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 [redacted] attaching any evidence of progress such as photographs and copies of promotional materials as appropriate.
REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

<table>
<thead>
<tr>
<th>Programme Name:</th>
<th>Community Grants Programme (CDG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proponent Name:</td>
<td>Mossman Botanic Gardens Incorporated</td>
</tr>
<tr>
<td>Project Name:</td>
<td>Mossman Botanic Gardens</td>
</tr>
<tr>
<td>ID number:</td>
<td>CDG145</td>
</tr>
<tr>
<td>Report Date:</td>
<td>30 November 2015</td>
</tr>
</tbody>
</table>

Please complete the following report and return it via email to: s.22(1)(a)(ii)@infrastructure.gov.au by: 11 December 2015

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

PREVIOUSLY MET MILESTONES

<table>
<thead>
<tr>
<th>Milestone Number</th>
<th>Milestone Description</th>
<th>Date due</th>
<th>Date achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Evidence acceptable to Us that all requirements under item 2.6 of the Schedule have been met</td>
<td>On execution of Funding Agreement</td>
<td>24 July 2015</td>
</tr>
<tr>
<td>2</td>
<td>Evidence acceptable to Us that all requirements under item 2.7 of the Schedule and item 5.1 of the Schedule have been met and the following have been achieved: Expressions of interest process undertaken to engage a project manager and final costs confirmed. Procurement / tender processes undertaken to: engage consultants to complete the Business Development Report and Master Plan (progress payment); purchase lap-top, scanner and printer; engage contractors for the purchase and installation of signage and security fencing (progress payment); and final costs for all components of work have been confirmed</td>
<td>14 August 2015</td>
<td></td>
</tr>
</tbody>
</table>

OVERDUE MILESTONES STILL TO BE MET

<table>
<thead>
<tr>
<th>Milestone Number</th>
<th>Milestone Description (please list all milestone elements)</th>
<th>Date due</th>
<th>Date achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

CURRENT AND FUTURE MILESTONES TO BE MET
## REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

<table>
<thead>
<tr>
<th>Milestone Number</th>
<th>Milestone Description (please list all milestone elements)</th>
<th>Date due</th>
<th>Date achieved</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Evidence acceptable to Us that all requirements under item 2.7 of the Schedule and item 3.2 of the Schedule have been met and the following have been achieved: Procurement / tender processes undertaken to engage consultants to: complete a community engagement strategy (progress payment); complete a capital raising strategy (progress payment); develop marketing and promotional material (progress payment); and final costs for all components of work have been confirmed.</td>
<td>12 December 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>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: the Activity, at Item 1.5 of the Schedule, is complete; the Project, at Item 1.1 of the Schedule, is complete; and official opening.</td>
<td>29 April 2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Milestone 3.

2. If any of your milestone elements that are due to have been achieved by now have not been met, for each one please provide details of:
   a) Why that milestone element has not been achieved;
   b) When you are now expecting that milestone element to be achieved; and,
   c) What impact, if any, this is likely to have on your achievement of your future Milestones?

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)?

---

Appendix 1.4 Progress Report Pack Sep 2011
REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

The tender processes has been undertaken to engage consultants to:
- complete a community engagement strategy,
- complete a capital raising strategy
- develop marketing and promotional material;
and final costs for all components of work have been confirmed.

The tender process took place at the same time as milestone 2 and all the documentation provided then applies to this milestone.

The consultants LA3 have been chosen and their final costs have been confirmed.

Please see attached proposal from LA3 in particular page 21 items 6, 37 and 40

All costs have been confirmed – please see page 22 of the proposal

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)

N/A

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
- Proposal from LA3, x□ Attached
- Letter of acceptance from the Chairman to LA3

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 □ No □

Are we satisfied with the progress of the project?
Yes □ No □

If no, what action is to be taken:

Appendix 1.4 Progress Report Pack Sep 2011

4
<table>
<thead>
<tr>
<th>Has an Asset Register and Statements of Receipts and Expenditure been submitted?</th>
<th>Yes □ No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

*Contract Manager*
REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

STATEMENT OF RECEIPTS AND EXPENDITURE
PROGRAMME FUNDING

For the period: Date of first expenditure: to Reporting date:

- 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 Community Development Grants Programme to date: $________

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.


Appendix 1.4 Progress Report Pack Sep 2011
<table>
<thead>
<tr>
<th>Receipts</th>
<th>$'s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Funding received</td>
<td></td>
</tr>
<tr>
<td>Interest on Programme Funds¹</td>
<td></td>
</tr>
<tr>
<td><strong>Total receipts:</strong></td>
<td>(A)</td>
</tr>
<tr>
<td><strong>Cost Items as per the Activity Budget in Annexure B of the Agreement</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Budgeted Expenditure for the Activity as per the Activity Budget at Annexure B of the Agreement</strong></td>
</tr>
<tr>
<td>Project Management / Office Equipment</td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>Total, expenditure + commitments:</strong></td>
<td>(B)</td>
</tr>
<tr>
<td>Balance, Programme funds on hand (A-(B+C)):</td>
<td></td>
</tr>
</tbody>
</table>

¹ Interest earned on Programme Funds as received in your separate bank account or an appropriate allocation.
REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

STATEMENT OF RECEIPTS AND EXPENDITURE

OTHER CONTRIBUTIONS (Only) (Excluding in-kind)

For the period: Date of first expenditure: to Reporting date:

- 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

<table>
<thead>
<tr>
<th>Name of Other Contributor</th>
<th>Cost Item (as per Annexure B of the Agreement)</th>
<th>Value of Other Contributions as per Annexure B of the Agreement $ GST exclusive</th>
<th>Receipts $ GST exclusive</th>
<th>Expenditure $ GST exclusive</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Appendix 1.4 Progress Report Pack Sep 2011
### Asset and Real Property Register

**As at: Reporting date: 30 November 2015**

<table>
<thead>
<tr>
<th>Asset description (include barcode or other identifier if appropriate)</th>
<th>Location of Asset and contact officer</th>
<th>Purchase price or total lease cost ($)</th>
<th>Purchase date or lease commencement date</th>
<th>Type and term of lease</th>
<th>Disposal date and method (and date of disposal approval)</th>
<th>Proportion of asset purchased with Departmental Funds (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 acres land</td>
<td>Lot 31 on SP121816 Foxton Ave, Mosman, QLD</td>
<td>$1.2m</td>
<td>12 December 2014</td>
<td>Freehold</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

*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.
CERTIFICATION

<table>
<thead>
<tr>
<th>Programme Name:</th>
<th>COMMUNITY GRANTS PROGRAMME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proponent Name:</td>
<td>MOSSMAN BOTANIC GARDENS INC</td>
</tr>
<tr>
<td>Project Name:</td>
<td>MOSSMAN BOTANIC GARDENS</td>
</tr>
</tbody>
</table>

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure and Regional Development and Mossman Botanic Gardens Incorporated for the Mossman Botanic Gardens Project executed on 15 June 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.

<table>
<thead>
<tr>
<th>S.47F(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signature: __________________________

Date: 11/11/15

Name: __________________________

S.47F(1)

Chairman of MBG

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.
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 [redacted] attaching any evidence of progress such as photographs and copies of promotional materials as appropriate.
REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

<table>
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<tr>
<th>Programme Name:</th>
<th>Community Grants Programme (CDG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proponent Name:</td>
<td>Mossman Botanic Gardens Incorporated</td>
</tr>
<tr>
<td>Project Name:</td>
<td>Mossman Botanic Gardens</td>
</tr>
<tr>
<td>ID number:</td>
<td>CDG145</td>
</tr>
<tr>
<td>Report Date:</td>
<td>15 June 2016</td>
</tr>
</tbody>
</table>

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

modified email address
29 April 2016

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

PREVIOUSLY MET MILESTONES

<table>
<thead>
<tr>
<th>Milestone Number</th>
<th>Milestone Description</th>
<th>Date due</th>
<th>Date achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Evidence acceptable to Us that all requirements under item 2.6 of the Schedule have been met</td>
<td>On execution of Funding Agreement</td>
<td>24 July 2015</td>
</tr>
<tr>
<td>2</td>
<td>Evidence acceptable to Us that all requirements under item 2.7 of the Schedule and item 3.1 of the Schedule have been met and the following have been achieved: Expressions of interest process undertaken to engage a project manager and final costs confirmed. Procurement / tender processes undertaken to: engage consultants to complete the Business Development Report and Master Plan (progress payment); purchase lap-top, scanner and printer; engage contractors for the purchase and installation of signage and security fencing (progress payment); and final costs for all components of work have been confirmed</td>
<td>14 August 2015</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Evidence acceptable to Us that all requirements under item 2.7 of the Schedule and item 3.2 of the Schedule have been met and the following have been achieved: Procurement / tender processes undertaken to engage consultants to: complete a community engagement strategy (progress payment); complete a capital raising strategy (progress payment); develop marketing and promotional material (progress payment); and final costs for all components of work have been confirmed.</td>
<td>12 December 2015</td>
<td></td>
</tr>
</tbody>
</table>

OVERDUE MILESTONES STILL TO BE MET

<table>
<thead>
<tr>
<th>Milestone Number</th>
<th>Milestone Description (please list all milestone elements)</th>
<th>Date due</th>
<th>Date achieved</th>
</tr>
</thead>
</table>

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.
**CURRENT AND FUTURE MILESTONES TO BE MET**

<table>
<thead>
<tr>
<th>Milestone Number</th>
<th>Milestone Description (please list all milestone elements)</th>
<th>Date due</th>
<th>Date achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>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: the Activity, at Item 1.5 of the Schedule, is complete; the Project, at Item 1.1 of the Schedule, is complete; and official opening.</td>
<td>29 April 2016</td>
<td></td>
</tr>
</tbody>
</table>

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

Milestone 4.

2. If any of your milestone elements that are due to have been achieved by now have not been met, for each one please provide details of:
   a) Why that milestone element has not been achieved;
   b) When you are now expecting that milestone element to be achieved; and,
   c) What impact, if any, this is likely to have on your achievement of your future Milestones?

n/a

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

Project has progressed well. The timing has been very tight for the consultants to produce the Mater Plan, Business Development Plan, Capital Raise Strategy and Marketing Strategy from their appointment in October 2015 through to completion at the end of April. The Board has been impressed with the attention to detail included in the Master Plan: especially the planting assemblages and focus gardens; the detailed spatial planning has allowed a virtual video fly through to be created which is an excellent marketing tool; the signage and branding has been renewed as part of the Marketing Strategy; the Capital Raise strategy has evolved and membership drives have already started through community launch events; the Business Development Plan builds on the back of the existing business plan.

The official opening was held on the 21st April, followed by a community opening on the 23rd and 27th April.
Photographs are attached of the official opening and new signage unveiled

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)

   N/A

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
   - Master Plan - section 3
   - Business Development Plan - ‘lets get this built’
   - Capital Raise Plan - section 4.4 in document ‘lets get this built’
   - Marketing Plan - section 4.4 in the document ‘lets get this built’

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 □ No □

Are we satisfied with the progress of the project? Yes □ No □

If no, what action is to be taken:

Has an Asset Register and Statements of Receipts and Expenditure been submitted? Yes □ No □

Comments:

Contract Manager
REREGIONAL PROGRAMMES – PROGRESS REPORTING PACK

STATEMENT OF RECEIPTS AND EXPENDITURE
PROGRAMME FUNDING

For the period: Date of first expenditure: to Reporting date:

- 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 Community Development Grants Programme to date:
$ ______________________

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

Yes: x  No:  

Have these payments now been made?

Yes: x  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.

__________________________________________________________
### Statement of Receipts and Expenditure

**Programme Funding (Only)**

<table>
<thead>
<tr>
<th>Receipts</th>
<th>$'s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Funding received</td>
<td>143,000</td>
</tr>
<tr>
<td>Interest on Programme Funds(^1)</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total receipts:</strong></td>
<td>(A) 143,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Items as per the Activity Budget in Annexure B of the Agreement</th>
<th>Budgeted Expenditure for the Activity as per the Activity Budget at Annexure B of the Agreement</th>
<th>Committed Expenditure $</th>
<th>Actual Expenditure $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultants / Master Plan / Business Development Report / Community Engagement Strategy / Capital Raising Strategy / Marketing and Promotional Material / Project Launch / Signage / Security Fencing</td>
<td>$185,000</td>
<td>185,000</td>
<td>185,000</td>
</tr>
<tr>
<td>Project Management / Office Equipment</td>
<td>$15,000</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Total, expenditure + commitments:</strong></td>
<td>(B)</td>
<td></td>
<td>(C) 200,000</td>
</tr>
<tr>
<td><strong>Balance, Programme funds on hand (A-(B+C)):</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) Interest earned on Programme Funds as received in your separate bank account or an appropriate allocation.
REGIONAL PROGRAMMES – PROJECT COMPLETION REPORTING PACK
ACQUITTAL REPORT

STATEMENT OF RECEIPTS AND EXPENDITURE
PROGRAMME FUNDING (Only)

For the period: Date of first expenditure: to Reporting date:

Total amount of Funding provided through Community Development Grant: $200,000

<table>
<thead>
<tr>
<th>Receipts</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Funding received to date</td>
<td>$130,000</td>
</tr>
<tr>
<td>Interest on Programme Funds (1)</td>
<td>$0</td>
</tr>
<tr>
<td>Total receipts: (A)</td>
<td>130,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure (list Cost Items as per the Activity Budget in Annexure B of the Agreement)</th>
<th>Budgeted Expenditure for the Activity as per the Activity Budget at Annexure B of the Agreement (2) $</th>
<th>Actual Expenditure (3) $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultants / Master Plan / Business</td>
<td>$185,000</td>
<td>$224,255.92</td>
</tr>
<tr>
<td>Project Management / Office Equipment</td>
<td>$15,000</td>
<td>$15,535.09</td>
</tr>
</tbody>
</table>

Total expenditure: (B) $239,791.01

Net amount (A-B): $0

(1) INTEREST ON PROGRAMME FUNDS: Any interest received in your separate bank account or an appropriate allocation. If no programme funds have been received or no interest has been applied, then this area should be 0.

(2) BUDGETED EXPENDITURE: As set out in Annexure B of the Schedule to the Funding Agreement.

(3) ACTUAL EXPENDITURE: Report cash payments made in the “Actual Expenditure” column.

(NOTES) Report all receipts and expenditure as GST exclusive. Refer to cover page for Acquittal Report requirements.

Name: [Redacted]
Title: Chairperson – Mossman Botanic Garden Inc.

I am a person authorised to make this declaration on behalf of my organisation.

This Statement must be signed by (or, if in electronic form, submitted by) the Chief Executive Officer, General Manager or Equivalent, or a person authorised by your organisation to complete and submit this form on their behalf.

Signed: [Redacted]
Date: 27/6/16
REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

STATEMENT OF RECEIPTS AND EXPENDITURE
OTHER CONTRIBUTIONS (Only) (Excluding in-kind)

For the period: Date of first expenditure:  to Reporting date:

- **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

<table>
<thead>
<tr>
<th>Name of Other Contributor</th>
<th>Cost Item (as per Annexure B of the Agreement)</th>
<th>Value of Other Contributions as per Annexure B of the Agreement $</th>
<th>Receipts $ GST exclusive</th>
<th>Expenditure $ GST exclusive</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Appendix 1.4 Progress Report Pack Sep 2011
## ASSET and REAL PROPERTY REGISTER

**As at:** Reporting date: 15 June 2016

<table>
<thead>
<tr>
<th>Asset description (include barcode or other identifier if appropriate)</th>
<th>Location of Asset and contact officer</th>
<th>Purchase price or total lease cost ($)</th>
<th>Purchase date or lease commencement date</th>
<th>Type and term of lease</th>
<th>Disposal date and method (and date of disposal approval)</th>
<th>Proportion of asset purchased with Departmental Funds (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 acres land</td>
<td>Lot 31 on SP121816 Foxton Ave, Mossman, QLD</td>
<td>$1.2m</td>
<td>12 December 2014</td>
<td>Freehold</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

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.
REGIONAL PROGRAMMES – PROGRESS REPORTING PACK

CERTIFICATION

<table>
<thead>
<tr>
<th>Programme Name:</th>
<th>COMMUNITY GRANTS PROGRAMME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proponent Name:</td>
<td>MOSSMAN BOTANIC GARDENS INC</td>
</tr>
<tr>
<td>Project Name:</td>
<td>MOSSMAN BOTANIC GARDENS</td>
</tr>
</tbody>
</table>

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure and Regional Development and Mossman Botanic Gardens Incorporated for the Mossman Botanic Gardens Project executed on 15 June 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

28th April 2016
Date

Chairman of MBG

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.
REGIONAL PROGRAMS – PROJECT COMPLETION REPORTING PACK
REGIONAL PROGRAMMES – PRACTICAL PROJECT COMPLETION CERTIFICATION

Programme: Community Development Grants Programme
Proponent Name: Mossman Botanic Gardens Incorporated
Project Name: Mossman Botanic Gardens (Stage 2)

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure and Regional Development and Mossman Botanic Gardens Incorporated for the Mossman Botanic Gardens (Stage 2) project, executed on 15 July 2015 (the Agreement), I hereby declare and certify that:

1. The project is fully completed on all components listed in the Project in item 1.1 of the Schedule, as detailed below:

The engagement of a project manager and consultants to undertake planning documentation and initial works for Stage Two of the Mossman Botanic Garden Creation project which will include:

- Completion of a Master Plan;
- Completion of a Business Development Report;
- Completion of a Community Engagement Strategy;
- Completion of a Capital Raising Strategy;
- Completion of Marketing and Promotional Material;
- Purchase and installation of initial signage for the land;
- Purchase and installation of security fencing;
- Purchase of lap-top, scanner and printer; and
- A project launch.

2. The Project in item 1.1 of the Schedule has been completed to the appropriate standards;

3. I am a person authorised to sign this Certification on behalf of my organisation; and the information provided is complete and correct.

The completion of all components of the above Project was achieved on the following date: 20 April 2016

Name: ___________________________

Signed: ___________________________

Date: 10/06/2016

Title: Chairperson

This Certification must be signed by (or, if in electronic form, submitted by) the Chief Executive Officer, General Manager or Equivalent, or a person authorised by your organisation to complete and submit this form on their behalf.
MOSSMAN BOTANIC GARDEN INC
31 Foxton Avenue
MOSSMAN QLD 4873
AUSTRALIA

You have been paid $77,000.00 on 04.07.2016. This is for the following items:

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>CDG145-Mossman Botanic Gardens - M4P4 Final</td>
<td>$77,000.00</td>
</tr>
</tbody>
</table>
MOSSMAN BOTANIC GARDEN INC
31 Foxton Avenue
MOSSMAN QLD 4873
AUSTRALIA

Remittance Advice
Your Account No. S.47G(1)
Date Printed : 05 July 2017
Contact : Accounts Payable
Telephone : (02)6274 7555
Fax : (02)6274 7057

You have been paid $143,000.00 on 24.02.2016. This is for the following items:

<table>
<thead>
<tr>
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<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>04</td>
<td>CDG145-MossmanBotanicGardens-Stage2-M3P3</td>
<td>$110,000.00</td>
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<tr>
<td>03</td>
<td>CDG145-MossmanBotanicGardens-Stage2-M2P2</td>
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<td>02</td>
<td>CDG145-MossmanBotanicGardens-Stage2-M1P1</td>
<td>$11,000.00</td>
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</tbody>
</table>