

ANNEXURE 2

PROGRESS REPORT – MILESTONE 4

PART A: PROJECT AND FUNDING RECIPIENT DETAILS

Project Name: Integrated Planning for our Communities

Project Manager's Name: Sharon Fowles, Bass Coast Shire Council

Telephone: 03 5671 2207 Mobile: 0407 381 137

Facsimile: 03 5671 2222 Email: s.fowles@basscoast.vic.gov.au

Name of Funding Recipient:
Bass Coast Shire Council
PO Box 118
Wonthaggi VIC 3996

Name(s) of Approved Subcontractors: CA Technologies

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).
CA Technologies	Provision of Software	
	Provision training	

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

If yes, please provide details of any changes. Not applicable

PART B: DETAILS OF ACTIVITY PERFORMANCE

[Funding Recipient to complete this section.]

Period covered by this report: From: 1 April 2007 To: 31 October 2007

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

What milestone does this report relate to:

Milestone 4

Final Stage	Completion of project and Final Report submitted. x Roll out to rest of Users x Performance Report Produced for Council Plan x Project Evaluation Report Documentation of Memory
-------------	--

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

Outputs	Outcome
Roll out to the organisation	<p>All business units received training on how to develop a Business Plan for their service delivery area using Interplan. Managers and key staff were involved in the Business Plan development training.</p> <p>Templates have been developed to standardise action plans associated with Strategies or Plans being developed to ensure that Strategies and Plans can be reported on through Interplan.</p>
Performance Report Produced for Council Plan	<p>The Council Plan is being reported to our respective Councils on a quarterly basis. Service delivery area Business Plans are reported to the Corporate Management Team or Executive Management Team on a regular basis.</p> <p>Bass Coast has developed a specialised report to monitor the progress of the Council Plan and the Capital Works Program.</p> <p>The Capital Works Program is reported to Council on a quarterly basis at Bass Coast.</p>
Project Evaluation	<p>As part of our project scope we have determined some short term and long term success measures.</p> <p>Our measure for the User Acceptance is:</p> <ul style="list-style-type: none"> ▪ Each Business Unit has a Business Plan and are reporting against their actions ▪ Council Plan being reported on to Council ▪ Capital Works Program being reported on to Council ▪ Municipal Public Health Plan loaded into Interplan. <p>Our success:</p> <ul style="list-style-type: none"> ▪ All Business Units have a Business Plan and are reporting monthly against their actions. ▪ The Council Plan is loaded and is reported on every quarter to Council ▪ The Capital Works Program is loaded and is reported on every quarter to Council ▪ The Municipal Public Health Plan will be loaded later in the year.
Documentation of Memory	<p>This project has provided an opportunity for both Councils to formalise their business planning process and ensure that it has been documented. The formalised process for business planning has been used to train and coach staff in the development of business plans and strategies.</p>

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.

Stage No.	Brief description of Milestones/project stages/outputs	Anticipated Stage completion date	% of total payments	Funds requested for stage (excluding GST)
1	Sign and return Funding Agreement	Completed	30.25%	\$39,875
2	Progress Report 1 Project Planning	Completed	4.75%	\$14,500
3	Progress Report 2 Project Implementation <ul style="list-style-type: none"> × Training implemented × Software operational × First tier plans loaded – Council plan, Municipal Public Health Plan, Strategic Plan 1e Foreshore Plan 	Completed	40%	\$58,000
Final Stage	Final Report Completion of project and Final Report submitted. <ul style="list-style-type: none"> × Roll out to rest of Users × Performance Report Produced for Council Plan × Project Evaluation Report × Documentation of Memory 	Completed	25%	\$32,625

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.

Project Income	Budget	Actual
Grant Amount	\$145,000	\$145,000
Funds from Your organisation	-	\$36,300
In kind from Your organisation	\$40,000	\$40,000
Funds from partnering organisations	-	-
In kind from Your organisation	\$35,500	\$30,000
Other Contributions	-	-
Total Project Income	\$220,500	\$251,300
Project Expenditure		
Staff Training	\$15,000	\$20,376
Professional advice	\$21,000	\$21,823
Software purchase and licensing	\$96,000	\$132,300
Project Management (in kind)	\$26,000	\$36,000
Project Co-ordination (in kind)	\$5,000	\$5,000
Workshops – Community Planning	\$25,000	
Travel & Accommodation	\$5,000	\$5,000
Marketing & Promotions (in kind)	\$8,000	\$1,000
Data population (in kind)	\$25,500	\$30,000
Total Project Expenditure	\$226,500	\$251,500

Is the Activity proceeding within the initial agreed Budget (or updated Budget from your previous Progress Report)? No

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.

Bass Coast Shire Council has made an additional investment into the software by purchasing extra modules.

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.**

Our Communication / Consultation

Message	Who	How	When
Council Plan Performance Report	Council & Community	Report to Council	June 2007

Capital Works Performance Report	Council & Community	Report to Council	October 2007
-------------------------------------	------------------------	-------------------	--------------

Decisions or Orders (Schedule, clause N)

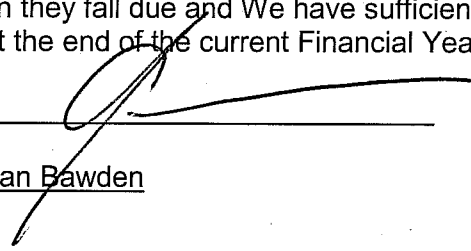
Have you had a decision or order of any court or tribunal made against you or involving you during the reporting period? No

If yes, please provide a copy.

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

I, Allan Bawden, Chief Executive Officer, Bass Coast Shire Council 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: Allan Bawden

Position: Chief Executive Officer

Telephone: 5671 2207

Date: 30 October 2007

Completed Progress Report to be sent to:

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

Telephone: (03) 9208 3622

Fax: (03) 9208 3577