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**REGIONAL PROGRAMMES – PROJECT COMPLETION REPORTING PACK
AUDITED FINANCIAL STATEMENT**

Project Completion Reporting – As per the requirements of the Funding Agreement – AUDITED FINANCIAL STATEMENT

The templates included in this pack have been provided for the purpose of meeting Your Project Completion reporting requirements under the Funding Agreement (the Agreement). Funding recipients are required to prepare reports using these provided templates.

Your submission of the Project Completion Report **must** contain documentary evidence satisfying the requirements of the final Milestone at Annexure A and the terms of the Agreement.

If Assets or Real Property have been purchased using Departmental funding, You are also required to complete the Asset and Real Property Register.

In accordance with the Agreement, the two Statements of Receipts and Expenditure **must** be audited by an Approved Auditor and accompanied by certification. We ask that the Auditor stamps or endorses the Statements of Receipts and Expenditure, and attaches their signed audit report to the Statements.

The auditor must certify that:

- The statements present fairly in all material respects (or give a true and fair view of), the receipts and expenditure in accordance with the Agreement (or, of the receipts and expenditure of the Activity); and
- Funding (and other contributions if appropriate) were expended in accordance with the Agreement (or, expended for the purposes of the Activity).

The audited statement contained in the Financial Audit must comply with Auditing Standard ASA 700 Forming an Opinion and Reporting on a Financial Report.

Approved Auditor definition

An Approved Auditor is a person who is:

- registered as a company auditor under the Corporations Act 2001; or
- a member of the Institute of Chartered Accountants in Australia; or
- a member of CPA Australia; or
- a member of the National Institute of Accountants.

This person cannot be a principal, member, shareholder, officer or employee of the funding recipient's organisation or of a Related Body Corporate.

Authorised Person definition

A person within the organisation who can legally enter the organisation into agreements or contracts.

Submitting reports

Please submit reports by email to s.22(1)(a)(ii) [@infrastructure.gov.au](mailto: @infrastructure.gov.au), attaching any evidence of progress such as photographs and copies of promotional materials as appropriate.

REGIONAL PROGRAMMES – PROJECT COMPLETION REPORTING PACK
AUDITED FINANCIAL STATEMENT

Programme Name:	Community Development Grants (CDG) Programme
Proponent Name:	Central Coast Group Training Ltd
Project Name:	Central Coast Youth Skills and Employment Centres Project – Stage Two
ID number:	CDG021

Please complete the following report and return by:

15 October 2016 – 3 months from the date of Practical Project Completion

Attach any evidence, such as photos of all components listed below and not previously provided and copies of promotional materials together with any other supporting documentation, as appropriate.

Overdue Milestones still to be met				
Milestone Number	Final Milestone Description	Due Date	Date Achieved	Detail the evidence you have provided with this report to demonstrate achievement of each Milestone element (e.g. photos, approvals, permits, contracts. Note: all photos need to be labelled and dated). If you have not been able to achieve the element, refer to Question 1.
N/A	N/A			

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Final Milestone

Milestone Number	Final Milestone Description	Due Date	Date Achieved	Detail the evidence you have provided with this report to demonstrate achievement of each individual element of the Milestone (e.g. photos, approvals, permits, contracts. Note: all photos need to be labelled and dated). If you have not been able to achieve the element, refer to Question 1.
3	<p>Evidence acceptable to the Commonwealth that the following has been achieved:</p> <ul style="list-style-type: none"> the Activity, at Item A.5 of the Schedule, is complete; the Project, at Item A.2 of the Schedule, is complete; all approvals required to enable public access and use of the facility have been met; and the Project has been opened to the public and is fully Operational. 	15 July 2016	8 August 2016	<p>1. Occupation Certificate (Issued by Council)</p> <p>2. Supporting Certification:</p> <ul style="list-style-type: none"> Lighting Certification Emergency & Exit Compliance Fire Safety Certificate Fire & Hydraulics Certificate Fire Door Certificate Linings Materials & Assemblies External Pavement & Structural Certificate Structural Steel Certificate Section 109 Certificate Survey Certificate Waterproofing Certificate Easement Registration <p>3. Completion Photos</p>

Please include any appropriate classifications or certifications that have been obtained with regard to the completed project.

Project Completion

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Completion of the Project defined at item A.2 of the Schedule as follows:	Due Date	Date Achieved	Detail the evidence you have provided with this report to demonstrate achievement of each individual element of the Project
The project to be undertaken by the Recipient is the construction of the Central Coast Youth Skills and Employment Centres – Stage Two at 2 London Drive, North Wyong, New South Wales, 2259. The Project will include the Activity that the Programme will fund, defined in more detail in item A.5 of the Schedule	15 July 2016	8 August 2016	As per Milestone 3 above

Activity Completion

Completion of the Activity defined at item A.5 of the Schedule as follows:	Due Date	Date Achieved	Detail the evidence you have provided with this report to demonstrate achievement of each individual element of the Activity
<p>The Activity to be undertaken by the Recipient is the construction of the Central Coast Trades Focused Skills Centre and will include:</p> <ul style="list-style-type: none"> a concrete wall panel factory of at least 1,376 m2 with capability for at least ten separate units with amenities; concrete paths of at least 57 m2, pavements of at least 1,210 m2 and driveways of at least 55 m2; at least 21 car parks; and at least 11 bicycle spaces. 	15 July 2016	8 August 2016	As per Milestone 3 above

Project Completion Reporting Requirements

In accordance with Funding Agreement Schedule the Project Completion Report must contain:	Due Date	Date Achieved	Detail the evidence you have provided with this report to demonstrate you have complied with Clause 2.6 and Item D of the Funding Agreement
<ul style="list-style-type: none"> an Assets and Real Property register as specified in item E or Upgraded Items register as specified in item 5 of this Schedule; the Financial Audit (in accordance with item D.2.1 of the Funding Agreement); and copies of any published reports, promotional material, media publicity, pamphlets or other 	15 July 2016	8 August 2016	<ul style="list-style-type: none"> Included within this report is the completed asset register
	15 July 2016	11 October 2016	<ul style="list-style-type: none"> Independent Auditor's Report attached Statement of receipts and expenditure endorsed by the auditor Invoices and Bank Statements
	15 July 2016	7 Sept. 2016	Photos from the opening on 7 th September 2016

REGIONAL PROGRAMMES – PROJECT COMPLETION REPORTING PACK

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documentation relevant to the Project, not already included in the Progress Reports.			
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1. If any of your Project/Activity/Milestone elements have not been achieved or have not been met, for each one please provide details of:
 - a) Why that Project/Activity/Milestone element has not been achieved;
 - b) When you are now expecting that Project/Activity/Milestone element to be achieved; and,
 - c) What impact, if any, this is likely to have on the Project?

The completion date for the project was delayed and this has been communicated via e-mail prior to this report. The project was completed on 8 th August 2016.

2. How successful was your planning and the process you used to implement the Project?

The Board of CCGT commended staff on bringing this project in on time (allowing for weather) and on budget. CCGT as an NFP prides itself with its high level of professionalism around probity and governance. These same operational disciplines were applied to the project resulting in a highly successful outcome.

3. Where you experienced delays in meeting your Milestones, please summarise any mitigating circumstances and remedial action you undertook?

Weather impacted Construction works: <ul style="list-style-type: none"> • The laying of the concrete exterior pavement was originally a critical path activity driving the overall construction of the building façade • To mitigate delays the construction contractor changed the original program sequencing of works to enable the façade & roof to be completed independent of the concrete exterior pavement. • All construction works were completed by Mon 8th August 2016.

4. Do you have any suggestions to improve the practices undertaken by your organisation in delivering the Project or the Department in administering the funding?
If YES: please include details.

No

5. Have you obtained the in-kind contributions as outlined in Annexure B of the Agreement?
If NO: why not?

If YES: please provide details of the supplier and nature of the contribution and attach appropriate evidence (eg photos, employment records, etc)

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No – This was not a requirement of the agreement.

6. Please provide us with a paragraph or two about the benefits this project has brought to your region (for example economic growth, community benefit, social inclusion benefit, creation of training opportunities etc.).

This facility is seen as one of the most innovative and progressive employment initiatives undertaken in our Region. This unique facility provides training opportunities in a designated 'operating' Business environment. The businesses in this facility, will not only directly employ young apprentices and trainees; they will also show case their respective activities to school groups and young career hopefuls. The organisations selected to be a part of this facility are seen as 'strategic partners'. These businesses will actively provide mentoring and support to the young people considering entering their specific business fields. This tactile environment, we believe, will assist young people in a more compatible choice of career path, thereby enhancing course completion rates.

From a social inclusion perspective, the facility will be made available to schools, industry groups and VET Sector partners, to provide a whole of community approach in value adding outcomes from the facility.

7. Please provide us with information on the number of short and long term jobs that have been created as a direct result of the project.

Throughout the construction phase of this project, approximately 20 full time jobs were created, including 2 full time apprentices. The facility will provide ongoing employment opportunities for a further 20 jobs within the participating businesses.

As the facility's core focus is to provide mentoring and to showcase the trades to young career hopefuls, employment numbers directly and indirectly will continue to grow year on year.

8. Has your Statement of Receipts and Expenditure been stamped or endorsed by an Approved Auditor and is it attached to an Audit Report?
Yes ☐ No ☐

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REGIONAL PROGRAMMES – PROJECT COMPLETION REPORTING PACK
AUDITED FINANCIAL STATEMENT

STATEMENT OF RECEIPTS AND EXPENDITURE
PROGRAMME FUNDING (Only)

For the period: Date of first expenditure: 14th March 2016 to Reporting date: 15th October 2016

Total amount of Funding provided through Community Development Grants (CDG) Programme:
\$1,200,000

Receipts		\$1,200,000
Programme Funding received to date		\$1,200,000
Interest on Programme Funds (1)		\$0
Total receipts:		(A) \$1,200,000
Expenditure (list Cost Items as per the Activity Budget in Annexure B of the Agreement)	Budgeted Expenditure for the Activity as per the Activity Budget at Annexure B of the Agreement (2) \$2,000,000 GST exclusive	Actual Expenditure (3) \$2,000,000 GST exclusive
Construction - Construction of the Central Coast Trades Focused Skills Centre	\$2,000,000	\$2,000,000
Total expenditure: (B)	\$2,000,000	\$2,000,000
Net amount (A-B):		(\$800,000)

(1) INTEREST ON PROGRAMME FUNDS: Any interest received in your separate bank account or an appropriate allocation. If no programme funds have been received or no interest has been applied, then this area should be 0.

(2) BUDGETED EXPENDITURE: As set out in Annexure B of the Schedule to the Funding Agreement.

(3) ACTUAL EXPENDITURE: Report cash payments made in the "Actual Expenditure" column.

(NOTES)

Report all receipts and expenditure as GST exclusive.

Refer to front page for Audited Financial Statement requirements

Stamp or endorsement of Auditor:

Date: 11 October 2016

BISHOP COLLINS AUDIT P/L
REGISTERED COMPANY AUDITOR
s.47F(1)

This Statement must be stamped or endorsed by an Approved Auditor

REGIONAL PROGRAMMES – PROJECT COMPLETION REPORTING PACK
AUDITED FINANCIAL STATEMENT

STATEMENT OF RECEIPTS AND EXPENDITURE
OTHER CONTRIBUTIONS (Only) (Excluding in-kind)

For the period: Date of first expenditure: _____ to Reporting date: _____

Name of Other Contributor	Cost Item (as per Annexure B of the Agreement)	Value of Other Contributions as per Annexure B of the Agreement \$ GST exclusive	Contributor Funding Received \$ (1) GST exclusive	Expenditure \$ (2) GST exclusive
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTAL		\$	\$	\$

(1) CONTRIBUTOR FUNDING RECEIVED: money received from other contributors (GST exclusive)

(2) EXPENDITURE: cash payments made + tax invoices held and cleared for payment but not yet paid

(NOTES)

Report all receipts and expenditure as GST exclusive.
Refer to front page for Audited Financial Statement requirements

Stamp or endorsement of Auditor: _____

Date: _____

This Statement must be stamped or endorsed by an Approved Auditor

REGIONAL PROGRAMMES – PROJECT COMPLETION REPORTING PACK – AUDITED FINANCIAL STATEMENT

ASSET/ REAL PROPERTY REGISTER
As at Reporting date: 15th October 2016

Asset/Property description (include barcode or other identifier if appropriate)	Location of Asset/Property and contact officer	Purchase price or total lease cost (\$)	Purchase date or lease commencement date	Type and term of lease	Disposal date and method (and date of disposal approval)	Proportion of asset/property purchased with Program Funds (%)
Building – 2 London Drive, North Wyong	North Wyong	\$2,000,000	19 th November 2015	N/A	N/A	100%

Programme funding recipients must maintain an asset register of all Assets and Real Property (as defined in the Agreement). If an Asset or Real Property is partly purchased using Programme funds, you must record in the register the proportion purchased with these funds.

This template is provided for the purposes of reporting all Assets and Real Property however, if your organisation maintains its own registers, the Department will accept a copy of your Asset or Real Property register for this purpose. Please note that your Asset or Real Property Register will need to include the percentage of asset or property purchased with programme funds. Also note that Assets and Real Property should be registered and reported separately.

**REGIONAL PROGRAMMES – PROJECT COMPLETION REPORTING
PACK – AUDITED FINANCIAL STATEMENT
CERTIFICATION**

Programme Name:	Community Development Grants (CDG) Programme
Proponent Name:	Central Coast Group Training Ltd
Project Name:	Central Coast Youth Skills and Employment Centres Project – Stage Two

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure and Regional Development and Central Coast Group Training Ltd for the Central Coast Youth Skills and Employment Centres Project – Stage Two executed on 19 November 2015 (the Agreement), I certify that:

1. All Funding and Other Contributions received were expended for the purpose of the Activity and Project, and expended and held in a manner in accordance with the Agreement;
2. Salaries and allowances paid to any person involved in the Activity under the Agreement were in accordance with the applicable award or agreement in force under the relevant law on industrial or workplace relations; and
3. I am a person authorised to sign this Certification on behalf of my organisation; and the information provided is complete and correct.

Name: s.47F(1)

Signed s.47F(1)

Title: s.47F(1)

Date: 11 - 10 - 16

This Certification is to be signed by (or, if in electronic form, submitted by) the Chief Executive Officer, General Manager or Equivalent, or a person authorised by your organisation to complete and submit this form on their behalf.

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**REGIONAL PROGRAMMES – PROJECT COMPLETION REPORTING
PACK – AUDITED FINANCIAL STATEMENT
REGIONAL PROGRAMMES – PRACTICAL ACTIVITY COMPLETION
CERTIFICATION**

Programme:	Community Development Grants (CDG) Programme
Proponent Name:	Central Coast Group Training Ltd
Project Name:	Central Coast Youth Skills and Employment Centres Project – Stage Two

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure and Regional Development and Central Coast Group Training Ltd for the Central Coast Youth Skills and Employment Centres Project – Stage Two executed on 19 November 2015 (the Agreement), I hereby declare and certify that:

1. Construction is fully completed on all components listed in the Activity in item A.5 of the Schedule, as detailed below:

The Activity to be undertaken by the Recipient is the construction of the Central Coast Trades Focused Skills Centre and will include:

- a concrete wall panel factory of at least 1,376 m² with capability for at least ten separate units with amenities;
- concrete paths of at least 57 m², pavements of at least 1,210 m² and driveways of at least 55 m²;
- at least 21 car parks; and
- at least 11 bicycle spaces.

2. the Activity in item A.5 of the Schedule has been completed to the appropriate standards; and
3. I am a person authorised to sign this certification on behalf of my organisation; and the information provided is complete and correct.

The completion of construction on all components of the above Activity was achieved on the following date: 08/08/2016 s.47F(1)

Name: s.47F(1)

Signed: [Signature]

Title: s.47F(1)

Date: 11-10-16

This Certification must be signed by (or, if in electronic form, submitted by) the Chief Executive Officer, General Manager or Equivalent, or a person authorised by your organisation to complete and submit this form on their behalf.

**REGIONAL PROGRAMMES – PROJECT COMPLETION REPORTING
PACK – AUDITED FINANCIAL STATEMENT**

**REGIONAL PROGRAMMES – PRACTICAL PROJECT COMPLETION
CERTIFICATION**

Programme:	Community Development Grants (CDG) Programme
Proponent Name:	Central Coast Group Training Ltd
Project Name:	Central Coast Youth Skills and Employment Centres Project – Stage Two

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure and Regional Development and Central Coast Group Training Ltd for the Central Coast Youth Skills and Employment Centres Project – Stage Two executed on 19 November 2015 (the Agreement), I hereby declare and certify that:

1. Construction is fully completed on all components listed in the Project in item A.2 of the Schedule, as detailed below:

The project to be undertaken by the Recipient is the construction of the Central Coast Youth Skills and Employment Centres – Stage Two at 2 London Drive, North Wyong, New South Wales, 2259. The Project will include the Activity that the Programme will fund, defined in more detail in item A.5 of the Schedule

2. The Project in item A.2 of the Schedule has been completed to the appropriate standards; and
3. I am a person authorised to sign this Certification on behalf of my organisation; and the information provided is complete and correct.

The completion of construction on all components of the above Project was achieved on the following date: 08/08/2016

Name: s.47F(1)

Signed: s.47F(1)

Title: s.47F(1)

Date: 21/10/2016

This Certification must be signed by (or, if in electronic form, submitted by) the Chief Executive Officer, General Manager or Equivalent, or a person authorised by your organisation to complete and submit this form on their behalf.



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Tuggerah NSW 2259

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F: (02) 4351 2477

e: mail@bishopcollins.com.au

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INDEPENDENT AUDITOR'S REPORT

To: Department of Infrastructure and Regional Development

For: Central Coast Group Training Limited

Report on the Financial Report

We have audited the accompanying financial report of Central Coast Group Training Limited in respect to the above named project. This includes the books, records and financial statements in accordance with Accounting Standards in respect of the Funds and the Other Contributions (separately and in the context of the funding recipient's overall financial position) for the period from 19 November 2015 to 8th of August 2016. These attached statements have been individually stamped or endorsed.

The Responsibility of Central Coast Group Training Limited for the Financial Report

The Board of Directors of Central Coast Group Training Limited are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by those charged with governance, as well as evaluating the overall presentation of the financial report.



CHARTERED ACCOUNTANTS
AUSTRALIA - NEW ZEALAND

LIABILITY LIMITED BY A SCHEME APPROVED UNDER THE PROFESSIONAL STANDARDS LEGISLATION

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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Auditor's Opinion

In our opinion: ¹

1. The statements present fairly in all material respects, the financial position of Central Coast Group Training Limited and of its financial performance and its cash flows for the period from 19 November 2015 to 8th of August 2016; and
2. Funding of \$2,000,000 was expended in accordance with the Agreement.

Bishop Collins Audit Pty Ltd
Registered Company Auditor No. 431227

s.47F(1)

s.47F(1)

11 October 2016



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Report of Certain Matters by the Auditor

Department of Infrastructure and Regional Development
Regional Programs
GPO Box 594
CANBERRA ACT 2601

I understand that the Commonwealth of Australia and Central Coast Group Training Limited have entered into a Funding Agreement under the Regional Programs for the construction of a Central Coast Youth Skills Employment Centre. A condition of funding under the Agreement is that the funding recipient provides ongoing statements of receipts and expenditure and that the final report is independently audited.

In fulfilment of the condition, I hereby assert that:

1. I am a member of the Institute of Chartered Accountants in Australia (as a Public Practice Certified Member).
2. I have prepared the independent audit report on Central Coast Group Training Limited's financial report details and grant details dated 11 October 2016
3. I have reviewed the funding Agreement and understand the requirements pertaining to financial reporting and use of funding contained therein.
4. I have complied with the professional independence requirements of the Institute of Chartered Accountants in Australia. I specifically assert that I:
 - (a) am not, and have not been, a director, office holder, or employee of Central Coast Group Training Limited or related body corporate of Central Coast Group Training Limited.
 - (b) have not been previously engaged by Central Coast Group Training Limited for the purpose of preparing their funding application or any report (other than an audit report) required under the agreement
 - (c) have no financial interest in Central Coast Group Training Limited.



CHARTERED ACCOUNTANTS
AUSTRALIA & NEW ZEALAND

LIABILITY LIMITED BY A SCHEME APPROVED UNDER THE PROFESSIONAL STANDARDS LEGISLATION



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s.47F(1)



Date: 11 October 2016

REGIONAL PROGRAMS - PROJECT COMPLETION REPORT APPROVAL

Case Manager to complete:

Program Name:	Community Development Grants (CDG) Programme
Proponent Name:	Central Coast Group Training Ltd
Project Name:	Construction of the Central Coast Trades Focused Skills Centre Project
ID Number:	CDG021
Milestone Number:	3 (Three)
File Number:	16/4058
Project Completion Report Due Date	15 October 2016
Project Completion Report Received Date	12 October 2016 (p36-79)
Brief Background of Project	The project is for stage 2 of the Central Coast Youth Skills and Employment Centres project and involves the construction of the Central Coast Trades Focused Skills Centre.
Funding Agreement Execution Date	19 November 2015
Dates of Approved Variation(s)	NA

SUMMARY OF FUNDING

Total Funding Approved	Payment 1	Date Due	Date Paid	Payment 2	Date Due	Date Paid	Payment 3	Date Due
\$2,000,000	\$600,000	14/5/16	9/5/16	\$600,000	1/7/16	7/6/2016	\$800,000	29/10/16

Interest on Programme Funding: \$0 (p72)	To: 15 October 2016
Has an event invitation been submitted YES/NO:	Date event held 9 September 2016 (p23-35) ✓

SUMMARY OF EXPENDITURE	\$
Total Program funding received (including interest)	\$1,200,000
Total Program funding expended	\$2,000,000 (p72)
Difference between total Program funding received and total expended	\$800,000 (final payment yet to be paid)
Total value of Other Contributions received as identified in the Funding Agreement (FA)	\$0
Total value of Other Contributions expended	\$0
Difference between total value of Other Contributions and total value of Other Contributions expended	\$0
What was the total final cost of the Project	\$2,000,000
What was the initial Project cost estimate	\$2,000,000
Amount (if any) of funding that the Proponent is required to return to the Department (including interest earned on approved funds)	Nil

Has a certificate been signed by the CEO of the Proponent that states:	
(i) all Funding and Other Contributions (excluding in-kind) received was expended for the purpose of the Activity and Project and expended and held in a manner in accordance with this Agreement; and	YES (folio 69)
(ii) salaries and allowances paid to persons involved in the Activity are in accordance with any applicable award or agreement in force under any relevant law on industrial or workplace relations.	
Has the Proponent submitted a completed:	

REGIONAL PROGRAMS - PROJECT COMPLETION REPORT APPROVAL

- Assets register as specified in item 4 or Upgraded register as specified in item 5 of this Schedule;	YES (folio 70)
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AUDIT ASSESSMENT: Audit Checklist

<p>An Audit report that complies with the ASA 700 standards should include the following components:</p> <ul style="list-style-type: none"> • Title; • Addressee; • introductory paragraph; • the responsibility of those charged with governance for the financial report; • auditors responsibility; • auditors opinion; • a report on other legal or regulatory requirements; • auditors signature; • date of the auditor's report; and • Auditors address. <p>Are all of these components present in the submitted report?</p>	<p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> (folio 65-66)</p>
Is the name of the funding recipient and name of the project funded correct?	<p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> (folio 65-66)</p>
Has the audit report included separate stamped/endorsed financial statements on both the expenditure of Departmental funds and Other Contributions?	<p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> (folio 72)</p>
Has interest been included in the audit and has the audit report confirmed that the interest has only been used for funding Cost Items listed in the Budget at Annexure B?	<p>Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> (folio 72)</p>
Has an unmodified audit opinion been given? A modification generally means that there is an issue the auditor wants to draw our attention to, or something the auditor couldn't ascertain during the audit.	<p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> (folio 65-66)</p>
<p>Is the audit opinion sufficient? One of the following statements on the financial position of the funding recipient must be included:</p> <ul style="list-style-type: none"> • "presents fairly in all material aspects" or • "gives a true and fair view." <p>And</p> <ul style="list-style-type: none"> • "funding (and other contributions if appropriate) were expended in accordance with the Agreement" or • "expended for the purposes of the Activity". 	<p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> (folio 65-66)</p>
Is the date of the audit report current (i.e. not prior to the dates of receipts and/or expenditure) and have the Funding Agreement execution date and completion date been included?	<p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> 11 Oct 2016 (folio 65)</p>
<p>Is the auditor an 'Approved Auditor' as defined in the Funding Agreement? This means they must be either:</p> <ul style="list-style-type: none"> • a registered company auditor, • a chartered accountant, • a certified practising accountant, or • a member of the National Institute of Accountants. <p>Consult the Procedures Manual if unsure of how to confirm that the auditor is an "Approved Auditor."</p>	<p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> A registered company auditor</p>
Has the auditor attached and completed the Certification of Certain Matters by the Auditor on auditor letterhead?	<p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> (folio 63-64)</p>

REGIONAL PROGRAMS - PROJECT COMPLETION REPORT APPROVAL

Given the answers above has the Proponent submitted an audited statement as outlined in Clause 11 of the Funding Agreement that the Department is prepared to accept?

YES

ACTIVITY AND PROJECT COMPLETION

What evidence has the Proponent provided regarding the completion of the Activity? Is this considered acceptable?

The Proponent has provided sufficient information to show that the Activity has been completed, including the following:

- Signed Practical Activity Completion Certificate (see folio 68);
- Signed Practical Project Completion Certificate (see folio 67);
- Occupation Certificate (see folio 51-52);
- Inspection Certificates (see folio 42-50 & 53-61); and
- Photos of the completed project Opening ceremony photos (see folio 36-41).

These are considered acceptable in showing the completion of the Activity.

What evidence has the Proponent provided regarding the completion of the Project? Is this considered acceptable?

The Proponent has provided sufficient information to show that the Project has been completed, including the following:

- Signed Practical Activity Completion Certificate (see folio 68);
- Signed Practical Project Completion Certificate (see folio 67);
- Occupation Certificate (see folio 51-52);
- Inspection Certificates (see folio 42-50 & 53-61); and
- Photos of the completed project Opening ceremony photos (see folio 36-41).

These are considered acceptable in showing the completion of the Project.

MILESTONE OBJECTIVES ASSESSMENT

All Milestone Objectives:

Milestone Number	Milestone Objectives: (as per Funding Agreement/Deed of Variation)	Date Achieved	Assessment/Comment, including type of evidence provided and noting any file and folio references:
1	Evidence acceptable to the Commonwealth that the following have been achieved: Evidence that the Development Application has been received; Evidence of final project cost; and <ul style="list-style-type: none"> • 30 per cent of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar. 	31/3/16	Approved progress report 1 located at folio 277-279, file 14/448, which was approved 2 May 2016. First instalment, totalling \$660,000 (GST inclusive) located at folio 281, file 14/448 paid 2/5/2016.
2	Evidence acceptable to the Commonwealth that the following have been achieved: <ul style="list-style-type: none"> • an Event Invitation has been submitted to the Department as required at Item H of the Schedule; • 60 per cent of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar. 		Approved progress report 2 located at folio 315-317, file 14/448, which was approved 7/6/2016. Second instalment, totalling \$660,000 (GST inclusive) located at folio 319, file 14/448 paid 7/6/2016.
3	Evidence acceptable to the Commonwealth that the following has been achieved: <ul style="list-style-type: none"> • the Activity, at Item A.5 of the Schedule, is complete; • the Project, at Item A.2 of the Schedule, is complete; • all approvals required to enable public access and use of the facility have been met; and • the Project has been opened to the public and is fully Operational. 	8/8/2016	The Proponent has provided sufficient information to show that both the Activity and Project has been completed and that the milestone has been met, including the following: <ul style="list-style-type: none"> • Signed Practical Activity Completion Certificate (see folio 68); • Signed Practical Project Completion Certificate (see folio 67); • Occupation Certificate (see folio 51-52); • Inspection Certificates (see folio 42-50 & 53-61); and • Photos of the completed project Opening ceremony photos (see folio 36-41).

REGIONAL PROGRAMS - PROJECT COMPLETION REPORT APPROVAL

ADDITIONAL COMMENTS

Are there any additional comments regarding the project completion report?

The report shows that both the 'activity' and 'project' has been completed as agreed and that the final milestone has been met. It is therefore recommended that the final milestone payment of \$880,000 (GST inclusive) be approved.

What advice has the proponent provided about the benefits this project has brought to the community?

The Proponent states that the Project has delivered the following benefits to the community:

- Project is seen as one of the most innovative and progressive employment initiatives undertaken in the region;
- Project will provide training opportunities in a designated operating Business environment;
- Businesses in the facility will directly employ young apprentices and trainees and also show case their respective activities to school groups and young career hopefuls;
- Businesses in the facility will actively provide monitoring and support to the young people; and
- Facility will provide social inclusion by being available to schools, industry groups and VET Sector partners

What advice has the proponent provided about the number of jobs the project has created?

The Proponent has advised that during construction 20 short term jobs were created. The Proponent has also advised that 2 long term jobs have been created as a result of the project.

Summary of follow-up action:

- Approve the final payment of \$880,000 (GST inclusive) – Payment Verification attached for signature; and
- Send Project Completion letter – attached for signature.

Other (if applicable):

N/A

RECOMMENDATIONS

Case Manager:	s.22(1)(a)(ii)
Project Completion Report Approved by Project Officer?	Approved / Not Approved
Contract Manager's recommendation for release of next payment:	Payment: Recommended / Not Recommended / N/A
Date: 20 October 2016	Signature: s.22(1)(a)(ii)

QA Officer:	s.22(1)(a)(ii)
Project Completion Report Approval by QA Officer:	Recommended / Not Recommended
QA Officer's recommendation for release of next payment:	Payment: Recommended / Not Recommended / N/A
Date: 21/10/16	Signature: s.22(1)(a)(ii)

Signed (Director) s.22(1)(a)(ii) ...

Name.....

Date..... 21/10/16

Report APPROVED / ~~NOT APPROVED~~

Payment APPROVED / ~~NOT APPROVED~~ / ~~NOT APPLICABLE~~