



AUSTRALIAN DEFENCE FORCE
RESERVES AND EMPLOYER SUPPORT

Joint Support Services Division
Australian Defence Reserves and Employer Support

PRINCE OF WALES AWARD POST ACTIVITY REPORT

Full Name:	
Name of Civilian Employer:	
Name of POWA Activity:	
Financial Year of Activity:	

Activity:

Brief description of the activity undertaken including:

- a. Name of activity and provider
- b. Dates and locations of the activity
- c. Key components of the activity (e.g. Course completion, qualification earned, training in specialised field, attendance at an industry conference with recognised speakers etc.)

Outcomes:

A description of the outcomes of your activity including:

- a. Benefits to you
- b. Benefits to your employer
- c. A reflection on how/whether the outcomes achieved align with the objectives you outlined in your application

Administration:

Do you or your employer have any feedback or suggestions, regarding your POWA experience? Consider:

- a. Financial support
- b. Clarity of communications
- c. Clarity of process
- d. Unexpected/ unplanned outcomes

Future Communications:

Are you willing to be contacted further regarding your POWA experience? This may include interviews, or photographs for the purposes of marketing future iterations of the program. YES NO

Is your civilian employer willing to be contacted for further information regarding their experience with the POWA program? This may include interviews, or photographs for the purposes of marketing future iterations of the program. YES NO UNSURE

Do you have access to any photographs/videos from your activity that you would be willing to allow DRES to use for the purposes of marketing future iterations of the program? YES NO

Unclassified

Finance:	
Please fill in the below with a rough breakdown of the way in which your POWA funds were spent.	
<u>Item</u>	<u>Cost</u>
Training/Activity	
Travel	
Accommodation	
Miscellaneous	
Total	

Example:

Training/Activity	
Course registration	\$2,400
Supplementary Seminar	\$200
Travel	
Flights	\$1500
Taxi/Uber	\$320
Accommodation	
Accommodation	\$1660
Misc./Other	
Parking	\$65
Meals	\$600
Total	\$6745

Unclassified

As per Chapter 3 of the MILSPERSMAN, all funds provided through the Prince of Wales Awards (POWA) must be acquitted. In addition to the above cost breakdown, POWA recipients must also provide a scanned PDF of receipts for their POWA activity.

If upon completion of your POWA activity, you have unspent POWA funds, Defence is obligated to recover the unspent monies. An invoice must be raised to repay the grant as soon as practicable. Please alert JSSD via JSSD.NPP@defence.gov.au who will raise an invoice via Defence Accounts Receivable to have the monies recovered.

Defence is obligated to recover any unspent monies. If upon completion of your POWA activity you have unspent funds, please advise JSSD by sending an email to JSSD.NPP@defence.gov.au, specifying the amount of unspent funds. We will raise an invoice via Defence Accounts Receivable and forward that to you with instructions on how to repay the unspent funds.

Prepared by:

Name:		Signature:	
Position:		Date:	