*This document should be completed/read in conjunction with the Deed of Funding and Project Plan. The Plan provides the basis for reports that will provide the necessary detail for the Authority to determine that the project is progressing on time, to budget and confirmation that the milestones are being completed to an acceptable standard. This report should include a detailed invoice and other supporting information, and provide the Authority with the information and confidence to approve the milestone payments specified within the Funded Projects project plan.*

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| --- | --- |
| **Report Period covered:**  | *e.g. from 1 December to 31 December 2012* |
| **Progress Report/Milestone No.** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Progress Report/Milestone stated as per the Project Plan/Deed of Funding:** |  |
| **Any variations to stated Progress Report/Milestones above:** |  |
| **Summary of Progress Report/Milestones achieved at this report date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** *( List deliverables for this progress/milestone)* | **Activities**  (*List all activities for each deliverable)* | **Tasks Undertaken** *(List tasks for each activity)* | **Costs**  *(List cost for each task/activity) inclusive of GST* |
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|  | ***WRCT Contribution Incl GST*** | ***$*** |
| ***Other contributions including in-kind support Incl GST*** | ***$*** |
| ***Total cost of Progress/Milestone Incl GST*** | ***$*** |