



28^h MARCH, 2011
{FNAME} {LNAME}
{COMPANY NAME}
{ADDRESS 1}
{ADDRESS 2}

Dear Sir / Madame,

RE: Change in Contractor Compliance Management.

Due to new legislative and regulatory requirements Wimmera Health Care Group (WHCG) 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 in order to meet good corporate governance and audit control.

Who does this affect?

Contractors and suppliers wishing to continue to provide services to WHCG will now be required to enter their compliance information electronically via an on-line compliance and verification service.

What is the Service?

Wimmera Health Care Group 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. Refer brochure enclosed for more detailed information.

Registration Cost:

All costs are paid to Ipro Solutions Pty Ltd

Registration with Ipro LiVe is:

- \$550.00 per annum including GST

A discount of 50% is applied to smaller organisations with no more than 5 employees, bringing the cost for these organisations to:

- \$275 per annum including GST

Method of Payment:

Payment can be made by using PayPal, bank transfer ,B-Pay or cheques can also be accepted.

When will this new procedure commence?

Effective Monday 4th April 2011, you will be required to register on-line by following the procedure outlined below;

1. For contractors currently not subscribed to Ipro LiVe:

- 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

(There is an option to register by mail – please contact Ipro Solutions ph. 1300 477654)

2. For contractors already subscribed to Ipro LiVe:

- If you have already registered with Ipro LiVe, no further fees are payable.
- Click on '**Client & Conditions**' option on your main view page
- Select Wimmera Health from the drop-down list '**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;

- Ensuring that you meet the statutory requirements needed to carry out work for government entities.
- 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 Monday 4th April 2011 and obtain compliance certification by Friday June 10, 2011.

For information, on registration or providing compliance details, contact:
Ipro LiVe Customer Service,
Ph 1300 477 654 between 7:30 am, and 5:00pm Monday to Friday.

OR

Any other enquiries, contact:
Peter Crammond
Engineering Services Manager
Wimmera Health Care Group
Tel. 03 5381 9221

Thank you for your co-operation and we look forward to a continuing, mutually beneficial relationship with your company.

Kind Regards,

Chris Scott
Chief Executive
Wimmera Health Care Group