during the quarter.* |

6. Upcoming activities for next quarter

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| --- |
| *Please provide an update on all activities which are exepcted to occur during the next quarter.* |

7. Risks and sensitivities

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| --- |
| *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, occurance 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.* |

8. 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 2025.* |

9. 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).* |

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 [SLRIP-Projects@infrastructure.gov.au](mailto:SLRIP-Projects@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 National Bridge & Road Infrastructure Programs team by emailing [SLRIP-Projects@infrastructure.gov.au](mailto:SLRIP-Projects@infrastructure.gov.au).