

Corporations Act 2001

Section 449E

**Norfolk Maintenance Holdings Pty Limited
ACN 123 207 312
(Administrators Appointed)**

Remuneration Report

The Administrators' remuneration report, prepared pursuant to Section 449E of the Corporations Act 2001, takes the following format:

1. Tasks undertaken by the Administrators and remuneration claimed for the period 1 November 2012 to 31 December 2012
2. Administrators' anticipated tasks and estimated remuneration for the period 1 January 2013 to the date of the second meeting of creditors
3. Should the Company be placed into liquidation, the Liquidators' anticipated tasks and estimated remuneration for the period from the date of the second meeting of creditors to the finalisation of the liquidation
4. Summary of the Administrators' disbursements for the period 28 May 2012 to 31 December 2012
5. Summary of the Administrators' receipts and payments for the period 28 May 2012 to 31 December 2012

1. Summary of work undertaken by Ian Carson, David McEvoy, Craig Crosbie, their partners and staff during the Voluntary Administration process for the period 1 November 2012 to 31 December 2012

Task Area	General Description	Includes
Administration 12.00 hrs \$3,629.88	Document maintenance / file review / checklist	<ul style="list-style-type: none"> - Attended to filing - Updated checklists of statutory duties
	Bank account administration	<ul style="list-style-type: none"> - Requested bank statements - Prepared bank account reconciliations - Corresponded with bank regarding specific transfers - Calculation of split between circulating and non-circulating assets for fees approved by the committee of creditors for the purpose of reporting pursuant to the indemnity
	ASIC Form 524 and other forms	<ul style="list-style-type: none"> - Prepared and lodged ASIC forms - Corresponded with ASIC regarding statutory lodgements
	ATO & other statutory reporting	<ul style="list-style-type: none"> - Prepared and lodged business activity statements with the ATO - Considered ongoing financial and statutory reporting requirements - Reconciliation of PAYG payments to Australian Taxation Office - Reconciliation of payroll tax and correspondence with local payroll tax offices
	Processing receipts and payments	<ul style="list-style-type: none"> - Prepared and authorised receipt and payment vouchers - Entered receipts and payments into accounting system
	Planning / Review	<ul style="list-style-type: none"> - Various internal planning meetings - Discussed the status/strategy of the administration - Allocation of tasks, review and completion
Assets 2.51 hrs \$1,194.61	Debtors	<ul style="list-style-type: none"> - Reviewed debtor contracts and project agreements - Responded to disputes and negotiated commercial settlements - Liaised with collection agents regarding various debtors
Creditors 9.46 hrs \$4,040.91	Creditor enquiries	<ul style="list-style-type: none"> - Received and followed up creditor enquiries via telephone, facsimile and email
	Creditor reports	<ul style="list-style-type: none"> - Prepared, reviewed and distributed second report to the Committee of Creditors - Planned, prepared and reviewed s439A report to creditors
	Meeting of Creditors	<ul style="list-style-type: none"> - Prepared presentation for Committee of Creditors meeting - Prepared draft script for Committee of Creditors meeting - Prepared meeting file for Committee of Creditors meeting including draft minutes and attendance registers - Attended and chaired Committee of Creditors meeting - Prepared minutes of Committee of Creditor meeting - Prepared meeting notices and advertisements for second creditor meeting - Arranged venue for second creditor meeting
	Banking Syndicate reporting	<ul style="list-style-type: none"> - Prepared, reviewed and distributed reports to the Banking Syndicate and their representatives - Attended to various discussions and meetings with the Banking Syndicate and their representatives - Responded to enquiries from the Banking Syndicate and their representatives via telephone, facsimile and email
Employees 0.40 hrs \$84.00	Employee enquiries	<ul style="list-style-type: none"> - Received and followed up employee enquiries via telephone, facsimile and email - Reviewed and prepared correspondence to employees via facsimile, email and post
Investigation 5.59 hrs \$2,314.17	Conducting investigation	<ul style="list-style-type: none"> - Reviewed books and records listing
Trade On / Wind Down 2.83 hrs \$1,386.26	Accounting for Indemnity Agreement	<ul style="list-style-type: none"> - Prepared and assessed estimated outcome statement - Internal reporting of financial position under the terms of the Indemnity

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Professional fees for work undertaken by Ian Carson, David McEvoy, Craig Crosbie, their partners and staff during the Voluntary Administration process for the period 1 November 2012 to 31 December 2012.

Position	Hourly	TOTAL		Administration		Assets		Creditors		Dividend		Employees		Investigation		Trade On	
	Rate	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$
<u>Appointees</u>																	
Craig Crosbie	675	1.31	886.29	0.14	92.85	0.02	13.46	0.65	440.02	-	-	-	-	0.08	51.13	0.43	288.84
Ian Carson	675	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
David McEvoy	675	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>Other Staff</u>																	
Partner	675	0.10	67.50	0.10	67.50	-	-	-	-	-	-	-	-	-	-	-	-
Director / Principal	585	1.40	818.24	0.06	36.15	0.92	540.30	0.41	241.78	-	-	-	-	-	-	-	-
Senior Manager	510	2.24	1,140.84	0.55	281.43	-	-	1.25	639.14	-	-	-	-	-	-	0.43	220.27
Manager	465	1.34	622.74	0.86	397.96	0.04	20.39	0.01	4.63	-	-	-	-	-	-	0.43	199.75
Supervisor	445	7.90	3,515.25	-	-	1.10	490.24	0.78	348.76	-	-	-	-	4.54	2,019.81	1.48	656.44
Senior Analyst 1	395	3.18	1,254.20	1.21	478.87	0.01	3.94	1.94	765.88	-	-	-	-	-	-	0.01	5.51
Senior Analyst 2	380	5.88	2,235.60	1.88	712.54	0.01	2.27	4.00	1,519.28	-	-	-	-	0.00	1.52	-	-
Analyst 1	310	1.45	449.45	1.00	310.00	0.40	124.00	-	-	-	-	-	-	-	-	0.05	15.45
Analyst 2	250	0.97	241.71	-	-	-	-	-	-	-	-	-	-	0.97	241.71	-	-
Graduate	210	4.81	1,009.63	4.08	856.97	-	-	0.33	68.66	-	-	0.40	84.00	-	-	-	-
Undergraduate	190	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Senior Bookkeeper	190	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeper	180	2.00	376.00	2.00	376.00	-	-	-	-	-	-	-	-	-	-	-	-
Executive Assistant	160	0.20	32.37	0.12	19.62	-	-	0.08	12.76	-	-	-	-	-	-	-	-
Administration	120	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		32.77	12,649.83	12.00	3,629.88	2.51	1,194.61	9.46	4,040.91	-	-	0.40	84.00	5.59	2,314.17	2.83	1,386.26
GST		1,264.98															
Total (incl GST)		\$ 13,914.82															
Average Hourly Rate			385.99														

2. Summary of anticipated work to be undertaken by Ian Carson, David McEvoy, Craig Crosbie, their partners and staff during the Voluntary Administration process for the period 1 January 2013 to the date of the second meeting of creditors

Task Area	General Description	Includes
Administration 7.50 hrs \$3,000.00	Document maintenance / file review / checklist	<ul style="list-style-type: none"> - Attendance to filing - Updating checklists for statutory duties
	Insurance	<ul style="list-style-type: none"> - Corresponding with Willis regarding ongoing insurance requirements
	Bank account administration	<ul style="list-style-type: none"> - Requesting bank statements - Preparing bank account reconciliations - Corresponding with bank regarding specific transfers
	ATO & other statutory reporting	<ul style="list-style-type: none"> - Preparing and lodging business activity statements with the ATO - Considering ongoing financial and statutory reporting requirements
	Processing receipts and payments	<ul style="list-style-type: none"> - Preparing and authorising receipt and payment vouchers - Entering receipts and payments into accounting system
	Planning / Review	<ul style="list-style-type: none"> - Various internal planning meetings - Attending to media enquiries - Discussing the status/strategy of the administration
Assets 3.00 hrs \$1,200.00	Debtors	<ul style="list-style-type: none"> - Reviewing and assessing debtors ledgers - Reviewing debtor contracts and project agreements - Considering strategies for collection of outstanding pre-appointment debtors - Responding to disputes and negotiating commercial settlements
Creditors 17.00 hrs \$6,800.00	Creditor enquiries	<ul style="list-style-type: none"> - Liaising with Link Market Services regarding creditor enquiries received through the telephone hotline and dedicated creditor email address relating to the second meeting of creditors - Preparing and updating 'Questions and Answers' document for distribution to Link Market Services client team - Providing regular updates to creditors to be published on the PPB Advisory website - Receiving and following up creditor enquiries via telephone, facsimile and email - Assisting creditors via telephone to complete proof of debt and proxy forms for the second meeting of creditors
	Dealing with proofs of debt	<ul style="list-style-type: none"> - Receipting and filing proof of debt forms relating to the second meeting of creditors
	Creditor reports	<ul style="list-style-type: none"> - Finalising the s439A report to creditors
	Meeting of Creditors	<ul style="list-style-type: none"> - Internal planning meetings in preparation for the second meeting of creditors - Responding to enquiries in relation to the second meeting of creditors - Preparing meeting file, including agenda, certificate of postage, reports to creditors, advertisement of meeting and draft minutes of meeting - Preparing presentation for the second meeting of creditors - Attending and chairing the second meeting of creditors
	Banking Syndicate reporting	<ul style="list-style-type: none"> - Preparing reports to the Banking Syndicate and their representatives - Attending to enquiries from the Banking Syndicate and their representatives
Employees 1.50 hrs \$600.00	Employee enquiries	<ul style="list-style-type: none"> - Receiving and following up employee enquiries via telephone, facsimile and email
	Employee dividend	<ul style="list-style-type: none"> - Corresponding with employees and the Department of Education, Employment and Workplace Relations (DEEWR) regarding intention to declare priority dividend - Liaising with Australian Taxation Office (ATO) regarding proof of debt related to superannuation guarantee charge - Advertising dividend notice - Receipting and adjudicating proofs of debt - Calculating dividend rate and preparing dividend file - preparing payment vouchers to pay dividend - preparing correspondence to employees and DEEWR enclosing payment of dividend - Ensuring PAYG is remitted to the ATO

Task Area	General Description	Includes
Investigation 1.50 hrs \$600.00	Conducting investigation	- Completing preliminary investigations and finalising investigations file
Trade On / Wind Down 1.50 hrs \$600.00	Accounting for Indemnity Agreement	- Internal reporting of financial position under the terms of the Indemnity - Updating estimated outcome statement

3. Summary of anticipated work to be undertaken by Ian Carson, David McEvoy, Craig Crosbie, their partners and staff during the Liquidation process for the period from the date of the second meeting of creditors to the completion of the liquidation

Task Area	General Description	Includes
Administration 37.50 hrs \$15,000.00	Document maintenance / file review / checklist	<ul style="list-style-type: none"> - Attendance to filing - Updating checklists for statutory duties
	Insurance	<ul style="list-style-type: none"> - Corresponding with Willis regarding insurance policies - Arranging the finalisation of insurance policies
	Bank account administration	<ul style="list-style-type: none"> - Preparing correspondence to close bank accounts - Requesting bank statements - Preparing bank account reconciliations - Correspondence with bank regarding specific transfers
	ASIC Form 524 and other forms	<ul style="list-style-type: none"> - Preparing and lodging forms with the ASIC - Correspondence with the ASIC regarding statutory forms
	ATO & other statutory reporting	<ul style="list-style-type: none"> - Lodging business activity statements with the ATO - Considering ongoing financial and statutory reporting requirements
	Processing receipts and payments	<ul style="list-style-type: none"> - Preparing and authorising receipt and payment vouchers - Entering receipts and payments into accounting system
	Finalisation	<ul style="list-style-type: none"> - Notifying ATO of finalisation - Cancelling ABN / GST / PAYG registration - Completing finalisation checklists
	Planning / review	<ul style="list-style-type: none"> - Various internal meetings regarding status of liquidation - Attending to media enquiries
	Books and records / storage	<ul style="list-style-type: none"> - Dealing with records in storage - Sending job files to storage
Creditors 37.50 hrs \$15,000.00	Creditor enquiries	<ul style="list-style-type: none"> - Preparing regular updates to creditors to be published on the PPB Advisory website - Receiving and following up creditor enquiries via telephone, facsimile and email - Reviewing and preparing correspondence to creditors and their representatives via facsimile, email and post
	Creditor reports	<ul style="list-style-type: none"> - Preparing general reports to creditors - Preparing reports to the members of the Committee of Inspection (Col), should one be appointed
	Dealing with informal proofs of debt	<ul style="list-style-type: none"> - Receipting and filing proofs of debt when not related to a dividend
	Banking Syndicate	<ul style="list-style-type: none"> - Preparing reports to the Banking Syndicate and their representatives - Responding to enquiries from the Banking Syndicate and their representatives - Attending meetings with the Banking Syndicate and their representatives
	Meetings of creditors	<ul style="list-style-type: none"> - Preparing notices relating to general meetings of creditors - Responding to creditor enquiries related to general meetings of creditors - Preparing meeting file, including agenda, attendance register, list of creditors, reports to creditors and draft minutes of meeting - Attending and chairing creditors meetings - If a Col is appointed: <ul style="list-style-type: none"> o Preparing notices relating to meetings of the Col o Preparing meeting file, including agenda, attendance register, list of Col members, reports to the Col and draft minutes of meeting o Attending and chairing Col meetings - Preparing and lodging minutes of meetings with the Australian Securities and Investments Commission (ASIC)
Dividend 12.50 hrs \$5,000.00	Processing proofs of debt	<ul style="list-style-type: none"> - Corresponding with creditors inviting lodgement of proofs of debt - Receipting proofs of debt and maintaining proof of debt register - Adjudicating proofs of debt - Preparing correspondence to creditors advising outcome of claim adjudication

Task Area	General Description	Includes
	Dividend procedures	<ul style="list-style-type: none"> - Preparing correspondence to creditors advising of intention to declare dividend - Advertising intention to declare dividend - Obtaining clearance from the ATO to allow distribution of the Company's assets - Calculating dividend rate - Corresponding with creditors announcing declaration of dividend - Advertising announcement of dividend - Preparing distribution and dividend file - Processing payment vouchers to pay dividend - Corresponding with creditors enclosing payment of dividend
Employees 12.50 hrs \$5,000.00	Employee enquiries	<ul style="list-style-type: none"> - Receiving and following up employee enquiries via telephone, facsimile and email - Reviewing and preparing correspondence to employees and their representatives via facsimile, email and post
	Employee dividend	<ul style="list-style-type: none"> - Corresponding with employees and the Department of Education, Employment and Workplace Relations (DEEWR) regarding intention to declare priority dividend - Liaising with Australian Taxation Office (ATO) regarding proof of debt related to superannuation guarantee charge - Advertising dividend notice - Receipting and adjudicating proofs of debt - Calculating dividend rate and preparing dividend file - Preparing payment vouchers to pay dividend - Preparing correspondence to employees and DEEWR enclosing payment of dividend - Ensuring PAYG is remitted to the ATO
	Other employee issues	<ul style="list-style-type: none"> - Preparing and issuing employee PAYG payment summaries - Liaising with the Child Support Agency
Investigation 12.50 hrs \$5,000.00	Conducting investigation	<ul style="list-style-type: none"> - Investigations regarding insolvent trading and voidable transactions - Reviewing financial statements and trading history - Obtaining and reviewing Company's books and records - Preparing investigations file
	ASIC reporting	<ul style="list-style-type: none"> - Lodgement of s533 investigation report with the Australian Securities and Investments Commission (ASIC) - Preparing and lodging supplementary s533 report with the ASIC (if required) - Liaising with the ASIC
Trade On / Wind Down 12.50 hrs \$5,000.00	Accounting for Indemnity Agreement	<ul style="list-style-type: none"> - Internal reporting of financial position under the terms of the Indemnity - Updating and finalising estimated outcome statement

4. Summary of the Administrators' disbursements for the period 28 May 2012 to 31 December 2012

Disbursements incurred by the Administrators during the Voluntary Administration process for the period 28 May 2012 to 31 December 2012.

Disbursement Category	\$
A	-
B1	261.06
B2	2,213.00
Total	2,474.06
GST	247.41
Total (incl GST)	\$ 2,721.47

5. Summary of the Administrators' receipts and payments for the period 28 May 2012 to 31 December 2012

Administrators' receipts and payments during the Voluntary Administration process for the period 28 May 2012 to 31 December 2012.

	\$
RECEIPTS	
Asset Realisations	108,640.00
Debtor Monies Collected	332,141.97
GEERS Funds	94,945.77
GST Received	4,736.00
Interest Income	2,073.01
Third Party Monies Received	15,311.44
Total Receipts	557,848.19
PAYMENTS	
Administrators' Costs	(2,458.45)
Administrators' Fees	(141,596.81)
Advertising	(809.33)
Asset Realisation Costs	(6,127.00)
Bank Charges	(62.55)
Debt Collection Fees	(174.00)
GEERS Employee Payments	(76,595.77)
GST Paid	(3,240.00)
Insurance	(870.08)
Labour Hire	(361.97)
Legal Fees	(45,689.13)
Media Consulting Expense	(5,455.29)
PAYG Paid	(15,257.00)
Postage/Courier Fees	(21.86)
Sundry Expenses	(858.00)
Third Party Monies	(102,777.97)
Third Party Service Providers	(5,527.56)
Venue Hire and Incidentals	(626.52)
Total Payments	(408,509.29)
Net Receipts / (Payments)	149,338.90