



General Information

Project or Work Order Name	0	
Project or Work Order Number	0	
Original Contract Sum	\$0.00 <i>GST exclusive</i>	\$0.00 <i>GST inclusive</i>
Reporting Officer	0	
Reporting Officer Position Title	0	
Approving Officer	0	
Approving Officer Position Title	0	
Date of Report	1/01/2023	
Project Category	0	

Contract details

Business Name	0	
Legal Entity Name	0	
ABN/ACN	0	
Contract or Purchase Order Number	0	
Contract Period (days)	0	
Current Contract Status	Post Practical Completion	
Reason for report	Post Practical Completion	

Overall Performance Rating

Performance Score **0.0%**

Excellent >=86%	Very Good 75% - 85.9%	Good 60% - 74.9%	Marginal 46% - 59.9%	Unsatisfactory <46%
Well above the acceptable standard of performance	Often exceeds the acceptable standard of performance	Meets the acceptable standard of performance	Mostly meets the acceptable standard of performance but has some weaknesses	Well below the acceptable standard of performance

Criteria	Weighting	Rating	Comments
Cost Management	10%	Not Applicable	
Section A: Timely Submission of Payment Claims	5%	Not Applicable	
Section B: Accuracy of Payment Claims	5%	Not Applicable	
Time Management	15%	Not Applicable	
Section A: Variation on Estimated Date for Practical Completion	9%	Not Applicable	
Section B: Qualitative Aspects of Time Management	6%	Not Applicable	0
Contract Administration	15%	Not Applicable	
Section A: Accuracy of Supporting Evidence	4%	Not Applicable	
Section B: Accuracy of Supporting Evidence - Extension of Time	4%	Not Applicable	
Section C: Extension of Time - Days Claimed	4%	Not Applicable	
Section D: Qualitative Aspects of Contract Administration	3%	Not Applicable	0
Quality Management	15%	Not Applicable	
Section A: Standard of Work	6%	Not Applicable	0
Section B: Quality Systems	9%	Not Applicable	0
Resource Management	7.5%	Not Applicable	
Section A: Management and Suitability of Personnel	2.5%	Not Applicable	0
Section B: Management of Subcontractors	2.5%	Not Applicable	0

Section C: Training (Apprenticeships)	2.5%	Not Applicable	0
Communication and Relationships	7.5%	Not Applicable	
Section A: Relationship with contracting agency and its representatives	3.75%	Not Applicable	0
Section B: Relationship with community, client agency, and other stakeholders	3.75%	Not Applicable	0
WHS and Environment	5%	Not Applicable	
WHS and Environment	5%	Not Applicable	0
Government Policy Initiatives	10%	Not Applicable	
Government Policy Initiatives	10%	Not Applicable	0
Defects Management	15%	Not Applicable	
Section A: Quality Management	7.5%	Not Applicable	0
Section B: Timeliness	7.5%	Not Applicable	0

Comments by Reporting Officer

Comments by Approving Officer

Report sent to

Contractor: _____ Date: _____

Comments by Contractor (including what Finance could have done differently to improve the outcome of the project)

Approving Officer's reply to Contractor comments

Response sent to

Contractor _____ Date: _____

Correspondence saved in TRIM, reference

number _____

Final Agreed Performance Rating (changes made in consultation with the Contractor (if applicable: detail original score and criteria ratings that have changed as a result of the Consultant's right of response))

	Name	Title	Signature	Date
Reporting Officer	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
	Name	Title	Signature	Date
Approving Officer	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>