



Final Report Guidance

May 2022

Eligible Funding Recipients that have completed all their Phase 1 or Phase 2 projects prior to the 2021/2022 Annual Report may submit a Final Report to access their Final Payment Instalment early for each relevant Phase. To be eligible for the final payment within any Program Phase, the Final Report must record that all projects listed in the relevant approved work schedule are complete within the Eligible Construction Time Period (ECTP) detailed in the Program Guidelines for that Phase.

The submission of a Final Report does not replace the requirement to submit the 2021/2022 Annual Report. The Final Report must be included as part of the 2021/2022 Annual Report for the relevant Phase and must be also be audited by an appropriate auditor.

Final Report Requirements

- a) Final reports are only required if an Eligible Funding Recipient seeks to access their Final Payment Instalment prior to the submission and acceptance of the 2021/2022 Annual Report.
- b) Final Reports can only be submitted when Eligible Funding Recipients have completed **all** projects listed on their approved work schedule within the Eligible Construction Time Period for that respective Phase.
- c) The Final report must cover the beginning of the relevant Phase to the completion of all projects within that Phase, and must include:
 - LRCI actual expenditure on approved projects;
 - Intended outcomes of the project;
 - Any community/stakeholder feedback;
 - Reasons for any delay in project construction
 - Photographic evidence of completed projects;
- d) Final Reports must be submitted using the templates provided by the Department.
- e) Each Phase that is being reported must complete a full set of documents for that Phase. Eligible Funding Recipients may submit separate Final Reports for Phase 1 and 2 if required.
- f) The Final Report must be then presented as part of the Eligible Funding Recipient's 2021/2022 Annual Report for that Phase, and must be audited by an appropriate auditor.

Documents an Eligible Funding Recipient must provide:

- A completed Final Report Table
- A Final Report Declaration
- Photographic evidence of completed projects.

Further information on each document is below.

Final Report Table

- A Final Report Table must be completed for each Phase.
- The Final Report Table must have all sections completed for each project in the relevant Phase. A summary of the information required for the Final Report Table follows:
 - The Nominal Funding Allocation as outlined in the Eligible Funding Recipient's Grant Agreement for the relevant Phase.
 - The total external contributions for the relevant Phase. Please note the total External Contribution should be the difference between;
 - The sum of all Total Project Costs;
 - And the sum of all projects' LRCI Funding Actual Expenditure;
 - A list of all approved projects in the Eligible Funding Recipient's approved Work Schedule for the relevant Phase. The projects **must** be listed in the order provided in the Approved Work Schedule for that Phase;
 - The total project cost for each project, accounting for any external contributions;
 - The **Approved** LRCI Funding contribution for each project as outlined in the Eligible Funding Recipient's latest Approved Work schedule for the relevant Phase;
 - An update on the LRCI funding **actually** expended on each completed project. Please note that these figures are to be prepared on an accrual basis;
 - An update on the construction start and end dates. Please note these dates should be the most recent forecast, which may differ from the dates provided in the approved Work Schedule;
 - Project status: this status should be 'completed' for all projects; and
 - The most recent jobs forecast numbers shown as full time equivalent.
- The Final Report Table has been provided in Microsoft Excel to enable the use of a dropdown list with defined categories. The columns *Project Status* and *Outcome Category* have drop down categories to select from. An explanation of each category can be found in the *Definitions and Lists* tab.
- The drop down category list can be accessed by clicking the cell of the relevant column, and selecting the downwards arrow that appears to the right of the cell.
- The Final Report Table requests data on the project location, community/stakeholder feedback and reasons for delays in construction. Projects over \$10,000.00 should include location details (coordinates) for use in a Geographical Information System.
- **Please submit the Final Report Table back to the Department in Microsoft Excel format. DO NOT scan the Final Report table in PDF.**

Final Report Declaration

- A Final Report Declaration must be completed for each Phase.
- The Final Report Declaration must be signed by the Chief Executive Officer/Chief Financial Officer or a Council Officer with an equivalent financial position within the Organisation.

Photographic evidence of completed projects

- Photographic evidence for each project must be provided together with your Final Report;
- Photographic evidence must be submitted using the templates provided on the Department's website and sent to the Department in **Microsoft Word Format**;
- Ensure to organise the photos in the order presented in the Eligible Funding Recipient's most recently approved work schedule;

Submitting a completed Final Report

- Final Reports must be submitted to the Department via email to LRCIP@infrastructure.gov.au
- When submitting an Eligible Funding Recipient's/your Final Report, please use the subject line: **[Council Name] Final Report – Phase [number]**.

Glossary

Term	Definition
Actual Expenditure	The amount of grant funding spent (actual expenditure) from the beginning of the Phase to the completion of all projects within that Phase.
Commencement date	The start date for the project.
Completion Date	The end date for the project.
Department	The Department of Infrastructure, Transport, Regional Development and Communications
Eligible Funding Recipient	The organisation that is eligible to receive funding under the LRCI Program.
Full Time Equivalent (FTE)	Calculation of estimated number of full-time equivalent (FTE) jobs A full-time employee is defined as working 75 hours per fortnight. To calculate the number of FTE, Eligible Funding Recipients will need to convert part-time employees to a Full Time Equivalent. e.g. Five workers will be working on a project. These workers will be employed full-time at 75 hours per fortnight. Two workers will be employed part-time at 20 hours per fortnight. To determine the FTE of the part-time workers, the calculation would be: $2 * (20/75) = 0.53 \text{ FTE}$ TOTAL FTE = 3 full time workers + 0.53 FTE = 3.53
Nominal Funding Allocation	The maximum funding that an Eligible Funding Recipient can access under the LRCI Program for Eligible Projects.
Eligible Construction Time Periods	Phase 1: 01 July 2020 – 30 June 2022 Phase 2: 01 January 2021 – 30 June 2022 Phase 3: 03 January 2022 – 30 June 2023