

## ANNEXURE 2

### PROGRESS REPORT TEMPLATE

#### PART A: PROJECT AND FUNDING RECIPIENT DETAILS

Project Name: **Local Area Planning Integration Project (LAPI)**

Project Manager's Name: Warwick Heine – Chief Executive Officer

Telephone: (03) 5493 7400 Mobile: 0417 736525

Facsimile: (03) 5493 7395 Email: WHeine@buloke.vic.gov.au

Name of Funding Recipient: Buloke Shire Council

Address of Funding Recipient: 367 Broadway / PO Box 1

Suburb: Wycheproof

State: Victoria Postcode: 3527

ABN of Funding Recipient: 89293793980

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)
C A Technology	Purchase of the Interplan Risk Management Module and Interplan Integrated Project Manager into the existing interplan® system.	Engagement as per attached proposal.
Collins Anderson Management	Initial Consultation and Survey.	Engagement between March 08 and April 08 as per attached proposal.
	Development of Organisational Structure and Service Profiles.	As above
	Development of Council Plan Mock up.	As above
	Review of Operational Indicator Gaps.	As above
	Staff Workshops.	As above
	3 Year Communications Engagement Plan.	Engagement as per attached proposal

Name of Approved Subcontractor(s)	Activity (or part thereof) to be undertaken by Subcontractor(s)	Terms and Conditions relating to use of Subcontractor(s)
	Integration of the Risk Management Module and Integrated Project Manager into the existing interplan® system.	Timelines still to be agreed.
SAI Global – Paul Barnard	Facilitate implementation of Australian Business Excellence Framework.	Contract for a block period of work.
DWM Solutions Echuca	IT systems review, business analysis support, risk mitigation related to Info Sys project risk and definitional uncertainty risks.	Well defined assignment work.

Have any of the Project and Funding Recipient Details changed? **Yes**

The Collins Anderson Technology project deliverables applicable as of the previous progress report have recently been updated due to an organisational analysis conducted which revealed a need for the Buloke Shire Council to provide adequate systems enabling them to manage and mitigate risk and undertake project management facilities while integrating these systems with their current interplan® model.

**PART B: DETAILS OF ACTIVITY PERFORMANCE**

[Funding Recipient to complete this section.]

Period covered by this report: From: 15 / 05 / 07 To: 29 / 02 / 08

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

What milestone does this report relate to: **Progress report #.3.. due 03/03/2008**

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

1. Collins Anderson Management Consultants has undertaken extensive organisational analysis and has made some recommendations pertaining to Buloke City Council having the ability to monitor, engage staff, report with transparency and mitigate risk.
2. CA Technology will be subcontracted to integrate the risk and project management module software components into Buloke Shire Council's existing interplan® system.

Are all the timeframes and milestones for the Activity being met? **No**

Considerable management and staff changes over the last 8 months have seen the project stalled. A significant review of the project has been undertaken with a long term strategic view now in place.

It is acknowledged that not all timeframes and milestones for the activity have been met, however a dedicated and experienced team of consultants have been employed with a revised project plan that been put together in order to meet the desired deliverables before the end of April, 2008.

Below are the key milestones to be completed before the end of April, 2008.

- Initial Consultation and Survey;
- Development of Organisational Structure and Service Profiles;
- Development of Council Plan Mock Up;
- Review of Operational Indicator Gaps;
- Staff Workshops;
- 3 Year Communications Engagement Plan; and
- Project Evaluation and final report.
- Integration of interplan® Risk Management Module; and
- Integration of interplan® Integrated Project Manager.
- Revised Plan and commencement of Australian Business Excellence Framework in line with CA Technology's implementation of Interplan
- Integration of Community building Initiative into Council's planning process.

### 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	Within 20 business days of receipt of Funding Agreement	25%	Received \$37,500
2	Progress Report 1. a) Process Mapping across four work units and ABEF implementation begins. b) Establish communication strategy with partner councils with the aim of sharing learnings from this project. c) Change Management and ABEF consultants engaged. d) Begin consultations with key staff. e) Interplan Software loaded and implementation underway. f) Benchmarking tools implemented.	20/05/2007	40%	Received \$60,000
3	Progress Report 2. a) Balanced scorecard reporting schema development for 4 work units. b) ABEF training and ongoing implementation. c) Documentation of changes to work practices and consequent process KPIs developed. d) Progress of associated computer systems development and implementation (esp. integration of financial systems with Interplan)	Timelines not met, see previous comments	0%	\$0

4	<ul style="list-style-type: none"> <li>• Integration of Interplan® Risk Management and Project Manager Modules</li> <li>• Initial Consultation and Survey;</li> <li>• Development of Organisational Structure and Service Profiles;</li> <li>• Development of Council Plan Mock Up</li> <li>• Staff Workshops</li> <li>• Review of Operational Indicator Gaps</li> <li>• 3 Year Communications Engagement Plan</li> </ul>	<p>05/03/08</p> <p>11/03/08</p> <p>30 /03/08</p> <p>09/04/08</p> <p>07/04/08 to 20/4/08</p> <p>25/4/08</p>	25%	\$37,500
<b>Final Stage</b>	<ul style="list-style-type: none"> <li>• Project Evaluation and final report.</li> </ul>	28 / 04 /08	10%	\$15,000

**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.

<b>Project Income</b>	<b>Budget</b>	<b>Actual</b>
Grant Amount	97,500	97,500
Funds from Your organisation	94,600	78,479
In kind from Your organisation	16,000	15,233
Funds from partnering organisations	0	0
In kind from Your organisation	0	0
Other Contributions	0	0
<b>Total Project Income</b>	<b>\$208,100</b>	<b>\$191,212</b>
<b>Project Expenditure</b>		
Change Management Consultants	13,000	0
Staff Training & Workshops	8,100	20,190
System Design and Specification	40,000	36,961
IT Systems Review	10,000	10,000
Software Purchase & Licensing	71,000	100,257
Hardware Purchase & Installation	0	0
Transaction data repositories development	0	0
Process mapping & flow charting	6000	5,885
Systems Integration	0	0
<b>Total Project Expenditure</b>	<b>\$148,100</b>	<b>173,293</b>

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

The budget is currently not being met because there are increased costs involved in analysing, implementing and sustaining the risk and project management improvements. The actions proposed to take to address this issue are as outlined in the new milestones as indicated above.

To address the above and ensure the development of robust service standards and business plans the organisation has increased its budget for the project.

Are there any other issues relating to your performance of the Activity that we should be aware of? Yes  No

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

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**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.**

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**Decisions or Orders (Schedule, clause N)**

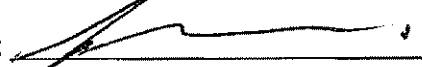
Have you had a decision or order of any court or tribunal made against you or involving you during the reporting period? Yes  No

If Yes, please provide a copy.

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

I, Richard Heine, 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: Richard Heine

Position: Chief Executive Officer

Telephone: 54780112

Date: 2/3/08

**Completed Progress Report to be sent to:**

Elsie Alcoro  
Senior Policy Officer  
Local Government Victoria  
Department of Planning and Community Development  
GPO Box 2392  
Melbourne Vic 3001

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

E-mail: [Elsie.Alcoro@dpcd.vic.gov.au](mailto:Elsie.Alcoro@dpcd.vic.gov.au)