

ANNEXURE 2

PROGRESS REPORT TEMPLATE

PART A: PROJECT AND FUNDING RECIPIENT DETAILS

[Project Manager to complete this section and Funding Recipient to confirm details and advise any changes.]

Project Name:

Project Manager's Name: Chris Newman _____

Telephone: 9243 8765 _____ Mobile: 0412 348 384

Facsimile: _____ Email: cnewman@mvcc.vic.gov.au

Name of Funding Recipient: Banyule City Council

Address of Funding Recipient: Ivanhoe

Suburb: Victoria

State: Victoria Postcode: 3079

ABN of Funding Recipient:

Name(s) of Approved Subcontractors:

Name of Approved Subcontractor(s)	Activity (or part thereof) to be undertaken by Subcontractor(s)	Terms and Conditions relating to use of Subcontractor(s)
Provide the name of each approved subcontractor.	Describe the activities (or parts of activities) that the subcontractor is to undertake.	Outline any terms and conditions relating to the use of this particular Subcontractor (if any).
Brendan Carins Consulting	Consulting and document writing	Contract
ACIG	Document editing and publication	Contract

Have any of the Project and Funding Recipient Details changed? **No**

If Yes, please provide details of any changes. _____

PART B: DETAILS OF ACTIVITY PERFORMANCE

[Funding Recipient to complete this section.]

Period covered by this report: From: 30 /06 /07 To: 31 /12 /07

(This period should be continued from any previous report submitted.)

What milestone does this report relate to:

- **Develop full draft guidelines and undertake extensive consultation process.**

Provide a description and an analysis of the progress of the Activity to date, including detail(s) of the outputs achieved during the period.

Following the development of a background paper In March 07, a range of consultation was undertaken with the LGPro Corporate Planner’s Network, the Community and Social Planner’s Network and a number of other stakeholders. In the period of July to November 07 a draft set of guidelines was developed by the consultant with regular input from the Steering Committee and a range of other stakeholders. In November 07, a reference group meeting was held to consider the draft guidelines and the relationship of the guidelines with the DVC Local Government and Community Planing Project.

In the first week of December 07, four consultation workshops were held across the State in Geelong, Bendigo, Pakenham and Moonee Valley. More than 150 people attended these workshops from State and Local Government and other relevant agencies. These workshops discussed the draft guidelines together with the outcomes of the DVC Local Government and Community Planing Project.

The draft guidelines have been very well received and will now be finalised based on the outcomes of the extensive consultation undertaken. The final document is due for publication and launch in March 2008.

Are all the timeframes and milestones for the Activity being met?

Yes

If No, please provide an explanation of any delays that have occurred, including the reasons for those delays and the action you propose to take to address the delay(s) and the expected effects (if any) the delay will have on the Activity (including subsequent milestones and the overall completion of the Activity). Please revise the Reporting and Fund Availability Schedule with any new timeframes and milestones.

Reporting and Fund Availability Schedule

Please revise the Reporting and Fund Availability Schedule with any new timeframes and milestones. **NO CHANGE**

Stage No.	Brief description of Milestones/project stages/outputs	Anticipated Stage completion date	% of total payments	Funds requested for stage (excluding GST)
1				\$
2		/ /		\$
3		/ /		\$
4		/ /		\$
Final Stage		/ /		\$

PART C: FINANCIAL INFORMATION (Schedule, clause C.1.1)

Please update the financial table to reflect and changes in the budget and actual expenditure to date. **NO CHANGE**

Project Income	Budget	Actual
Grant Amount		
Funds from Your organisation		
In kind from Your organisation		
Funds from partnering organisations		
In kind from Your organisation		
Other Contributions		
Total Project Income		\$
Project Expenditure		
<i>Examples</i>		
Staff Training		
System design and specification		
Software purchase and licensing		
Hardware purchase and installation		
Workshops		
Total Project Expenditure		\$

Is the Activity proceeding within the initial agreed Budget (or updated Budget from your previous Progress Report)? **Yes**

If No, please provide an explanation as to why the budget is not being met and the action you propose to take to address this.

Are there any other issues relating to Your performance of the Activity that We should be aware of? **No**

If Yes, please outline these issues and how they will impact Your ability to meet the Terms and Conditions of the Funding Agreement.

PART D: OTHER DETAILS

Acknowledgement and Publicity (Schedule, clause L)

Please outline how the support of the Victorian Government through the Local Area Planning Support Program has been acknowledged during the reporting period and any future plans for acknowledgement and publicity. Please attach examples, copies and photographs. For photographs please complete the Department for Victorian Communities Photo Consent Form.

Decisions or Orders (Schedule, clause N)

Have You had a decision or order of any court or tribunal made against You or involving You during the reporting period? **No**

If Yes, please provide a copy.

PART E: DECLARATION AND CERTIFICATION (STATEMENT BY CHIEF EXECUTIVE OFFICER)

I,, hereby certify that:

- a. all Funding received was spent for the purposes of the Activity and in accordance with the Agreement, and that We have complied with the Agreement;
- b. unless the Activity Period has expired or the Agreement has been terminated, the unspent portion of the Funds (if any) are available for use within the next Reporting period;
- c. the financial information is presented in accordance with the financial Reporting requirements You notified to Us;
- d. at the time the Report or financial statement is provided, We are able to pay all Our debts as and when they fall due and We have sufficient resources to discharge all Our debts at the end of the current Financial Year.

Signature of Authorised Person: _____

Name of Authorised Person: _____

Position: _____

Telephone: _____

Date: _____

Completed Progress Report to be sent to:

Elsie Alcordo
Senior Project Officer
Local Government Victoria
Department for Planning and Community Development
GPO Box 2392
Melbourne Vic 3001

Telephone: (03) 9208 3622
Fax: (03) 9208 3577

E-mail: Elsie.Alcordo@dpcd.vic.gov.au