



# Final Report Guide

## Local Roads and Community Infrastructure (LRCI)

June 2023

Eligible Funding Recipients that have completed all projects in a relevant Phase prior to the submission of an Annual Report for that financial year, 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, all projects listed in the relevant approved work schedule must have been completed 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 an Annual Report. The Final Report must be included as part of the related financial year Annual Report for the related Phase and must be also be audited by an appropriate auditor at this time
- Final reports are only required if an Eligible Funding Recipient seeks to access their final payment Instalment prior to the submission and acceptance of an Annual Report for the related financial year.
- 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.

## Final Report Requirements

- 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.
- Final Reports must be submitted using the templates provided by the Department. For each Phase that is being reported, a complete set of documents are required.
- The Final Report must be then presented as part of the Eligible Funding Recipient's Annual Report in the related financial year for that Phase, and must be audited by an appropriate auditor

## Documents you must provide as part of a Complete Final Report Package:

- Final Report Table;
- Final Report Declaration;
- Photographic Evidence Template.

Note: all templates are available on the [LRCI Program Resources](#) page.

### Final Report Table

- A separate Final Report Table must be completed for each Phase.
- The Final Report Table must have all sections completed for each project as specified in the Approved Work Schedule for each Phase. A summary of the information required for the Final Report Template 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.

**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 completed Final Report Table must be submitted in Excel format.

Note: A Final Report table submitted as a PDF will not be accepted.

- 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; Work category; Outcome category; and Indigenous employment or Business use 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, Indigenous employment or business use, and the use of recycled materials.

## 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

- Where approved projects have commenced construction or have been completed during the relevant financial year, photographic evidence for each project must be provided with your Final Report.
- The photos must be compiled into one Word document for each Phase and financial year. Each photo must be labeled with the relevant project name.

Note: once the template is complete, please convert to PDF and send as an attachment. This will ensure file size is not blocked by email server.

## Submitting a complete Final Report Package

- Final Report Packages must be submitted to the Department via email to: [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au).
- When submitting a Final Report Package, please use the email subject line:  
*[State] - [Council Name] - [Phase] - [Financial Year] - Final Report.*

Note: Where a full Final Report Package is not provided in the first instance, LRCI Grant Management will conduct an initial follow-up. Final Reports cannot be progressed for assessment until all information is provided.

## Glossary

Term	Definition
<b>Actual Expenditure</b>	The amount of grant funding spent (actual expenditure) for the financial year being reported on.
<b>Commencement Date</b>	The (estimated or actual) start date for the project.
<b>Completion Date</b>	The (estimated or actual) end date for the project.
<b>Department</b>	The Department of Infrastructure, Transport, Regional Development and Communications
<b>Eligible Funding Recipient</b>	The organisation that is eligible to receive funding under the LRCI Program.
<b>Full Time Equivalent (FTE)</b>	<p>Calculation of estimated number of full-time equivalent (FTE) jobs. A full-time employee is defined as working 75 hours per fortnight.</p> <p>To calculate the number of FTE, Eligible Funding Recipients will need to convert part-time employees to a Full Time Equivalent.</p> <p>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: <math>2 \times (20/75) = 0.53</math> FTE</p> <p>TOTAL FTE = 3 full time workers + 0.53 FTE = 3.53.</p>
<b>Nominal Funding Allocation</b>	(i) The maximum funding that an Eligible Funding Recipient can access under the LRCI Program for Eligible Projects.