

Camms.

Project Charter Report



Project Background

Project Objective

Council Plan Linkage

Primary Strategy:
Develop and promote active and passive sport and recreation opportunities for all ages

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

Provide budget to complete detailed design and construction documentation in 2014/15 to support grant funding application and construction in 2015/16. Project to be completed by November 2015 in readiness for IDW in 2016.

Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
	Construction Contractor	
	Council Members	
	Local Community	
	Suppliers	

Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	2120 - Capitalised Labour	\$524,000	\$658,000
	2165 - PPE	\$900,000	\$1,152,000
	2247 - Materials	\$25,000	\$50,000
	2621 - Consultants	\$45,600	\$25,000
	2650 - Legal Expenses	\$10,000	\$10,000
Income	1606 - Grants Non Recurrent - State	\$-250,000	\$-350,000
	Approved Project Budget	\$-707,890	
		\$546,710	\$1,545,000

Ongoing Expenses

		18/19	19/20
Budget Type	Budget Line	\$	\$
Expenditure	Ongoing Expenses - Capitalised Lab	\$25,000	\$25,650
	Ongoing Expenses - Consultants	\$35,000	\$45,000
	Ongoing Expenses - Contractors	\$85,000	\$90,000
	Ongoing Expenses - Materials	\$250,000	\$300,000
		\$395,000	\$460,650

Source of Funds

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	10 - Municipal Cash	\$15,000	\$20,000
		\$15,000	\$20,000

Project Documents

Title	Type	Filename/URL		Description
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Project Governance

Name	Position	Description
Allison Davies	Project Sponsor	Project Sponsor
Jack Watts	General Position	General Position
Mary Jane	Task Owner	Task Owner
Richard Jennings	Project Owner	Project Owner has full access to the Project

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

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Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project introduction, Confirmation of Objectives, Affirmation of Scope, Identification of Resources etc.

Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	2211 - Contractors	\$85,000	\$96,000
	2247 - Materials	\$12,000	
	Construction (CO)	\$56,000	\$85,000
	Contingency (CT)	\$85,000	\$65,000
Income	Approved Project Budget	\$-45,000	\$-54,000
		\$193,000	\$192,000

Ongoing Expenses

		18/19
Budget Type	Budget Line	\$
Expenditure	Maintenance Cost	\$54,000
	Operational Cost	\$55,400
		\$109,400

Source of Funds

Project Documents

Title	Type	Filename/URL	Type	Description
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Project Governance

Name	Position	Description
David Murray	General Position	General Position
David Murray	Task Owner	Task Owner
Faye Stanley	General Position	General Position
Jenny Smith	Project Owner	Project Owner has full access to the Project
Joe Smith	General Position	General Position
Mary Jane	General Position	General Position
Tom Jones	Primary Project Sponsor	Primary Project Sponsor

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

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Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
	Construction Contractor	
	Council Members	
	Local Community	
	Suppliers	

Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	2120 - Capitalised Labour	\$524,000	\$658,000
	2165 - PPE	\$900,000	\$1,152,000
	2247 - Materials	\$25,000	\$50,000
	2621 - Consultants	\$45,600	\$25,000
	2650 - Legal Expenses	\$10,000	\$10,000
Income	1606 - Grants Non Recurrent - State	\$-250,000	\$-350,000
	Approved Project Budget	\$-800,000	
	Renewal & Compliance Projects - Renewal Programs Identified Through Audit	\$-500,000	
		\$-45,400	\$1,545,000

Ongoing Expenses

		17/18	18/19	19/20
Budget Type	Budget Line	\$	\$	\$
Expenditure	Ongoing Expenses - Capitalised Lab		\$350,000	\$450,000
	Ongoing Expenses - Consultants		\$2,500	\$3,500
	Ongoing Expenses - Contractors	\$75,000	\$35,000	\$35,000
	Ongoing Expenses - Materials	\$20,000	\$87,000	\$49,000
		\$95,000	\$474,500	\$537,500

Source of Funds

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	10 - Municipal Cash	\$15,000	\$20,000
		\$15,000	\$20,000

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Allison Davies	Project Sponsor	Project Sponsor
Amy Stevens	Task Owner	Task Owner
Catherine Allan	General Position	General Position
Faye Stanley	Project Owner	Project Owner has full access to the Project
Jack Watts	Primary Project Sponsor	Primary Project Sponsor
Jennifer Rance	Primary Project Sponsor	Primary Project Sponsor
Mary Jane	General Position	General Position

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Secondary Strategies:
Develop and promote active and passive sport and recreation opportunities for all ages

Business Case

Business Case – Option A (Do nothing)

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Business Case – Recommended Option

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Business Case – Justification for Choice

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Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	2120 - Capitalised Labour	\$560,000	\$50,000
	2165 - PPE	\$450,000	\$87,885
	2211 - Contractors	\$99	\$25,000
	2247 - Materials	\$487,500	
Income	1606 - Grants Non Recurrent - State	\$-560,000	\$-15,420
	Capital Works - PDP- Ben Kavenagh Reserve - Pavilion upgrade	\$-487,500	\$-63,250
	Renewal & Compliance Projects - Kitchen & Bathroom Minor Refurbs	\$-450,000	\$-45,250
	Renewal & Compliance Projects - Renewal Programs Identified Through Audit	\$-785,000	\$-35,250
		\$-784,901	\$3,715

Ongoing Expenses

		18/19
Budget Type	Budget Line	\$
Expenditure	Maintenance Cost	\$1,522,222
	Operational Cost	\$2,633,350
		\$4,155,572

Source of Funds

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Allison Davies	Task Owner	Task Owner
Carlene James	Task Owner	Task Owner
Cory Klein	Project Owner	Project Owner has full access to the Project
David Murray	Primary Project Sponsor	Primary Project Sponsor
Joe Smith	General Position	General Position

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:
Provide earlier and easier access to more useful and reliable financial information

Secondary Strategies:
Increase program efficiencies by reducing reporting burdens

Business Case

Business Case – Option A (Do nothing)

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Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		14/15	15/16	16/17	17/18	18/19	19/20
Budget Type	Budget Line	\$	\$	\$	\$	\$	\$
Expenditure	2165 - PPE	\$0	\$5,000	\$10,000	\$10,000	\$10,000	\$0
	2650 - Legal Expenses	\$0	\$70,000	\$140,000	\$140,000	\$140,000	
	Contingency (CT)	\$0	\$124,000	\$248,000	\$248,000	\$248,000	
Income	1606 - Grants Non Recurrent - State	\$0	\$-20,000	\$-40,000	\$-40,000	\$-40,000	
		\$0	\$179,000	\$358,000	\$358,000	\$358,000	\$0

Ongoing Expenses

		19/20	28/29	29/30
Budget Type	Budget Line	\$	\$	\$
Expenditure	Maintenance Cost	\$500,000	\$0	\$0
	Operational Cost	\$150,000	\$0	\$0
		\$650,000	\$0	\$0

Source of Funds

		15/16	16/17	17/18	18/19
Budget Type	Budget Line	\$	\$	\$	\$
Expenditure	10 - Municipal Cash	\$20,000	\$20,000	\$20,000	\$20,000
		\$20,000	\$20,000	\$20,000	\$20,000

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Jack Watts	Action Owner	Responsible person of the Interplan Action
Joe Smith	Project Owner	Project Owner has full access to the Project
Samara Rhodes	Primary Project Sponsor	Primary Project Sponsor

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

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Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
	Construction Contractor	
	Council Members	
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	2120 - Capitalised Labour	\$524,000	\$658,000
	2165 - PPE	\$900,000	\$1,152,000
	2247 - Materials	\$25,000	\$50,000
	2621 - Consultants	\$45,600	\$25,000
	2650 - Legal Expenses	\$10,000	\$10,000
Income	1606 - Grants Non Recurrent - State	\$-250,000	\$-350,000
		\$1,254,600	\$1,545,000

Ongoing Expenses

		19/20
Budget Type	Budget Line	\$
Expenditure	Ongoing Expenses - Capitalised Lab	\$50,000
	Ongoing Expenses - Consultants	\$87,990
	Ongoing Expenses - Contractors	\$29,850
		\$167,840

Source of Funds

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	10 - Municipal Cash	\$15,000	\$20,000
		\$15,000	\$20,000

Project Documents				
Title	Type	Filename/URL		Description

Project Governance		
Name	Position	Description
Allison Davies	Project Sponsor	Project Sponsor
Jack Watts	General Position	General Position
Jennifer Rance	Primary Project Sponsor	Primary Project Sponsor
Joe Smith	Project Owner	Project Owner has full access to the Project
John Doe	Primary Project Sponsor	Primary Project Sponsor
Mary Jane	Task Owner	Task Owner

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:
Increase program efficiencies by reducing reporting burdens

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

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Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

Ongoing Expenses

Source of Funds

Project Documents			
Title	Type	Filename/URL	Description

Project Governance		
Name	Position	Description
Joe Smith	Project Owner	Project Owner has full access to the Project
John Wayne	Primary Project Sponsor	Primary Project Sponsor

Project Background

Atlantis Reserve is a space for everyone. Incorporating universal design principles during the design phase, ensures access for all ages and abilities. Council’s design team was assisted by experts from Sport and Recreation Victoria. Colourful and gently sloped pathways, allow intuitive movement and assist those with limited vision and mobility. A range of seating harnesses on the five-way swing and double flying fox, provide an immersive and shared experience. Softfall rubber pathways connect a range of play equipment, including Dutch disc spinner, birds nest swing and in-ground trampolines. Smaller accessible paths weave and explore through shrubs, plantings and running water. The raised sandpit provides wheelchair access, and allows use of water spiral and mini sluice gate. The play space areas provide stimulating and challenging environments for all ages and abilities, and include water elements, climbing rope, a double flying fox and swings. A water play area reflects the former use of the site. There are active sports areas as well as passive spots for relaxation, picnic shelters and barbeque facilities — offering a range of opportunities for the whole community.

Project Objective

To minimise energy usage across the City of Atlantis by improving design principles and reducing consumption of energy levels by increasing efficiency in usage.

Council Plan Linkage

Primary Strategy:
Implement a program of continuous improvement in service delivery

Secondary Strategies:
Promote sporting, recreation and leisure facilities and programs in the District
Provide the correct tools and methodologies to improve accuracy, integrity, and consistency of financial data
Sustainably manage our waste, water, energy use and facilities and investigate opportunities to reduce their impacts on our environment

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

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Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
External Stakeholders	The need to be kept informed on community proceedings.	Issuing press release on a monthly basis on community upgrades and proceedings.
Internal Stakeholders	Consultative	Consultation sessions, data (feedstock locations/volumes), face to face meetings
Internal Stakeholders	Consultative	Consultation sessions/briefings/face to face meetings. Identify companies ready to invest

Project Scope

Problem Statement

Local Government requires the Council to have a Long Term Plan. The purpose of a Long Term Plan is to: a) describe the activities of the local authority; and b) describe the community outcomes of the local authority's district or region; and c) provide integrated decision-making and co-ordination of the resources of the local authority; and d) provide a long-term focus for the decisions and activities of the local authority; and e) provide a basis for accountability of the local authority to the community; and f) provide an opportunity for participation by the public in decision-making processes on activities to be undertaken by the local authority.

Elected members, the organisation and the community need to engage with the plan, which also needs to satisfy legislative and audit requirements. This project is to prepare Long Term Plan for the 2019 - 2025 period. The project will incorporate a number of work streams which will be led by various staff members. The work streams form the core building blocks of the Long Term Plan and will inform the body of the document. The project will be initiated in February 2019 the plan must be adopted ready to take effect on 1 July 2019.

Expected Outputs

The key deliverables for this project are: - Prepare the Long Term Plan - Final draft completed before 31 May 2019. - Ensure the plan satisfies legislative and audit requirements. - Adopt by 30 June 2015 There will be key deliverables that relate to each work stream that will be identified in each work stream execution plan. These work stream execution plans will be developed once each work stream is established and a lead for each work stream identified.

In Scope

The following items have been included in the scope of this project: - Setting budget allocations for the 2021 - 2022 financial years - Setting the work programme for the 2021 - 2022 financial years - Consultation and engagement with communities on the priority projects, the overall work programme and budget allocations - Describing the community outcomes for the district - Setting the strategic direction - Setting levels of service and performance measures

Out of Scope

The following items have been excluded from the scope of this project: - Amending levels of service, budgets, the work programme and performance measures for the 2019/20 financial year - Amending plans and strategies

Critical Success Factors

All workstreams are completed on time

Project Cost Estimates

Preliminary Budget

		18/19	19/20	20/21	21/22
Budget Type	Budget Line	\$	\$	\$	\$
Expenditure	2120 - Capitalised Labour	\$100,000	\$100,000	\$110,000	\$110,000
	2247 - Materials	\$400,000	\$120,000	\$120,000	\$120,000
Income	1606 - Grants Non Recurrent - State	\$-287,000	\$-142,000	\$-469,000	\$-422,000
	Reimbursement Income - Developers	\$-20,000	\$-17,100	\$-33,200	\$-20,500
		\$193,000	\$60,900	\$-272,200	\$-212,500

Ongoing Expenses

		21/22	22/23	23/24	24/25
Budget Type	Budget Line	\$	\$	\$	\$
Expenditure	Ongoing Expenses - Consultants	\$50,000	\$57,000	\$56,000	\$54,500
	Operational Cost	\$100,000	\$113,500	\$125,000	\$120,000
		\$150,000	\$170,500	\$181,000	\$174,500

Source of Funds

		18/19	19/20	20/21	21/22
Budget Type	Budget Line	\$	\$	\$	\$
Expenditure	10 - Municipal Cash	\$65,000	\$57,000	\$76,000	\$49,000
	Federal Grant	\$300,000	\$300,000	\$300,000	\$200,000
		\$365,000	\$357,000	\$376,000	\$249,000

Project Documents

Title	Type	Filename/URL	Description
Government Grant Application 11-20	MS Word Document	Government Grant Application 11-20.docx	A copy of the grant application to the government.
Option B - Budget proposal	MS Excel Spreadsheet	Option B - Budget proposal.xlsx	Budget proposal for Option B from finance.

Project Governance

Name	Position	Description
Faye Stanley	Task Owner	
Jack Watts	Primary Project Sponsor	Primary Project Sponsor
Joe Smith	Project Owner	Project Owner has full access to the Project

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Provide earlier and easier access to more useful and reliable financial information

Secondary Strategies:

Actively engage with the community to inform decision making and improve conversations within the community
Administer laws and ensure compliance with statutory obligations
Advocate and plan for population growth and diverse residential and economic development in a sustainable manner
Advocate for appropriate lighting in streets and public places
Advocate for health and family support services
Advocate for medical and hospital services within the region
Be innovative in the management of City operations, services, staff and resources to create a resilient and financially stable Shire
Build skills, capacity and partnerships across the whole community to work towards a self sustaining Shire
Coordinated approach to local and regional water resource management, including drainage
Create and maintain a safe environment for the community
Create and strengthen partnerships to advocate for and deliver community facilities, and services and major infrastructure
Develop and promote active and passive sport and recreation opportunities for all ages
Educate the community on ways to use our environment responsibly and build environmental awareness
Encourage and promote the use of good agricultural land for food production
Ensure Councillors are representative of the community and provide strong and visionary leadership
Ensure essential services and infrastructure are aligned to community needs now and in the future
Facilitate and promote arts and cultural activities for all ages
Facilitate improved access to health and welfare programs and education opportunities in the City
Implement a program of continuous improvement in service delivery
Increase program efficiencies by reducing reporting burdens
Investigate and promote housing development
Maintain a clear, transparent and ethical decision making process
Manage environmental health risks in the Council
Plan for and adapt to changes in our climate and the impacts of increased water and energy vulnerability
Prepare a townsite strategy for long term growth
Promote and support planning and activities that encourage a safe and responsible community
Promote effective water management practices
Promote release of serviced industrial, commercial and residential land
Promote sporting, recreation and leisure facilities and programs in the District
Provide administrative support to City for Governance functions
Provide equitable access for all users to our environment while balancing the protection of natural assets
Provide the correct tools and methodologies to improve accuracy, integrity, and consistency of financial data
Review and begin implementing the Common Risk Assessment Framework
Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting their role
Support community education and promotion of energy and water efficiency
Support crime prevention programs
Support development of a Regional Economic Development Strategy
Support the community in emergency and fire management planning, preparedness, response and recovery
Sustainably manage our waste, water, energy use and facilities and investigate opportunities to reduce their impacts on our environment
Work cooperatively with other Councils

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

Provide budget to complete detailed design and construction documentation in 2014/15 to support grant funding application and construction in 2015/16. Project to be completed by November 2015 in readiness for IDW in 2016.

Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates		
Preliminary Budget		
Ongoing Expenses		
Source of Funds		

		19/20
Budget Type	Budget Line	\$
Expenditure	10 - Municipal Cash	\$50
	20 - Infrastructure Reserve	\$50
	30 - Fleet Reserve	\$50
		\$150

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Allison Davies	Action Owner	Responsible person of the Interplan Action
Joe Smith	Project Owner	Project Owner has full access to the Project
Richard Jennings	Primary Project Sponsor	Primary Project Sponsor

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:
Provide the correct tools and methodologies to improve accuracy, integrity, and consistency of financial data

Secondary Strategies:
Increase program efficiencies by reducing reporting burdens
Provide earlier and easier access to more useful and reliable financial information

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

Provide budget to complete detailed design and construction documentation in 2014/15 to support grant funding application and construction in 2015/16. Project to be completed by November 2015 in readiness for IDW in 2016.

Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
External Stakeholders	Encouraging families to learn about the Australian bush and how they can enjoy nature and contribute to a healthier environment	Collaborating with Horticulture and Sustainable Monash to educate and enable participants to enjoy the bush environment without negatively impacting on it.
External Stakeholders	Providing knowledge of the land, connecting to traditional culture and sustainability for the future	Through direct contact with families, children and facilitators in both the centres and the bushland reserves
Internal Stakeholders	Coordination of support services to early childhood and family programs	Supporting pre-schools and centres such as the Cabena Child & Family Centre to offer a bush kinder as part of their programs
Internal Stakeholders	Educate and engage the community on increasing the biodiversity values of Council reserves and private properties	To ensure children and families understand the importance of a healthy natural environment

Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19	19/20	20/21	21/22
Budget Type	Budget Line	\$	\$	\$	\$	\$
Expenditure	2120 - Capitalised Labour	\$78,500	\$74,500	\$45,800	\$45,680	\$74,800
	2211 - Contractors	\$45,800	\$41,200	\$35,000	\$47,800	\$44,500
	2247 - Materials	\$35,800	\$45,280	\$47,850	\$41,250	\$74,580
Income	1606 - Grants Non Recurrent - State	\$-152,500	\$-35,200	\$-398,500	\$-35,280	\$-52,000
	1699 - Contributions Non Recurrent - Other Organisations	\$-125,000	\$-135,000	\$-145,000	\$-17,500	\$-350,000
	Approved Project Budget	\$-200,000	\$-152,000	\$-250,000	\$-352,000	\$-355,000
		\$-317,400	\$-161,220	\$-664,850	\$-270,050	\$-563,120

Ongoing Expenses

		21/22
Budget Type	Budget Line	\$
Expenditure	Ongoing Expenses - Capitalised Lab	\$25,000
	Operational Cost	\$35,000
		\$60,000

Source of Funds

		17/18	18/19	19/20	20/21	21/22
Budget Type	Budget Line	\$	\$	\$	\$	\$
Expenditure	10 - Municipal Cash	\$35,250	\$24,100	\$14,500	\$17,850	\$25,000
	30 - Fleet Reserve	\$21,450	\$75,000	\$24,780	\$45,822	\$14,520
		\$56,700	\$99,100	\$39,280	\$63,672	\$39,520

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Allison Davies	Project Sponsor	Project Sponsor
Amy Stevens	Task Owner	Task Owner
Faye Stanley	Task Owner	
Jack Watts	Project Owner	Project Owner has full access to the Project
John Wayne	Primary Project Sponsor	Primary Project Sponsor

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

Provide budget to complete detailed design and construction documentation in 2014/15 to support grant funding application and construction in 2015/16. Project to be completed by November 2015 in readiness for IDW in 2016.

Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	2211 - Contractors	\$55,897	\$52,500
	2650 - Legal Expenses		\$147,000
Income	1606 - Grants Non Recurrent - State	\$-120,000	\$-105,000
	Approved Project Budget	\$-75,000	\$-98,520
		\$-139,103	\$-4,020

Ongoing Expenses

		18/19
Budget Type	Budget Line	\$
Expenditure	Maintenance Cost	\$350,000
	Operational Cost	\$252,200
		\$602,200

Source of Funds

Project Documents				
Title	Type	Filename/URL		Description

Project Governance		
Name	Position	Description
Allison Davies	Task Owner	Task Owner
Amy Stevens	Task Owner	Task Owner
Carlene James	Task Owner	Task Owner
Catherine Allan	Task Owner	Task Owner
Cory Klein	Task Owner	Task Owner
David Murray	Task Owner	Task Owner
Faye Stanley	Task Owner	Task Owner
Jack Collins	Task Owner	Task Owner
Jack Watts	Task Owner	Task Owner
Jason Gardner	Task Owner	Task Owner
Jenny Doe	Project Owner	Project Owner has full access to the Project
Nathan Roberts	Primary Project Sponsor	Primary Project Sponsor

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Secondary Strategies:
Increase program efficiencies by reducing reporting burdens

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
	PGR completed, approved and registered	
	PGR completed, approved and registered.	
	Project Initiation Report Complete, Project Charter approved.	
	Project introduction, Confirmation of Objectives, Affirmation of Scope, Identification of Resources etc.	
	Review of Project Status. Update of project risks, recommendations for project issues.	
	To advise of proposed works and to confirm most appropriate timing	
	To enquire about proposed works within private parking area	
	Update of Project details including Budget, Schedule, Changes, Issues & Risks etc.	

Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	2120 - Capitalised Labour	\$150,000	\$180,000
	2165 - PPE	\$267,000	\$367,500
	2211 - Contractors	\$85,000	\$75,000
	2247 - Materials	\$350,000	\$450,000
	2621 - Consultants	\$50,000	\$50,000
Income	Approved Project Budget	\$-450,000	\$-758,000
		\$452,000	\$364,500

Ongoing Expenses

		19/20
Budget Type	Budget Line	\$
Expenditure	Maintenance Cost	\$55,000
	Operational Cost	\$45,780
		\$100,780

Source of Funds

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Carlene James	General Position	General Position
Jason Gardner	Task Owner	Task Owner
Joe Smith	Project Owner	General Position
John Doe	Task Owner	Task Owner
Lynda Cull	Task Owner	Task Owner
Nathan Roberts	Task Owner	Task Owner
Sean Arnold	Primary Project Sponsor	Primary Project Sponsor

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:
Increase program efficiencies by reducing reporting burdens

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

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Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		18/19
Budget Type	Budget Line	\$
Expenditure	2120 - Capitalised Labour	\$10,000
	2211 - Contractors	\$35,000
Income	Approved Project Budget	\$-17,500
	Reimbursement Income - Developers	\$-25,000
		\$2,500

Ongoing Expenses

		18/19
Budget Type	Budget Line	\$
Expenditure	Maintenance Cost	\$36,500
	Operational Cost	\$56,000
		\$92,500

Source of Funds

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
John Doe	Project Owner	Project Owner has full access to the Project
John Wayne	Primary Project Sponsor	Primary Project Sponsor

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

Provide budget to complete detailed design and construction documentation in 2014/15 to support grant funding application and construction in 2015/16. Project to be completed by November 2015 in readiness for IDW in 2016.

Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	2165 - PPE	\$25,650	\$45,050
	2211 - Contractors	\$25,750	\$55,400
Income	Approved Project Budget	\$-65,500	\$-85,250
		\$-14,100	\$15,200

Ongoing Expenses

		18/19
Budget Type	Budget Line	\$
Expenditure	Maintenance Cost	\$56,900
	Operational Cost	\$33,600
		\$90,500

Source of Funds

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	20 - Infrastructure Reserve	\$75,000	\$75,000
		\$75,000	\$75,000

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Allison Davies	Primary Project Sponsor	Primary Project Sponsor
Jenny Doe	Project Owner	Project Owner has full access to the Project

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
	Construction Contractor	
	Council Members	
	Local Community	
	Suppliers	

Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	2120 - Capitalised Labour	\$524,000	\$968,500
	2165 - PPE	\$900,000	\$2,190,800
	2247 - Materials	\$25,000	\$802,000
	2621 - Consultants	\$45,600	\$50,000
	2650 - Legal Expenses	\$10,000	\$10,000
Income	1606 - Grants Non Recurrent - State	\$-250,000	\$-1,315,000
	Capital Works - PDP- Ben Kavenagh Reserve - Pavilion upgrade	\$-1,600,000	
		\$-345,400	\$2,706,300

Ongoing Expenses

		18/19	19/20
Budget Type	Budget Line	\$	\$
Expenditure	Ongoing Expenses - Capitalised Lab	\$25,000	\$78,900
	Ongoing Expenses - Consultants	\$35,600	\$65,220
	Ongoing Expenses - Contractors	\$75,800	\$3,000
	Ongoing Expenses - Materials	\$98,000	\$14,520
		\$234,400	\$161,640

Source of Funds

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	10 - Municipal Cash	\$15,000	\$20,000
		\$15,000	\$20,000

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Allison Davies	Project Sponsor	Project Sponsor
Amy Stevens	Project Owner	Project Owner has full access to the Project
Jack Watts	General Position	General Position
Mary Jane	Task Owner	Task Owner

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

Ongoing Expenses

Source of Funds

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Amy Stevens	Primary Project Sponsor	Primary Project Sponsor
Carlene James	Task Owner	Task Owner
Joe Smith	Project Owner	Project Owner has full access to the Project

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:
Increase program efficiencies by reducing reporting burdens

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		18/19
Budget Type	Budget Line	\$
Expenditure	2165 - PPE	\$25,000
	2247 - Materials	\$22,500
Income	1606 - Grants Non Recurrent - State	\$-25,000
	Approved Project Budget	\$-30,000
		\$-7,500

Ongoing Expenses

		19/20
Budget Type	Budget Line	\$
Expenditure	Maintenance Cost	\$87,000
	Operational Cost	\$150,000
		\$237,000

Source of Funds

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Amy Stevens	Project Owner	Project Owner has full access to the Project
Mary Jane	Primary Project Sponsor	Primary Project Sponsor

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:
Increase program efficiencies by reducing reporting burdens

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

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Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		19/20
Budget Type	Budget Line	\$
Expenditure	2120 - Capitalised Labour	\$14,500
	2165 - PPE	\$27,890
	2247 - Materials	\$26,500
Income	Approved Project Budget	\$-31,500
	Capital Works - PDP- Ben Kavenagh Reserve - Pavilion upgrade	\$-25,000
		\$12,390

Ongoing Expenses

Source of Funds

Project Documents

Title	Type	Filename/URL	Type	Description
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Project Governance

Name	Position	Description
Joe Smith	Project Owner	Project Owner has full access to the Project
John Wayne	Primary Project Sponsor	Primary Project Sponsor

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:
Provide the correct tools and methodologies to improve accuracy, integrity, and consistency of financial data

Secondary Strategies:
Increase program efficiencies by reducing reporting burdens
Investigate and promote housing development
Provide earlier and easier access to more useful and reliable financial information

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
	Construction Contractor	
	Council Members	
	Local Community	
	Suppliers	

Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19	19/20
Budget Type	Budget Line	\$	\$	\$
Expenditure	2120 - Capitalised Labour	\$524,000	\$743,000	\$50,000
	2165 - PPE	\$900,000	\$1,252,000	\$85,000
	2247 - Materials	\$25,000	\$120,000	\$135,000
	2621 - Consultants	\$45,600	\$65,500	\$120,000
	2650 - Legal Expenses	\$10,000	\$57,500	\$125,000
Income	1606 - Grants Non Recurrent - State	\$-250,000	\$-1,210,000	\$-1,230,000
	Approved Project Budget	\$-1,000,000	\$-135,000	\$-135,000
		\$254,600	\$893,000	\$-850,000

Ongoing Expenses

		17/18	19/20	20/21
Budget Type	Budget Line	\$	\$	\$
Expenditure	Maintenance Cost		\$156,000	\$415,952
	Ongoing Expenses - Capitalised Lab	\$5,000	\$21,552	\$690,404
	Ongoing Expenses - Consultants	\$5,000	\$154,252	\$891,352
	Ongoing Expenses - Contractors	\$25,000	\$356,900	\$356,852
	Ongoing Expenses - Materials	\$15,000	\$25,000	\$346,052
		\$50,000	\$713,704	\$2,700,612

Source of Funds

		17/18	18/19	19/20
Budget Type	Budget Line	\$	\$	\$
Expenditure	10 - Municipal Cash	\$1,000,000	\$88,500	\$94,780
		\$1,000,000	\$88,500	\$94,780

Project Documents

Title	Type	Filename/URL	Description
Monthly Report - April 2020	Plain Text Document	Sample Report.txt	Please review and approve this monthly update for PR1

Project Governance

Name	Position	Description
Amy Stevens	Project Sponsor	Project Sponsor
Carlene James	Task Owner	Task Owner
Catherine Allan	Task Owner	Task Owner
David Murray	Task Owner	Task Owner
Faye Stanley	Task Owner	Task Owner
Jack Watts	General Position	General Position
Jason Gardner	Task Owner	Task Owner
Jennifer Rance	Primary Project Sponsor	Primary Project Sponsor
Jenny Doe	Task Owner	Task Owner
Joe Smith	Project Owner	Project Owner has full access to the Project
John Doe	Task Owner	
Karen Miller	Task Owner	
Mary Jane	Task Owner	
Monica Harris	Task Owner	
Nathan Roberts	Task Owner	

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Provide the correct tools and methodologies to improve accuracy, integrity, and consistency of financial data

Secondary Strategies:

Increase program efficiencies by reducing reporting burdens

Investigate and promote housing development

Provide earlier and easier access to more useful and reliable financial information

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

Provide budget to complete detailed design and construction documentation in 2014/15 to support grant funding application and construction in 2015/16. Project to be completed by November 2015 in readiness for IDW in 2016.

Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
	Construction Contractor	
	Council Members	
	Local Community	
	Suppliers	

Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19	19/20
Budget Type	Budget Line	\$	\$	\$
Expenditure	2120 - Capitalised Labour	\$524,000	\$658,000	\$78,500
	2165 - PPE	\$900,000	\$1,152,000	\$35,000
	2247 - Materials	\$25,000	\$50,000	\$65,800
	2621 - Consultants	\$45,600	\$25,000	\$63,000
	2650 - Legal Expenses	\$10,000	\$10,000	\$74,500
Income	1606 - Grants Non Recurrent - State	\$-250,000	\$-350,000	\$-154,850
	Approved Project Budget	\$-1,000,000	\$-152,330	\$-154,850
		\$254,600	\$1,392,670	\$7,100

Ongoing Expenses

		17/18	19/20
Budget Type	Budget Line	\$	\$
Expenditure	Maintenance Cost		\$156,000
	Ongoing Expenses - Capitalised Lab	\$5,000	\$21,552
	Ongoing Expenses - Consultants	\$5,000	\$154,252
	Ongoing Expenses - Contractors	\$25,000	\$356,900
	Ongoing Expenses - Materials	\$15,000	\$25,000
		\$50,000	\$713,704

Source of Funds

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	10 - Municipal Cash	\$1,000,000	\$20,000
		\$1,000,000	\$20,000

Project Documents				
Title	Type	Filename/URL	Description	

Project Governance		
Name	Position	Description
Allison Davies	Task Owner	Task Owner
Amy Stevens	Project Sponsor	Project Sponsor
Carlene James	Task Owner	Task Owner
Catherine Allan	Task Owner	Task Owner
David Murray	Task Owner	Task Owner
Faye Stanley	Task Owner	Task Owner
Jack Collins	Task Owner	Task Owner
Jack Watts	General Position	General Position
Jason Gardner	Task Owner	Task Owner
Jennifer Rance	Primary Project Sponsor	Primary Project Sponsor
Jenny Doe	Task Owner	Task Owner
Joe Smith	Project Owner	Project Owner has full access to the Project
John Doe	Task Owner	
Karen Miller	Task Owner	
Mary Jane	Task Owner	
Monica Harris	Task Owner	
Nathan Roberts	Task Owner	

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	2120 - Capitalised Labour	\$524,000	\$658,000
	2165 - PPE	\$900,000	\$1,152,000
	2247 - Materials	\$25,000	\$50,000
	2621 - Consultants	\$45,600	\$25,000
	2650 - Legal Expenses	\$10,000	\$10,000
Income	1606 - Grants Non Recurrent - State	\$-250,000	\$-350,000
		\$1,254,600	\$1,545,000

Ongoing Expenses

		19/20
Budget Type	Budget Line	\$
Expenditure	Ongoing Expenses - Capitalised Lab	\$50,000
	Ongoing Expenses - Consultants	\$87,990
	Ongoing Expenses - Contractors	\$29,850
		\$167,840

Source of Funds

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	10 - Municipal Cash	\$15,000	\$20,000
		\$15,000	\$20,000

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Catherine Allan	Primary Project Sponsor	Primary Project Sponsor
Joe Smith	Project Owner	Project Owner has full access to the Project

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:
Maintain a clear, transparent and ethical decision making process

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		18/19
Budget Type	Budget Line	\$
Expenditure	Construction (CO)	\$165,950
Income	Approved Project Budget	\$-111,690
		\$54,260

Ongoing Expenses

		18/19
Budget Type	Budget Line	\$
Expenditure	Maintenance Cost	\$25,000
	Operational Cost	\$75,000
		\$100,000

Source of Funds

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Allison Davies	Project Owner	Project Owner has full access to the Project
Allison Davies	Task Owner	Task Owner
Lynda Cull	Task Owner	Task Owner
Richard Jennings	Primary Project Sponsor	Primary Project Sponsor

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:
Facilitate and promote arts and cultural activities for all ages

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
Internal Stakeholders	Construction Contractor	
Internal Stakeholders	Council Members	
Internal Stakeholders	Local Community	
Internal Stakeholders	Suppliers	

Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Scope

Problem Statement

Expected Outputs

In Scope

This funding will enable kindergarten services to target interventions to children who need the most help to learn and thrive. This could include improved training in literacy and language development, speech therapy, community outreach, parenting support or more time for one-on-one learning.

Out of Scope

This investment is part of the Early Childhood Reform Plan, which focuses on building a system that is flexible to children's needs, welcoming to children experiencing disadvantage, and ready to deliver quality services for all Victorian children and families.

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		19/20	20/21
Budget Type	Budget Line	\$	\$
Expenditure	2211 - Contractors	\$600	\$600
Income	1699 - Contributions Non Recurrent - Other Organisations	\$-200	\$-400
		\$400	\$200

Ongoing Expenses

Source of Funds

Project Documents

Title	Type	Filename/URL	Description
Issue Raised	PDF	Issue Raised.pdf	
Kindergarden Reform Plan	PDF	Kindergarten Reform Procedures.pdf	
Kindergarden Reform Plan	PDF	Kindergarten Reform Procedures.pdf	Kindergarden Reform Plan
Kindergarten Reform Plan	PDF	Kindergarten Reform Procedures.pdf	

Project Governance

Name	Position	Description
Joe Smith	Project Owner	Project Owner has full access to the Project

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Ensure essential services and infrastructure are aligned to community needs now and in the future

Secondary Strategies:

Provide earlier and easier access to more useful and reliable financial information

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	2272 - Services - Misc	\$225,133	
Income	1699 - Contributions Non Recurrent - Other Organisations	\$-150,000	\$-56,500
	Renewal & Compliance Projects - Kitchen & Bathroom Minor Refurbs		\$-152,200
		\$75,133	\$-208,700

Ongoing Expenses

		17/18	18/19
Budget Type	Budget Line	\$	\$
Expenditure	Operational Cost	\$20,000	\$52,000
		\$20,000	\$52,000

Source of Funds

		17/18
Budget Type	Budget Line	\$
Expenditure	10 - Municipal Cash	\$170,000
		\$170,000

Project Documents				
Title	Type	Filename/URL		Description

Project Governance		
Name	Position	Description
Carlene James	Task Owner	Task Owner
Joe Smith	General Position	General Position
Karen Miller	Primary Project Sponsor	Primary Project Sponsor
Karen Miller	Task Owner	Task Owner
Mary Jane	Project Owner	Project Owner has full access to the Project
Nathan Roberts	Task Owner	Task Owner

Project Background

Project Objective

Council Plan Linkage
<p>Primary Strategy:</p>
<p>Secondary Strategies:</p>

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		17/18	18/19	19/20
Budget Type	Budget Line	\$	\$	\$
Expenditure	2120 - Capitalised Labour	\$524,000	\$968,500	\$500,000
	2165 - PPE	\$900,000	\$2,190,800	\$22,332,000
	2247 - Materials	\$25,000	\$802,000	\$900,000
	2621 - Consultants	\$45,600	\$50,000	
	2650 - Legal Expenses	\$10,000	\$10,000	
Income	1606 - Grants Non Recurrent - State	\$-250,000	\$-1,315,000	\$-350,000
	Capital Works - PDP- Ben Kavenagh Reserve - Pavilion upgrade	\$-1,600,000		\$-7,990,000
		\$-345,400	\$2,706,300	\$15,392,000

Ongoing Expenses

		18/19	19/20
Budget Type	Budget Line	\$	\$
Expenditure	Ongoing Expenses - Capitalised Lab	\$25,000	\$78,900
	Ongoing Expenses - Consultants	\$35,600	\$65,220
	Ongoing Expenses - Contractors	\$75,800	\$3,000
	Ongoing Expenses - Materials	\$98,000	\$14,520
		\$234,400	\$161,640

Source of Funds

		17/18	18/19	20/21
Budget Type	Budget Line	\$	\$	\$
Expenditure	10 - Municipal Cash	\$15,000	\$20,000	\$50,000
		\$15,000	\$20,000	\$50,000

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
Amy Stevens	Project Owner	Project Owner has full access to the Project
Mary Jane	Primary Project Sponsor	Primary Project Sponsor

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:
Sustainably manage our waste, water, energy use and facilities and investigate opportunities to reduce their impacts on our environment

Secondary Strategies:
Provide the correct tools and methodologies to improve accuracy, integrity, and consistency of financial data

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

Complete detailed design documentation and construction in 2014/2015 in order for the structure to be ready for International Diary Week in January 2015

Business Case – Recommended Option

Option C

Business Case – Justification for Choice

This option would meet the communities expectations and need for safe and adequate walking/exercise options. Allowing the community to then apply for other funding would empower the community to be involved in the process noting that Council would still be responsible for the install of the equipment as it is on Council land.

Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
External Stakeholders	Collaborative	Consultation sessions/briefings/face to face meetings. Identify companies ready to invest.
Internal Stakeholders	Consultative	Consultation sessions, data (feedstock locations/volumes), face to face meetings, e.g. via SV's Investment Service to support delivery of project/s.
Internal Stakeholders	Consultative	Consultation sessions, Media Releases, SV information via website. Conduits to communicate available funding.
Internal Stakeholders	Consultative	Consultation sessions/briefings/face to face meetings. Identify companies ready to invest

Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Scope

Problem Statement

Expected Outputs

In Scope

Redevelopment of Atlantis reserve including new playground equipment, seating and associated landscaping.

Out of Scope

Parks that are not Atlantis Reserve are out of scope.

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		18/19	19/20	20/21	21/22
Budget Type	Budget Line	\$	\$	\$	\$
Expenditure	2211 - Contractors	\$175,450	\$195,600	\$175,450	\$185,000
	2621 - Consultants	\$71,500	\$75,800	\$75,800	\$84,500
Income	Approved Project Budget	\$-250,000	\$-275,000	\$-265,800	\$-275,000
		\$-3,050	\$-3,600	\$-14,550	\$-5,500

Ongoing Expenses

Source of Funds

Project Documents

Title	Type	Filename/URL	Description
Communication Plan	MS Word Document	Communication Plan.docx	The Communication Plan is a policy-driven approach to providing stakeholders with information
Plans - aerial view	PDF	Concept_Plan_Glen_Huntly_Reservoir.pdf	
Plans with 3D Aspects	PDF	3D_Views_Glen_Huntly_Reservoir.pdf	
Waste Management Plan	MS Word Document	Waste Management Plan.docx	

Project Governance

Name	Position	Description
Faye Stanley	Task Owner	
Jack Watts	Primary Project Sponsor	Primary Project Sponsor
Joe Smith	Project Owner	Project Owner has full access to the Project

Project Background

Project Objective

Council Plan Linkage

Primary Strategy:

Increase program efficiencies by reducing reporting burdens

Secondary Strategies:

Business Case

Business Case – Option A (Do nothing)

Leave the outdoor arena as is with no roofing structure. This will mean there is a high potential of flooding as drainage projects stage 1 and 2 (completed in 2011 and 2012) to improve flooding in and around the indoor and outdoor arena is not complete and working at full potential until a roofing structure is completed. This will also impact the amounts of larger events that require two indoor arenas will be limited and allow International Diary Week (the key event at the facility) to be at risk of leaving the site for an alternative facility with additional undercover areas. This will also limit the bookings growth potential of the site.

Business Case – Option B

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Business Case – Option C

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Business Case – Recommended Option

Option C

Business Case – Justification for Choice

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Project Stakeholders

Stakeholder	Information Requirements	Information Frequency
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Project Scope

Problem Statement

Expected Outputs

In Scope

Out of Scope

Critical Success Factors

Project Cost Estimates

Preliminary Budget

		18/19
Budget Type	Budget Line	\$
Expenditure	2272 - Services - Misc	\$17,500
	2650 - Legal Expenses	\$15,200
	Construction (CO)	\$28,500
Income	Approved Project Budget	\$-75,000
		\$-13,800

Ongoing Expenses

		19/20
Budget Type	Budget Line	\$
Expenditure	Maintenance Cost	\$50,000
	Operational Cost	\$49,999
		\$99,999

Source of Funds

Project Documents

Title	Type	Filename/URL	Description
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Project Governance

Name	Position	Description
John Wayne	Primary Project Sponsor	Primary Project Sponsor
Paul Hilton	Project Owner	Project Owner has full access to the Project