



## Better Universities Renewal Funding SLIPPED MILESTONE EXAMPLE

*<Institution> <Campus>  
<Project Name:>  
<Report number> < Due Date e.g. 31 January 2011>*

### Contact details:

Name:	
Position:	
Telephone number:	
Email:	

### Date of Submission:

### SUMMARY OF PROGRESS ON PROJECT

*< In no more than 200 words of plain language, summarise the Project aims and the progress made on this project including progress made in achieving the Project's aims. This information will be made available, if requested, to members of the public, journalists, etc. and may be used for the purposes of reporting on grants to Parliament. Note that this information plays an important part in relaying funding outcomes to the public and, as such, should be written in a manner appropriate for the intended audience.>*

### ATTACHMENTS / CHECKLIST

- Table 1 – Progress Against Milestones.
- Table 2 - Income and Expenditure Statement.
- Photographs if applicable.
- Copies of all relevant certificates of completion where the project involved the creation of any new building, or extension to, or modification of, an existing building, if applicable.
- Submit completed Progress Report to:  
BURF Coordinator, Education Investment Fund Branch  
Higher Education Group, LOC C50MA9  
GPO Box 9880, Canberra ACT 2601
- Submit electronic word version of the Progress Report to:  
Email: [cdp@deewr.gov.au](mailto:cdp@deewr.gov.au)





**TABLE 1: Progress Against Milestones**

**Progress and expenditure by Project Component and Milestone** - Provide an update for each component of your project, *in direct comparison to the Schedule of Works* that was submitted and approved by DEEWR. The description of the planned milestones should be identical to those described in the approved Schedule of Works.

FROM SCHEDULE OF WORKS		PROGRESS REPORT	FROM SCHEDULE OF WORKS	PROGRESS REPORT
TIMEFRAME	PLANNED MILESTONES (identical to Schedule of Works)	ACTUAL MILESTONES ACHIEVED	BUDGET (\$m)	ACTUAL SPENT (\$m)
<When was the milestone scheduled to be achieved?>	<List project Components and Milestones and timeframes specified in the Schedule of Works for this project and report against their progress. Include details of items funded.  Where other sources of funding have been used to fund any component or capital item or a part of any capital item, please identify this clearly.>	<List the <b>actual</b> milestones achieved – including any slippage in completion dates>	<List the <b>planned</b> budget for expenditure here>	List the <b>actual</b> expenditure here
<b>Example 1:</b> 21 March 2009	Component XX: Milestone 1: Building 1 Excavation, foundations/ footings, framing, walls and ceilings.	Excavation, foundations/ footings, framing, walls, completed. New completion date was 20 April 2009	1.5	1.5
<b>Example 2:</b> 30 April 2009	Component XX: Milestone 2: Building 1 Carpentry, metal works, electrical works and fit out	Carpentry and metal works completed on 10 June 2009 Electrical works and fit out due for completion on 20 July 2009	.250	.20
<end of month> <year>	Component <number>:<name> Milestone<number>: <description>			
<b>TOTAL</b>			<u>XXXX</u>	<u>XXXX</u>

**Tick if this statement is true:**

- There is no requirement for extension on any components or milestones in the Schedule of Works.

**Where extension is required or you anticipate an extension may be required, please contact the BURF Co-ordinator immediately to discuss, including what action you are taking to get the project back on track.**

**Tick if this statement is true:**

- An accredited builder(s) has been contracted for work undertaken on these projects as per the Funding Agreement Clauses L9 and L10. (If an accredited builder is not required as per the Funding Agreement please tick the box). If you are unsure if the OHS Accreditation Scheme applies to your project(s) contact the Office of the Federal Safety Commissioner on 1800 652 500 or email to [ofsc@deewr.gov.au](mailto:ofsc@deewr.gov.au)
- All building and construction activities have been undertaken in compliance with the National Code of Practice for the Construction Industry as per the Funding Agreement Clauses L3 to L8. If you are unsure of your requirements contact the National Code Hotline on 1300 731 293 or email the National Code Mailbox at [building@deewr.gov.au](mailto:building@deewr.gov.au). Also see [deewr.gov.au/building](http://deewr.gov.au/building) for copies of the code and guidelines.

**Is a Project Component or any Significant Milestone nearing completion within the next reporting period?**  Yes  No

**If yes**, please provide details (e.g. date of completion, official launch or opening date, intention to invite Minister or local member or any other information you consider relevant)



TABLE 2: INCOME AND EXPENDITURE STATEMENT  
For project commencement to *<enter period end date>*

- The total expenditure in this table should match the total provided in Table 1.
- Where other sources of funding have been used to fund any component or capital item or a part of any capital item, please make this clear in the table.

Project Name:

	Planned (budget for total project) (\$)	Actual (to date) (\$)
<b>INCOME</b>		
DEEWR BURF funding:		
Other sources of income: <i>&lt;please list sources e.g. University contribution, CDP Funding, State Funding, other Federal Funding, other, etc&gt;</i>		
<b>TOTAL INCOME</b>		
<b>EXPENDITURE</b>		
BURF funded capital Items: <i>&lt;please list clearly&gt;</i>		
List jointly funded items: <i>&lt;e.g. 50% BURF, 50% CDP, please identify clearly&gt;</i>		
Items funded from other sources: <i>&lt;e.g. University contribution, CDP Funding, State Funding, other Federal Funding, other, etc &gt;</i>		
<b>TOTAL EXPENDITURE</b>		
<b>CLOSING BALANCE</b>	<b><u>XXXX</u></b>	<b><u>XXXX</u></b>

## CERTIFICATION

**I certify:**

The above Statement of Income and Expenditure is true and fair. The funding has been expended for the *<Project Name>* in accordance with the Funding Agreement prepared by the Department of Education, Employment, and Workplace Relations.

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Date

*<Name>*

Account or Building\* Manager

\*Delete as appropriate