



LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LRCI) PROGRAM

Final Report Guide

- Eligible Funding Recipients that have completed all projects early in a financial year (i.e. JUL-MAR) may submit a Final Report to access their Final Payment Instalment early for each relevant Phase.
- The submission of a Final Report is optional and should be lodged where all projects within the Approved Work Schedule are completed early within a financial year (i.e. completion between July – March).
- A Final Report is to be lodged no later than 31 March of the relevant financial year to enable payment before the end of the financial year.
- To be eligible for the final payment, 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.
- 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 and must be also be audited by an appropriate auditor at this time

Final Report Requirements

- The Final report must cover the beginning of the 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.
- The Final Report must be then presented as part of the Eligible Funding Recipient's Annual Report in the related financial year, and must be audited by an appropriate auditor

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

1. Final Report Table;
2. Final Report Declaration;
3. Photographic Evidence Template;

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

Final Report Table

- The Final Report Table must have all sections completed for each project as specified in the Approved Work Schedule. 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.
- 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 minus LRCI Funding Actual Expenditure;
- A list of all approved projects in the Eligible Funding Recipient's approved Work Schedule. The projects must be listed in the order provided in the Approved Work Schedule;
- 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;
- 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 and 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 completed project must be provided with your Final Report.
- The photos must be compiled into the one LRCI Template submitted in PDF format to ensure file size is not blocked by email server.

Submitting a complete Final Report Package

- Annual Report Packages must be submitted to the Department via email to:

LRCIP@infrastructure.gov.au

- When submitting an Annual Report Package, please use the email subject line:

[State] -[Council Name] - Phase X - 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
Actual Expenditure	The amount of grant funding spent (actual expenditure) for the financial year being reported on.
Commencement Date	The (estimated or actual) start date for the project.
Completion Date	The (estimated or actual) 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. Three 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: $2 \times (20/75) = 0.53$ 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.