

ANNEXURE 2

PROGRESS REPORT TEMPLATE

PROGRESS REPORT 3 “Stage 5” – ‘PLANNING TOGETHER’ PROJECT (Banyule City Council & Nillumbik Shire Council)

PART A: PROJECT AND FUNDING RECIPIENT DETAILS

Project Name: Planning Together

Banyule City Council Details:

Project Manager’s Name: Allister Crawford (replaces Chris Newman)

Telephone: (03) 9490 4253 Mobile: 0411 237 791

Facsimile: (03) 9499 0479 Email: allister.crawford@banyule.vic.gov.au_

Name of Funding Recipient: Banyule City Council

Address of Funding Recipient: 275 Upper Heidelberg Rd, Ivanhoe, Vic, 3079

ABN of Funding Recipient: 16 456 814 549

Nillumbik Shire Council Details:

Project Manager’s Name: Adrian Cully

Telephone: (03) 9433 3185 Mobile: 0438 010 542

Facsimile: (03) 9432 9559 Email: adrian.cully@nillumbik.vic.gov.au

Name of Funding Recipient: Nillumbik Shire Council

Address of Funding Recipient: Civic Drive, Greensborough, Vic, 3088

ABN of Funding Recipient: 64 487 894 794

Names of Approved Subcontractors:

(Organisation Planning Databases)

Name of Approved Subcontractor(s)	Activity (or part thereof) to be undertaken by Subcontractor(s)	Terms and Conditions relating to use of Subcontractor(s)
Corporate Strategic Systems (CSS) Pty Ltd	Provision of Integrated Planning (CID) software for Banyule City Council	Contract: 0563-2007
CA Technologies	Provision of Integrated Planning (Interplan) software for Nillumbik Shire Council	Contract

(Planning Information support)

Metropolis Research	Provision of consultation services for Banyule City Council	
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Have any of the Project and Funding Recipient Details changed?

Changes already identified at Stage 4: *Essentially the stages and tasks of the project remain the same.* Banyule and Nillumbik have determined that the project outcomes would be better served if the next stages of the original funding submission are adjusted to accommodate learning that has occurred since April 2006. These adjustments to the project activity (outlined following) should enable a more practical, meaningful, and sustainable project, aligned to the benefits the LAPSP.

Stage 5: No changes.

PART B: DETAILS OF ACTIVITY PERFORMANCE

Period: Stage 5 (1.10.2007 – 31.1.2008)

Milestone:

Develop key data sets to share with local agencies, groups, and community in enhancing local planning. Banyule implement initial integrated consultation phase by undertaking Household Survey.

Nillumbik develop a process to capture and store information from community consultations via a software system (knowledge bank) that can be accessed by all staff.

Project Activity:

Nillumbik has undertaken to develop a knowledge / consultation management system to inform integrated local planning. Major progress has been made in upgrading and purchasing of software from SPSS, including the provision of training to key staff within Council. The contract will allow Nillumbik to capture and share data centrally, strengthening Council and its relationship with community and local stakeholders through information linkages and knowledge integration.

The process to developing the required system and purchasing the supporting software involved key parties within Council, outlining the knowledge acquired through earlier milestones of the 'Planning Together' project, and collating the needs and issues identified by individual parties.

Banyule has successfully selected and engaged a consultant to undertake specialist resourcing for the Household Survey in accordance with the brief developed. The consultation will include gathering data on a wide range of interest areas for both households and individual residents. Sampling will occur from 700 households across seven identified sub-regions.

The initial key phase of this work has now been implemented. Activity to this point has included establishing a question framework, a key document review, integration of internal stakeholder needs for key Plans, and questionnaire consolidation and formatting. A key data set has been drafted to share with the community and local agencies, and it is clear this will be finalised to best assist needs and planning discussions following analysis of results. (It is anticipated the data set could include components such as Recreation/Leisure Activity, Internet usage, Household environmental practices, Volunteerism, Health, Shopping, and key Council issues for Council planning.

Some initial work has also been undertaken to investigate the possibility of enabling an interactive discussion-type forum on the Council website, in relation to key planning issues across the municipality. Depending on resources that may be available, or any further funding opportunity, this initiative has some potential for

innovative engagement with external stakeholders and interested community members in continuing to plan together.

The partnership between Banyule and Nillumbik continues to allow information sharing throughout the 'Planning Together' project, understanding the learning of each project and the challenges identified through the process. Stage 5 has brought forward new challenges and opportunities; Nillumbik and Banyule may continue to learn from each others' Stage 5 experience and incorporate into their future planning activities.

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

Reporting and Fund Availability Schedule:

In accordance with the above, adjustment (highlighted) has been made to the original Schedule of milestone descriptions, and included from Stage 4 below.

Stage No.	Brief description of Milestones/project stages/outputs	Anticipated Stage completion date	% of total payments	Funds requested for stage (excl GST)
1	<ul style="list-style-type: none"> - Sign and return Funding Agreement - Finalise research on integrated planning & reporting software options and initiate purchase 	22/11/ 06	25%	\$37,500
2	Progress Report 1 <ul style="list-style-type: none"> - Purchase integrated planning & reporting software and begin implementation in each council 	07/12/06	41.7%	\$ 62,500
3	Progress Report 2 <ul style="list-style-type: none"> - Complete initial implementation of integrated planning & reporting software with live planning data 	30/06/07		
4	<ul style="list-style-type: none"> - Banyule and Nillumbik will identify and map significant upcoming Council plans relating to community and stakeholders, and initiate an integrated consultation approach to support data needs and linkages across these Plans. -Banyule will initiate the development of a brief to undertake Household data survey at sub-LGA levels that link key demographics, issues of community concern, transport, lifestyle, and health in support of these Plans. -Nillumbik will undertake internal audit of consultations that have been conducted since 2002. 	30/09/07	16.7%	\$ 25,000

5	Progress Report 3 - Banyule will implement an initial key phase of integrated consultation through undertaking Household Survey to support linked planning. - Nillumbik will develop a process to capture information from community consultations and will design a software system that will act as a knowledge bank to retain information from community consultations that can be accessed by all staff - Develop key data sets to share with local agencies, groups, and community in enhancing local planning.	31/01/08	13.3%	\$ 20,000
6	- Key data sets accessible on line through Council website. - Undertake evaluation of project effectiveness and develop on-going action plan - Completion of project and Final Report submitted.	30/04/08	3.3%	\$ 5,000

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

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

Project Income	Budget (\$)	Actual (\$)
Grant Amount	150,000	100,000
Funds from Your organisation (Banyule)	10,000	10,000
In kind from Your organisation (Banyule)	25,000	
Funds from partnering organisations (Nillumbik)	10,000	10,000
In kind from Partnering organisations (Nillumbik)	25,000	
Total Project Income		
Total Project Income	\$220,000	
Project Expenditure	Council (\$)	Grant (\$)
Initial planning and system investigation and purchase process	10,000	
Software purchase and licensing		100,000
Hardware purchase and installation	10,000	
Inter-Council sharing (to Stage 3)	5,000	
Sub-totals (Actual)	\$25,000	\$100,000
Consultancy		50,000
Establishing Planning Structures/Info. set up	20,000	
Inter-Council sharing (following Stage 3)	5,000	
Implementation	20,000	-
Sub-totals (Forecast)	\$45,000	\$50,000
Totals	\$70,000	\$150,000
Total Project Expenditure (Expected)	\$220,000	

- b. Is the Activity proceeding within the initial agreed Budget (or updated Budget from your previous Progress Report)? **Yes**
- c. Are there any other issues relating to Your performance of the Activity that We should be aware of? **No**

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.

To date, the project and funding source been acknowledged through internal briefings and reports. The significant contribution enabled by LAPSP has also been referenced in a submission to the Best Value Commission Review.

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**

PART E: DECLARATION AND CERTIFICATION

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: _____
(Banyule City Council)

Name of Authorised Person: Simon McMillan

Position: CEO

Telephone: 9490 4222

Date: 8.2.2008

Completed Progress Report to be sent to:

Elsie Alcordo
Senior Project Officer
Local Government Victoria
Department for Victorian Communities
GPO Box 2392
Melbourne Vic 3001
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