**Headworks Relocation Project Closeout Report Guidance Notes**

**Guidance notes in blue text** have been prepared to assist with the preparation of the Closeout Report and **must be deleted before submitting the report**. They are present throughout the template for general guidance to assist with writing the report. The report must be submitted as a single consolidated document in **pdf format only**. After Water Corporation has provided comments on the initial report, all changes to further revisions shall be shown on a Review Response Table as an appendix of the Closeout Report.

**The significance and purpose of a Closeout Report**

Acceptance of the Closeout Report is required for the Water Corporation to provide a Final Takeover Inspection (FTI)

It contains all the information to effectively close the project out as per the Headworks Relocation Agreement.

Template revision date is 03 November 2025.

**HEADWORKS RELOCATION PROJECT CLOSEOUT REPORT**

PROJECT NAME

**Project Number:** XXXX

**Proponent: XX**

**Consultant: XX**

**Date: Insert Here**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sign Off** | **Signatory** | **Signed** | **Date** |
| Report PreparedProponent’s Consultant PM |  |  |  |
| Report Reviewed Water Corporation PM |  |  |  |
| Report EndorsedWater Corporation Program Manager |  |  |  |

|  |  |
| --- | --- |
| **Revision** | **Date** |
| Initial |  |
| Final or Revision 2 (amend as required) |  |

Update contents on completion of report - Right click over body of contents / update field / update entire table.

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1. Project Scope

This brief description of the project scope should only contain the Corporation’s capital project elements from Detailed Design.

1. Project Team

Identify all stakeholders involved in delivering the project. Add lines to the table as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Company** | **Email**  |
|  | **Proponent Contact**  |   |  |
|  | **Proponent’s Consultant/Superintendent** |  |  |
|  | **Water Corporation Project Manager**  | Water Corporation  |  |
|  | **Water Corporation Design Manager**  | Water Corporation |  |
|  | **Headworks Delivery Representative** | Water Corporation  |  |
|  | **Contractor Site Supervisor/Project Manager**  |   |  |

1. Delivery Strategy

Project delivered in accordance with the Water Corporation’s Minor Works and Headworks Relocation processes.

1. Project Costs

See notes listed below table.

|  |  |  |
| --- | --- | --- |
| **Item** | **Estimate**  | **Actual** |
| **Detailed Design** |   |   |
| Engineering Costs |   |   |
| **Others:** |   |   |
| Survey |   |   |
| Geotech |   |   |
| Asbestos |   |   |
| Environmental |   |   |
|   |   |   |
| **Construction Admin** |   |   |
| Engineering Costs |   |   |
| **Others:** |   |   |
| **???** |   |   |
|   |   |   |
| **Construction Costs** |   |   |
| Engineers Costs |   |   |
| **Others:** |   |   |
|  |   |   |
|   |   |   |
| **Total Project Costs (excluding GST)** |   |   |
|  |  |  |

Cost Summary Notes

|  |
| --- |
| 1. Engineering costs represent the Proponent’s Consultant driving the project, hence the reason
 |
| for inclusion under construction as they prepare the estimate. |
| 1. Others under Detailed Design and Construction Administration are any other consultants hired to complete specific functions not covered by the Proponent’s Consultant.
 |
|  |
| 1. Others under construction costs is for the contractors cost, expanding the rows if there are more than one
 |
| 1. Each section is to be sub-totalled, with an overall project total
 |
| 1. Actual is the overall figures, broken into reimbursable or not if the scope of the work was greater than just works defined in the Detailed Design.
 |
|  |

1. Time

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Initial Scheduled Date** | **Actual Date** |
| Protection of Asset Submission |  |  |
| Initial Design Submission  |  |  |
| Final Design Accepted |  |  |
| Start-Up Meeting  |  |  |
| Final Inspection |  |  |
| Construction Contract PC |  |  |
| As-Cons Lodged |  |  |
| Asset Handover Checklist Requirements Complete |  |  |
| Project Closeout Report Acceptance\* |  |  |

\*Project Closeout Report acceptance is Water Corporation’s Project Manager acceptance.

1. Approved Scope Changes

Particularly highlight if the variance has been impacted by issues such as land matters, environmental, native title or aboriginal heritage. E.g. describe how these issues have affected the project if such is the case, or note that they did not affect the project delivery.

1. Highlights and Innovations

Provide brief comments on any highlights or any innovations employed or generated.

1. Outstanding Project Completion Actions

List the major outstanding action items, e.g. licences required, commitments to community etc; and who is responsible. Any outstanding items from the punch list or defects and omissions list shall be included here also.

**Land Matters cannot be unresolved; any easement, reserve, freehold lot must be finalised as part of this Closeout Report.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Completion Action Required** | **Person Responsible** | **WhenRequired** | **Comments** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Lessons Learned Items

A statement of lessons learned and recommended actions that would assist in carrying out future similar projects is required. Try to include positive aspects that could be recommended to be applied to other projects. Open to all stakeholders. Adjust columns as required.

|  |  |  |
| --- | --- | --- |
| **Item** | **Recommended Action** | **Recommended by** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Defects Liability Period

Provide brief comments on defects liability periods for various elements of the project. **Defects liability period shall end 12 months from the Takeover date.**

|  |  |
| --- | --- |
| **Commencement Date** | **Expiry Date** |
|  |  |

1. Warranties

Provide brief comments on warranties for works completed over the course of the project

|  |  |  |
| --- | --- | --- |
| **Works Component** | **Date** | **Contractor** |
|  |  |  |
|  |  |  |

### Appendices

### Appendix 1 – Construction Engineer Statement

Statement from the construction engineer confirming the works have been constructed in accordance with the relevant manuals and documents.

### Appendix 2 – Land Restoration Letter

A letter from the construction engineer confirming that the restoration has been completed to the satisfaction of the affected landowners/authorities

### Appendix 3 – Design Compliance Report

Include completed Design Compliance Report

### Appendix 4 – Warranties

Include any warranties for works completed over the course of the project

### Appendix 5 – Construction Schedule/Timeline

Include a completed construction schedule with actual dates for completion of various steps

### Appendix 6 – As Constructed Drawings List

Include a list of as the constructed drawings for the project, as accepted by the Water Corporation’s Design Manager.

### Appendix 7 – Project Photos

Include relevant project photos of the project at various stages of completion

### Appendix 8 – Project Monthly Progress Reports

### Appendix 9 – Closeout Report Administration Sheet

Complete the form below

**Project Manager**

|  |  |  |  |
| --- | --- | --- | --- |
| Closeout Report is: | New [ ]  | Revised [ ]  revision #: insert revision # |  |

Tick the asset type or types that the project should be categorised as:

|  |  |  |  |
| --- | --- | --- | --- |
| **Asset Type** | **Tick** | **Asset Type** | **Tick** |
| Waste Water Treatment Plants | **[ ]**  | Minor Pumping Stations | **[ ]**  |
| Effluent Disposal Systems | [ ]  | Tanks & Reservoirs | [ ]  |
| Ocean Outfalls | **[ ]**  | Supply, Trunk & Distribution Mains | **[x]**  |
| Main Sewers | [ ]  | Reticulation Mains | [ ]  |
| Main Sewer Pumping Stations | **[ ]**  | Main Drains & Detention Basins | **[ ]**  |
| Reticulation Sewers | [ ]  | Main Drainage Pump Stations | [ ]  |
| Sewer Pumping Stations | **[ ]**  | SCADA & Telemetry Systems | **[ ]**  |
| Dams (incl. Pipeheads) | [ ]  | Depots, Offices & Buildings | [ ]  |
| Bores & Borefields | **[ ]**  | Computing Systems (Hardware & Software) | **[ ]**  |
| Water Treatment Plants (incl. dosing plants) | [ ]  | Other | [ ]  |
| Major Pumping Stations | [ ]  |  |
| **Project Manager’s Name: Date:** |

### Appendix 10 – Closeout Report Review Response Table