

**From:** s22  
**Sent:** Tuesday, 20 January 2015 12:50 PM  
**To:** 'Alison Cook'  
**Cc:** 'greg.best@ccgt.com.au'  
**Subject:** RE: CDG021 Central Coast Youth Skills and Employment Centres Project [SEC=UNCLASSIFIED]  
**Attachments:** CDG021 Funding Agreement.docx; ProgressReportPack.docx

Hi Alison,

The Variation has been approved and attached is a copy of the Funding Agreement with the change you requested. Please also find attached undated Progress 1 Report Pack due on 30 April 2015.

I trust this meets your request.

Regards s22

---

**From:** Alison Cook [<mailto:alison.cook@ccgt.com.au>]  
**Sent:** Tuesday, 20 January 2015 10:37 AM  
**To:** s22  
**Subject:** CDG021 Central Coast Youth Skills and Employment Centres Project

Good morning s22

As discussed with s22 I would like to make a request to amend Milestone 1 within the funding agreement from 'Tender Process' to Procurement Process'. If you need any further information to assist in making the amendment please let me know.

Kind Regards,

Operations Manager

p 02 4353 2655 f 02 4353 4647

e [alison.cook@ccgt.com.au](mailto:alison.cook@ccgt.com.au)

3 Bounty Close, Tuggerah NSW 2259

Postal Address: PO Box 3100, Tuggerah NSW 2259

CAREER ADVICE | RECRUITMENT | GROUP TRAINING | [www.ccgt.com.au](http://www.ccgt.com.au)



This email message, including any attached files, is confidential and intended solely for the use of the individual or entity to whom it is addressed. CCGT prohibits the right to publish, copy, distribute or disclose any information contained in this email, or its attachments, by any party other than the intended recipient. If you have received this email in error please notify the sender and delete it from your system. No employee or agent is authorised to conclude any binding agreement on behalf of CCGT by email. The views or opinions presented in this email are solely those of the author and do not necessarily represent those of CCGT, except where the sender expressly, and with authority, states them to be the views of CCGT. CCGT accepts no liability for any loss or damage arising from the use of this email and recommends that the recipient check this email and any attached files for the presence of viruses.

Please consider the environment before printing this e-mail



## **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 [william.deyegbe@infrastructure.gov.au](mailto:william.deyegbe@infrastructure.gov.au), attaching any evidence of progress such as photographs and copies of promotional materials as appropriate.

**REGIONAL PROGRAMMES – PROGRESS REPORTING PACK**

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

Please complete the following report and return it via email to: s22 y:  
**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"> <li>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:</li> <li>2. procurement process is completed;</li> <li>3. final costs have been confirmed; and</li> <li>4. hardware and software have been ordered.</li> </ol>	31 March 2015		
2	<ol style="list-style-type: none"> <li>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:</li> <li>2. the Activity, at Item 1.5 of the Schedule, is complete;</li> <li>3. the Project, at Item 1.1 of the Schedule, is complete;</li> <li>4. evidence that all approvals required to enable public access and use of the facility have been met; and</li> <li>5. the project has been opened to the public and is fully operational.</li> </ol>	30 June 2015		

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

Milestone 1

**REGIONAL PROGRAMMES – PROGRESS REPORTING PACK**

41

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

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)?

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)

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? Yes  No
- If no, why not?

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.*

For Office Use Only	
Has the funding recipient provided, to our satisfaction, all the information required under the Funding Agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are we satisfied with the progress of the project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, what action is to be taken	
Has an Asset Register and Statements of Receipts and Expenditure been submitted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments	
Contract Manager	

40

## REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

**REGIONAL PROGRAMMES – PROGRESS REPORTING PACK**

39

**STATEMENT OF RECEIPTS AND EXPENDITURE  
PROGRAMME FUNDING**

**For the period: Date of first expenditure:                      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.**

---

---

38

**REGIONAL PROGRAMMES – PROGRESS REPORTING PACK**

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

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

<sup>1</sup> Interest earned on Programme Funds as received in your separate bank account *or* an appropriate allocation.



**REGIONAL PROGRAMMES – PROGRESS REPORTING PACK**

37

**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		

**REGIONAL PROGRAMMES – PROGRESS REPORTING PACK**

296

**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 (%)

*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.

35

**REGIONAL PROGRAMMES – PROGRESS REPORTING PACK**

**CERTIFICATION**

<b>Programme Name:</b>	Community Development Grants (CDG) Programme
<b>Proponent Name:</b>	Central Coast Group Training Ltd
<b>Project Name:</b>	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**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**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.*

---

---

