



General Information

Project/Work Order Name or Description	0	
Project/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 (dd/mm/yyyy)	1/12/2020	
Project Category	0	

Contract details

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

Overall performance rating

Overall 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	10.0%	Not Applicable	
Section A: Timely Submission of Payment Claims	5.0%	Not Applicable	
Section B: Accuracy of Payment Claims	5.0%	Not Applicable	
Time management	15.0%	Not Applicable	
Section A: Variation on Estimated Date for Practical Completion	9.0%	Not Applicable	
Section B: Qualitative Aspects of Time Management	6.0%	Not Applicable	0
Contract Administration	15.0%	Not Applicable	
Section A: Accuracy of Supporting Evidence	4.0%	Not Applicable	
Section B: Accuracy of Supporting Evidence - Extension of Time	4.0%	Not Applicable	
Section C: Extension of Time - Days Claimed	4.0%	Not Applicable	
Section D: Qualitative Aspects of Contract Administration	3.0%	Not Applicable	0
Quality management	15.0%	Not Applicable	
Section A: Standard of Work	6.0%	Not Applicable	0
Section B: Quality Systems	9.0%	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 Principal	3.75%	Not Applicable	0
Section B: Relationship with community, client agency, and other stakeholders	3.75%	Not Applicable	0

OH&S and Environment	5.0%	Not Applicable	
Occupational Health, Safety and Environment	5.0%	Not Applicable	0

Government Policy Initiatives	10.0%	Not Applicable	
Government Policy Initiatives	10.0%	Not Applicable	0

Defects Management	15.0%	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

Review 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))

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

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