Post-Completion Report

The Post-Completion Report must be submitted with the Claim for Payment of the Final Milestone. The Final Milestone will not be paid until the Department accepts the Post-Completion Report. If required, the Department may ask the Funding Recipient to revise the submitted report before accepting it.

PROJECT:

PROJECT NUMBER:

FUNDING RECIPIENT:

Scope

Provide details of all material changes to the scope following Project approval[[1]](#footnote-1).For comparison purposes, including descriptions of the:

1. original Project scope approved
2. scope change
3. rationale for the change.

|  |  |  |
| --- | --- | --- |
| **Original scope** | **Scope change** | **Rationale for change** |
|  |

Schedule

|  |  |
| --- | --- |
| **Project Period as agreed on approval of the Delivery Phase** | **Actual Project Period** |
| **Construction start date** | Physical completion date | Construction start date | Physical completion date |
|  |

Provide details of the rationale for changes to the construction start or physical completion dates and how the impact of these changes was managed

|  |
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|  |

Cost

Provide a populated Project Cost Breakdown template detailing the actual Project costs. The template is available from the Department.

***Performance***

Provide information on the progress of the Project in meeting agreed Transport Performance Indicators. Include a table of figures if appropriate.

***Innovation***

Provide innovative Project delivery techniques that have resulted in positive economic, safety, social, environmental, integration or transparency outcomes (for example, use of recycled material, techniques to reduce water and energy consumption, Project delivery methods that deliver Project savings, or private funding or financing models.)

***Indigenous employment and business participation targets***

Provide:

1. Results against Indigenous participation target
2. Variations
3. Results for Indigenous job seekers
4. Results for Indigenous businesses
5. Supply-side supports
6. Risk mitigation
7. Unanticipated project costs
8. Public reporting requirements

|  |
| --- |
| 1. Results against Indigenous participation targets (to be made public)
 |
| * Provide the Indigenous participation target outlined in the Indigenous Participation Plan for this project.
	+ Include a breakdown of the employment and supplier-use component of the target.
* Was the Indigenous participation target met? YES/NO
* What is the rationale / justification for progress made against targets?
* Has the above information been made public through the States’ project reporting processes?
 |
| 1. Variations
 |
| * If the Indigenous participation target was not met for this project, explain the variation from the target outlined in the Indigenous Participation Plan.
	+ Include the planned vs actual results against the target.
	+ Provide information about the issues faced by the contractor to fulfil the Indigenous employment and supplier-use requirements.
* If the Indigenous target was exceeded, explain the factors that encouraged or allowed the contractor to achieve this.
	+ E.g. a result of supply side support and early engagement with the local community regarding opportunities.
	+ E.g. a strong Indigenous labour force within the project locality.
 |
| 1. Results for Indigenous job seekers
 |
| *Mandatory:* What was the number of Full Time Equivalent (FTE) Indigenous positions created for the duration of the project?*If available, include details about:*[[2]](#footnote-2)* The number of Indigenous applicants for available positions.
* The aggregate income of total FTE Indigenous positions created in a local area.
	+ Include a definition of the ‘local area’ (e.g. township, Indigenous nation, local government area, ABS data region).
* Indigenous employees’ primary role (i.e. key job responsibilities), gender, age group, cultural group and disability (if relevant to employment).

[Note: the Australian Government recommends obtaining this information in a standard spreadsheet from the principal contractor. The information should de-identify individuals, and any corresponding personal information should not be traceable to an individual].  |
| 1. Results for Indigenous businesses
 |
| *Mandatory:* What was the total contract spend on Indigenous businesses in a local area? *If available, include details about:*[[3]](#footnote-3)* Number of certified Indigenous businesses awarded a contract in a local area.
	+ Include a definition of the ‘local area’.
* Locality of the Indigenous businesses (e.g. office location, where they were sourced from).
* Size of Indigenous businesses contracted in this project (e.g. annual turnover, net income).
* If any new Indigenous businesses were established in response to market demand created by the project.
 |
| 1. Supply side supports
 |
| * Type of employment and business support service accessed by Indigenous individuals, and Indigenous and non-Indigenous businesses.
* Type of resource/qualification obtained from the service provider (e.g. finance, capital investment, wage subsidy, cultural awareness training, and certifications).
* Date and duration of service access.
* Identify any gaps in services or any issues relating to accessing supply-side supports.

[Note: this feedback will be provided to relevant Australian Government agencies] |
| 1. Risk mitigation
 |
| * Identify any project risks that eventuated as a result of the Indigenous participation requirements for this project and explain how they were managed.
* Were the risk mitigation strategies (including those outlined in the Indigenous Participation Plan) effective in treating these risks?
 |
| 1. Unanticipated project costs
 |
| * Provide details of any additional unanticipated project costs resulting from the Australian Government’s requirement for Indigenous economic participation, for this project, and how these costs were managed.
 |
| 1. Public reporting requirements
 |
| * Please advise location of public reporting on performance against Indigenous participation requirements including targets.
 |

|  |  |  |
| --- | --- | --- |
| [*Name]* |  | *Date* |
| Position and organisation |  |  |

1. Unapproved changes to scope and quality will require further investigation by the Department and the Final Milestone will not be paid until this has been achieved [↑](#footnote-ref-1)
2. The Australian Government is collecting this information to assess the impact of the Framework on Indigenous economic participation for Commonwealth funded or co-funded investment projects. [↑](#footnote-ref-2)
3. The Australian Government is collecting this information to assess the impact of the Framework on Indigenous economic participation for Commonwealth funded or co-funded investment projects. [↑](#footnote-ref-3)