

**From:** [Cheryl Watson](#)  
**To:** s 47F(1)  
**Cc:**  
**Subject:** RE: FM Process Review Assignment Plan [SEC=UNCLASSIFIED]  
**Date:** Thursday, 20 October 2016 5:48:30 PM  
**Attachments:** [image006.png](#)

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## UNCLASSIFIED

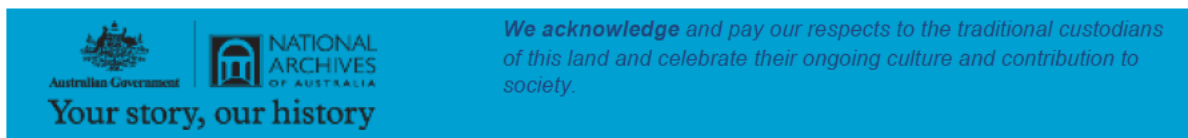
Good Afternoon, s 47F(1), my apologies for the delay in responding, the Archives is comfortable with the draft assignment plan. However on review of the data you request we will not be able to provide it in the detailed formats requested, certainly from the Procurement side, the Finance area is still reviewing the list from its side. s 47F(1) will send you the reports that we can provide following this email. But the additional information will require you to go through the file for the information. We are happy to make the file available to review at the Archives premises. Once the Finance team has completed their review we will provide advice on that front.

Regards

Cheryl

**Cheryl Watson**  
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 Services  
 Executive  
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**From:** s 47F(1) [[mailto:s 47F\(1\)@kpmg.com.au](mailto:s 47F(1)@kpmg.com.au)]  
**Sent:** Friday, 14 October 2016 2:14 PM  
**To:** Cheryl Watson  
**Cc:** s 47F(1)  
**Subject:** FM Process Review Assignment Plan

Hi Cheryl,

Thank you for taking the time to meet with us last week. Attached is the draft assignment plan for the financial management process review for your review and comments.

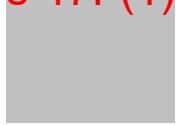
Once I incorporate your comments, I will issue the final version (signed by s 47F(1)) to you for you to sign. Please let me know if you have any questions or concerns.

s 47F(1) – In the meantime, are you able to provide us with the documents as noted in Appendix A? I would like to review the documents so we can start our planning procedures for the testing and data analytics.

Have a great weekend!

Best regards,

s 47F(1)



Senior Manager

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**From:** s 47F(1)  
**To:** Cheryl Watson  
**Cc:** s 47F(1)  
**Subject:** RE: FM Process Review Assignment Plan [DLM=For-Official-Use-Only]  
**Date:** Tuesday, 18 October 2016 4:52:24 PM  
**Attachments:** [Orders by Account.pdf](#)  
[Purchase Order by Cost Centre Report.xls](#)  
[Requisitions by Account.pdf](#)

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## For Official Use Only

Cheryl,

I have reviewed the assignment plan and it reflects the discussions we had with KPMG in the project initiation meeting so is fine by me.

There is a problem with the level of detail request by KPMG. I've run the standard purchase order reports we can get from Finance 1 but they don't provide all of the detail requested in item one of the Appendix A table. The reports (copies attached) provide the Purchase Order Number, Purchase Order Date, Amount and Supplier. They don't provide the Line Number, Product, Quantity and Unit Price. This information is available in hardcopy form held by the Procurement team. There are 69 purchase orders that fall within the 1 July to 30 September audit period. The auditors could come in and review this information or we can scan each order (and supporting documents) and send them as pdf documents. The scanning option will take a level of resourcing I currently don't have as s 47F(1) (my PO specialist) is on leave and returns to duty on Tuesday 8 November.

s 47F(1)

Director Facilities, Procurement and Security

t 02 6212 3904 f 02 6212 3693 m s 47F(1)  
e s 47F(1) @naa.gov.au

Note: The email that follows in this trail is the same as the email dated 14.10.2016 in document 1. It is not being provided again because it is a duplicate.

Account	Expenditure				Acct Balance	Total	Revenue	
	Requisitions	Orders	Deliveries	Batches			Batch	Total
01-5403-000	0.00	25,028.16	0.00	0.00	14,080.00	39,108.16	0.00	39,108.16
Office of DG Operational Pro Expenses Software Licenc								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P PO1500190	1NO	15/06/2016	DIMDAT10			
			20/07/2016	DIMENSION DATA AUSTRALIA PTY LTD			
					015403000	28.16	28.16
ARCH	P PO1600068	0NO	30/09/2016	GALBAS40			
			1/09/2017	GALLAGHER BASSETT SERVICES PTY LTD			
				It is intended that the software will be procured through an existing contra			
					015403000	25,000.00	25,000.00
Total Orders						25,028.16	25,028.16

01-5521-000	0.00	214,639.62	0.00	0.00	55,591.45	270,231.07	0.00	270,231.07
Office of DG Operational Pro Expenses Consultants								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P PO1500198	2NO	16/06/2016	SYNGRO10			
			31/08/2016	SYNERGY GROUP AUSTRALIA PTY LTD			
				SON867801			
					015521000	97,517.07	97,517.07
ARCH	P PO1600012	3NO	6/07/2016	LEAGRO10			
			30/06/2017	GILL SAVAGE - LEADABILITY GROUP			
				Existing relationship with the Archives for strategic planning purposes and			
					015521000	71,668.00	71,668.00
ARCH	P PO1600077	0NO	14/10/2016	PMOSUL10			
			1/03/2017	P&M O'SULLIVAN TRUST			
					015521000	45,454.55	45,454.55
Total Orders						214,639.62	214,639.62

14-5321-941	0.00	48,407.32	0.00	0.00	1,707.45	50,114.77	0.00	50,114.77
Access Programs A Place to Call Expenses Freight & Carta								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P PO1400165	7NO	18/05/2015	COPSEN50			
			1/06/2018	COPE SENSITIVE FREIGHT			
					145321941	48,407.32	48,407.32



Account			Requisitions	Expenditure					Revenue	
				Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
								</		

Account		Requisitions		Orders		Deliveries		Expenditure		Batches		Acct Balance		Total		Revenue		Batch		Total	
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account										Amount		Committed			
ARCH	P PO1400082	0NO	22/12/2014	DESSYS20																	
			14/01/2015	DEXION CANBERRA - DESIGN SYSTEMS OFFICE		145544234										2,510.00		2,510.00			
										Total Orders						2,510.00		2,510.00			
14-5544-498			0.00		1,058.64		0.00		0.00		-1,114.09		-55.45		0.00		-55.45				
Access Programs Fitout AV educ Expenses			Other Exhibitio																		
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account										Amount		Committed			
ARCH	P PO1500206	1NO	17/06/2016	BLATTM20												1,058.64		1,058.64			
			30/06/2016	BADAM TRADING CO PTY LTD TRADING AS MATT		145544498															
										Total Orders						1,058.64		1,058.64			
15-5321-951			0.00		115,488.00		0.00		0.00		6,365.00		121,853.00		0.00		121,853.00				
National Develo DIBP Partnershi Expenses			Freight & Carta																		
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account										Amount		Committed			
ARCH	P PO1500109	6NO	3/02/2016	INTART20																	
			4/10/2019	INTERNATIONAL ART SERVICES		155321951										115,488.00		115,488.00			
										Total Orders						115,488.00		115,488.00			
15-5526-000			0.00		5,000.00		0.00		0.00		5,000.00		10,000.00		0.00		10,000.00				
National Develo Operational Pro Expenses			Sponsorship Cos																		
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account										Amount		Committed			
ARCH	P PO1400037	5NO	28/08/2014	UNICAN10																	
			30/06/2017	UNIVERSITY OF CANBERRA																	
				CON650		155526000										5,000.00		5,000.00			
										Total Orders						5,000.00		5,000.00			
15-5543-000			0.00		20,819.09		0.00		0.00		16,360.57		37,179.66		0.00		37,179.66				

Account		Requisitions		Orders	Deliveries	Expenditure		Batches	Acct Balance	Total	Revenue	Batch	Total
National Develo Operational Pro Expenses    Advertising, Ma													
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account					Amount	Committed	
ARCH	P    PO1600060	0NO	20/09/2016	MITPAR30									
			31/01/2017	MITCHELL AND PARTNERS AUSTRALIA PTY LTD									
				SON2186301									
						155543000					20,819.09	20,819.09	
Total Orders											20,819.09	20,819.09	
21-3300-851				0.00	2,050.00	0.00	0.00	0.00	12,590.00	14,640.00	0.00	14,640.00	
AudioVisual Pre Minor Capital P Assets				Exp Offset - IP									
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account					Amount	Committed	
ARCH	P    PO1400048	0NSW	7/10/2014	SWEAUS20									
			8/10/2014	SWEEPEX AUSTRALIA									
						213300851					2,050.00	2,050.00	
Total Orders											2,050.00	2,050.00	
21-3500-400				0.00	0.20	0.00	0.00	0.00	0.00	0.20	0.00	0.20	
AudioVisual Pre Audio Digitisat Assets				WIP - IP									
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments							Amount	Committed	
ARCH	P    PO1500108	1NSW	1/02/2016	BLUGUM20									
			1/03/2016	BLUE GUM JOINERY PTY LTD									
						213500400					0.20	0.20	
Total Orders											0.20	0.20	
21-3500-866				0.00	4,350.00	0.00	0.00	0.00	0.00	4,350.00	0.00	4,350.00	
AudioVisual Pre Audio-visual Pr Assets				WIP - IP									
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account					Amount	Committed	
ARCH	P    PO1200179	1NSW	5/06/2013	KEVASS20									
			28/06/2013	KEVRAM AND ASSOCIATES									
						213500866					4,350.00	4,350.00	
Total Orders											4,350.00	4,350.00	

Account	Expenditure				Revenue		Total	
	Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
21-3530-414	0.00	45,864.41	0.00	0.00	0.00	45,864.41	0.00	45,864.41
AudioVisual Pre Aerial survey f Assets	WIP - OI							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed	
ARCH	P	PO1200148	3NO	30/04/2013 GEOAUS10				
			30/06/2013	GEOSCIENCE AUSTRALIA				
				213530414		45,864.41	45,864.41	
Total Orders						45,864.41	45,864.41	
21-5443-000	0.00	85.00	0.00	0.00	0.00	85.00	0.00	85.00
AudioVisual Pre Operational Pro Expenses	Other Training							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed	
ARCH	P	PO1200178	1NSW	5/06/2013 PRORES20				
			2/07/2013	PROACTIVE RESOLUTIONS (AUST) PTY LTD				
				215443000		64.00	64.00	
				215443000		21.00	21.00	
Total Orders						85.00	85.00	
21-5500-000	0.00	4,582.60	0.00	0.00	3,243.79	7,826.39	0.00	7,826.39
AudioVisual Pre Operational Pro Expenses	Material & Supp							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed	
ARCH	P	PO1600059	0NSW	20/09/2016 MCAIND90				
			30/06/2017	MCCABE INDUSTRIES LTD				
				215500000		737.60	737.60	
				215500000		3,845.00	3,845.00	
Total Orders						4,582.60	4,582.60	
21-5500-179	0.00	87.24	0.00	0.00	2,087.57	2,174.81	0.00	2,174.81
AudioVisual Pre Relocation of l Expenses	Material & Supp							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed	
ARCH	P	PO1500101	1WA	19/01/2016 VISYBO30				
			30/06/2016	VISY BOARD PTY LTD T/A VISY BOXES AND MO				
				Visy Boxes & Moore have provided quotes within the allocated budget. V				

Orders by Account  
Ledger      *GLLED16*      General Ledger 16/17

Account	Requisitions	Expenditure					Revenue Batch	Total
		Orders	Deliveries	Batches	Acct Balance	Total		
		215500179					87.24	87.24
						Total Orders	87.24	87.24

21-5503-108	0.00	369.79	0.00	0.00	0.00	369.79	0.00	369.79
AudioVisual Pre Outsourced Audi Expenses      Reprography								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P PO1500150	3NSW	4/05/2016	MICROC30			
			1/06/2016	THE MICROCARE CD GROUP PTY LTD			
				CON 683			
				215503108		369.79	369.79
					Total Orders	369.79	369.79

21-5522-179	0.00	8,790.35	0.00	0.00	-7,157.65	1,632.70	0.00	1,632.70
AudioVisual Pre Relocation of l Expenses      Contractors								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P PO1500173	11NSW	2/06/2016	RANDST20			
			30/06/2016	RANDSTAD PTY LIMITED			
				SON291812			
				215522179		3,947.58	3,947.58
ARCH	P PO1500176	2NSW	3/06/2016	HAYPER20			
			30/06/2016	HAYS PERSONNEL SERVICES (AUSTRALIA) PTY			
				Under AusTrade panel SON2917812 via a work order			
				215522179		4,842.77	4,842.77
					Total Orders	8,790.35	8,790.35

22-5040-351	0.00	10,511.25	0.00	0.00	1,926.41	12,437.66	0.00	12,437.66
Collection Oper Project Albany Expenses      Contract Staff								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P PO1500168	0QLD	27/05/2016	RANDST10			
			30/06/2016	RANDSTAD PTY LTD			
				This is part of AusTrade panel - SON2917812			
				225040351		4,504.82	4,504.82
				225040351		6,006.43	6,006.43

Orders by Account

Ledger      *GLLED16*      General Ledger 16/17

Account		Requisitions		Orders		Deliveries		Expenditure		Batches		Acct Balance		Total		Revenue Batch		Total	
												Total Orders		10,511.25		10,511.25			
23-3530-599		0.00		43,437.50		0.00		0.00		8,022.78		51,460.28		0.00		51,460.28			
Preservation an LRR - proactive Assets		WIP - OI																	
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account		Amount		Committed					
ARCH		P		PO1600061		1NO		21/09/2016		CONVER21									
						21/10/2016		CONVERGA NSW											
								Under Contract CN2204201											
								233530599				43,437.50		43,437.50					
												Total Orders		43,437.50		43,437.50			
23-3530-600		0.00		13,049.89		0.00		0.00		61,911.11		74,961.00		0.00		74,961.00			
Preservation an LRR - on demand Assets		WIP - OI																	
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account		Amount		Committed					
ARCH		P		PO1600023		9NO		14/07/2016		RANDST10									
						27/10/2016		RANDSTAD PTY LTD											
								Suitable staff identified with relevant experience for contract between 19 J											
										233530600		3,027.64		3,027.64					
ARCH		P		PO1600053		2NO		8/09/2016		RANDST10									
						8/10/2016		RANDSTAD PTY LTD											
								See RKS 2016/2431 - R1031782016 Note for file which documents outco											
										233530600		10,022.25		10,022.25					
												Total Orders		13,049.89		13,049.89			
23-3530-601		0.00		9,340.31		0.00		0.00		19,433.83		28,774.14		0.00		28,774.14			
Preservation an HRP - proactive Assets		WIP - OI																	
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account		Amount		Committed					
ARCH		P		PO1600006		10NO		30/06/2016		RANDST10									
						12/08/2016		RANDSTAD PTY LTD											
										233530601		9,340.31		9,340.31					
												Total Orders		9,340.31		9,340.31			
23-3530-602		0.00		2,335.06		0.00		0.00		17,191.05		19,526.11		0.00		19,526.11			

Account		Requisitions		Expenditure				Revenue	
			Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
Preservation an HRP - on demand Assets		WIP - OI							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P PO1600006	10NO	30/06/2016	RANDST10					
			12/08/2016	RANDSTAD PTY LTD					
						233530602		2,335.06	2,335.06
Total Orders								2,335.06	2,335.06
31-5443-000			0.00	89.68	0.00	0.00	0.00	89.68	0.00
Agency Capabili Operational Pro Expenses		Other Training							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P PO1500185	1NO	14/06/2016	KAPSER30					
			27/06/2016	KAPISH SERVICES PTY LTD				89.68	89.68
Total Orders								89.68	89.68
31-5521-000			0.00	614.72	0.00	0.00	0.00	614.72	0.00
Agency Capabili Operational Pro Expenses		Consultants							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P PO1500181	1NO	8/06/2016	INDINN10					
			30/06/2016	DEPARTMENT OF INDUSTRY, INNOVATION AND S					
						315521000		614.72	614.72
Total Orders								614.72	614.72
34-5440-000			0.00	3,272.73	0.00	0.00	3,454.55	6,727.28	0.00
Digital Service Operational Pro Expenses		Courses, Semina							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P PO1600043	0NO	11/08/2016	ICOGNI10					
			12/08/2016	ICOGNITION PTY LTD					
				HP Administrator training for Records Manager 8 FOR 5-6 staff on site at					
						345440000		3,272.73	3,272.73
Total Orders								3,272.73	3,272.73



Orders by Account

Ledger      *GLLED16*      General Ledger 16/17

Account		Expenditure				Revenue			
		Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
34-5521-113		0.00	62,535.45	0.00	0.00	0.00	62,535.45	0.00	62,535.45
Digital Service Analysis of Che Expenses		Consultants							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P PO1400128	8NO	27/03/2015	ACIALL30					
			30/06/2017	ACIL ALLEN					
				CON 654					
						345521113		62,120.91	62,120.91
						345521113		414.54	414.54
Total Orders								62,535.45	62,535.45
34-5522-114		0.00	11,020.00	0.00	0.00	0.00	11,020.00	0.00	11,020.00
Digital Service Check-up Digita Expenses		Contractors							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P PO1300069	12NO	4/12/2013	DIALOG10					
			17/04/2014	DIALOG PTY LTD					
				SON 867801					
						345522114		11,020.00	11,020.00
Total Orders								11,020.00	11,020.00
41-5462-000		0.00	5,294.25	0.00	0.00	924.00	6,218.25	0.00	6,218.25
Strategic Plann Operational Pro Expenses		Security Assess							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P PO1500002	11NO	9/07/2015	DEPDEF10					
			30/06/2016	DEPARTMENT OF DEFENCE					
						415462000		5,294.25	5,294.25
Total Orders								5,294.25	5,294.25
41-5523-000		0.00	115,359.25	0.00	0.00	22,296.11	137,655.36	0.00	137,655.36
Strategic Plann Operational Pro Expenses		Audit Fees							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed

Orders by Account  
Ledger      *GLLED16*      General Ledger 16/17

Account				Requisitions	Expenditure					Revenue Batch	Total
					Orders	Deliveries	Batches	Acct Balance	Total		
ARCH	P	PO1100190	32NO	18/04/2012	KPMGXX10						
				16/05/2012	KPMG						
					Contract 560						
						415523000				5,259.22	5,259.22
						415523000				70,900.03	70,900.03
ARCH	P	PO1500034	2NO	22/09/2015	WADEMX11						
				17/09/2017	DR MARGARET (MARGO) WADE						
					CON 665						
						415523000				7,200.00	7,200.00
ARCH	P	PO1500035	3NO	22/09/2015	MCBEAT10						
				20/09/2018	MCBEATH PTY LTD						
					CON 666						
						415523000				32,000.00	32,000.00
Total Orders										115,359.25	115,359.25

42-5521-342				0.00	10,337.68	0.00	0.00	0.00	10,337.68	0.00	10,337.68
International a National Digiti Expenses				Consultants							

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1400166	5NO	20/05/2015	GHDPTY10		
				31/12/2015	GHD PTY LTD		
					SON1700081		
					425521342	1,075.18	1,075.18
ARCH	P	PO1400198	4NO	30/06/2015	ITNEWX20		
				15/10/2015	IT NEWCOM		
					SON2611861		
					425521342	9,262.50	9,262.50
Total Orders						10,337.68	10,337.68

43-5520-000				0.00	23,905.60	0.00	0.00	24,707.44	48,613.04	0.00	48,613.04
General Counsel Operational Pro Expenses				Legal Expenses							

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1400102	10NO	28/01/2015	AUSGOV10		
				30/06/2015	AUSTRALIAN GOVERNMENT SOLICITOR		
					435520000	23,905.60	23,905.60

Orders by Account

Ledger      *GLLED16*      General Ledger 16/17

Account			Requisitions		Expenditure					Revenue	
				Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total	
						Total Orders		23,905.60		23,905.60	
44-3300-460			0.00	21,350.00	0.00	0.00	0.00	21,350.00	0.00	21,350.00	
ICT Infrastruct ICT - Laptop Re Assets			Exp Offset - IP								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account			Amount	Committed	
ARCH	P PO1600072	0NO	7/10/2016	DELCOM21							
			30/11/2016	DELL COMPUTERS PTY LTD							
				SON3295723 - Whole of govt.		443300460			21,350.00	21,350.00	
						Total Orders		21,350.00		21,350.00	
44-3300-593			0.00	23,722.00	0.00	0.00	22,770.00	46,492.00	0.00	46,492.00	
ICT Infrastruct Wireless Access Assets			Exp Offset - IP								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account			Amount	Committed	
ARCH	P PO1500161	2NO	24/05/2016	COMDES20							
			30/06/2016	COMMUNICATIONS DESIGN & MANAGEMENT PTY L							
						443300593			23,722.00	23,722.00	
						Total Orders		23,722.00		23,722.00	
44-3300-597			0.00	5,570.00	0.00	0.00	142,889.70	148,459.70	0.00	148,459.70	
ICT Infrastruct NAPF - ICT Infr Assets			Exp Offset - IP								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account			Amount	Committed	
ARCH	P PO1600067	0NO	30/09/2016	DELCOM21							
			29/10/2016	DELL COMPUTERS PTY LTD							
						443300597			4,370.00	4,370.00	
						443300597			1,200.00	1,200.00	
						Total Orders		5,570.00		5,570.00	
44-3300-798			0.00	22,218.69	0.00	0.00	19,920.00	42,138.69	0.00	42,138.69	
ICT Infrastruct ICT - Miscellan Assets			Exp Offset - IP								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account			Amount	Committed	

Orders by Account  
Ledger *GLLED16* General Ledger 16/17

Account	Requisitions	Expenditure					Revenue	Total
		Orders	Deliveries	Batches	Acct Balance	Total		
ARCH P PO1600071	0NO	7/10/2016	DATAI40					
		31/10/2016	DATA#3 LIMITED					
			SON661641					
			443300798				22,218.69	22,218.69
Total Orders							22,218.69	22,218.69

44-3300-799	0.00	38,625.78	0.00	0.00	0.00	38,625.78	0.00	38,625.78
ICT Infrastruct ICT - Network I Assets	Exp Offset - IP							

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO1600067	0NO	30/09/2016	DELCOM21			
			29/10/2016	DELL COMPUTERS PTY LTD			
				443300799		940.00	940.00
				443300799		1,500.00	1,500.00
				443300799		8,990.00	8,990.00
				443300799		760.00	760.00
ARCH P	PO1600073	0NO	7/10/2016	COMDES20			
			31/10/2019	COMMUNICATIONS DESIGN & MANAGEMENT PTY L			
				SON661641			
				443300799		8,324.40	8,324.40
ARCH P	PO1600075	0NO	12/10/2016	UXCCON10			
			30/11/2016	UXC CONNECT PTY LTD			
				SON661641			
				443300799		444.40	444.40
				443300799		3,889.20	3,889.20
				443300799		13,777.78	13,777.78
Total Orders						38,625.78	38,625.78

44-5040-000	0.00	376,429.24	0.00	32,207.62	26,720.00	435,356.86	0.00	435,356.86
ICT Infrastruct Operational Pro Expenses	Contract Staff							

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO1500159	5NO	18/05/2016	CANDLE20			
			17/05/2017	CANDLE AUSTRALIA LIMITED			
				SON867801			
				445040000		178,128.88	178,128.88

Orders by Account

Ledger      *GLLED16*      General Ledger 16/17

Account						Expenditure			Revenue	Total
						Requisitions	Orders	Deliveries		
	ARCH	P	PO1600076	0NO	14/10/2016 RECHIV20 30/06/2017 THE RECRUITMENT HIVE					
							445040000		198,300.36	198,300.36
									Total Orders	376,429.24    376,429.24

44-5301-000				0.00	700,723.65	0.00	0.00	27,819.96	728,543.61	0.00	728,543.61
	ICT Infrastruct Operational Pro Expenses		Data Communicat								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1500203	0NO	17/06/2016 DEPFIN10 20/03/2019 DEPARTMENT OF FINANCE			
					445301000	175,180.91	175,180.91
					445301000	233,574.55	233,574.55
					445301000	233,574.55	233,574.55
					445301000	58,393.64	58,393.64
					Total Orders	700,723.65	700,723.65

44-5302-000				0.00	65,400.00	0.00	579.00	-6,278.91	59,700.09	0.00	59,700.09
	ICT Infrastruct Operational Pro Expenses		Internet operat								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1500079	0NO	3/12/2015 AARNET10 31/01/2018 AARNET			
					445302000	11,550.00	11,550.00
					445302000	19,800.00	19,800.00
					445302000	19,800.00	19,800.00
					445302000	14,250.00	14,250.00
					Total Orders	65,400.00	65,400.00

44-5303-000				0.00	108,532.38	0.00	531.41	3,038.49	112,102.28	0.00	112,102.28
	ICT Infrastruct Operational Pro Expenses		Mobile Phones								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1200079	44NO	29/11/2012 OPTBIL20 24/12/2012 OPTUS BILLING SERVICES			

Account						Expenditure				Revenue		
						Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch
ARCH	P	PO1400018	25NO	31/07/2014	TELSTR32	445303000					50.66	50.66
					30/06/2016	TELSTRA SON 361177	445303000				17,265.80	17,265.80
ARCH	P	PO1400018	26NO	31/07/2014	TELSTR32	445303000					10,731.76	10,731.76
					30/06/2016	TELSTRA SON 361177	445303000				12,085.85	12,085.85
ARCH	P	PO1400018	27NO	31/07/2014	TELSTR32	445303000					10,731.76	10,731.76
					30/06/2016	TELSTRA SON 361177	445303000				12,590.92	12,590.92
ARCH	P	PO1400018	28NO	31/07/2014	TELSTR32	445303000					11,932.95	11,932.95
					30/06/2016	TELSTRA SON 361177	445303000				10,731.76	10,731.76
						445303000					11,679.16	11,679.16
						445303000					10,731.76	10,731.76
						Total Orders				108,532.38	108,532.38	

44-5305-000		0.00	33,712.20	0.00	0.00	45.45	33,757.65	0.00	33,757.65
	ICT Infrastruct Operational Pro Expenses	Other Communica							

<i>Locn</i>	<i>Order Nbr</i>	<i>SubL</i>	<i>Ord/Due</i>	<i>Supplier / Order Comments</i>	<i>Fund Account</i>	<i>Amount</i>	<i>Committed</i>
ARCH P	PO1600007	0NO	1/07/2016	TELSTR32			
			30/06/2018	TELSTRA			
				Sensis handles the white pages listings			
					445305000	16,856.10	16,856.10
					445305000	16,856.10	16,856.10
<i>Total Orders</i>						33,712.20	33,712.20

44-5321-000		0.00	77.22	0.00	0.00	96.91	174.13	0.00	174.13
ICT Infrastruct Operational Pro Expenses	Freight & Carta								

Orders by Account  
Ledger      *GLLED16*      General Ledger 16/17

Account				Requisitions		Orders		Deliveries		Expenditure		Batches		Acct Balance		Total		Revenue		Batch		Total	
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account												Amount	Committed				
ARCH	P	PO1600071	0NO	7/10/2016	DATALI40																		
				31/10/2016	DATA#3 LIMITED																		
					SON661641																		
							445321000												30.00		30.00		
ARCH	P	PO1600073	0NO	7/10/2016	COMDES20																		
				31/10/2019	COMMUNICATIONS DESIGN & MANAGEMENT PTY L																		
					SON661641																		
							445321000												25.00		25.00		
ARCH	P	PO1600075	0NO	12/10/2016	UXCCON10																		
				30/11/2016	UXC CONNECT PTY LTD																		
					SON661641																		
							445321000												22.22		22.22		
																		Total Orders		77.22		77.22	
44-5344-000						0.00		35,667.20		0.00		0.00		5,056.54		40,723.74		0.00		40,723.74			
ICT Infrastruct Operational Pro Expenses				Photocopying Ch																			
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account												Amount	Committed				
ARCH	P	PO1600037	1NO	3/08/2016	FUJXER10																		
				30/11/2016	FUJI XEROX AUSTRALIA PTY LTD																		
							445344000												35,667.20		35,667.20		
																		Total Orders		35,667.20		35,667.20	
44-5401-000						0.00		13,142.79		0.00		43,821.44		25,946.58		82,910.81		0.00		82,910.81			
ICT Infrastruct Operational Pro Expenses				R & M of Comput																			
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account												Amount	Committed				
ARCH	P	PO1400091	15NO	7/01/2015	STALIB50																		
				3/08/2019	THE STATE LIBRARY OF SOUTH AUSTRALIA																		
							445401000												175.98		175.98		
							445401000												818.18		818.18		
							445401000												831.82		831.82		
							445401000												50.00		50.00		
ARCH	P	PO1500177	1NO	7/06/2016	MANFAM20																		
				27/06/2018	LANMERU P/L TRUSTEE FOR MANCHE FAMILY TR																		
					CON 590																		



Orders by Account  
Ledger      *GLLED16*      General Ledger 16/17

Account						Expenditure				Revenue	
						Requisitions	Orders	Deliveries	Batches	Acct Balance	Total
ARCH	P	PO1600073	0NO	7/10/2016	COMDES20	445401000				1,800.01	1,800.01
				31/10/2019	COMMUNICATIONS DESIGN & MANAGEMENT PTY L						
					SON661641						
						445401000			9,466.80	9,466.80	
									Total Orders	13,142.79	13,142.79

44-5403-000	0.00	40,982.01	0.00	315,176.49	108,723.33	464,881.83	0.00	464,881.83
ICT Infrastruct Operational Pro Expenses      Software Licenc								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1100247	19NSW	30/05/2012 TRADYN10 13/11/2015 TRANSMEDIA DYNAMICS LIMITED Contract 564			
					445403000	5,426.37	5,426.37
ARCH	P	PO1300088	6NO	29/01/2014 LINWEB10 30/06/2017 LINK WEB SERVICES			
					445403000	13,500.00	13,500.00
					445403000	1,255.64	1,255.64
ARCH	P	PO1500140	1NO	19/04/2016 ALTINF20 8/05/2019 ALTARAMA INFORMATION SYSTEMS PTY LTD Contract 678			
					445403000	10,400.00	10,400.00
					445403000	10,400.00	10,400.00
Total Orders						40,982.01	40,982.01

44-5522-000	0.00	311,250.00	0.00	0.00	43,650.00	354,900.00	0.00	354,900.00
ICT Infrastruct Operational Pro Expenses      Contractors								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH   P   PO1600028		2NO	25/07/2016	GMTCAN10	445522000	100,350.00	100,350.00
			27/01/2017	GMT CANBERRA PTY LTD			
ARCH   P   PO1600066		0NO	30/09/2016	ONLINE10	445522000	210,900.00	210,900.00
			22/12/2017	ONLINE 89 PTY LTD			
				Panel SON867801			

Orders by Account  
Ledger      *GLLED16*      General Ledger 16/17

Account			Requisitions	Expenditure					Revenue Batch	Total
				Orders	Deliveries	Batches	Acct Balance	Total		
						Total Orders		311,250.00		311,250.00
45-3520-447			0.00	172,915.60	0.00	15,200.00	1,018,642.89	1,206,758.49	0.00	1,206,758.49
BSOS	Project Chrysal Assets	WIP - SW								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed	
ARCH	P PO1400076	20NO	3/12/2014	THISTR10						
			30/06/2015	THINKSTREAM PTY LTD						
				SON867801						
						453520447		1,400.00	1,400.00	
ARCH	P PO1400079	17NO	18/12/2014	THISTR10						
			26/06/2015	THINKSTREAM PTY LTD						
						453520447		41,445.00	41,445.00	
ARCH	P PO1400149	14NO	4/05/2015	AURECX10						
			3/06/2015	AUREC HUMAN CAPITAL SOLUTIONS						
				SON867801						
						453520447		44,970.00	44,970.00	
ARCH	P PO1600003	8NO	29/06/2016	HUDGLO20						
			30/09/2016	HUDSON GLOBAL RESOURCES						
						453520447		85,100.60	85,100.60	
						Total Orders		172,915.60		172,915.60
45-5343-000			0.00	51,024.20	0.00	0.00	17,157.62	68,181.82	0.00	68,181.82
BSOS	Operational Pro Expenses	Memberships & S								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed	
ARCH	P PO1500146	4NO	2/05/2016	SLITEC10						
			1/05/2017	SLICED TECH PTY LTD						
				SON2914302						
						455343000		51,024.20	51,024.20	
						Total Orders		51,024.20		51,024.20
45-5443-000			0.00	30.00	0.00	0.00	3,610.00	3,640.00	0.00	3,640.00
BSOS	Operational Pro Expenses	Other Training								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed	

Account						Expenditure					Revenue	
						Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch
ARCH	P	PO1600039	1NO	4/08/2016	ORACOR21							
				4/11/2016	ORACLE CORPORATION PTY LTD							
						455443000					30.00	30.00

45-5521-000				0.00	1,387.50	0.00	0.00	0.00	1,387.50	0.00	1,387.50
BSOS Operational Pro Expenses Consultants											

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1500134	1NO	13/04/2016	SYNGRO10		
				29/04/2016	SYNERGY GROUP AUSTRALIA PTY LTD		
					SON867801		
					455521000	1,387.50	1,387.50
Total Orders						1,387.50	1,387.50

45-5522-000				0.00	87,563.07	0.00	10,850.70	66,233.20	164,646.97	0.00	164,646.97
BSOS Operational Pro Expenses Contractors											

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed	
ARCH	P	PO1400153	29NO	8/05/2015	HITGRO20			
				30/06/2015	HITECH GROUP AUSTRALIA LIMITED			
				SON867801	455522000	28,599.47	28,599.47	
ARCH	P	PO1500212	5NO	24/06/2016	HITGRO20			
				30/09/2016	HITECH GROUP AUSTRALIA LIMITED	455522000	35,175.80	35,175.80
ARCH	P	PO1500212	6NO	24/06/2016	HITGRO20			
				30/09/2016	HITECH GROUP AUSTRALIA LIMITED	455522000	23,787.80	23,787.80
Total Orders						87,563.07	87,563.07	

45-5522-104				0.00	105,258.73	0.00	20,790.00	23,707.50	149,756.23	0.00	149,756.23
BSOS Project Chrysal Expenses Contractors											

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
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Orders by Account

LedgerGLLED16General Ledger 16/17

Account						Expenditure				Revenue Batch	Total
						Requisitions	Orders	Deliveries	Batches	Acct Balance	
ARCH	P	PO1400192	14NO	25/06/2015	THISTR10						
				30/06/2016	THINKSTREAM PTY LTD SON 1300114						
							455522104			40,258.73	40,258.73
ARCH	P	PO1600004	0NO	29/06/2016	HUDGLO20						
				30/09/2016	HUDSON GLOBAL RESOURCES						
							455522104			65,000.00	65,000.00
Total Orders										105,258.73	105,258.73
45-5522-178						0.00	157.00	0.00	0.00	0.00	157.00
BSOSDiscovery Layer ExpensesContractors											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed
ARCH	P	PO1500031	3NO	3/09/2015	OXIINT10						
				1/12/2015	OXIDE INTERACTIVE						
						455522178				157.00	157.00
Total Orders										157.00	157.00
51-5443-000						0.00	17,390.00	0.00	0.00	19,332.73	36,722.73
People Manageme Operational Pro ExpensesOther Training											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed
ARCH	P	PO1400047	1NO	7/10/2014	PRORES20						
				1/04/2015	PROACTIVE RESOLUTIONS (AUST) PTY LTD						
						515443000				6,015.00	6,015.00
ARCH	P	PO1500086	1NO	17/12/2015	DEPEMP13						
				30/06/2017	DEPARTMENT OF EMPLOYMENT The Shared Services Center, offers a cost effective APS learning managen						
						515443000				11,375.00	11,375.00
Total Orders										17,390.00	17,390.00
51-5521-000						0.00	16,342.00	0.00	0.00	0.00	16,342.00
People Manageme Operational Pro ExpensesConsultants											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed

Account					Expenditure				Revenue	Total
	Requisitions				Orders	Deliveries	Batches	Acct Balance	Batch	
ARCH P PO1600064	0NO	23/09/2016	WORKLO30							
		20/09/2016	WORKLOGIC PTY LTD							
					515521000				16,342.00	16,342.00
Total Orders									16,342.00	16,342.00

51-5603-000		0.00	23,983.00	0.00	0.00	0.00	23,983.00	0.00	23,983.00
People Manageme Operational Pro Expenses		Superannuation							

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO1400069	2NO	21/11/2014	COMSUP11			
			30/06/2015	COMSUPER			
					515603000	23,983.00	23,983.00
Total Orders						23,983.00	23,983.00

51-5605-000		0.00	10,050.64	0.00	0.00	47,678.02	57,728.66	0.00	57,728.66
People Manageme Operational Pro Expenses		Payroll Process							

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO1500032	24NO	3/09/2015	AURCOR40			
			30/06/2016	AURION CORPORATION PTY LTD			
				CON 432			
					515605000	10,050.64	10,050.64
Total Orders						10,050.64	10,050.64

53-5304-000		0.00	27,428.11	0.00	0.00	977.29	28,405.40	0.00	28,405.40
Facilities and Operational Pro Expenses		Fire & Security							

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO0900744	40NO	14/08/2009	TELSTR32			
			30/06/2010	TELSTRA			
					535304000	2,950.86	2,950.86
ARCH P	PO1600044	2NO	16/08/2016	TELSTR32			
			30/06/2021	TELSTRA			
					535304000	24,477.25	24,477.25
Total Orders						27,428.11	27,428.11

Account				Expenditure				Revenue			
				Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
53-5362-000				0.00	37,090.75	0.00	0.00	10,032.89	47,123.64	0.00	47,123.64
Facilities and Operational Pro Expenses R & M of Office											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments					Amount	Committed	
ARCH	P PO1300095	24NSW	21/02/2014	LEMFIL20							
			16/02/2018	LEMAC FILMS (AUSTRALIA) PTY LTD							
				CON 613							
				535362000					33,790.25	33,790.25	
Warning - Calculated total does not equal account total							Total Orders		33,790.25	33,790.25	
53-5420-000				0.00	1,292,314.67	0.00	0.00	26,274.31	1,318,588.98	0.00	1,318,588.98
Facilities and Operational Pro Expenses Vehicles - Pool											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments					Amount	Committed	
ARCH	P PO1300094	33NO	18/02/2014	SGFLEE20							
			26/01/2017	SG FLEET AUSTRALIA PTY LTD							
				SON1142512							
				535420000					1,292,314.67	1,292,314.67	
				Total Orders					1,292,314.67	1,292,314.67	
53-5421-000				0.00	3,272.74	0.00	0.00	712.57	3,985.31	0.00	3,985.31
Facilities and Operational Pro Expenses Vehicles - Pool											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments					Amount	Committed	
ARCH	P PO1300094	33NO	18/02/2014	SGFLEE20							
			26/01/2017	SG FLEET AUSTRALIA PTY LTD							
				SON1142512							
				535421000					1,000.00	1,000.00	
				535421000					2,272.74	2,272.74	
				Total Orders					3,272.74	3,272.74	
53-5440-000				0.00	29,721.24	0.00	0.00	6,251.25	35,972.49	0.00	35,972.49
Facilities and Operational Pro Expenses Courses, Semina											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments					Amount	Committed	

Account				Requisitions	Expenditure				Revenue Batch	Total
					Orders	Deliveries	Batches	Acct Balance		
ARCH P PO1400061				23NO	11/11/2014	RISLOG20				
					9/12/2014	RISK LOGIC PTY LTD				
						CON 643				
						535440000			29,721.24	29,721.24
									Total Orders	29,721.24
										29,721.24
53-5462-000				0.00	21,581.21	0.00	0.00	19,327.88	40,909.09	0.00
Facilities and Operational Pro Expenses				Security Assess						40,909.09
Locn Order Nbr SubL Ord/Due Supplier / Order Comments Fund Account								Amount	Committed	
ARCH P PO1600024				3NO	14/07/2016	DEPDEF10				
					30/06/2017	DEPARTMENT OF DEFENCE				
						The Australian Government Security Vetting Agency is the sole supplier f				
						535462000			21,581.21	21,581.21
									Total Orders	21,581.21
										21,581.21
53-5521-000				0.00	16,841.47	0.00	0.00	1,300.00	18,141.47	0.00
Facilities and Operational Pro Expenses				Consultants						18,141.47
Locn Order Nbr SubL Ord/Due Supplier / Order Comments Fund Account								Amount	Committed	
ARCH P PO1400118				5NO	6/03/2015	XACPRO10				
					31/05/2015	XACT PROJECT CONSULTANTS				
						535521000			7,800.00	7,800.00
ARCH P PO1500016				9NO	30/07/2015	XACPRO10				
					31/12/2015	XACT PROJECT CONSULTANTS				
						535521000			541.47	541.47
ARCH P PO1500110				1NSW	3/02/2016	ARUPTY20				
					30/06/2017	ARUP PTY LIMITED				
						535521000			8,500.00	8,500.00
									Total Orders	16,841.47
										16,841.47
53-5712-000				0.00	2,727.27	0.00	0.00	0.00	2,727.27	0.00
Facilities and Operational Pro Expenses				R&M - Specific						2,727.27
Locn Order Nbr SubL Ord/Due Supplier / Order Comments Fund Account								Amount	Committed	



Orders by Account  
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Account				Requisitions	Expenditure				Revenue Batch	Total
					Orders	Deliveries	Batches	Acct Balance		
ARCH P PO1600074				0NO	12/10/2016	ROBLAB10				
					30/06/2017	ROBSON ENVIRONMENTAL PTY LTD				
						535712000			2,727.27	2,727.27
									Total Orders	2,727.27
										2,727.27
54-3500-487				0.00	9,282.45	0.00	0.00	0.00	9,282.45	0.00
Preservation an CH - LowTemp Rm Assets				WIP - IP						
Locn				Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P PO1200110				31NO	20/02/2013	GHDPTY10				
					30/06/2016	GHD PTY LTD				
							543500487		7,782.45	7,782.45
ARCH P PO1300049				10NSW	3/10/2013	TURTOW20				
					1/09/2016	TURNER AND TOWNSEND PTY LTD				
						CON604				
							543500487		1,500.00	1,500.00
									Total Orders	9,282.45
										9,282.45
54-5400-000				0.00	6,075.40	0.00	0.00	0.00	6,075.40	0.00
Preservation an Operational Pro Expenses				Computer Equipm						
Locn				Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P PO1600041				0NO	11/08/2016	UXCCON10				
					30/11/2016	UXC CONNECT PTY LTD				
							545400000		6,075.40	6,075.40
									Total Orders	6,075.40
										6,075.40
54-5404-000				0.00	18,480.00	0.00	0.00	0.00	18,480.00	0.00
Preservation an Operational Pro Expenses				Other Computer						
Locn				Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P PO1600041				0NO	11/08/2016	UXCCON10				
					30/11/2016	UXC CONNECT PTY LTD				
							545404000		18,480.00	18,480.00
									Total Orders	18,480.00
										18,480.00

Account		Requisitions		Orders	Deliveries	Expenditure		Batches	Acct Balance	Total	Revenue	Batch	Total
54-5520-000		0.00		67,296.26	0.00	0.00		1,517.07	68,813.33	0.00	68,813.33		
Preservation an Operational Pro Expenses		Legal Expenses											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount		Committed			
ARCH	P	PO1200061	20NO	19/10/2012	AUSGOV10	545520000		10,780.18		10,780.18			
			28/02/2013	AUSTRALIAN GOVERNMENT SOLICITOR									
ARCH	P	PO1300024	29NO	9/08/2013	AUSGOV10	545520000		4,823.16		4,823.16			
			8/09/2014	AUSTRALIAN GOVERNMENT SOLICITOR									
ARCH	P	PO1300052	8NO	9/10/2013	AUSGOV10	545520000		25,000.00		25,000.00			
			30/06/2016	AUSTRALIAN GOVERNMENT SOLICITOR									
								26,692.92		26,692.92			
Total Orders								67,296.26		67,296.26			
54-5521-000		0.00		318,354.08	0.00	30,000.00		99,740.00	448,094.08	0.00	448,094.08		
Preservation an Operational Pro Expenses		Consultants											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount		Committed			
ARCH	P	PO1400112	20NO	16/02/2015	RUBIKO40	545521000		14,121.82		14,121.82			
			30/06/2017	RUBIKON GROUP PTY LTD									
				SON11792				270,000.00		270,000.00			
ARCH	P	PO1500055	6NO	29/10/2015	ROSSIT10	545521000		14,079.99		14,079.99			
			31/12/2015	@ROSSITERS PTY LTD									
ARCH	P	PO1500196	2NO	16/06/2016	GHDPTY10	545521000		3,315.00		3,315.00			
			31/07/2016	GHD PTY LTD									
ARCH	P	PO1500198	2NO	16/06/2016	SYNGRO10	545521000		16,837.27		16,837.27			
			31/08/2016	SYNERGY GROUP AUSTRALIA PTY LTD									
				SON867801									
Total Orders								318,354.08		318,354.08			

Orders by Account  
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Account		Requisitions		Orders	Deliveries	Expenditure		Batches	Acct Balance	Total	Revenue	Batch	Total
54-5522-000		0.00		1,817,081.48	0.00	19,983.00		189,339.01	2,026,403.49	0.00	2,026,403.49		
Preservation an Operational Pro Expenses		Contractors											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed		
ARCH	P	PO1300027	17NO	14/08/2013	GROMAN30								
				11/09/2013	GROSVENOR MANAGEMENT CONSULTING	545522000				16,420.95	16,420.95		
ARCH	P	PO1300050	5NO	4/10/2013	GROMAN30								
				30/06/2016	GROSVENOR MANAGEMENT CONSULTING								
					SON241274	545522000				12,912.61	12,912.61		
ARCH	P	PO1300086	10NO	28/01/2014	GHDPTY10								
				1/02/2015	GHD PTY LTD								
					CON 611	545522000				40,970.29	40,970.29		
						545522000				141,930.13	141,930.13		
ARCH	P	PO1400182	17NO	12/06/2015	WTPART11								
				27/02/2018	WT PARTNERSHIP								
					CON 664	545522000				14,725.00	14,725.00		
ARCH	P	PO1500053	6NO	20/10/2015	XACPRO10								
				30/06/2016	XACT PROJECT CONSULTANTS								
					SON131952	545522000				15,000.00	15,000.00		
ARCH	P	PO1500174	2NO	2/06/2016	GRAREM20								
				30/06/2017	GRACE REMOVALS GROUP	545522000				1,538,222.50	1,538,222.50		
ARCH	P	PO1600046	0NO	23/08/2016	DEPDEF10								
				30/09/2016	DEPARTMENT OF DEFENCE								
					The total on this PO is US dollars and the invoice will be re-approved for t	545522000				4,000.00	4,000.00		
						545522000				27,900.00	27,900.00		
						545522000				5,000.00	5,000.00		
								Total Orders		1,817,081.48	1,817,081.48		
54-5540-000		0.00		85,735.00	0.00	0.00		9,490.00	95,225.00	0.00	95,225.00		
Preservation an Operational Pro Expenses		Exhibition Fabr											

Account			Requisitions		Orders	Deliveries	Expenditure		Batches	Acct Balance	Total	Revenue	Batch	Total
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account						Amount	Committed		
ARCH	P PO1600027	6NO	25/07/2016	TALINT10										
			1/08/2017	TALENT INTERNATIONAL PTY LTD										
				Panel - SON867801										
					545540000						85,735.00	85,735.00		
											Total Orders	85,735.00	85,735.00	
62-3530-509				0.00	0.08	0.00	0.00	0.00	0.00	0.08	0.00	0.08		
Melbourne State Dig of Microfor Assets			WIP - OI											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account						Amount	Committed		
ARCH	P PO1500099	10VIC	11/01/2016	DATINF30										
			30/06/2016	DATACOM INFORMATION TECHNOLOGIES PTY LTD										
					623530509						0.08	0.08		
											Total Orders	0.08	0.08	
62-3530-600				0.00	0.15	0.00	0.00	0.00	5,946.86	5,947.01	0.00	5,947.01		
Melbourne State LRR - on demand Assets			WIP - OI											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account						Amount	Committed		
ARCH	P PO1500085	22VIC	17/12/2015	DATINF30										
			30/06/2016	DATACOM INFORMATION TECHNOLOGIES PTY LTD										
				This PO replaces PO1500027. Due to a computer glitch the original did n										
					623530600						0.15	0.15		
											Total Orders	0.15	0.15	
62-3530-601				0.00	3.16	0.00	0.00	0.00	20,346.20	20,349.36	0.00	20,349.36		
Melbourne State HRP - proactive Assets			WIP - OI											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account						Amount	Committed		
ARCH	P PO1500085	22VIC	17/12/2015	DATINF30										
			30/06/2016	DATACOM INFORMATION TECHNOLOGIES PTY LTD										
				This PO replaces PO1500027. Due to a computer glitch the original did n										
					623530601						3.16	3.16		
											Total Orders	3.16	3.16	

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Account				Expenditure					Revenue		
				Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
62-5321-000				0.00	7,589.58	0.00	14.96	3,896.02	11,500.56	0.00	11,500.56
Melbourne State Operational Pro Expenses				Freight & Carta							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account			Amount	Committed	
ARCH	P	PO1300153	58VIC	19/05/2014	GOLMES30						
			14/05/2017	GOLDEN MESSENGER							
				CON 620		625321000			7,589.58	7,589.58	
Total Orders									7,589.58	7,589.58	
80-5700-000				0.00	2,063,781.27	0.00	712,224.24	427,040.04	3,203,045.55	0.00	3,203,045.55
POE - East Bloc Operational Pro Expenses				Rent							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account			Amount	Committed	
ARCH	P	PO1300011	40NO	15/07/2013	FIVEDX10						
			31/01/2018	FIVE D HOLDINGS PTY LTD							
						805700000			996,426.70	996,426.70	
						805700000			1,067,354.57	1,067,354.57	
Total Orders									2,063,781.27	2,063,781.27	
80-5702-000				0.00	25,833.07	0.00	0.00	26,949.54	52,782.61	0.00	52,782.61
POE - East Bloc Operational Pro Expenses				R&M - Ongoing							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account			Amount	Committed	
ARCH	P	PO1400085	22NO	22/12/2014	MULASS20						
			30/11/2016	BROOKFIELD JOHNSON CONTROLS							
						805702000			17,524.50	17,524.50	
ARCH	P	PO1600021	2NO	11/07/2016	MULASS20						
			30/11/2016	BROOKFIELD GLOBAL INTEGRATED SOLUTIONS							
				CON 646		805702000			8,308.57	8,308.57	
Total Orders									25,833.07	25,833.07	
80-5703-000				0.00	13,435.22	0.00	0.00	20,151.96	33,587.18	0.00	33,587.18
POE - East Bloc Operational Pro Expenses				Comprehensive F							

Account			Requisitions		Orders	Deliveries	Expenditure		Batches	Acct Balance	Total	Revenue Batch	Total
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed		
ARCH	P PO1400085	22NO	22/12/2014	MULASS20									
			30/11/2016	BROOKFIELD JOHNSON CONTROLS									
					805703000					13,435.22	13,435.22		
										Total Orders	13,435.22	13,435.22	
80-5704-000				0.00	15,234.92	25.97	0.00	23,467.72	38,728.61	0.00	38,728.61		
POE - East Bloc Operational Pro Expenses				Property Securi									
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed		
ARCH	P PO1400085	22NO	22/12/2014	MULASS20									
			30/11/2016	BROOKFIELD JOHNSON CONTROLS									
					805704000					15,234.92	15,234.92		
										Total Orders	15,234.92	15,234.92	
80-5705-000				0.00	13,552.76	0.00	0.00	20,328.51	33,881.27	0.00	33,881.27		
POE - East Bloc Operational Pro Expenses				Cleaning									
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed		
ARCH	P PO1400085	22NO	22/12/2014	MULASS20									
			30/11/2016	BROOKFIELD JOHNSON CONTROLS									
					805705000					13,552.76	13,552.76		
										Total Orders	13,552.76	13,552.76	
80-5706-000				0.00	1,437.29	0.00	0.00	2,155.95	3,593.24	0.00	3,593.24		
POE - East Bloc Operational Pro Expenses				Gardening									
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed		
ARCH	P PO1400085	22NO	22/12/2014	MULASS20									
			30/11/2016	BROOKFIELD JOHNSON CONTROLS									
					805706000					1,437.29	1,437.29		
										Total Orders	1,437.29	1,437.29	
80-5707-000				0.00	19,050.00	0.00	0.00	6,750.00	25,800.00	0.00	25,800.00		
POE - East Bloc Operational Pro Expenses				Land/Water Rate									

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Account		Requisitions			Orders	Deliveries	Expenditure		Batches	Acct Balance	Total	Revenue Batch	Total
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed		
ARCH	P PO1600016	1NO	8/07/2016	ICOWAT10									
			30/06/2017	ICON WATER (ACTEW WATER)	805707000					19,050.00	19,050.00		
										Total Orders	19,050.00	19,050.00	
80-5708-000				0.00	235.39	0.00	0.00	349.50	584.89	0.00	584.89		
POE - East Bloc Operational Pro Expenses				Pest Control									
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed		
ARCH	P PO1400085	22NO	22/12/2014	MULASS20									
			30/11/2016	BROOKFIELD JOHNSON CONTROLS	805708000					235.39	235.39		
										Total Orders	235.39	235.39	
80-5713-000				0.00	154,706.55	12,714.91	0.00	33,168.15	200,589.61	0.00	200,589.61		
POE - East Bloc Operational Pro Expenses				POE - Electrici									
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed		
ARCH	P PO1600018	10NO	8/07/2016	ACTRET10									
			30/06/2017	ACTEWAGL	805713000					166,004.80	166,004.80		
ARCH	P PO1600018	16NO	8/07/2016	ACTRET10									
			30/06/2017	ACTEWAGL	805713000					146,985.18	146,985.18		
Warning - Calculated total does not equal account total										Total Orders	312,989.98	312,989.98	
80-5714-000				0.00	45,939.24	0.00	0.00	29,332.12	75,271.36	0.00	75,271.36		
POE - East Bloc Operational Pro Expenses				POE - Gas									
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed		
ARCH	P PO1600051	4NO	6/09/2016	ACTRET10									
			30/06/2017	ACTEWAGL	805714000					45,939.24	45,939.24		
										Total Orders	45,939.24	45,939.24	



Account	Requisitions	Expenditure					Revenue Batch	Total
		Orders	Deliveries	Batches	Acct Balance	Total		
81-5700-000	0.00	2,492,327.85	0.00	354,117.24	148,886.78	2,995,331.87	0.00	2,995,331.87
POE - Mitchell Operational Pro Expenses Rent								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P PO0700667	84NO	2/06/2009	CBRICE10			
			2/06/2014	CB RICHARD ELLIS (V) PTY LTD			
				Mitchell Rent July 2009 - June 2014 - CON082			
					815700000	0.07	0.07
					815700000	1,416,468.97	1,416,468.97
ARCH	P PO1600035	3NO	1/08/2016	CBRICE10			
			30/06/2017	CB RICHARD ELLIS (V) PTY LTD			
				Replaces PO0700667. Due to age of PO			
					815700000	1,075,858.81	1,075,858.81
Total Orders						2,492,327.85	2,492,327.85

81-5702-000	0.00	64,272.85	385.00	1,575.24	65,186.50	131,419.59	0.00	131,419.59
POE - Mitchell Operational Pro Expenses R&M - Ongoing								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P PO1400083	22NO	22/12/2014	MULASS20			
			30/11/2016	BROOKFIELD JOHNSON CONTROLS			
				CON 646			
					815702000	40,117.19	40,117.19
ARCH	P PO1600021	2NO	11/07/2016	MULASS20			
			30/11/2016	BROOKFIELD GLOBAL INTEGRATED SOLUTIONS			
				CON 646			
					815702000	24,155.66	24,155.66
Total Orders						64,272.85	64,272.85

81-5703-000	0.00	30,755.76	0.00	0.00	46,131.72	76,887.48	0.00	76,887.48
POE - Mitchell Operational Pro Expenses Comprehensive F								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P PO1400083	22NO	22/12/2014	MULASS20			
			30/11/2016	BROOKFIELD JOHNSON CONTROLS			
				CON 646			
					815703000	30,755.76	30,755.76

Orders by Account

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Account		Expenditure				Revenue		Total	Batch	Total
		Requisitions	Orders	Deliveries	Batches	Acct Balance				
						Total Orders		30,755.76		30,755.76
81-5704-000		0.00		34,886.46	0.00	0.00	52,329.18	87,215.64	0.00	87,215.64
POE - Mitchell		Operational Pro Expenses		Property Securi						
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed	
ARCH	P PO1400083	22NO	22/12/2014	MULASS20						
			30/11/2016	BROOKFIELD JOHNSON CONTROLS						
				CON 646		815704000		34,886.46	34,886.46	
						Total Orders		34,886.46		34,886.46
81-5705-000		0.00		31,024.61	0.00	0.00	46,535.91	77,560.52	0.00	77,560.52
POE - Mitchell		Operational Pro Expenses		Cleaning						
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed	
ARCH	P PO1400083	22NO	22/12/2014	MULASS20						
			30/11/2016	BROOKFIELD JOHNSON CONTROLS						
				CON 646		815705000		31,024.61	31,024.61	
						Total Orders		31,024.61		31,024.61
81-5706-000		0.00		3,290.25	0.00	0.00	5,710.86	9,001.11	0.00	9,001.11
POE - Mitchell		Operational Pro Expenses		Gardening						
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed	
ARCH	P PO1400083	22NO	22/12/2014	MULASS20						
			30/11/2016	BROOKFIELD JOHNSON CONTROLS						
				CON 646		815706000		3,290.25	3,290.25	
						Total Orders		3,290.25		3,290.25
81-5707-000		0.00		88,963.45	7,516.65	30,730.02	23,713.21	150,923.33	0.00	150,923.33
POE - Mitchell		Operational Pro Expenses		Land/Water Rate						
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed	

Orders by Account

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Account					Expenditure				Revenue		
					Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch
ARCH	P	PO1500209	3NO	23/06/2016	CBRICE10						
				30/06/2017	CB RICHARD ELLIS (V) PTY LTD						
						815707000				69,204.96	69,204.96
						815707000				19,758.49	19,758.49
									Total Orders	88,963.45	88,963.45

81-5708-000			0.00	533.78	0.00	0.00	800.79	1,334.57	0.00	1,334.57
POE - Mitchell   Operational Pro Expenses    Pest Control										

<i>Locn</i>	<i>Order Nbr</i>	<i>SubL</i>	<i>Ord/Due</i>	<i>Supplier / Order Comments</i>	<i>Fund Account</i>	<i>Amount</i>	<i>Committed</i>
ARCH	P	PO1400083	22NO	22/12/2014	MULASS20		
				30/11/2016	BROOKFIELD JOHNSON CONTROLS		
					CON 646		
					815708000	533.78	533.78

81-5710-000			0.00	28,345.69	0.00	9,791.25	7,555.58	45,692.52	0.00	45,692.52
POE - Mitchell   Operational Pro Expenses    Other Outgoings										

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed	
ARCH	P	PO1500209	3NO	23/06/2016	CBRICE10			
				30/06/2017	CB RICHARD ELLIS (V) PTY LTD			
						815710000	10,251.95	10,251.95
						815710000	18,093.74	18,093.74
Total Orders						28,345.69	28,345.69	

81-5713-000			0.00	257,372.36	18,177.38	0.00	30,761.89	306,311.63	0.00	306,311.63
POE - Mitchell   Operational Pro Expenses    POE - Electrici										

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH   P   PO1600018		10NO	8/07/2016	ACTRET10			
			30/06/2017	ACTEWAGL			
					815713000	273,718.74	273,718.74
ARCH   P   PO1600018		16NO	8/07/2016	ACTRET10			
			30/06/2017	ACTEWAGL			
					815713000	257,372.36	257,372.36

Orders by Account

Ledger      *GLLED16*      General Ledger 16/17

Account		Requisitions		Orders	Deliveries	Expenditure		Batches	Acct Balance	Total	Revenue Batch	Total
Warning - Calculated total does not equal account total						Total Orders				531,091.10		531,091.10
81-5714-000		0.00		60,000.00	0.00	0.00	9,272.39	69,272.39	0.00	69,272.39		
POE - Mitchell		Operational Pro Expenses		POE - Gas								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account			Amount	Committed		
ARCH	P	PO1600051	4NO	6/09/2016	ACTRET10							
			30/06/2017	ACTEWAGL		815714000			60,000.00	60,000.00		
						Total Orders				60,000.00		60,000.00
83-5700-000		0.00		347,839.09	0.00	410,115.36	149,193.88	907,148.33	0.00	907,148.33		
POE - Greenway		Operational Pro Expenses		Rent								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account			Amount	Committed		
ARCH	P	PO1300092	31NO	11/02/2014	COLINT11							
			31/03/2017	COLLIERS INTERNATIONAL								
				CON 556		835700000			6,727.31	6,727.31		
						835700000			341,111.78	341,111.78		
						Total Orders				347,839.09		347,839.09
83-5702-000		0.00		25,875.05	61.14	0.00	23,187.63	49,123.82	0.00	49,123.82		
POE - Greenway		Operational Pro Expenses		R&M - Ongoing								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account			Amount	Committed		
ARCH	P	PO1400086	22NO	22/12/2014	MULASS20							
			30/11/2016	BROOKFIELD JOHNSON CONTROLS								
						835702000			15,458.39	15,458.39		
ARCH	P	PO1600021	2NO	11/07/2016	MULASS20							
			30/11/2016	BROOKFIELD GLOBAL INTEGRATED SOLUTIONS								
				CON 646		835702000			10,416.66	10,416.66		
						Total Orders				25,875.05		25,875.05
83-5703-000		0.00		11,851.10	0.00	0.00	17,776.08	29,627.18	0.00	29,627.18		

Orders by Account  
Ledger      *GLLED16*      General Ledger 16/17

Account		Requisitions		Orders	Deliveries	Expenditure		Batches	Acct Balance	Total	Revenue Batch	Total
POE - Greenway Operational Pro Expenses      Comprehensive												
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed	
ARCH	P    PO1400086	22NO	22/12/2014	MULASS20								
			30/11/2016	BROOKFIELD JOHNSON CONTROLS		835703000				11,851.10	11,851.10	
Total Orders										11,851.10	11,851.10	
83-5704-000				0.00	13,443.07	0.00	0.00	20,164.14	33,607.21	0.00	33,607.21	
POE - Greenway Operational Pro Expenses      Property Securi												
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed	
ARCH	P    PO1400086	22NO	22/12/2014	MULASS20								
			30/11/2016	BROOKFIELD JOHNSON CONTROLS		835704000				13,443.07	13,443.07	
Total Orders										13,443.07	13,443.07	
83-5705-000				0.00	11,954.85	0.00	0.00	17,931.81	29,886.66	0.00	29,886.66	
POE - Greenway Operational Pro Expenses      Cleaning												
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed	
ARCH	P    PO1400086	22NO	22/12/2014	MULASS20								
			30/11/2016	BROOKFIELD JOHNSON CONTROLS		835705000				11,954.85	11,954.85	
Total Orders										11,954.85	11,954.85	
83-5706-000				0.00	1,267.76	0.00	0.00	2,352.76	3,620.52	0.00	3,620.52	
POE - Greenway Operational Pro Expenses      Gardening												
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed	
ARCH	P    PO1400086	22NO	22/12/2014	MULASS20								
			30/11/2016	BROOKFIELD JOHNSON CONTROLS		835706000				1,267.76	1,267.76	
Total Orders										1,267.76	1,267.76	

Orders by Account

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Account	Expenditure					Revenue		Total
	Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	
83-5708-000	0.00	205.65	0.00	0.00	308.55	514.20	0.00	514.20
POE - Greenway Operational Pro Expenses Pest Control								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1400086	22NO	22/12/2014	MULASS20		
			30/11/2016	BROOKFIELD JOHNSON CONTROLS	835708000	205.65	205.65
Total Orders						205.65	205.65

83-5710-000	0.00	4,068.55	0.00	4,101.18	2,050.59	10,220.32	0.00	10,220.32
POE - Greenway Operational Pro Expenses Other Outgoings								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1300092	31NO	11/02/2014	COLINT11		
			31/03/2017	COLLIERS INTERNATIONAL CON 556	835710000	3,417.62	3,417.62
					835710000	650.93	650.93
Total Orders						4,068.55	4,068.55

83-5713-000	0.00	21,505.45	1,195.12	0.00	6,629.62	29,330.19	0.00	29,330.19
POE - Greenway Operational Pro Expenses POE - Electrici								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1600018	10NO	8/07/2016	ACTRET10		
			30/06/2017	ACTEWAGL	835713000	23,305.60	23,305.60
ARCH	P	PO1600018	16NO	8/07/2016	ACTRET10		
			30/06/2017	ACTEWAGL	835713000	21,505.45	21,505.45
Warning - Calculated total does not equal account total						44,811.05	44,811.05
Total Orders						44,811.05	44,811.05

83-5714-000	0.00	11,686.70	0.00	0.00	7,125.88	18,812.58	0.00	18,812.58
POE - Greenway Operational Pro Expenses POE - Gas								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
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Orders by Account  
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Account	Requisitions	Expenditure					Revenue Batch	Total
		Orders	Deliveries	Batches	Acct Balance	Total		
ARCH P PO1600051 4NO 6/09/2016 ACTRET10 30/06/2017 ACTEWAGL			835714000				11,686.70	11,686.70
Total Orders							11,686.70	11,686.70

84-5700-000	0.00	91,692.99	0.00	44,790.69	18,756.10	155,239.78	0.00	155,239.78
POE - Hume Operational Pro Expenses Rent								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO1000100	70NO	25/01/2011 1/02/2014	JURJEM10 MIRKO JURJEVIC Contract 504	845700000 845700000	78,895.64 12,797.35	78,895.64 12,797.35
Total Orders							91,692.99 91,692.99

84-5702-000	0.00	5,925.76	0.00	0.00	2,638.80	8,564.56	0.00	8,564.56
POE - Hume Operational Pro Expenses R&M - Ongoing								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO1400084	22NO	22/12/2014 30/11/2016	MULASS20 BROOKFIELD JOHNSON CONTROLS PTY LTD	845702000	1,759.10	1,759.10
ARCH P	PO1600021	2NO	11/07/2016 30/11/2016	MULASS20 BROOKFIELD GLOBAL INTEGRATED SOLUTIONS CON 646	845702000	4,166.66	4,166.66
Total Orders							5,925.76 5,925.76

84-5703-000	0.00	1,348.58	0.00	0.00	2,022.96	3,371.54	0.00	3,371.54
POE - Hume Operational Pro Expenses Comprehensive F								

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO1400084	22NO	22/12/2014 30/11/2016	MULASS20 BROOKFIELD JOHNSON CONTROLS PTY LTD	845703000	1,348.58	1,348.58

Account				Requisitions		Orders		Deliveries		Expenditure		Batches		Acct Balance		Total		Revenue		Batch		Total	
										Total Orders				1,348.58				1,348.58					
84-5704-000				0.00		1,529.78		0.00		0.00		2,294.73		3,824.51		0.00		3,824.51					
POE - Hume				Operational Pro Expenses		Property Securi																	
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account						Amount		Committed					
ARCH		P		PO1400084		22NO		22/12/2014		MULASS20													
						30/11/2016		BROOKFIELD JOHNSON CONTROLS PTY LTD		845704000						1,529.78		1,529.78					
										Total Orders				1,529.78				1,529.78					
84-5705-000				0.00		1,360.56		0.00		0.00		2,040.66		3,401.22		0.00		3,401.22					
POE - Hume				Operational Pro Expenses		Cleaning																	
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account						Amount		Committed					
ARCH		P		PO1400084		22NO		22/12/2014		MULASS20													
						30/11/2016		BROOKFIELD JOHNSON CONTROLS PTY LTD		845705000						1,360.56		1,360.56					
										Total Orders				1,360.56				1,360.56					
84-5706-000				0.00		144.27		0.00		0.00		216.45		360.72		0.00		360.72					
POE - Hume				Operational Pro Expenses		Gardening																	
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account						Amount		Committed					
ARCH		P		PO1400084		22NO		22/12/2014		MULASS20													
						30/11/2016		BROOKFIELD JOHNSON CONTROLS PTY LTD		845706000						144.27		144.27					
										Total Orders				144.27				144.27					
84-5708-000				0.00		23.53		0.00		0.00		35.07		58.60		0.00		58.60					
POE - Hume				Operational Pro Expenses		Pest Control																	
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account						Amount		Committed					
ARCH		P		PO1400084		22NO		22/12/2014		MULASS20													
						30/11/2016		BROOKFIELD JOHNSON CONTROLS PTY LTD		845708000						23.53		23.53					



Account				Expenditure					Revenue		
				Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
							Total Orders		23.53		23.53
84-5713-000				0.00	1,218.18	0.00	0.00	320.00	1,538.18	0.00	1,538.18
POE - Hume Operational Pro Expenses POE - Electrici											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments			Fund Account		Amount	Committed	
ARCH	P	PO1600018	10NO	8/07/2016	ACTRET10			845713000	1,305.45	1,305.45	
			30/06/2017	ACTEWAGL							
ARCH	P	PO1600018	16NO	8/07/2016	ACTRET10			845713000	1,218.18	1,218.18	
			30/06/2017	ACTEWAGL							
Warning - Calculated total does not equal account total							Total Orders		2,523.63		2,523.63
85-5700-000				0.00	6,831,488.50	0.00	1,417,862.50	850,717.50	9,100,068.50	0.00	9,100,068.50
POE - Chester H Operational Pro Expenses Rent											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments			Fund Account		Amount	Committed	
ARCH	P	PO0600045	127NO	29/07/2013	JONLAN20			855700000	902,526.21	902,526.21	
			30/09/2018	JONES LANG LASALLE (ACT) P/L							
				Rent lease for Chester Hill - CON097							
							855700000		3,583,817.67	3,583,817.67	
							855700000		2,345,144.62	2,345,144.62	
							Total Orders		6,831,488.50		6,831,488.50
85-5702-000				0.00	275,654.10	0.00	48,849.17	85,171.91	409,675.18	0.00	409,675.18
POE - Chester H Operational Pro Expenses R&M - Ongoing											
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments			Fund Account		Amount	Committed	
ARCH	P	PO1400160	20NSW	12/05/2015	RESFMP20			855702000	211,761.59	211,761.59	
			10/04/2017	RCR RESOLVE FM PTY LTD							
ARCH	P	PO1500211	4NSW	24/06/2016	JONLAN20			855702000	20,000.00	20,000.00	
			30/06/2017	JONES LANG LASALLE (NSW) P/L							
				CON 97							
							855702000				

Orders by Account

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Account	Requisitions			Expenditure				Revenue Batch	Total
				Orders	Deliveries	Batches	Acct Balance		
ARCH P PO1600019	6NSW	11/07/2016	RESFMP20						
		10/04/2017	RCR RESOLVE FM PTY LTD						
			CON 566						
				855702000				43,892.51	43,892.51
Total Orders								275,654.10	275,654.10

85-5704-000		0.00	145,454.55	0.00	0.00	15,596.00	161,050.55	0.00	161,050.55
POE - Chester H Operational Pro Expenses		Property Securi							

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO1600057	0NSW	14/09/2016	FIEGRO20			
			30/09/2018	FIELDS GROUP PTY LTD			
				Limited Tender under IPP Exemption.			
				855704000		145,454.55	145,454.55
Total Orders						145,454.55	145,454.55

85-5705-000		0.00	57,754.00	0.00	35,716.00	55,332.66	148,802.66	0.00	148,802.66
POE - Chester H Operational Pro Expenses		Cleaning							

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO1400151	19NSW	5/05/2015	ALLCLE20			
			30/09/2015	ALLCLEAN PTY LTD			
				855705000		4,180.00	4,180.00
				855705000		53,574.00	53,574.00
Total Orders						57,754.00	57,754.00

85-5706-000		0.00	7,180.74	0.00	771.10	2,313.30	10,265.14	0.00	10,265.14
POE - Chester H Operational Pro Expenses		Gardening							

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO1300155	29NSW	20/05/2014	TOPPRO20			
			31/05/2017	TOPLINE PROPERTY MAINTENANCE PTY LTD			
				CON 623			
				855706000		400.00	400.00
				855706000		3,880.74	3,880.74
				855706000		2,900.00	2,900.00

Orders by Account  
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Account			Requisitions	Orders	Deliveries	Expenditure		Revenue	
						Batches	Acct Balance	Total	Batch
									Total
						Total Orders		7,180.74	7,180.74
85-5707-000			0.00	98,338.03	0.00	66,682.93	36,876.74	201,897.70	0.00
POE - Chester H Operational Pro Expenses			Land/Water Rate						
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P	PO1500211	4NSW	24/06/2016	JONLAN20				
			30/06/2017	JONES LANG LASALLE (NSW) P/L					
				CON 97					
						855707000		23,874.01	23,874.01
						855707000		63,932.12	63,932.12
						855707000		10,531.90	10,531.90
						Total Orders		98,338.03	98,338.03
85-5710-000			0.00	88,992.35	0.00	66,409.38	33,372.14	188,773.87	0.00
POE - Chester H Operational Pro Expenses			Other Outgoings						
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P	PO1500211	4NSW	24/06/2016	JONLAN20				
			30/06/2017	JONES LANG LASALLE (NSW) P/L					
				CON 97					
						855710000		15,426.69	15,426.69
						855710000		24,716.60	24,716.60
						855710000		48,849.06	48,849.06
						Total Orders		88,992.35	88,992.35
85-5713-000			0.00	272,713.87	24,187.00	0.00	72,701.54	369,602.41	0.00
POE - Chester H Operational Pro Expenses			POE - Electrici						
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P	PO1600017	4NSW	8/07/2016	ACTRET10				
			30/06/2017	ACTEWAGL					
				SON3307570					
						855713000		272,713.87	272,713.87
						Total Orders		272,713.87	272,713.87

Account	Expenditure				Revenue		Total
	Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	
85-5714-000	0.00	34,552.24	0.00	0.00	9,902.29	44,454.53	0.00
POE - Chester H Operational Pro Expenses	POE - Gas						

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1500083	7NSW	15/12/2015 AGLGAS20			
				15/12/2017 AGL RETAIL ENERGY LTD			
					855714000	14,789.79	14,789.79
ARCH	P	PO1600052	1NSW	6/09/2016 AGLGAS20			
				30/06/2017 AGL RETAIL ENERGY LTD			
					855714000	19,762.45	19,762.45
Total Orders						34,552.24	34,552.24

86-5700-000	0.00	35,849.62	0.00	24,726.25	23,489.93	84,065.80	0.00
POE - Murray St Operational Pro Expenses	Rent						

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1100168	19TAS	3/04/2012 DEPEDU70			
				31/10/2016 DEPARTMENT OF EDUCATION			
					865700000	35,849.62	35,849.62
Total Orders						35,849.62	35,849.62

86-5702-000	0.00	2,553.50	0.00	1,761.25	1,761.24	6,075.99	0.00
POE - Murray St Operational Pro Expenses	R&M - Ongoing						

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1100168	19TAS	3/04/2012 DEPEDU70			
				31/10/2016 DEPARTMENT OF EDUCATION			
					865702000	2,553.50	2,553.50
Total Orders						2,553.50	2,553.50

86-5705-000	0.00	3,287.99	0.00	1,478.25	1,478.28	6,244.52	0.00
POE - Murray St Operational Pro Expenses	Cleaning						

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1100168	19TAS	3/04/2012 DEPEDU70			
				31/10/2016 DEPARTMENT OF EDUCATION			

Orders by Account

LedgerGLLED16General Ledger 16/17

Account		Requisitions		Orders		Deliveries		Expenditure		Batches		Acct Balance		Total		Revenue Batch		Total	
										865705000						3,287.99		3,287.99	
												Total Orders				3,287.99		3,287.99	
86-5713-000		0.00		6,809.48		0.00		3,238.75		3,238.74		13,286.97		0.00		13,286.97			
POE - Murray St Operational Pro Expenses		POE - Electrici																	
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account				Amount		Committed			
ARCH		P		PO1100168		19TAS		3/04/2012		DEPEDU70									
						31/10/2016		DEPARTMENT OF EDUCATION											
										865713000						6,809.48		6,809.48	
												Total Orders				6,809.48		6,809.48	
87-5700-000		0.00		8,614,806.81		0.00		1,064,223.87		274,626.94		9,953,657.62		0.00		9,953,657.62			
POE - East Burw Operational Pro Expenses		Rent																	
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account				Amount		Committed			
ARCH		P		PO1500117		8VIC		17/02/2016		COLINT30									
						31/08/2019		COLLIERS INTERNATIONAL (VICTORIA) PTY LI											
								Con 073											
										875700000						481,360.91		481,360.91	
										875700000								1,909,166.36	
										875700000								1,240,221.25	
												Warning - Calculated total does not equal account total		Total Orders		3,630,748.52		3,630,748.52	
87-5702-000		0.00		23,642.56		0.00		118.54		47,942.79		71,703.89		0.00		71,703.89			
POE - East Burw Operational Pro Expenses		R&M - Ongoing																	
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account				Amount		Committed			
ARCH		P		PO1100074		61VIC		28/10/2011		RESFMP30									
						30/09/2014		RESOLVE FM PTY LTD											
								Contract 548											
										875702000						19,746.14		19,746.14	
ARCH		P		PO1500208		4VIC		23/06/2016		COLINT30									
						30/08/2017		COLLIERS INTERNATIONAL (VICTORIA) PTY LI											
								CON 073											
										875702000						133.13		133.13	

Orders by Account

LedgerGLLED16General Ledger 16/17

Account	Requisitions	Expenditure					Revenue Batch	Total
		Orders	Deliveries	Batches	Acct Balance	Total		
ARCH P PO1600013	5VIC	8/07/2016	RESFMP30					
		30/09/2016	RCR RESOLVE FM PTY LTD					
			875702000				3,679.70	3,679.70

Warning - Calculated total does not equal account total

Total Orders	23,558.97	23,558.97
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87-5705-000	0.00	45,202.33	2,192.45	0.00	23,928.94	71,323.72	0.00	71,323.72
POE - East Burw Operational Pro Expenses		Cleaning						

<i>Locn</i>	<i>Order Nbr</i>	<i>SubL</i>	<i>Ord/Due</i>	<i>Supplier / Order Comments</i>	<i>Fund Account</i>	<i>Amount</i>	<i>Committed</i>	
ARCH	P	PO1300126	29VIC	1/04/2014	TFMAUS30			
			31/03/2017	TUI FACILITY MANAGEMENT PTY LTD				
					875705000	38,441.24	38,441.24	
					875705000	6,761.09	6,761.09	
						Total Orders	45,202.33	45,202.33

87-5706-000	0.00	13,658.24	0.00	0.00	1,644.00	15,302.24	0.00	15,302.24
POE - East Burw Operational Pro Expenses		Gardening						

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH	P	PO1300018	35VIC	6/08/2013	AFICUT30		
			31/07/2016	A FINE-CUT MOWING SERVICES			
					875706000	9,863.09	9,863.09
					875706000	905.00	905.00
					875706000	2,890.15	2,890.15
						Total Orders	13,658.24
							13,658.24

87-5707-000	0.00	137,742.54	0.00	77,124.09	32,519.27	247,385.90	0.00	247,385.90
POE - East Burw Operational Pro Expenses		Land/Water Rate						

Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account	Amount	Committed
ARCH P	PO1500208	4VIC	23/06/2016	COLINT30			
			30/08/2017	COLLIERS INTERNATIONAL (VICTORIA) PTY LI			
				CON 073			
				875707000		56,582.68	56,582.68
				875707000		2,581.48	2,581.48
				875707000		6,692.92	6,692.92

Account		Requisitions		Orders		Deliveries		Expenditure		Batches		Acct Balance		Total		Revenue		Batch		Total	
						875707000										18,531.28				18,531.28	
Warning - Calculated total does not equal account total										Total Orders				84,388.36				84,388.36			
87-5710-000		0.00		50,299.63		0.00		24,382.99		10,964.46		85,647.08		0.00				85,647.08			
POE - East Burw Operational Pro Expenses		Other Outgoings																			
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account				Amount		Committed					
ARCH		P		PO1500208		4VIC		23/06/2016		COLINT30											
						30/08/2017		COLLIERS INTERNATIONAL (VICTORIA) PTY LI													
								CON 073													
								875710000						2,287.40		2,287.40					
								875710000						11,254.69		11,254.69					
								875710000						17,752.82		17,752.82					
Warning - Calculated total does not equal account total										Total Orders				31,294.91				31,294.91			
87-5713-000		0.00		286,837.05		0.00		0.00		5,599.84		292,436.89		0.00				292,436.89			
POE - East Burw Operational Pro Expenses		POE - Electrici																			
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account				Amount		Committed					
ARCH		P		PO1400046		23VIC		25/09/2014		ALIENE50											
						14/09/2016		ALINTA ENERGY RETAIL SALES PTY LTD													
								875713000						209,564.32		209,564.32					
ARCH		P		PO1600055		0VIC		14/09/2016		MOMENE30											
						14/09/2018		MOMENTUM ENERGY PTY LTD													
								875713000						77,272.73		77,272.73					
										Total Orders				286,837.05				286,837.05			
87-5714-000		0.00		72,095.22		0.00		0.00		9,550.85		81,646.07		0.00				81,646.07			
POE - East Burw Operational Pro Expenses		POE - Gas																			
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account				Amount		Committed					
ARCH		P		PO1400050		13VIC		8/10/2014		ORIENE30											
						25/09/2016		ORIGIN ENERGY													
								CON 638													
								875714000						22,095.22		22,095.22					

Account						Requisitions		Orders		Deliveries		Expenditure		Batches		Acct Balance		Total		Revenue		Batch		Total																							
ARCH P PO1600058						0VIC		15/09/2016		AGLGAS20																																					
								25/09/2018		AGL RETAIL ENERGY LTD																																					
										RFQ Process conducted due to a commodities market																																					
										875714000												50,000.00		50,000.00																							
																						Total Orders		72,095.22 72,095.22																							
88-5700-000								0.00		602,502.63		0.00		61,418.65		61,418.65		725,339.93		0.00		725,339.93																									
POE - North Mel Operational Pro Expenses						Rent																																									
Locn						Order Nbr						SubL						Ord/Due						Supplier / Order Comments						Fund Account						Amount						Committed					
ARCH P						PO1400146						6VIC						23/04/2015						DEPPRE30																							
																		30/06/2019						DEPARTMENT OF PREMIER AND CABINET																							
																								885700000						113,620.26						113,620.26											
																								885700000						239,648.22						239,648.22											
																								885700000						249,234.15						249,234.15											
																														Total Orders						602,502.63 602,502.63											
88-5704-000								0.00		89,781.64		0.00		0.00		10,427.12		100,208.76		0.00		100,208.76																									
POE - North Mel Operational Pro Expenses						Property Securi																																									
Locn						Order Nbr						SubL						Ord/Due						Supplier / Order Comments						Fund Account						Amount						Committed					
ARCH P						PO1400172						15VIC						26/05/2015						DEPPRE30																							
																		30/06/2019						DEPARTMENT OF PREMIER AND CABINET																							
																								CON84																							
																								885704000						33,544.73						33,544.73											
																								885704000						32,567.70						32,567.70											
																								885704000						23,669.21						23,669.21											
																														Total Orders						89,781.64 89,781.64											
89-5700-000								0.00		531,848.65		0.00		5,700.59		-6,011.86		531,537.38		0.00		531,537.38																									
POE - Collinswo Operational Pro Expenses						Rent																																									
Locn						Order Nbr						SubL						Ord/Due						Supplier / Order Comments						Fund Account						Amount						Committed					
ARCH P						PO1500107						8SA						1/02/2016						ATTGEN50																							
																		9/10/2021						ATTORNEY GENERAL'S DEPARTMENT, GOVERNMEN																							
																								895700000						531,848.65						531,848.65											



Orders by Account

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Account		Expenditure					Revenue		
		Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
					Total Orders		531,848.65	531,848.65	
91-3300-851		0.00	11,480.00	0.00	0.00	0.00	11,480.00	0.00	11,480.00
POE - Cannon Hi Minor Capital P Assets		Exp Offset - IP							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P	PO1600032	0QLD	28/07/2016	AHICAR20				
			31/08/2016	AHI-CARRIER (AUSTRALIA) PTY LTD		913300851		11,480.00	11,480.00
					Total Orders		11,480.00	11,480.00	
91-5700-000		0.00	834,516.38	0.00	250,069.12	107,172.48	1,191,757.98	0.00	1,191,757.98
POE - Cannon Hi Operational Pro Expenses		Rent							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P	PO1300085	34QLD	28/01/2014	DARVEX40				
			30/11/2018	MRS XIAOHONG DARVENIZA					
				CON 145		915700000		428,689.96	428,689.96
						915700000		441,550.58	441,550.58
Warning - Calculated total does not equal account total					Total Orders		870,240.54	870,240.54	
91-5702-000		0.00	15,522.65	0.00	13,441.73	46,734.00	75,698.38	0.00	75,698.38
POE - Cannon Hi Operational Pro Expenses		R&M - Ongoing							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed
ARCH	P	PO1100070	57QLD	27/10/2011	RESFMP40				
			31/10/2016	RESOLVE FM PTY LTD					
				CON 546		915702000		13,441.73	13,441.73
ARCH	P	PO1600014	6QLD	8/07/2016	RESFMP40				
			31/10/2016	RCR RESOLVE FM PTY LTD		915702000		2,080.92	2,080.92
					Total Orders		15,522.65	15,522.65	
91-5706-000		0.00	7,331.05	1,140.00	0.00	5,266.37	13,737.42	0.00	13,737.42

Orders by Account  
Ledger *GLLED16* General Ledger 16/17

Account		Requisitions		Orders	Deliveries	Expenditure		Batches	Acct Balance	Total	Revenue Batch	Total
POE - Cannon Hi Operational Pro Expenses      Gardening												
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed	
ARCH	P	PO1300031	39QLD	16/08/2013	GRAGAR41							
				31/07/2016	GRAHAMS GARDEN CARE MANLY							
						915706000				7,331.05	7,331.05	
								Total Orders		7,331.05	7,331.05	
91-5713-000				0.00	252,224.37	0.00	0.00	12,467.17	264,691.54	0.00	264,691.54	
POE - Cannon Hi Operational Pro Expenses      POE - Electrici												
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed	
ARCH	P	PO1400051	23QLD	8/10/2014	ORIENE40							
				30/09/2016	ORIGIN ENERGY ELECTRICITY LTD CON 639							
						915713000				161,315.28	161,315.28	
ARCH	P	PO1600062	0QLD	21/09/2016	ENEAS30							
				30/09/2018	ENERGY AUSTRALIA RFQ Process conducted due to a commodities market Limited Tender - see							
						915713000				90,909.09	90,909.09	
								Total Orders		252,224.37	252,224.37	
93-5700-000				0.00	432,128.99	0.00	413,570.95	178,558.60	1,024,258.54	0.00	1,024,258.54	
POE - East Vict Operational Pro Expenses      Rent												
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed	
ARCH	P	PO1000249	69WA	7/06/2011	ANIHOL60							
				30/06/2014	ANIDA HOLDINGS PTY LTD CON 79							
						935700000				15,975.16	15,975.16	
						935700000				215,841.15	215,841.15	
ARCH	P	PO1000250	72NSW	7/06/2011	STRENT60							
				8/06/2011	STRICKLAND ENTERPRISES Contract 79							
						935700000				215,841.15	215,841.15	
						935700000				14,116.98	14,116.98	

Orders by Account

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Account		Requisitions		Orders	Deliveries	Expenditure		Batches	Acct Balance	Total	Revenue		Batch	Total
Warning - Calculated total does not equal account total										Total Orders		461,774.44		461,774.44
93-5702-000		0.00		21,980.38	20,822.27	0.00		68,015.43	110,818.08		0.00		110,818.08	
POE - East Vict Operational Pro Expenses		R&M - Ongoing												
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed			
ARCH	P	PO1200055	50WA	9/10/2012	RESFMP60									
			31/10/2016	RESOLVE FM PTY LTD		935702000				21,051.83	21,051.83			
ARCH	P	PO1600020	11WA	11/07/2016	RESFMP60									
			31/10/2016	RCR RESOLVE FM PTY LTD										
				CON 547		935702000				928.55	928.55			
										Total Orders		21,980.38		21,980.38
93-5705-000		0.00		58,494.91	0.00	0.00		17,670.84	76,165.75		0.00		76,165.75	
POE - East Vict Operational Pro Expenses		Cleaning												
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed			
ARCH	P	PO1400026	26WA	18/08/2014	DELCLE60									
			31/08/2017	DELRON CLEANING		935705000				58,494.91	58,494.91			
										Total Orders		58,494.91		58,494.91
93-5706-000		0.00		19,940.00	0.00	0.00		0.00	19,940.00		0.00		19,940.00	
POE - East Vict Operational Pro Expenses		Gardening												
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account				Amount	Committed			
ARCH	P	PO1300025	27WA	9/08/2013	TUFTUR60									
			4/09/2013	TUF TURF LAWNMOWING & GARDENING		935706000				10,065.00	10,065.00			
						935706000				1,100.00	1,100.00			
						935706000				8,775.00	8,775.00			
										Total Orders		19,940.00		19,940.00
93-5707-000		0.00		28,130.53	12,755.77	110,360.67		20,570.09	171,817.06		0.00		171,817.06	

Orders by Account  
Ledger      *GLLED16*      General Ledger 16/17

Account		Requisitions		Expenditure					Revenue	
			Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total	
POE - East Vict Operational Pro Expenses		Land/Water Rate								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed	
ARCH	P PO1600045	1WA	16/08/2016	WATCOR60						
			30/06/2017	WATER CORPORATION		935707000		28,130.53	28,130.53	
								Total Orders	28,130.53	28,130.53
93-5710-000			0.00	27,316.99	0.00	22,560.82	9,350.46	59,228.27	0.00	59,228.27
POE - East Vict Operational Pro Expenses		Other Outgoings								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed	
ARCH	P PO1000249	69WA	7/06/2011	ANIHOL60						
			30/06/2014	ANIDA HOLDINGS PTY LTD						
				CON 79		935710000		2,753.35	2,753.35	
						935710000		11,741.51	11,741.51	
ARCH	P PO1000250	72NSW	7/06/2011	STRENT60						
			8/06/2011	STRICKLAND ENTERPRISES						
				Contract 79		935710000		2,753.35	2,753.35	
						935710000		11,741.51	11,741.51	
Warning - Calculated total does not equal account total								Total Orders	28,989.72	28,989.72
93-5713-000			0.00	128,811.65	0.00	0.00	16,857.89	145,669.54	0.00	145,669.54
POE - East Vict Operational Pro Expenses		POE - Electrici								
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments		Fund Account		Amount	Committed	
ARCH	P PO1500040	13WA	7/10/2015	SYNGAS60						
			30/09/2017	SYNERGY		935713000		128,811.65	128,811.65	
								Total Orders	128,811.65	128,811.65
93-5714-000			0.00	25,365.65	0.00	0.00	7,340.14	32,705.79	0.00	32,705.79
POE - East Vict Operational Pro Expenses		POE - Gas								

Orders by Account  
Ledger      *GLLED16*      General Ledger 16/17

Account					Expenditure				Revenue			
					Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed	
ARCH	P PO1400073	21WA	28/11/2014	SYNGAS60	935714000					25,365.65	25,365.65	
			30/11/2016	SYNERGY								
				CON 645								
										Total Orders	25,365.65	25,365.65
96-5700-000					0.00	458,721.39	0.00	0.00	51,830.22	510,551.61	0.00	510,551.61
POE - Millner R Operational Pro Expenses					Rent							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed	
ARCH	P PO1300187	28NO	24/06/2014	DEPCOR80	965700000					458,721.39	458,721.39	
			30/09/2018	DEPARTMENT OF CORPORATE & INFO SERVICES								
				CON 626								
										Total Orders	458,721.39	458,721.39
96-5702-000					0.00	18,751.92	0.00	0.00	0.00	18,751.92	0.00	18,751.92
POE - Millner R Operational Pro Expenses					R&M - Ongoing							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed	
ARCH	P PO1300168	8NT	17/06/2014	DEPART80	965702000					18,751.92	18,751.92	
			30/09/2018	DEPARTMENT OF ARTS AND MUSEUMS								
				CON 626								
										Total Orders	18,751.92	18,751.92
96-5705-000					0.00	65,884.80	2,206.96	0.00	5,692.59	73,784.35	0.00	73,784.35
POE - Millner R Operational Pro Expenses					Cleaning							
Locn	Order Nbr	SubL	Ord/Due	Supplier / Order Comments	Fund Account					Amount	Committed	
ARCH	P PO1300187	28NO	24/06/2014	DEPCOR80	965705000					65,884.80	65,884.80	
			30/09/2018	DEPARTMENT OF CORPORATE & INFO SERVICES								
				CON 626								

Orders by Account

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Account		Requisitions		Orders		Deliveries		Expenditure		Batches		Acct Balance		Total		Revenue		Batch		Total	
										Total Orders				65,884.80				65,884.80			
96-5713-000		0.00		119,161.83		0.00		0.00		0.00		119,161.83		0.00		119,161.83					
POE - Millner R Operational Pro Expenses		POE - Electrici																			
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account				Amount		Committed					
ARCH		P		PO1300168		8NT		17/06/2014		DEPART80											
						30/09/2018		DEPARTMENT OF ARTS AND MUSEUMS													
								CON 626													
								965713000						119,161.83		119,161.83					
										Total Orders				119,161.83		119,161.83					
97-5700-000		0.00		176,424.38		0.00		4,396.01		4,396.01		185,216.40		0.00		185,216.40					
POE - North Ter Operational Pro Expenses		Rent																			
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account				Amount		Committed					
ARCH		P		PO1400091		15NO		7/01/2015		STALIB50											
						3/08/2019		THE STATE LIBRARY OF SOUTH AUSTRALIA													
								975700000						5,090.91		5,090.91					
								975700000						1,865.84		1,865.84					
								975700000						52,058.54		52,058.54					
								975700000						57,909.09		57,909.09					
								975700000						59,500.00		59,500.00					
										Total Orders				176,424.38		176,424.38					
97-5710-000		0.00		46,785.65		0.00		0.00		0.00		46,785.65		0.00		46,785.65					
POE - North Ter Operational Pro Expenses		Other Outgoings																			
Locn		Order Nbr		SubL		Ord/Due		Supplier / Order Comments		Fund Account				Amount		Committed					
ARCH		P		PO1400091		15NO		7/01/2015		STALIB50											
						3/08/2019		THE STATE LIBRARY OF SOUTH AUSTRALIA													
								975710000						1,363.64		1,363.64					
								975710000						15,727.27		15,727.27					
								975710000						15,545.45		15,545.45					
								975710000						14,149.29		14,149.29					
										Total Orders				46,785.65		46,785.65					

Account	Requisitions	----- Expenditure -----					Revenue		Total
		Orders	Deliveries	Batches	Acct Balance	Total	Batch		
Number of Accounts	161					Total Order Commitments			34,025,605.27



## FORMAT MANAGEMENT REPORT

## REPORT SETTINGS

Description:	Orders by Cost Centre
Narration 1:	Orders by Cost Centre
Narration 2:	Details outstanding amounts
Narration 3:	Created by user ARCHIVES\GREGANG - 30/05/2008 2:29:54 PM
Chart Name:	GENCHART
Destination:	Single,1,,Purchase Orders,No,,No,
Drilldown:	True,1,0,Transactions/Commitments,,,,,,,,True,35.False

### COLUMN SETTINGS

Column Name:	C1	C2
Display Column:	Yes,No	Yes,Yes
Column Type:	Description	Commitment
Display Description:	Long	
Display Code:	Left	
Ledger:		{&LEDGER}
From Period:		
To Period:		
Values to Load:	Cost Centre	Amount1
Commitment Type:		Orders
Column Criteria:		

### ROW SETTINGS

Command	Cons./Label	Selection	Search	Value (Fr)	Value (To)
---------	-------------	-----------	--------	------------	------------

Created 30-May-2008 14:29:50 by user ARCHIVES\GREGANG with Security Category &SECURITY



### Open Purchase Order Report by Cost Centre

**As at:**  
20-August-2025

* LIST * *	Cost Centre	Expression	Cost Centre		Amount remaining on open purchase orders
				Total:	-



## Open Purchase Order Report by Cost Centre

As at:

20-August-2025

Cost Centre	Amount remaining on open purchase orders
01 - Office of the Director-General	239,667.78
11 - Reference and Information Services	-
12 - Access Examination	-
14 - Access Programs	147,027.96
15 - National Development and Communications	141,307.09
21 - AudioVisual Preservation	66,179.59
22 - Collection Operations	10,511.25
23 - Preservation and Digitisation	68,162.76
31 - Agency Capability Development	704.40
32 - Agency Accountability	-
33 - Policy and Digital Strategy	-
34 - Digital Services and Solutions	76,828.18
41 - Strategic Planning and Governance	120,653.50
42 - International and Strategic Liaison	10,337.68
43 - General Counsel	23,905.60
44 - ICT Infrastructure Support and Systems	1,797,403.16
45 - Business Systems and Online Services	418,336.10
51 - People Management and Development	67,765.64
52 - Finance	-
53 - Facilities and Procurement and Security	1,430,977.46
54 - Preservation and Storage Construction	2,322,304.67
61 - Sydney State Office	-
62 - Melbourne State Office	7,592.97
63 - Brisbane State Office	-
64 - Adelaide State Office	-
65 - Perth State Office	-
66 - Hobart State Office	-
67 - Darwin State Office	-
71 - CAARA	-
80 - POE - East Block	2,353,205.71
81 - POE - Mitchell Repository	3,091,773.06
83 - POE - Greenway Repository	449,697.27
84 - POE - Hume	103,243.65
85 - POE - Chester Hill, NSW	7,812,128.38
86 - POE - Murray Street Repository, TAS	48,500.59
87 - POE - East Burwood Repository, VIC	9,244,284.38
88 - POE - North Melbourne, VIC	692,284.27
89 - POE - Collinswood Repository, SA	531,848.65
91 - POE - Cannon Hill, QLD	1,121,074.45
93 - POE - East Victoria Park Repository, WA	742,169.10
96 - POE - Milner Repository, NT	662,519.94
97 - POE - North Terrace, SA	223,210.03
<b>Total:</b>	<b>34,025,605.27</b>

## Commitments for 01 - Office of the Director-General

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 01

Account	Account Description	Date	Status	Item	Description	Amount	Stage
01-5521-000	Consultants	06-Jul-2016	Order	ARCH / PO1600012 / 3	GILL SAVAGE - LEADABILITY GROUP	71,668.00	BkOrder to Receive
01-5521-000	Consultants	14-Oct-2016	Order	ARCH / PO1600077 / 0	P&M O'SULLIVAN TRUST	45,454.55	Order to Receive
01-5403-000	Software Licenc	15-Jun-2016	Order	ARCH / PO1500190 / 1	DIMENSION DATA AUSTRALIA PTY LTD	28.16	BkOrder to Receive
01-5403-000	Software Licenc	30-Sep-2016	Order	ARCH / PO1600068 / 0	GALLAGHER BASSETT SERVICES PTY LTD	25,000.00	Order to Receive
01-5521-000	Consultants	16-Jun-2016	Order	ARCH / PO1500198 / 2	SYNERGY GROUP AUSTRALIA PTY LTD	97,517.07	BkOrder to Receive
<b>Total</b>						<b>239,667.78</b>	

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Commitments for 11 - Reference and Information Services

Ledger:	GLLED16					
Type:	ORDERS					
Criteria:	COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 11					
Account	Account Description	Date	Status	Item	Description	Amount Stage
Total						0

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## Commitments for 12 - Access Examination

Ledger: GLLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 12

Account	Account Description	Date	Status	Item	Description	Amount	Stage
Total						0	

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## Commitments for 14 - Access Programs

Ledger: GLLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 14

Account	Account Description	Date	Status	Item	Description	Amount	Stage
14-5321-945	Freight & Carta	03-Feb-2016	Order	ARCH / PO1500109 / 6	INTERNATIONAL ART SERVICES	61,732.00	BkOrder to Receive
14-5403-934	Software Licenc	30-Jan-2014	Order	ARCH / PO1300089 / 14	LINK WEB SERVICES	12,400.00	BkOrder to Receive
14-5522-501	Contractors	10-Jun-2016	Order	ARCH / PO1500184 / 0	ADELPHI DIGITAL CONSULTING GROUP PTY LTD	18,000.00	Order to Receive
14-5544-498	Other Exhibitio	17-Jun-2016	Order	ARCH / PO1500206 / 1	BADAM TRADING CO PTY LTD TRADING AS MATT	1,058.64	BkOrder to Receive
14-5321-941	Freight & Carta	18-May-2015	Order	ARCH / PO1400165 / 7	COPE SENSITIVE FREIGHT	48,407.32	BkOrder to Receive
14-5522-501	Contractors	10-Feb-2016	Order	ARCH / PO1500115 / 1	ADELPHI DIGITAL CONSULTING GROUP PTY LTD	2,920.00	BkOrder to Receive
14-5544-234	Other Exhibitio	22-Dec-2014	Order	ARCH / PO1400082 / 0	DEXION CANBERRA - DESIGN SYSTEMS OFFICE	2,510.00	Order to Receive
Total						147,027.96	

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## Commitments for 15 - National Development and Communications

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 15

Account	Account Description	Date	Status	Item	Description	Amount	Stage
15-5526-000	Sponsorship Cos	28-Aug-2014	Order	ARCH / PO1400037 / 5	UNIVERSITY OF CANBERRA	5,000.00	BkOrder to Receive
15-5321-951	Freight & Carta	03-Feb-2016	Order	ARCH / PO1500109 / 6	INTERNATIONAL ART SERVICES	115,488.00	BkOrder to Receive
15-5543-000	Advertising, Ma	20-Sep-2016	Order	ARCH / PO1600060 / 0	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	20,819.09	Order to Receive

**Total** 141,307.09

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## Commitments for 21 - AudioVisual Preservation

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 21

Account	Account Description	Date	Status	Item	Description	Amount	Stage
21-3500-866	WIP - IP	05-Jun-2013	Order	ARCH / PO1200179 / 1	KEVRAM AND ASSOCIATES	4,350.00	BkOrder to Receive
21-5522-179	Contractors	02-Jun-2016	Order	ARCH / PO1500173 / 11	RANDSTAD PTY LIMITED	3,947.58	BkOrder to Receive
21-5500-179	Material & Supp	19-Jan-2016	Order	ARCH / PO1500101 / 1	VISY BOARD PTY LTD T/A VISY BOXES AND MO	87.24	BkOrder to Receive
21-5443-000	Other Training	05-Jun-2013	Order	ARCH / PO1200178 / 1	PROACTIVE RESOLUTIONS (AUST) PTY LTD	85.00	BkOrder to Receive
21-5503-108	Reprography	04-May-2016	Order	ARCH / PO1500150 / 3	THE MICROCARE CD GROUP PTY LTD	369.79	BkOrder to Receive
21-3530-414	WIP - OI	30-Apr-2013	Order	ARCH / PO1200148 / 3	GEOSCIENCE AUSTRALIA	45,864.41	BkOrder to Receive
21-5500-000	Material & Supp	20-Sep-2016	Order	ARCH / PO1600059 / 0	MCCABE INDUSTRIES LTD	4,582.60	Order to Receive
21-5522-179	Contractors	03-Jun-2016	Order	ARCH / PO1500176 / 2	HAYS PERSONNEL SERVICES (AUSTRALIA) PTY	4,842.77	BkOrder to Receive
21-3300-851	Exp Offset - IP	07-Oct-2014	Order	ARCH / PO1400048 / 0	SWEEPX AUSTRALIA	2,050.00	Order to Receive
21-3500-400	WIP - IP	01-Feb-2016	Order	ARCH / PO1500108 / 1	BLUE GUM JOINERY PTY LTD	0.20	BkOrder to Receive

**Total** 66,179.59

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Commitments for 22 - Collection Operations

Ledger:	GLLED16					
Type:	ORDERS					
Criteria:	COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 22					
Account	Account Description	Date	Status	Item	Description	Amount Stage
22-5040-351	Contract Staff	27-May-2016	Order	ARCH / PO1500168 / 0	RANDSTAD PTY LTD	10,511.25 Order to Receive
Total						10,511.25

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Commitments for 23 - Preservation and Digitisation

Ledger:	GLLED16					
Type:	ORDERS					
Criteria:	COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 23					
Account	Account Description	Date	Status	Item	Description	Amount Stage
23-3530-600	WIP - OI	14-Jul-2016	Order	ARCH / PO1600023 / 9	RANDSTAD PTY LTD	3,027.64 BkOrder to Receive
23-3530-600	WIP - OI	08-Sep-2016	Order	ARCH / PO1600053 / 2	RANDSTAD PTY LTD	10,022.25 BkOrder to Receive
23-3530-601	WIP - OI	30-Jun-2016	Order	ARCH / PO1600006 / 10	RANDSTAD PTY LTD	9,340.31 BkOrder to Receive
23-3530-599	WIP - OI	21-Sep-2016	Order	ARCH / PO1600061 / 1	CONVERGA NSW	43,437.50 BkOrder to Receive
23-3530-602	WIP - OI	30-Jun-2016	Order	ARCH / PO1600006 / 10	RANDSTAD PTY LTD	2,335.06 BkOrder to Receive
Total						68,162.76

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Commitments for 31 - Agency Capability Development						
Ledger:	GLLED16					
Type:	ORDERS					
Criteria:	COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 31					
Account	Account Description	Date	Status	Item	Description	Amount Stage
31-5521-000	Consultants	08-Jun-2016	Order	ARCH / PO1500181 / 1	DEPARTMENT OF INDUSTRY, INNOVATION AND S	614.72 BkOrder to Receive
31-5443-000	Other Training	14-Jun-2016	Order	ARCH / PO1500185 / 1	KAPISH SERVICES PTY LTD	89.68 BkOrder to Receive
Total						704.40

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Commitments for 32 - Agency Accountability

Ledger: GLLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 32

Account	Account Description	Date	Status	Item	Description	Amount	Stage
Total						0	

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Commitments for 33 - Policy and Digital Strategy

Ledger: GLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 33

Account	Account Description	Date	Status	Item	Description	Amount	Stage
Total						0	

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Commitments for 34 - Digital Services and Solutions						
Ledger: GLLED16						
Type: ORDERS						
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 34						
Account	Account Description	Date	Status	Item	Description	Amount Stage
34-5440-000	Courses, Semina	11-Aug-2016	Order	ARCH / PO1600043 / 0	ICOGNITION PTY LTD	3,272.73 Order to Receive
34-5521-113	Consultants	27-Mar-2015	Order	ARCH / PO1400128 / 8	ACIL ALLEN	62,535.45 BkOrder to Receive
34-5522-114	Contractors	04-Dec-2013	Order	ARCH / PO1300069 / 12	DIALOG PTY LTD	11,020.00 BkOrder to Receive
Total						76,828.18

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Commitments for 41 - Strategic Planning and Governance							
Ledger:		GLLED16					
Type:		ORDERS					
Criteria:		COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 41					
Account	Account Description	Date	Status	Item	Description	Amount	Stage
41-5462-000	Security Assess	09-Jul-2015	Order	ARCH / PO1500002 / 11	DEPARTMENT OF DEFENCE	5,294.25	BkOrder to Receive
41-5523-000	Audit Fees	22-Sep-2015	Order	ARCH / PO1500035 / 3	MCBEATH PTY LTD	32,000.00	BkOrder to Receive
41-5523-000	Audit Fees	18-Apr-2012	Order	ARCH / PO1100190 / 32	KPMG	76,159.25	BkOrder to Receive
41-5523-000	Audit Fees	22-Sep-2015	Order	ARCH / PO1500034 / 2	DR MARGARET (MARGO) WADE	7,200.00	BkOrder to Receive
Total						120,653.50	

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Commitments for 42 - International and Strategic Liaison

Ledger: GLLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 42

Account	Account Description	Date	Status	Item	Description	Amount	Stage
42-5521-342	Consultants	20-May-2015	Order	ARCH / PO1400166 / 5	GHD PTY LTD	1,075.18	BkOrder to Receive
42-5521-342	Consultants	30-Jun-2015	Order	ARCH / PO1400198 / 4	IT NEWCOM	9,262.50	BkOrder to Receive
Total						10,337.68	

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Commitments for 43 - General Counsel

Ledger: GLLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 43

Account	Account Description	Date	Status	Item	Description	Amount	Stage
43-5520-000	Legal Expenses	28-Jan-2015	Order	ARCH / PO1400102 / 10	AUSTRALIAN GOVERNMENT SOLICITOR	23,905.60	BkOrder to Receive
Total						23,905.60	

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## Commitments for 44 - ICT Infrastructure Support and Systems

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 44

Account	Account Description	Date	Status	Item	Description	Amount	Stage
44-5305-000	Other Communica	01-Jul-2016	Order	ARCH / PO1600007 / 0	TELSTRA	33,712.20	Order to Receive
44-5321-000	Freight & Carta	07-Oct-2016	Order	ARCH / PO1600071 / 0	DATA#3 LIMITED	30.00	Order to Receive
44-5522-000	Contractors	25-Jul-2016	Order	ARCH / PO1600028 / 2	GMT CANBERRA PTY LTD	100,350.00	BkOrder to Receive
44-5301-000	Data Communicat	17-Jun-2016	Order	ARCH / PO1500203 / 0	DEPARTMENT OF FINANCE	700,723.65	Order to Receive
44-5303-000	Mobile Phones	31-Jul-2014	Order	ARCH / PO1400018 / 25	TELSTRA	22,817.61	BkOrder to Receive
44-5303-000	Mobile Phones	31-Jul-2014	Order	ARCH / PO1400018 / 27	TELSTRA	22,664.71	BkOrder to Receive
44-5321-000	Freight & Carta	12-Oct-2016	Order	ARCH / PO1600075 / 0	UXC CONNECT PTY LTD	22.22	Order to Receive
44-5401-000	R & M of Comput	07-Oct-2016	Order	ARCH / PO1600073 / 0	COMMUNICATIONS DESIGN & MANAGEMENT PTY L	9,466.80	Order to Receive
44-3300-798	Exp Offset - IP	07-Oct-2016	Order	ARCH / PO1600071 / 0	DATA#3 LIMITED	22,218.69	Order to Receive
44-3300-799	Exp Offset - IP	12-Oct-2016	Order	ARCH / PO1600075 / 0	UXC CONNECT PTY LTD	18,111.38	Order to Receive
44-5302-000	Internet operat	03-Dec-2015	Order	ARCH / PO1500079 / 0	AARNET	65,400.00	Order to Receive
44-5403-000	Software Licenc	29-Jan-2014	Order	ARCH / PO1300088 / 6	LINK WEB SERVICES	14,755.64	BkOrder to Receive
44-3300-593	Exp Offset - IP	24-May-2016	Order	ARCH / PO1500161 / 2	COMMUNICATIONS DESIGN & MANAGEMENT PTY L	23,722.00	BkOrder to Receive
44-5303-000	Mobile Phones	31-Jul-2014	Order	ARCH / PO1400018 / 28	TELSTRA	22,410.92	BkOrder to Receive
44-5403-000	Software Licenc	30-May-2012	Order	ARCH / PO1100247 / 19	TRANSMEDIA DYNAMICS LIMITED	5,426.37	BkOrder to Receive
44-5344-000	Photocopying Ch	03-Aug-2016	Order	ARCH / PO1600037 / 1	FUJI XEROX AUSTRALIA PTY LTD	35,667.20	BkOrder to Receive
44-3300-799	Exp Offset - IP	30-Sep-2016	Order	ARCH / PO1600067 / 0	DELL COMPUTERS PTY LTD	12,190.00	Order to Receive
44-3300-799	Exp Offset - IP	07-Oct-2016	Order	ARCH / PO1600073 / 0	COMMUNICATIONS DESIGN & MANAGEMENT PTY L	8,324.40	Order to Receive
44-5303-000	Mobile Phones	29-Nov-2012	Order	ARCH / PO1200079 / 44	OPTUS BILLING SERVICES	17,316.46	BkOrder to Receive
44-5522-000	Contractors	30-Sep-2016	Order	ARCH / PO1600066 / 0	ONLINE 89 PTY LTD	210,900.00	Order to Receive
44-5401-000	R & M of Comput	07-Jan-2015	Order	ARCH / PO1400091 / 15	THE STATE LIBRARY OF SOUTH AUSTRALIA	1,875.98	BkOrder to Receive
44-3300-460	Exp Offset - IP	07-Oct-2016	Order	ARCH / PO1600072 / 0	DELL COMPUTERS PTY LTD	21,350.00	Order to Receive
44-5040-000	Contract Staff	14-Oct-2016	Order	ARCH / PO1600076 / 0	THE RECRUITMENT HIVE	198,300.36	Order to Receive
44-5403-000	Software Licenc	19-Apr-2016	Order	ARCH / PO1500140 / 1	ALTARAMA INFORMATION SYSTEMS PTY LTD	20,800.00	BkOrder to Receive
44-3300-597	Exp Offset - IP	30-Sep-2016	Order	ARCH / PO1600067 / 0	DELL COMPUTERS PTY LTD	5,570.00	Order to Receive
44-5040-000	Contract Staff	18-May-2016	Order	ARCH / PO1500159 / 5	CANDLE AUSTRALIA LIMITED	178,128.88	BkOrder to Receive
44-5303-000	Mobile Phones	31-Jul-2014	Order	ARCH / PO1400018 / 26	TELSTRA	23,322.68	BkOrder to Receive
44-5321-000	Freight & Carta	07-Oct-2016	Order	ARCH / PO1600073 / 0	COMMUNICATIONS DESIGN & MANAGEMENT PTY L	25.00	Order to Receive
44-5401-000	R & M of Comput	07-Jun-2016	Order	ARCH / PO1500177 / 1	LANMERU P/L TRUSTEE FOR MANCHE FAMILY TR	1,800.01	BkOrder to Receive

**Total 1,797,403.16**

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## Commitments for 45 - Business Systems and Online Services

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 45

Account	Account Description	Date	Status	Item	Description	Amount	Stage
45-3520-447	WIP - SW	18-Dec-2014	Order	ARCH / PO1400079 / 17	THINKSTREAM PTY LTD	41,445.00	BkOrder to Receive
45-5522-000	Contractors	24-Jun-2016	Order	ARCH / PO1500212 / 6	HITECH GROUP AUSTRALIA LIMITED	23,787.80	BkOrder to Receive
45-5522-178	Contractors	03-Sep-2015	Order	ARCH / PO1500031 / 3	OXIDE INTERACTIVE	157.00	BkOrder to Receive
45-5343-000	Memberships & S	02-May-2016	Order	ARCH / PO1500146 / 4	SLICED TECH PTY LTD	51,024.20	BkOrder to Receive
45-5521-000	Consultants	13-Apr-2016	Order	ARCH / PO1500134 / 1	SYNERGY GROUP AUSTRALIA PTY LTD	1,387.50	BkOrder to Receive
45-5443-000	Other Training	04-Aug-2016	Order	ARCH / PO1600039 / 1	ORACLE CORPORATION PTY LTD	30.00	BkOrder to Receive
45-3520-447	WIP - SW	03-Dec-2014	Order	ARCH / PO1400076 / 20	THINKSTREAM PTY LTD	1,400.00	BkOrder to Receive
45-3520-447	WIP - SW	04-May-2015	Order	ARCH / PO1400149 / 14	AUREC HUMAN CAPITAL SOLUTIONS	44,970.00	BkOrder to Receive
45-5522-000	Contractors	24-Jun-2016	Order	ARCH / PO1500212 / 5	HITECH GROUP AUSTRALIA LIMITED	35,175.80	BkOrder to Receive
45-5522-104	Contractors	25-Jun-2015	Order	ARCH / PO1400192 / 14	THINKSTREAM PTY LTD	40,258.73	BkOrder to Receive
45-5522-104	Contractors	29-Jun-2016	Order	ARCH / PO1600004 / 0	HUDSON GLOBAL RESOURCES	65,000.00	Order to Receive
45-3520-447	WIP - SW	29-Jun-2016	Order	ARCH / PO1600003 / 8	HUDSON GLOBAL RESOURCES	85,100.60	BkOrder to Receive
45-5522-000	Contractors	08-May-2015	Order	ARCH / PO1400153 / 29	HITECH GROUP AUSTRALIA LIMITED	28,599.47	BkOrder to Receive
<b>Total</b>						<b>418,336.10</b>	

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## Commitments for 51 - People Management and Development

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 51

Account	Account Description	Date	Status	Item	Description	Amount	Stage
51-5443-000	Other Training	07-Oct-2014	Order	ARCH / PO1400047 / 1	PROACTIVE RESOLUTIONS (AUST) PTY LTD	6,015.00	BkOrder to Receive
51-5443-000	Other Training	17-Dec-2015	Order	ARCH / PO1500086 / 1	DEPARTMENT OF EMPLOYMENT	11,375.00	BkOrder to Receive
51-5521-000	Consultants	23-Sep-2016	Order	ARCH / PO1600064 / 0	WORKLOGIC PTY LTD	16,342.00	Order to Receive
51-5603-000	Superannuation	21-Nov-2014	Order	ARCH / PO1400069 / 2	COMSUPER	23,983.00	BkOrder to Receive
51-5605-000	Payroll Process	03-Sep-2015	Order	ARCH / PO1500032 / 24	AURION CORPORATION PTY LTD	10,050.64	BkOrder to Receive
<b>Total</b>						<b>67,765.64</b>	

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Commitments for 52 - Finance

Ledger:	GLLED16					
Type:	ORDERS					
Criteria:	COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 52					
Account	Account Description	Date	Status	Item	Description	Amount Stage
Total						0

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## Commitments for 53 - Facilities and Procurement and Security

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 53

Account	Account Description	Date	Status	Item	Description	Amount	Stage
53-5420-000	Vehicles - Pool	18-Feb-2014	Order	ARCH / PO1300094 / 33	SG FLEET AUSTRALIA PTY LTD	1,292,314.67	BkOrder to Receive
53-5462-000	Security Assess	14-Jul-2016	Order	ARCH / PO1600024 / 3	DEPARTMENT OF DEFENCE	21,581.21	BkOrder to Receive
53-5521-000	Consultants	03-Feb-2016	Order	ARCH / PO1500110 / 1	ARUP PTY LIMITED	8,500.00	BkOrder to Receive
53-5304-000	Fire & Security	14-Aug-2009	Order	ARCH / PO0900744 / 40	TELSTRA	2,950.86	BkOrder to Receive
53-5521-000	Consultants	30-Jul-2015	Order	ARCH / PO1500016 / 9	XACT PROJECT CONSULTANTS	541.47	BkOrder to Receive
53-5421-000	Vehicles - Pool	18-Feb-2014	Order	ARCH / PO1300094 / 33	SG FLEET AUSTRALIA PTY LTD	3,272.74	BkOrder to Receive
53-5712-000	R&M - Specific	12-Oct-2016	Order	ARCH / PO1600074 / 0	ROBSON ENVIRONMENTAL PTY LTD	2,727.27	Order to Receive
53-5304-000	Fire & Security	16-Aug-2016	Order	ARCH / PO1600044 / 2	TELSTRA	24,477.25	BkOrder to Receive
53-5440-000	Courses, Semina	11-Nov-2014	Order	ARCH / PO1400061 / 23	RISK LOGIC PTY LTD	29,721.24	BkOrder to Receive
53-5521-000	Consultants	06-Mar-2015	Order	ARCH / PO1400118 / 5	XACT PROJECT CONSULTANTS	7,800.00	BkOrder to Receive
53-5362-000	R & M of Office	21-Feb-2014	Order	ARCH / PO1300095 / 24	LEMAC FILMS (AUSTRALIA) PTY LTD	33,790.25	BkOrder to Receive
<b>Total</b>						<b>1,427,676.96</b>	

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## Commitments for 54 - Preservation and Storage Construction

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 54

Account	Account Description	Date	Status	Item	Description	Amount	Stage
54-5520-000	Legal Expenses	09-Aug-2013	Order	ARCH / PO1300024 / 29	AUSTRALIAN GOVERNMENT SOLICITOR	29,823.16	BkOrder to Receive
54-5522-000	Contractors	04-Oct-2013	Order	ARCH / PO1300050 / 5	GROSVENOR MANAGEMENT CONSULTING	12,912.61	BkOrder to Receive
54-5522-000	Contractors	28-Jan-2014	Order	ARCH / PO1300086 / 10	GHD PTY LTD	182,900.42	BkOrder to Receive
54-5521-000	Consultants	16-Jun-2016	Order	ARCH / PO1500196 / 2	GHD PTY LTD	3,315.00	BkOrder to Receive
54-5400-000	Computer Equipm	11-Aug-2016	Order	ARCH / PO1600041 / 0	UXC CONNECT PTY LTD	6,075.40	Order to Receive
54-5520-000	Legal Expenses	19-Oct-2012	Order	ARCH / PO1200061 / 20	AUSTRALIAN GOVERNMENT SOLICITOR	10,780.18	BkOrder to Receive
54-5520-000	Legal Expenses	09-Oct-2013	Order	ARCH / PO1300052 / 8	AUSTRALIAN GOVERNMENT SOLICITOR	26,692.92	BkOrder to Receive
54-5521-000	Consultants	16-Jun-2016	Order	ARCH / PO1500198 / 2	SYNERGY GROUP AUSTRALIA PTY LTD	16,837.27	BkOrder to Receive
54-5522-000	Contractors	14-Aug-2013	Order	ARCH / PO1300027 / 17	GROSVENOR MANAGEMENT CONSULTING	16,420.95	BkOrder to Receive
54-5522-000	Contractors	23-Aug-2016	Order	ARCH / PO1600046 / 0	DEPARTMENT OF DEFENCE	36,900.00	Order to Receive
54-5540-000	Exhibition Fabr	25-Jul-2016	Order	ARCH / PO1600027 / 6	TALENT INTERNATIONAL PTY LTD	85,735.00	BkOrder to Receive
54-5521-000	Consultants	16-Feb-2015	Order	ARCH / PO1400112 / 20	RUBIKON GROUP PTY LTD	284,121.82	BkOrder to Receive
54-5521-000	Consultants	29-Oct-2015	Order	ARCH / PO1500055 / 6	@ROSSITERS PTY LTD	14,079.99	BkOrder to Receive
54-5522-000	Contractors	12-Jun-2015	Order	ARCH / PO1400182 / 17	WT PARTNERSHIP	14,725.00	BkOrder to Receive
54-3500-487	WIP - IP	03-Oct-2013	Order	ARCH / PO1300049 / 10	TURNER AND TOWNSEND PTY LTD	1,500.00	BkOrder to Receive
54-5522-000	Contractors	02-Jun-2016	Order	ARCH / PO1500174 / 2	GRACE REMOVALS GROUP	1,538,222.50	BkOrder to Receive
54-5404-000	Other Computer	11-Aug-2016	Order	ARCH / PO1600041 / 0	UXC CONNECT PTY LTD	18,480.00	Order to Receive
54-5522-000	Contractors	20-Oct-2015	Order	ARCH / PO1500053 / 6	XACT PROJECT CONSULTANTS	15,000.00	BkOrder to Receive
54-3500-487	WIP - IP	20-Feb-2013	Order	ARCH / PO1200110 / 31	GHD PTY LTD	7,782.45	BkOrder to Receive
<b>Total</b>						<b>2,322,304.67</b>	

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Commitments for 61 - Sydney State Office						
Ledger:	GLLED16					
Type:	ORDERS					
Criteria:	COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 61					
Account	Account Description	Date	Status	Item	Description	Amount Stage
Total						0

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Commitments for 62 - Melbourne State Office

Ledger: GLLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 62

Account	Account Description	Date	Status	Item	Description	Amount	Stage
62-3530-509	WIP - OI	11-Jan-2016	Order	ARCH / PO1500099 / 10	DATAKOM INFORMATION TECHNOLOGIES PTY LTD	0.08	BkOrder to Receive
62-5321-000	Freight & Carta	19-May-2014	Order	ARCH / PO1300153 / 58	GOLDEN MESSENGER	7,589.58	BkOrder to Receive
62-3530-601	WIP - OI	17-Dec-2015	Order	ARCH / PO1500085 / 22	DATAKOM INFORMATION TECHNOLOGIES PTY LTD	3.16	BkOrder to Receive
62-3530-600	WIP - OI	17-Dec-2015	Order	ARCH / PO1500085 / 22	DATAKOM INFORMATION TECHNOLOGIES PTY LTD	0.15	BkOrder to Receive
Total						7,592.97	

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Commitments for 63 - Brisbane State Office

Ledger: GLLD16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 63

Account	Account Description	Date	Status	Item	Description	Amount	Stage
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Total	0
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Commitments for 64 - Adelaide State Office

Ledger: GLLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 64

Account	Account Description	Date	Status	Item	Description	Amount	Stage
Total						0	

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Commitments for 65 - Perth State Office

Ledger: GLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 65

Account	Account Description	Date	Status	Item	Description	Amount	Stage
Total						0	

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Commitments for 66 - Hobart State Office

Ledger: GLLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 66

Account	Account Description	Date	Status	Item	Description	Amount	Stage
Total						0	

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Commitments for 67 - Darwin State Office						
Ledger:	GLLED16					
Type:	ORDERS					
Criteria:	COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 67					
Account	Account Description	Date	Status	Item	Description	Amount Stage
Total						0

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Commitments for 71 - CAARA

Ledger: GLLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 71

Account	Account Description	Date	Status	Item	Description	Amount	Stage
Total						0	

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## Commitments for 80 - POE - East Block

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 80

Account	Account Description	Date	Status	Item	Description	Amount	Stage
80-5703-000	Comprehensive F	22-Dec-2014	Order	ARCH / PO1400085 / 22	BROOKFIELD JOHNSON CONTROLS	13,435.22	BkOrder to Receive
80-5713-000	POE - Electrici	08-Jul-2016	Order	ARCH / PO1600018 / 16	ACTEWAGL	146,985.18	BkOrder to Receive
80-5707-000	Land/Water Rate	08-Jul-2016	Order	ARCH / PO1600016 / 1	ICON WATER (ACTEW WATER)	19,050.00	BkOrder to Receive
80-5708-000	Pest Control	22-Dec-2014	Order	ARCH / PO1400085 / 22	BROOKFIELD JOHNSON CONTROLS	235.39	BkOrder to Receive
80-5714-000	POE - Gas	06-Sep-2016	Order	ARCH / PO1600051 / 4	ACTEWAGL	45,939.24	BkOrder to Receive
80-5702-000	R&M - Ongoing	11-Jul-2016	Order	ARCH / PO1600021 / 2	BROOKFIELD GLOBAL INTEGRATED SOLUTIONS	8,308.57	BkOrder to Receive
80-5706-000	Gardening	22-Dec-2014	Order	ARCH / PO1400085 / 22	BROOKFIELD JOHNSON CONTROLS	1,437.29	BkOrder to Receive
80-5704-000	Property Securi	22-Dec-2014	Order	ARCH / PO1400085 / 22	BROOKFIELD JOHNSON CONTROLS	15,234.92	BkOrder to Receive
80-5702-000	R&M - Ongoing	22-Dec-2014	Order	ARCH / PO1400085 / 22	BROOKFIELD JOHNSON CONTROLS	17,524.50	BkOrder to Receive
80-5705-000	Cleaning	22-Dec-2014	Order	ARCH / PO1400085 / 22	BROOKFIELD JOHNSON CONTROLS	13,552.76	BkOrder to Receive
80-5700-000	Rent	15-Jul-2013	Order	ARCH / PO1300011 / 40	FIVE D HOLDINGS PTY LTD	2,063,781.27	BkOrder to Receive
80-5713-000	POE - Electrici	08-Jul-2016	Order	ARCH / PO1600018 / 10	ACTEWAGL	7,721.37	BkOrder to Invoice
<b>Total</b>						<b>2,353,205.71</b>	

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## Commitments for 81 - POE - Mitchell Repository

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 81

Account	Account Description	Date	Status	Item	Description	Amount	Stage
81-5714-000	POE - Gas	06-Sep-2016	Order	ARCH / PO1600051 / 4	ACTEWAGL	60,000.00	BkOrder to Receive
81-5710-000	Other Outgoings	23-Jun-2016	Order	ARCH / PO1500209 / 3	CB RICHARD ELLIS (V) PTY LTD	28,345.69	BkOrder to Receive
81-5703-000	Comprehensive F	22-Dec-2014	Order	ARCH / PO1400083 / 22	BROOKFIELD JOHNSON CONTROLS	30,755.76	BkOrder to Receive
81-5702-000	R&M - Ongoing	22-Dec-2014	Order	ARCH / PO1400083 / 22	BROOKFIELD JOHNSON CONTROLS	40,117.19	BkOrder to Receive
81-5707-000	Land/Water Rate	23-Jun-2016	Order	ARCH / PO1500209 / 3	CB RICHARD ELLIS (V) PTY LTD	88,963.45	BkOrder to Receive
81-5700-000	Rent	01-Aug-2016	Order	ARCH / PO1600035 / 3	CB RICHARD ELLIS (V) PTY LTD	1,075,858.81	BkOrder to Receive
81-5700-000	Rent	02-Jun-2009	Order	ARCH / PO0700667 / 84	CB RICHARD ELLIS (V) PTY LTD	1,416,469.04	BkOrder to Receive
81-5706-000	Gardening	22-Dec-2014	Order	ARCH / PO1400083 / 22	BROOKFIELD JOHNSON CONTROLS	3,290.25	BkOrder to Receive
81-5708-000	Pest Control	22-Dec-2014	Order	ARCH / PO1400083 / 22	BROOKFIELD JOHNSON CONTROLS	533.78	BkOrder to Receive
81-5713-000	POE - Electrici	08-Jul-2016	Order	ARCH / PO1600018 / 16	ACTEWAGL	257,372.36	BkOrder to Receive
81-5702-000	R&M - Ongoing	11-Jul-2016	Order	ARCH / PO1600021 / 2	BROOKFIELD GLOBAL INTEGRATED SOLUTIONS	24,155.66	BkOrder to Receive
81-5704-000	Property Securi	22-Dec-2014	Order	ARCH / PO1400083 / 22	BROOKFIELD JOHNSON CONTROLS	34,886.46	BkOrder to Receive
81-5705-000	Cleaning	22-Dec-2014	Order	ARCH / PO1400083 / 22	BROOKFIELD JOHNSON CONTROLS	31,024.61	BkOrder to Receive
81-5713-000	POE - Electrici	08-Jul-2016	Order	ARCH / PO1600018 / 10	ACTEWAGL	0.00	BkOrder to Invoice
<b>Total</b>						<b>3,091,773.06</b>	

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## Commitments for 83 - POE - Greenway Repository

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 83

Account	Account Description	Date	Status	Item	Description	Amount	Stage
83-5702-000	R&M - Ongoing	22-Dec-2014	Order	ARCH / PO1400086 / 22	BROOKFIELD JOHNSON CONTROLS	15,458.39	BkOrder to Receive
83-5706-000	Gardening	22-Dec-2014	Order	ARCH / PO1400086 / 22	BROOKFIELD JOHNSON CONTROLS	1,267.76	BkOrder to Receive
83-5708-000	Pest Control	22-Dec-2014	Order	ARCH / PO1400086 / 22	BROOKFIELD JOHNSON CONTROLS	205.65	BkOrder to Receive
83-5704-000	Property Securi	22-Dec-2014	Order	ARCH / PO1400086 / 22	BROOKFIELD JOHNSON CONTROLS	13,443.07	BkOrder to Receive
83-5702-000	R&M - Ongoing	11-Jul-2016	Order	ARCH / PO1600021 / 2	BROOKFIELD GLOBAL INTEGRATED SOLUTIONS	10,416.66	BkOrder to Receive
83-5700-000	Rent	11-Feb-2014	Order	ARCH / PO1300092 / 31	COLLIERS INTERNATIONAL	347,839.09	BkOrder to Receive
83-5713-000	POE - Electrici	08-Jul-2016	Order	ARCH / PO1600018 / 16	ACTEWAGL	21,505.45	BkOrder to Receive
83-5714-000	POE - Gas	06-Sep-2016	Order	ARCH / PO1600051 / 4	ACTEWAGL	11,686.70	BkOrder to Receive
83-5703-000	Comprehensive F	22-Dec-2014	Order	ARCH / PO1400086 / 22	BROOKFIELD JOHNSON CONTROLS	11,851.10	BkOrder to Receive
83-5705-000	Cleaning	22-Dec-2014	Order	ARCH / PO1400086 / 22	BROOKFIELD JOHNSON CONTROLS	11,954.85	BkOrder to Receive
83-5710-000	Other Outgoings	11-Feb-2014	Order	ARCH / PO1300092 / 31	COLLIERS INTERNATIONAL	4,068.55	BkOrder to Receive
83-5713-000	POE - Electrici	08-Jul-2016	Order	ARCH / PO1600018 / 10	ACTEWAGL	0.00	BkOrder to Invoice
<b>Total</b>						<b>449,697.27</b>	

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## Commitments for 84 - POE - Hume

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 84

Account	Account Description	Date	Status	Item	Description	Amount	Stage
84-5702-000	R&M - Ongoing	11-Jul-2016	Order	ARCH / PO1600021 / 2	BROOKFIELD GLOBAL INTEGRATED SOLUTIONS	4,166.66	BkOrder to Receive
84-5705-000	Cleaning	22-Dec-2014	Order	ARCH / PO1400084 / 22	BROOKFIELD JOHNSON CONTROLS PTY LTD	1,360.56	BkOrder to Receive
84-5706-000	Gardening	22-Dec-2014	Order	ARCH / PO1400084 / 22	BROOKFIELD JOHNSON CONTROLS PTY LTD	144.27	BkOrder to Receive
84-5713-000	POE - Electrici	08-Jul-2016	Order	ARCH / PO1600018 / 16	ACTEWAGL	1,218.18	BkOrder to Receive
84-5700-000	Rent	25-Jan-2011	Order	ARCH / PO1000100 / 70	MIRKO JURJEVIC	91,692.99	BkOrder to Receive
84-5702-000	R&M - Ongoing	22-Dec-2014	Order	ARCH / PO1400084 / 22	BROOKFIELD JOHNSON CONTROLS PTY LTD	1,759.10	BkOrder to Receive
84-5703-000	Comprehensive F	22-Dec-2014	Order	ARCH / PO1400084 / 22	BROOKFIELD JOHNSON CONTROLS PTY LTD	1,348.58	BkOrder to Receive
84-5708-000	Pest Control	22-Dec-2014	Order	ARCH / PO1400084 / 22	BROOKFIELD JOHNSON CONTROLS PTY LTD	23.53	BkOrder to Receive
84-5704-000	Property Securi	22-Dec-2014	Order	ARCH / PO1400084 / 22	BROOKFIELD JOHNSON CONTROLS PTY LTD	1,529.78	BkOrder to Receive
84-5713-000	POE - Electrici	08-Jul-2016	Order	ARCH / PO1600018 / 10	ACTEWAGL	0.00	BkOrder to Invoice
<b>Total</b>						<b>103,243.65</b>	

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## Commitments for 85 - POE - Chester Hill, NSW

Ledger: GLLED16

Type: ORDERS

Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 85

Account	Account Description	Date	Status	Item	Description	Amount	Stage
85-5706-000	Gardening	20-May-2014	Order	ARCH / PO1300155 / 29	TOPLINE PROPERTY MAINTENANCE PTY LTD	7,180.74	BkOrder to Receive
85-5707-000	Land/Water Rate	24-Jun-2016	Order	ARCH / PO1500211 / 4	JONES LANG LASALLE (NSW) P/L	98,338.03	BkOrder to Receive
85-5705-000	Cleaning	05-May-2015	Order	ARCH / PO1400151 / 19	ALLCLEAN PTY LTD	57,754.00	BkOrder to Receive
85-5710-000	Other Outgoings	24-Jun-2016	Order	ARCH / PO1500211 / 4	JONES LANG LASALLE (NSW) P/L	88,992.35	BkOrder to Receive
85-5713-000	POE - Electrici	08-Jul-2016	Order	ARCH / PO1600017 / 4	ACTEWAGL	272,713.87	BkOrder to Receive
85-5714-000	POE - Gas	06-Sep-2016	Order	ARCH / PO1600052 / 1	AGL RETAIL ENERGY LTD	19,762.45	BkOrder to Receive
85-5702-000	R&M - Ongoing	12-May-2015	Order	ARCH / PO1400160 / 20	RCR RESOLVE FM PTY LTD	211,761.59	BkOrder to Receive
85-5702-000	R&M - Ongoing	11-Jul-2016	Order	ARCH / PO1600019 / 6	RCR RESOLVE FM PTY LTD	43,892.51	BkOrder to Receive
85-5704-000	Property Securi	14-Sep-2016	Order	ARCH / PO1600057 / 0	FIELDS GROUP PTY LTD	145,454.55	Order to Receive
85-5714-000	POE - Gas	15-Dec-2015	Order	ARCH / PO1500083 / 7	AGL RETAIL ENERGY LTD	14,789.79	BkOrder to Receive
85-5700-000	Rent	29-Jul-2013	Order	ARCH / PO0600045 / 127	JONES LANG LASALLE (ACT) P/L	6,831,488.50	BkOrder to Receive
85-5702-000	R&M - Ongoing	24-Jun-2016	Order	ARCH / PO1500211 / 4	JONES LANG LASALLE (NSW) P/L	20,000.00	BkOrder to Receive

Total 7,812,128.38

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## Commitments for 86 - POE - Murray Street Repository, TAS

Ledger: GLLED16

Type: ORDERS

Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 86

Account	Account Description	Date	Status	Item	Description	Amount	Stage
86-5700-000	Rent	03-Apr-2012	Order	ARCH / PO1100168 / 19	DEPARTMENT OF EDUCATION	35,849.62	BkOrder to Receive
86-5702-000	R&M - Ongoing	03-Apr-2012	Order	ARCH / PO1100168 / 19	DEPARTMENT OF EDUCATION	2,553.50	BkOrder to Receive
86-5713-000	POE - Electrici	03-Apr-2012	Order	ARCH / PO1100168 / 19	DEPARTMENT OF EDUCATION	6,809.48	BkOrder to Receive
86-5705-000	Cleaning	03-Apr-2012	Order	ARCH / PO1100168 / 19	DEPARTMENT OF EDUCATION	3,287.99	BkOrder to Receive

Total 48,500.59

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## Commitments for 87 - POE - East Burwood Repository, VIC

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 87

Account	Account Description	Date	Status	Item	Description	Amount	Stage
87-5706-000	Gardening	06-Aug-2013	Order	ARCH / PO1300018 / 35	A FINE-CUT MOWING SERVICES	13,658.24	BkOrder to Receive
87-5700-000	Rent	17-Feb-2016	Order	ARCH / PO1500117 / 8	COLLIERS INTERNATIONAL (VICTORIA) PTY LI	3,630,748.52	BkOrder to Receive
87-5710-000	Other Outgoings	23-Jun-2016	Order	ARCH / PO1500208 / 4	COLLIERS INTERNATIONAL (VICTORIA) PTY LI	31,294.91	BkOrder to Receive
87-5702-000	R&M - Ongoing	28-Oct-2011	Order	ARCH / PO1100074 / 61	RESOLVE FM PTY LTD	19,746.14	BkOrder to Receive
87-5713-000	POE - Electrici	25-Sep-2014	Order	ARCH / PO1400046 / 23	ALINTA ENERGY RETAIL SALES PTY LTD	209,564.32	BkOrder to Receive
87-5713-000	POE - Electrici	14-Sep-2016	Order	ARCH / PO1600055 / 0	MOMENTUM ENERGY PTY LTD	77,272.73	Order to Receive
87-5702-000	R&M - Ongoing	08-Jul-2016	Order	ARCH / PO1600013 / 5	RCR RESOLVE FM PTY LTD	3,679.70	BkOrder to Receive
87-5707-000	Land/Water Rate	23-Jun-2016	Order	ARCH / PO1500208 / 4	COLLIERS INTERNATIONAL (VICTORIA) PTY LI	84,388.36	BkOrder to Receive
87-5702-000	R&M - Ongoing	23-Jun-2016	Order	ARCH / PO1500208 / 4	COLLIERS INTERNATIONAL (VICTORIA) PTY LI	133.13	BkOrder to Receive
87-5705-000	Cleaning	01-Apr-2014	Order	ARCH / PO1300126 / 29	TUI FACILITY MANAGEMENT PTY LTD	45,202.33	BkOrder to Receive
87-5714-000	POE - Gas	15-Sep-2016	Order	ARCH / PO1600058 / 0	AGL RETAIL ENERGY LTD	50,000.00	Order to Receive
87-5714-000	POE - Gas	08-Oct-2014	Order	ARCH / PO1400050 / 13	ORIGIN ENERGY	22,095.22	BkOrder to Receive

**Total** 4,187,783.60

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## Commitments for 88 - POE - North Melbourne, VIC

Ledger: GLLED16  
 Type: ORDERS  
 Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 88

Account	Account Description	Date	Status	Item	Description	Amount	Stage
88-5700-000	Rent	23-Apr-2015	Order	ARCH / PO1400146 / 6	DEPARTMENT OF PREMIER AND CABINET	602,502.63	BkOrder to Receive
88-5704-000	Property Securi	26-May-2015	Order	ARCH / PO1400172 / 15	DEPARTMENT OF PREMIER AND CABINET	89,781.64	BkOrder to Receive

**Total** 692,284.27

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## Commitments for 89 - POE - Collinswood Repository, SA

Ledger:	GLLED16
Type:	ORDERS

Account	Account Description	Date	Status	Item	Description	Amount	Stage
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 89							

89-5700-000	Rent	01-Feb-2016	Order	ARCH / PO1500107 / 8	ATTORNEY GENERAL'S DEPARTMENT, GOVERNMENT OF ALABAMA	531,848.65 BkOrder to Receive
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<b>Total</b>	<b>531,848.65</b>
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## Commitments for 91 - POE - Cannon Hill, QLD

Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 91

Account	Account Description	Date	Status	Item	Description	Amount	Stage
91-5702-000	R&M - Ongoing	27-Oct-2011	Order	ARCH / PO1100070 / 57	RESOLVE FM PTY LTD	13,441.73	BkOrder to Receive
91-5702-000	R&M - Ongoing	08-Jul-2016	Order	ARCH / PO1600014 / 6	RCR RESOLVE FM PTY LTD	2,080.92	BkOrder to Receive
91-5700-000	Rent	28-Jan-2014	Order	ARCH / PO1300085 / 34	MRS XIAOHONG DARVENIZA	870,240.54	BkOrder to Receive
91-5713-000	POE - Electrici	08-Oct-2014	Order	ARCH / PO1400051 / 23	ORIGIN ENERGY ELECTRICITY LTD	161,315.28	BkOrder to Receive
91-5706-000	Gardening	16-Aug-2013	Order	ARCH / PO1300031 / 39	GRAHAMS GARDEN CARE MANLY	7,331.05	BkOrder to Receive
91-5713-000	POE - Electrici	21-Sep-2016	Order	ARCH / PO1600062 / 0	ENERGY AUSTRALIA	90,909.09	Order to Receive
91-3300-851	Exp Offset - IP	28-Jul-2016	Order	ARCH / PO1600032 / 0	AHI-CARRIER (AUSTRALIA) PTY LTD	11,480.00	Order to Receive
<b>Total</b>						<b>1,156,798.61</b>	

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## Commitments for 93 - POE - East Victoria Park Repository, WA

Ledger: GLLED16

Type: ORDERS

Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 93

Account	Account Description	Date	Status	Item	Description	Amount	Stage
93-5713-000	POE - Electrici	07-Oct-2015	Order	ARCH / PO1500040 / 13	SYNERGY	128,811.65	BkOrder to Receive
93-5710-000	Other Outgoings	07-Jun-2011	Order	ARCH / PO1000250 / 72	STRICKLAND ENTERPRISES	14,494.86	BkOrder to Receive
93-5707-000	Land/Water Rate	16-Aug-2016	Order	ARCH / PO1600045 / 1	WATER CORPORATION	28,130.53	BkOrder to Receive
93-5700-000	Rent	07-Jun-2011	Order	ARCH / PO1000250 / 72	STRICKLAND ENTERPRISES	229,958.13	BkOrder to Receive
93-5705-000	Cleaning	18-Aug-2014	Order	ARCH / PO1400026 / 26	DELRON CLEANING	58,494.91	BkOrder to Receive
93-5702-000	R&M - Ongoing	09-Oct-2012	Order	ARCH / PO1200055 / 50	RESOLVE FM PTY LTD	21,051.83	BkOrder to Receive
93-5700-000	Rent	07-Jun-2011	Order	ARCH / PO1000249 / 69	ANIDA HOLDINGS PTY LTD	231,816.31	BkOrder to Receive
93-5706-000	Gardening	09-Aug-2013	Order	ARCH / PO1300025 / 27	TUF TURF LAWNMOWING & GARDENING	19,940.00	BkOrder to Receive
93-5710-000	Other Outgoings	07-Jun-2011	Order	ARCH / PO1000249 / 69	ANIDA HOLDINGS PTY LTD	14,494.86	BkOrder to Receive
93-5702-000	R&M - Ongoing	11-Jul-2016	Order	ARCH / PO1600020 / 11	RCR RESOLVE FM PTY LTD	928.55	BkOrder to Receive
93-5714-000	POE - Gas	28-Nov-2014	Order	ARCH / PO1400073 / 21	SYNERGY	25,365.65	BkOrder to Receive
<b>Total</b>						<b>773,487.28</b>	

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## Commitments for 96 - POE - Millner Repository, NT

Ledger: GLLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 96

Account	Account Description	Date	Status	Item	Description	Amount	Stage
96-5705-000	Cleaning	24-Jun-2014	Order	ARCH / PO1300187 / 28	DEPARTMENT OF CORPORATE & INFO SERVICES	65,884.80	BkOrder to Receive
96-5700-000	Rent	24-Jun-2014	Order	ARCH / PO1300187 / 28	DEPARTMENT OF CORPORATE & INFO SERVICES	458,721.39	BkOrder to Receive
96-5713-000	POE - Electrici	17-Jun-2014	Order	ARCH / PO1300168 / 8	DEPARTMENT OF ARTS AND MUSEUMS	119,161.83	BkOrder to Receive
96-5702-000	R&M - Ongoing	17-Jun-2014	Order	ARCH / PO1300168 / 8	DEPARTMENT OF ARTS AND MUSEUMS	18,751.92	BkOrder to Receive
Total						662,519.94	

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## Commitments for 97 - POE - North Terrace, SA

Ledger: GLLED16  
Type: ORDERS  
Criteria: COST CENTRE NOT ONE OF 10,25,27,28,29,37,38,39,40,46,49,50,56,58,77,78,79,99; Cost Centre = 97

Account	Account Description	Date	Status	Item	Description	Amount	Stage
97-5700-000	Rent	07-Jan-2015	Order	ARCH / PO1400091 / 15	THE STATE LIBRARY OF SOUTH AUSTRALIA	176,424.38	BkOrder to Receive
97-5710-000	Other Outgoings	07-Jan-2015	Order	ARCH / PO1400091 / 15	THE STATE LIBRARY OF SOUTH AUSTRALIA	46,785.65	BkOrder to Receive
Total						223,210.03	

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Requisitions by Account  
Ledger GLLED16 General Ledger 16/17

Account			Expenditure					Revenue		
			Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
01-5403-000			0.00	25,028.16	0.00	0.00	14,080.00	39,108.16	0.00	39,108.16
Office of DG Operational Pro Expenses Software Licenc										
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account		Amount	Committed	
ARCH	PO1600068	NO	30/9/16	GALBAS40						
			01/9/17	GALLAGHER BASSETT SERVICES PTY LTD						
				It is intended that the software will be						
				procured through an existing contract w						
				ith Department of Finance, with competitive Government-only pricing unde						
				015403000				25,000.00	25,000.00	
Warning - Calculated total does not equal account total						Total Requisitions		25,000.00	25,000.00	
01-5521-000			0.00	214,639.62	0.00	0.00	55,591.45	270,231.07	0.00	270,231.07
Office of DG Operational Pro Expenses Consultants										
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account		Amount	Committed	
ARCH	PO1600077	NO	14/10/16	PMOSUL10						
			01/3/17	P&M O'SULLIVAN TRUST						
				015521000				45,454.55	45,454.55	
Warning - Calculated total does not equal account total						Total Requisitions		45,454.55	45,454.55	
15-5343-000			0.00	0.00	0.00	13,500.00	8,577.76	22,077.76	0.00	22,077.76
National Develo Operational Pro Expenses Memberships & S										
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account		Amount	Committed	
ARCH	PO1600040	NO	04/8/16	MELAUS20						
			15/8/17	MELTWATER AUSTRALIA PTY LTD						
				Note: only two written quotes were sough						
				t, as there are only two suppliers in Au						
				stralia.						
				155343000				13,500.00	13,500.00	
Warning - Calculated total does not equal account total						Total Requisitions		13,500.00	13,500.00	
15-5543-000			0.00	20,819.09	0.00	0.00	16,360.57	37,179.66	0.00	37,179.66

Requisitions by Account  
Ledger    *GLLED16*    General Ledger 16/17

Account		Expenditure						Revenue	Total
		Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	
National Develo Operational Pro Expenses    Advertising, Ma									
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account			Amount	Committed
ARCH	PO1600060	NO	20/9/16	MITPAR30					
			31/1/17	MITCHELL AND PARTNERS AUSTRALIA PTY LTD					
				SON2186301					
					155543000			20,819.09	20,819.09
Warning - Calculated total does not equal account total					Total Requisitions			20,819.09	20,819.09
21-5500-000		0.00	4,582.60	0.00	0.00	3,243.79	7,826.39	0.00	7,826.39
AudioVisual Pre Operational Pro Expenses    Material & Supp									
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account			Amount	Committed
ARCH	PO1600059	NSW	20/9/16	MCAIND90					
			30/6/17	MCCABE INDUSTRIES LTD					
					215500000			3,845.00	3,845.00
					215500000			737.60	737.60
Warning - Calculated total does not equal account total					Total Requisitions			4,582.60	4,582.60
23-3530-599		0.00	43,437.50	0.00	0.00	8,022.78	51,460.28	0.00	51,460.28
Preservation an LRR - proactive Assets    WIP - OI									
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account			Amount	Committed
ARCH	PO1600061	NO	21/9/16	CONVER21					
			21/10/16	CONVERGA NSW					
				Under Contract CN2204201					
					233530599			50,000.00	50,000.00
Warning - Calculated total does not equal account total					Total Requisitions			50,000.00	50,000.00
23-3530-600		0.00	13,049.89	0.00	0.00	61,911.11	74,961.00	0.00	74,961.00
Preservation an LRR - on demand Assets    WIP - OI									
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account			Amount	Committed

Requisitions by Account  
Ledger    *GLLED16*    General Ledger 16/17

Account					Expenditure				Revenue		
					Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch
ARCH	PO1600023	NO	14/7/16 27/10/16	RANDST10 RANDSTAD PTY LTD Suitable staff identified with relevant experience for contract between 19 July 2016 and 27 October 2016			233530600			8,363.64	8,363.64
ARCH	PO1600053	NO	08/9/16 08/10/16	RANDST10 RANDSTAD PTY LTD See RKS 2016/2431 - R1031782016 Note for file which documents outcome of approach to Austrade panel members including Randstad, Effective People and Hori			233530600			11,799.00	11,799.00

Warning - Calculated total does not equal account total

Total Requisitions	20,162.64	20,162.64
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34-5440-000			0.00	3,272.73	0.00	0.00	3,454.55	6,727.28	0.00	6,727.28
Digital Service Operational Pro Expenses		Courses, Semina								

Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account	Amount	Committed
ARCH	PO1600043	NO	11/8/16 12/8/16	ICOGNI10 ICOGNITION PTY LTD HP Administrator training for Records M anager 8 FOR 5-6 staff on site at Mitche ll, iCognition is the best price and a proven supplier to NAA.	345440000	3,272.73	3,272.73

Warning - Calculated total does not equal account total

Total Requisitions	3,272.73	3,272.73
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41-5602-000			0.00	0.00	0.00	544,496.18	68,066.22	612,562.40	0.00	612,562.40
Strategic Plann Operational Pro Expenses		ComCover Premiu								

Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account	Amount	Committed
ARCH	PO1600033	NO	28/7/16 30/6/17	COMCOV10 COMCOVER	415602000	272,231.33	272,231.33

Requisitions by Account  
Ledger    *GLLED16*    General Ledger 16/17

Account					Expenditure				Revenue	Total
					Requisitions	Orders	Deliveries	Batches	Acct Balance	
ARCH PO1600034    NO    01/8/16    COMCOV10										
30/6/17    COMCOVER										
							415602000		115,840.23	115,840.23
							415602000		155,316.47	155,316.47
							415602000		739.35	739.35
							415602000		368.80	368.80
Warning - Calculated total does not equal account total								Total Requisitions	544,496.18	544,496.18
44-3300-460					0.00	21,350.00	0.00	0.00	0.00	21,350.00
ICT Infrastruct ICT - Laptop Re Assets    Exp Offset - IP										
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account				Amount	Committed
ARCH	PO1600072	NO	07/10/16	DELCOM21						
			30/11/16	DELL COMPUTERS PTY LTD						
				SON3295723 - Whole of govt.						
					443300460				21,350.00	21,350.00
Warning - Calculated total does not equal account total								Total Requisitions	21,350.00	21,350.00
44-3300-597					0.00	5,570.00	0.00	0.00	142,889.70	148,459.70
ICT Infrastruct NAPF - ICT Infr Assets    Exp Offset - IP										
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account				Amount	Committed
ARCH	PO1600049	NO	26/8/16	DELCOM21						
			18/9/16	DELL COMPUTERS PTY LTD						
					443300597				5,250.00	5,250.00
					443300597				8,700.00	8,700.00
ARCH	PO1600067	NO	30/9/16	DELCOM21						
			29/10/16	DELL COMPUTERS PTY LTD						
					443300597				4,370.00	4,370.00
					443300597				1,200.00	1,200.00
Warning - Calculated total does not equal account total								Total Requisitions	19,520.00	19,520.00
44-3300-796					0.00	0.00	0.00	34,519.22	51,119.22	85,638.44

Account		Expenditure					Revenue			
		Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total	
44-3300-798    ICT Infrastruct ICT - Data Stor Assets    Exp Offset - IP										
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed		
ARCH	PO1600048	NO	26/8/16	UXCCON10						
			19/9/16	UXC CONNECT PTY LTD		443300796	34,519.22	34,519.22		
Warning - Calculated total does not equal account total					Total Requisitions		34,519.22	34,519.22		
44-3300-798			0.00	22,218.69	0.00	0.00	19,920.00	42,138.69	0.00	42,138.69
44-3300-798    ICT Infrastruct ICT - Miscellan Assets    Exp Offset - IP										
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed		
ARCH	PO1600071	NO	07/10/16	DATAI40						
			31/10/16	DATA#3 LIMITED						
				SON661641		443300798	22,218.69	22,218.69		
Warning - Calculated total does not equal account total					Total Requisitions		22,218.69	22,218.69		
44-3300-799			0.00	38,625.78	0.00	0.00	0.00	38,625.78	0.00	38,625.78
44-3300-799    ICT Infrastruct ICT - Network I Assets    Exp Offset - IP										
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed		
ARCH	PO1600067	NO	30/9/16	DELCOM21						
			29/10/16	DELL COMPUTERS PTY LTD		443300799	8,990.00	8,990.00		
						443300799	1,500.00	1,500.00		
						443300799	940.00	940.00		
						443300799	760.00	760.00		
ARCH	PO1600073	NO	07/10/16	COMDES20						
			31/10/19	COMMUNICATIONS DESIGN & MANAGEMENT PTY L						
				SON661641		443300799	8,324.40	8,324.40		

Requisitions by Account  
Ledger    *GLLED16*    General Ledger 16/17

Account					Expenditure				Revenue	Total
					Requisitions	Orders	Deliveries	Batches	Acct Balance	
ARCH PO1600075    NO    12/10/16    UXCCON10										
30/11/16    UXC CONNECT PTY LTD										
SON661641										
					443300799				13,777.78	13,777.78
					443300799				3,889.20	3,889.20
					443300799				444.40	444.40
Warning - Calculated total does not equal account total					Total Requisitions				38,625.78	38,625.78
44-3320-851					0.00	0.00	0.00	0.00	18,819.80	18,819.80
ICT Infrastruct Minor Capital P Assets    Exp Offset - SW									0.00	18,819.80
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account				Amount	Committed
ARCH	PO1600042	NSW	11/8/16	TRADYN10						
			30/8/16	TRANSMEDIA DYNAMICS LIMITED						
				Transmedia Dynamics is the sole supplier						
				of Mediaflex and any Mediaflex-related						
				development work.						
				443320851					3,750.00	3,750.00
Warning - Calculated total does not equal account total					Total Requisitions				3,750.00	3,750.00
44-5040-000					0.00	376,429.24	0.00	32,207.62	26,720.00	435,356.86
ICT Infrastruct Operational Pro Expenses    Contract Staff									0.00	435,356.86
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account				Amount	Committed
ARCH	PO1600076	NO	14/10/16	RECHIV20						
			30/6/17	THE RECRUITMENT HIVE						
				445040000					198,300.36	198,300.36
Warning - Calculated total does not equal account total					Total Requisitions				198,300.36	198,300.36
44-5301-000					0.00	700,723.65	0.00	0.00	27,819.96	728,543.61
ICT Infrastruct Operational Pro Expenses    Data Communicat									0.00	728,543.61
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account				Amount	Committed



Requisitions by Account  
Ledger    *GLLED16*    General Ledger 16/17

Account					Expenditure				Revenue	Total
					Requisitions	Orders	Deliveries	Batches	Acct Balance	
ARCH PO1600031    NO    27/7/16    DEPFIN10					30/6/16    DEPARTMENT OF FINANCE		445301000		21,271.20	21,271.20
ARCH PO1600050    NO    02/9/16    DEPFIN10					30/9/16    DEPARTMENT OF FINANCE		445301000		16,400.00	16,400.00
Warning - Calculated total does not equal account total								Total Requisitions	37,671.20	37,671.20
44-5302-000    ICT Infrastruct Operational Pro Expenses    Internet operat					0.00	65,400.00	0.00	579.00	-6,278.91	59,700.09
Locn    Reqn Nbr    SubL    Req/Due    Supplier/Requisition Comments					Fund Account				Amount	Committed
ARCH PO1600029    NO    25/7/16    AARNET10					30/6/16    AARNET		445302000		21,070.00	21,070.00
Warning - Calculated total does not equal account total								Total Requisitions	21,070.00	21,070.00
44-5321-000    ICT Infrastruct Operational Pro Expenses    Freight & Carta					0.00	77.22	0.00	0.00	96.91	174.13
Locn    Reqn Nbr    SubL    Req/Due    Supplier/Requisition Comments					Fund Account				Amount	Committed
ARCH PO1600071    NO    07/10/16    DATALI40					31/10/16    DATA#3 LIMITED		445321000		30.00	30.00
ARCH PO1600073    NO    07/10/16    COMDES20					31/10/19    COMMUNICATIONS DESIGN & MANAGEMENT PTY L		445321000		25.00	25.00
ARCH PO1600075    NO    12/10/16    UXCCON10					30/11/16    UXC CONNECT PTY LTD					
					SON661641					



Account	Expenditure						Revenue	
	Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
		445321000					22.22	22.22
Warning - Calculated total does not equal account total				Total Requisitions			77.22	77.22
44-5344-000	0.00	35,667.20	0.00	0.00	5,056.54	40,723.74	0.00	40,723.74
ICT Infrastruct Operational Pro Expenses Photocopying Ch								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600037	NO	03/8/16	FUJXER10				
			30/11/16	FUJI XEROX AUSTRALIA PTY LTD				
				445344000			36,363.64	36,363.64
Warning - Calculated total does not equal account total				Total Requisitions			36,363.64	36,363.64
44-5401-000	0.00	13,142.79	0.00	43,821.44	25,946.58	82,910.81	0.00	82,910.81
ICT Infrastruct Operational Pro Expenses R & M of Comput								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600073	NO	07/10/16	COMDES20				
			31/10/19	COMMUNICATIONS DESIGN & MANAGEMENT PTY L				
				SON661641				
				445401000			9,466.80	9,466.80
Warning - Calculated total does not equal account total				Total Requisitions			9,466.80	9,466.80
44-5403-000	0.00	40,982.01	0.00	315,176.49	108,723.33	464,881.83	0.00	464,881.83
ICT Infrastruct Operational Pro Expenses Software Licenc								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600025	NO	18/7/16	FUJAUS22				
			12/9/17	FUJITSU AUSTRALIA LIMITED				
				Continuation of software maintenance				
				445403000			11,274.81	11,274.81
ARCH	PO1600026	NO	21/7/16	UXCCON10				
			04/10/18	UXC CONNECT PTY LTD				
				445403000			39,678.94	39,678.94

Requisitions by Account

Ledger GLLED16 General Ledger 16/17

Account	Expenditure						Revenue	Total
	Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	
			445403000				37,674.20	37,674.20
ARCH PO1600036	NO	01/8/16	DATALI40					
		31/10/17	DATA#3 LIMITED					
			445403000				855.00	855.00
			445403000				13,977.60	13,977.60
Warning - Calculated total does not equal account total						Total Requisitions	103,460.55	103,460.55

44-5404-000			0.00	0.00	0.00	0.00	19,527.39	19,527.39	0.00	19,527.39
ICT Infrastruct Operational Pro Expenses		Other Computer								

<i>Locn</i>	<i>Reqn Nbr</i>	<i>SubL</i>	<i>Req/Due</i>	<i>Supplier/Requisition Comments</i>	<i>Fund Account</i>	<i>Amount</i>	<i>Committed</i>	
ARCH	PO1600054	NO	14/9/16	PROPTY20				
			30/10/16	PRODATA PTY LTD				
					445404000	2,200.00	2,200.00	
					445404000	7,980.00	7,980.00	
					445404000	7,980.00	7,980.00	
ARCH	PO1600056	NO	14/9/16	PROPTY20				
			30/10/16	PRODATA PTY LTD				
					445404000	2,200.00	2,200.00	
					445404000	7,980.00	7,980.00	
					445404000	7,980.00	7,980.00	
<i>Warning - Calculated total does not equal account total</i>						<i>Total Requisitions</i>	36,320.00	36,320.00

44-5522-000			0.00	311,250.00	0.00	0.00	43,650.00	354,900.00	0.00	354,900.00
ICT Infrastruct Operational Pro Expenses		Contractors								

Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account	Amount	Committed
ARCH	PO1600028	NO	25/7/16	GMTCAN10			
			27/1/17	GMT CANBERRA PTY LTD			
					445522000	144,000.00	144,000.00
ARCH	PO1600066	NO	30/9/16	ONLINE10			
			22/12/17	ONLINE 89 PTY LTD			
				Panel SON867801			

Requisitions by Account  
Ledger    *GLLED16*    General Ledger 16/17

Account			Expenditure				Revenue			
			Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
			445522000				210,900.00		210,900.00	
Warning - Calculated total does not equal account total						Total Requisitions	354,900.00		354,900.00	
45-5443-000			0.00	30.00	0.00	0.00	3,610.00	3,640.00	0.00	3,640.00
BSOS Operational Pro Expenses Other Training										
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount		Committed	
ARCH	PO1600039	NO	04/8/16	ORACOR21						
			04/11/16	ORACLE CORPORATION PTY LTD						
						455443000	3,640.00		3,640.00	
Warning - Calculated total does not equal account total						Total Requisitions	3,640.00		3,640.00	
51-5521-000			0.00	16,342.00	0.00	0.00	0.00	16,342.00	0.00	16,342.00
People Manageme Operational Pro Expenses Consultants										
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount		Committed	
ARCH	PO1600064	NO	23/9/16	WORKLO30						
			20/9/16	WORKLOGIC PTY LTD						
						515521000	16,342.00		16,342.00	
Warning - Calculated total does not equal account total						Total Requisitions	16,342.00		16,342.00	
51-5601-000			0.00	0.00	0.00	381,466.00	95,366.49	476,832.49	0.00	476,832.49
People Manageme Operational Pro Expenses ComCare Premium										
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount		Committed	
ARCH	PO1600030	NO	27/7/16	COMAUS10						
			30/6/17	COMCARE AUSTRALIA						
				Only Supplier						
						515601000	347,902.00		347,902.00	
						515601000	10,082.00		10,082.00	
						515601000	23,482.00		23,482.00	
Warning - Calculated total does not equal account total						Total Requisitions	381,466.00		381,466.00	

Account	Expenditure						Revenue	Total
	Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
53-5304-000	0.00	27,428.11	0.00	0.00	977.29	28,405.40	0.00	28,405.40
Facilities and Operational Pro Expenses    Fire & Security								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600044	NO	16/8/16	TELSTR32				
			30/6/21	TELSTRA				
				535304000			25,454.55	25,454.55
				Warning - Calculated total does not equal account total			Total Requisitions	25,454.55
								25,454.55
53-5462-000	0.00	21,581.21	0.00	0.00	19,327.88	40,909.09	0.00	40,909.09
Facilities and Operational Pro Expenses    Security Assess								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600024	NO	14/7/16	DEPDEF10				
			30/6/17	DEPARTMENT OF DEFENCE				
				The Australian Government Security Vetti				
				ng Agency is the sole supplier for the g				
				ranting of Australian Government security clearances.				
				535462000			40,909.09	40,909.09
				Warning - Calculated total does not equal account total			Total Requisitions	40,909.09
								40,909.09
53-5712-000	0.00	2,727.27	0.00	0.00	0.00	2,727.27	0.00	2,727.27
Facilities and Operational Pro Expenses    R&M - Specific								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600074	NO	12/10/16	ROBLAB10				
			30/6/17	ROBSON ENVIRONMENTAL PTY LTD				
				535712000			2,727.27	2,727.27
				Warning - Calculated total does not equal account total			Total Requisitions	2,727.27
								2,727.27
54-5400-000	0.00	6,075.40	0.00	0.00	0.00	6,075.40	0.00	6,075.40
Preservation an Operational Pro Expenses    Computer Equipm								

Requisitions by Account  
Ledger    **GLLED16**    General Ledger 16/17

Account		Requisitions			Orders	Deliveries	Expenditure		Batches	Acct Balance	Total	Revenue	Batch	Total
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account							Amount	Committed	
ARCH	PO1600041	NO	11/8/16	UXCCON10										
			30/11/16	UXC CONNECT PTY LTD	545400000							6,075.40	6,075.40	
Warning - Calculated total does not equal account total								Total Requisitions				6,075.40	6,075.40	
54-5404-000					0.00	18,480.00	0.00	0.00	0.00	18,480.00	0.00	18,480.00		
Preservation an Operational Pro Expenses					Other Computer									
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account							Amount	Committed	
ARCH	PO1600041	NO	11/8/16	UXCCON10										
			30/11/16	UXC CONNECT PTY LTD	545404000							18,480.00	18,480.00	
Warning - Calculated total does not equal account total								Total Requisitions				18,480.00	18,480.00	
54-5522-000					0.00	1,817,081.48	0.00	19,983.00	189,339.01	2,026,403.49	0.00	2,026,403.49		
Preservation an Operational Pro Expenses					Contractors									
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account							Amount	Committed	
ARCH	PO1600027	NO	25/7/16	TALINT10										
			01/8/17	TALENT INTERNATIONAL PTY LTD										
				Panel - SON867801	545522000							130,000.00	130,000.00	
ARCH	PO1600046	NO	23/8/16	DEPDEF10										
			30/9/16	DEPARTMENT OF DEFENCE										
				The total on this PO is US dollars and t										
				he invoice will be re-approved for the f										
				ull amount in Australian dollars when the invoice comes in.	545522000							4,000.00	4,000.00	
					545522000							5,000.00	5,000.00	
					545522000							27,900.00	27,900.00	

Account					Expenditure			Revenue	Total
					Requisitions	Orders	Deliveries	Batches	
ARCH PO1600063    NSW    23/9/16    ARCSUR30									
21/9/16    ARCHIVAL SURVIVAL PTY LTD									
Special acid free board is required for									
custom boxes for storage of audio visual									
records moving to the NAPF. Archival Survival is the sole supplier for the									
545522000									19,983.00
									19,983.00
Warning - Calculated total does not equal account total					Total Requisitions			186,883.00	186,883.00
54-5524-000					0.00	0.00	0.00	890,495.00	890,495.00
Preservation an Operational Pro Expenses    Other Professio								1,780,990.00	0.00
									1,780,990.00
Locn    Reqn Nbr    SubL    Req/Due    Supplier/Requisition Comments    Fund Account								Amount	Committed
ARCH PO1600065    NO    28/9/16    DOMCON10									
30/9/16    DOMA CONSTRUCTIONS PTY LTD									
					545524000			890,495.00	890,495.00
Warning - Calculated total does not equal account total					Total Requisitions			890,495.00	890,495.00
80-5702-000					0.00	25,833.07	0.00	0.00	26,949.54
POE - East Bloc Operational Pro Expenses    R&M - Ongoing								52,782.61	0.00
									52,782.61
Locn    Reqn Nbr    SubL    Req/Due    Supplier/Requisition Comments    Fund Account								Amount	Committed
ARCH PO1600021    NO    11/7/16    MULASS20									
30/11/16    BROOKFIELD GLOBAL INTEGRATED SOLUTIONS									
CON 646									
					805702000			8,333.34	8,333.34
Warning - Calculated total does not equal account total					Total Requisitions			8,333.34	8,333.34
80-5712-000					0.00	0.00	0.00	0.00	19,047.05
POE - East Bloc Operational Pro Expenses    R&M - Specific								19,047.05	0.00
									19,047.05
Locn    Reqn Nbr    SubL    Req/Due    Supplier/Requisition Comments    Fund Account								Amount	Committed
ARCH PO1600069    NO    30/9/16    MULASS20									
30/9/16    BROOKFIELD GLOBAL INTEGRATED SOLUTIONS									
					805712000			15,672.80	15,672.80

Account	Expenditure					Revenue		
	Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
Warning - Calculated total does not equal account total					Total Requisitions		15,672.80	15,672.80



Requisitions by Account  
Ledger    *GLLED16*    General Ledger 16/17

Account	Expenditure						Revenue	
	Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total
Warning - Calculated total does not equal account total				Total Requisitions		1,416,468.97		1,416,468.97
81-5702-000	0.00	64,272.85	385.00	1,575.24	65,186.50	131,419.59	0.00	131,419.59
POE - Mitchell Operational Pro Expenses R&M - Ongoing								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600021	NO	11/7/16	MULASS20				
			30/11/16	BROOKFIELD GLOBAL INTEGRATED SOLUTIONS				
				CON 646				
				815702000			29,166.66	29,166.66
Warning - Calculated total does not equal account total				Total Requisitions		29,166.66		29,166.66
81-5713-000	0.00	257,372.36	18,177.38	0.00	30,761.89	306,311.63	0.00	306,311.63
POE - Mitchell Operational Pro Expenses POE - Electrici								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600022	NO	13/7/16	ERMPOW40				
			30/6/16	ERM POWER RETAIL PTY LTD				
				815713000			15,980.05	15,980.05
				815713000			-68.62	-68.62
Warning - Calculated total does not equal account total				Total Requisitions		15,911.43		15,911.43
81-5714-000	0.00	60,000.00	0.00	0.00	9,272.39	69,272.39	0.00	69,272.39
POE - Mitchell Operational Pro Expenses POE - Gas								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600051	NO	06/9/16	ACTRET10				
			30/6/17	ACTEWAGL				
				815714000			60,000.00	60,000.00
Warning - Calculated total does not equal account total				Total Requisitions		60,000.00		60,000.00
83-5702-000	0.00	25,875.05	61.14	0.00	23,187.63	49,123.82	0.00	49,123.82
POE - Greenway Operational Pro Expenses R&M - Ongoing								

Account		Expenditure					Revenue			
		Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total	
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account			Amount	Committed	
ARCH	PO1600021	NO	11/7/16	MULASS20						
			30/11/16	BROOKFIELD GLOBAL INTEGRATED SOLUTIONS						
				CON 646	835702000			10,416.66	10,416.66	
Warning - Calculated total does not equal account total					Total Requisitions			10,416.66	10,416.66	
83-5713-000			0.00	21,505.45	1,195.12	0.00	6,629.62	29,330.19	0.00	29,330.19
POE - Greenway		Operational Pro Expenses		POE - Electrici						
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account			Amount	Committed	
ARCH	PO1600022	NO	13/7/16	ERMPOW40						
			30/6/16	ERM POWER RETAIL PTY LTD						
					835713000			1,830.27	1,830.27	
					835713000			-7.32	-7.32	
Warning - Calculated total does not equal account total					Total Requisitions			1,822.95	1,822.95	
83-5714-000			0.00	11,686.70	0.00	0.00	7,125.88	18,812.58	0.00	18,812.58
POE - Greenway		Operational Pro Expenses		POE - Gas						
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account			Amount	Committed	
ARCH	PO1600051	NO	06/9/16	ACTRET10						
			30/6/17	ACTEWAGL						
					835714000			15,000.00	15,000.00	
Warning - Calculated total does not equal account total					Total Requisitions			15,000.00	15,000.00	
84-5702-000			0.00	5,925.76	0.00	0.00	2,638.80	8,564.56	0.00	8,564.56
POE - Hume		Operational Pro Expenses		R&M - Ongoing						
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account			Amount	Committed	
ARCH	PO1600021	NO	11/7/16	MULASS20						
			30/11/16	BROOKFIELD GLOBAL INTEGRATED SOLUTIONS						
				CON 646						

Requisitions by Account  
Ledger    *GLLED16*    General Ledger 16/17

Account	Expenditure						Revenue	Total
	Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	
		845702000					4,166.66	4,166.66
Warning - Calculated total does not equal account total				Total Requisitions		4,166.66		4,166.66
85-5702-000	0.00	275,654.10	0.00	48,849.17	85,171.91	409,675.18	0.00	409,675.18
POE - Chester H Operational Pro Expenses    R&M - Ongoing								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600019	NSW	11/7/16	RESFMP20				
			10/4/17	RCR RESOLVE FM PTY LTD				
				CON 566				
				855702000			47,400.00	47,400.00
Warning - Calculated total does not equal account total				Total Requisitions		47,400.00		47,400.00
85-5704-000	0.00	145,454.55	0.00	0.00	15,596.00	161,050.55	0.00	161,050.55
POE - Chester H Operational Pro Expenses    Property Securi								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600057	NSW	14/9/16	FIEGRO20				
			30/9/18	FIELDS GROUP PTY LTD				
				Limited Tender under IPP Exemption.				
				855704000			145,454.55	145,454.55
Warning - Calculated total does not equal account total				Total Requisitions		145,454.55		145,454.55
85-5713-000	0.00	272,713.87	24,187.00	0.00	72,701.54	369,602.41	0.00	369,602.41
POE - Chester H Operational Pro Expenses    POE - Electrici								
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments		Fund Account	Amount	Committed
ARCH	PO1600022	NO	13/7/16	ERMPow40				
			30/6/16	ERM POWER RETAIL PTY LTD				
				855713000			20,408.11	20,408.11
				855713000			-90.31	-90.31
Warning - Calculated total does not equal account total				Total Requisitions		20,317.80		20,317.80

Account	Expenditure						Revenue	Total
	Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	
87-5713-000	0.00	286,837.05	0.00	0.00	5,599.84	292,436.89	0.00	292,436.89
POE - East Burw Operational Pro Expenses	POE - Electrici							
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account		Amount	Committed
ARCH	PO1600055	VIC	14/9/16	MOMENE30				
			14/9/18	MOMENTUM ENERGY PTY LTD				
					875713000		77,272.73	77,272.73
				Warning - Calculated total does not equal account total		Total Requisitions	77,272.73	77,272.73
87-5714-000	0.00	72,095.22	0.00	0.00	9,550.85	81,646.07	0.00	81,646.07
POE - East Burw Operational Pro Expenses	POE - Gas							
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account		Amount	Committed
ARCH	PO1600058	VIC	15/9/16	AGLGAS20				
			25/9/18	AGL RETAIL ENERGY LTD				
				RFQ Process conducted due to a commodities market				
					875714000		50,000.00	50,000.00
				Warning - Calculated total does not equal account total		Total Requisitions	50,000.00	50,000.00
91-3300-851	0.00	11,480.00	0.00	0.00	0.00	11,480.00	0.00	11,480.00
POE - Cannon Hi Minor Capital P Assets	Exp Offset - IP							
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account		Amount	Committed
ARCH	PO1600032	QLD	28/7/16	AHICAR20				
			31/8/16	AHI-CARRIER (AUSTRALIA) PTY LTD				
					913300851		11,480.00	11,480.00
				Warning - Calculated total does not equal account total		Total Requisitions	11,480.00	11,480.00
91-5705-000	0.00	0.00	82.57	0.00	11,517.12	11,599.69	0.00	11,599.69
POE - Cannon Hi Operational Pro Expenses	Cleaning							
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments	Fund Account		Amount	Committed

Account					Expenditure				Revenue					
					Requisitions	Orders	Deliveries	Batches	Acct Balance	Total	Batch	Total		
ARCH PO1600047					QLD	25/8/16	VIVIND20							
						30/11/18	VIVID INDIGENOUS SERVICES PTY LTD							
							915705000						20,830.24	20,830.24
							915705000						27,183.64	27,183.64
							915705000						11,703.03	11,703.03
Warning - Calculated total does not equal account total								Total Requisitions		59,716.91	59,716.91			
91-5713-000					0.00	252,224.37	0.00	0.00	12,467.17	264,691.54	0.00	264,691.54		
POE - Cannon Hi Operational Pro Expenses					POE - Electrici									
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments			Fund Account		Amount		Committed			
ARCH	PO1600062	QLD	21/9/16	ENEAS30										
			30/9/18	ENERGY AUSTRALIA										
				RFQ Process conducted due to a commoditi										
				es market Limited Tender - see s23 appro										
				val			915713000		90,909.09		90,909.09			
Warning - Calculated total does not equal account total								Total Requisitions		90,909.09	90,909.09			
93-5702-000					0.00	21,980.38	20,822.27	0.00	68,015.43	110,818.08	0.00	110,818.08		
POE - East Vict Operational Pro Expenses					R&M - Ongoing									
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments			Fund Account		Amount		Committed			
ARCH	PO1600020	WA	11/7/16	RESFMP60										
			31/10/16	RCR RESOLVE FM PTY LTD										
				CON 547			935702000		10,000.00		10,000.00			
Warning - Calculated total does not equal account total								Total Requisitions		10,000.00	10,000.00			
93-5707-000					0.00	28,130.53	12,755.77	110,360.67	20,570.09	171,817.06	0.00	171,817.06		
POE - East Vict Operational Pro Expenses					Land/Water Rate									
Locn	Reqn Nbr	SubL	Req/Due	Supplier/Requisition Comments			Fund Account		Amount		Committed			

Requisitions by Account  
Ledger    *GLLED16*    *General Ledger 16/17*

Account					----- Expenditure -----				Revenue	
					Requisitions	Orders	Deliveries	Batches	Acct Balance	Total
ARCH PO1600038	WA	03/8/16	STRENT60							
		30/6/17	STRICKLAND ENTERPRISES							
						935707000			74,802.42	74,802.42
ARCH PO1600045	WA	16/8/16	WATCOR60							
		30/6/17	WATER CORPORATION							
						935707000			30,000.00	30,000.00
ARCH PO1600070	WA	04/10/16	STRENT60							
		30/6/17	STRICKLAND ENTERPRISES							
						935707000			35,558.25	35,558.25
Warning - Calculated total does not equal account total							Total Requisitions		140,360.67	140,360.67
Number of Accounts		56		Total Requisition Commitments						0.00

**From:** s 47F(1)  
**To:** Cheryl Watson; s 47F(1)  
**Cc:** s 47F(1)  
**Subject:** Draft report for financial management process review  
**Date:** Wednesday, 21 December 2016 4:08:23 PM  
**Attachments:** [FY17 NAA Financial Management Process Review - IA Report CLIENT DRAFT V3.pdf](#)  
[FY17 NAA Financial Management Process Review - IA Report CLIENT DRAFT V3.pptx](#)

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Hi Cheryl,

Please find attached our draft report with relation to our financial management process review. Please feel to provide any comments etc, otherwise if you could please provide management comments that would be greatly appreciated.

If you are printing to read, please print the PDF version as we sometimes have problems with our fonts printing properly from the PowerPoint version.

I hope you have a safe and enjoyable Christmas.

Cheers

s 47F(1)

Partner  
Audit & Assurance

KPMG  
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# Financial Management Process Review

**National Archives of Australia**

INTERNAL AUDIT REPORT

**December 2016**

**CLIENT DRAFT**

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## EXECUTIVE SUMMARY

### SIGN OFF

Approved via e-mail on

#### Cheryl Watson

Assistant Director-General,  
Corporate Services,  
National Archives of  
Australia

s 47F(1)

Partner, KPMG

### BACKGROUND

Financial management is a core activity of the National Archives of Australia (Archives) and it is a responsibility of all Government agencies to appropriately manage public monies.

This internal audit was focused on providing an independent assessment of the financial management practices supporting the purchase to pay system through testing of financial controls and using data analytics.

### OBJECTIVE

The objective of this internal audit was to:

- Undertake a review of the purchase to pay system and processes utilising data analytic techniques to identify erroneous transactions;
- Perform manual testing on a sample basis where data is not available or the analysis of data alone is not sufficient to provide evidence of compliance or the required levels of insight into processes and outcomes;
- Provide analysis of purchase to pay activities; and
- Assess the operating effectiveness of financial controls with regards to the purchase to pay processes.

### SCOPE

Internal Audit considered how the Archives manages its financial management process with specific consideration to the following functions:

- Procurement including manual procurement controls; and
- Recording including accounts payable.

### SUMMARY OF FINDINGS AND MANAGEMENT CITATIONS

Accounts Payable Payments Processing		Priority
Findings	Internal Audit identified transactions that were not paid or processed within 30 days from the invoice / goods receipt date.	Medium
	Internal Audit identified transactions that were processed by the system administrator who also has access to master files thereby increasing the risk of erroneous transactions due to the lack of segregation of duties. Internal Audit noted that there are no formal reviews of the transactions that are processed by the system administrator.	Medium

#### Agreed Actions

To be provided by management

Credit card acquittal		Priority
Findings	Internal Audit identified credit card transactions that were not acquitted in a timely manner.	BIR
	Internal Audit noted that there were three different workflow and manual processes being used to acquit credit card transactions. These included the following: <ul style="list-style-type: none"><li>• FMIS</li><li>• TRIM</li><li>• Hardcopy</li></ul>	BIR

#### Agreed Actions

To be provided by management



## FOCUS AREA 1 PROCUREMENT

### BACKGROUND

The *Commonwealth Procurement Rules* (CPRs) are a legislative instrument issued by the Finance Minister under 102(c) of the *Public Governance, Performance and Accountability Act 2013* (the PGPA Act). The CPRs outline the instructions and policies that the Archives must comply with when the officials procure goods and services.

It is the responsibility of the Director-General (as Accountable Authority) to ensure that the Archives has appropriate controls in place to undertake procurements in accordance with the CPRs. The Director-General delegates certain powers, provides guidance and uses controls linked to information systems to ensure procurement policies and procedures are adhered with.

Internal Audit held meetings with relevant stakeholders to gain an understanding of the Archives' procurement function. Process mapping exercises (refer Appendix C) and a review of relevant policy and procedure documents were conducted for each function to identify the key risks and current controls in place. Walkthroughs and sample testing were undertaken to verify if the controls were operating as intended and that the Archives had adhered to relevant policies.

**Table 1** provides statistics relating to the purchase orders for the period 1 July 2016 to 30 September 2016 and the random sample selected. Further data analytics are provided in Appendix B.

**Table 1**

Process	Statistic	Population Value	Sample Value
Procurement	Average Transaction Value	\$57,364	\$12,902
	Minimum Value of Single Transaction	\$30	\$30
	Maximum value of Single Transaction	\$1,075,859	\$45,939
	Total Value of Transactions	\$3,556,560	\$167,726
	Total Number of Transactions	62	13

Source: Table developed by KPMG using data from FMIS Accounts Payable transactions for period 1 July 2016 to 30 September 2016.

### OBSERVATIONS

- Based on the sample testing, Internal Audit did not identify any issues that would otherwise indicate that the Archives does not have appropriate controls and procedures in place to ensure that procurements comply with the PGPA Act.
- Internal Audit noted that the Archives is a small agency and therefore does not have a central processing unit for goods receipting and invoices. The responsibility lies with the business areas to present purchase orders for approval and payment processing to the Finance Section in a timely manner.

### FINDINGS

- From the sample selected for testing, Internal Audit did not identify any purchase orders without appropriate delegate approval or related invoices not being paid within 30 days after the receipt of the invoice and/or goods and services.

### RECOMMENDATIONS

- There are no recommendations noted.





## FOCUS AREA 2 ACCOUNTS PAYABLE PAYMENT PROCESSING

### BACKGROUND

The authority for the Director-General to administer an arrangement, including to make a payment in accordance with an arrangement, derives from Section 23 of the PGPA Act and Section 32B of the *Financial Framework (Supplementary Powers) Act 1997* (FF(SP) Act).

It is the responsibility of the Director-General to ensure that the Archives has appropriate controls in place for payments of relevant money. The Director-General delegates certain powers, provides guidance and uses controls linked to information systems to ensure payments of relevant money are made by appropriate persons.

Internal Audit held meetings with relevant stakeholders to gain an understanding of the Archives' accounts payable function. Process mapping exercises (Refer Appendix C) and a review of relevant policy and procedure documents were conducted for each function to identify the key risks and current controls in place. Walkthroughs and sample testing were undertaken to verify if the controls were operating as intended and that the Archives had adhered to relevant policies.

**Table 2** provides statistics relating to the transaction population for the period 1 July 2016 to 30 September 2016 and the sample selected. Further data analytics are provided in Appendix B.

**Table 2**

Process	Statistic	Population Value	Sample Value
Accounts Payable	Average Transaction Value	\$8,868	\$5,092
	Minimum Value of Single Transaction	\$2.63	\$11.33
	Maximum Value of Single Transaction	\$979,545	\$29,031
	Total Value of Transactions	\$8,061,264	\$117,122
	Total Number of Transactions	909	23

Source: Table developed by KPMG using data from FMIS Accounts Payable transactions for period 1 July 2016 to 30 September 2016.

### OBSERVATIONS

- Based on the sample testing, Internal Audit did not identify any issues that would otherwise indicate that the Archives does not have appropriate controls and procedures in place to ensure that payments comply with the PGPA Act.
- Internal Audit noted that the Archives is a small agency and therefore does not have a central processing unit for goods receipting and invoices. The responsibility lies with the business areas to present invoices for payment processing to the Finance Section in a timely manner.

### FINDINGS

- From the sample selected for testing, Internal Audit identified four payments to suppliers that were not made within 30 days after the receipt of the invoice and/or goods and services which is contravention of the Archives' guidelines (AAI3.1 – Procurement).
- Internal Audit identified two transactions that were processed by the system administrator with super-user access to the FMIS, Finance One, thereby circumventing controls relating to the segregation of duties. Upon review of these transactions, Internal Audit did not identify any issues that would otherwise indicate that these transactions were erroneous.

### RECOMMENDATIONS

- Review of super user access**
  - Internal Audit recommends reviewing all transactions processed by the system administrators to detect erroneous payments on a regular basis.
- Targeted, regular reminders**
  - Internal Audit recommends the Finance Section send regular reminders to those individuals that repeatedly do not submit invoices for payments in a timely manner.
    - The four identified payments that were not made within 30 days were due to the invoices not being sent by the business areas to the Finance Section within the 30 day timeframe. Per discussion with the Finance Section, there are certain business areas that are repeatedly not submitting invoices for payments in a timely manner.
- Increase the use of credit cards**
  - Internal Audit recommends increasing the use of credit cards. This could be assisted by increasing the current transaction limit of \$2,000 and exploring ways to change credit card holders' behaviours by promoting the use of credit cards and in ensuring that credit cards are acquitted in a timely manner.
    - As discussed in Appendix B, 623 payments of the 909 non-credit card payments made during the period were below \$2,000 which indicates that as much as 68% of the payments could have been made via credit cards. Furthermore, 171 payments were between \$2,000 and \$10,000 which indicates that an additional 18% of the payments could have been made via credit cards if the transactions were limited to \$10,000.
    - The Finance Section is currently seeking a revision to the credit card policy to increase the transaction limit to \$10,000 in order to promote the increased use of credit cards and to change credit card holders' behaviours thereby reducing the risk of invoices not being paid within 30 days.



## FOCUS AREA 3 CREDIT CARD ACQUITTAL

### BACKGROUND

Internal Audit obtained credit card transactions occurring during the period 1 July 2016 to September 2016. Computer-assisted audit techniques (CAATs) and other methods were used to select a sample of seven transactions for testing.

**Table 3** provides statistics relating to the transaction population and the sample selected. Further data profiling and analysis is provided in Appendix B and the process map in Appendix C.

**Table 3**

Process	Statistic	Population Value	Sample Value
Credit Cards	Average Transaction Value	\$234	\$478
	Minimum Value of Single Transaction	\$0.50	\$16
	Maximum Value of Single Transaction	\$2,888	\$2,198
	Total Value of Transactions	\$55,997	\$3,349
	Total Number of Transactions	236	7

Source: Table developed by KPMG using data from FMIS Accounts Payable transactions for period 1 July 2016 to 30 September 2016.

### OBSERVATIONS

- The FMIS has a work-flow functionality for the acquittal of credit cards which is only used by a few number of credit card holders as a trial, with other holders using TRIM and manual processes.
  - FMIS – acquitted through Finance One's work-flow functionality.
  - TRIM – manually acquitted with supporting documents and delegation approval uploaded to TRIM.
  - Hardcopy – manually acquitted with supporting documents and delegation approval being paper-based.
- To enable the Finance Section to track monthly credit card expenditure, all transactions are approved in the FMIS and paid at the end of each month regardless of whether the credit card holder has performed an acquittal.
- The Archives' policy on credit card use does not specify the number of days by which the credit card holders have to acquit their credit card transactions.

### FINDINGS

- Three different processes are being used to perform credit card acquittals which creates inefficiencies.
- Internal Audit identified 26 credit card transactions that were not acquitted within 90 days.

### RECOMMENDATIONS

- **Review of policy**
  - Internal Audit recommends the inclusion of the number of days that transactions are required to be acquitted by (i.e. 60 days after transactions occurring or 30 days after receiving statements) in the policy. Internal Audit also recommends enforcing this deadline and exploring ways to change the credit card holders' behaviours by promoting timely acquittals.
- **Targeted, regular reminders**
  - Internal Audit recommends the Finance Section continue to send regular reminders to targeted individuals who do not acquit their credit cards in a timely manner.
- **Streamlined credit card acquittal process**
  - Internal Audit recommends the Finance Section consider options for implementing a streamlined, single process for acquitting credit cards.
    - Per our discussion with management, the Finance Section is currently investigating a solution via Finance One to streamline and implement a single credit card acquittal process.





## APPENDIX A INTERNAL AUDIT OBJECTIVES, SCOPE AND APPROACH

### SCOPE

The internal audit considered how the Archives manages financial management processes with specific consideration to the following functions:

- Procurement including manual procurement controls; and
- Recording including accounts payable.

### OBJECTIVES

The objective of this internal audit was to:

- Undertake a review of the purchase to pay system and processes utilising data analytic techniques to identify erroneous transactions;
- Perform manual testing on a sample basis where data is not available or the analysis of data alone is not sufficient to provide evidence of compliance or the required levels of insight into processes and outcomes;
- Provide analysis of purchase to pay activities; and
- Assess the operating effectiveness of financial controls with regard to the purchase to pay processes.

### OUR METHOD

#### PLANNING

In the planning phase, Internal Audit:

- Held a scoping meeting with the Audit Sponsor to discuss the scope of the internal audit and to identify key stakeholders for involvement in later stages;
- Produced the Assignment Plan for the internal audit; and
- Conducted an entry meeting with key stakeholders.

#### FIELDWORK

In the fieldwork phase, Internal Audit identified and reviewed the Archives' processes with regards to financial management by:

- Liaising with key stakeholders to understand the Archives' financial management;
- Identifying and reviewing the Archives' policies and procedures for the purchase to pay process as identified in the scope;
- Considering how the purchase to pay process operates and assessing whether purchase to pay operations are delivered in accordance with Archives' policies and procedures;
- Reviewing data obtained and performing data analytics and manual testing;

- Utilising data analytics to identify any areas of non-compliance including erroneous transactions and providing insights to management;
- Performing manual testing on a sample basis where data was not available or the analysis of data alone was not sufficient to provide evidence of compliance or the required levels of insight into processes and outcomes; and
- Testing controls including manual procurement controls to assess their design and operating effectiveness.

#### REPORTING

In the reporting phase, Internal Audit:

- Held an exit interview with the Audit Sponsor to discuss findings and recommendations;
- Provided a draft report detailing findings and recommendations to the Audit Sponsor and obtained management comments; and
- Completed a final report, incorporating management comments, to be considered and endorsed by the Audit and Risk Committee.



## APPENDIX B DATA ANALYTICS

### PURCHASE ORDERS

#### ANALYSIS

The following tables show the breakdown of purchase orders raised by account description by the relevant cost centre during the period 1 July 2016 to 30 September 2016.

- Rent and utility bills accounted for over 61% of all purchase orders raised during the period under review with the Mitchell Repository accounting for over 39% of the total costs.
- This is followed by contract staff and consultants (9.8% and 9.3% respectively).

#### Purchase orders by account description

Account Description	Amount	%
Electricity, gas and rates	\$1,110,267	31.2%
Rent	\$1,075,859	30.2%
Contract staff	\$348,150	9.8%
Consultants	\$331,765	9.3%
Security and fire	\$191,513	5.4%
Computers, Software & Licence	\$184,467	5.2%
Adver, Mktg, Exh & Comms	\$140,266	3.9%
R & M Ongoing	\$109,823	3.1%
WIP - OI	\$56,487	1.6%
Courses, Seminar & Training	\$7,963	0.2%
<b>Total</b>	<b>\$3,556,560</b>	<b>100%</b>

Source: Table developed by KPMG using data from Reference & Information Services: Quarterly Reports – 2015-16 (to Qtr 3)

#### Purchase orders by cost centre

Cost Centre	Amount	%
POE - Mitchell Repository	\$1,417,387	39.9%
ICT Infrastructure Support and Systems	\$676,238	19.0%
POE - Chester Hill, NSW	\$481,823	13.5%
POE - East Block	\$228,004	6.4%
Preservation and Storage Construction	\$147,190	4.1%
Office of the Director-General	\$142,123	4.0%
POE - East Burwood Repository, VIC	\$130,952	3.7%
POE - Cannon Hill, QLD	\$104,470	2.9%
Preservation and Digitisation	\$56,487	1.6%
Facilities and Procurement and Security	\$48,786	1.4%
POE - Greenway Repository	\$43,609	1.2%
POE - East Victoria Park Repository, WA	\$29,059	0.8%
National Development and Communications	\$20,819	0.6%
People Management and Development	\$16,342	0.5%
POE - Hume	\$5,385	0.2%
AudioVisual Preservation	\$4,583	0.1%
Digital Services and Solutions	\$3,273	0.1%
Business Systems and Online Services	\$30	0.0%
<b>TOTAL</b>	<b>\$3,556,560</b>	<b>100%</b>

Source: Table developed by KPMG using data from Reference & Information Services: Quarterly Reports – 2015-16 (to Qtr 3)



## APPENDIX B DATA ANALYTICS (CONTINUED)

### ACCOUNTS PAYABLE

#### ANALYSIS

The following tables show the monthly breakdown of accounts payable transactions and the top 10 suppliers during the period 1 July 2016 to 30 September 2016.

- The total value of the transactions for the three months ended 30 September 2016 decreased by \$1.9 million (19%) compared to 30 September 2015.
- The decrease is mainly due to the payment of \$1.5m in July 2015 for the Chester Hill Preservation Facility project which was completed in October 2015 and the decrease in premiums paid to Comcare from \$663k in FY16 to \$416k in FY17.

#### Accounts payable transactions

Month	2016	2015	Change	%
July	\$2,469,019	\$4,165,808	(\$1,696,789)	(41%)
August	\$2,490,523	\$3,161,508	(\$670,985)	(21%)
September	\$3,101,722	\$2,624,509	\$477,213	18%
<b>TOTAL</b>	<b>\$8,061,264</b>	<b>\$9,951,825</b>	<b>(\$1,890,561)</b>	<b>(19%)</b>

Source: Table developed by KPMG using data from FMIS Accounts Payable transactions for period 1 July 2016 to 30 September 2016 and the comparison period in the FY16.

#### Top 10 suppliers

Supplier	Amount	# of Transactions	Average Amount
Jones Lang LaSalle (NSW) Pty Ltd	\$1,029,430	3	\$343,143
Doma Constructions Pty Ltd	\$979,545	1	\$979,545
Colliers International (Victoria) Pty Ltd	\$547,971	3	\$182,657
Five D Holdings Pty Ltd	\$469,744	3	\$156,581
CB Richard Ellis (V) Pty Ltd	\$423,925	3	\$141,308
COMCARE	\$416,256	1	\$416,256
Brookfield Global Integrated Solutions	\$307,393	6	\$51,232
COMCOVER	\$300,855	5	\$60,171
RCR RESOLVE FM PTY LTD	\$274,218	40	\$6,855
Colliers International	\$227,819	3	\$75,940
<b>Total</b>	<b>\$4,977,154</b>	<b>68</b>	<b>\$2,413,689</b>

Source: Tables developed by KPMG using data from FMIS Accounts Payable transactions for period 1 July 2016 to 30 September 2016.



## APPENDIX B DATA ANALYTICS (CONTINUED)

### CREDIT CARDS

#### ANALYSIS

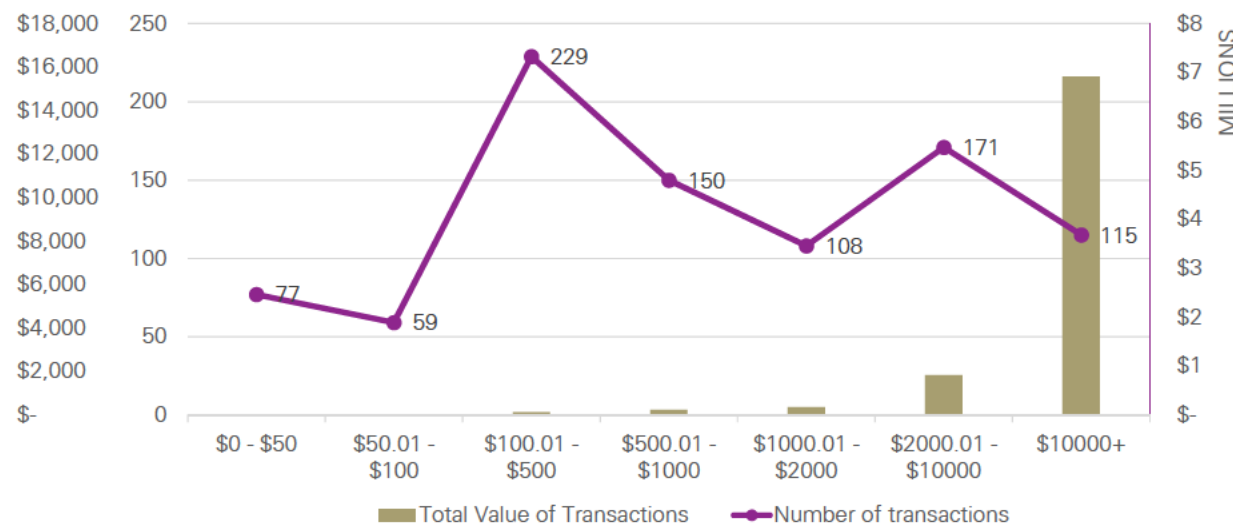
The following diagram below shows the spread of credit card transactions by the number of transactions and dollar value during the period July 2016 to September 2016.

- The largest number of transactions occurred between \$0 and \$50, however this amounted to only 3.2% of total credit card expenditure.
- The highest total value of transactions occurred in the \$1,000+ category accounting for 33% of total expenditure.
- Of the 909 non-credit card payments during the period July 2016 to September 2016, there were 623 payments that were below \$2,000. This indicates that 68% of payments could have been made using credit cards.
- Of the 909 non-credit card payments during the period July 2016 to September 2016, there were 171 payments that were between \$2,000 and \$10,000. This indicates that additional 18% of payments could have been made via credit cards if the credit card transactions were limited to \$10,000.

Stratification of credit card transactions



Stratification of non-credit card payments



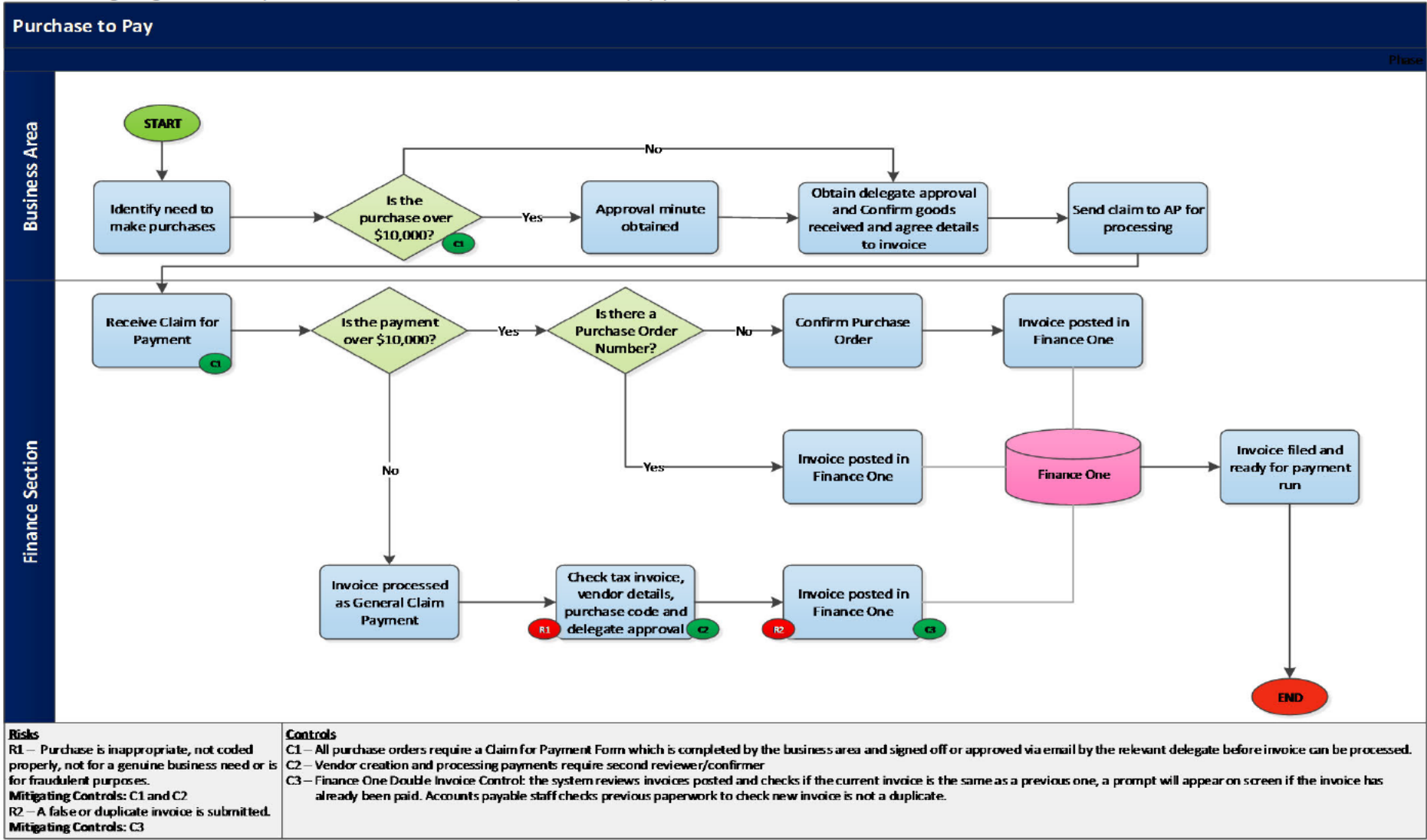
Source: Graph developed by KPMG using data from Reference & Information Services: Quarterly Reports – 2014-15 and Reference & Information Services: Quarterly Reports – 2015-16 (to Qtr 3)





# APPENDIX C PROCESS MAPS PURCHASE TO PAY

The following diagram below provides an overview of the purchase to pay process.



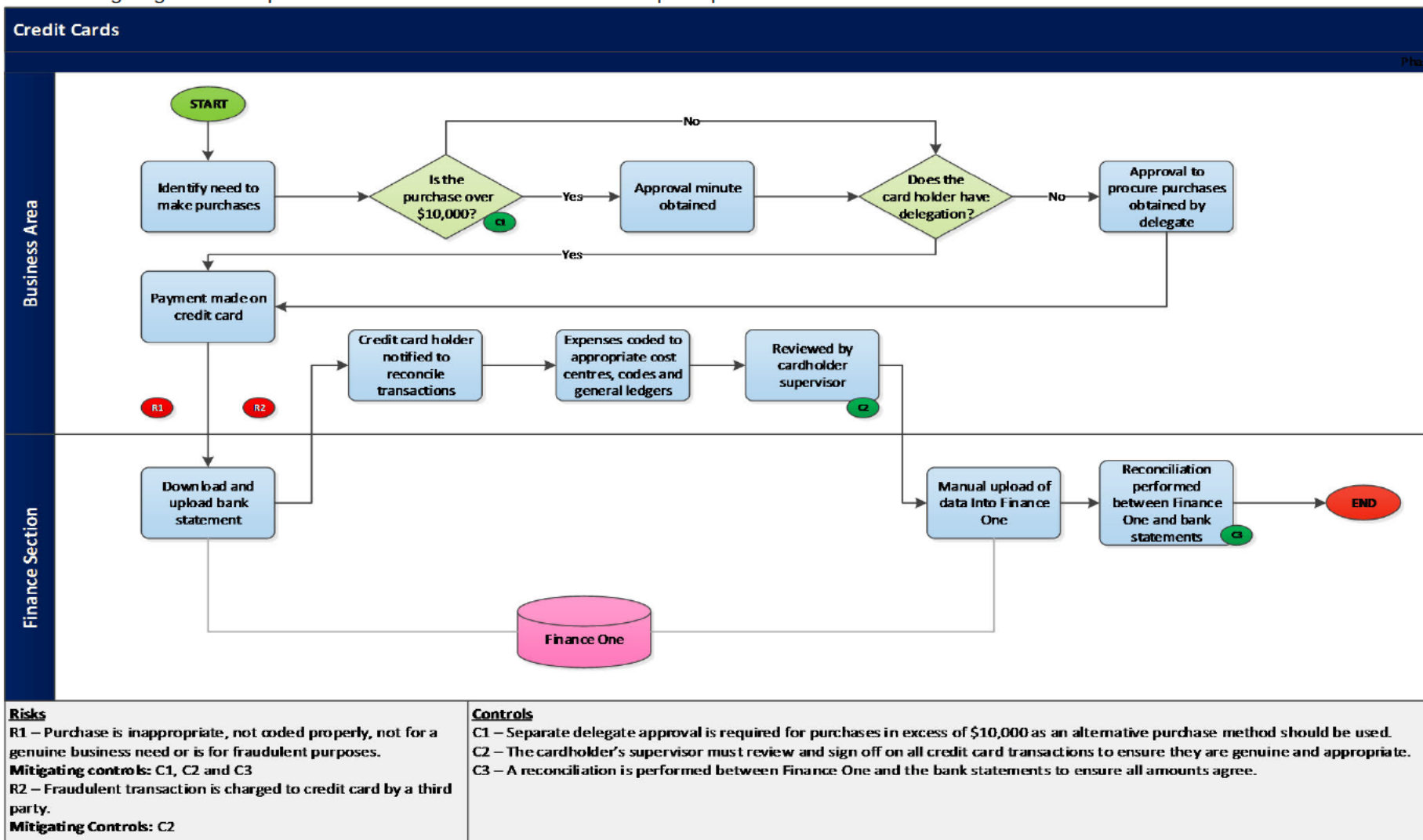
Source: Diagram developed by KPMG based on stakeholder consultation.



## APPENDIX C PROCESS MAPS (CONTINUED)

### CREDIT CARDS

The following diagram below provides an overview of the credit card acquittal process.



Source: Diagram developed by KPMG based on stakeholder consultation





**APPENDIX D** STAKEHOLDERS CONSULTED AND DOCUMENTATION REVIEWED

**STAKEHOLDERS CONSULTED**

The following staff were consulted in the conduct of this engagement:

NAME	POSITION
Cheryl Watson	Assistant Director-General – Corporate Services
s 47F(1)	Director – Facilities, Procurement and Security
	Director, Chief Financial Officer – Corporate Services
	Assistant Director, Financial Accounting – Finance Section
	Financial Operations Manager – Finance Section

**DOCUMENTATION REVIEWED**

The following documentation was obtained and considered:

TITLE	DATE RECEIVED
Corporate Plan	27 October 2016
Portfolio Budget Statement	27 October 2016
AAI 3.1 – Procurement	27 October 2016
AAI 5.1 – Commonwealth Credit Cards and Credit Vouchers	27 October 2016
AAI 6.1 – Making payments, including payments pending probate	27 October 2016
PGPA Act Delegation Schedule	27 October 2016



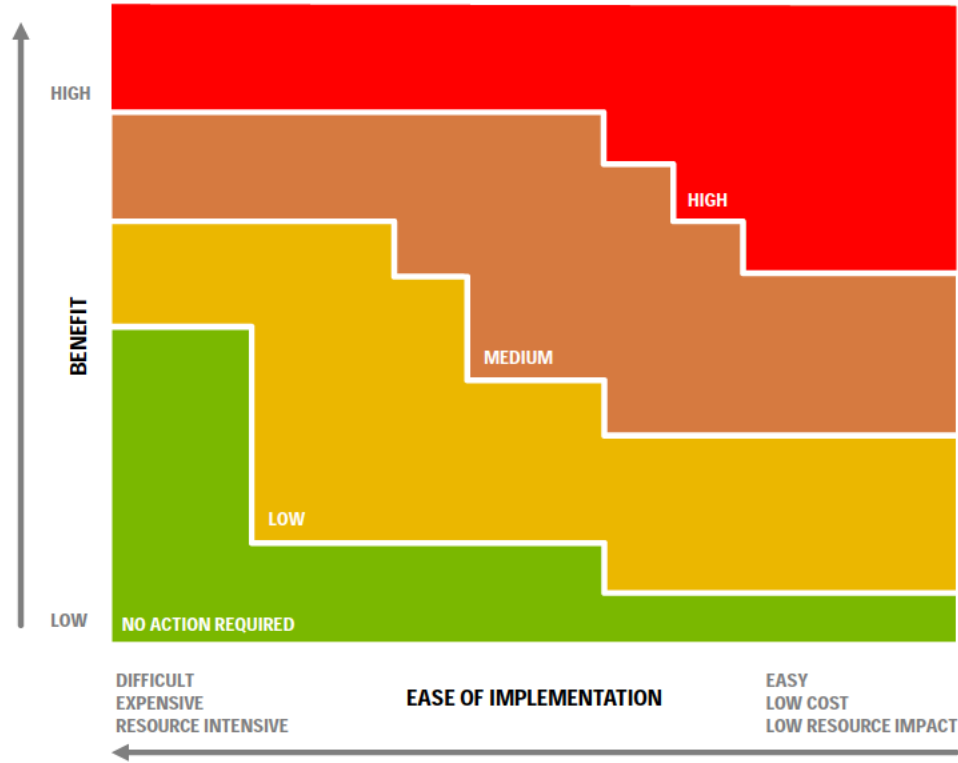
# APPENDIX E CLASSIFICATION OF RECOMMENDATIONS

## BACKGROUND

Assigning a category to an internal audit recommendation is one of professional judgement. There are various factors that will be considered when an internal auditor assigns a priority classification.

The purpose of assigning a classification to a recommendation is to communicate the importance of that recommendation to the Audit and Risk Committee, management and staff. This communication plays an important part in interpreting the internal auditor's opinion with respect to what priority a recommendation is given.

Under the rating system, recommendations are considered and subsequently rated based on the benefit the organisation would receive should the recommendation be implemented, and the relative ease of implementation as depicted in the picture below. This assessment will be determined in consultation with the Audit Sponsor.



RECOMMENDATION PRIORITY			
HIGH	MEDIUM	LOW	NO ACTION REQUIRED
High rated recommendations require immediate attention.	Medium rated recommendations should be addressed as soon as practical.	Low rated recommendations should be addressed when resources permit at the discretion of the organisation.	Cost/benefit analysis indicates that these recommendations do not provide adequate return on investment and should not be implemented.

## GUIDING PRINCIPLES #

### BENEFIT

#### HIGH

- Critical to ensuring strategic risks don't materialise.
- Will address a significant compliance gap.
- Will provide significant benefit or help avoid/reduce a significant financial burden on the function under review.
- Reduce significant human resource effort.

#### MEDIUM

- Important action but doesn't relate to a risk that 'keeps you awake at night'.
- Will address a moderate compliance gap.
- Reduce moderate human resource effort.
- Important enough to warrant action, however not the key driving force.
- Tends to be more operationally important.

#### LOW

- Relates to a relatively unimportant risk and/or benefit (in the scheme of things).
- Limited overall impact or benefit and would only be done if time and resources permit.

### EASE OF IMPLEMENTATION

#### DIFFICULT

- Expensive – potentially outside the Archives' current budget and may require supplemental funding.
- Complex – multiple interdependencies.
- Something you would put in the 'too hard' basket.

#### MODERATE

- Moderately expensive and would require resources to be reallocated from other tasks.
- Not complex, but would require specific scoping and investigation.
- Achievable but not without a degree of effort.

#### EASY

- Inexpensive.
- Straightforward.
- A potential 'quick win'.

# Refer to Internal Audit's detailed Classification of Internal Audit Recommendations Guide for further information.



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## Disclaimer

### Inherent Limitations

This report has been prepared as outlined in Appendix A. The services provided in connection with this engagement comprise an advisory engagement, which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standards Board and, consequently no opinions or conclusions intended to convey assurance have been expressed.

Because of the inherent limitations of any internal control structure it is possible that errors or irregularities may occur and not be detected. An internal audit is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed are on a sample basis. As such, except to the extent of sample testing performed, it is not possible to express an opinion on the effectiveness of the internal control structure. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate. The internal audit findings expressed from this engagement will be formed on the above basis.

No warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by, the National Archives of Australia, management and personnel consulted as part of the process.

KPMG have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted within the report.

KPMG is under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form.

The findings in this report have been formed on the above basis.

### Third Party Reliance

This report is solely for the purpose set out in Appendix 1 and for the National Archives of Australia's information, and is not to be used for any other purpose or distributed to any other party without KPMG's prior written consent.

This report however may be provided to the Australian National Audit Office (ANAO) for its own use. If the ANAO intends to rely on internal audit work it can only do so in the context of the professional requirement placed on it by the provisions of the Australian Auditing Standard ASA 610 (Considering the Work of Internal Audit).

This report has been prepared at the request of the National Archives of Australia in accordance with the terms of KPMG's engagement contract dated 2 March 2012. Other than our responsibility to the National Archives of Australia, neither KPMG nor any member or employee of KPMG undertakes responsibility arising in any way from reliance placed by a third party on this report. Any reliance placed is that party's sole responsibility.





# Financial Management Process Review

National Archives of Australia

INTERNAL AUDIT REPORT


December 2016

**CLIENT DRAFT**

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FOI 227 - Document 3.2

This document is a duplicate of document 3.1. It was provided in powerpoint format, whereas document 3.1 was provided in PDF format. A 2nd copy is not provided because it is a duplicate of document 3.1

From: Cheryl Watson  
To: s 47F(1)  
Cc:   
Subject: RE: Draft report for financial management process review [SEC=UNCLASSIFIED]  
Date: Tuesday, 24 January 2017 6:52:51 PM  
Attachments: [image006.png](#)

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## UNCLASSIFIED

s 47F(1) Happy New Year to you as well.

I am comfortable with the draft report. Please find below our management responses:

Finding 1 - Internal Audit identified transactions that were not paid or processed within 30 days from the invoice / goods receipt date.

Management Response - Creditor payment times are reported monthly to the Executive Board in the monthly financial reports, further emphasis will be placed on the reporting of late payments at Executive Board meetings so that the relevant ADG can discuss with the relevant director, where approvals for creditors invoices are provided late on a consistent basis. The importance of timely approval of invoices will also be raised by the CFO at a monthly senior directors meeting. In addition, where individuals repeatedly do not submit invoices on time an email will be sent by the Assistant Director Financial Reporting to them reminding them of the 30 day obligation and cc the Director or ADG.

Finding 2 - Internal Audit identified transactions that were processed by the system administrator who also has access to master files thereby increasing the risk of erroneous transactions due to the lack of segregation of duties. Internal Audit noted that there are no formal reviews of the transactions that are processed by the system administrator.

Management Response – A monthly report will be run for all batches posted by the system administrator during the month. The report will be reviewed and signed off by the CFO and the Assistant Director – Financial Reporting.

### Credit Card Acquittal

Finding 3 - Internal Audit identified credit card transactions that were not acquitted in a timely manner

Management Response – Currently the Credit Card administrator sends reminders to credit card holders each month for all outstanding credit card transactions. Finance section is in the process of updating its credit card processes and will introduce a process where transactions that are outstanding for 2 months reminder emails will be sent to the creditor card holders Director and/or ADG as well as the credit card holder and where transactions are outstanding for 3 months credit cards will be suspended until the credit card holder acquits all outstanding credit card transactions. Training will be provided to all credit card holders on changes to card holder responsibilities.

Finding 4 - Internal Audit noted that there were three different workflow and manual processes being used to acquit credit card transactions. These included the following:

- FMIS
- TRIM
- Hardcopy

Management Response – At the time the audit on credit card acquittal was being completed Finance Section were trialling the workflow function within Finance 1 which meant there was an additional process being undertaken for credit card acquittals. Finance section is in the process of updating its credit card processes and will mandate only one process for acquittal of credit cards. All credit card transaction receipts and the approval form signed by the card holder and their Director/ADG, are scanned and uploaded directly into the Finance One system by the credit card holders for the credit card administrator's review and process. Training will be provided to all credit card holders on changes to card holder responsibilities.

Kind Regards



Cheryl

**Cheryl Watson**  
Assistant Director-General, Corporate  
Services  
Executive  
t +61 2 6212 3909

**National Archives of Australia**  
Queen Victoria Terrace, Parkes ACT 2600  
PO Box 7425, Canberra Business Centre ACT 2610  
cheryl.watson@naa.gov.au | [naa.gov.au](http://naa.gov.au)



Your story, our history

*We acknowledge and pay our respects to the traditional custodians of this land and celebrate their ongoing culture and contribution to society.*

## UNCLASSIFIED

---

**From:** s 47F(1) @kpmg.com.au]  
**Sent:** Tuesday, 24 January 2017 5:55 PM  
**To:** Cheryl Watson; s 47F(1)  
**Cc:** s 47F(1)  
**Subject:** RE: Draft report for financial management process review [SEC=UNCLASSIFIED]

Hi Cheryl,

Happy New Year. I just wanted to touch base with you to see if you had any questions or comments in relation to this draft report?

Cheers

s 47F(1)  
Partner  
Audit & Assurance

KPMG  
20 Brindabella Circuit, Brindabella Business Park  
Canberra ACT 2612 Australia

Tel +61 2 6248 1390  
Mob +s 47F(1)  
s 47F(1)@kpmg.com.au

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---

**From:** Cheryl Watson [<mailto:cheryl.watson@naa.gov.au>]

**Sent:** Thursday, 22 December 2016 8:22 AM

**To:** s 47F(1) @kpmg.com.au; s 47F(1)

**Subject:** RE: Draft report for financial management process review [SEC=UNCLASSIFIED]



## UNCLASSIFIED

s 47F(1) and team thank you for the report we will review and get back to you early in the New Year.

Best wishes for Christmas and the New Year to you, your team and your families.

Kind Regards

Cheryl

**Cheryl Watson**

Assistant Director-General, Corporate  
Services  
Executive  
t +61 2 6212 3909

**National Archives of Australia**

Queen Victoria Terrace, Parkes ACT 2600  
PO Box 7425, Canberra Business Centre ACT 2610  
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**Note: The email that follows in this trail (including the attachments) is the same as the email in document 3. It is not being provided again because it is a duplicate.**

**From:** s 47F(1)  
**To:** Cheryl Watson  
**Cc:** s 47F(1)  
**Subject:** Final report  
**Date:** Tuesday, 14 February 2017 11:51:52 AM  
**Attachments:** FY17 NAA Financial Management Process Review - IA Report FINAL.pdf

---

Hi Cheryl,

Apologies for the delay in sending this out – I had thought I had sent it out straight after you came back to me and just realized this morning that I hadn't!

We have incorporated all of your management comments and thanks again to you and your team for the assistance provided in performing our review.

Please let me know if you have any questions or comments.

Cheers

s 47F(1)

Partner  
Audit & Assurance

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# Financial Management Process Review

**National Archives of Australia**

INTERNAL AUDIT REPORT

**January 2017**

[kpmg.com.au](http://kpmg.com.au)





EXECUTIVE SUMMARY

SIGN OFF

Approved via e-mail on  
24 January 2017  
**Cheryl Watson**  
Assistant Director-General,  
Corporate Services,  
National Archives of Australia

s 47F(1)  
Partner, KPMG

BACKGROUND

Financial management is a core activity of the National Archives of Australia (Archives) and it is a responsibility of all Government agencies to appropriately manage public monies.  
This internal audit was focused on providing an independent assessment of the financial management practices supporting the purchase to pay system through testing of financial controls and using data analytics.

OBJECTIVE

- The objective of this internal audit was to:
- Undertake a review of the purchase to pay system and processes utilising data analytic techniques to identify erroneous transactions;
  - Perform manual testing on a sample basis where data is not available or the analysis of data alone is not sufficient to provide evidence of compliance or the required levels of insight into processes and outcomes;
  - Provide analysis of purchase to pay activities; and
  - Assess the operating effectiveness of financial controls with regards to the purchase to pay processes.

SCOPE

- Internal Audit considered how the Archives manages its financial management process with specific consideration to the following functions:
- Procurement including manual procurement controls; and
  - Recording including accounts payable.

SUMMARY OF FINDINGS AND MANAGEMENT CITATIONS

Accounts Payable Payments Processing		Priority
Findings	Internal Audit identified transactions that were not paid or processed within 30 days from the invoice / goods receipt date.	Medium
	<i>Management Response</i> Creditor payment times are reported monthly to the Executive Board in the monthly financial reports, further emphasis will be placed on the reporting of late payments at Executive Board meetings so that the relevant ADG can discuss with the relevant director, where approvals for creditors invoices are provided late on a consistent basis. The importance of timely approval of invoices will also be raised by the CFO at a monthly senior directors meeting. In addition, where individuals repeatedly do not submit invoices on time an email will be sent by the Assistant Director Financial Reporting to them reminding them of the 30 day obligation and cc the Director or ADG.	
	Internal Audit identified transactions that were processed by the system administrator who also has access to master files thereby increasing the risk of erroneous transactions due to the lack of segregation of duties. Internal Audit noted that there are no formal reviews of the transactions that are processed by the system administrator.	Medium
		<i>Management Response</i> A monthly report will be run for all batches posted by the system administrator during the month. The report will be reviewed and signed off by the CFO and the Assistant Director – Financial Reporting.
Credit card acquittal		Priority
Findings	Internal Audit identified credit card transactions that were not acquitted in a timely manner.	BIR
	<i>Management Response</i> Currently the Credit Card administrator sends reminders to credit card holders each month for all outstanding credit card transactions. Finance section is in the process of updating its credit card processes and will introduce a process where transactions that are outstanding for 2 months reminder emails will be sent to the creditor card holders Director and/or ADG as well as the credit card holder and where transactions are outstanding for 3 months credit cards will be suspended until the credit card holder acquits all outstanding credit card transactions. Training will be provided to all credit card holders on changes to card holder responsibilities.	
	Internal Audit noted that there were three different workflow and manual processes being used to acquit credit card transactions. These included the following: <ul style="list-style-type: none"><li>• FMIS</li><li>• TRIM</li><li>• Hardcopy</li></ul>	BIR
		<i>Management Response</i> At the time the audit on credit card acquittal was being completed Finance Section were trialing the workflow function within Finance which meant there was an additional process being undertaken for credit card acquittals. Finance section is in the process of updating its credit card processes and will mandate only one process for acquittal of credit cards. All credit card transaction receipts and the approval form signed by the card holder and their Director/ADG, are scanned and uploaded directly into the Finance One system by the credit card holders for the credit card administrator's review and process. Training will be provided to all credit card holders on changes to card holder responsibilities.



## FOCUS AREA 1 PROCUREMENT

### BACKGROUND

The *Commonwealth Procurement Rules* (CPRs) are a legislative instrument issued by the Finance Minister under 102(c) of the *Public Governance, Performance and Accountability Act 2013* (the PGPA Act). The CPRs outline the instructions and policies that the Archives must comply with when the officials procure goods and services.

It is the responsibility of the Director-General (as Accountable Authority) to ensure that the Archives has appropriate controls in place to undertake procurements in accordance with the CPRs. The Director-General delegates certain powers, provides guidance and uses controls linked to information systems to ensure procurement policies and procedures are adhered with.

Internal Audit held meetings with relevant stakeholders to gain an understanding of the Archives' procurement function. Process mapping exercises (refer Appendix C) and a review of relevant policy and procedure documents were conducted for each function to identify the key risks and current controls in place. Walkthroughs and sample testing were undertaken to verify if the controls were operating as intended and that the Archives had adhered to relevant policies.

**Table 1** provides statistics relating to the purchase orders for the period 1 July 2016 to 30 September 2016 and the random sample selected. Further data analytics are provided in Appendix B.

**Table 1**

Process	Statistic	Population Value	Sample Value
Procurement	Average Transaction Value	\$57,364	\$12,902
	Minimum Value of Single Transaction	\$30	\$30
	Maximum value of Single Transaction	\$1,075,859	\$45,939
	Total Value of Transactions	\$3,556,560	\$167,726
	Total Number of Transactions	62	13

Source: Table developed by KPMG using data from FMIS Accounts Payable transactions for period 1 July 2016 to 30 September 2016.

### OBSERVATIONS

- Based on the sample testing, Internal Audit did not identify any issues that would otherwise indicate that the Archives does not have appropriate controls and procedures in place to ensure that procurements comply with the PGPA Act.
- Internal Audit noted that the Archives is a small agency and therefore does not have a central processing unit for goods receipting and invoices. The responsibility lies with the business areas to present purchase orders for approval and payment processing to the Finance Section in a timely manner.

### FINDINGS

- From the sample selected for testing, Internal Audit did not identify any purchase orders without appropriate delegate approval or related invoices not being paid within 30 days after the receipt of the invoice and/or goods and services.

### RECOMMENDATIONS

- There are no recommendations noted.





## FOCUS AREA 2 ACCOUNTS PAYABLE PAYMENT PROCESSING

### BACKGROUND

The authority for the Director-General to administer an arrangement, including to make a payment in accordance with an arrangement, derives from Section 23 of the PGPA Act and Section 32B of the *Financial Framework (Supplementary Powers) Act 1997* (FF(SP) Act).

It is the responsibility of the Director-General to ensure that the Archives has appropriate controls in place for payments of relevant money. The Director-General delegates certain powers, provides guidance and uses controls linked to information systems to ensure payments of relevant money are made by appropriate persons.

Internal Audit held meetings with relevant stakeholders to gain an understanding of the Archives' accounts payable function. Process mapping exercises (Refer Appendix C) and a review of relevant policy and procedure documents were conducted for each function to identify the key risks and current controls in place. Walkthroughs and sample testing were undertaken to verify if the controls were operating as intended and that the Archives had adhered to relevant policies.

**Table 2** provides statistics relating to the transaction population for the period 1 July 2016 to 30 September 2016 and the sample selected. Further data analytics are provided in Appendix B.

**Table 2**

Process	Statistic	Population Value	Sample Value
Accounts Payable	Average Transaction Value	\$8,868	\$5,092
	Minimum Value of Single Transaction	\$2.63	\$11.33
	Maximum Value of Single Transaction	\$979,545	\$29,031
	Total Value of Transactions	\$8,061,264	\$117,122
	Total Number of Transactions	909	23

Source: Table developed by KPMG using data from FMIS Accounts Payable transactions for period 1 July 2016 to 30 September 2016.

### OBSERVATIONS

- Based on the sample testing, Internal Audit did not identify any issues that would otherwise indicate that the Archives does not have appropriate controls and procedures in place to ensure that payments comply with the PGPA Act.
- Internal Audit noted that the Archives is a small agency and therefore does not have a central processing unit for goods receipting and invoices. The responsibility lies with the business areas to present invoices for payment processing to the Finance Section in a timely manner.

### FINDINGS

- From the sample selected for testing, Internal Audit identified four payments to suppliers that were not made within 30 days after the receipt of the invoice and/or goods and services which is contravention of the Archives' guidelines (AAI3.1 – Procurement).
- Internal Audit identified two transactions that were processed by the system administrator with super-user access to the FMIS, Finance One, thereby circumventing controls relating to the segregation of duties. Upon review of these transactions, Internal Audit did not identify any issues that would otherwise indicate that these transactions were erroneous.

### RECOMMENDATIONS

- Review of super user access**
  - Internal Audit recommends reviewing all transactions processed by the system administrators to detect erroneous payments on a regular basis.
- Targeted, regular reminders**
  - Internal Audit recommends the Finance Section send regular reminders to those individuals that repeatedly do not submit invoices for payments in a timely manner.
    - The four identified payments that were not made within 30 days were due to the invoices not being sent by the business areas to the Finance Section within the 30 day timeframe. Per discussion with the Finance Section, there are certain business areas that are repeatedly not submitting invoices for payments in a timely manner.
- Increase the use of credit cards**
  - Internal Audit recommends increasing the use of credit cards. This could be assisted by increasing the current transaction limit of \$2,000 and exploring ways to change credit card holders' behaviours by promoting the use of credit cards and in ensuring that credit cards are acquitted in a timely manner.
    - As discussed in Appendix B, 623 payments of the 909 non-credit card payments made during the period were below \$2,000 which indicates that as much as 68% of the payments could have been made via credit cards. Furthermore, 171 payments were between \$2,000 and \$10,000 which indicates that an additional 18% of the payments could have been made via credit cards if the transactions were limited to \$10,000.
    - The Finance Section is currently seeking a revision to the credit card policy to increase the transaction limit to \$10,000 in order to promote the increased use of credit cards and to change credit card holders' behaviours thereby reducing the risk of invoices not being paid within 30 days.





## FOCUS AREA 3 CREDIT CARD ACQUITTAL

### BACKGROUND

Internal Audit obtained credit card transactions occurring during the period 1 July 2016 to September 2016. Computer-assisted audit techniques (CAATs) and other methods were used to select a sample of seven transactions for testing.

**Table 3** provides statistics relating to the transaction population and the sample selected. Further data profiling and analysis is provided in Appendix B and the process map in Appendix C.

**Table 3**

Process	Statistic	Population Value	Sample Value
Credit Cards	Average Transaction Value	\$234	\$478
	Minimum Value of Single Transaction	\$0.50	\$16
	Maximum Value of Single Transaction	\$2,888	\$2,198
	Total Value of Transactions	\$55,997	\$3,349
	Total Number of Transactions	236	7

Source: Table developed by KPMG using data from FMIS Accounts Payable transactions for period 1 July 2016 to 30 September 2016.

### OBSERVATIONS

- The FMIS has a work-flow functionality for the acquittal of credit cards which is only used by a few number of credit card holders as a trial, with other holders using TRIM and manual processes.
  - FMIS – acquitted through Finance One's work-flow functionality.
  - TRIM – manually acquitted with supporting documents and delegation approval uploaded to TRIM.
  - Hardcopy – manually acquitted with supporting documents and delegation approval being paper-based.
- To enable the Finance Section to track monthly credit card expenditure, all transactions are approved in the FMIS and paid at the end of each month regardless of whether the credit card holder has performed an acquittal.
- The Archives' policy on credit card use does not specify the number of days by which the credit card holders have to acquit their credit card transactions.

### FINDINGS

- Three different processes are being used to perform credit card acquittals which creates inefficiencies.
- Internal Audit identified 26 credit card transactions that were not acquitted within 90 days.

### RECOMMENDATIONS

- **Review of policy**
  - Internal Audit recommends the inclusion of the number of days that transactions are required to be acquitted by (i.e. 60 days after transactions occurring or 30 days after receiving statements) in the policy. Internal Audit also recommends enforcing this deadline and exploring ways to change the credit card holders' behaviours by promoting timely acquittals.
- **Targeted, regular reminders**
  - Internal Audit recommends the Finance Section continue to send regular reminders to targeted individuals who do not acquit their credit cards in a timely manner.
- **Streamlined credit card acquittal process**
  - Internal Audit recommends the Finance Section consider options for implementing a streamlined, single process for acquitting credit cards.
    - Per our discussion with management, the Finance Section is currently investigating a solution via Finance One to streamline and implement a single credit card acquittal process.



## APPENDIX A INTERNAL AUDIT OBJECTIVES, SCOPE AND APPROACH

### SCOPE

The internal audit considered how the Archives manages financial management processes with specific consideration to the following functions:

- Procurement including manual procurement controls; and
- Recording including accounts payable.

### OBJECTIVES

The objective of this internal audit was to:

- Undertake a review of the purchase to pay system and processes utilising data analytic techniques to identify erroneous transactions;
- Perform manual testing on a sample basis where data is not available or the analysis of data alone is not sufficient to provide evidence of compliance or the required levels of insight into processes and outcomes;
- Provide analysis of purchase to pay activities; and
- Assess the operating effectiveness of financial controls with regard to the purchase to pay processes.

### OUR METHOD

#### PLANNING

In the planning phase, Internal Audit:

- Held a scoping meeting with the Audit Sponsor to discuss the scope of the internal audit and to identify key stakeholders for involvement in later stages;
- Produced the Assignment Plan for the internal audit; and
- Conducted an entry meeting with key stakeholders.

#### FIELDWORK

In the fieldwork phase, Internal Audit identified and reviewed the Archives' processes with regards to financial management by:

- Liaising with key stakeholders to understand the Archives' financial management;
- Identifying and reviewing the Archives' policies and procedures for the purchase to pay process as identified in the scope;
- Considering how the purchase to pay process operates and assessing whether purchase to pay operations are delivered in accordance with Archives' policies and procedures;
- Reviewing data obtained and performing data analytics and manual testing;

- Utilising data analytics to identify any areas of non-compliance including erroneous transactions and providing insights to management;
- Performing manual testing on a sample basis where data was not available or the analysis of data alone was not sufficient to provide evidence of compliance or the required levels of insight into processes and outcomes; and
- Testing controls including manual procurement controls to assess their design and operating effectiveness.

#### REPORTING

In the reporting phase, Internal Audit:

- Held an exit interview with the Audit Sponsor to discuss findings and recommendations;
- Provided a draft report detailing findings and recommendations to the Audit Sponsor and obtained management comments; and
- Completed a final report, incorporating management comments, to be considered and endorsed by the Audit and Risk Committee.





## APPENDIX B DATA ANALYTICS

### PURCHASE ORDERS

#### ANALYSIS

The following tables show the breakdown of purchase orders raised by account description by the relevant cost centre during the period 1 July 2016 to 30 September 2016.

- Rent and utility bills accounted for over 61 % of all purchase orders raised during the period under review with the Mitchell Repository accounting for over 39% of the total costs.
- This is followed by contract staff and consultants (9.8% and 9.3% respectively).

#### Purchase orders by account description

Account Description	Amount	%
Electricity, gas and rates	\$1,110,267	31.2%
Rent	\$1,075,859	30.2%
Contract staff	\$348,150	9.8%
Consultants	\$331,765	9.3%
Security and fire	\$191,513	5.4%
Computers, Software & Licence	\$184,467	5.2%
Adver, Mktg, Exh & Comms	\$140,266	3.9%
R & M Ongoing	\$109,823	3.1%
WIP - OI	\$56,487	1.6%
Courses, Seminar & Training	\$7,963	0.2%
<b>Total</b>	<b>\$3,556,560</b>	<b>100%</b>

Source: Table developed by KPMG using data from Reference & Information Services: Quarterly Reports – 2015-16 (to Qtr 3)

#### Purchase orders by cost centre

Cost Centre	Amount	%
POE - Mitchell Repository	\$1,417,387	39.9%
ICT Infrastructure Support and Systems	\$676,238	19.0%
POE - Chester Hill, NSW	\$481,823	13.5%
POE - East Block	\$228,004	6.4%
Preservation and Storage Construction	\$147,190	4.1%
Office of the Director-General	\$142,123	4.0%
POE - East Burwood Repository, VIC	\$130,952	3.7%
POE - Cannon Hill, QLD	\$104,470	2.9%
Preservation and Digitisation	\$56,487	1.6%
Facilities and Procurement and Security	\$48,786	1.4%
POE - Greenway Repository	\$43,609	1.2%
POE - East Victoria Park Repository, WA	\$29,059	0.8%
National Development and Communications	\$20,819	0.6%
People Management and Development	\$16,342	0.5%
POE - Hume	\$5,385	0.2%
AudioVisual Preservation	\$4,583	0.1%
Digital Services and Solutions	\$3,273	0.1%
Business Systems and Online Services	\$30	0.0%
<b>TOTAL</b>	<b>\$3,556,560</b>	<b>100%</b>

Source: Table developed by KPMG using data from Reference & Information Services: Quarterly Reports – 2015-16 (to Qtr 3)



## APPENDIX B DATA ANALYTICS (CONTINUED)

### ACCOUNTS PAYABLE

#### ANALYSIS

The following tables show the monthly breakdown of accounts payable transactions and the top 10 suppliers during the period 1 July 2016 to 30 September 2016.

- The total value of the transactions for the three months ended 30 September 2016 decreased by \$1.9 million (19%) compared to 30 September 2015.
- The decrease is mainly due to the payment of \$1.5m in July 2015 for the Chester Hill Preservation Facility project which was completed in October 2015 and the decrease in premiums paid to Comcare from \$663k in FY16 to \$416k in FY17.

#### Accounts payable transactions

Month	2016	2015	Change	%
July	\$2,469,019	\$4,165,808	(\$1,696,789)	(41%)
August	\$2,490,523	\$3,161,508	(\$670,985)	(21%)
September	\$3,101,722	\$2,624,509	\$477,213	18%
<b>TOTAL</b>	<b>\$8,061,264</b>	<b>\$9,951,825</b>	<b>(\$1,890,561)</b>	<b>(19%)</b>

Source: Table developed by KPMG using data from FMIS Accounts Payable transactions for period 1 July 2016 to 30 September 2016 and the comparison period in the FY16.

#### Top 10 suppliers

Supplier	Amount	# of Transactions	Average Amount
Jones Lang LaSalle (NSW) Pty Ltd	\$1,029,430	3	\$343,143
Doma Constructions Pty Ltd	\$979,545	1	\$979,545
Colliers International (Victoria) Pty Ltd	\$547,971	3	\$182,657
Five D Holdings Pty Ltd	\$469,744	3	\$156,581
CB Richard Ellis (V) Pty Ltd	\$423,925	3	\$141,308
COMCARE	\$416,256	1	\$416,256
Brookfield Global Integrated Solutions	\$307,393	6	\$51,232
COMCOVER	\$300,855	5	\$60,171
RCR RESOLVE FM PTY LTD	\$274,218	40	\$6,855
Colliers International	\$227,819	3	\$75,940
<b>Total</b>	<b>\$4,977,154</b>	<b>68</b>	<b>\$2,413,689</b>

Source: Tables developed by KPMG using data from FMIS Accounts Payable transactions for period 1 July 2016 to 30 September 2016.

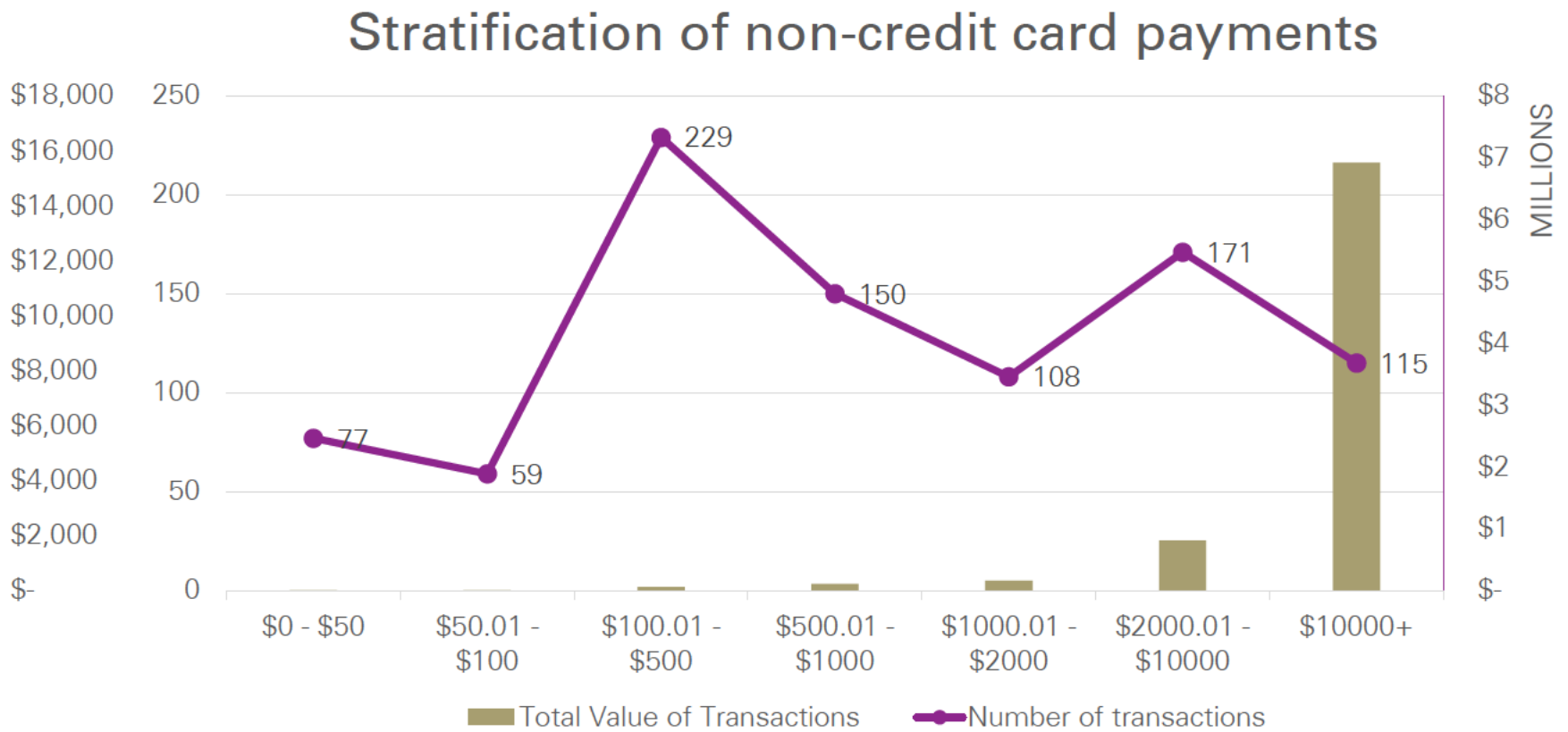
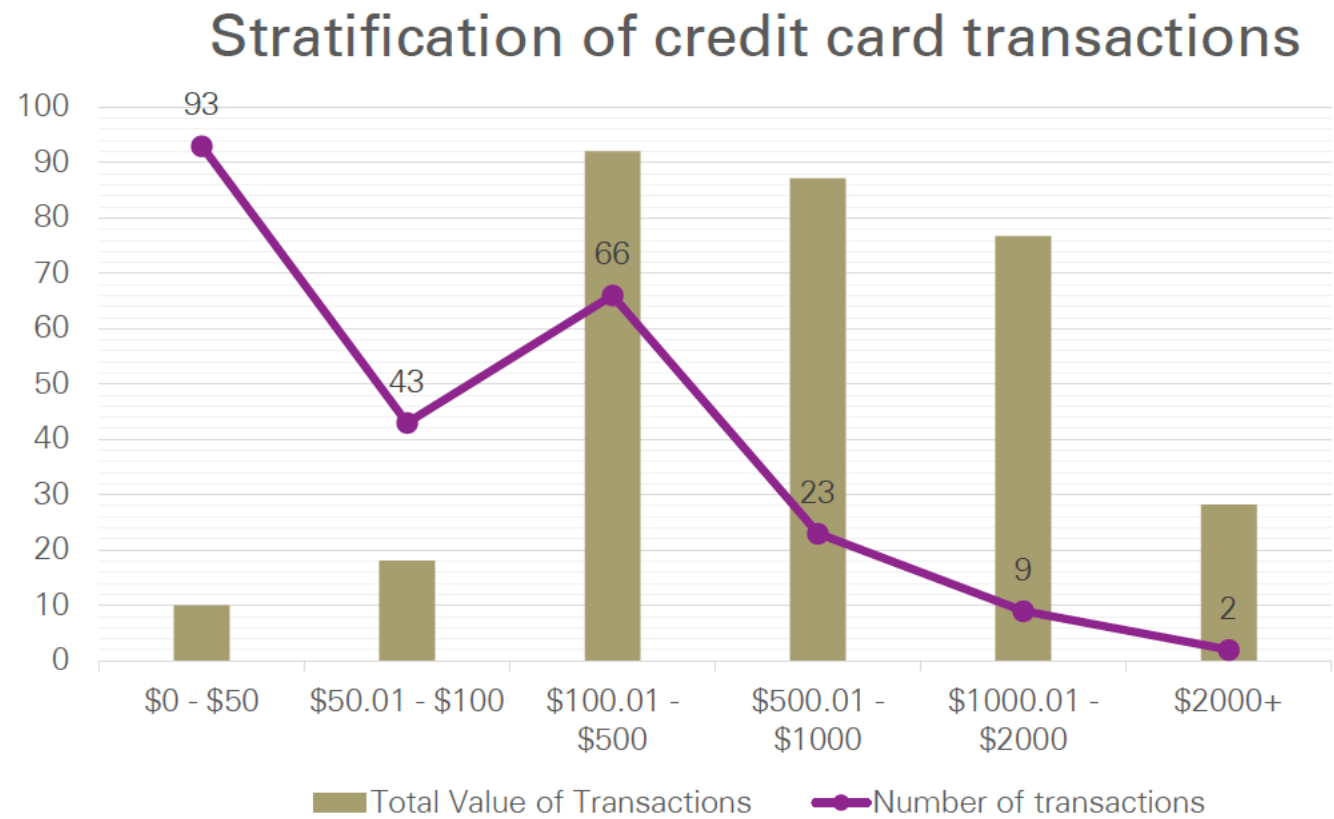


**APPENDIX B DATA ANALYTICS (CONTINUED)**  
*CREDIT CARDS*

**ANALYSIS**

The following diagram below shows the spread of credit card transactions by the number of transactions and dollar value during the period July 2016 to September 2016.

- The largest number of transactions occurred between \$0 and \$50, however this amounted to only 3.2% of total credit card expenditure.
- The highest total value of transactions occurred in the \$1,000+ category accounting for 33% of total expenditure.
- Of the 909 non-credit card payments during the period July 2016 to September 2016, there were 623 payments that were below \$2,000. This indicates that 68% of payments could have been made using credit cards.
- Of the 909 non-credit card payments during the period July 2016 to September 2016, there were 171 payments that were between \$2,000 and \$10,000. This indicates that additional 18% of payments could have been made via credit cards if the credit card transactions were limited to \$10,000.



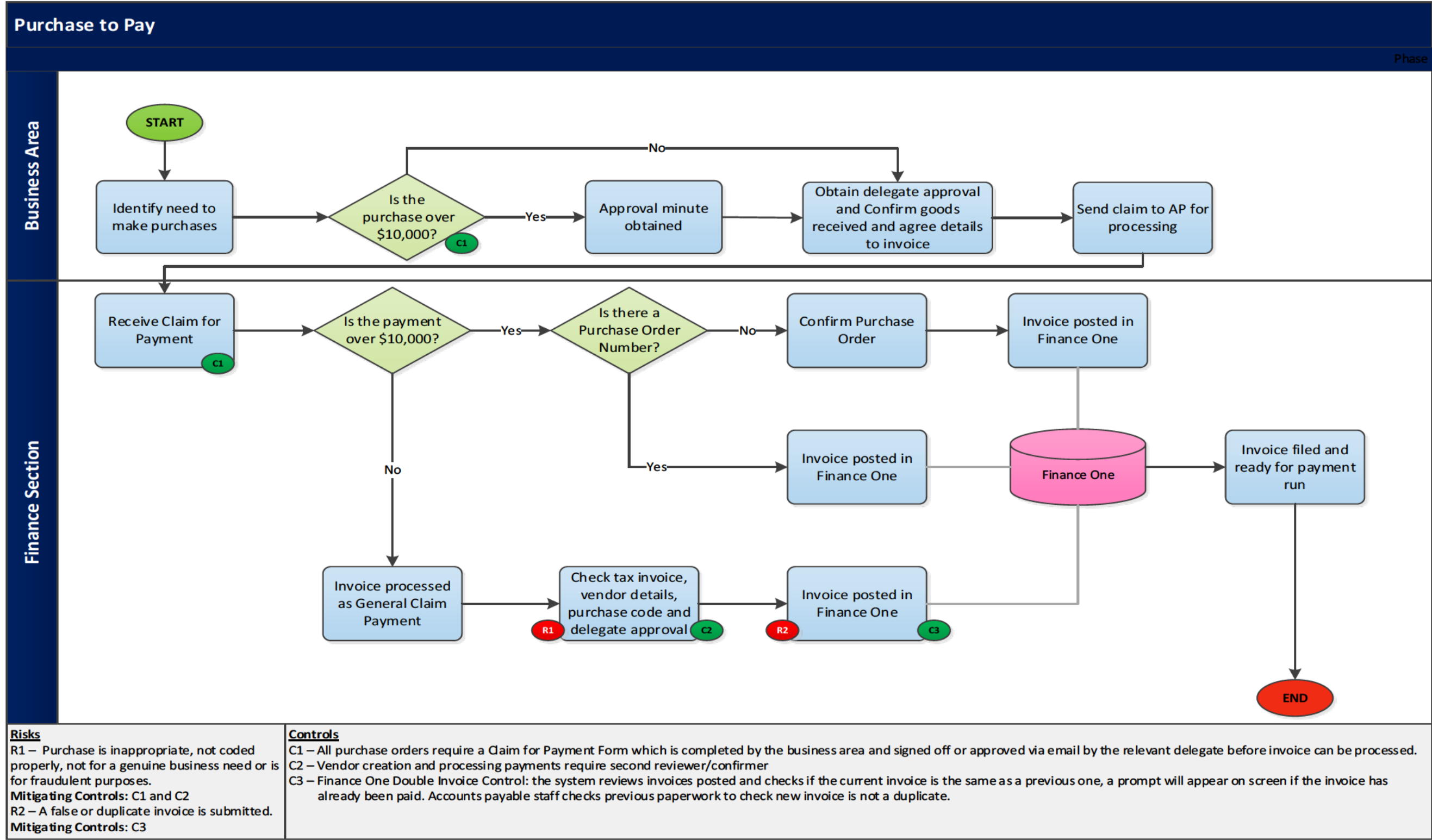
Source: Graph developed by KPMG using data from Reference & Information Services: Quarterly Reports – 2014-15 and Reference & Information Services: Quarterly Reports – 2015-16 (to Qtr 3)





**APPENDIX C** PROCESS MAPS  
**PURCHASE TO PAY**

The following diagram below provides an overview of the purchase to pay process.

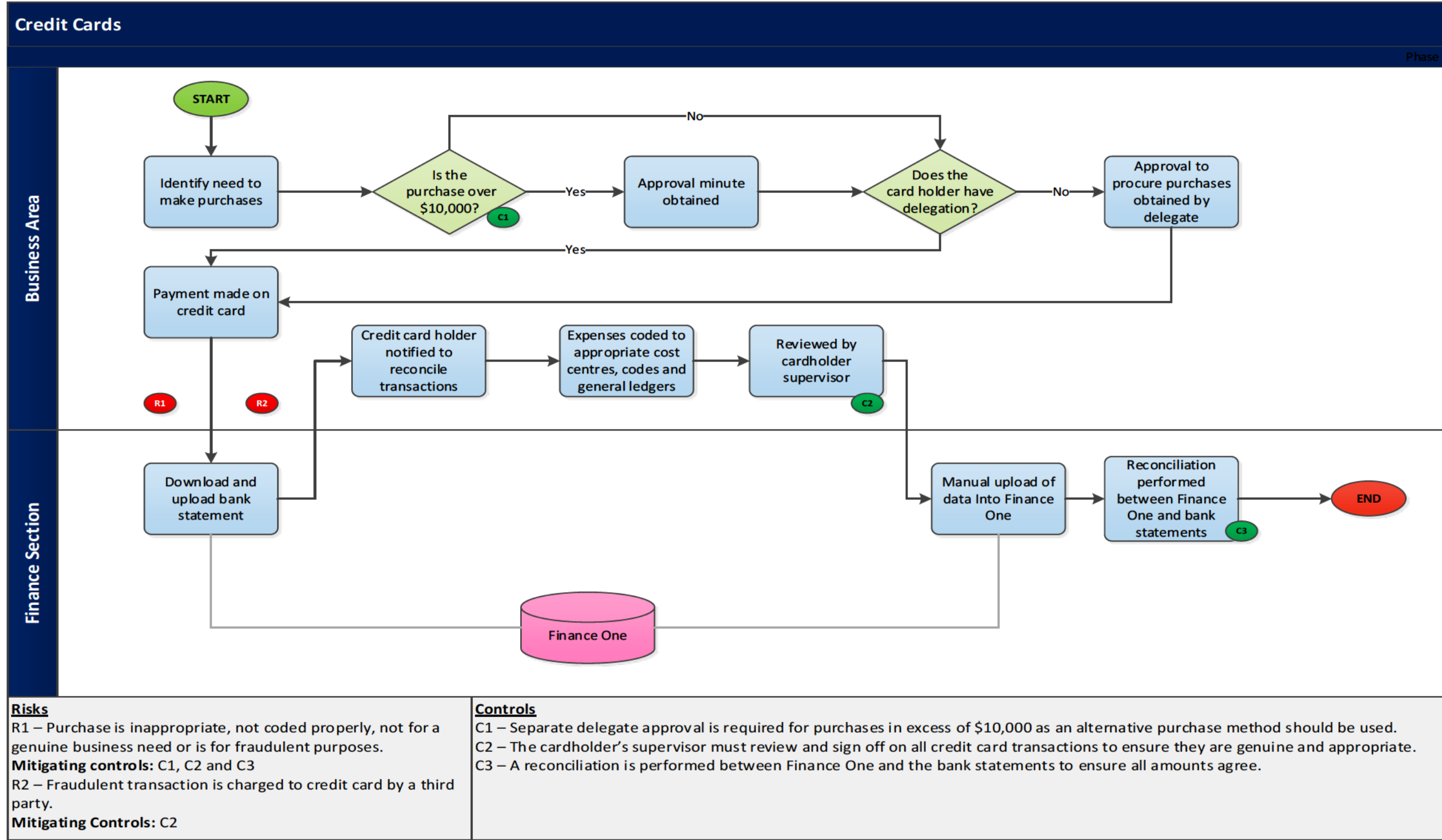


Source: Diagram developed by KPMG based on stakeholder consultation.



**APPENDIX C** PROCESS MAPS (CONTINUED)  
*CREDIT CARDS*

The following diagram below provides an overview of the credit card acquittal process.



Source: Diagram developed by KPMG based on stakeholder consultation



**APPENDIX D** STAKEHOLDERS CONSULTED AND DOCUMENTATION REVIEWED

**STAKEHOLDERS CONSULTED**

The following staff were consulted in the conduct of this engagement:

NAME	POSITION
Cheryl Watson	Assistant Director-General – Corporate Services
s 47F(1)	Director – Facilities, Procurement and Security
	Director, Chief Financial Officer – Corporate Services
	Assistant Director, Financial Accounting – Finance Section
	Financial Operations Manager – Finance Section

**DOCUMENTATION REVIEWED**

The following documentation was obtained and considered:

TITLE	DATE RECEIVED
Corporate Plan	27 October 2016
Portfolio Budget Statement	27 October 2016
AAI 3.1 – Procurement	27 October 2016
AAI 5.1 – Commonwealth Credit Cards and Credit Vouchers	27 October 2016
AAI 6.1 – Making payments, including payments pending probate	27 October 2016
PGPA Act Delegation Schedule	27 October 2016





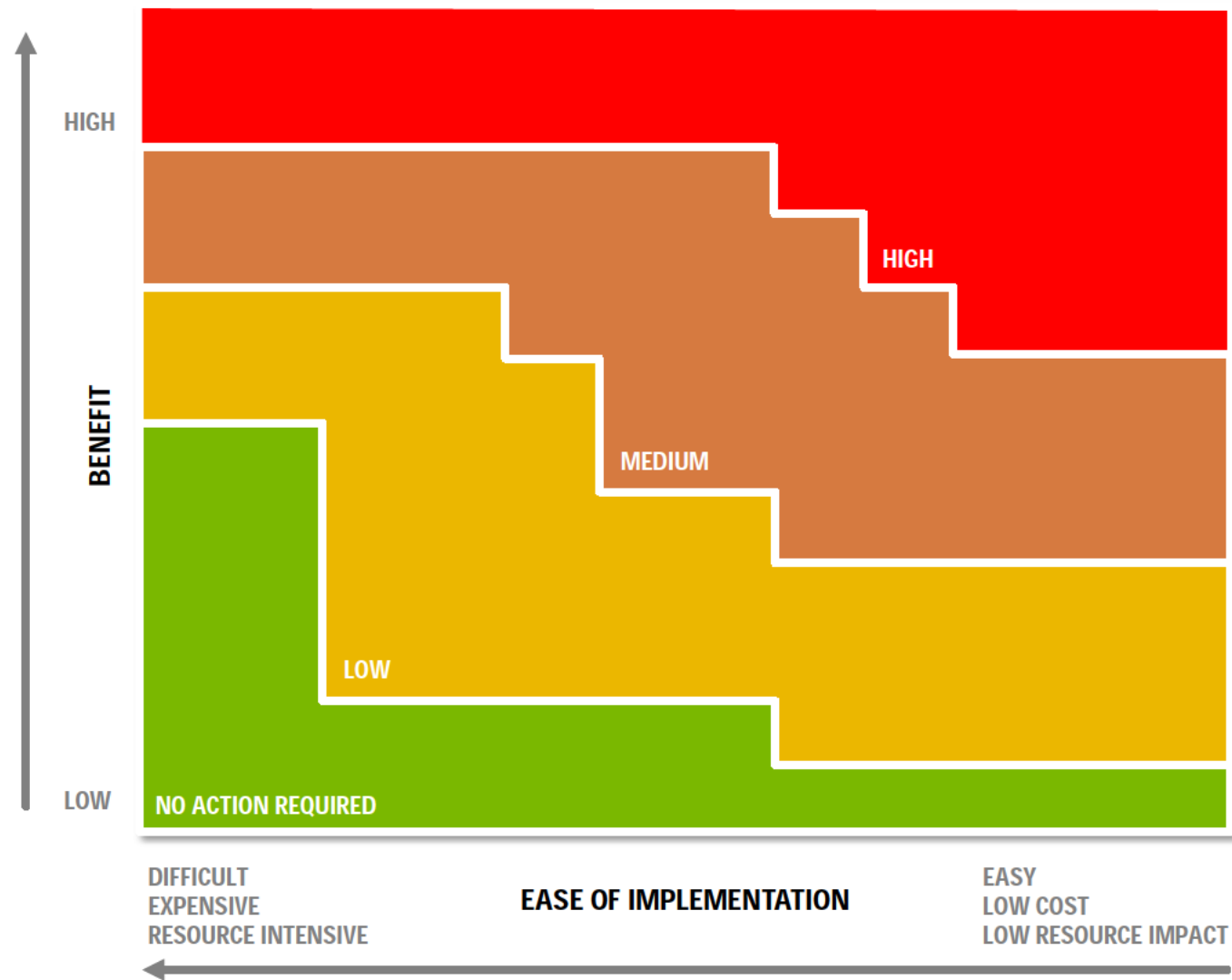
# APPENDIX E CLASSIFICATION OF RECOMMENDATIONS

## BACKGROUND

Assigning a category to an internal audit recommendation is one of professional judgement. There are various factors that will be considered when an internal auditor assigns a priority classification.

The purpose of assigning a classification to a recommendation is to communicate the importance of that recommendation to the Audit and Risk Committee, management and staff. This communication plays an important part in interpreting the internal auditor's opinion with respect to what priority a recommendation is given.

Under the rating system, recommendations are considered and subsequently rated based on the benefit the organisation would receive should the recommendation be implemented, and the relative ease of implementation as depicted in the picture below. This assessment will be determined in consultation with the Audit Sponsor.



RECOMMENDATION PRIORITY			
HIGH	MEDIUM	LOW	NO ACTION REQUIRED
High rated recommendations require immediate attention.	Medium rated recommendations should be addressed as soon as practical.	Low rated recommendations should be addressed when resources permit at the discretion of the organisation.	Cost/benefit analysis indicates that these recommendations do not provide adequate return on investment and should not be implemented.

## GUIDING PRINCIPLES #

BENEFIT	
HIGH	<ul style="list-style-type: none"> <li>Critical to ensuring strategic risks don't materialise.</li> <li>Will address a significant compliance gap.</li> <li>Will provide significant benefit or help avoid/reduce a significant financial burden on the function under review.</li> <li>Reduce significant human resource effort.</li> </ul>
MEDIUM	<ul style="list-style-type: none"> <li>Important action but doesn't relate to a risk that 'keeps you awake at night'.</li> <li>Will address a moderate compliance gap.</li> <li>Reduce moderate human resource effort.</li> <li>Important enough to warrant action, however not the key driving force.</li> <li>Tends to be more operationally important.</li> </ul>
LOW	<ul style="list-style-type: none"> <li>Relates to a relatively unimportant risk and/or benefit (in the scheme of things).</li> <li>Limited overall impact or benefit and would only be done if time and resources permit.</li> </ul>
EASE OF IMPLEMENTATION	
DIFFICULT	<ul style="list-style-type: none"> <li>Expensive – potentially outside the Archives' current budget and may require supplemental funding.</li> <li>Complex – multiple interdependencies.</li> <li>Something you would put in the 'too hard' basket.</li> </ul>
MODERATE	<ul style="list-style-type: none"> <li>Moderately expensive and would require resources to be reallocated from other tasks.</li> <li>Not complex, but would require specific scoping and investigation.</li> <li>Achievable but not without a degree of effort.</li> </ul>
EASY	<ul style="list-style-type: none"> <li>Inexpensive.</li> <li>Straightforward.</li> <li>A potential 'quick win'.</li> </ul>

# Refer to Internal Audit's detailed Classification of Internal Audit Recommendations Guide for further information.

#### **Disclaimer**

##### Inherent Limitations

This report has been prepared as outlined in Appendix A. The services provided in connection with this engagement comprise an advisory engagement, which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standards Board and, consequently no opinions or conclusions intended to convey assurance have been expressed.

Because of the inherent limitations of any internal control structure it is possible that errors or irregularities may occur and not be detected. An internal audit is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed are on a sample basis. As such, except to the extent of sample testing performed, it is not possible to express an opinion on the effectiveness of the internal control structure. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate. The internal audit findings expressed from this engagement will be formed on the above basis.

No warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by, the National Archives of Australia, management and personnel consulted as part of the process.

KPMG have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted within the report.

KPMG is under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form.

The findings in this report have been formed on the above basis.

##### Third Party Reliance

This report is solely for the purpose set out in Appendix 1 and for the National Archives of Australia's information, and is not to be used for any other purpose or distributed to any other party without KPMG's prior written consent.

This report however may be provided to the Australian National Audit Office (ANAO) for its own use. If the ANAO intends to rely on internal audit work it can only do so in the context of the professional requirement placed on it by the provisions of the Australian Auditing Standard ASA 610 (Considering the Work of Internal Audit).

This report has been prepared at the request of the National Archives of Australia in accordance with the terms of KPMG's engagement contract dated 2 March 2012. Other than our responsibility to the National Archives of Australia, neither KPMG nor any member or employee of KPMG undertakes responsibility arising in any way from reliance placed by a third party on this report. Any reliance placed is that party's sole responsibility.