**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 [ ]  NoDate:  |
|  |  |  | [ ]  Yes [ ]  NoDate: |
|  |  |   | [ ]  Yes [ ]  NoDate:  |

**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

**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**  |
|   |  |   |  |   |   |   |
|   |  |   |  |   |   |   |
|   |  |   |  |   |   |   |
|   |  |   |  |   |   |   |
|   |  |   |  |   |   |   |
|   |  |   |  |   |   |   |

**Legend:**

