

	Element	Source	Review Process	Sub-Result	Result	Comment
Project Agreement	Project Agreement agreed with Project Host 6.4 of Deed	1. Service Provider 2. MERIT	1. Check that project agreement has been provided. 2. 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.	1		
	MERIT activities accurate Schedule 3 of Deed	1. MERIT 2. Department	1. Review MERIT activity list. 2. Review MERIT activity list against activities listed in the Work Order. 3. If MERIT is missing activities listed in the Work Order, check whether project activities were varied (refer Service Provider Variations Tracker).	1	Compliant	
			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	1. Service Provider 2. Department	1. Check that Risk Plan has been provided. 2. If Risk Plan has not been provided, check to see if it is saved in MERIT before requesting from Service Provider. 3. 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	1. Service Provider 2. Department 3. https://www.wgea.gov.au/about-legislation/complying-act	1. Review Service Provider Subcontractor list to check if project delivered by subcontractor. 2. 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. 3. 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	1. Monthly reporting 2. Service Provider	1. 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. 2. 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	1. Check with the Service Provider (including using proof of age documentation) whether any Participant on the project is a vulnerable person. 2. Check the age of all participants in the Report on Participant Details Monthly Reporting to confirm the number of vulnerable persons. 3. 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	
4. Check whether the Police Checks returned a result including a Serious Record or a Criminal or Court. 5. 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			

Participant Related			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		
	Participant Agreements are signed 6.4 of Deed	1. Department 2. Service Provider	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 commencement letters 6.1 (d) of the Deed	1. Department 2. 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	1. Department 2. Service Provider	1. Check how many Participants have exited the programme by reviewing the Service Providers Monthly Report. 2. 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	1. Service Providers must provide the attendance records for all Participants for the two pay periods prior to the due date for audit documents. 2. Check the timesheets against Participant numbers from the Monthly Report on Participant Details reports.	1	Compliant	
	Participant Allowance 6.6 of the Deed	1. Service Provider 2. Department	1. Check payslips have been provided for each Participant for the two pay periods prior to the due date for audit documents. 2. Using the Variations Tracker or the report on Participant details, identify which Participants are working part-time hours.	1	Compliant	
			3. 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. 4. Ensure that the rates provided in the Report on Participant Details aligns with the current allowances using the Programme Guidelines.	1		
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.	1	Compliant		
		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			
Supervisor Related	Supervisor Recruitment 7.1 of the Deed	Service Provider	1. Review copies of current First Aid Certificates and any additional qualifications (if applicable) for the Team Supervisor. 2. Review Proof of Age (minimum of 18 years) for the Team Supervisor.	1	Compliant	
	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	

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

Project Number	Service Provider	Financial Year	Auditor Names	Audit Date	How many Participants are on site on the day of Audit?	How many Participants are engaged in the project?	Did the Supervisor or a team member conduct a site induction? - Has the supervisor or a team member given a site induction?	Did the Supervisor conduct a site induction? - What induction cover?	In the Supervisor's view, is the Team performing well? - Please add any comments. More information is required if you answered no to the above question.	Does the Supervisor feel they receive sufficient support from the Service Provider? - Please add any comments. More information is required if you answered no to the above question.	Does the Supervisor expect the Project to be completed on schedule? - Will the Supervisor expect the Project to be completed on schedule? - Please add any comments. More information is required if you answered no to the above question.	Does the Supervisor have any changes they would like made to run the project or programme more efficiently? - Does the Supervisor have any suggestions for changes they would like made to run the project more efficiently?	Does the Supervisor have any changes they would like made to run the project or programme more efficiently? - If you selected Yes, please provide more information
B0210008 901G	Conservation Volunteers Australia	14/15	s22 #####	#####	8	9	Yes	Emergency plan, Site hazards and risks., Location of facilities	Yes	Yes	Yes	Yes	It was mentioned that participants would benefit from a variety of activities, as most of the work involved weed eradication.

The supervisor was happy with the team, they all get picked up in the morning and dropped off. All the required training had been completed. For a few of the participants this is their second Green Army project.

Does the Supervisor feel that they have been provided with sufficient training from the Service Provider? - Does the Supervisor feel that they have been provided with sufficient training from the Service Provider?	Does the Supervisor feel that they have been provided with sufficient training from the Service Provider? - Please add any comments. More information is required if you answered no to the above question.	Are there any issues with the PPE that has been provided? - Are you happy with the PPE provided? question.	Are there any issues with the PPE that has been provided? - Are you happy with the PPE provided? question.	Has each member of the team completed First Aid Training? - Please add any comments. More information is required if you answered no to the above question.	Are the participants aware of what happens when the Supervisor is absent? - Are the participants aware of what happens when the Supervisor is absent? question.	Are the participants aware of what happens when the Supervisor is absent? - Please add any comments. More information is required if you answered no to the above question.	Do the participants find the pickup and drop off location easily accessible? - Is the pickup and drop off location easily accessible? question.	Do the participants find the pickup and drop off location easily accessible? - Please add any comments. More information is required if you answered no to the above question.	Of the Participants surveyed, how many are not enjoying the Project? - Are any Participants enjoying the Project? question.	Have any Participants had any issues with Centrelink - Have there been any problems with centrelink (if yes, record names and give to contact manager to get CRN)	Did the Participants have any feedback on the project or programme? - Did the Participants have any feedback on the project or programme? - More changes to the project they would like made? question.	Did the Participants find their prior learning and additional training needs were taken into consideration when training plans were agreed? - Did the Participants find their prior learning and additional training needs were taken into consideration when training plans were agreed? question.
Yes	Yes	Yes	Yes	All participants are aware that they are not allowed to work if the supervisor is absent.	Yes	0	No	There have been no issues from Centrelink, all the participants received their letters from DHS	Yes	Some of the participants provided feedback re: changing up activities. They said they would enjoy learning new skills such as fencing.	Yes	

Photo Upload	Last Modified Date	IP Address	Created Date	Response ID	Consultation State	Browser Identification	Submitted Date	Visited Pages
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Not Answered	39:58.6	124.47.13 2.150.127. 0.0.1,127.	05:58.0	ANON-PJK8-G4WF-N	open	Mozilla/5.0 (compatible; MSIE 9.0; Windows NT 6.1; Trident/5.0)	40:06.1	('subpage 2015-06-29.6228321801', 'intro', 'subpage.2015-06-29.4481375910', 'subpage.2015-06-30.1058898810', 'subpage.2015-06-29.8315831147')
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Project ID	B0210008901G
Service Provider	Conservation Volunteers Australia
Site Visit Date	25/05/2015
Departmental Officers	s22 [REDACTED]

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	
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		100%

Site Visit	
Project Status - Is the project delivery on track?	On track
Feedback from site visit.	<p>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.</p> <p>Participants</p> <p>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.</p>

From: s47F
 To: s22
 Cc: s22 ; [GreenArmy](#)
 Subject: FW: DRAFT Audit results for project B0210008901G [SEC=UNCLASSIFIED]
 Date: Monday, 12 October 2015 4:10:08 PM
 Attachments: [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 s47	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 s22	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 s47 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,

s22 | 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](mailto: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
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 .

DRAFT

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.	<p>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.</p> <p>Participants</p> <p>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.</p>

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 ,

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,

s22 | 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](mailto:s22@environment.gov.au)



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]

H 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 Checks 10.3-10.6 of Deed	Non-compliant	Police check has not been provided for s47F . 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	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 s47F please see page 6 of attached DHS commencement documents.

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: 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,

s22 | 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.

GREEN ARMY PROJECT AUDIT RESULTS

Audit Details:

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

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.	<p>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.</p> <p>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.</p>







From: s47F
To: s22
Subject: FW: Audits next week - B0210011401G and B0210008901G [SEC=UNCLASSIFIED]
Date: Friday, 22 May 2015 10:04:42 AM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)

Hi s22

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
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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 s22 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

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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]

Hey s47F ,

Any luck on this?

We have to make our bookings and know who to contact.

Cheers

s22

s22 | 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.

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.

s22 | 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.

s22, material irrelevant to scope

From: s22 [redacted] <s22@environment.gov.au>
Sent: Monday, 18 May 2015 11:22 AM
To: s47F [redacted]
Subject: Audits next week - B0210011401G and B0210008901G [SEC=UNCLASSIFIED]

Hi s47F [redacted],

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

Cheers,

s22 [redacted]

s22 [redacted] | Green Army Programme Team | Biodiversity Conservation Division
Department of the Environment.
GPO Box 787 Canberra ACT 2601
T 02 s22 [redacted] E s22 [redacted] <s22@environment.gov.au>



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