	Element	Source	Review Process	Sub-Result	Result				
	Project Agreement agreed with Project Host 6.4 of Deed	1. Service Provider 2. MERIT	 Check that project agreement has been provided. Check Project Agreement was signed prior to commencement of the project (refer MERIT for commencement date). 	1	Compliant				
		3. Check terms of the Project Agreement align with the relevant terms of the Deed. activities accurate 1. MERIT 1. Beview MERIT activity list							
	MERIT activities accurate Schedule 3 of Deed	1. MERIT 2. Department	 Review MERIT activity list. Review MERIT activity list against activities listed in the Work Order. If MERIT is missing activities listed in the Work Order, check whether project activities were varied (refer Service Provider Variations Tracker). 	1	Compliant				
ct Agreement			 4. Check whether progress towards one or more activities has been included in MERIT. 5. If no progress has been entered into MERIT and the onsite audit is yet to be completed, ensure auditors confirm timing of MERIT reporting with Service Provider during the audit. 6. If no progress has been entered into MERIT and the onsite audit has been completed, seek explanation from Service Provider. 	1					
	Risk Plan agreed with Project Sponsor 5.2(i) of Deed	 Service Provider Department 	 Check that Risk Plan has been provided. If Risk Plan has not been provided, check to see if it is saved in MERIT before requesting from Service Provider. Check Risk Plan signed prior to commencement of the project (as found in the Service Providers Monthly Report). 	1	Compliant				
	Subcontracting arrangements (where applicable) 18.3 of Deed	ov.au/about-	 Review Service Provider Subcontractor list to check if project delivered by subcontractor. Check the contract entered into between the Service Provider and the subcontractor/s to confirm the subcontractor is delivering the services it is engaged to deliver. Check that the subcontractor/s are not named by the Workplace Gender Equality (WGE) Agency in a report to the Minister responsible for the WGE Act as an employer currently not complying with the reporting requirements of WGE Act (if yes, the Department must have provided prior written approval for the Service Provider to enter into an agreement with subcontractors). 	1	Compliant				
	Team Numbers 7.2, 8.1 of Deed	 Monthly reporting Service Provider 	 Check the ratio of one Team Supervisor to nine Participants by checking the Report on Participant Details Spreadsheet and MERIT. If MERIT has not been correctly entered, please include a comment. Check that any permanent variation to this ratio was approved by the Department in the Variations 	1	Compliant				
	Working with Vulnerable People Checks 10.3-10.6 of Deed	1. Department 2. Service Provider	 Check with the Service Provider (including using proof of age documentation) whether any Participant on the project is a vulnerable person. Check the age of all participants in the Report on Participant Details Monthly Reporting to confirm the number of vulnerable persons. If any Participants are under the age of 18 (or are otherwise vulnerable people), check that copies of the Police Checks have been provided for each Participant in the project and that the Police Checks were conducted before the Participant or the Vulnerable Person commenced on the project. 	1	Compliant				
			 Check whether the Police Checks returned a result including a Serious Record or a Criminal or Court. If a Serious Record or a Criminal Court Record is returned, check that the Service Provider conducted risk assessment prior to the commencement of that Participant or the Vulnerable Person. 	1					

Result	Comment
liant	
liant	
nant	
liant	
liant	
P	
liant	
liant	
	l l

Related	Participant Agreements are signed 6.4 of Deed	1. Department 2. Service Provider	 6. Check with the Service Provider whether any Participant was charged or convicted of a Serious Offence or Other Offence during the life of the Project. 7. If so, check that the Department was notified within 24 hours of the Service Provider becoming aware of the Participant being charged or convicted. 1. Check that Participant Agreements have been provided for all participants. 2. Check that the Participant Agreements are provided in the template approved by the Department. 3. Check that the Participant Agreements have been signed by the Participant before the Participant commenced work on the Project. 	1	Compliant
Participant Re	Participant commencement letters 6.1 (d) of the Deed	 Department Service Provider 	 1. Review copies of commencement letters issued to Participants to confirm that each Participant has been issued a commencement letter. Note: If project commenced before 1 July 2015 only DHS clients need to be provided a commencement letter. 	1	Compliant
	Participant cessation letters 6.1 (d) of the Deed	 Department Service Provider 	 Check how many Participants have exited the programme by reviewing the Service Providers Monthly Report. For any Participants that have left, review copies of cessation letters issued to Participants. Each participant that has left the project must be issued the cessation letter. Note: If project commenced before 1 July 2015 only DHS clients need to be provided a cessation letter. 	1	Compliant
	Participant attendance 6.4 of the Deed	Service Provider	 Service Providers must provide the attendance records for all Participants for the two pay periods prior to the due date for audit documents. Check the timesheets against Participant numbers from the Monthly Report on Participant Details reports. 	1	Compliant
	Participant Allowance 6.6 of the Deed	 Service Provider Department 	 Check payslips have been provided for each Participant for the two pay periods prior to the due date for audit documents. Using the Variations Tracker or the report on Participant details, identify which Participants are working part-time hours. Using the provided payslips, check that the allowance paid to Participants engaged on the Projects reflects the age, pay rate, and hours provided within the Report on Participant Details reports. Ensure that the rates provided in the Report on Participant Details aligns with the current allowances using the Programme Guidelines. 	1	Compliant
	Replacing Participants 6.3(a) of the Deed	Service Provider	 1. Using the Monthly Reporting review evidence that the Service Provider has replaced or sought to replace Participants who have exited the programme. Note: Participants who withdraw within 14 weeks of the completion of the project do not need to be replaced. 2. If Participants have not been replaced, check the variations tracker to determine whether appropriate approvals were granted through exception requests. If not, review the flow of Participants in and out of the project and consult with the Contract Manager if to need assistance in determining the level of compliance. 3. Review evidence that the Service Provider has negotiated appropriate training with any replacement Participants that is suited to the length of time remaining on the Project. 	1	Compliant
Related	Supervisor Recruitment 7.1 of the Deed	Service Provider	 Review copies of current First Aid Certificates and any additional qualifications (if applicable) for the Team Supervisor. Review Proof of Age (minimum of 18 years) for the Team Supervisor. 	1	Compliant
upervisor	Team Supervisor removals and replacements 7.3 of the Deed	Department	1. Check that the current Team Supervisor has been engaged in the Project from the beginning by checking their agreement was signed prior to the project start date , if not, confirm that any changes were reported to, and approved by, the Department.	1	Compliant

ε	Team Supervisor absences	Service Provider	1. Review Supervisor attendance records to determine whether absent for more than 10 Business	1	Compliant	
Team	7.3 of the Deed	(timesheets)	Days. If there was an absence of more than 10 Business Days, confirm with Contract Manager that the			
			Department was notified.			
	Individual Training Plans	1. Service Provider	1. Review copies of individual Training Plans as part of the Participant Agreement.	1	Compliant	
	6.11 of the Deed	2. Department	2. Check that the Training Plans align with the Service Provider's Training Plan specified in the			
		3. Department	approved Operations Manual.			
			3. Check the training plans against the accredited or non-accredited training outlined in the quarterly			
			reporting (where possible).			
	First Aid	1. Service Provider	1. Review copies of first aid certificates for each Participant and ensure completed prior to	1	Compliant	
	6.11 of the Deed	2. Department	commencement on the Project.			
			2. If the Project commenced prior to 1 July 2015 and a Participant has not completed their First Aid			
D			certificate prior to commencement, review Variations Tracker to confirm agreement from the			
ate			Department.			
Rel			3. If the project commenced after 1 July 2015, a project is only required to notify the Department if			
Training Related			Participants commence project activities where fewer than three Participants hold a current first aid			
ini			certificate prior to commencement or if the Participant cannot attain their First Aid Certificate within			
Trê			4 weeks of commencing.			
	WHS training	Service Provider	1. Check that evidence is provided that training on WHS relevant to the Project's risk assessment was	1	Compliant	
	6.11 of the Deed		completed prior to commencement.	-	Compliant	
	Cultural Awareness training	1. Service Provider	1. Check with the Service Provider if any Participants identify as Indigenous, or if activities concern		Not Assessed	
	6.11 of the Deed	2. Department	Indigenous communities, heritage or places.		NOT ASSESSED	
		2. Department				
			2. If Yes, check that evidence is provided that Participants and the Supervisor have completed Cultural			
	Darticipant and Supervisor	Somuico Drouidar	Awareness Training.	1	Compliant	
	Participant and Supervisor	Service Provider	1. Review evidence that Participant attendance at training is being monitored using a copy of Participant attendance records for the first two weeks of the Preject	T	Compliant	
	attendance at training		Participant attendance records for the first two weeks of the Project.	1		
	6.11 of the Deed		2. Review evidence that Supervisor attendance at training is being monitored using a copy of	T		
			Supervisor attendance records for the first two weeks of the Project.			
	WHS Incidents	1. Service Provider	1. Review a short summary of minor and major incidents and any remedial actions including	1	Compliant	Nil incidents advised
	6.8 and 6.16 of the Deed	2. Department	behavioural and safety issues.			
			2. Review evidence that any incidents have been recorded and reported correctly (in Three Monthly			
			Reporting, or Ad-hoc Reports provided by the Service Provider) and that Notifiable Incidents were			
			reported to the Department within the required timeframes.			
	Media and Advertising	Service Provider	1. Obtain copies of any marketing or promotional material associated with this Project and check for	1	Compliant	
	5.2(i) of the Deed		correct use of the Australian Government and single Green Army logo.			
	Complaints	Service Provider	1. Request information from the Service Provider on any complaints received from stakeholders (such	1	Compliant	Nil complaints advise
	6.16 and (11.4) of the Deed		as the public or Participants) concerning this Project and how it was handled.			
<u> </u>			2. Ensure that any complaints were handled effectively (in line with the Service Provider's Operations			
Other			manual) and dealt with in a timely manner by reviewing evidence of correspondence (if available).			
Ò			3. Check that Complaints to the Department have been tracked in the Complaints Register.			
	Specified Personnel	N/A	This applies where there is Specified Personnel engaged in the Project (as listed in the relevant Order).	1	Compliant	Nil specified personr
	19.2 of the Deed and in the		Confirm that the current Specified Personnel has been engaged in the Project from the beginning and,			
	Order		if not, confirm that any changes were reported to, and approved by, the Department.			
			Note: There are no current Specified Personnel.			
	Score				100%	
L	00010				1200/0	

Compliant	
Compliant	
Compliant	
Compliant	
Not Assessed	
Compliant	
Compliant	Nil incidents advised.
Compliant	
Compliant	Nil complaints advised.
Compliant	Nil specified personnel.
100%	

		Did the				
		Superviso				
		r or a		Doe	is the	
	How How	team		Supe	erviso	
	many many	member		r exp	pect	
	Participan Participan	conduct a		Does the the		
	ts are on ts are	site		Superviso Proj	iect to Does the	
	site on engaged	induction		r feel they Does the Supervisor be	Supervisor expect Does the Supervisor have	2
What	the day of in the	? - Has	In the	receive feel they receive com	plete the Project to be any changes they would	Does the Supervisor
financial	Audit? - project? -	the	Superviso	sufficient sufficient support d on	n completed on like made to run the	have any changes they
year did	How How	supervisor	r's view, is	support from the Service sche	edule? schedule? - Please project or programme	would like made to run
the	many many	or a team Did the Supervisor	the Team In the Supervisor's view, is	from the Provider? - Please - Wi	ill the add any more efficiently? - Does	the project or
project	Participan Participan	member or a team member	performin the Team performing well? -	Service add any comments. proj	ject comments. More the Supervisor have any	programme more
Project Service commenc Auditor Audit	ts are on ts are	given a conduct a site	g well? - Please add any comments.	Provider? - More information is likely	ly be information is suggestions for changes	efficiently? - If you
Number - Provider - e in? - Names - Date -	site on active on	site induction? - What	Team More information is required	Service required if you com	plete required if you they would like made to	selected Yes, please
Project Service Financial Auditor Audit	the day of the	induction did the site	performa if you answered no to the	Provider answered no to the d on	answered no to the run the project more	provide more
Number Provider Year Names Date	Audit? project?	? induction cover?	nce above question.	Support above question sche	edule? above guestion. efficiently?	information

							The supervisor was happy				
							with the team, they all get				
							picked up in the moning and				It was mentioned that
							dropped off. All the required				participants would
	Conservat	s22					training had been completed				benefit from a variety
	ion					Emergency plan, Site	For a few of the participants				of activities, as most of
B021000	8 Volunteer					hazards and risks.,	this is their second Green				the work involved
901G	s Australia 14/15		########	8	9 Yes	Location of facilities Yes	Army project.	Yes	Yes	Yes	weed eradication.

														Did the		
					Has each									Participan		
					member								Have any	ts have		
					of the		Are the	Do the					Participan	any		
					team		participants	Participan					ts had any	feedback		
					complete		aware of what	ts find the		Of the			issues	on the		Did the Participants
	Does the			Has each	d First Aid		happens	pickup	Do the	Participan	Of the		with	project or	Did the	find their prior
	Supervisor feel			member	Training? -		when the	and drop	Participants	ts	Participants		Centrelink	program	Participants	learning and
	that they have			of the	Please		Supervisor is	off	find the pickup	surveyed,	surveyed, how		- Please	me? - Did	have any	addational training
	been provided	Are there	Are there any	team	add any	Are the	absent? -	location	and drop off	how many	r many are not	Have any	add any	the	feedback on the	needs were taken into
	with sufficient	any issues	issues with the	complete	comment	participants	Please add	easily	location easily	are not	enjoying the	Participants had	comment	Participan	project or	consideration when
	training from the	with the	PPE that has been	d First Aid	s. More	aware of what	any	accessible	accessible? -	enjoying	Project? -	any issues with	s. More	ts	programme? -	training plans were
Does the Supervisor feel that	Service Provider	? PPE that	provided? -	Training? -	informati	happens when	comments.	? - Is the	Please add any	the	Please add any	Centrelink - Have	informati	nominate	Please add any	agreed? - Did the
they have been provided with	- Please add any	has been	Please add any	Has each	on is	the Supervisor is	More	pickup	comments.	Project? -	comments.	there been any	on is	any	comments.	Participants find their
sufficient training from the	comments. More	provided?	comments. More	member	required	absent? - Are the	information is	and drop	More	Are any	More	problems with	required	changes	More	prior learning and
Service Provider? - Does the	information is	- Are you	information is	of the	if you	participants	required if	off	information is	Participan	information is	centrelink (if yes,	if you	to the	information is	addational training
Supervisor feel that they have	required if you	happy	required if you	team	answered	aware of what	you answered	location	required if you	ts not	required if you	record names and	answered	project	required if you	needs were taken into
been provided with sufficient	answered no to	with the	answered no to	complete	no to the	happens when	other to the	easily	answered no to		answered yes	give to contact	yes to the	they	answered yes to	consideration when
training from the Service	the above	PPE	the above	d First Aid	above	the Supervisor is	above	accessible	the above	the	to the above	manager to get	above	would like	the above	training plans were
Provider?	question.	provided?	question	Training?	question.	absent?	question	?	question.	Project?	question.	CRN)	question	made?	question	agreed?

							There have been	
							no issues	Some of the
							from	participants
				All			Centrelink	provided
				participants			, all the	feedback re:
				are aware			participan	changing up
				that they are			ts	activities. They
				not allowed			received	said they would
				to work if the			their	enjoy learning
				supervisor is			letters	new skills such
Yes	Yes	Yes	Yes	absent. Yes	0	No	from DHS Yes	as fencing. Yes

				Do the															
Did the		Did the																	
				project															
Participants find		Participan		tasks															
their prior		ts receive		match the															
learning and		an		Merit	Does the														
addational		informati	Do the	reporting	auditor														
training needs		on pack? -	project	? -	think the		Does the												
were taken into	Did the	Please	tasks	Please	project is		auditor												
consideration	Participan	add any	match the	add any	appropria		have any		Please provided a short										
when training	ts receive	comment	Merit	comment	te/worth		feedback		summary of the visit and any										
plans were	an	s. More	reporting	s. More	while for		or	Does the auditor	feedback for the Service										
agreed? - Please	informati	informati	? - Do	informati	Media/M	Does the auditor	concerns	have any feedback or	Provider. This will be			Photo							
add any	on pack? -	on is	the	on is	P visits? -	think the project is	about the	concerns about the	included in the Audit Report.			Upload -							
comments. More	Did the	required	project	required	Is the	appropriate/worth	project? -	project? - Please	Please provided a short	Project		First Aid							
information is	Participan	if you	tasks	if you	project	while for Media/MP	Are there	add any comments.	summary of the visit and any	Status - Is		Kit -							
required if you	ts receive	answered	match the	answered	appropria	visits? - Please	any major	More information is	feedback for the Service	the		Photo	Photo	Photo	Photo	Photo	Photo	Photo	Photo
answered no to	an	no to the	Merit	no to the	te for	include any	concerns	required if you	Provider. This will be	project		Upload -	Upload -	Upload -	Upload -	Upload -	Upload -	Upload -	Upload -
the above	informati	above	reporting	above	Media/M	additional	about the	answered yes to the	included in the Audit	delivery	Photo Upload - Car -	First Aid	Photo						
question	on pack?	question.	?	question	P visits?	comments	project?	above question	Report."	on track?	Photo Upload - Car	Kit	Upload						

	1	s47F the project					
		Supervisor is confident the					
		project will be completed on					
А	Although the	time, there have been no					
р	project was running	issues with the team and					
0	on track and the	they appear to get along					
p	participants	well.					
e	enjoyed the project,	Participants					
tł	the major works		https://environment.au.				
ir	nvolved weeding. A	The Participants heard about	citizenspace.com/biodiv				
р	project with a	the Green Army program	ersity-				
d	diverse range of	through the job services	conservation/d4626e6f/				
a	activities and	company in their home	consultation/download_				
0	outcomes would be	town, they enjoy the project,	file?squid=question.2015				
m	more appropriate	some thought it would be	06-29.2340970246-				
fe	for a Media/MP	good if a few different	filesubquestion&user=A Not	Not Not	Not Not	Not Not	Not
Yes Yes No vi	visit. No	activities were included. On track	NON-PJK8-G4WF-N Answered	d Answered Answered	Answered Answered	Answered Answered	d Answered

 Photo
 Browser

 Upload Last
 Browser

 Photo
 Modified
 Created
 Response
 Consultati
 Identificat
 Submitted

 Upload
 Date
 IP Address
 Date
 ID
 on State
 ion
 Date
 Visited Pages

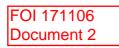
				Mozilla/5.	
				0	('subpage 2015-06-
				(compatib	29.6228321801',
				le; MSIE	'intro', 'subpage.2015-
				9.0;	06-29.4481375910',
	124.47.13			Windows	'subpage.2015-06-
	2.150,127.	ANON-		NT 6.1;	30.1058898810',
Not	0.0.1,127.	PJK8-		Trident/5.	'subpage.2015-06-
Answered	39:58.6 0.0.1	05:58.0 G4WF-N	open	0)	40:06.1 29.8315831147')

Project ID	B0210008901G	
Service Provider	Conservation Volunteers Australia	
Site Visit Date	25/05/2015	
	s22	
Departmental Officers		

Element	Result	Comment
Project Agreement agreed with	Compliant	
Project Host		
6.4 of Deed		
MERIT activities accurate	Compliant	
Schedule 3 of Deed		
Risk Plan agreed with Project	Compliant	
Sponsor		
5.2(i) of Deed		
Subcontracting arrangements	Compliant	
(where applicable) 18.3 of Deed		
18.3 Of Deed		
Team Numbers	Compliant	
7.2, 8.1 of Deed		
Working with Vulnerable People	Compliant	
Checks	Compliant	
10.3-10.6 of Deed		
Participant Agrooments are signed	Compliant	
Participant Agreements are signed 6.4 of Deed	Compliant	
0.4 01 Deed		
Participant commencement letters	Compliant	
6.1 (d) of the Deed		
Participant cessation letters	Compliant	
6.1 (d) of the Deed		
Participant attendance	Compliant	
6.4 of the Deed		
Participant Allowance	Compliant	
6.6 of the Deed		
Deglesing Degtising gts	Compliant	
Replacing Participants 6.3(a) of the Deed	Compliant	
Supervisor Recruitment	Compliant	
7.1 of the Deed		
Team Supervisor removals and	Compliant	
replacements		
7.3 of the Deed		
Tanan Gunamiann ak sayasa	Conselient	
Team Supervisor absences 7.3 of the Deed	Compliant	

Individual Training Plans	Compliant	
6.11 of the Deed		
First Aid	Constituet	
First Aid 6.11 of the Deed	Compliant	
WHS training 6.11 of the Deed	Compliant	
Cultural Awareness training 6.11 of the Deed	Not Assessed	
Participant and Supervisor attendance at training 6.11 of the Deed	Compliant	
WHS Incidents 6.8 and 6.16 of the Deed	Compliant	Nil incidents advised.
Media and Advertising 5.2(i) of the Deed	Compliant	
Complaints 6.16 and (11.4) of the Deed	Compliant	Nil complaints advised.
Specified Personnel 19.2 of the Deed and in the Order	Compliant	Nil specified personnel.
Score		100%

Site Visit		
Project Status - Is the project delivery on track?	On track	
	s47F the project Supervisor is confident the project will be completed on time, there have been no issues with the team and they appear to get along well. Participants The Participants heard about the Green Army program through the job services company in their home town, they enjoy the project, some thought it would be good if a few different activities were included.	



s47F
s22
s22 ; <u>GreenArmy</u>
FW: DRAFT Audit results for project B0210008901G [SEC=UNCLASSIFIED]
Monday, 12 October 2015 4:10:08 PM
image001.png image003.jpg
DRAFT Audit Feedback B0210008901G.PDF
B0210008901G Penguin email to sponsor.pdf
Signed agreements.pdf DHS commencement documents.pdf

Hi **s22**

I have reviewed your feedback, please see comments below in red.

Thanks

Element	Result	Comment	Response
MERIT activities accurate Schedule 3 of Deed	Non-compliant	The project is past three months and MERIT has not been updated to reflect the Project's progress.	The Meri Plan has been submitted for approval but has not yet been approved. Unable to enter results until plan is approved.
Risk Plan agreed with Project Sponsor 5.2(i) of Deed	Non-compliant	Risk Plan was not signed prior to the start of the Project.	Please see attached B0210008901G – Penguin email to sponsor. This document was included originally and if you look at page two it states please find attached at your earliest convenience: WHS Plan Risk Plan Work Plan These documents were all provided to the project sponsor on 24/11/2014 prior to project commencement. The email on 15/04/2015 is simply the region forwarding a copy to myself.
Working with Vulnerable People	Non-compliant	Police check has not been provided for	s47F was not required to be police

Checks 10.3-10.6 of Deed		s47F Please note a risk assessment may be required if Participant has a positive outcome.	checked because he was the 17yo participant
Participant Agreements are signed 6.4 of Deed	Non-compliant	Participant Agreement has not been provided for	s47F participant agreement was included. Please see pages 39 and 40 of attached signed agreements document
Participant commencement letters 6.1 (d) of the Deed	Non-compliant	Participant commencement letters have not been provided for s47F .	Commencement letter was provided for ⁴⁷ please see page 6 of attached DHS commencement documents.

s22, s47F

Administration Coordinator Green Army Management Team | Conservation Volunteers Australia

a. PO Box 423, Ballarat, VIC 3353, Australia

m. **s47F** | t. +61 (0)3 5330 **s47F** | f. +61 (0)3 5330 2922

e. cs47F @conservationvolunteers.com.au

au. www.conservationvolunteers.com.au

From: GreenArmy [mailto:GreenArmy@environment.gov.au] Sent: Wednesday, 30 September 2015 10:00 AM To: s47F Cc: s22 ; s22 Subject: DRAFT Audit results for project B0210008901G [SEC=UNCLASSIFIED]

Response due by COB 30Oct2015

Dear s47F ,

Please find the attached draft Green Army Project Audit Results of project B0210008901G -Limiting Mountain Bike Weed Dispersal Into Vulnerable Bushland.

This report has been issued in draft to allow you the opportunity to submit any missing/supporting documentation or clarify any findings. If you would like to provide any additional information please ensure it is received in the Green Army mailbox by COB 30 October 2015. Missing documentation will not be accepted beyond this. Please ensure you note the project number the document relates to.

We apologise for the length of time between audits being submitted and conducted by the Department and this draft report. For future audits we expect to have draft results sent to you within a week of conducting the site visit. In those cases, you will have 2 weeks to respond before the final audit results are recorded.

Kind Regards,

\$22 |Green Army Programme Team|Biodiversity Conservation Division Department of the Environment. GPO Box 787 Canberra ACT 2601

T 02 6274**s22** | E s22 @environment.gov.au

Please consider the environment before printing this email.

GREEN ARMY PROJECT AUDIT RESULTS

Audit Details:

Project ID	B0210008901G
Service Provider	Conservation Volunteers Australia
Site Visit Date	25/05/2015
	s22
Departmental	
Officers	s22

Element	Result	Comment
Project Agreement agreed with Project Host 6.4 of Deed	Compliant	
MERIT activities accurate Schedule 3 of Deed	Non-compliant	The project is past three months and MERIT has not been updated to reflect the Project's progress.
Risk Plan agreed with Project Sponsor 5.2(i) of Deed	Non-compliant	Risk Plan was not signed prior to the start of the Project.
Subcontracting arrangements (where applicable) 18.3 of Deed	Compliant	
Team Numbers 7.2, 8.1 of Deed	Compliant	NOTE: The project is past three months and MERIT has not been updated to reflect participant information.
Working with Vulnerable People Checks 10.3-10.6 of Deed	Non-compliant	Police check has not been provided for s22 Please note a risk assessment may be required if Participant has a positive outcome.
Participant Agreements are signed 6.4 of Deed	Non-compliant	Participant Agreement has not been provided for s22.
Participant commencement letters 6.1 (d) of the Deed	Non-compliant	Participant commencement letters have not been provided for s47F .



Participant cessation letters 6.1 (d) of the Deed	Compliant	
Participant attendance 6.4 of the Deed	Compliant	
Participant Allowance 6.6 of the Deed	Compliant	
Replacing Participants 6.3(a) of the Deed	Compliant	
Supervisor Recruitment 7.1 of the Deed	Compliant	
Team Supervisor removals and replacements 7.3 of the Deed	Compliant	
Team Supervisor absences 7.3 of the Deed	Compliant	
Individual Training Plans 6.11 of the Deed	Compliant	
First Aid 6.11 of the Deed	Compliant	
WHS training 6.11 of the Deed	Compliant	
Cultural Awareness training 6.11 of the Deed	Not Assessed	
Participant and Supervisor attendance at training 6.11 of the Deed	Compliant	
WHS Incidents 6.8 and 6.16 of the Deed	Compliant	Nil incidents advised.





Media and Advertising 5.2(i) of the Deed	Compliant	
Complaints 6.16 and (11.4) of the Deed	Compliant	Nil complaints advised.
Specified Personnel 19.2 of the Deed and in the Order	Compliant	Nil specified personnel.
Score		80%

Site Visit	
Project Status - Is the project delivery on track?	On track
Feedback from site visit.	 s47F the project Supervisor is confident the project will be completed on time, there have been no issues with the team and they appear to get along well. Participants The Participants heard about the Green Army program through the job services company in their home town, they enjoy the project, some thought it would be good if a few different activities were included.

Document 3	
From:	GreenArmy
To:	s47F
Cc:	s22
Subject:	FINAL Audit results for project B0210008901G [SEC=UNCLASSIFIED]
Date:	Friday, 30 October 2015 10:11:13 AM
Attachments:	FINAL Audit Feedback B0210008901G.pdf image001.png

No Response Required

Dear s47F ,

FOI 171106

Please find the attached the final Green Army Project Audit Results of Project B0210008901G - Limiting Mountain Bike Weed Dispersal Into Vulnerable Bushland.

This is a final report and no additional documentation will be taken into consideration. If you require feedback on non compliant areas please email the Green Army mailbox.

We will aim to provide you with an average percentage score towards the end of the year, it is recommended that Service Providers also keep track as audit scores will contribute to the Green Army Performance Framework that is currently under development.

Kind Regards,

\$22|Green Army Programme Team|Biodiversity Conservation DivisionDepartment of the Environment.GPO Box 787 Canberra ACT 2601T 02\$22E\$22E\$22BB\$23B\$24B\$25BB\$26BBB</

Please consider the environment before printing this email.

 From: s47F
 @conservationvolunteers.com.au]

 Sent: Monday, 12 October 2015 4:08 PM
 To: s22

 Cc: s22
 ; GreenArmy

 Subject: FW: DRAFT Audit results for project B0210008901G [SEC=UNCLASSIFIED]

Hs22

I have reviewed your feedback, please see comments below in red.

Thanks

Element	Result	Comment	Response
MERIT activities	Non-compliant	The project is past	The Meri Plan has
accurate Schedule 3 of		three months and	been submitted for
Deed		MERIT has not been	approval but has not
		updated to reflect the	yet been approved.
		Project's progress.	Unable to enter results

			until plan is approved.
Risk Plan agreed with Project Sponsor 5.2(i) of Deed	Non-compliant	Risk Plan was not signed prior to the start of the Project.	Please see attached B0210008901G – Penguin email to sponsor. This document was included originally and if you look at page two it states please find attached at your earliest convenience: WHS Plan Risk Plan Work Plan These documents were all provided to the project sponsor on 24/11/2014 prior to project commencement. The email on 15/04/2015 is simply the region forwarding a copy to myself.
Working with Vulnerable People Checks 10.3-10.6 of Deed	Non-compliant	Police check has not been provided for ^{#7} . Please note a risk assessment may be required if Participant has a positive outcome.	s47F was not required to be police checked because he was the 17yo participant
Participant Agreements are signed 6.4 of Deed	Non-compliant	Participant Agreement has not been provided for	s47F participant agreement was included. Please see pages 39 and 40 of attached signed agreements document
Participant commencement letters 6.1 (d) of the Deed	Non-compliant	Participant commencement letters have not been provided for s47F .	Commencement letter was provided for ⁴⁷ please see page 6 of attached DHS commencement documents.

a. PO Box 423, Ballarat, VIC 3353, Australia m. s47F | t. s47F | f. +61 (0)3 5330 2922 e. s47F @conservationvolunteers.com.au au. www.conservationvolunteers.com.au

From: GreenArmy [mailto:GreenArmy@environment.gov.au] Sent: Wednesday, 30 September 2015 10:00 AM To: s47F Cc: s22 Subject: DRAFT Audit results for project B0210008901G [SEC=UNCLASSIFIED]

Response due by COB 30Oct2015

Dear s47F ,

Please find the attached draft Green Army Project Audit Results of project B0210008901G -Limiting Mountain Bike Weed Dispersal Into Vulnerable Bushland.

This report has been issued in draft to allow you the opportunity to submit any missing/supporting documentation or clarify any findings. If you would like to provide any additional information please ensure it is received in the Green Army mailbox by COB 30 October 2015. Missing documentation will not be accepted beyond this. Please ensure you note the project number the document relates to.

We apologise for the length of time between audits being submitted and conducted by the Department and this draft report. For future audits we expect to have draft results sent to you within a week of conducting the site visit. In those cases, you will have 2 weeks to respond before the final audit results are recorded.

Kind Regards,

\$22|Green Army Programme Team | Biodiversity Conservation DivisionDepartment of the Environment.GPO Box 787 Canberra ACT 2601T 02T 02E \$22@environment.gov.au

Please consider the environment before printing this email.

GREEN ARMY PROJECT AUDIT RESULTS

Audit Details:

Project ID	B0210008901G
Service Provider	Conservation Volunteers Australia
Site Visit Date	25/05/2015
Departmental	s22
Officers	s22

Element	Result	Comment
Project Agreement agreed with Project Host 6.4 of Deed	Compliant	
MERIT activities accurate Schedule 3 of Deed	Compliant	
Risk Plan agreed with Project Sponsor 5.2(i) of Deed	Compliant	
Subcontracting arrangements (where applicable) 18.3 of Deed	Compliant	
Team Numbers 7.2, 8.1 of Deed	Compliant	
Working with Vulnerable People Checks 10.3-10.6 of Deed	Compliant	
Participant Agreements are signed 6.4 of Deed	Compliant	
Participant commencement letters 6.1 (d) of the Deed	Compliant	
Participant cessation letters 6.1 (d) of the Deed	Compliant	

FINAL

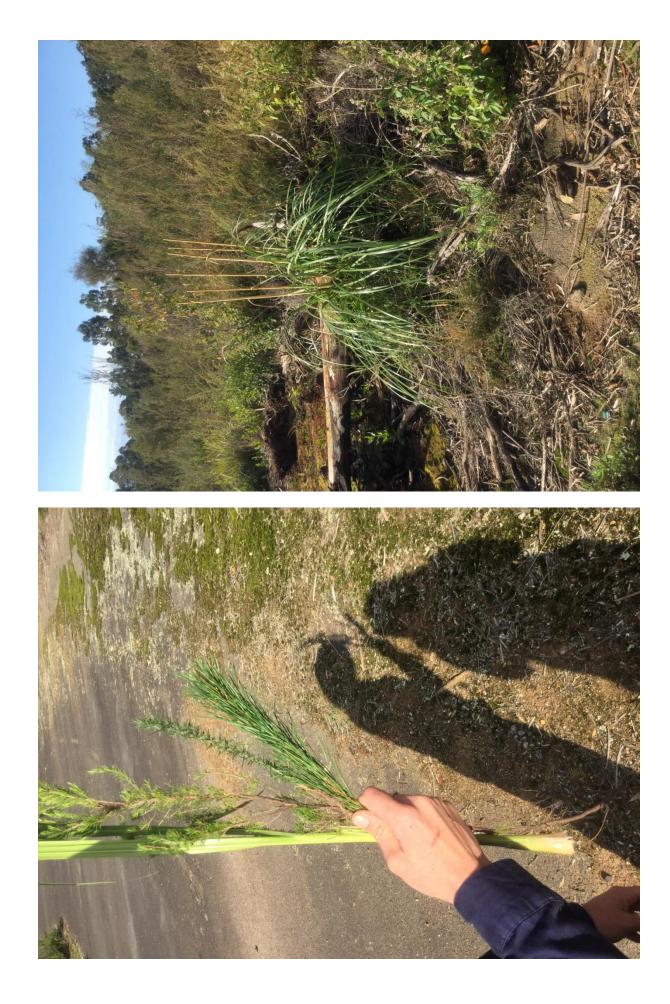
Participant attendance 6.4 of the Deed	Compliant	
Participant Allowance 6.6 of the Deed	Compliant	
Replacing Participants 6.3(a) of the Deed	Compliant	
Supervisor Recruitment 7.1 of the Deed	Compliant	
Team Supervisor removals and replacements 7.3 of the Deed	Compliant	
Team Supervisor absences 7.3 of the Deed	Compliant	
Individual Training Plans 6.11 of the Deed	Compliant	
First Aid 6.11 of the Deed	Compliant	
WHS training 6.11 of the Deed	Compliant	
Cultural Awareness training 6.11 of the Deed	Not Assessed	
Participant and Supervisor attendance at training 6.11 of the Deed	Compliant	
WHS Incidents 6.8 and 6.16 of the Deed	Compliant	Nil incidents advised.
Media and Advertising 5.2(i) of the Deed	Compliant	

FINAL

Complaints 6.16 and (11.4) of the Deed	Compliant	Nil complaints advised.
Specified Personnel 19.2 of the Deed and in the Order	Compliant	Nil specified personnel.
Score	•	100%

Site Visit	
Project Status - Is the project delivery on track?	On track
Feedback from site visit.	 s47F the project Supervisor is confident the project will be completed on time, there have been no issues with the team and they appear to get along well. The Participants heard about the Green Army program through the job services company in their home town, they enjoy the project, and some thought it would be good if a few different activities were included.











From:s47FTo:S22Subject:FW: Audits next week - B0210011401G and B0210008901G [SEC=UNCLASSIFIED]Date:Friday, 22 May 2015 10:04:42 AMAttachments:image001.png
image002.jpg
image003.jpg
image005.jpg

His22

Information below for B0210008901G please let me know if you need anything else.

Thanks

s47F

Administration Coordinator Green Army Management Team | Conservation Volunteers Australia

a. PO Box 423, Ballarat, VIC 3353, Australia m. +**s47F** | t. +**s47F** | f. +61 (0)3 5330 2922 e. **s47F** @conservationvolunteers.com.au au. www.conservationvolunteers.com.au

From: s47F Sent: Friday, 22 May 2015 9:53 AM To: s47F Cc: s47F Subject: RE: Audits next week - B0210011401G and B0210008901G [SEC=UNCLASSIFIED]

s47F

As per below, I hope this is enough.

s47F

s47F State Manager | Conservation Volunteers Australia

Hobart Office Tasmania t. **s47F** m. **s47F** e. **s47F** @conservationvolunteers.com.au w. www.conservationvolunteers.com.au

From: s47F Sent: Friday, 22 May 2015 9:32 AM To: s47F Subject: FW: Audits next week - B0210011401G and B0210008901G [SEC=UNCLASSIFIED] Importance: High

Hi all,

I am not sure who is looking after this one so I have included you all in the email. I need someone to please respond to ^{\$22} or myself on the below points ASAP.

Can you please confirm/provide:

- Supervisor Name: s47F
- Supervisor Contact Information Mobile **s47F**
- If a representative from X is planning to attend the Audit and their contact information:
 s47F (State Manager) Mob. s47F
- Site location of where the team will be on the audit day: The team expect to be working at 'the old Mountain Bike Speedway' 230 Ironcliffe Road Penguin approximately 300 metres south of Sports Complex Drive. We will be working at the first gate (yellow boom gate) with the bicycle info signs. (I might park the van there so will be easy to find"). It would be useful to ring Jenna upon arrival to confirm location.
- Any photos taken on each site at the start of the project (this will assist the auditors in assessing the tasks nominated in MERIT) s47F can provide onsite and follow up with auditors if required
- Polygon of sites if available: N/A
- How many sites there are for each project, and their locations: Should be in the application but two sites so far
- Any additional information required that may assist the auditors before arriving on site: Ring the Supervisor upon arrival

s47F

Administration Coordinator Green Army Management Team | Conservation Volunteers Australia

a. PO Box 423, Ballarat, VIC 3353, Australia m. +**s47F** | t. **s47F** | f. +61 (0)3 5330 2922 e. **s47F** @conservationvolunteers.com.au au. www.conservationvolunteers.com.au

 From: s22
 @environment.gov.au]

 Sent: Friday, 22 May 2015 9:28 AM

 To: s47F

 Subject: FW: Audits next week - B0210011401G and B0210008901G [SEC=UNCLASSIFIED]

Heys47F

Any luck on this? We have to make our bookings and know who to contact.

Cheers

s22

s22

Department of the Environment.

GPO Box 787 Canberra ACT 2601

T 02 s22 | E s22 @environment.gov.au

Please consider the environment before printing this email.

Green Army Programme Team | Biodiversity Conservation Division

From: s22 Sent: Wednesday, 20 May 2015 12:31 PM To: s47F Subject: FW: Audits next week - B0210011401G and B0210008901G [SEC=UNCLASSIFIED]

Hi**s47F**

Just following up the info for B0210008901G I need to start making arrangements today.

\$22|Green Army Programme Team|Biodiversity Conservation DivisionDepartment of the Environment.GPO Box 787 Canberra ACT 2601T 02 6274\$22E\$22@environment.gov.au

Please consider the environment before printing this email.

s22, material irrelevant to scope

From: s22	@environment.gov.au]
Sent: Monday, 18 May 2015 11:22	AM
To: s47F	
Subject: Audits next week - B02100	011401G and B0210008901G [SEC=UNCLASSIFIED]

Hi **s47F**

As you are aware, projects B0210011401G and B0210008901G are due to be audited on the week starting 25/05/2015

The audit itself will only take a couple of hours per site. The time and date will be confirmed once we know the details per project.

During the audit, the auditors will need to have a conversation with your Team Supervisor, a few of the Participants, and will view the work that has been undertaken and/or completed on site. The auditors will also take a number of photos of the site. It is our expectation that work will be able to continue on site during. However, your Team Supervisor will remain in charge of the site and may decide otherwise.

Can you please confirm/provide:

- Supervisor Name
- Supervisor Contact Information
- If a representative from X is planning to attend the Audit and their contact information
- Site location of where the team will be on the audit day
- Any photos taken on each site at the start of the project (this will assist the auditors in assessing the tasks nominated in MERIT)
- Polygon of sites if available
- How many sites there are for each project, and their locations
- Any additional information required that may assist the auditors before arriving on site

Che	eers,
s22	

\$22 |Green Army Programme Team|Biodiversity Conservation Division Department of the Environment.

GPO Box 787 Canberra ACT 2601

T 02 s22 E s22 @environment.gov.au

Please consider the environment before printing this email.