

XXXXX 2010

{FNAME} {LNAME}
{COMPANY NAME}
{ADDRESS 1}
{ADDRESS 2}

Dear {FNAME}

RE: Change in Contractor Compliance Management

Melton Shire Council has recently reviewed its Risk Management framework in order to comply with new legislative and regulatory requirements. 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 consultants in order to meet good corporate governance and audit control.

Who does this affect?

Contractors and consultants tendering for new contracts at Melton Shire Council will now be required to enter their compliance information electronically via an on-line compliance and verification service, recently appointed by Melton Shire Council.

Existing Melton Shire Council contractors and consultants are encouraged to register with Ipro Solutions Pty Ltd and should contact the relevant Contract Manager.

What is the Service?

Melton Shire Council has engaged an organisation named Ipro Solutions Pty Ltd using an on-line product called Ipro LiVe to assist us with contractor and consultant 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. Refer brochure enclosed for more detailed information.

Registration Cost

The contractor cost to subscribe and register with Ipro LiVe is dependent upon the size and structure of your organization:

- \$275.00 per annum including GST (5 employees or less)
- \$550.00 per annum including GST (6 employees or greater)

Method of Payment:

Payment is made by using PayPal, a leading secure internet payment system, bank transfer or BPay.

When will this new procedure commence?

Effective Wednesday, 1st December 2010, you will be required to register on-line by following the procedure outlined below;



1. **For Contractors currently not subscribed to Ipro LiVe:**

- Contact iPro Live to register for the information session to be held on **Friday, 26th November 2010 at Melton Civic Centre, 232 High Street MELTON starting at 1.00PM.**
- **Go to Web page www.iprolive.com**
- Click on '**New User**' option
- Enter the required details
- A 'User name' and 'Password' will be automatically forwarded to your email address
- You will then need to make the required payment in order to use the system

2. **For existing Contractors already subscribed:**

- If you have already registered with Ipro LiVe, no further fees are payable.
- Click on '**Client & Conditions**' option on your main view page
- Select Melton Shire Council from the drop-down list in '**Add New Client/Region/Industry Association**'
- Then make the appropriate selection in the '**Client Option**' listing with your region and industry association.

Benefits in registering with Ipro LiVe:

This new process has a number of benefits including;

- building and expanding customer relationships
- simplifying your records with better document management
- applying a risk management framework to mitigate your risk
- receiving automatic reminders and assistance in meeting compliance requirements
- included in your subscription will be access to an additional nine (9) Ipro LiVe customers including other health services and local government bodies)
- your compliance information can be made available to any client by a security protected public viewing page

Additionally, please find enclosed a brochure outlining the benefits of using the Ipro LiVe system.

Please note that you are required to register with Ipro LiVe by Wednesday, 1st December 2010 and obtain compliance certification by the end of January 2011.

For further information contact Ipro LiVe Customer Service on 1300 IPRO LIVE or 1300 477 654 or contact Finance at Melton Shire Council on 03 9747 7200

Kind Regards,

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Melton Shire Council