Government of **Western Australia** Department of **Finance**



Project and Contract Management System

Construction Contract Final Completion

This guide provides instructions on the steps required for final payment and final completion of a Construction contract as contractually required, including release of retention if applicable.

There are defined tasks for the Super's Rep and for the Contract Manager and this guide provides instructions for only the Super's Rep tasks.

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How to find the Final Completion Process

- 1. Select the contract and navigate to the Contract Dashboard.
- 2. Select Trigger Only Construction Contract Final Completion

Linked Processes			i 🔺 🛛					
Click <u>here</u> to add a new proc	Click <u>here</u> to add a new process.							
10 V 44 4 Page: 1 V of 1 >>> Showing 1 to 3 of 3 iter								
Name	Description	Date Commenced						
PBA [EFT] 4.3.11a Contrac t Creation (CM)	Create Project Bank Account Construction Contract [CM] tasks using th e new PBA EFT Processes Note:	4/02/2021	0%					
PBA EFT 4.3.14 21591591 PClaim No: 05 Hedland SH S Upgrades - Construction	Project Bank Account Construction Contract - Claim for SUBSEQUENT E FT Payment :) Payment Claim M	13/08/2021	0%					
Trigger Only - Cons truction Contract Final Co mpletion	Final Payment and Final Completion of a Construction Contract - proces s is triggered from Constructi		0%					

The process will display as four (4) boxes. The first three (3) tasks can be completed by either the Superintendent's Representative or the Contract Manager.

Final Payment Process	⇒	[SR] Final Completion activities	⇒	[CM] Final Completion activities		⇒	Final Completion activities completed. C								
0%		0%		0%			Blocked task								
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21/11/2024 21/11/2024														21/11/20 21/11/20	024 024
Speak to the Super's Rep to ensure all v	⇒	Review Financial and reconcile contract	s 📫	Review and at to Additional BCTIF le	test	⇒	Create a negative adjustment if required	⇒	[CM] [Retention only] Release	⇒	[SR] Final Payment activities	-	•	[CM] Final Payment activities	
Incomplete		Blocked task		Blocked task			Blocked task		0%		0%			0%	
0 🗟		0	1	0			0 🗟				D			D	

Please note that this process contains pre-conditions which determine whether some tasks are applicable or not.

Final Payment Process

- 1. Click on Final Payment Process
- 2. Click on the first task box

Speak to the Super's Rep to ensure all variations are processed and all payments finalised

This is an external task

Click Mark Complete when completed

Review and attest to Additional BCTIF levy paid by uploading a copy

- 1. Click on task box, read instructions and Go To Screen
- 2. Click the link Click here to add a new Storage Item.

CONTRACTS > Documents										
Current Contract: 21593050: Julie's Test	Current Contract: 21593050: Julie's Test									
- Filter										
-Storage Items for the Contract										
Contract Storage Items										
Search Text: Clear										
10 v ((Page: v of 0 > >> () (iii) (
No record found.		Approval Status	open rite	0010	.,,,,e					

- a. Add the evidence of the Contractor's Additional BCTIF levy payment
- b. Enter the following details:
 - 1. Title
 - 2. Document Type
 - 3. Date

Storage Add/Edit	Enter a title for the document
Document Type:	Not Set V
3 File Location: Click Upload to attach the	No documents attached. Upload New Document * Max file size allowed is 500.00MB. She Search for existing document in Open Windows.
Dates [Version: [Officers Times	Click Add to save the document - this will be recoreded in

To attach the document, use the **Upload New Document** button to locate your document in the relevant folder.

- 4. Click Add to save your document and record it in PACMan.
- 5. Use the <u>Complete & Continue</u> button to progress.

Review Financials and reconcile contract value

- 1. Click on the task box, read instructions then Go To Screen
- 2. Review the Financial Summary and check:
- All values are correct including Total Retention if applicable

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- Expenditure Remaining. If there is a large value remaining and no payment for this value due to the Contractor, this will need to be zeroed via a negative adjustment later on in the process
- If there is negative Expenditure remaining, this means that the Contractor owes money and it must be recouped before the Final Certificate is issued.
- 3. Click Complete & Continue to progress

Create a negative adjustment if required

- 1. Click on the task box, read instructions then Go To Screen
- 2. Click on the link Click here to add a new adjustment
- 3. Select Variation as the Adjustment Type
- 4. Add a brief statement as to why the value of work is to be adjusted
- 5. Select the relevant Adjustment cause relating to the value of Expenditure remaining
- 6. Attach a document if applicable
- 7. Click Add a new adjustment item
- 8. Enter the negative value and click Add'
- 9. Approve the adjustment
- 10. Click Complete & Continue to progress

If the Financials are as expected, please mark this task Not Applicable

The next set of tasks is for the Contract Manager to complete. You will be notified when the Contract Manager has completed their last task for Retention release activities.

Is a final payment greater than \$0.00 required?

- 1. Click on the task box, read instructions and Go To Screen
- 2. If a final payment **greater than \$0.00** is required to be paid to the contractor, tick the Final Payment is required checkbox.
- 3. If a final payment greater than \$0.00 is not required to be paid to the contractor, do not tick this checkbox.
- 4. Click Apply

- Final Payment	
Final Payment	
A Final Payment Certificate is required by the Contract even if there is \$0 due to the Contractor.	
lick the check box only if a final payment greater than su is required.	
Click Apply and click the blue 👽 on the process task to Mark Complete	
Contract Number: 21595819	
Contract Title: Baldinus Police Station Upgrade - Construction - Multiplex Construction	
Final Payment is required:	
	Apply Close
L	
	rocess Task: Is a final navment are:
	Back Complete and Source Source

1. Click back on to the task box and click *Mark Complete*. This indicates whether or not the full final payment process tasks are required.

Contractor Lodges Final Payment Claim with Super's Rep (Day 0)

This task is only applicable where a final payment greater than \$0.00 is required to be paid to the contractor and will be automatically marked Not Applicable if not.

1. Click on the task box and Go To Screen

Contractor lodges 1st Payn	nent Claim with Super's Rep (Day 0)
Process Task Details Ad	ditional Information Task Conditions
Status:	Incomplete
Responsibility:	Superintendent's Representative
Available Actions:	Go To Screen
Instruction:	Supers Rep adds the Contractor's Claim details into PACMan using the date they received the Payment Claim as the "Date Claim Received" in PACMan.
	After you have added these header details you must add the new Payment Item (monetary values)
	Click on the link on the screen to "add a new Payment Item" to the Payment. Click on the LD link to "add a new Liquidated Damages Item"
	Close

The Add Payment Claim entry screen will display

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Add Payment - Construction	
Add Payment Claim for a Cons	struction Contract.
This is the header information	for the claim.
Note:	
The "Date Claim Received" You MUST attach supporting	is the date the claim is received from the contractor. g documents to this claim
Detail for the value of the clair	m, that is the Payment Item is added after this form is completed.
Version: 26-Feb-2016	
Date Claim Received:	0
Claim Period From:	0
Claim Period To:	0
Certificate Due Date:	💼 🛆 Create Reminder
Payment Due Date:	🗴 🗘 Create Reminder
Supplier Ref No:	
Tax Status:	Auto Tax 🗸
Reason payment amount	
differenciron claimed:	
Calculations which provide the	······································
basis of the claim for the fee payable are attached:	
Copies of receipts or invoices	
to substantiate disbursement claims (if applicable) are	
attached:	
Have any matters arisen which affect total fee payable? If yes, details are attached:	
Attachment:	Attachments
	no attachment
	Confidential New
	Existing

- 2. When completing the Add Construction Payment form ensure you enter the following information:
- a) Date Claim Received (Date the SR received the claim)
- b) Claim Period From (Must be provided)
- c) Claim Period To (Must be provided)
- d) Supplier Reference Number (Builders Reference Number)
- e) **Reason Payment Amount Different from Claimed** (n/a here, only entered when the claim has been assessed)
- f) All the relevant checkboxes are ticked
- g) All supporting documentation uploaded
- 3. Once you have entered this information click Add.

Before adding amount details for this claim, check the following:

- 1. Payment Number (reflects process link)
- 2. Process Link (reflects same payment number)
- 3. Select the link Click here to add a new Payment Item.

-	
NTRACT FINANCIALS > Payment Claim	
Current Contract: 21593040: Inglerwood Primary	
Terment Number: 1	Tanules: 1
Enument Tax Invoice Date:	Data Claim Excitant: 11/02/2023
Claim Period From: 01/02/2023	Claim Paried To: 10/02/2023
Date: 12/02/2023	Attachment: Click here to View.
Comment:	
	Process Link: <u>4.3.13 Construction Centract - First Payment Claim</u>
Approved Lig. Damages: \$0.00	Approved Retention: \$0.00
View Payment 👿 Edit Payment Delete Payment Save Certificate PBA Sett	Ings Claim Matrix
Payme	int Items Schedule of Rates Adjustments Minor Works Orders
3	
i Payment Import	
flow is a list of Payment Items for the selected Payment Click here to add a new Payment	I tem, or cick here to copy the previous Payment Items to the Payment.
ick here to add a new Liquidated Damages Item	
ou can select an item from the list below to modify it. Click on the column header to reord	er/sort the list. Export Payment/Claim Items to Excel.
p Payment Item Filters	
er a Page 1 of 1 + ++	
ton ID Romber Description	Related Contract Item Type Account Number 10A Quantity Value of Work Total (ex. to
am to Number Description	
an to Autom Description	52603 1 \$0.00 \$0.0

- 4. Enter the following details:
 - a) Account Number (leave this as the default)
 - b) Item ID (number this sequentially)
 - c) **Number** (number this sequentially)
 - d) **Description** (Enter a description of the payment)
 - e) Claimed amount (enter the claimed amount)
 - f) Quantity (this should always be 1)
 - g) Value of Work (assessed amount)

Payment Item Add/Edit			Payment Items Schedule of Rates Adjustments Minor Works Orders
Account Number:	52645 - Main Contract	Q	
Item ID:			
Number:			
Description:			
Item Comments:			
		1	
Project/Stage:		Q	
Milestone Stage:	Not Set	~	
Related Contract:			
Claimed Amount:			
Quantity = 1:			
N/A 69:			
Value of Work:			
GST:			
Total (ex. tax):			
Grand Total:	\$0.00		

5. Click Add.

Use the Complete & Continue button to complete the task

Assess the Contractor's Claim

This task is only applicable where a final payment greater than \$0.00 is required to be paid to the contractor and will be automatically marked Not Applicable if not.

- 1. Click on the task box, read instructions and Go To Screen
- 2. You may receive advice from the Cost Manager & Contract Manager (if applicable)
- 3. Review the contractor's claim

If it is correct, click Complete & Continue to progress. If it is incorrect, advise the contractor that you have revised the claim.

Attest to compliant Stat Decs, any Opt-in notices by uploading compliant documents

This task is only applicable where a final payment greater than \$0.00 is required to be paid to the contractor and will be automatically marked Not Applicable if not.

Mark this task as Not Applicable if a final payment greater than \$0 is not required.

- 1. Click on task box, read instructions and Go To Screen
- 2. Click the link <u>Click here to add a new Storage Item.</u>
- 3. Click Add to save your document and record it in PACMan.
- 4. Use the Complete & Continue button to progress.

If claim amount is adjusted, advise Contractor and Contract Manager

This task is only applicable where a final payment greater than \$0.00 is required to be paid to the contractor and will be automatically marked Not Applicable if not.

This is an external task Click *Mark Complete* when completed.

Final Payment Contractor's Claim = \$0. Enter \$0 claim

This task is automatically marked Not Applicable if the contract has Retention and a Final Payment greater than \$0 is not required. In all other cases, this task is applicable.

- 1. Click on the task box, read instructions then Go To Screen
- 2. Refer to 2 for how to enter the payment claim
- 3. Click Complete & Continue to progress

Preview Certificate and Save but do not issue certificate

This task is automatically marked Not Applicable if the contract has Retentions.

In all other cases, the task is applicable

- 1. Click on the task box, read instructions then Go To Screen
- 2. Click the Preview Certificate button and Save Certificate if satisfied

- 3. Click Save the second time to approve.
- 4. Click Complete & Continue to progress

Marking this task Complete notifies the Contract Manager that you have completed your Final Payment Activities tasks.



The remaining final payment tasks are for the Contract Manager to complete.

You will receive an email notification when the Contract Manager has completed the Final Payment Activities and your Final Completion tasks are ready for you to action.

Final Payment Process	[SR] Final Completion activities	•	[CM] Final Completion activities	•	Final Completion activities completed. C
0%	0%		0%		Blocked task
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	1	•			
	16/10/2024 16/10/2024				16/10/2024 16/10/2024
	Update Key Dates		Review Financials	⇒	Send Final Certificate to Contractor and
	Incomplete		Blocked task		Blocked task
	0 🗟		0 🗟		0 🗟

Final Completion Activities - Update Key Dates

- 1. Click on the task box, read instructions then Go To Screen
- 2. Review the Defects Liability period
- 3. If the Defects Liability period was amended, enter the Revised End of Defects Liability Period in the relevant field
- 4. Select the Main reason for DLP extension.

5. Enter the Final Certificate Date (we expect this date to be the same as the Actual Final Completion Date) and it will appear on the Final Completion Certificate.

Key Dates for Construction Contract	
View and Edit Key Contract Dates for Construction Contracts.	
See PACMan Glossary (#742 in B&C Document Library) for field definitions,	
Version Deployed 2/10/2023 (Not driven by a Process)	
Contract Number: 21595819	
Contract Title: Balavis Police Station Upgrade - Construction - Multiplex Construction	
Form of Contract: Ass2124 Construction Er I Non-Pok	
Contract, America Detect 2019/2024	
Days):	
PBA - 3 doc's rec'd 8 @	
Original Date for Practical2/09/2026 & Create Reminder Tuesday, 22 September 2026 Completion:	
Date for Practical22/09/2026 & Create Reminder Tuesday, 22 September 2026 Completion:	
Anticipated Date of Practical 22/09/2026 D Create Reminder	
Date of Practical Completion @ Create Reminder (leave blank until PC lob grantcd):	
Defects Liability Period (Enter0 years 0 months 52 weeks 0 days in Weeks):	
Date for Final Completion: 22/09/2027	
Revised End of Defects	
Main Reason for DLF[Net Set V	
Date of Final Completion 2/10/2024 (2) A Create Reminder	
granted):	
	Apply Close
	Proc
	Back Complete Continue

- 6. Click Apply
- 7. Click back onto the task box and click Mark Complete

Review Financials

- 1. Click on the task box, read instructions then Go to Screen
- 2. Review the Financial Summary. If the expenditure remaining is negative, the Contractor owes us money which must be recouped before the Final Certificate is issued
- 3. Click Complete & Continue to attest that the Final Payment Claim process has been actioned.

Send Final Certificate to Contractor and upload a copy

- 1. Click on the task box, read instructions then Go To Screen
- 2. Refer to 2 for instructions on adding a document to Document Storage

Marking this task Complete notifies the Contract Manager that you have completed your Final Payment Activities.

The remaining tasks are for the Contract Manager to complete and you have now completed the Final Completion activities.

When the Contract Manager completes their tasks, the status of the contract will be "Final Completion – Construction Contract" and read only.





Document control			
Approving Authority: Principal Project Advisor		Business Unit: Building and Contracts	
Effective Date		Review Date	18/10/2024
Replaces QRG	5.1.1 [CM-SR] Construction Contract – Claim for Final Payment and 5.1.2 [SR] Construction Contract – Completion		
EDRMS File No.		Document No & Version	1.0
Scope	PACMan Construction Contract Final Completion process		