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

**Milestone Claim Form**

Remote Roads Upgrade Pilot Program

About the project

|  |  |
| --- | --- |
| Number | Click or tap here to enter text. |
| Name | Click or tap here to enter text. |
| Council/Department | Click or tap here to enter text. |

About you

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Role | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |

About the milestone

|  |  |  |
| --- | --- | --- |
| Milestone type and evidence  (see page 2 for additional information on evidence) | Milestone type (select one) | Evidence attached (mandatory) |
| Design Complete (design and construct projects only) | Evidence of Finalised Design |
| Construction Commenced | Construction  Signage |
| Construction Complete | Construction |
| Post Completion | Post Completion Report |
| Other | Please describe. |
| Milestone amount: | From your project schedule or calculated for PCR. | |
| Attributes completed so far | e.g earthworks complete | |
| Next milestone estimated date | Month and year or note if this is the final milestone. | |
| Is the project likely to complete on time and budget?  If not, why not | You may need to complete a project variation if the project is changing in scope, cost or timing. | |

Certification

I the undersigned certify that:

* All design (if applicable), construction and activities required for this milestone have been completed.
* That all conditions of funding have been complied with.
* That the information provided above is true and accurate.
* All photographic evidence is of the funded project.

|  |  |
| --- | --- |
| Signature: | Date: Click or tap to enter a date. |

**.**

About this form

* This form can be used to claim a milestone payment under the Remote Roads Upgrade Pilot Program (RRUPP).
* Information about the project including milestone amounts can be found in the offer of funding for each project.
* The completed milestone claim form, along with supporting evidence should be sent to the relevant State/Territory transport department for forwarding to the Australian Government, unless different or additional requirements for a claim have been established.
* The Australian Government will then consider your claim. We will notify you if we have further questions about your claim.
* If the claim is in order, the Australian Government will make a payment to your relevant State/Territory transport department, who will make a payment to the relevant council/State. Payments from the Australian Government to your State/Territory will typically take 2-3 months from submission of a claim to payment.

Acceptable Evidence

* All claims must be accompanied by evidence which demonstrates that the milestone has been achieved.
* For *Design Complete*, (if applicable), evidence that the design has been finalised, such as an invoices and example proof sheets from the design package. The full design package is not required.
* For *Construction Commenced* milestones, evidence of construction starting and signage must be provided. Examples of construction commencement include:
  + Orders for construction material (e.g. pre-fab concrete) which indicate the project they will be used on.
  + Earthworks on site.
  + Site setup including fencing or amenities.

NOTE: Construction does not include pre-construction activities, such as designs, permits or inspections.

* For *Post Completion* milestones, a Post Completion Report (PCR) must be provided. The PCR has further instructions for completing it.

NOTE: All milestone evidence must establish that it relates to the project that the milestone is being claimed for. Photographs should include information unique to the site (such as a road sign), geocodes for where the picture was taken, or a statement by the photographer. Evidence other than photos will need to clearly indicate the project.

Returning the form

Please check that you have completed all sections of the form, including signature (electronic is acceptable). Once complete this document should be returned by email to:

* [remoteroads@infrastructure.gov.au](mailto:remoteroads@infrastructure.gov.au)

Proponents should also provide an email copy to their state/territory transport/infrastructure agency contact.

Questions

Should you have any questions or concerns regarding this form, please contact the National Targeted Road Infrastructure Program team at the email address above.