



PULSE – How to Run Reports

CPR Reports

There are a number of reports which can be run by staff to get an overview of how their directorate, department, or business unit is progressing. These reports are all able to be exported to excel.

To access these click on the “Reports” section on the left hand menu. This will then show you all of the options available for export.

Corporate Planning & Reporting

GREATER DANDENONG
City of Opportunity

Dashboard

Corporate Menu

Reports

Action Update Review

Action Status Snapshot

5 Yr Action Report

Performance Measures

Tasks Report

Corporate Measures

Actions By Location

Action Authorisation By Officer

Document Generator

Admin

A message from the corporate team:

Welcome to CGD's new Corporate Planning & Reporting system.

If you have any questions please contact Dani Johnson on x5396 [Edit Message]

Not Updated: 4 Total: 9

Actions you are responsible for:

2

Number of actions that need authorisation:

0

Number of tasks that you are responsible for:

Action status snapshot

4

1

4

In progress

Not Due To Start

Not Updated

Task status snapshot

There is no or empty series

Action Update Review Report

This is the most comprehensive report and will provide all details for each action including who is responsible, whether the action has been authorised and the progress. Once you export the excel file you can delete columns and also add additional information if required for reporting purposes. This report is also available in the Community Wellbeing Plan section.

The screenshot shows the 'Action Update Review' interface. On the left is a 'Corporate Menu' with options like 'Reports', 'Action Update Review', 'Action Status Snapshot', '5 Yr Action Report', 'Performance Measures', 'Tasks Report', 'Corporate Measures', 'Actions By Location', 'Action Authorisation By Officer', 'Document Generator', and 'Admin'. The 'Reports' menu is highlighted with a red circle. The main area is titled 'Action Update Review' and shows filters for 'Year: 2016-2017', 'Period: Q3', 'Level: Strategic Objective', 'Status: All', 'Officer Type: Responsible', 'Officer: --Show All--', and 'Exclude Non-Reportable: No'. A yellow filter icon is circled in red, with an arrow pointing to it and the text 'Click on this yellow filter icon to display the filter fields (as shown)'. Below the filters is an 'Apply Filter' button, also circled in red, with an arrow pointing to it and the text 'Once you have selected your filters click here to show the results on screen'. The 'Level' filter dropdown is circled in red, with an arrow pointing to it and the text 'Within the level filter you can choose by objective, priority, directorate or business unit'. Below the filters is a progress bar showing 'Not Updated: 169', 'Delayed: 344', 'Completed: 10', 'In progress: 34', 'Not Due To Start: 1', 'On track: 11', and 'Total: 569'. Below the progress bar is a table with columns: View, Period, Hierarchy, Action, Authorised, Performance Measure, Classification, Progress, Comment, Status, and Review. The first row shows a 'Council Plan' for 'Strategic Objective 4: - A city planned for the future' with a 'Delayed' status. The 'Review' column has an Excel icon, which is circled in red, with an arrow pointing to it and the text 'Click on the excel icon to export the results to a new file you can save'.

Corporate Planning & Reporting

Greater Dandenong City of Opportunity

Action Update Review

Reporting 2016 - 2017 Q3

Year: 2016-2017 Period: Q3 Level: Strategic Objective Status: All Officer Type: Responsible Officer: --Show All-- Exclude Non-Reportable: No

Year: 2016-2017 Period: Q3 Level: Strategic Objective Officer Type: Responsible

Officer: --Show All-- Status: All Exclude Non-Reportable: ☐

Apply Filter

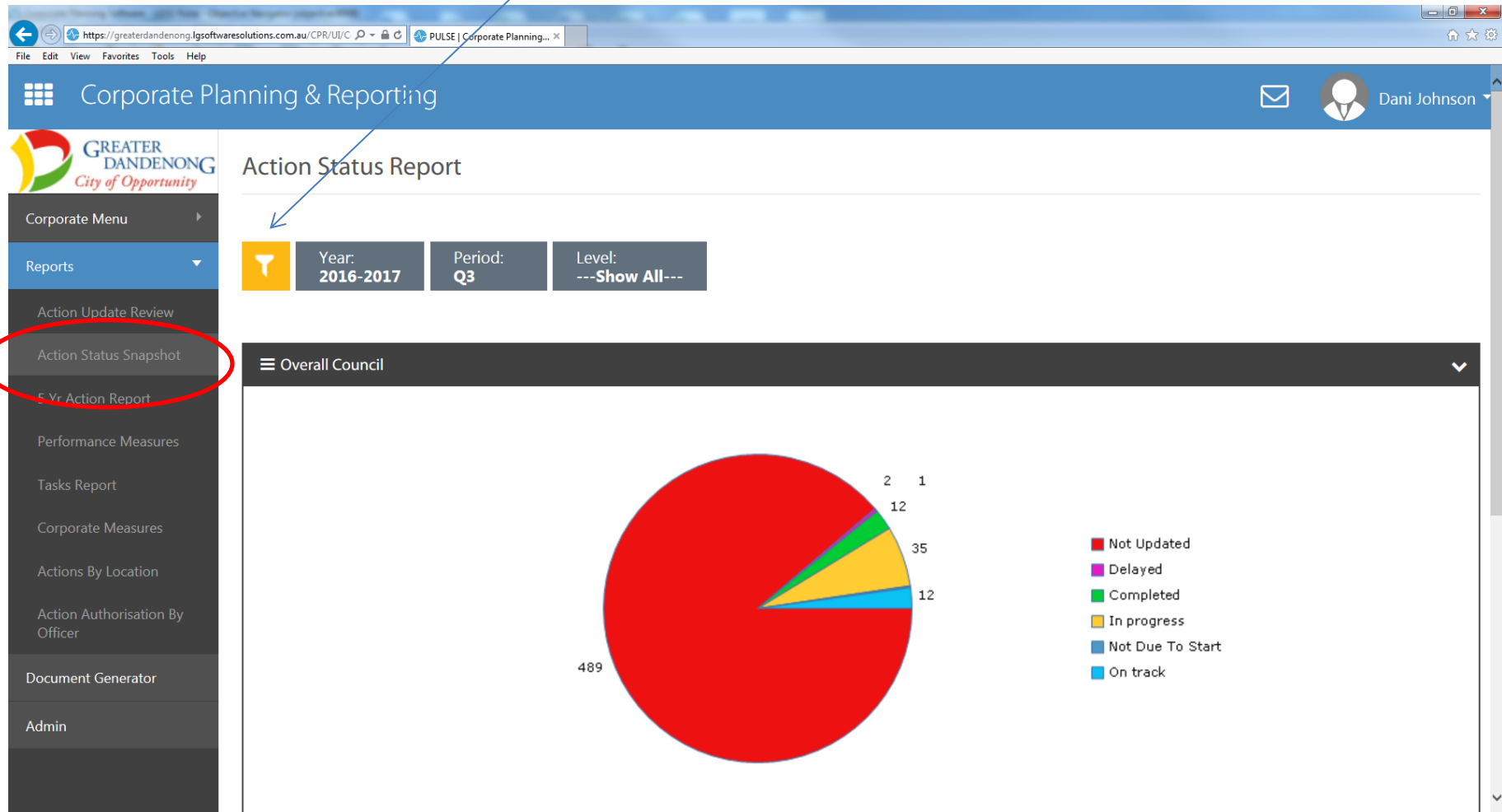
Hide Filter

Not Updated: 169 Delayed: 344 Completed: 10 In progress: 34 Not Due To Start: 1 On track: 11 Total: 569

View	Period	Hierarchy	Action	Authorised	Performance Measure	Classification	Progress	Comment	Status	Review
+	2016-2017	Council Plan Strategic Objective 4: - A city planned for the future 4.2 - Attract investment and residential, commercial and industrial development in the city	Improve rooming house compliance - Work across agencies to improve rooming house compliance and lead ongoing sector change Responsibility: Geoff Fraser	Not Authorised		Program	0%		Delayed	
		Council Plan Strategic Objective 6: - A proactive	Provide guidance and assistance to areas of							

Action Status Snapshot

This report will provide a graphical overview of progress against all actions. It cannot be exported directly to excel but the graphs can be cut and paste into an excel spreadsheet if required. Filter fields are common across all reports to provide drill down options for specific directorates, departments and business units



Action Progress Report

Another useful report for individual staff is the Action Progress Report which will allow the user to download all actions which are attributed to them and details about their progress. This report may be useful for PDP meetings with Managers to show progress against specific actions over the 12 month period. Return to the “Corporate Menu” and then click on “Action Progress Report” to access

The screenshot displays the 'Corporate Planning & Reporting' dashboard for a user named Dani Johnson. The interface includes a top navigation bar, a left sidebar menu, and a main content area with several widgets.

Left Sidebar Menu:

- Corporate Menu (highlighted with a red circle)
- Home
- My Actions
- My Corporate Measures
- My Nodes
- View All Actions
- Actions Hierarchy
- Search
- Action Authorisation
- Action Progress Report (highlighted with a red circle)
- Reports
- Document Generator
- Admin

Main Content Area Widgets:

- A message from the corporate team:** Welcome to CGD's new Corporate Planning & Reporting system. If you have any questions please contact Dani Johnson on x5396 [Edit Message]
- Not Updated: 4 Total: 9** (with a bar chart icon)
- Number of actions that need authorisation: 2** (with a checkmark icon)
- Number of tasks that you are responsible for: 0** (with a server rack icon)

Action status snapshot:

A pie chart showing the distribution of action statuses:

Status	Count
In progress	4
Not Due To Start	1
Not Updated	4

Task status snapshot:

There is no or empty series

Action Progress Report cont.....

Select a period for the report and click generate. This will then open an excel file which can be edited.

Corporate Planning & Reporting

Greater Dandenong City of Opportunity

Corporate Menu

- Home
- My Actions
- My Corporate Measures
- My Nodes
- View All Actions
- Actions Hierarchy
- Search
- Action Authorisation
- Action Progress Report
- Reports
- Document Generator
- Admin

Action Progress Report

Select reporting year and period range to generate your Action Progress Report.

Year: 2016-2017

Period Start: Q1

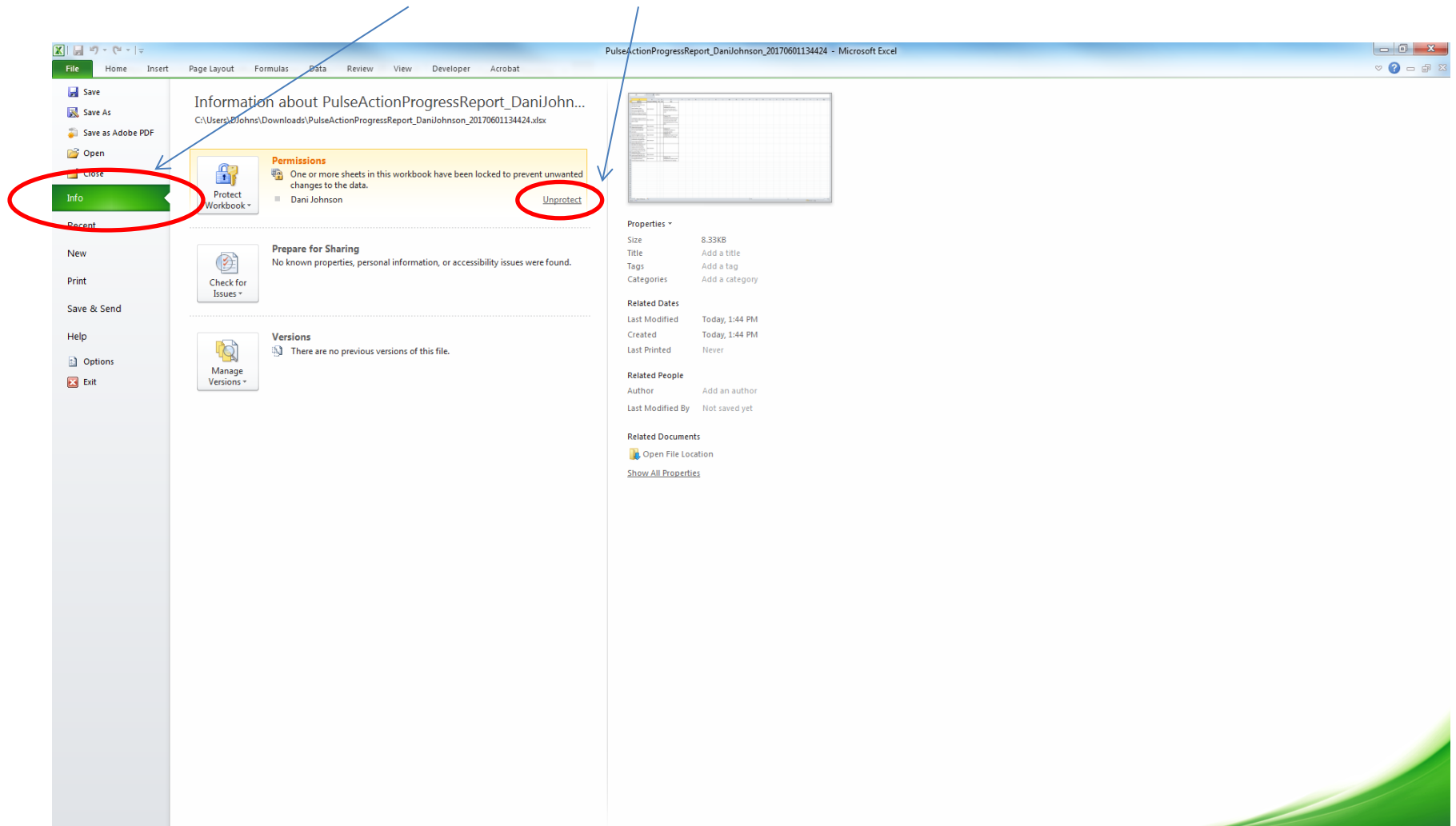
Period End: Q1

☐ Include Annual Comment

Generate

Action Progress Report cont.....

The spreadsheet will be protected and you will need to click on the enable editing button underneath the toolbar. You may also need to unprotect the workbook so go to File – Info and click on the “Unprotect” link.



Action Progress Report cont.....

Once the reporting year and period have been selected and the report has been generated it will appear as below.

[illegible]

Additional Reports

Additional reports are also available in word format and include:

- Business Plan reports
- Council Plan progress reports
- Specific reports on organisational strategy and plan actions
- Traffic light reports

These can be run on a regular or ad hoc basis for Managers and Directors if required. If you would like to see examples of these, have a report run or have suggestions regarding other reports which would benefit your business unit please contact Dani Johnson on x5396 or dani.johnson@cgd.vic.gov.au

LGPRF Reports

The first report available for users is the “My CPI Progress Report” which is similar to the “Action Progress Report” in the CPR section. This is accessed from the left hand menu and the below screen then allows you to select the information you would like included.

Reporting Framework

Dani Johnson

GREATER DANDENONG
City of Opportunity

PRF

- Dashboard
- My CPIs
- CPI Authorisation
- All CPIs
- CPI Progress Report**
- Reports
- Admin

My CPI Progress Report

Select reporting year and period range to generate your CPI Progress Report.

Year: 2016-2017

Period Start: Q1

Period End: Q1

☐ Include Description

☐ Include Authority Officer

☐ Include IPR Info

☐ Include Status

Generate Report

My CPI Progress Report

The report will export to excel and you can edit as needed.

[illegible]

CPI Report

All other reports can be accessed from the left hand menu under “Reports” . The CPI report will enable you to see all of the LGPRF indicators or you can also filter to obtain only those that are relevant to your area. All reports are also able to be exported to excel as with CPR.

Reporting Framework

Greater Dandenong City of Opportunity

PRF

Reports

CPI Report

CPI Enterprise Report

Comparative Report

CPI Progress Report

Indicator Comparison Report

Admin

CPI Report

CPI Filter

Reporting Year: 2016-2017

Reporting Period: 3

Grouping: All

Classification: All

Status: All

IP&R Link

Load CPIs

Unique Ref	Code	Indicator	Measure	Owner	Authority	Target	Q1	Q2	Q3	Q4	Status	Comments	Strateg
AQUATIC FACILITIES													
AF2	29	Service	Health inspections of aquatic facilities Number of inspections by an authorised officer within	Nicole	Martin	≥ 1	0.00	0.00	0.00	0.00	On Track	Noble Park had one inspection, Oasis will be	

CPI Enterprise Report

This report graphs all of the LGPRF results or you can select specific areas or multiple areas depending on your needs.

The screenshot shows a web browser window with the URL <https://greaterdandenong.lgsoftwareolutions.com.au/CPR/UI/PI>. The browser's address bar also displays "PULSE | Reporting Framework... X". The application's header is blue and contains the "Reporting Framework" title, a mail icon, and a user profile for "Dani Johnson". On the left, a dark sidebar menu lists options: "PRF", "Reports" (selected), "CPI Report", "CPI Enterprise Report", "Comparative Report", "CPI Progress Report", "Indicator Comparison Report", and "Admin". The main content area is titled "CPI Enterprise Report" and includes several form fields: "Year from:" (2016-2017), "To Year:" (2017-2018), "Period(s):" (--- All Periods ---), "Group Indicators by:" (Classification), "Show CPIs in:" (--- All Classificat...), "Report Title:" (CPI Enterprise Report), and "Title Page Comments:". A blue "Generate" button is located at the bottom left of the form area.

Reporting Framework

Dani Johnson

GREATER DANDENONG
City of Opportunity

PRF

Reports

CPI Report

CPI Enterprise Report

Comparative Report

CPI Progress Report

Indicator Comparison Report

Admin

CPI Enterprise Report

Year from: 2016-2017 To Year: 2017-2018 Period(s): --- All Periods ---

Group Indicators by: Classification Show CPIs in: --- All Classificat...

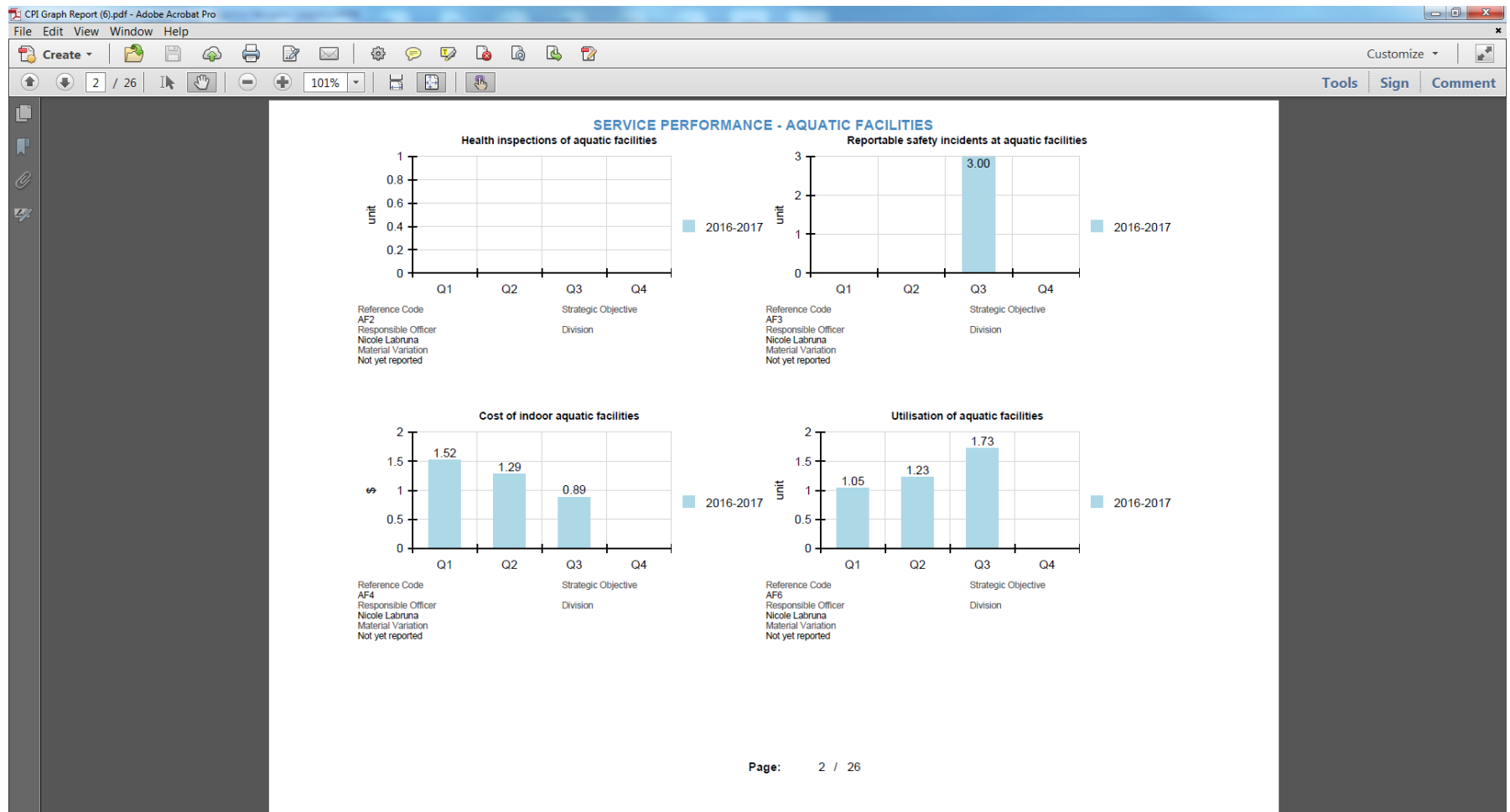
Report Title: CPI Enterprise Report

Title Page Comments:

Generate

CPI Enterprise Report cont....

This report will be generated as a pdf but unless you have Adobe Professional you will not be able to edit the document.



CPI Progress Report

This report provides comparisons of the LGPRF results across different quarters. It includes the material variation comments from each quarter unlike the CPI Enterprise Report which only provides a single quarter's commentary.

PulseCPIProgressReport_All_20171117093222.xlsx - Microsoft Excel															
L12 lower inspections over holiday period															
1	Classification	Grouping	CPI Code	CPI Name	Responsible Officer	Target	Q1 Actual	Q1 Material Variations	Q2 Actual	Q2 Material Variations	Q3 Actual	Q3 Material Variations	Q4 Actual	Q4 Material Variations and Comments	
2	EMT QUARTERLY REPORT		EMT Quarterly Report	Leave Liability Summary	Tayla Vu										
3	AQUATIC FACILITIES	SERVICE PERFORMANCE	29	Health inspections of aquatic facilities	Nicole Labruna	≥1 ≤4		0 No inspections in Q1	0.5	Oasis had 1 inspection	0	Noble Park had one inspection, Oasis will be inspected by EFT.	1	There were no Health Inspections for NPAC in 2016-17	
4	AQUATIC FACILITIES	SERVICE PERFORMANCE	30	Reportable safety incidents at aquatic facilities	Nicole Labruna	≤20	0		0		3		5	There were four incidents at NPAC and one at Dandenong Oasis that were reportable to Worksafe during the year.	
5	AQUATIC FACILITIES	SERVICE PERFORMANCE	31	Cost of indoor aquatic facilities	Nicole Labruna	≥5-3.0 ≤\$10.0	\$1,522,688,739,849	\$1.29			\$0.89	Contract Price includes NPAC, Oasis and a stadium without aquatics as Springers Leisure Centre	\$1.41	Q4 - \$245,022/145,429 = \$1.68	
6	AQUATIC FACILITIES	SERVICE PERFORMANCE	33	Utilisation of aquatic facilities	Nicole Labruna	≥1 ≤10	1.049490323		1.23		1.73		4.31	Attendance numbers may be affected by the closure of pools at NPAC for tiling works. Q4 - 145,429/152,739	
7	ANIMAL MANAGEMENT	SERVICE PERFORMANCE	34	Time taken to action animal management requests	Gareth Little Hales	≥1 ≤10	1.186700767		1.15		1.05		1.11	Q4 result - 523/486 = 1.08	
8	ANIMAL MANAGEMENT	SERVICE PERFORMANCE	35	Animals reclaimed	Gareth Little Hales	≥30% ≤90%	43.6781609195402		35.6223175965665		30.66%		37.19%	Q4 Result - 100/239 = 41.84%	
9	ANIMAL MANAGEMENT	SERVICE PERFORMANCE	36	Cost of animal management service	Gareth Little Hales	≥\$10 ≤\$70	\$11,577,731,092,437	\$14.61			\$13.18		\$58.17	Not yet reported	
10	ANIMAL MANAGEMENT	SERVICE PERFORMANCE	37	Animal management prosecutions	Gareth Little Hales	≥0 ≤50	8		8		6		25	Q4 Result - 3	
11	FOOD SAFETY	SERVICE PERFORMANCE	38	Time taken to action food complaints	Geoff Fraser	≥1 ≤10	3.81		1.545454545		1.7		1.96	Calendar year result - 2016 Jan-Mar = 121/104 Apr - June = 161/74 Jul - Sep = 164/43 Oct - Dec = 85/55	
12	FOOD SAFETY	SERVICE PERFORMANCE	39	Food safety assessments	Geoff Fraser	≥50% ≤100%	33.37%	CGD continues to conduct more inspections than required	35.97%	CGD continues to conduct more inspections than required	27.78%	lower inspections over holiday period	144.28%	CGD continues to conduct more inspections than required. Q4 result = 479/562	
13	FOOD SAFETY	SERVICE PERFORMANCE	40	Cost of food safety service	Geoff Fraser	≥\$300 ≤\$1200	\$121.26	Quarterly figure is on track for Q1	\$140.85	Quarterly figure is on track for annual result	\$147.22637362637	deletion of approx. 200 old Strestrader registrations has lowered total food premises registrations	\$675.96	Quarterly cost below target range: \$364,197/1,728 = \$210.76. Council incurred higher than expected external legal costs in 2016-17.	
14	FOOD SAFETY	SERVICE PERFORMANCE	41	Critical and major non-compliance notifications	Geoff Fraser	≥60% ≤100%	100%		100%		100%		100%	2 premises were noted with critical non-compliance in Q4. YTD = 21. All premises were followed up.	
15	GOVERNANCE	SERVICE PERFORMANCE	1	Council decisions made at meetings closed to the public	April Seymour	≥0% ≤30%	0%		0%		0%		0%	Q4 = 0/130	
16	GOVERNANCE	SERVICE PERFORMANCE	2	Satisfaction with community consultation and engagement	Dani Johnson	≥40 ≤70			0	Not due to be reported until Q4			63		

Indicator Progress Comparison Report

This report will allow you to run a comparison of the results across multiple years.

[illegible]