

# Post Completion Report

Housing Support Program

Stream 1 and Community Infrastructure Stream

**April 2025**

## Introduction

The Post Completion Report provides a summary of key features of the project. This report must be completed by funding recipients when a project is complete. For Stream 1 projects, this is the claim for the final milestone payment.

As you complete this form consider:

* How the project met the Housing Support Program’s aim of enabling more housing in well-located areas.
* How the project met its expected outcomes proposed in the application.

This form also requests evidence of completion of your project. This evidence may include a copy of the completed planning activities for Stream 1 or a written letter from a contractor confirming completion of the project accompanied by photos for the Community Enabling Infrastructure (CEI) Stream.

Where the scope, cost or schedule of a project has changed significantly, pre-approval may be required by the Australian Government. If a project is to be varied, it is recommended to have submitted a project variation request prior to submission of this Post Completion Report.

If required, the department may ask the funding recipient to revise the submitted report before accepting it.

### Returning the form

Please check that you have completed all relevant sections of the form, including signature (electronic signature is acceptable).

Once complete, this document and attachments should be returned by email to: PPDHousingSupportBranch@infrastructure.gov.au.

Where applicable, proponents should also provide an email copy to their state/territory agency contact.

### Questions

Should you have any questions or concerns regarding this form, please contact the Housing Support Program team at: PPDHousingSupportBranch@infrastructure.gov.au.

### Next steps

Once this form is received, the department will check that it meets our requirements for finalisation of projects. If more information is required about your request, the department will contact you via the details provided in this form.

## About the project

|  |  |
| --- | --- |
| **Stream** | [ ]  Stream 1[ ]  Community Enabling Infrastructure Stream |
| **Project name** |       |
| **Funding recipient name** |       |

## Contact person

|  |  |
| --- | --- |
| **Name** |       |
| **Position** |       |
| **Phone number** |       |
| **Email address** |       |

## Project completion

Please list all attached evidence provided for proof of project completion.

For Stream 1 projects, the Project Completion Report is the claim for the final milestone payment.

Additional evidence may be requested by the Housing Support Program team where required.

| Attachment \* | Summary of the evidence |
| --- | --- |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |

\* Eg, letter from consultant confirming completion, copy of completed Master Plan or report, photographic evidence, etc. Add rows as needed

## Project variations

Provide details of any minor project variations that have occurred to the project scope throughout delivery. This can include changes in design, unexpected additional works and other changes of note.

Major project variations require pre-approval by the Australian Government. Please contact us for advice.

|  |  |
| --- | --- |
| Scope |       |
| Approved project variations (if applicable) and dates of department approval |       |
| Rationale for variations (if applicable) |       |
| Project Variation SoughtIf you have a variation that needs approval, provide details and evidence to support the claim. |       |

## Schedule

| Project period proposed in the application**Start date** | Project period proposed in the application**Completion date** | Actual project period**Start date** | Actual project period**Completion date** |
| --- | --- | --- | --- |
|       |       |       |       |

If actual start or completion dates are different, please provide details of the rationale for changes and how the impact of these changes were managed.

For CEI Stream projects, start and completion dates refer to construction activities.

| **Rationale for changes to project periods** |
| --- |
|       |

## Cost

Please provide details of the finalised project costs below, and provide further comment if these costs differed from the original estimate.

Please round all figures to the nearest whole dollar.

|  | **Approved cost ($)****GST exclusive** | **Final cost ($)****GST exclusive** | **Difference ($)****GST exclusive** |
| --- | --- | --- | --- |
| **Australian Government** |       |       |       |
| **Proponent** |       |       |       |
| **State (if not proponent)** |       |       |       |
| **Others** |       |       |       |
| **Total project cost** |       |       |       |
| **AG % of total cost** **(Final cost % cannot exceed approved cost %)** |       |       |       |

## Performance

This data will be used by the department to evaluate and improve the program and for reporting purposes.

Only fill out the table relevant to your project’s funding stream.

### Impact on housing supply

#### Stream 1

Achievement - Number of houses enabled as a result of the project

| Anticipated in the application form**Time period** | Anticipated in the application formUrban | Anticipated in the application formRegional | Confirmed at end of the project Time period | Confirmed at end of the project Urban | Confirmed at end of the project Regional |
| --- | --- | --- | --- | --- | --- |
| **2024–25** |       |       | **2024–25** |       |       |
| **2025–26** |       |       | **2025–26** |       |       |
| **2026–27** |       |       | **2026–27** |       |       |
| **2027 onwards** |       |       | **2027 onwards** |       |       |

|  |  |
| --- | --- |
| **How the project supports planning activities for well-located housing with details on per capita impact, housing shortages and geographical impact** |       |

#### Community Enabling Infrastructure Stream

Achievement - Number of houses enabled as a result of the project

| Time Period | Anticipated in the application form | Time Period | Confirmed at end of the project |
| --- | --- | --- | --- |
| **July 2024 to June 2029** |       | **July 2024 to June 2029** |       |
| **July 2029 to June 2034** |       | **July 2029 to June 2034** |       |
| **July 2034 to June 2039** |       | **July 2034 to June 2039** |       |
| **July 2039 to June 2044** |       | **July 2039 to June 2044** |       |

|  |  |
| --- | --- |
| Allocations to social, community and/or affordable housing (if applicable) |       |

## Additional achievements

The following tables should be completed if your application for funding made claims against the following merit criterion. Please only complete the table relevant to your funding stream.

If your application did not make claims against the following merit criterion, please indicate by marking ‘N/A’.

### Stream 1

| Achievements | Anticipated in the application form | Confirmed at end of the project |
| --- | --- | --- |
| **Housing and socioeconomic outcomes for First Nations Australians**Contributes to Outcome 9 of the National Agreement on Closing the Gap (Aboriginal and Torres Strait Islander people secure appropriate, affordable housing that is aligned with their priorities and need.) |       |       |
| **Enhance resilience**Enhance the resilience (or mitigate the effects) of climate change and natural disaster risk for housing and enabling infrastructure. |       |       |

### Community Enabling Infrastructure Stream

| Achievements | Anticipated in the application form | Confirmed at end of the project |
| --- | --- | --- |
| **Housing and socioeconomic outcomes for First Nations Australians*** Increase culturally-appropriate and adequately-sized housing supply for First Nations Australians
* Contribution, direct or otherwise, to equitable access to services, facilities and amenities for First Nations Australians
* Engagement of First Nations individuals and procurement from First Nations owned, operated and managed businesses
* Training and skills development opportunities, through employment on the project, will be offered to First Nations people
* Engagement, and mechanisms to support shared governance and decision-making, with local First Nations elders, representative bodies and the community-controlled sector.
 |       |       |
| **Transition to net zero and circular economy**Contribution to the transition to net zero and a circular economy |       |       |
| **Training and skills development**Training and skills development, including for trade training as well as workplace learning placements for tertiary and other further education in relevant fields |       |       |

## Outstanding issues

|  |  |
| --- | --- |
| Highlight any unresolved issues or challenges that may impact the post-project operations. |       |

## Checklist

Confirmation that all information provided in this report is true and correct.

| Item | Status |
| --- | --- |
| 1. **Will you be requiring a project variation at the time of reporting?**

If yes and you have not already done so, please submit a request for variation, including any required information | [ ]  Yes[ ]  No[ ]  Currently submitted |
| 1. **Communications**

Provide advice of all announcements, media, events and publications that occurred or are proposed or upcomingPlease attach appropriate copies of communications | [ ]  N/A[ ]  Attached |
| 1. **Project signage – CEI only (if applicable)**

Signage erected at the project site, attach photograph. | [ ]  N/A[ ]  Yes |
| 1. **Evidence of project work**

Have you provided evidence of project works, for example, photographs of completed building works? | [ ]  Yes[ ]  Attached |
| 1. **Other**

Provide other attachments relevant to the project. | [ ]  N/A[ ]  Attached |

## Certification

I, the undersigned, am an authorised person and certify that all information provided in this report is true and correct:

* All activities within the scope of the project have been completed.
* That all conditions of funding have been complied with.
* That the information provided above is true and accurate.
* All evidence provided is of the funded project.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |       |
| **Postion** |       |
| **Date** |       |