

20th April 2011

To Whom It May Concern:

Re: Change in Contractor Induction System

Barwon Health has recently reviewed its Risk Management framework. As a result of the outcome of this review, we are changing the way we monitor and track the compliance requirements expected from our contractors and suppliers. This is in order to meet good corporate governance and audit control.

Who does this affect?

Contractors and Service Providers wishing to continue to provide services to Barwon Health will now be required to enter their compliance information electronically via an on-line compliance and verification service, recently appointed by Barwon Health. This system is known as **Ipro LiVe**.

This affects all contractors and consultants providing contracting and consultancy services to Barwon Health.

What is the Service?

Barwon Health has engaged Ipro Solutions Pty Ltd using an on-line product called Ipro LiVe to assist us with contractor compliance and verification. The on-line service (www.iprolive.com), is accessible 24 hours a day enabling you to enter and update your compliance information at your convenience. Please refer to the brochure enclosed for more detailed information.

Registration Cost

Registration with Ipro LiVe is:

- \$550.00 per annum including GST

However, to assist small businesses, a discount of 50% is available to smaller organisations with no more than five employees, bringing the cost for these organisations to:

- \$275 per annum including GST
- There is a one off fee of \$27.50 (including GST) for the provision of an **Ipro iCard** which will be required by each employee who will be attending a Barwon Health site to engage in work.

This card will verify on entry that the card holder is compliant and inducted for work on the designated site.

This **iCard** can be utilized on any Ipro site that uses the **Ipro Icard** system. If you currently use an **iCard** on another site you will not need a new or additional card.

Method of Payment:

Payment can be made by using *PayPal*[™], bank transfer, or via *B-Pay*[™] from the **Ipro LiVe** web site.

When will this new procedure commence?

You will be able to log onto the system from Monday May 9th, 2011. We will be requiring all contractors and consultants to be registered by Monday August 1st, 2011. Ipro Live will have a compliance helpdesk open to assist you with any questions you may have during this period. They can be contacted on 1300 477 654

1. For companies currently not subscribed to Ipro LiVe:

1. Go to Web page www.iprolive.com
2. Click on 'register for...' option.
3. Select 'Ipro Live as a new user'.
4. Enter the required details.
5. A 'User name' and 'Password' will be automatically forwarded to your email address.
6. You will then need to make the required payment in order to use the system.

2. For companies already subscribed to Ipro LiVe:

1. Click on 'I want to' option on your main view page in your Ipro account.
2. Click on 'Add/ Edit client association'.
3. Then make the appropriate selection in the 'client' listing with your region and industry association.

Benefits of registering with Ipro LiVe:

Ipro Live will act as a one stop repository for all your compliance information. No longer will you need to compile, copy, and certify your documentation each time you register with a new company. **Ipro LiVe** feeds the information only to clients that you have nominated.

Please note that your company and employees are required to be fully registered with Ipro LiVe by Monday, 1st. August, 2011. After this date Ipro LiVe will be fully functional and you may not be able to provide contracting or consultancy services to Barwon Health if you are not registered.

If you require any further information, please contact Ipro LiVe Customer Service on 1300 477 654 between 7:30 am and 5:00 pm, Monday to Friday.

Yours Sincerely,



Ray Bennett
Maintenance Operations Manager