**Project Completion Report Form**

*2020-21 Local Government Levy Ready Grant Program (Round Two)*

In accordance with Head Funding Agreement, a Project Completion Report for the 2020-21 Local Government Levy Ready Grant Program must be provided to the Department of Local Government, Racing and Multicultural Affairs by 31 July 2021, unless otherwise agreed.

# Council details

|  |  |
| --- | --- |
| Council name  |  |
| Council address  |  |

#  Principal contact person

|  |  |  |  |
| --- | --- | --- | --- |
| Title  |  | Given name  |  |
| Surname  |  | Position  |  |
| Phone  |  | Email  |  |

# Project details

|  |  |
| --- | --- |
| Project title  |  |
| Project reference number  |  |
| Project description *Please identify the key deliverables of this project, e.g. closing and capping of landfill and construction of transfer station – what has been funded/built* *Less than 200 words* |   |

#  Project dates

|  |  |
| --- | --- |
| Estimated Project Completion Date (DD/MM/YYY) |  |
| Actual Project Completion date (DD/MM/YYY) |  |

# Project funding

|  |  |  |
| --- | --- | --- |
| **Breakdown of project costs** **(include all funding sources)**  | **Amount at time of**  **Project** **Funding** **Agreement (ex** **GST)**  | **Actual at project completion (ex** **GST)**  |
| **Total Project Cost** (this is the total estimated cost of the project, which includes both Eligible Project Costs and costs that are not Eligible Project Costs) | $  | $  |
| Total Third Party Contributions (please specify contributor details and ‘actual’ amounts in table below)  | $  | $  |
| Ineligible costs (costs that are not Eligible Project Costs under the Program Guidelines)  | $  | $  |
| **Total Eligible Project Costs**  | $  | $  |
| Council’s contribution (Item 8 of Project Funding Schedule)  | $  | $  |
| **Project Funding** (Item 7 of Project Funding Schedule) | $  | $  |

|  |
| --- |
| **Third Party Contributions (actual at project completion)** *Please indicate sources and value of all funding contributions to the project.* *Do not include in-kind contributions in this section*  |
| **Third Party Contributor (entity contributing funding)**  | **Contribution description (e.g. grant, loan, etc.)**  | **Amount (ex GST)**  |
|  |  | $  |
|  |  | $  |
|  |  | $  |
| **Total other Third Party Contributions**   | $  |

|  |  |
| --- | --- |
| If the final Total Project Cost is over or under the estimated Total Project Cost at time of approval, please provide an explanation for the variance.  |  |

# Project Outcomes

|  |  |
| --- | --- |
| Detail how the project assisted to ensure compliance with environmental authority and regulatory requirements. *Less than 200 words* |  |
| Detail how the project facilitated the accurate collection of the levy.*Less than 200 words* |  |
| Detail how the project ensured adequate security and operational controls.*Less than 200 words* |  |
| Detail any other positive or negative outcomes that resulted from the project.*Less than 200 words* |  |

# Risks and issues

List any risks and/or issues that occurred and had significant impacts on the project. For risks that eventuated, were any identified in the detailed project plan? Provide statements of how any risks/issues were managed.

|  |  |  |
| --- | --- | --- |
| **Category**  | **Risk**  | **Mitigation Strategy implemented**  |
| Health/safety  |    |   |
| Weather event  |    |   |
| Environment  |    |   |
| Native title/heritage  |   |   |
| Other (not listed above)  |   |   |

#  Photographs of completed works and signage

Funding recipients must acknowledge the contributions of the Queensland Government by placing signage at the project construction site. All signage must be erected upon project completion.

|  |  |
| --- | --- |
| All construction and permanent signage have been erected at the Project Site.  |  Yes  |
| Provide a photograph of the plaque or other permanent sign acknowledging the contribution of the Queensland Government. |  Attached  |
| Provide at least three (3) colour photographs of the completed works. |  Attached |

# Communications

Provide a summary of any project-related media. Include relevant organisation reports/newsletters/media releases/events. Attach copies of any media clips/documents to this report or provide web links.

Add rows to tables if required.

|  |
| --- |
| **Media/publications/events for reporting period** |
| **Date**  | **Media/publications/events**  |
|   |   |
|   |   |

|  |
| --- |
| **Upcoming or proposed media/publications/events** |
| **Date**  | **Media/publications/events**  |
|   |   |
|   |   |

|  |  |
| --- | --- |
| Copies of all media clips have been provided. |  Attached |

# Recommendations/comments (including lessons learnt)

|  |  |
| --- | --- |
| Recommendations or comments as a result of undertaking the project.  |  |
| How could the Department or Council planning, management or procedures be improved?  |  |
| Describe lessons learnt during the project.  |   |

# Authorisation

In signing this document, I certify that:

* the information contained within this report and its attachments is true and correct
* the approved project has been completed in accordance with the Project Funding Agreement.
* the Project Funding has been expended in accordance with the Project Funding Agreement.

|  |  |
| --- | --- |
| **Name authorised person** **(CEO or formal delegate)**  |   |
| **Position** |  |
| **Signature**  |   | **Date signed**  |  |

Please email/submit this form to the Department of Local Government, Racing and Multicultural Affairs at 2020-21LocalGovernmentLevyReadyGrantProgram-Round2@dlgrma.qld.gov.au