

ANNEXURE 3

FINAL 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: Profiling the South West

Project Manager's Name: Lyndall Osborne _____

Telephone: 03 5568 0551 _____ Mobile: _____

Facsimile: 03 5568 2515 _____ Email: losborne@moyne.vic.gov.au

Name of Funding Recipient: Moyne Shire Council
Address of Funding Recipient: PO Box 51
Suburb: Port Fairy
State: Victoria Postcode: 3284

ABN of Funding Recipient: 69 056 376 923

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: 27 / 7 / 2007 To: 31 / 8 / 2007

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

What milestone does this report relate to: Final Stage _____

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

- Links to G21 profile and forecast websites have been included on Great South Coast website, giving whole Barwon South West profile and forecast.
- Training for senior management and staff on features and use of websites arranged for September 2007
- Members of the public enquiring about LGA demographics have been directed to the websites
- Snapshots of data from websites are included in regular Councillor Bulletins

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).

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.

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

Please complete table for the final income and expenditure for the project.

Project Income	Actual
Grant Amount	\$150,000
Funds from Your organisation	
In kind from Your organisation	\$8,000
Funds from partnering organisations	
In kind from partnering organisation	\$4,500
Other Contributions	
Total Project Income	\$162,500
Project Expenditure	
Staff Training	\$4,000
System design and specification	\$18,000
Professional planning/advice	\$128,000
Community consultations	\$2,000
Project Co-ordination	\$4,000
Project Evaluation	\$1,500
Marketing and Promotion	\$1,000
Launches/Announcements	\$1,000
Printing	\$1,500
Project Management	\$1,500
Total Project Expenditure	\$162,500

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.

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.**

- Acknowledgement of Support of the Victorian Government is included on the front page of each LGA and regional website (example provided with previous progress report)

- Press Releases have acknowledged support of the Victorian Government (example provided with previous progress report)
- Information sessions held for Council staff have acknowledged project is funded by Dept for Victorian Communities Local Area Planning Support Program
- Reference to project in Councillor Bulletins acknowledges support of Victorian Govt LAPSP

Case Study

Please outline a final description of your project from the commencement phase to the completion of the project.

About the project

- The aim of the project was to provide participating Councils with the regional benefits of a cohesive delivery of comprehensive on-line (delivered on the Internet) demographic information products (profile and forecast) across joint municipalities.
- Project partners were Corangamite, Warrnambool City, Southern Grampians, Glenelg and Moyne. Colac data was also incorporated to create a Great South Coast regional product.
- A contract was agreed with .id for project delivery.
- Small areas were determined by each LGA, reflecting communities of interest. The requirement for small areas is that they have a base population of around 2,500 for valid statistical modelling. This was a critical point in the project.
- Individual profile websites were built for each Council, containing LGA and small area information. A Great South Coast regional website was also built to provide consolidated data at a regional level. Each website is individually branded with the Councils' look and feel (logo, colour schemes etc).
- This approach provides each Council with the benefits of autonomous sites, as well as the advantage of regional information, and comparisons within the region.
- The analysis includes 1991 and 1996 Census Data, with 2006 data being incorporated as it becomes available.
- At the same time as the profile websites were being built, work was also commencing on forecast websites. Each Council supplied their own set of data to .id for forecasting. Preliminary forecasts were produced and presented to relevant staff at each LGA for feedback. Additional data and information was incorporated into draft forecasts and final forecasts were produced.
- The final stage of the project involved including links from the regional profile and forecast sites to the G21 sites (and vice versa) for a whole Barwon South West profile and forecast.
- The websites are available not only to local and other levels of government but also to business, investors, community groups, students and the general public.
- Staff training will be taking place in September 2007. It is also planned to also offer training to other proposed users of the data eg water authorities, health providers, other State departments

Outcomes

- Invaluable tool that provides increased understanding of the complexity of our local areas and in particular emerging growth corridors. The products have already provided considerable input into draft strategic plans and the

thorough understanding of the community will assist with community engagement.

- The product provides rigorous forecasting based on locally relevant data. Assumptions were made based on direct feedback from council staff, so are likely to be more accurate than forecasts produced remotely.
- Consistency in the way the data is presented across the region, provides more effective benchmarking – can compare apples with apples.
- Ability to create custom reports and tailor to suit requirements.
- One of the major advantages is the level of *local* content and the local “flavour” of the data. Branding of sites ensures connection with local area.
- Valuable tool for public – very straightforward and easy to navigate, unlike Census which requires fair level of knowledge eg understanding of SLA's .

Key Learnings:

- It is a challenge managing a project with such a large number of project partners. A project of this scale requires a great deal of coordination to keep on track.
- It is very important that all partners have a thorough understanding of the project from the outset and what will be required of them. A lack of initial understanding meant there were delays in determining small area geographies for some Council's, which held up the whole project.
- Now that the project is completed it requires ongoing promotion both within council and the wider community to ensure sites are well utilised. Value of the products will be realised via word of mouth. Given Council's investment in the project we need to make sure it's the primary tool used by staff and community in terms of local area data.
- Training will be key to success of the project. Council staff will be the major users of the sites so we need to make sure they are fully aware of the features and capabilities of the sites.
- Very early days so we haven't seen the benefits in terms of the community yet. Once council staff become trained in the features of the sites, it's expected that they'll pass on their knowledge to the community. Word of mouth will be the most effective way to increase usage.
- The project will achieve better joint planning between State and Local Government by providing a consistent data set across the region. This provides an important framework for policy decision making and planning at a local area level within a regional and state context.

Decisions or Orders (Schedule, clause N)

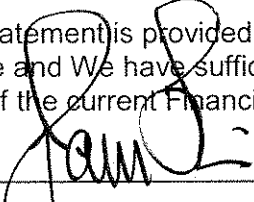
Have You had a decision or order of any court or tribunal made against You or involving You during the reporting period? Yes No

If Yes, please provide a copy.

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

I, GRAHAM SHIELL, 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: GRAHAM SHIELL

Position: CEO

Telephone: 55 680505

Date: 6/9/07

Completed Final Report to be sent to:

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

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