

Department RecFind No:	3500 13 92
Division/HHS:	SSS Division
File Ref No:	FPL04747 E020929

Briefing Note for Noting

Director-General

Requested by: Director, Funding and Contract Management Unit

Date requested: 9 May 2013

Action required by: 15 May 2013

SUBJECT: Final Audit Report by PricewaterhouseCoopers of Regional Community Association Incorporated

Proposal

That the Director-General:

Note that legal advice is being sought on contractual options available to Department of Health following receipt of the final audit report by PricewaterhouseCoopers on the Regional Community Association Incorporated.

And

Provide this brief to the Minister for information.

Urgency

1. Urgent. Media interest continues in relation to the Regional Community Association (RCA) including a Question on Notice for access to the final unedited PWC audit report.

Headline Issues

2. The top issues are:
 - o Pricewaterhouse Coopers (PWC) has delivered the final report.
 - o PWC received limited documents and information from RCA which has influenced the scope of the report.
 - o The final report reiterates the earlier findings of the Progress Report regarding significant deficits in financial management and organisational governance.
 - o The final report provides more detailed information regarding:
 - i. Non-specific rental payments made to a range of vendors
 - ii. Summary of payments made to outsourced contractors, engaged primarily to replace staff made redundant by RCA and reduce corporate overheads, and payroll costs of redundant staff
 - iii. Compliance issues with the Terms and Conditions of the Service Agreement
 - iv. Assessment of RCA's key financial and governance policies and both limitations in the policies and failure to implement certain aspects of these policies such as conflict of interest.
 - o As a priority, legal advice is being sought regarding contractual options available to Department of Health (DoH).

Key issues

3. RCA is funded under a Department of Communities, Child Safety and Disability Services Service Agreement, following the Machinery of Government transfer of mental health services to DoH on 30 June 2012.
4. The RCA Board filed to wind-up the organisation in the Supreme Court on 3 April 2013, the matter has been adjourned.

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Background

5. DoH has been implementing a complaints investigation process of RCA since late 2012 including internal referral to Ethical Standards Unit.
6. The Australian Services Union filed an industrial dispute about non-payment of wages to employees of RCA resulting in a Fair Work Commission conference on 12 April 2013; it is unknown at this stage whether this matter will proceed to a hearing.
7. The Richmond Fellowship of Queensland (RFQ) has commenced service delivery to former RCA mental health clients until 30 June 2013 through a variation to RFQ's existing contract.

Consultation

8. Funding and Contract Management Unit is currently in consultation with Legal Unit.

Attachments

9. Attachment 1 – Financial and Performance Audit RCA.

RTI Released

Department RecFind No:	
Division/MHS:	SSS Division
File Ref No:	FPL04668/E020929

Recommendation

That the Director-General:

Note that legal advice is being sought on contractual options available to Department of Health following receipt of the final audit report by PricewaterhouseCoopers on the Regional Community Association Incorporated.

And

Provide this brief to the Minister for information.

APPROVED/NOT APPROVED

NOTED

DR TONY O'CONNELL
Director-General

/05/2013

To Minister's Office For Noting

Director-General's comments

Author Pam Spall Principal Project Officer Funding and Contract Management Unit, Governance Branch 3234 1908 9 May 2013	Cleared by: (SD/Dir) Kim Woolgar Director Funding and Contract Management Unit, Governance Branch 3006 2815 s.73 10 May 2013	Cleared by: (CEO) Bob McDonald Chief Governance Officer Governance Branch 3235 9082 s.73 May 2013	Content verified by: (DDG) Susan Middleditch Deputy Director-General System Support Services Division 3234 0622 May 2013
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Department RecFind No:	
Division/HHS:	SSS Division
File Ref No:	FPL04668/E020929

Briefing Note

The Honourable Lawrence Springborg MP
Minister for Health

Requested by: Director, Funding and Contract Management Unit

Date requested: 9 May 2013

Action required by: 15 May 2013

SUBJECT: Final Report by PricewaterhouseCoopers of Regional Community Association Incorporated

Recommendation

That the Minister:

- **Note** that the final report reiterates the earlier findings of the Progress Report regarding significant deficits in financial management and organisational governance.
- **Note** that the final report provides more detailed information regarding:
 - i. Non-specific rental payments made to a range of vendors
 - ii. Summary of payments made to outsourced contractors, engaged primarily to replace staff made redundant by RCA and reduce corporate overheads, and payroll costs of redundant staff
 - iii. Compliance issues with the Terms and Conditions of the Service Agreement
 - iv. Assessment of RCA's key financial and governance policies and both limitations in the policies and failure to implement certain aspects of these policies such as conflict of interest.
- **Note** that as a priority, legal advice is being sought regarding contractual options available to Department of Health (DoH).

APPROVED/NOT APPROVED

NOTED

NOTED

LAWRENCE SPRINGBORG
Minister for Health

Chief of Staff

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Minister's comments



Private & Confidential
Ms Kim Woolgar
Director
Funding and Contract Management (FCM) Unit
Governance Branch
Department of Health

09 May 2013

Financial and Performance Audit RCA

Dear Kim,

I refer to our engagement to undertake a financial and performance audit of the Regional Community Association Inc (RCA) and provide the following report of our activities and findings.

As discussed with you during our telephone conference calls on 28th March and 9th and 12th April and in our Progress Report dated 17th April 2013, our access to the premises, records and key personnel has been limited due to the cessation of operations at RCA. Notwithstanding these limitations, we have attended the office at 1 Lamington Drive, Redcliffe and have held discussions with Board Members (Kevin Skinner, Brian Roselt, Geoff Jamison) on 3rd April 2013, who have provided copies of electronic accounting records as well as access to hard copies of available supporting information, including certain invoices, contracts and payroll records.

Key findings in relation to our work undertaken are summarised as follows:

- **Financial management and record keeping:**
 - Inspection of RCA's financial records and supporting documentation indicate poor financial management and record keeping practices. Accordingly there have been significant difficulties in RCA demonstrating the appropriate allocation of costs to the respective funding programs.
 - There are insufficient records to demonstrate the basis for allocation of payroll costs and other expenses across each of RCA's respective programs and funding agreements
 - The cash position of RCA has reduced substantially from \$194,867 at 1 July 2012 to -\$5,395.21 as at 1st April 2013.
 - Financial records in RCA's accounting system have not been completed for FY2013 year to date to facilitate a comprehensive comparison against funding received in advance.
 - The 2012 financial records include \$55,697 for rental of the RCA premises at Lamington Drive, Redcliffe for which there is no record of any payment having been made.
- **Corporate governance and decision making** - Discussions with the specified Board Members and review of Board Minutes and other records indicate deficiencies in governance arrangements and limited oversight by the Board of outsourced contractor arrangements
- **Compliance with Service Agreement obligations** - Due to the unavailability of key staff members and records, it has not been possible to undertake an assessment of the integrity of performance reports submitted by RCA or the extent to which the RCA has complied with its obligations under Part C of the respective Service Agreements. A number of issues were identified in relation to compliance with the financial and record keeping obligations.



The following report sets out further details in relation to each of these observations, as well as a summary of fieldwork and limitations from the work undertaken. The report is prepared solely for the use of the Department of Health and the Department of Communities, Child Safety and Disability Services and should not be disclosed to any other party without our prior written consent.

We would be happy to meet with you to discuss any aspect of our observations to date. Please don't hesitate to contact me on (07) or at any time.

Yours sincerely

Tim Allman
Partner
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T: +
M: -

RTI Release



1. Background and Scope

PricewaterhouseCoopers Australia (PwC) has been engaged by the Department of Health (DoH) to undertake a financial and performance audit of the Regional Community Association Inc (RCA). DoH and the Department of Communities, Child Safety and Disability Services (DCCSDS) provide funding to RCA for a range of services including community mental health, family support, emergency relief, domestic violence counselling, older persons action and community support service.

The funding agreements covered by the engagement are as follows:

- DoH: Mental Health – Centre Based Program & Mental Health Outreach
- DoH: Mental Health – Recovery Program
- DCCSDS: Family Support
- DCCSDS: Domestic Violence Counselling
- DCCSDS: Older Persons Action Program
- DCCSDS: Community Support Services
- DCCSDS: Emergency Relief

The scope of the engagement includes the following aspects:

1. Assess compliance of RCA against its current obligations under Part C of the Service Agreement.
2. Undertake a financial and compliance audit of RCA in accordance with clause 17.3 to 17.11 of the Service Agreement and report on:
 - a. The extent to which funds have been used for the agreed purpose as per Clauses 7 and 12 of the Funding Agreement and any further specifications outlined in Parts B and/or C of the Service Agreement;
 - b. The extent to which financial delegations and internal controls are in place and are effective to prevent the misuse and misappropriation of departmental funding;
 - c. The extent to which RCA is maintaining accounting and financial record keeping systems which allow for departmental funding to be accurately identified and accounted for;
 - d. The extent to which any subcontracting arrangements have been entered into by RCA in relation to departmental funding and the extent to which such arrangements comply with Clause 24 of the Service Agreement.

The engagement is limited to a review of the 2011/12 financial year and the current financial year (2012/13) to date.

2. Approach

Our access to the premises, records and key personnel has been significantly limited due to the cessation of operations at the organisation. Notwithstanding these limitations, we have undertaken the following activities:

- Attended entry meetings and teleconferences with Board Members (Kevin Skinner, Brian Roselt, Geoff Jamison) to understand the governance, record keeping and financial management arrangements for the organisation



- Undertook testing on site at RCA to substantiate FY2012 financial records to supporting information as follows:
 - Verification of payroll expenses for all funding agreements for financial year ended 30 June 2012
 - Verification of a non-statistical sample of other expenditure for all funding agreements for the financial year ended 30 June 2012
- Conducted a teleconference with RCA outsourced accountant to discuss the financial management and record keeping arrangements for FY2013, including the basis for allocation of expenditure across the respective funding programs.

The following table sets out the key limitations from our work:

Procedure	Limitation
Reconcile current financial position of RCA	Accounting for FY2013 including the allocation of income and expenditure against the respective programs has not been finalised by RCA
Testing rental expenditure	No source documentation available
Testing expenditure paid via direct debit	No source documentation available
Obtaining an understanding of the basis for payroll allocation across funding agreements	No staff available to discuss. Board members and accountant unable to explain.
Obtaining an understanding of the basis for allocation of all other expenditure across funding agreements	No staff available to discuss. Board members and accountant unable to explain.
Review and testing of performance reporting requirements under funding agreements	No staff available to discuss. Board members and accountant unable to explain.

In addition, testing of FY2013 financial records was limited to analysis of RCA's MYOB records and available bank statements. Reconciliation of expenses to supporting information was unable to be completed due to limited access to the RCA premises to inspect hard copy records.



3. Financial Management

The following sections set out our findings in relation to financial management of RCA.

3.1. Record Keeping

Inspection of RCA's financial records and supporting documentation indicate poor financial management and record keeping practices. The following key documents were missing or unavailable at the time of the review:

- Rental Agreements for property leases
- Lease Agreements (photocopier, phone etc)
- Bank Statements for the period 30 June 2012 – 10 July 2012
- Contract between RCA and 3W IT Consulting and Contracting Pty Ltd
- Contract between RCA and Doniman Pty Ltd
- NAB Statements regarding a Non-Interest Loan Scheme
- Documentation relating to various batch payments throughout FY12 and all batch payments from July onwards

3.2. Basis for allocation of expenses

There are insufficient records to demonstrate the basis for allocation of payroll costs and other expenses across each of RCA's respective programs and funding agreements. In the absence of such information it is not possible to assess the extent to which program funding has been appropriately acquitted against each of the respective funding programs.

The RCA Financial Management and Delegations Policy does not specify the process by which payroll costs and other expenses will be allocated across each of the respective funding programs to recognise the cost of staff working on multiple programs or overhead costs that are allocated across the organisation. However, effective financial management would typically involve the maintenance of worksheets as supporting information for transfer journals as a record of the basis for such allocations.

3.3. Cash Position of RCA

The cash position of RCA has reduced substantially from \$194,867 at 1 July 2012 to -\$5,395 (overdrawn) as at 1st April 2013. Discussions with the Board members and review of Board meetings indicates that the cashflow has been a significant area of concern for the organisation and a key driver for the organisational restructures including the outsourcing of some functions.

3.4. Utilisation of Funding for DoH and DCCSDS Programs

Financial records in RCA's accounting system have not been completed for FY2013 year to date to facilitate a comprehensive comparison against funding received in advance. In particular, the RCA financial records include \$473,903 in expenses that have not been allocated against a specific funding program as at 28th February 2013. Furthermore, the basis for allocation of both income and expenses across the respective funding programs is not clear from information available to date.



Notwithstanding limitations in the allocation of expenditure and income across the various funding agreements, the following table sets out a summary of the cash position and balance of unallocated funds across each of the programs, based on the RCA MYOB accounts and analysis of bank statements as at 28 February 2013:

Summary of Funding – FY13							
	Family Support	Domestic Violence	OPAP	Community Support	Emergency Relief	Community Mental Health	Mental Health Recovery
Cash Received	59,155	69,618	60,742	63,936	22,172	108,668	46,841
Income Allocated	46,342	57,126	47,656	47,269	22,172	108,668*	46,568
Unallocated Income	-12,813	-12,492	-13,086	-16,667	0	0	-273
Expenses Allocated	43,193	47,506	46,465	49,774	14,626	199,454	69,163
Operating Surplus/(Deficit) per RCA Accounts	3,149	9,620	1,191	-2,505	7,546	-90,786	-22,595

*The RCA financial records also include a \$126,778 in allocated income to reflect income receivable in relation to the Community Mental Health program. This income amount has been excluded for the purpose of the analysis so as to allow a more effective comparison of income and expenditure.

3.5. Accounting for rental expenses

The 2012 financial records include \$55,697 for rental of the RCA premises at Lamington Drive, Redcliffe. The expense transaction is offset by a journal against revenue in the RCA MYOB accounts and there is no record of any payment actually having been made in relation to this expense. No rental expenses have been allocated for FY2013 in relation to the Lamington Drive premises.

A summary of all rental expenses is provided at Attachment A.

4. Corporate governance and decision making

Discussions with Board Members and review of Board Minutes and other records indicate deficiencies in governance arrangements and limited oversight by the Board of outsourced contractor arrangements. In particular, the following sections set out our findings in relation to corporate governance and decision making arrangements across the period reviewed.

4.1. Management of outsourcing arrangements

RCA has entered into various outsourcing arrangements for delivery of its corporate and administrative functions. The following table sets out a summary of contracts and associated payments for key outsourcing arrangements:

Contractor	Services	Contract Value	Payments FY2012	Payments FY2013
Norsefire Pty Ltd	Marketing and Consulting	Contract 1: 961.54 per week Contract 2: \$1,635 per week	\$35,576	\$118,344
3W IT Consulting and Contracting Pty Ltd	IT Consulting	Unknown	-	\$38,351
Doniman Pty Ltd	Accounting Services	Unknown	-	\$8,460

A summary of all payments made against each of the contracts is provided at Attachment B.

There is no evidence of a tender process or other exercise to assess the value for money of outsourcing contracts. The contractors were engaged primarily to replace staff made redundant by RCA and were advisedly part of a strategy by RCA to reduce corporate overhead costs. A summary of payments made to corporate staff prior to the outsourcing of these respective services is provided at Attachment C.

There are no defined delegations of authority that apply when entering contracts on behalf of RCA. However the RCA Financial Management and Delegations policy provides for the following delegations for the approval of payments:

Position Title	Mode of Payment	Threshold
Secretary / President / Treasurer and General Manager	Electronic Funds Transfer / BPay	>\$40,000
General Manager and Finance Manager	Electronic Funds Transfer / BPay	\$40,000

There is no record of the exercise of delegation of authority in relation to payments made under the second Norsefire contract however we note that all payments are within the delegated authority of the General Manager and Finance Manager.

4.2. Conflict of Interest

The RCA Conflict of Interest Policy requires that "A register of conflicts of interest will be maintained by the General manager (or nominee). All potential and actual conflicts will be recorded in the register". There is no record of such register having been maintained. A potential conflict of interest for Bruce Mills was disclosed in Board minutes in relation to the outsourcing of IT Consulting services to 3W. There is no record of conflicts of interest having been declared or record in relation to the Norsefire and Doniman contracts.



4.3. Board involvement in corporate decision making

Board minutes do not disclose discussion in relation to the outsourcing of services to Noresfire Pty Ltd, notwithstanding potential conflict of interest issues pertaining to this arrangement. Board members consulted as part of the review advised that they were consulted to in relation to the initial contract but had been unaware that a second contract had been entered into with the company.

Board meetings were typically held monthly across the period under review, however there are no Board minutes or other information available to indicate that board meetings were conducted between July 2012 and December 2012, with the exception of one meeting on 28th September 2012. Motions were moved via email by various board members during this period. A summary of attendees at board meetings is provided at Attachment D.

RTI Releases

5. Compliance with Service Agreement Obligations

Due to the unavailability of key staff members and records, it has not been possible to undertake an assessment of the integrity of performance reports submitted by RCA or the extent to which the RCA has complied with its obligations under Part C of the respective Service Agreements.

However, we note the following in relation to compliance by RCA with its obligations under Service Agreements:

Service Agreement Reference ¹	Requirement	Observation
Part A – Standard Terms of Funding		
7.1(b)(v)	<i>You must not use the Funding, without Our prior written approval, to relieve cash flow problems in the delivery of Your other services or carry out activities funded from other services</i>	As noted at section 3.4 of this report, RCA has incurred expenses in excess of funding that it has received across a number of its programs. In the absence of any surplus cash reserves, RCA has effectively funded the activities of other services. However it is noted that RCA has not maintained sufficient financial records with which to substantiate expenses incurred in relation to each specific program.
24.1(a)	<i>You must not, without Our written consent, subcontract the whole, or any part, of Your obligations under the Service Agreement. We will not unreasonably withhold consent</i>	As noted in section 4.1 of this report, RCA has entered a number of outsourcing arrangements. Whilst these arrangements relate to the performance of corporate and administrative services rather than the performance of the substantive obligations, we note that RCA did not seek consent of the Department prior to outsourcing these services.
Part B – Specific Terms of Funding		
5.1	<i>You must: (a) Maintain separately identifiable ledger accounts to record the income and expenditure of the Funding; and (b) Regularly perform bank reconciliations</i>	Whilst RCA's account structure includes separately identifiable ledger accounts to record the income and expenditure of the Funding. Accounting for FY2013 has not been completed at the time of the review. There was \$473,903 of expenditure that was either unallocated or allocated to a general administrative code per the RCA MYOB accounts as at 28 th February 2013.
Part C – Conditions for Small Grants		
1.2	<i>You must keep accurate records and accounts of expenditure of the Approved Funding, in implementing the Approved Project and in achieving the Performance measure</i>	Whilst RCA's account structure includes separately identifiable ledger accounts to record the income and expenditure of the Funding. Accounting for FY2013 has not been completed at the time of the review. There was \$473,903 of expenditure that was either unallocated or allocated to a general administrative code per the RCA MYOB accounts as at 28 th February 2013.

¹ There are a number of different versions of the Service Agreement that apply to the services subject to this review. We note that the reference may vary slightly between versions, however the substantive obligations referenced in this table are applicable across all.



Attachment A: Summary of rental expenses

The following table summarises rental expenses for RCA for FY2012 and FY2013:

	FY12	Total Expenses FY12	Total Expenses FY13
Rent Other		33,282	9,028
Rent Lamington Drive		55,697	0
Total		88,979	9,028

On the following table is a general ledger summary of all transactions that comprise 'Rent Other' for the FY2012 and FY2013 years. These amounts have been allocated 100% across the respective funding programs.

Financial records do not identify any cash impact for the \$55,697 charged against 'Rent Lamington Drive' expense category. All transactions were recorded as a general journal against the Profit and Loss Revenue Account.

RTI Release



An FY12 breakdown of all Other Rent per the General Ledger follows

Purchase; McArthur Associates	\$166.36
Purchase; L &D Consultancy Trust	\$450.00
Purchase; L &D Consultancy Trust	\$300.00
Rent Pietree- July 2011	\$450.00
Rent Pietree- July 2011	\$300.00
Rent July	\$870.00
Rent July	\$870.00
Purchase; De Martini Fletcher	\$870.00
Purchase; De Martini Fletcher	\$870.00
Purchase; L &D Consultancy Trust	\$450.00
Purchase; L &D Consultancy Trust	\$300.00
Rent Caboolture -MHR- Aug	\$833.64
Rent Pietree- Aug 2011	\$450.00
Rent Pietree- Aug 2011	\$300.00
Purchase; L &D Consultancy Trust	\$450.00
Purchase; L &D Consultancy Trust	\$300.00
Purchase; Caboolture Professional Centre	\$1,000.00
Rent Pietree- Sep 2011	\$450.00
Rent Pietree- Sep 2011	\$300.00
Rent -Sep -Caboolture	\$870.00
Rent -Sep -Caboolture	\$870.00
Purchase; L &D Consultancy Trust	\$450.00
Purchase; L &D Consultancy Trust	\$300.00
Rent Pietree- Oct 2011	\$450.00
Rent Pietree- Oct 2011	\$300.00
Rent -Sep -Caboolture	\$870.00
Rent -Sep -Caboolture	\$870.00
Purchase; Caboolture Professional Centre	\$1,000.00
Purchase; L &D Consultancy Trust	\$450.00
Purchase; L &D Consultancy Trust	\$300.00
Rent Pietree- Nov 2011	\$450.00
Rent Pietree- Nov 2011	\$300.00
Rent -Nov -Caboolture	\$870.00
Rent -Nov -Caboolture	\$870.00
Rent -Nov -Caboolture- New	\$1,000.00
Purchase; L &D Consultancy Trust	\$450.00
Purchase; L &D Consultancy Trust	\$300.00
Purchase; Caboolture Professional Centre	\$1,000.00
Rent -Dec -Caboolture	\$870.00
Rent -Dec -Caboolture	\$870.00
Rent Pietree- Dec 2011	\$450.00
Rent Pietree- Dec 2011	\$300.00
Purchase; De Martini Fletcher	\$870.00
Purchase; De Martini Fletcher	\$870.00
Purchase; De Martini Fletcher	\$179.50
Purchase; Caboolture Professional Centre	\$1,000.00
Rent Pietree- Nov 2011	\$450.00
Rent Pietree- Nov 2011	\$300.00
Purchase; Caboolture Professional Centre	\$500.00
Purchase; Caboolture Professional Centre	\$500.00

RELEASE



Attachment B: Financial summary of outsourcing arrangements

A summary of payments made based on analysis of the general ledger is as follows

Arrangement	FY12	FY13	Total
Norsefire	35,576	118,344	153,920
Donimans	-	38,351	38,351
3W	-	8,460	8,460

FY13 Detailed Breakdown per General Ledger

Journal	Type	Date	Narration	Amount	Job Allocation
Computers					
121492	PJ	25/08/2012	Purchase; Norsefire Pty Ltd	17,760	
121491	PJ	29/08/2012	Purchase; Norsefire Pty Ltd	2,805	
121499	PJ	6/09/2012	Purchase; Norsefire Pty Ltd	4,241	
121559	PJ	3/10/2012	Purchase; Norsefire Pty Ltd	846	
121544	PJ	15/10/2012	Purchase; Norsefire Pty Ltd	3,449	
		Total:		29,100	
Marketing fees					
121500	PJ	24/08/2012	Purchase; Norsefire Pty Ltd	5,193	
121558	PJ	3/09/2012	Purchase; Norsefire Pty Ltd	10,386	1.1
121543	PJ	15/09/2012	Purchase; Norsefire Pty Ltd	5,193	1.1
121615	PJ	9/11/2012	Purchase; Norsefire Pty Ltd	10,386	1.1
121640	PJ	23/11/2012	Purchase; Norsefire Pty Ltd	10,386	1.1
121722	PJ	21/01/2013	Purchase; 3W IT Consulting & Contracting	355	1.1
121741	PJ	5/02/2013	Purchase; Norsefire Pty Ltd	25,965	1.1
		Total:		67,865	
Consultancy Fees					
121515	PJ	24/08/2012	Purchase; Norsefire Pty Ltd	21,734	1.1
121572	PJ	11/09/2012	Purchase; 3W IT Consulting & Contracting	169	1.1
121570	PJ	8/10/2012	Purchase; 3W	440	1.1
121571	PJ	22/10/2012	Purchase; 3W	385	1.1
121578	PJ	25/10/2012	Purchase; 3W	1,430	1.1
121592	PJ	31/10/2012	Purchase; 3W	193	1.1
121696	PJ	10/01/2013	Purchase; 3W	550	1.1
121709	PJ	22/01/2013	Purchase; 3W	2,695	1.1
121762	PJ	21/02/2013	Purchase; Doniman Pty Limited	401	
		Total:		27,997	
ISDN Network Link					
121723	PJ	17/01/2013	Purchase; 3W IT Consulting & Contracting	178	1.1
121729	PJ	29/01/2013	Purchase; 3W IT Consulting & Contracting	163	1.1
121749	PJ	13/02/2013	Purchase; 3W IT Consulting & Contracting	180	1.1
		Total:		520	



Financial Management Fees

121542	PJ	10/10/2012	Purchase; Doniman Pty Limited	6,325	1.1
121602	PJ	5/11/2012	Purchase; Doniman Pty Limited	6,325	1.1
121654	PJ	4/12/2012	Purchase; Doniman Pty Limited	6,325	1.1
121691	PJ	2/01/2013	Purchase; Doniman Pty Limited	6,325	1.1
121742	PJ	31/01/2013	Purchase; Doniman Pty Limited	6,325	
121777	PJ	7/03/2013	Feb-13	6,325	
Total:				37,950	

Computer Repairs & Maintenance

121490	PJ	1/08/2012	Purchase; 3W	215	2.1
121490	PJ	1/08/2012	Purchase; 3W	215	2.2
121490	PJ	1/08/2012	Purchase; 3W	215	2.3
121490	PJ	1/08/2012	Purchase; 3W	215	2.4
121490	PJ	1/08/2012	Purchase; 3W	215	3.2
121490	PJ	1/08/2012	Purchase; 3W	215	3.4
121490	PJ	1/08/2012	Purchase; 3W	215	3.7
121490	PJ	1/08/2012	Purchase; 3W	215	3.8
Total:				1,723	

FY12 Detailed Breakdown per General Ledger

Journal	Type	Date	Narration	Amount	Job Allocation
Marketing fees					
14658029	PJ	31/10/2011	Purchase; Norsefire Pty Ltd	\$4,807.70	1.1
14658100	PJ	14/12/2011	Purchase; Norsefire Pty Ltd	\$1,923.08	1.1
14658152	PJ	6/02/2012	Purchase; Norsefire Pty Ltd	\$9,615.36	1.1
14658345	PJ	15/05/2012	Purchase; Norsefire Pty Ltd	\$12,500.02	1.1
14658405	PJ	27/06/2012	Purchase; Norsefire Pty Ltd	\$6,730.00	1.1
Total:				\$35,576.16	



Attachment C: Payment summary to corporate and administrative staff

Below is a summary of those personnel who were let go as the Norsefire contract was to replace

	CEO	Finance Officer	Admin Officer
FY12 Wages/Salary	82,597	67,410	39,701
FY13 Wages/Salary	4,610	53,936	8,668
Total Payments Both Years	87,207	121,346	48,368

FY12 Admin Payroll Costs – Analysis

Note the following staff are classified as Admin and 180k or the 229k has been allocated across the jobs.. Of the \$229,238 only \$180,374 was allocated to various jobs - we are unable to identify what part of each of the following employees' salaries is allocated.

Admin Wages FY12	
Staff Classification	FY12 Net Pay
CEO	82,597
SACS 6.1 ADMIN	50,872
SACS 5.3-ADMIN	16,538
SACS 3.1-ADMIN	39,701
SACS 2.1 ADMIN	28,397
SACS 1.2-ADMIN	11,135
Total	229,238



Admin Wages Allocation Journals FY12		
Detail	Job Allocation	Amount
Admin wages -UC	1.3.1	16,250
Admin wages -FSP	2.1	7,408
Admin wages -DV	2.2	1,311
Admin wages -CON	2.3.1 and 2.3.2	16,597
Admin wages -RICR	2.4	23,200
Admin wages -OPAP	3.2	15,116
Admin wages -CDS	3.4	35,705
Admin wages -MH	3.7	54,659
Admin wages -HUMP	1.9	3,000
Admin wages -EAP-FED	3.4.1	
Admin wages -MHR	3.8	1,800
Total Allocated from Admin to Funding Agreements		180,374
Total Not Allocated		48,865
Total		229,238

RTI RELEASED



Attachment D: Summary of Attendance at Board Meetings

Summary of Attendance at Board Meetings									
Date	BM	BR	KS	GJ	SD	SJ	PM	TR	BS
25/1/12	Y	Y	Y	N	N	Y	Y	N	N
29/2/12	Y	N	Y	N	N	Y	N	Y	N
28/3/12	Y	Y	Y	N	N	Y	Y	Y	N
2/5/12	Y	Y	Y	Y	Y	Y	N	N	Y
10/5/12	Y	Y	Y	Y	Y	Y	Y	N	Y
6/6/12	Y	Y	Y	Y	N	Y	Y	N	Y
27/6/12	Y	Y	Y	Y	N	Y	Y	N	Y
?/7/12	Y	Y	Y	Y	N	N	N	N	N
28/9/12*	Y	Y	Y	Y	Y	N	N	N	N
14/12/12*	Y	Y	Y	Y	Y	N	N	N	N
Total Attendance	10	9	10	7	4	6	5	2	4

*Note that from July to September motions were moved via email by various board members and other personnel were included in these emails

Key

Bruce Mills (Board Member) – BM

Brian Roselt (Board Member) – BR

Kevin Skinner (Board Member) – KS

Geoff Jamieson (Board Member) – GJ

Scott Driscoll (Patron) – SD

Steve Jarron (CEO part year) – SJ

Pubudu Madawala (FC – part year) – PM

Terry Rogers (Board Member – part year) – TR

Ben Scott (Board Member – part year) – BS

RTI Release