



# Lighthouse CommuniCare – Cairns Monthly Component Progress Update

**Component Name:** \_\_\_\_\_ **Month:** \_\_\_\_\_

## 1.0 Progress against Component Activity Plan

Activity Code	Target	Actual	Explanation for variation

## 2.0 Issues arising and action taken to address

	Description	Status
1.		
2.		

## 3.0 Review of Recommendations in Previous Months' Report

	Recommendations from Previous Reports	Action Taken
1.		
2.		

## 4.0 Recommendations

	Description	Date of Completion
1.		
2.		

**Report prepared by:** \_\_\_\_\_ **Position:** \_\_\_\_\_

I hereby submit this report for the consideration of management.

Annex Attached: **A** Yes/ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by person receiving report*

Sighted by: \_\_\_\_\_ Date: \_\_\_\_\_

Feedback given Yes Date: \_\_\_\_\_ N