

## ANNEXURE 2

### PROGRESS REPORT TEMPLATE – STAGE TWO REPORT

#### 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: **Southern Region Health + Social Data Project**

Project Manager's Name: **Darko Popovski, Social Strategy Co-ordinator, FCC**

Telephone: **9784 1734** Mobile:

Facsimile: **9781 1744** Email: **darko.popovski@frankston.vic.gov.au**

Name of Funding Recipient: **Frankston City Council**

Address of Funding Recipient: **Civic Centre, Davey Street**

Suburb: **Frankston**

State: **Victoria** Postcode: **3199**

ABN of Funding Recipient: **494 54768065**

Name(s) of Approved Subcontractors:

| <b>Name of Approved Subcontractor(s)</b>                | <b>Activity (or part thereof) to be undertaken by Subcontractor(s)</b>                          | <b>Terms and Conditions relating to use of Subcontractor(s)</b>  |
|---|---|--|
| <i>Provide the name of each approved subcontractor.</i> | <i>Describe the activities (or parts of activities) that the subcontractor is to undertake.</i> | <i>Outline any terms and conditions relating to the use of this particular Subcontractor (if any).</i> |
| <b>Insight Social + Health Research</b>                 | Stage 2 – <b>Feasibility Study</b>  |  |
|   | Stage 2 – <b>Data Pack</b>  |  |
|   | Stage 2 – <b>Data Guidelines</b>  |  |
| <b>n/a</b>  | Stage 3 – <b>Communication and Training Plan</b>  |  |

Have any of the Project and Funding Recipient Details changed? Yes  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: **31/11/2007** To: **29/02/2008**

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

What milestone does this report relate to?

***Under the contract schedule, the project consists of three stages: Stage One – Investigation (appraising sources of information); Stage Two – Methodology (purchasing and organising data) and Stage Three – Implementation (including public launch, promotion and training). The project needs to be finalised by 15 April 2008 with an acquittal by 30 April 2008. Each stage is subject to consultancy.***

### **Background**

*The **Stage One** of this project covered exploration, consultation with stakeholders and appraisal of potential sources of information and social and health data. This stage was contracted to Insight Health & Social Research in April 2007.*

*The Stage One of the project was completed successfully and the final report was submitted in July 2007, and formally accepted by all project partners in September 2007.*

*The Stage One Report was accepted with the following recommendations:*

- Provide an assessment of the reliability of various data sets at local level, in the form of data notes and other background information*
- Be a 'one-stop-shop' and provide links to other key data sites*
- Provide a feedback forum so that changing data needs and site gaps can be addressed.*

*In preparation for the **Stage Two**, the consortium made further determinations about precisely what information about social conditions exists and may be easily obtained and/or purchased, but needs to be organised in a more user-friendly format and made more accessible possibly through the internet.*

*With an aim to clarify the desired outcomes, further work on data parameters took place and discussions about data presentation, including issues such as validity, confidentiality, interface and some of the required features resulted in deciding to separate the Stage Two in three parts focusing on feasibility, data pack and data usage guidelines.*

### **Stage Two**

*Consists of three major parts as agreed by the project partners and in accordance to contract schedule:*

- **Feasibility Study** for social and health data clearing house including procurement and methodology*
- Development of **data pack***
- Development of **guidelines**.*

*Attached are the Project Briefs for Stage Two. The briefs were developed by the consortium working party and accepted by 2/3 of project partners. The Request for Quotations was released on 21 November 2007 with three weeks time to respond. Five consultancies were invited to submit Expressions of Interest for this work:*

- Votars Partners Pty Ltd*
- MD&A Pty Ltd*
- Maunsell Australia Pty Ltd*
- Insight Social & Health Research*
- LDC Group.*

*The closing time for the Request for Quotations was 12 December 2007. One Expression of Interest for Stage Two (Part 1 and Part 3) from Insight Social & Health Research was received (attached).*

*The Selection (weighting) Criteria used for the evaluation of consultant's submission:*

- Previous experience – 5*
- Consultant's appreciation of scope of work – 4*
- Specialist and management skills – 5*
- Methodology – 4*
- Ability to complete the project within the specified timeframes – 5*
- Cost to Council – 5.*

*The evaluation panel (project steering group), evaluated the submission and decided to offer this stage of the project to Insight Social & Health Research on the basis of the successful completion of Stage One, meeting the selection criteria in full (scored 28 out of 30 points) and past experience with similar projects.*

*This decision was subject to amended specification for Part 1 being accepted by both parties via Letter of Acceptance and subject to Frankston City Council approval as lead agency. The Part 3 relating to the Data Usage Guidelines (metadata) was acceptable to the consortium as per Expression of Interest.*

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

### **Finalisation of Stage Two**

All three parts of this stage **are now completed** (in draft form):

- Draft **Feasibility Study** including procurement and methodology
- Draft **Data Pack** including 12 data sets in electronic (spreadsheet) format
- Draft **Guidelines**.

The **Data Pack** includes the following data sets:

1. Customised data – Deaths by age, birthplace and cause (LGA & MSD)
2. Hospital admissions by age by major diagnosis (LGA)
3. Emergency presentations by diagnosis by age (LGA)
4. Injury by cause (LGA)
5. Centrelink payments by payment type (LGA)
6. Maternal and child health indicators (LGA)
7. Family violence incidents per year (LGA)
8. Car accident casualties (LGA)
9. Diabetes registrations (LGA)
10. Child dental health (LGA)
11. Immunisation by age cohorts (LGA)
12. Customised census data - Cultural diversity (immigration) by language and by birthplace (LGA & MSD).

Please note that some of the above data sets might be presented in a different form in the final product.

Draft **Second Stage Feasibility Report** is attached. **This stage will be finalised by Friday 14 March 2008. All deliverables are yet to be accepted by the consortium.**

### **Commencement of Stage Three**

Consists of three major parts as agreed by the project partners and in accordance to contract schedule:

- Marketing Package
- Launch
- Training.

Draft **Communication and Training Plan developed** – attached.

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

Yes  No

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  | Within 20 business days of receipt of Funding Agreement | 20%                 | \$21,000                                  |
| 2         | <b>Completion of Phase 1</b><br><b>Report Phase 1 - Investigation</b><br>Appraising available sources of information <ul style="list-style-type: none"> <li>- Tendering process</li> <li>- Consultation (SM Region)</li> <li>- Local Government needs analysis</li> <li>- Meeting the needs of local government</li> <li>- Identify community audience and needs</li> <li>- Gap Analysis – iPlace, Know Your Area, CIV and other government departments / agencies</li> <li>- Defining Themes and Categories</li> <li>- Historical context and trending</li> <li>- Defining Outcomes</li> <li>- Mapping and way forward</li> </ul> | 30/07/2007  | 40%                 | \$42,000                                  |
| 3         | <b>Completion of Phase 2</b><br><b>Report Phase 2 - Methodology</b><br>Organising information/data and making it accessible <ul style="list-style-type: none"> <li>- Tendering process</li> <li>- Priority setting and data mapping</li> <li>- Methodologies developed to ensure accessibility including technical support needed</li> <li>- Finalise data sets parameters</li> <li>- Identify preferred hosting options</li> <li>- Agencies and departments discussions</li> <li>- Identify learnings</li> <li>- Define Communication and Education strategies</li> <li>- Outcomes and Recommendations</li> </ul>                 | 29/02/2008  | 20%                 | \$21,000                                  |
| 4         | <b>Completion of Phase 3</b><br><b>Report Phase 3 – Implementation</b><br>Depending on visioning of product in Phase 1 and outcome media <ul style="list-style-type: none"> <li>- Education and training</li> <li>- Communication strategy</li> <li>- Report publication (online/ CD/ interactive – to be defined in Phase 2)</li> <li>- Public Launch and Promotion</li> <li>- Evaluation / Financial Audit</li> </ul>  | 15/04/2008  | 10%                 | \$10,500                                  |
| Final     | <b>Completion of Project and Final Report submitted</b>  | 30/04/2008  | 10%                 | \$10,500                                  |

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

Please update the financial table to reflect any changes in the budget and actual expenditure to date.

| <b>Project Income</b>                      | <b>Budget</b>    | <b>Actual</b>           |
|--|------------------|-------------------------|
| Grant Amount                               | \$105,500        | \$63,000                |
| Funds from Your organisation               |                  |                         |
| In kind from Your organisation             | \$5,000          | \$5,000                 |
| Funds from partnering organisations        |                  |                         |
| In kind from partnering organisations      | \$45,000         | \$35,000                |
| Other Contributions                        |                  |                         |
| <b>Total Project Income</b>                | <b>\$155,000</b> | <b>\$103,000</b>        |
| <b>Project Expenditure</b>                 |                  |                         |
| Staff Training                             |                  |                         |
| System design and specification            |                  |                         |
| Software purchase and licensing            |                  |                         |
| Hardware purchase and installation         |                  |                         |
| <b>Consultation / Workshops / Meetings</b> |                  | \$40,000 <b>in-kind</b> |
| <b>Consultancy Stage One</b>               |                  | \$23,100                |
| <b>Consultancy Stage Two</b>               |                  | \$29,205                |
| <b>Total Project Expenditure</b>           | <b>\$105,500</b> | <b>\$92,305</b>         |

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

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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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*The Southern Metropolitan Region Community Planner's Network, a consortium of local government social planners across the Southern Metropolitan Region who collaborate on planning issues relating to community needs, received funding from the Department of Planning and Community Development (DPCD) for a project to explore availability/access to and provide selected social and health data to the local government and community sector. **The funding was approved in November 2006 with the initial payment of \$21,000 for the first stage received in December 2006. The second stage payment of \$42,000 was received in July 2007.***

**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.**

*There are no promotional activities planned for the first two stages of this project. We will organise public launch, promotional, awareness and training programs during the final stage of this project in April and May 2008.*

**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, **Darko Popovski** 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: **Darko Popovski**

Position: **Social Strategy Co-ordinator, FCC**

Telephone: **9784 1734**

Date: **3 March 2008**

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

Elsie Alcordo  
Senior Project Officer  
Local Government, Employment and Adult Education  
**Department of Planning and Community Development**  
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Melbourne VIC 3001

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