

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: Swan Hill Mildura GIS Project

Project Manager's Name: Roger Lambert _____

Telephone: 5036 2326___ Mobile: _____

Facsimile: 5036 2340___ Email: rlambert@swanhill.vic.gov.au

Name of Funding Recipient:	Swan Hill Rural City Council
Address of Funding Recipient:	PO Box 488
Suburb:	Swan Hill
State:	Victoria
Postcode:	3585

ABN of Funding Recipient: 97435620016

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:01 / 11 / 2007_ To: 31 / 03 / 2008

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

What milestone does this report relate to: Final Stage – Completion of the Project

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

The GIS is active and in use by council staff and available to the public. More Council staff have access to the GIS and have greater flexibility in viewing relevant data. The public have access to municipality data via online maps for the first time.

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: EVALUATION QUESTIONS

- How the project has made a difference and changed the way council does business?
 - Outcomes (social, environmental, economic)

Council staff can now access data more quickly and efficiently than previously allowing for quicker responses to customer requests. They also have access to additional data not previously available allowing for better informed decision making, particularly in relation to development applications. The GIS data is also available at council sites remote from the main office eg the works depot.
 - Key learning's

The importance of determining the needs of the users before purchasing hardware, software or data.

All council departments were involved in the process of determining the required outputs of the system, as good ideas can come from unexpected sources. This also gives council staff some ownership of the system and increased awareness of its capabilities.
 - Process

A consultant was engaged to workshop with the various council departments to determine their needs and the availability of data. The consultant also recommended software and hardware required to deliver the project.

Hardware and soft ware was purchased and installed by council's own IT staff.

Data was sourced from various government departments, private enterprise and council departments. Copyright issues were negotiated where required.

A further consultant was then engaged to compile the GIS data layers and configure the software to suit the needs of the users.

Finally training was undertaken for both the administrator of the system and the users.

- How the project has worked across Council eg involving different departments and levels of council. Indirectly or through collaboration.

All council departments were consulted during the development of the project in regard to what data they were able to contribute to the GIS and what information they wished to access on the GIS. The GIS has been configured to suit the needs of the users, by providing different data views for the different user groups within Council.

- How the project has contributed to capacity development of council

The project has made spatial information more readily available to all departments of Council and increased the speed and efficiency of response to requests from developers and other customers. The GIS is easier to use and navigate than the previous software, thereby allowing more staff to use the GIS with confidence.

- Critical decision points in the progress of the project.

- What data to include in the GIS
- What software platform to run the system on
- To use separate servers for each council rather than one shared server

- How has the project enabled the council to better engage with the community

The GIS is available on a computer at the front counter of Council offices, so that the community have direct access to the information. It is also available over the Internet and provides a vehicle for Council to distribute spatially related information to the community.

- Case studies/stories

Many Council staff relied on the Engineering Department to compile spatial data for their reports and projects, as they weren't confident in using the previous system. Now that the GIS project is complete, those users feel confident to explore the data and export it themselves in a format they require. This will greatly reduce their dependence on other staff to compile spatial data on their behalf.

- Photos, promotion and newspaper articles etc

A press release has been sent out to the local media but has not yet been published.

- How has the project made a difference to the community and other stakeholders?

- Outcomes (social, environmental, economic):

Through the Internet the community and other stakeholders are now able to easily access spatial data that was previously unavailable to them. The data available currently allows ratepayers to see their rubbish collection day, alcohol exclusion zones in towns, points of interest (eg parks), properties and aerial imagery. As the community becomes more aware of this resource, and more data is added, there will be reduced counter enquiries to produce maps. An added benefit is that visitors and prospective investors from other areas of

the country can investigate the municipality online, which has the capacity to increase tourism and investment in the region.

- Key learning's:

In determining the data to be added to the public area, the Economic Development Department was consulted as to which data was applicable to tourists and investors, which might be considering our region. Consideration was also given to the types of counter requests Council receives for maps and plans, and adding that data to the public portal as well.

Other Council websites (eg. Glenelg Shire) were a good indication of which data should be available over the public portal and how easy to use it is for individuals with no GIS experience.

- Process

The process for developing the public portal on Council's website is the same as the Council section.

- Case studies/stories

As the public portal has just been completed, Council have not received any feedback on its use as yet.

- Photos, promotion and newspaper articles etc:

A press release has been sent out to the local media but has not yet been published.

- Quotes and stories from people who have benefited from the project eg community members:

As the public portal has just been completed, Council have not received any feedback on its use as yet.

- How the project has contributed to capacity development of the community or other stakeholders:

The project has given the community the capacity to explore their region at leisure in their home. Information that was currently available on different pages within the Council website is now available spatially through the public portal in an easy to navigate and flexible manner.

- How has the project enabled the community to better engage with Council?

As the public portal has just been completed, Council have not received any feedback from the public on its use as yet. Council expects that the project will enable the community and its visitors to gain knowledge of the area and its services through the website portal, and allow more information to be circulated to a wider population.

- Recommendations to other Councils who may be undertaking similar projects?

Employ an in house GIS officer before starting the project rather than rely on consultants.

- How the project could have a sector wide implementation?

A similar project could easily be undertaken by other Councils and other businesses with spatial data.

- How State departments are involved in the project?

State and Federal Government departments contributed much of the data used in the GIS project. Landvic a division of the Department of Sustainability and

Environment contributed the base cadastral map, transport map, topographical maps, planning scheme maps and text. The Mallee and North Central Catchment Management Authorities contributed aerial ortho photos, vegetation and flooding maps. The Department of Primary Industry contributed land use maps. Other data was developed by Council.

PART D: 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	131,481
Funds from Your organisation	2,400
In kind from Your organisation	39,281
Funds from partnering organisations	-
In kind from Your organisation	-
Other Contributions	-
Total Project Income	\$173,162
Project Expenditure	
<i>Examples</i>	
Staff Training (Grant)	6,225
GIS Strategic Plan (Grant)	29,465
Software purchase and licensing (Grant)	32,665
Software purchase and licensing (Council funds)	2,400
Hardware purchase and installation (Grant)	42,928
Implementation Consultant (Grant)	20,198
Council Staff (In Kind)	39,281
Total Project Expenditure	\$173,162

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.

The project budget was updated during the course of the project on advice from our consultant, however the final cost has come out very close to the original budget.

PART E: 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.**

The LAPSP has been acknowledged on the website and in press releases

Case Study

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

- Explain the story:

Council required a GIS system that allowed a large range of staff to access spatial data. The staff had a varying levels of skill with the previous GIS program, and needed an easier to use interface with the data. Council also planned to have a mapping capability on the website for the public to access.

To start the process, a consultant was engaged to workshop with various Council departments to determine their needs in terms of data required and its availability. Following the workshops, the consultant recommended software and hardware required to deliver the project.

Council's IT Department purchased and installed the relevant hardware and software.

Data was sourced from various government departments, private enterprise and Council departments. Copyright issues were negotiated where required.

A further consultant was then engaged to compile the GIS data layers and configure the software to suit the needs of the users.

Finally training was undertaken for both the administrator of the system and the users.

The GIS is now fully operational and installed on approx. 50 staff computers, and is available through Council's website.

- Provide relevant background information, in particular whether a specific problem needed to be addressed:

Spatial information was not widely available throughout Council with the previous GIS program and was difficult to use and understand by infrequent users and untrained staff. Council had limited licenses of the program, and the Engineering Department subsequently became spatial data providers for the rest of Council as they had the most expertise with the software and updated most of the Council datasets. Additionally, much of Council's spatial data that should have been available to all staff, was not on the GIS due to lack of skills in the department where the data was maintained.

The new GIS project has allowed many departments to make their data spatially available to Council staff, and where appropriate the public. There has been a large increase in the amount of GIS users within Council, and subsequently a reduction in spatial data requests to the Engineering Department.

- Highlight the milestones and outputs achieved:
 1. Engage a consultant to determine the GIS needs of Council and recommend hardware and software to meet these needs. The consultant produced a report on the scope of the data and GIS system required to meet Council's needs. This milestone was completed 22/06/2007.
 2. Purchase and install hardware and software of the GIS system. Council's IT Department had completed this milestone by 30/10/2007.
 3. Data was gathered from various government and Council departments. This milestone was completed in terms of the data identified by the consultant's report by 30/10/2007. Adding additional data will be ongoing over the life of the GIS system.
 4. A GIS consultant was engaged to configure the GIS system and compile the data layers. This milestone was completed in April 2008.
 5. Training Council staff to use the GIS system was completed in March 2008.

- Highlight the key learning's of the project:

The key learning's of the project were:

- Liase with all end users to determine which data is required on the system
 - Employ a GIS staff member at the beginning of the project to reduce reliance on consultants and gain in-house knowledge of the workings of the system
 - Research other Council's and businesses with GIS public portals to assess ease of use and the requirements of their systems.
- Highlight how the project will achieve better joint planning between State and Local Government:

The public GIS portal on Council's website will allow other government agencies and authorities to access information regarding Council's assets (eg roads and drainage), and services. This will allow greater communication of information through fast and convenient access to spatial data, and allow better planning of infrastructure in the future. Council will encourage other State Government agencies such as water authorities to make their data available for inclusion on the public site.

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 F: DECLARATION AND CERTIFICATION (STATEMENT BY CHIEF EXECUTIVE OFFICER)

I, Dennis Hovenden, 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. the financial information is presented in accordance with the financial Reporting requirements You notified to Us;
- c. 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: Dennis Hovenden.

Position: Chief Executive Officer

Telephone: 03 5036 2333

Date: _____

Completed Final Report to be sent to:

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Senior Policy Officer
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Melbourne Vic 3001

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