

From: Alison Cook <alison.cook@ccgt.com.au>
Sent: Wednesday, 29 April 2015 4:25 PM
To: s22
Cc: Greg Best
Subject: CCGT - Milestone 1 Report - Funding Agreement CDG021
Attachments: First Progress Report_Milestone 1.pdf; Invoices and PO.pdf; Solar Installation Progress as at 300315.JPG; Milestone Inv 1 Commonwealth of Australia.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon,

Please find attached the first progress report on Milestone 1 for funding agreement CDG021 along with the following attachments:

- Invoices along with one purchase order to demonstrate the procurement process has been completed with all final costs confirmed
- Photo demonstrating the progress of the solar installation as at 30 March 2015
- Tax invoice for the first milestone payment

The asset register has been completed as at 31 March 2015 to show the items that we have either partially or fully purchased using our own funds, with the view that we will be utilising the programme funds once received to pay for these items.

In order to maintain the timeframes of the project and ensure the completion milestone is met the decision to temporarily fund these items was made by management in consultation with your office.

If you have any questions or require any further information please feel free to either contact myself or our General Manager, Mr. Greg Best.

Kind Regards,

Alison Cook
Operations Manager

p 02 4353 2655 f 02 4353 4647
 e alison.cook@ccgt.com.au
 a 3 Bounty Close, Tuggerah NSW 2259
 Postal Address: PO Box 3100, Tuggerah NSW 2259

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REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

Progress Reporting – As per the requirements of the Funding Agreement

This template has been provided for the purpose of meeting Your Progress Report reporting requirements under the Funding Agreement (the Agreement). Funding recipients are required to prepare reports using this template.

If Assets have been purchased using funding provided by the Department, You are also required to complete the Asset Register.

Submitting reports

Please submit reports by email to s22 attaching any evidence of progress such as photographs and copies of promotional materials as appropriate.

REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

Programme Name:	Community Development Grants (CDG) Programme
Project Name:	Central Coast Youth Skills and Employment Centres Project
Proponent Name:	Central Coast Group Training Ltd
ID number:	CDG021
Report Date:	First Progress Report on Milestone 1 due 30 April 2015

Please complete the following report and return it via email to:

s22

by:

30 April 2015.

Attach any evidence of progress such as photographs, copies of promotional materials together with any other supporting documentation, as appropriate.

CURRENT AND FUTURE MILESTONES TO BE MET

Milestone Number	Milestone Description (please list all milestone elements)	Date due	Date achieved	Detail the evidence you have provided with this report to demonstrate achievement of each individual Milestone element (e.g. photos, approvals, permits, contracts. Note: all photos need to be labelled and dated). If you have not been able to achieve the Milestone element, refer to Question 2.
1	<ol style="list-style-type: none"> 1. Evidence acceptable to Us that all requirements under item 2.6 of the Schedule and item 3.1 of the Schedule have been met and the following have been achieved: 2. procurement process is completed; 3. final costs have been confirmed; and 4. hardware and software have been ordered. 	31 March 2015		<p>Invoices showing that the final costs have been confirmed and the procurement process has been completed with all items required ordered, please see attachments</p>
2	<ol style="list-style-type: none"> 1. Evidence acceptable to Us that all requirements under item 2.7 of the Schedule and 3.3 of the Schedule have been met and the following has been achieved: 2. the Activity, at Item 1.5 of the Schedule, is complete; 3. the Project, at Item 1.1 of the Schedule, is complete; 4. evidence that all approvals required to enable public access and use of the facility have been met; and 5. the project has been opened to the public and is fully operational. 	30 June 2015		

REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

1. Which Milestones (numbers) will you be reporting on in this report?

Milestone 1

2. If any of your milestone elements that are due to have been achieved by now have not been met, for each one please provide details of:

- a) Why that milestone element has not been achieved;
- b) When you are now expecting that milestone element to be achieved; and,
- c) What impact, if any, this is likely to have on your achievement of your future Milestones?

N/A

3. How is your overall Project progressing and what issues, if any, have you encountered with delivering your Project (consider such things as delays, cost increases, access to resources, climatic conditions)?

Due to the time between the initial funding application and receipt of the agreement some items have either increased or decreased in cost. Overall this has not impacted the delivery of the project we have simply revisited the design of the IT systems to accommodate these changes.

4. Have you obtained the in-kind contributions as outlined in Annexure B of the Agreement?

If NO: why not?

If YES: please provide details of the supplier and nature of the contribution and attach appropriate evidence (e.g. :photos, employment records, etc)

No. All contributions required for this project have been provided for under the budget.

5. Please attach any copies of the following that relate to your project and indicate below what has been attached.

- Published reports Attached
- Promotional material Attached
- Media publicity Attached
- Pamphlets Attached
- Other Attached, please specify

6. If this Progress Report is linked to a payment of *Programme* funding, have you:

• attached a tax invoice requesting your next payment?
If no, why not?

Yes No

Please note that without a Tax Invoice, the Department is unable to make your Milestone payment.

This Progress Report is to be submitted by the Chief Executive Officer, Chief Financial Officer, or a person authorised by your organisation to complete and submit these forms on their behalf.

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Has the funding recipient provided, to our satisfaction, all the information required under the Funding Agreement?

Yes No

Are we satisfied with the progress of the project?

Yes No

If no, what action is to be taken:

Has an Asset Register and Statements of Receipts and Expenditure been submitted?

Yes No

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Comments:
Contract Manager

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STATEMENT OF RECEIPTS AND EXPENDITURE
PROGRAMME FUNDING

For the period: **Date of first expenditure:** 16 February 2015 to **Reporting date:** 31 March 2015

- **GST registered recipients:** report receipts and expenditure exclusive of GST
- **Expenditure:** Report cash payments made in the “Actual Expenditure” column. Commitments should be noted in the “Committed Expenditure” column. (NB: A commitment is defined as a legal obligation by the Funding Recipient to make a financial payment to another entity (such as a contractor) in the future for a portion of the Activity as prescribed in the Milestone descriptions. For the Funding Recipient to be eligible for payment of a Funding instalment, a commitment must be supported by documentation (such as a Schedule of Payments set out in a contract or an invoice) requiring the Funding Recipient to make the financial payment, due during the period prior to the submission of the next Progress Report for which a payment to the Funding Recipient is payable.)
- Please complete shaded fields

Total amount of Funding provided through the Community Development Grants (CDG) Programme to date: Nil

Were any commitments to pay suppliers using Programme funds reported in the last submitted Progress Report?

Yes: No:

Have these payments now been made?

Yes: No:

If “Yes”, please provide evidence of payment of commitment. If “No”, please state the reason below why this commitment has not yet been paid.

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**STATEMENT OF RECEIPTS AND EXPENDITURE
PROGRAMME FUNDING (Cont'd)**

Receipts			\$'s
Programme Funding received			-
Interest on Programme Funds ¹			-
Total receipts:			(A) -
Cost Items as per the Activity Budget in Annexure B of the Agreement	Budgeted Expenditure for the Activity as per the Activity Budget at Annexure B of the Agreement \$	Committed Expenditure \$	Actual Expenditure \$
Purchase and Installation: Computer hardware and software, and Solar PV energy array	\$700,000		
Total, expenditure + commitments:	\$700,000	(B) \$372,506.88	(C) \$330,977.79
Balance, Programme funds on hand (A-(B+C)):			\$703,484.67

¹ Interest earned on Programme Funds as received in your separate bank account or an appropriate allocation.

REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

**STATEMENT OF RECEIPTS AND EXPENDITURE
OTHER CONTRIBUTIONS (EXCLUDING IN-KIND)**

For the period: Date of first expenditure: to Reporting date: 31 March 2015

- **GST registered recipients: report all amounts exclusive of GST**
- **Other Contributors: list the names of the Other Contributors (excluding in-kind) listed in Annexure B of the Agreement**
- **Receipts: report actual cash received to date**
- **Expenditure: report cash payments made + tax invoices held and cleared for payment but not yet paid**

Name of Other Contributor	Cost Item (as per Annexure B of the Agreement)	Value of Other Contributions as per Annexure B of the Agreement \$ GST exclusive	Receipts \$ GST exclusive	Expenditure \$ GST exclusive
N/A	N/A	N/A	N/A	N/A
Total:		N/A		

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Asset Register
As at: Reporting Date: 31 March 2015

Asset description (include barcode or other identifier if appropriate)	Location of Asset and contact officer	Purchase price or total lease cost (\$)	Purchase date or lease commencement date	Type and term of lease	Disposal date and method (and date of disposal approval)	Proportion of asset purchased with Departmental Funds (%)
iMac: SN: C02PD0GDFY14	CCGT – Greg Best	\$3024	10/03/2015	N/A	N/A	No funds received
iMac: SN: C02PD0DXFY14	CCGT – Greg Best	\$3024	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMIPP7HALFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP7GNSFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP714LFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP7HDZFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPPHABFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP7HFOFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP7H9LFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP7HS9FK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP7HBLFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP7CE7FK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP7FQGFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP7HDLFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP7H58FK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN:DMPP7HEAFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received
iPad Air: SN: DMPP7H3WFK11	CCGT – Greg Best	\$489	10/03/2015	N/A	N/A	No funds received

REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

Asset description (include barcode or other identifier if appropriate)	Location of Asset and contact officer	Purchase price or total lease cost (\$)	Purchase date or lease commencement date	Type and term of lease	Disposal date and method (and date of disposal approval)	Proportion of asset purchased with Departmental Funds (%)
Fibre Optic Connectivity	PACNET – Awaiting install	\$57,000	17/03/2015	36 Months	N/A	No funds received
Internet Access Controller	On order with CCTS	\$8,760	24/03/2015	N/A	N/A	No funds received
Firewall Router	On order with CCTS	\$6,965	24/03/2015	N/A	N/A	No funds received
Data Racking / Cabinets	On order with CCTS	\$6,000	24/03/2015	N/A	N/A	No funds received
Uninterruptible Power Supply	On order with CCTS	\$20,000	24/03/2015	N/A	N/A	No funds received
IPKVM – Keyboard Video Mouse	On order with CCTS	\$2,000	24/03/2015	N/A	N/A	No funds received
Core Servers – HP DL380G8	On order with CCTS	\$41,582.40	24/03/2015	N/A	N/A	No funds received
Storage Area Network – HP2040SAN	On order with CCTS	\$46,000	24/03/2015	N/A	N/A	No funds received
Virtualisation: VMWare vSphere 5	On order with CCTS	\$35,000	24/03/2015	N/A	N/A	No funds received
HUB and offsite replication storage	On order with CCTS	\$16,100	24/03/2015	N/A	N/A	No funds received
Network Switches	On order with CCTS	\$20,500	24/03/2015	N/A	N/A	No funds received
Wireless Access Points	On order with CCTS	\$10,999.98	24/03/2015	N/A	N/A	No funds received
36 IP Extensions and Licenses	On order with CCTS	\$12,400	24/03/2015	N/A	N/A	No funds received
Laptops & Security Cabinet	On order with CCTS	\$57,399.80	24/03/2015	N/A	N/A	No funds received
Data Cabling	On order with CCTS	\$15,000	24/03/2015	N/A	N/A	No funds received
Laptop software for training	On order with CCTS	\$2,650	24/03/2015	N/A	N/A	No funds received
iPad Software for training	On order with CCTS	\$4,210	24/03/2015	N/A	N/A	No funds received
Software for IT Equipment	On order with Connecting Up	\$3,428	31/03/2015	N/A	N/A	No funds received
Plan & Design of IT Overlay	CCGT – Greg Best	\$10,080	24/03/2015	N/A	N/A	No funds received
DAIKIN FTXS/RXS95	CCGT – Greg Best	\$3,920	17/03/2015	N/A	N/A	No funds received

REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

Asset description (include barcode or other identifier if appropriate)	Location of Asset and contact officer	Purchase price or total lease cost (\$)	Purchase date or lease commencement date	Type and term of lease	Disposal date and method (and date of disposal approval)	Proportion of asset purchased with Departmental Funds (%)
Solar PV System	Installation in progress	\$80,644	16/02/2015	Buy / Lease 7 Year	N/A	No funds received
Video Conferencing / AV	e-Video – Awaiting install	\$47,628	17/03/2015	N/A	N/A	No funds received
Job Ready	Job Ready – Awaiting install	\$31,090	24/03/2015	N/A	N/A	No funds received
GRC System	Wicecorp – Awaiting install	\$14,500	31/03/2015	N/A	N/A	No funds received
Training Room Set-up	TCDC – Awaiting install	\$11,938	31/03/2015	N/A	N/A	No funds received
Outdoor Training Hub Design	CCGT – Greg Best	\$949.99	04/03/2015	N/A	N/A	No funds received

Programme funding recipients must maintain an asset register of all Assets (as defined in the Agreement). If an Asset is partly purchased using *Programme* funds, you must record the proportion purchased with these funds in the register.

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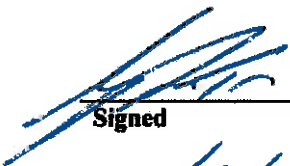
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**REGIONAL PROGRAMMES – PROGRESS REPORTING PACK
CERTIFICATION**

Programme Name:	Community Development Grants (CDG) Programme
Proponent Name:	Central Coast Group Training Ltd
Project Name:	Central Coast Youth Skills and Employment Centres Project


In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure and Regional Development and Central Coast Group Training Ltd for the Central Coast Youth Skills and Employment Centres Project executed on 16 January 2015 (the Agreement), I certify that:

1. All Funding and Other Contributions received was expended for the purpose of the Activity and Project, and expended and held in a manner in accordance with the Agreement; and
2. Salaries and allowances paid to any person involved in the Activity under the Agreement were in accordance with the applicable award or agreement in force under the relevant law on industrial or workplace relations; and
3. All information in this Report is true and correct.



 Signed
 29/4/15

 Date



 Name
 G.M.

 Title

This Progress Report is to be signed by (or, if in electronic form, submitted by) the Chief Executive Officer, Chief Financial Officer, or a person authorised by your organisation to complete and submit these forms on their behalf.

Solar Installation Progress as at 30 March 2015

