**CONTRACT FINAL REPORT**

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| --- | --- |
| Contract name: |  |
| Contract number: |  |
| Contractor: |  |
| Name of Contractor representative completing this report: |  |

1. Contract Outcomes

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| --- | --- | --- |
| Contract outcome  | Describe this contract’s contribution to achieving this outcome | Has any monitoring or evaluation occurred to measure the contribution? If so, describe. |
| *Copy outcomes from the top of Schedule A of the Contract* |  |  |
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2. Contract achievements and opportunities for improvement

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| Was the contract successful in delivering its original planned objectives and extent? Explain. |  |
| Were the contract tasks and activities the most effective and efficient way to achieve the contract’s outcomes? If not, what could have been improved? |  |
| Describe any insight or innovation gained from the contract that could be used to improve similar activities in the future. |  |
| List any key challenges or risks experienced in delivery of this contract and suggestions to avoid or mitigate these in future. |  |
| How can North Coast Local Land Services (NCLLS) improve its service and support to you in the future? |  |

3. Contract Work Plan completion

Indicate the % completion for each Task or Measure for each Output to date, and list any comments or issues. Ensure that mapping and resource condition monitoring tasks are also included and discussed. Explain any variation from original contract tasks or expenditure.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task No. | Task Description | Planned Completion Date | Actual Completion(% complete or date) | Comments, key achievements, problems, risks and reasons for any variation from original Contract Work Plan tasks or expenditure | Actual Expenditure $ (excluding GST) |
| NCLLS amount | Contributions (cash and in-kind) | TOTAL |
| Other amount | Cash or in-kind | Other contributor |
| 1 |  |  |  |  | *Eg $1,000* | *$100* | *cash* | *Happy Valley Landcare* | *$1,100* |
| 2 |  |  |  |  |  | *$500* | *In-kind* | *Smith Shire Council* | *$500* |
| 3 |  |  |  |  |  |  |  |  |  |
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| 7 |  |  |  |  |  |  |  |  |  |
| 8 | *Add additional rows as required* |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |
|  |  |  |  | TOTAL |  |  |  |  |  |

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| Measurable Outputs |
| OutputCode | Output Description | Planned Measure | Planned Completion Date | Actual Measure | Comments, key achievements, problems, risks and reasons for any variation from Contract Work Plan | Does this Output include products or publications?(Yes/No) | If products or publications, are copies attached?(Yes/No) |
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|  | *Add additional rows as required* |  |  |  |  |  |  |

4. Spatial data and Landholder Agreements

Please complete the following table for each parcel of land where on-ground works were implemented

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Property owner | Property Address | Property Location Information | Agreement number(if covered by Landholder Agreement) | Implementation Status | Monitoring Status | Works marked on attached map | GIS shapefile provided to NCLLS Contract Manager |
|  |  | This means: | This is the IRIS Event Number your Contract Manager has given to you. (eg NC00230) | Provide a brief summary of the status of works implementation for each property.(eg all works completed, all first year monitoring completed, year 1 follow-up scheduled August 2014) | What monitoring has been undertaken? | Indicate Yes/No for each property | Indicate Yes/No for each property and filename |
| For property with cadastre | Provide Lot/DPs |
| Crown Reserve | Reserve Name and/or Number(s) |
| Road Reserve | Road name, locality, start latitude & longitude, end latitude & longitude (in decimal degrees) |
| Unsurveyed land | Latitude & longitude of centre (in decimal degrees) |
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5. Workplace Health and Safety (WHS)

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| Has all work carried out through this contract been delivered in a way to ensure the health and safety of workers and others on the work site? | Yes/No |
| Were all WHS incidents (including near misses, injuries, illnesses, hazards, damage or dangerous occurrences associated with Contract implementation) reported to NCLLS within 24 hours of occurrence? | Yes/No |
| Please list any WHS incidents that were not reported to NCLLS. |  |
| What processes have you put in place to improve work safety and minimise the risk of these WHS incidents occurring in future? |  |

6. Declaration

I declare that I am an authorised representative of the recipient organisation that the information given on this form is complete and correct:

|  |  |
| --- | --- |
| Name |  |
| Position in organisation |  | Phone |  |
| Email |  |
| Signature |  | Date |  |

**Once completed, please submit this Final Report and any supporting information to the following NCLLS contact by the due date:**

NCLLS Contract Manager:

Name:

Phone:

E-mail:

**OFFICE USE ONLY – NCLLS Contract Manager Final Acquittal**

|  |  |
| --- | --- |
| All Contract work plan tasks and outputs have been satisfactorily completed. Any variations have been approved. | Yes/ No |
| Expenditure of NCLLS funds is as per the contract payment schedule or as agreed. NCLLS funding has only been expended on appropriate tasks. Costs are reasonable and appropriate. | Yes/ No |
| Copies (minimum electronic) of all products produced through the Contract have been provided to NCLLS (including plans and reports). | Yes/ No |
| Copies of all monitoring data (minimum electronic) have been provided to NCLLS. | Yes/ No |
| Copies of all media and promotional material produced through the contract have been provided to NCLLS. | Yes/ No |
| All media and promotional material have appropriately acknowledged the contribution of NCLLS. | Yes/ No |
| Copies of maps or shape files showing the type and location of all on-ground works have been provided to NCLLS. | Yes/ No |
| All actual outputs and activities achieved through this contract have been completed in IRIS.  | Yes/ No |
| All actual outputs achieved through any Contractor-negotiated Landholder Works and Management Agreements have been completed in IRIS. | Yes/ No |
| All electronic records related to this contract, including this report, attachments and site photos, have been saved in the relevant contract folder in EDRMS.  | Yes/ No |
| Contract Manager has advised the contractor to submit final invoice and advised Contract Administration Officer to Goods Receipt the service delivery. | Yes/ No |
| Status of this Contract and any Contractor-negotiated Landholder Works and Management Agreements have been changed to ‘completed’ in IRIS. | Yes/ No |

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| --- |
| If ‘No’ has been selected anywhere above, please provide further comments to explain: |
|  |
| Any other comments: |
|  |

**Contract Manager Signature Date**