



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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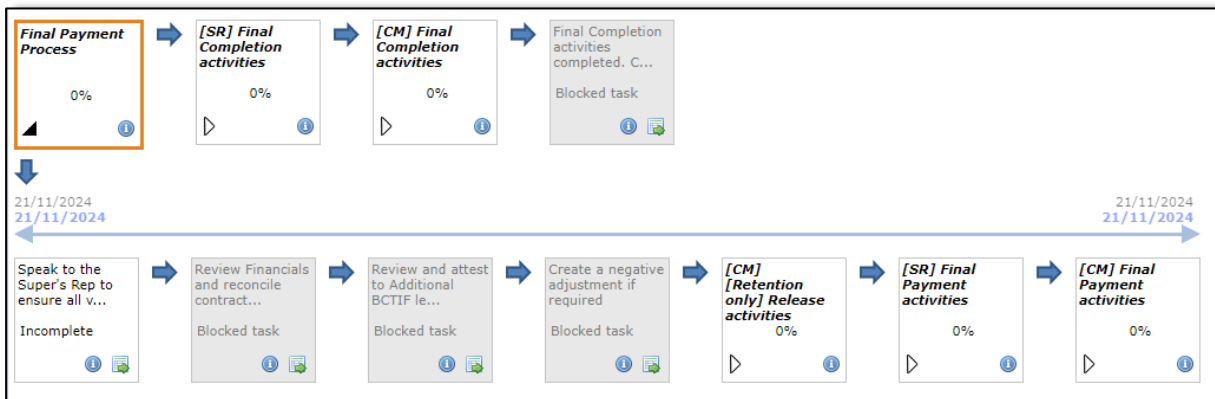
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How to find the Final Completion Process

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

Name	Description	Date Commenced	
PBA [EFT] 4.3.11a Contract Creation (CM)	Create Project Bank Account Construction Contract [CM] tasks using the new PBA EFT Processes Note: ...	4/02/2021	0%
PBA EFT 4.3.14 21591591 PClaim No: 05 Hedland SHS Upgrades - Construction	Project Bank Account Construction Contract - Claim for SUBSEQUENT EFT Payment :) Payment Claim M...	13/08/2021	0%
Trigger Only - Construction Contract Final Completion	Final Payment and Final Completion of a Construction Contract - process 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.



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

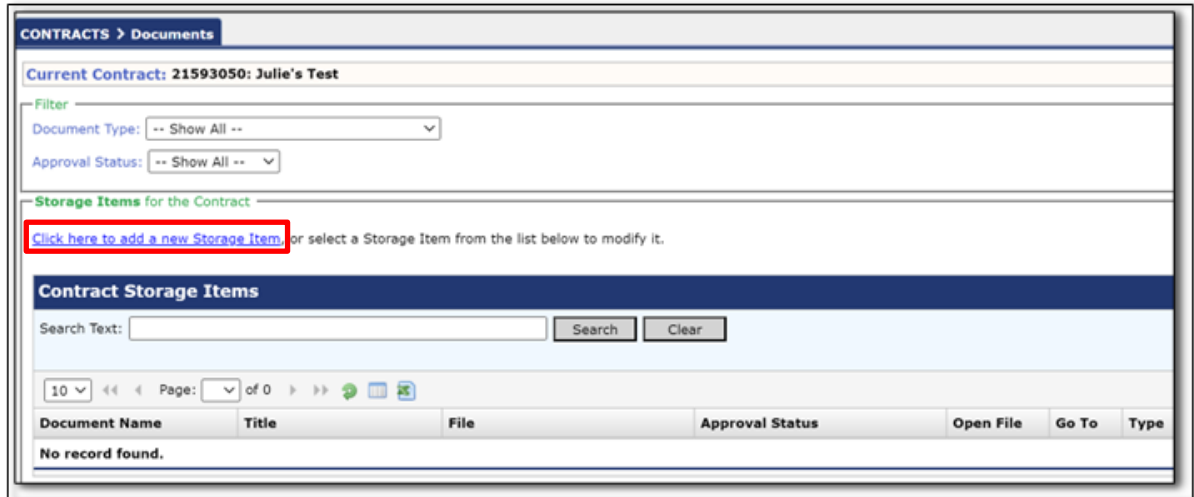
Speak to the Super’s Rep to ensure all variations are processed and all payments finalised

This is an external task

Click *Mark Complete* when completed

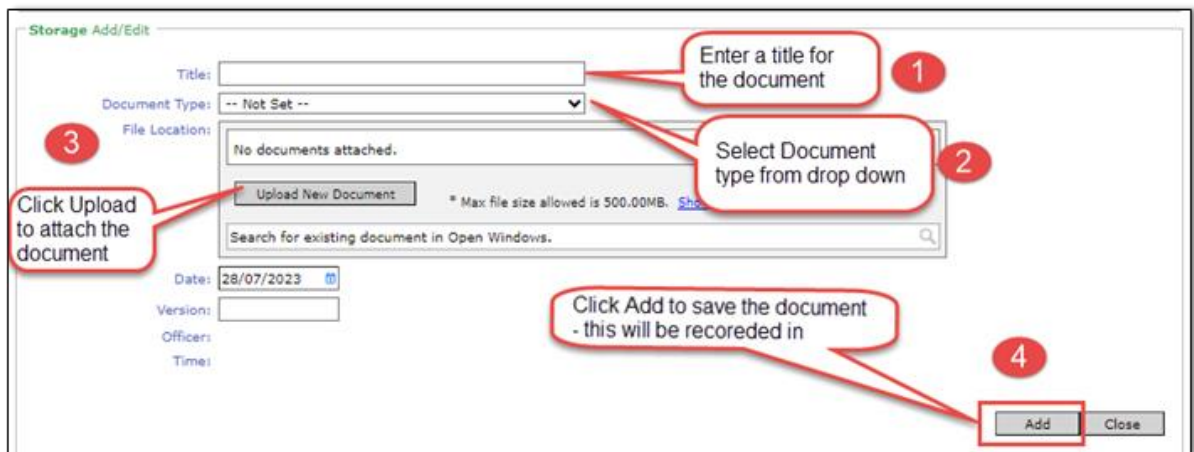
Review and attest to Additional BCTIF levy paid by uploading a copy

1. Click on task box, read instructions and *Go To Screen*
2. Click the link [Click here to add a new Storage Item.](#)



- a. Add the evidence of the Contractor's Additional BCTIF levy payment
- b. Enter the following details:

1. **Title**
2. **Document Type**
3. **Date**



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 **Complete & Continue** 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

- 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 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 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*

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*

The Add Payment Claim entry screen will display

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.](#)

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)

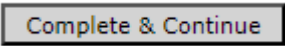
5. Click Add.

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.

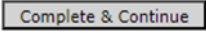
1. Click on the task box, read instructions and *Go To Screen*
2. You may receive advice from the Cost Manager & Contract Manager (if applicable)
3. Review the contractor's claim

If it is correct, click  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 [Click here to add a new Storage Item.](#)
3. Click Add to save your document and record it in PACMan.
4. Use the  button to progress.

If claim amount is adjusted, advise Contractor and Contract Manager

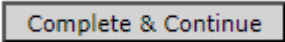
This task is only applicable where a final payment greater than \$0.00 is required to be paid to the contractor and will be automatically marked Not Applicable if not.

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  to progress

Preview Certificate and Save but do not issue certificate

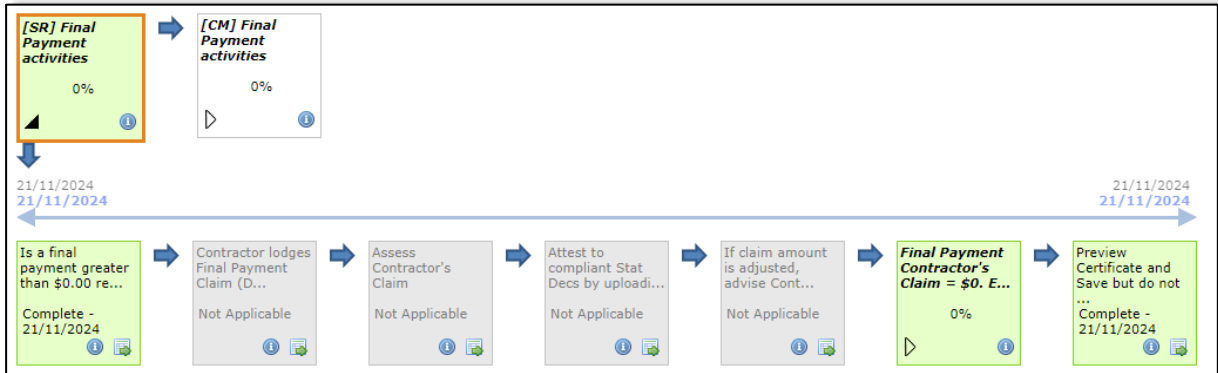
This task is automatically marked Not Applicable if the contract has Retentions.

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

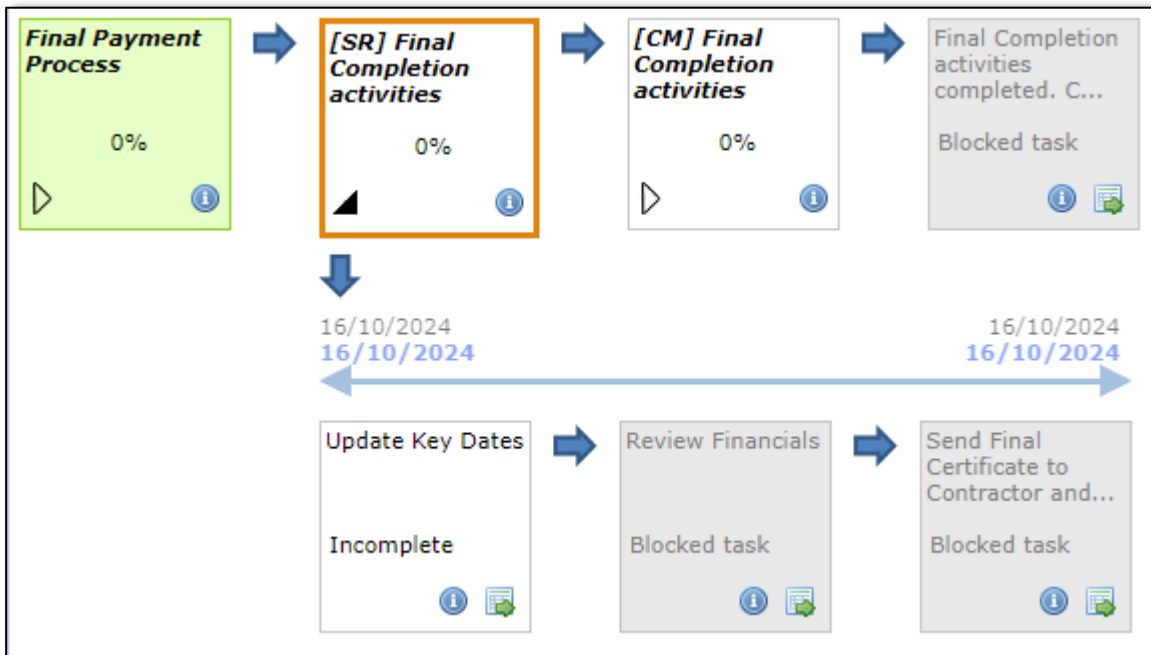
3. Click Save the second time to approve.
4. Click Complete & Continue to progress

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 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: Baldivis Police Station Upgrade - Construction - Multiplex Construction
 Form of Contract: AS2124 Construction EFT Non-PBA
 Contract Award Date: 23/09/2024

Term of Contract (in Calendar years 0 months 0 weeks 730 days Days):
 PBA - 3 doc's rec'd confirmed: Create Reminder

Original Date for Practical Completion: 22/09/2026 Create Reminder Tuesday, 22 September 2026
 Date for Practical Completion: 22/09/2026 Create Reminder Tuesday, 22 September 2026

Anticipated Date of Practical Completion: 22/09/2026 Create Reminder
 Date of Practical Completion (leave blank until PC granted): Create Reminder

Defects Liability Period (Enter 0 years 0 months 52 weeks 0 days in Weeks):
 Date for Final Completion: 22/09/2027
 Revised End of Defects Liability Period (if extended):
 Main Reason for DLP extension: -- Not Set --

Date of Final Completion (leave blank until PC granted): 22/10/2024 Create Reminder

Buttons: Apply, Close, 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.

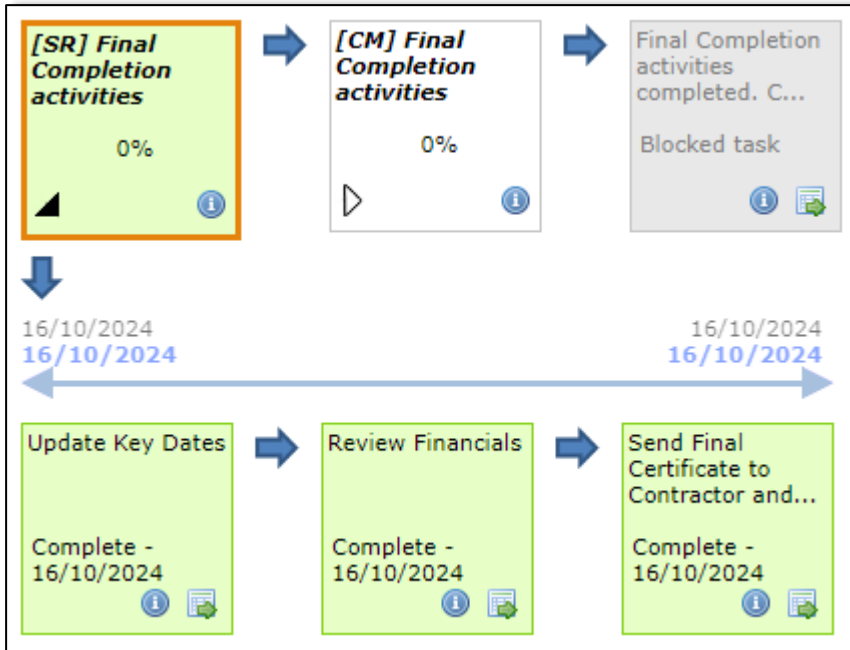
Send Final Certificate to Contractor and upload a copy

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		
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Scope	PACMan Construction Contract Final Completion process		