

ANNEXURE 2

PROGRESS 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:

Project Manager's Name: Sandra Wilson

Telephone: 54711771 Mobile: _____

Facsimile: 54711749 Email: s.wilson@mountalexander.vic.gov.au

Name of Funding Recipient: Mount Alexander Shire Council

Address of Funding Recipient: PO Box 185

Suburb: Castlemaine

State: Victoria Postcode: 3450

ABN of Funding Recipient: 12 966 477 062

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)
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).
Votar Partners Pty Ltd	1. Needs analysis	
	2. Specification for software prepared	
Corporate Strategic Systems Pty Ltd	1. Provision of software 2. Provision of training 3. Implementation	Subject to contract agreement.

Have any of the Project and Funding Recipient Details changed? Yes No x
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: 23____ / 7____ / 07____

To: 31 ____ / 3/08

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

What milestone does this report relate to: _____

Milestone four

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. Tender finalised with Corporate Strategic Systems Pty. Ltd appointed to deliver the "CID" product. for both Councils. Software provision included as part of the contract documentation. Implementation and training plans developed and agreed by Councils. Training program has been completed with administrators and end user training will occur in the next two weeks for Mount Alexander and early May for Bendigo. Software has been installed and loaded with Council data ready for end user training. Some strategies have been loaded in addition to capital works, internal audit and program results. Training for risk management will occur in mid April.

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

Yes No x

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.**

Training was planned to be complete during Stage 4 which concludes on 31 March 2008. Some of this training will occur in early April and early May This will impact on the final stage of the project with the final stage report anticipated to now be completed by 30 May 2008, not 30 April 2008 as indicated in the previous stage return.

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%	\$ 36750
2	Needs analysis, community consultation & prepare specification	8 / 12 /06		\$29,400
3	EOI and Award tender Software purchased and installed	30 / 10 /07		\$22,050
4	Develop implementation and training plan. Install and implement plans Training programme complete Software operational	31 / 3 /08		\$29,400
Final Stage	Assessment of project. Performance and evaluation completed Discussion paper prepared. Ongoing collaboration between Bendigo and Mount Alexander Shire Councils established. Completion of project and Final Report submitted.	30 / 04 /08		\$29,400

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 (GST exclusive)

Project Income	Budget	Actual
Grant Amount	147,000	88,200
Funds from Your organisation		
In kind from Your organisation	21,550	20,800
Funds from partnering organisations		
In kind from Your organisation	21,550	20,800
Other Contributions		
Total Project Income	190,000	90,150
Project Expenditure		

<i>Examples</i>		
Project management	15,000	12,000
Marketing, advertising, printing etc	5,100	1,450
Professional Advice	20,000	17,430
Training	25,000	0
Equipment and materials/ infrastructure	110,000	74,308
Project coordination, consultation, research and evaluation	15,000	15,000
Total Project Expenditure	190,000	\$120,188

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.

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 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.**

.At this stage no visuals to accompany the project. _____

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, ...Adrian Robb, 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: Adrian Robb

Position: Chief Executive Officer

Telephone: 54711705

Date: 31 March 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

Telephone: (03) 9208 3622

Fax: (03) 9208 3577

E-mail: Elsie.Alcordo@dvc.vic.gov.au