**Progress Report Form**

*2020-2021 Local Government Levy Ready Grant Program (Round 2)*

# Council details

|  |  |
| --- | --- |
| Council name |  |
| Council address |  |

### Principal contact person

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Given name |  |
| Surname |  | Position |  |
| Phone |  | Email |  |

### Reporting period

|  |  |  |  |
| --- | --- | --- | --- |
| Start of period (DD/MM/YYYY) |  | End of period (DD/MM/YYYY) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Project title |  | | |
| Project reference number |  | | |
| Project scope |  | | |
| Agreement Start Date (DD/MM/YYYY): |  | Agreement End Date (DD/MM/YYYY): |  |
| Funding Period end date (DD/MM/YYYY): |  | | |

### Project details

### Project costings

|  |  |  |  |
| --- | --- | --- | --- |
| Total Project Cost ($) |  | Project Funding  (ex GST) ($) |  |
| Actual Expenditure to Date ($) |  | Total Project Funding paid to date ($) |  |
| Estimated Final Total Project Cost ($) |  | Project Funding not yet paid ($) |  |

### Project progress

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated Project  Commencement  Date (DD/MM/YYYY): |  | Actual Project  Commencement Date (DD/MM/YYYY): |  |
| Estimated Project Completion Date: |  | Percentage of project complete (%) |  |
| Project Performance | On track  Minor Risks  Major Risks  Complete | | |

Provide a list of tasks/activities and scheduled completion dates from the approved project plan. Provide an update of the estimated progress (as a percentage) and any relevant comments. Alternatively, this may be addressed by attaching a project Gantt chart or project tracking sheet.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project task/activity** | **Scheduled completion date** | **Progress**  **(% complete)** | **Status/comment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

For each task/activity not completed by the scheduled completion date, or not likely to be completed by a future scheduled completion date, describe any changes to the project schedule required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project task/activity** | **Revised completion date** | **Describe whether this change is likely to affect the overall project timeframe, scope or budget?** | **Has a variation request been (or will be) submitted? (include date submitted)** |
|  |  |  | Yes  No  Date: |
|  |  |  | Yes  No  Date: |
|  |  |  | Yes  No  Date: |

**Risk and issues**

List any other issues that have occurred during the reporting period that have impacted on project delivery.

|  |  |  |
| --- | --- | --- |
| **Category** | **Issue** | **Describe how the issue is being managed/Action taken (include date)** |
| Health/safety |  |  |
| Weather event |  |  |
| Environment |  |  |
| Native title/ heritage |  |  |
| Other |  |  |

|  |  |
| --- | --- |
| **Updated Risk Management Register** | |
| Submit an updated  Risk Management Register, using the template in Appendix A, to provide details of any potential risks that may impact on the commencement and/or completion of this project and identify mitigation strategies. | Yes – Risks and mitigation strategies identified |

**Number of jobs supported**

### Please provide details of the jobs during construction and following completion of project

|  |  |
| --- | --- |
| **Construction (Net)** | |
| Council jobs |  |
| Contractor jobs |  |
| **Operational (Net)** | |
| Council jobs |  |
| Contractor jobs |  |

**Cashflow forecasts**

### Please review previously advised claim dates and revised payments.

|  |  |  |
| --- | --- | --- |
| **Forecast #** | **Future Claim Date** | **Claim Amount** |
| *Forecast 1* | *Date* | $ |
| *Forecast 2* | *Date* | $ |
| *Forecast 3* | *Date* | $ |
|  | | **Forecast Total** $ |

**Payment Claim**

All grant funds are to be paid within the 2020-2021 financial year. Funds may be paid in advance of expenditure. Expenditure of grant funds will be acquitted in the recipient’s project completion report.

|  |  |  |  |
| --- | --- | --- | --- |
| Is a payment claim to be made with this report? | Yes  No | Is payment claim form attached? | Yes  No |

**Project signage and acknowledgement of funding contribution**

Funding recipients must acknowledge the contributions of the Queensland Government by placing signage at the project construction site. All signage must be erected upon project completion.

|  |  |  |  |
| --- | --- | --- | --- |
| Has all construction and permanent signage been erected at the Project Site? | Yes  No | If signage has not been erected is an exemption being sought? | Yes  No |
| Has an exemption been granted? | Yes  No |
| Provide status and comments: |  | Photographic evidence attached | Yes  No |

**Communications**

Provide a summary of any project-related media and communications during the reporting period. Include relevant organisation reports/newsletters/media releases/events. Attach copies of any media clips/documents to this report or provide web links. Add rows to tables if required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Media/publications/events** | **Copy sent to Department** | **Link** |
|  |  | Yes  No |  |
|  |  | Yes  No |  |
|  |  | Yes  No |  |

Provide a summary of any upcoming/proposed project-related media and communications.

|  |  |
| --- | --- |
| **Date** | **Media/publications/events** |
|  |  |

**Authorisation**

On behalf of the Council, I certify that all details in this form (and any supporting documents) are true and complete.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Authorised Person**  **(CEO or formal delegate)** |  | | |
| **Position** |  | | |
| **Signature** |  | **Date signed** |  |

Please email/submit this form to the Department of Local Government, Racing and Multicultural Affairs at [2020-21LocalGovernmentLevyReadyGrantProgram-Round2@dlgrma.qld.gov.au](mailto:2020-21LocalGovernmentLevyReadyGrantProgram-Round2@dlgrma.qld.gov.au)

**Appendix A – Risk Management Template**

Provide details of any potential risks that may impact on the completion of this project.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Risk**  **Category** | **Risk Description** | **Likelihood** | **Consequence** | **Rating** | **Mitigation/Treatment Strategy** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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**Legend:**

