

Ref:ML:ML:Crown:D11

12 May 2023

**SHERIDANS**  
CHARTERED ACCOUNTANTS

**CROWN CONSTRUCTION SERVICES PTY LTD**  
(In Liquidation) ACN 109 656 304  
**ATF THE CROWN CONSTRUCTION SERVICES UNIT TRUST**  
(Receiver and Manager Appointed) ABN 49 897 453 915  
("the company")

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**Circular to Creditors**

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I refer to my appointment as Liquidator of the company on 3 October 2022, to my appointment as Receiver & Manager of the Crown Construction Services Unit Trust on 11 November 2022 and to my recent Report to Creditors dated 3 May 2023.

Pursuant to the orders made on 11 November 2022, please find enclosed an account of my remuneration, costs and expenses incurred in the receivership and liquidation by way of an itemised invoice.

You are not required to do anything in relation to this circular; it is for your information only.

If you wish to discuss the above matter, please contact Melissa Ledger or Shaun Carrington of this office.

Yours faithfully



JENNIFER E. LOW  
Liquidator of  
Crown Construction Services Pty Ltd

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Principal: Jennifer E. Low  
Level 9, 40 St George's Terrace, Perth WA 6000  
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*Liability limited by a scheme approved under Professional Standards Legislation*

**BILL TO:** CROWN CONSTRUCTION SERVICES PTY LTD ACN 109 656 304 (In Liquidation)  
ATF CROWN CONSTRUCTION SERVICES UNIT TRUST (Receiver and Manager  
Appointed) ABN 49 897 453 915

9 May 2023

**TAX INVOICE**

For professional fees and disbursements incurred in the period 3 October 2022 to 30 April 2023 as detailed:

	<u>\$</u>
<b>Fees:</b>	
Principal : 42.4 hours @ \$540	22,896.00
Director : 40.1 hours @ \$435	17,443.50
Manager : 76.7 hours @ \$310	23,777.00
Senior accountant 1 : 40.3 hours @ \$245	9,873.50
Senior accountant 2 : 125.9 hours @ \$225	28,327.50
Intermediate accountant 1 : 54.4 hours @ \$185	10,064.00
Intermediate accountant 2 : 170.3 hours @ \$175	29,802.50
Graduate : 44.6 hours @ \$150	6,690.00
	<u>148,874.00</u>
Plus GST @ 10%	14,887.40
<b>Total fees</b>	<b><u>163,761.40</u></b>
<b>Disbursements:</b>	
Externally provided non-professional services:	
Advertisements : @ cost	32.00
Parking : @ cost	18.89
Searches : @ cost	39.91
Stationery : @ cost	80.73
Internal disbursements	
ASIC levy : @ fixed annual fee	177.00
RP Data searches : @ fixed one off fee	105.00
Printing and photocopying : @ cost/20 cents per page	1,650.00
Postage : @ cost/\$1.50 local	100.10
Telephone : @ cost/\$1.00 per call national	152.00
Staff vehicle use : @ 72 cents/per km	340.45
	<u>2,696.08</u>
Plus GST @ 10% on GST supply items	264.21
<b>Total disbursements</b>	<b><u>2,960.29</u></b>

**Time Review Detail Crown Construction Services Pty Ltd**

**Job: Crown Construction Services Pty Ltd**

Full WIP review - 3 October 2023 to 30 April 2023

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
03/10/2022	JL	Administration			Print and review Unit Trust document	0.2	540	108.00
03/10/2022	JL	Administration			Strategy meeting with staff	0.7	540	378.00
03/10/2022	JL	Administration			Discussion with SC re progress so far	0.1	540	54.00
03/10/2022	JL	Administration			Staff meeting re progress in afternoon. - Proof letter to director and attachments. - Proof letter to Bankwest	0.5	540	270.00
03/10/2022	JL	Administration			Telephone call with union representative	0.1	540	54.00
03/10/2022	ML	Administration			Proof appointment documents, prepare and lodge 505, open bank account	0.2	310	62.00
03/10/2022	ML	Administration			Meeting to discuss what happened today, proof letters to director and bank	1	310	310.00
03/10/2022	ML	Administration			Meeting preparation, attend meeting with Roger and Daniela to put company in liquidation	0.9	310	279.00
03/10/2022	ND	Administration			Continue meeting with director at premises	0.8	175	140.00
03/10/2022	ND	Administration			Prepare bank opening email and various appointment tasks	0.8	175	140.00
03/10/2022	ND	Administration			Meeting with JL, ML, SC re Crown & Centurion tasks done/tasks to do	0.5	175	87.50
03/10/2022	ND	Assets			Site visit - collect keys from employee residence	0.3	175	52.50
03/10/2022	ND	Employees	Other employee issues		Prepare letter to employees	0.5	175	87.50
03/10/2022	ND	Investigation			Conduct various searches	0.2	175	35.00
03/10/2022	ND	Investigation			Site visit - Osborne Park office. Discuss books and records at premises	1	175	175.00
03/10/2022	ND	Investigation			Prepare notice to Bankwest letter. Prepare bank sweep letter	0.5	175	87.50
03/10/2022	SC	Administration			Prepare letter to director, calls to project managers advising of appointment and discuss with employee	1	225	225.00
03/10/2022	SC	Assets			Calls with project managers re sites and assets, discuss plan of action re warehouses, call with Grays, email to JL	0.5	225	112.50
03/10/2022	SC	Assets			Meeting with JL re office and site visits, summary of discussions with Grays	0.8	225	180.00
03/10/2022	SC	Investigation			Meeting with directors re assets, access to sites, background information	0.6	225	135.00
03/10/2022	SC	Investigation			Attending office and document records kept, discuss ROCAP and various matters with director and wife, drive to supervisor to collect keys	1.7	225	382.50
04/10/2022	JL	Administration			Proof ASIC forms 5011 and 205. Call with SC re warehouse visit	0.1	540	54.00
04/10/2022	JL	Administration			Read SC notes re sites visits	0.1	540	54.00
04/10/2022	JL	Administration			Staff meeting to discuss day, proof emails	0.4	540	216.00
04/10/2022	JL	Creditors			Discuss ML follow further PPSR searches	0.1	540	54.00
04/10/2022	ML	Administration			Lodge Form 205 and 5011, prepare and lodge ASIC insolvency notice. Update checklists	0.4	310	124.00
04/10/2022	ML	Administration			Proof email to Roe Legal re appointment as R&M	0.1	310	31.00
04/10/2022	ML	Administration			Staff meeting to discuss days developments and plan for tomorrow	0.5	310	155.00
04/10/2022	ML	Assets			Proof Bankwest email re freeze account	0.1	310	31.00
04/10/2022	ML	Creditors			Proof 2 x emails to creditors	0.1	310	31.00
04/10/2022	ML	Investigation			PPSR ABN search, prepare summary	0.5	310	155.00
04/10/2022	ML	Investigation			Proof vehicles search email	0.1	310	31.00
04/10/2022	MR	Administration			Fill out ATO appointment form	0.4	150	60.00
04/10/2022	MR	Creditors	Creditor Enquiries, Requests & Dir		Email to Brad (Elite bricklaying and concreting) re PoD	0.1	150	15.00
04/10/2022	MR	Investigation	Conducting investigation		Appointment letters: ATO, share sweep, OSR, Sheriff, services, CSA, vehicle search	0.9	150	135.00
04/10/2022	MR	Investigation	Conducting investigation		ASIC personal name search, ABN lookup, unclaimed money searches, RP Data searches	0.3	150	45.00
04/10/2022	ND	Administration			Meeting with JL, ML, SC re tasks done/tasks to do	0.7	175	122.50
04/10/2022	ND	Assets			Site visit - Osborne Park warehouse and Armadale warehouse	1.2	175	210.00
04/10/2022	ND	Assets			Telephone call to project managers to arrange site visits	0.5	175	87.50
04/10/2022	ND	Creditors			Telephone calls to various PPSR creditors Prepare schedule of PPSR registrations	1.7	175	297.50
04/10/2022	ND	Creditors			Telephone call to trade creditors P&G Guys, RMD and Caledonia Prepare emails to above creds	1	175	175.00
04/10/2022	SC	Administration			Finding out info re white card requirements, calls to Roger re ROCAP, call to Grays re white cards	0.4	225	90.00
04/10/2022	SC	Administration			Proofing and amending appointment letters	0.3	225	67.50
04/10/2022	SC	Assets			Attending warehouses with ND, take photos of assets held at locations and document, traveling between sites and office	1.2	225	270.00
04/10/2022	SC	Assets			Preparing map of sites and email to JL and ML re strategy for visit of sites	0.4	225	90.00
04/10/2022	SC	Assets			Call to Hilti re hired assets, follow up email re break-in and assets on site	0.5	225	112.50
04/10/2022	SC	Assets			Call with Matt re white cards and discuss with ND, email to ML and JL	0.3	225	67.50
04/10/2022	SC	Assets			2x calls with Bankwest re bank accounts, follow up email re confirmation of bank accounts and freezing accounts	0.7	225	157.50
04/10/2022	SC	Assets			Call to solicitor re being appointed as receiver for Trust to deal with assets, prepare follow up email	0.4	225	90.00
04/10/2022	SC	Assets			Meeting with JL, ML and ND re warehouse visits and strategy for site visits	0.7	225	157.50
05/10/2022	JL	Administration			Staff strategy meeting	0.4	540	216.00
05/10/2022	JL	Administration			Call with Roger	0.3	540	162.00
05/10/2022	JL	Creditors			Proof letters to CSA/work cover/services/bank sweep. Initial appoint letters: OSR/share sweep	0.1	540	54.00
05/10/2022	JL	Creditors			Proof letter to landlords x2	0.1	540	54.00
05/10/2022	JL	Employees	Other employee issues		Proof letters to PPSR interests/proof letter to employees. Discuss ML	0.1	540	54.00
05/10/2022	JL	Employees	Other employee issues		Proof and authorise PPSR letters	0.2	540	108.00
05/10/2022	JL	Employees	Other employee issues		Finalise letters to employees	0.2	540	108.00
05/10/2022	JL	Investigation			Proof CSA/work cover/services/bank sweep. Initial appoint letters: OSR/share sweep	0.1	540	54.00
05/10/2022	ML	Administration			Reviewing various emails in, discuss SC re site visits planned etc.	0.5	310	155.00
05/10/2022	ML	Administration			Staff meeting to debrief on day and plans for tomorrow	0.8	310	248.00
05/10/2022	ML	Assets			Proof letters to landlords	0.1	310	31.00
05/10/2022	ML	Creditors			Proof and finalise PPSR letters - proof email to creditor	0.2	310	62.00
05/10/2022	ML	Creditors			Finalising PPSR letters	0.4	310	124.00
05/10/2022	ML	Employees	Other employee issues		Proof and finalise employee letters re FEG	0.4	310	124.00
05/10/2022	MR	Administration			Prepare 2x recharge forms for travel relating to site visits	0.1	150	15.00
05/10/2022	MR	Creditors	Creditor Enquiries, Requests & Dir		Draft email to Safari Group re Crown debts	0.2	150	30.00
05/10/2022	MR	Creditors	Creditor Enquiries, Requests & Dir		Telephone call with Nick (Quinane Concrete) to get email address to send a PoD to. Draft email to	0.4	150	60.00
05/10/2022	MR	Creditors	Creditor Enquiries, Requests & Dir		Telephone call with Marshal re Drake Street Property. Telephone call with Roy (Safari Group) re outstanding amounts owed by crown. Telephone call to Revenue WA re payroll tax liability of crown. Email to ML summarising calls	0.6	150	90.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
05/10/2022	ND	Administration			Meeting with JL, ML, SC re tasks done/tasks to do	0.5	175	87.50
05/10/2022	ND	Assets			Telephone call to site managers & Grays re site visits. Site visit - YRE project, Halcyon Subiaco,	3.3	175	577.50
05/10/2022	ND	Assets			Osborne Park warehouse, Osborne Park office	0.5	175	87.50
05/10/2022	ND	Assets			Prepare site visits excel spreadsheet	0.2	175	35.00
05/10/2022	SC	Administration			Telephone call to site managers re arranging access to premises	0.2	225	45.00
05/10/2022	SC	Assets			Email to Grays re site visits to attend tomorrow	3	225	675.00
05/10/2022	SC	Assets			Multiple site visits, liaison with Grays valuation team, discuss assets with valuers and site managers, travel between sites	0.3	225	67.50
05/10/2022	SC	Assets			Call to Bankwest re freezing account (on hold for 10 mins), email to office	0.3	225	67.50
05/10/2022	SC	Assets			Meeting with JL, ML and ND re site visits and strategy	0.8	225	180.00
06/10/2022	JL	Administration			Meeting with JL, ML and ND re Crown site visits and further strategy over coming days	0.1	540	54.00
06/10/2022	JL	Administration			Review numerous emails	0.2	540	108.00
06/10/2022	ML	Creditors			Staff strategy meeting	0.1	310	31.00
06/10/2022	ML	Employees	Other employee issues		Proof PPSR response emails	0.2	310	62.00
06/10/2022	ND	Administration			Telephone call with Eamonn Mure re FEG and keys for site	0.5	175	87.50
06/10/2022	ND	Assets			Prepare letter to Telstra re transfer service Add appointment to Sheridans website Meeting with JL, ML, SC re Crown & Centurion tasks done/tasks to do	2.4	175	420.00
06/10/2022	ND	Assets			Site visit - Americold Spearwood, Armadale warehouse Collect keys from employee residence	0.5	175	87.50
06/10/2022	ND	Assets			Telephone call in from Oscar at Allstyle concrete re purchasing company assets Prepare emails to project managers re arrange site visits	0.5	175	87.50
06/10/2022	ND	Creditors			Telephone call to Workforce Ext re debt owed Prepare email to Workforce Ext	0.5	175	87.50
06/10/2022	ND	Employees	Other employee issues		Telephone call in from Charlie Giancristofaro re POD and FEG Telephone call to Giulio Cicchini re POD and FEG	0.5	175	87.50
06/10/2022	SC	Assets			Visit to building sites and warehouse with valuer, discuss sale strategy and work required with valuer, travel between sites	2.2	225	495.00
06/10/2022	SC	Assets			Call with Will of Roe Legal re Receivership application and email to ML	0.2	225	45.00
06/10/2022	SC	Assets			Uploading pictures of site visits and discuss with ND	0.2	225	45.00
06/10/2022	SC	Assets			Calls to Landlords and property manager of warehouses re lease	0.2	225	45.00
06/10/2022	SC	Assets			Meeting with JL, ML and ND re site visits and ongoing strategy	0.5	225	112.50
06/10/2022	SC	Creditors			Email to creditor re invoices, review invoices and update Insol	0.3	225	67.50
06/10/2022	SC	Investigation			Call to Bankwest re update on freezing of account and notices for account	0.3	225	67.50
07/10/2022	JL	Administration			Read SC's note re requirements for Court application re Trust	0.1	540	54.00
07/10/2022	JL	Creditors			Read ND's notes re progress PPSR Creditors	0.1	540	54.00
07/10/2022	JL	Creditors			Review site visit photos	0.3	540	162.00
07/10/2022	ML	Administration			Lodge appointment letter on ATO Portal	0.1	310	31.00
07/10/2022	ML	Creditors			Proof email to creditors x 2	0.1	310	31.00
07/10/2022	ML	Creditors			Proof PPSR emails	0.2	310	62.00
07/10/2022	ND	Assets			Prepare email and letter to Josh at Lendlease re cease trade and site visit	0.2	175	35.00
07/10/2022	ND	Creditors			Telephone call and emails to PPSR creditors Email acknowledge discharged registrations Update PPSR creditors worksheet	1.1	175	192.50
07/10/2022	ND	Employees	Other employee issues		Add Vlado Strafela POD to Insol and email acknowledge	0.4	175	70.00
07/10/2022	ND	Employees	Other employee issues		Add Paul Griffin POD to Insol and email acknowledge	0.4	175	70.00
07/10/2022	SC	Administration			Lodging and printing ASIC forms	0.1	225	22.50
07/10/2022	SC	Assets			Call to Andrew re info for appointment as Receiver, email to JL with list of requirements and docs to be provided, reviewing current documents on hand	0.6	225	135.00
07/10/2022	SC	Assets			Call with AJG re risk address change, prepare LoAs for JL to sign	0.3	225	67.50
07/10/2022	SC	Assets			Email to AJG re prior insurance, review insurance invoices	0.2	225	45.00
07/10/2022	SC	Assets			Reviewing insurance invoices for D&O policy	0.2	225	45.00
07/10/2022	SC	Assets			Letter to BADGE Construction re purchasing armoured joints from the company	0.5	225	112.50
07/10/2022	SC	Creditors			Assist ND with PPSR verification form	0.1	225	22.50
07/10/2022	SC	Employees	Other employee issues		Call from employee re FEG claim	0.1	225	22.50
10/10/2022	JL	Administration			Discussion with ML re job management	0.1	540	54.00
10/10/2022	JL	Administration			Review ML's list of outstanding matters	0.1	540	54.00
10/10/2022	JL	Assets			Approve x7 file emails to PPSR creditors	0.1	540	54.00
10/10/2022	JL	Creditors			Review file SC's file note of call with landlord	0.1	540	54.00
10/10/2022	ML	Administration			Job management - update task list, import Insol tasks and assign, email to team summarising work to be done	0.3	310	93.00
10/10/2022	ML	Assets			Proof multiple emails re site visits	0.1	310	31.00
10/10/2022	ML	Creditors			Proof 3 x PPSR letters	0.1	310	31.00
10/10/2022	ML	Creditors			Proof multiple emails to creditors, acknowledge PoDs	0.2	310	62.00
10/10/2022	ND	Assets			Reply email to project builder re site visit	0.2	175	35.00
10/10/2022	ND	Creditors			Telephone call and email follow up to PPSR creds Reply emails to PPSR creds Update PPSR creditor schedule	0.8	175	140.00
10/10/2022	ND	Creditors			Reply email to trade creditor provide POD	0.2	175	35.00
10/10/2022	ND	Creditors			Telephone call in from Ryder Concrete trade creditor Prepare file note of Telephone call	0.4	175	70.00
10/10/2022	ND	Creditors			Begin PPSR validity of RMD registration Reply email to Safari Group trade creditor providing POD	1	175	175.00
10/10/2022	ND	Employees	Other employee issues		Reply email to several employees acknowledge receipt of POD	0.5	175	87.50
10/10/2022	ND	Employees	Other employee issues		Reply email to Biagio re POD	0.1	175	17.50
10/10/2022	ND	Investigation			Reply email to Synergy re further details of the company	0.2	175	35.00
10/10/2022	SC	Assets			Call from Landlord re premises and bond, email to office re conversation	0.4	225	90.00
10/10/2022	SC	Assets			Calls to Roger and Landlord, discuss premises with ND	0.2	225	45.00
10/10/2022	SC	Employees	Other employee issues		Call from employee re FEG and PoD	0.2	225	45.00
10/10/2022	SC	Employees	Other employee issues		Discuss with ND and ML re ND call from employee and advice given	0.2	225	45.00
11/10/2022	JL	Administration			Telephone call with Daniela Ambrosino	0.2	540	108.00
11/10/2022	JL	Administration			Discuss with ML re call Daniela Ambrosino and follow up issues	0.2	540	108.00
11/10/2022	JL	Assets			Read ND's file note re call with creditor and investigation issues raised /Notes to staff.	0.1	540	54.00
11/10/2022	JL	Investigation			Considerations of likely fees/notes to staff	0.1	540	54.00
11/10/2022	JL	Investigation			Read ND's file note re call with creditor and investigation issues raised /Notes to staff.	0.1	540	54.00
11/10/2022	JL	Investigation			Considerations of likely fees/notes to staff	0.1	540	54.00
11/10/2022	ML	Administration			Disc JL re her call with Daniela re mental health of her and Roger/getting Palebay assets/getting ROCAPs done. Instruct ND and SC re attending office and warehouse to get records and complete forms and monitor what Daniela takes from the warehouse as Palebay and personal assets	0.2	310	62.00
11/10/2022	ML	Assets			Proof email to Grays re site visits, proof email to Landlord	0.2	310	62.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
11/10/2022	ML	Creditors			3 x proofs of emails to creditors. Confirming position with PPS Leases	0.3	310	93.00
11/10/2022	ML	Creditors			PPSR validity form, proof 2 x creditor emails	0.2	310	62.00
11/10/2022	ND	Administration			Out of office to copy Armadale warehouse keys for Roger	0.3	175	52.50
11/10/2022	ND	Creditors			Telephone call and email to RMD re PPSR validity Research PPS leases Perform PPSR validity check on RMD registration	1	175	175.00
11/10/2022	ND	Creditors			Reply emails to PPSR creditors Update PPSR creditors schedule Reply email to trade creditor re POD Discuss RMD PPSR validity and disclaimer with ML	1	175	175.00
11/10/2022	ND	Employees	Other employee issues		Telephone call in from former employee Brad Kent re assets at Subiaco and other various matters	1	175	175.00
11/10/2022	ND	Employees	Other employee issues		Prepare file note of above Telephone call Telephone call in from Roger re Telstra mobile transfers	0.3	175	52.50
11/10/2022	SC	Administration			Telephone call in from Vlado former employee re FEG	0.2	225	45.00
11/10/2022	SC	Administration			Email to Telstra re transfer of accounts and termination of services	0.2	225	45.00
11/10/2022	SC	Assets			Email to Telstra re transfer of services to Roger and family	0.2	225	45.00
11/10/2022	SC	Assets			Call with Daniela re assets at warehouse, books and records and ASIC forms, discuss with ML and email to JL	0.5	225	112.50
11/10/2022	SC	Assets			Call from landlord re lease obligations	0.1	225	22.50
11/10/2022	SC	Assets			Email to Grays re site visits and advice on timber costs	0.3	225	67.50
11/10/2022	SC	Assets			Email to property manager re queries of the lease	0.2	225	45.00
11/10/2022	SC	Assets			Email to landlord re bond and coming weeks access to premises	0.3	225	67.50
11/10/2022	SC	Creditors			Review RMD lease docs re PPS references, review prior correspondence and invoices	0.3	225	67.50
11/10/2022	SC	Creditors			Prepare report to creditors	0.8	225	180.00
11/10/2022	SC	Creditors			Prepare report to creditors cont.	0.8	225	180.00
11/10/2022	SC	Creditors			Prepare report to creditors cont.	0.3	225	67.50
12/10/2022	JL	Administration			Review notes for DIRRI	0.1	540	54.00
12/10/2022	JL	Administration			Read SC's notes re site visit/ND's comment	0.2	540	108.00
12/10/2022	JL	Creditors			Query from ML re hire agreements/notes	0.2	540	108.00
12/10/2022	JL	Creditors			Reviewing validity of PPSR registration: Rapid	0.2	540	108.00
12/10/2022	JL	Creditors			Read TMR landlord email/Query with ML	0.1	540	54.00
12/10/2022	JL	Investigation			Review ND's file note call with former employee B.Kent/review notes of further conversation	0.2	540	108.00
12/10/2022	ML	Administration			Call with SC re attendance with Roger and Daniela. Call to Telstra re maintaining internet. Email to Telstra. Discuss with SC/ND re collection of records and contacting IT company.	0.5	310	155.00
12/10/2022	ML	Creditors			Call with creditor, prepare email. Amend PoD.	0.2	310	62.00
12/10/2022	ML	Creditors			Proof 3 x emails to creditors, review of lease for warehouse and letter from John R, summarise contents and review of PPSR.	1.1	310	341.00
12/10/2022	ML	Employees	Other employee issues		Meeting with Employee, Brian, who hand delivered pod	0.1	310	31.00
12/10/2022	ML	Investigation			Proof letter to accountant for books and records	0.1	310	31.00
12/10/2022	ND	Assets			Telephone call to Crothers Construction re site visit	0.1	175	17.50
12/10/2022	ND	Creditors			Research provable debts under the Corps Act in relation to Workforce debt Research priority of above debt Reply emails to trade creditors acknowledge PODs	0.2	175	35.00
12/10/2022	ND	Investigation			Site visit - Osborne Park office and warehouse Assisting director with Form 509	1.3	175	227.50
12/10/2022	SC	Administration			Preparing ASIC Form 509, review books and records provided by director to assist	0.4	225	90.00
12/10/2022	SC	Administration			Discuss with ML and ND re transfer of Telstra services	0.1	225	22.50
12/10/2022	SC	Administration			Email to Roger re transfer of services to him personally	0.2	225	45.00
12/10/2022	SC	Assets			Travel to warehouse, meeting with director at warehouse and discuss ASIC Form 509	0.5	225	112.50
12/10/2022	SC	Assets			Preparing debtor listing for company	0.3	225	67.50
12/10/2022	SC	Assets			Review email from BADGE re armour joints, email to JL and ML	0.3	225	67.50
12/10/2022	SC	Assets			Review emails in from landlord and discuss with ML, email reply re access to premises and bond	0.5	225	112.50
12/10/2022	SC	Assets			Reviewing letter from warehouse landlord re claims and access to premises	0.3	225	67.50
12/10/2022	SC	Investigation			Attendance at office to collect books and records, discuss with Roger and Daniela re collection of records and MYOB, assist with form 509	0.8	225	180.00
12/10/2022	SC	Investigation			Email to JL with summary of office visit	0.1	225	22.50
12/10/2022	SC	Investigation			Discuss books and records with DB and ML and access to premises	0.1	225	22.50
13/10/2022	DB	Administration			Planning meeting	0.8	435	348.00
13/10/2022	JL	Assets			Discuss with ND re access to St. Mary school	0.1	540	54.00
13/10/2022	JL	Assets			Discussion ML re site issues	0.1	540	54.00
13/10/2022	JL	Creditors			Discuss with ML re office lease and call with landlord	0.2	540	108.00
13/10/2022	JL	Creditors			Issue of office lease: read email from TMR/Read ML's notes re office/discuss ML	0.5	540	270.00
13/10/2022	JL	Creditors			Read SC's notes re Badge & joints/notes	0.1	540	54.00
13/10/2022	JL	Creditors			Proof letter to landlord	0.1	540	54.00
13/10/2022	ML	Administration			Discuss SC re 509 and email to Roger	0.1	310	31.00
13/10/2022	ML	Administration			Call with Roger re various	0.2	310	62.00
13/10/2022	ML	Administration			Meeting to discuss plan for dealing with agitated landlord and collection of books and records	0.3	310	93.00
13/10/2022	ML	Assets			Create schedule of third party owned assets, devise plan for dealing with the return of assets on hire	0.7	310	217.00
13/10/2022	ML	Assets			Letter to office landlord, amended	0.2	310	62.00
13/10/2022	ML	Creditors			Review of and summarise TMR lease and terms	1.1	310	341.00
13/10/2022	ML	Creditors			Call with Ian Marshall and discuss with JL re lease, drafting letter to landlord	0.4	310	124.00
13/10/2022	ML	Creditors			Email to John R re lease	0.1	310	31.00
13/10/2022	ML	Investigation			Sign up with IT company	0.1	310	31.00
13/10/2022	MR	Creditors			Create listing of all creditors of Crown Construction. Find address, phone number, email address for each creditor. Add amount owed. Import list to Insol	1.9	150	285.00
13/10/2022	ND	Administration			Prepare yellow reminders for AAR and 3-month stat report	0.1	175	17.50
13/10/2022	ND	Administration			Staff meeting re action plan for Friday	0.7	175	122.50
13/10/2022	ND	Assets			Site visits - Innaloo loading dock, Osborne Park office, Curtin Uni library	2.4	175	420.00
13/10/2022	ND	Investigation			Telephone call to Synergy re supply addresses	0.2	175	35.00
13/10/2022	SC	Administration			Call with director re WIP and 509 form	0.2	225	45.00
13/10/2022	SC	Assets			Travelling to building sites and liaise with site managers and valuer, discuss with ML on return to office	2	225	450.00
13/10/2022	SC	Assets			Discuss landlord issue with ML and site assets	0.2	225	45.00
13/10/2022	SC	Assets			Reviewing contract with BADGE and response to our letter, prepare response letter re company property	1	225	225.00
13/10/2022	SC	Assets			Email to Casuarina Prison re appointment and inspection of site and assets	0.3	225	67.50
13/10/2022	SC	Assets			Call from landlord and discuss with ML	0.1	225	22.50

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
13/10/2022	SC	Investigation			Meeting with office re strategy for collecting books and records, securing electronic records	0.7	225	157.50
14/10/2022	DB	Investigation			Preparation for and attend site visit, collecting books and records	1.8	435	783.00
14/10/2022	JL	Administration			Discussion with SC re Form 509 & employee entitlements	0.1	540	54.00
14/10/2022	JL	Administration			Update discussion ML re site visit	0.1	540	54.00
14/10/2022	JL	Administration			Proof Form 509/Form 531	0.1	540	54.00
14/10/2022	JL	Creditors			Read ML's note re classic Hire agreement re PPSR issues and collecting the goods. Read ML's notes re dealing with hire Creditors generally/notes	0.2	540	108.00
14/10/2022	JL	Creditors			Discussion ML email from Office Landlord	0.1	540	54.00
14/10/2022	JL	Creditors			Reviewing ND's notes on work done Services/discussion ML	0.1	540	54.00
14/10/2022	JL	Creditors			Review initial circular to creditors	0.3	540	162.00
14/10/2022	JL	Creditors			Checking mail labels/Discuss ML	0.3	540	162.00
14/10/2022	JL	Creditors			Review revised circular to creditors	0.1	540	54.00
14/10/2022	JL	Employees	Other employee issues		Read ND's note re contract Reddifund/Notes	0.2	540	108.00
14/10/2022	JL	Employees	Other employee issues		Proof letter to Reddifund/amend	0.1	540	54.00
14/10/2022	JL	Employees	Other employee issues		Proof letter to landlord/amend	0.1	540	54.00
14/10/2022	ML	Assets			Proof letter to landlord and disclaimer	0.2	310	62.00
14/10/2022	ML	Creditors			Proof email to Hilti	0.1	310	31.00
14/10/2022	ML	Creditors			Prepare and proof creditors report	1.4	310	434.00
14/10/2022	ML	Creditors			Adding creditor listing to creditors report, prepare mailing labels, make changes	0.9	310	279.00
14/10/2022	ML	Creditors			Proof and lodge 531 and 5604. Lodge report on ATO portal, lodge on FEG portal	0.1	310	31.00
14/10/2022	ML	Employees	Other employee issues		Proof letter to Reddifund	0.1	310	31.00
14/10/2022	MR	Assets	Sale of Real Property		Travel to and from company office, collect books and records from office	2.3	150	345.00
14/10/2022	MR	Investigation			Update bank, share, service sweep schedules	0.3	150	45.00
14/10/2022	ND	Creditors			Reply emails to trade creditors provide POD	0.5	175	87.50
14/10/2022	ND	Creditors			Print and prepare report to creditors for mailing	0.5	175	87.50
14/10/2022	ND	Employees	Other employee issues		Telephone call in from Kieron Gubbins of Reddifund (redundancy service) Prepare email summary of telephone call Prepare letter to Reddifund re records and hold payments	0.8	175	140.00
14/10/2022	ND	Investigation			Reply emails to IT Solutions re site visit and company assets	0.3	175	52.50
14/10/2022	ND	Investigation			Telephone call and email to IT Solutions re site visit	0.2	175	35.00
14/10/2022	ND	Investigation			Site visit Osborne Park office to collect books and records	2	175	350.00
14/10/2022	SC	Administration			Prepare draft 509 form	0.3	225	67.50
14/10/2022	SC	Administration			Email to director re form 509 and prepare breakdown of figures used	0.5	225	112.50
14/10/2022	SC	Administration			Prepare ASIC forms 531 and 5604	0.2	225	45.00
14/10/2022	SC	Assets			Review letter from Crothers Construction and look at contract	0.2	225	45.00
14/10/2022	SC	Assets			Reading Crothers contract and specifically clauses re insolvency of the company	0.3	225	67.50
14/10/2022	SC	Assets			Prepare letter to landlord disclaiming lease and prepare ASIC form 525	0.4	225	90.00
14/10/2022	SC	Employees	Other employee issues		Discuss employee claims with ND	0.1	225	22.50
14/10/2022	SC	Investigation			Attendance at office to secure and collect books and records, discuss with director, travel between sites	2.3	225	517.50
17/10/2022	DB	Investigation			Prepare file note for Friday's site visit collecting books & records	0.4	435	174.00
17/10/2022	JL	Administration			Read DB's notes on Friday site visit	0.1	540	54.00
17/10/2022	JL	Assets	Sale of Real Property		Proof letter out to Classic hire, letter to St Mary's contractor	0.1	540	54.00
17/10/2022	JL	Creditors			Check Form 525 disclaimer re Canon	0.1	540	54.00
17/10/2022	ML	Assets			Proof letter to builder for St Mary's, Proof email to Grays re Armour Joints	0.2	310	62.00
17/10/2022	ML	Assets			Proof email to Roger re armour joint and printer. Email to Classic Hire re collect assets from site	0.3	310	93.00
17/10/2022	ML	Creditors			Proof email to Workext and discuss with ND his call with them, Proof letter to Cannon and 525,	0.6	310	186.00
17/10/2022	ML	Employees	Other employee issues		Review of Hilti agreement, email file note on the agreement and no lodgement on the PPSR	0.2	310	62.00
17/10/2022	MR	Creditors	Creditor Enquiries, Requests & Dire		Read letter in from Reddifund and review statements	0.2	150	30.00
17/10/2022	MR	Creditors	Creditor Enquiries, Requests & Dire		Reply to email from Ryder Concrete, ask to fill out PoD	0.2	150	30.00
17/10/2022	MR	Creditors	Creditor Enquiries, Requests & Dire		Prepare email to Craig (classic hire) re change of email address request	0.2	150	30.00
17/10/2022	MR	Employees	Other employee issues		Prepare schedule of super owed to employees	1	150	150.00
17/10/2022	ND	Administration			Prepare recharge forms for mileage all site visits Add circular to Sheridans website	0.1	175	17.50
17/10/2022	ND	Administration			Prepare recharge form for parking	0.1	175	17.50
17/10/2022	ND	Creditors			Telephone call in from Source Machinery (trade creditor) Prepare letter to Source Machinery	0.5	175	87.50
17/10/2022	ND	Creditors			Update PPSR schedule and file yellows	0.1	175	17.50
17/10/2022	ND	Creditors			Telephone call from Rob Workforce Ext re POD Email acknowledge POD	0.3	175	52.50
17/10/2022	ND	Creditors			Adjudicating Workforce Ext claim	1	175	175.00
17/10/2022	SC	Assets			Calls with site director re purchase of armour joints	0.2	225	45.00
17/10/2022	SC	Assets			Review contract with Crothers, prepare letter to Crothers re site visit and assets held on site	1	225	225.00
17/10/2022	SC	Assets			Calls with Andy re prison site visit and discuss with ND	0.2	225	45.00
17/10/2022	SC	Assets			Review Grays emails, check site photos for armour joints and email to Roger	0.4	225	90.00
17/10/2022	SC	Assets			Amend letter to Crothers following email in from Crothers, email scan to JL and prepare email to Roger	0.3	225	67.50
17/10/2022	SC	Assets			Email to Roger re armour joints location and further information, inform him re Canon claim to printer	0.4	225	90.00
17/10/2022	SC	Investigation			Calls with Michael and Roger re access to property and books and records, update re electronic records	0.3	225	67.50
18/10/2022	JL	Administration			Notes from ML of discussion to have with Blackwall/Read second note from ML	0.1	540	54.00
18/10/2022	JL	Assets			Read SC's notes on joints & BADGE/my notes	0.1	540	54.00
18/10/2022	JL	Assets			Proof email to Blackwall Legal/Discuss with ML	0.2	540	108.00
18/10/2022	JL	Assets			Review & sign engagement agreement	0.2	540	108.00
18/10/2022	JL	Creditors			Read complaint email from creditor Source Machinery	0.1	540	54.00
18/10/2022	JL	Creditors			Read ND's email re contact with warehouse	0.1	540	54.00
18/10/2022	JL	Employees	Other employee issues		Review draft FEG questionnaire	0.1	540	54.00
18/10/2022	ML	Administration			Read Blackwall Engagement Agreement and send signed copy back	0.1	310	31.00
18/10/2022	ML	Assets			Emails re RMD collecting goods - email to RMD and then a separate email to each project manager. Call to Blackwall, brief rundown of the issues impacting asset realisation	0.5	310	155.00
18/10/2022	ML	Assets			Instruction email to Blackwall re Hilti PPSR and Landlord PPSR. Proof emails to Grays and former employee re columns to sell	0.8	310	248.00
18/10/2022	ML	Employees	Other employee issues		Proof FEG initial questionnaire	0.2	310	62.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
18/10/2022	ML	Employees	Other employee issues		Proof letter to Sybiz re payroll records	0.1	310	31.00
18/10/2022	ND	Assets			Prepare email to Grays re columns at warehouse	0.2	175	35.00
18/10/2022	ND	Creditors			Reply email acknowledge various trade creditor PODs Add to Insol	1.1	175	192.50
18/10/2022	ND	Employees	Other employee issues		Continue FEG questionnaire and send to JL for approval Email acknowledge employee PODs	1.5	175	262.50
18/10/2022	SC	Assets			Review RMD hire listings	0.2	225	45.00
18/10/2022	SC	Assets			Call from BADGE re armour joints, review site photos, email to office re strategy for realising	0.5	225	112.50
18/10/2022	SC	Assets			Call with landlord property agent re strategy for removing assets, email to office re conversation	0.3	225	67.50
18/10/2022	SC	Assets			Call to Wayne re Karrinyup site and possible purchase of assets, email to office re summary of call	0.4	225	90.00
18/10/2022	SC	Assets			Review site photos re column shutters and discuss matter with ND	0.3	225	67.50
18/10/2022	SC	Assets			Prepare file note to Roe Legal re application to be appointed as Receiver	2	225	450.00
18/10/2022	SC	Employees	Other employee issues		Letter to Sybiz re employee records	0.2	225	45.00
18/10/2022	SC	Employees	Other employee issues		Letter to Sybiz re employee records and call to Sybiz re email address	0.1	225	22.50
19/10/2022	JL	Administration			Review file note to Roe Legal re Court application	0.1	540	54.00
19/10/2022	JL	Administration			Read ML's notes on calls with Roger	0.1	540	54.00
19/10/2022	JL	Assets			Note from SC re bank accounts & site assets/make notes	0.2	540	108.00
19/10/2022	JL	Assets			Discussion SC re armour joints/Badge	0.1	540	54.00
19/10/2022	JL	Creditors			Read ML's notes re source machinery, discuss with ML	0.2	540	108.00
19/10/2022	JL	Creditors			Review PoD adjudication: Tacoma	0.1	540	54.00
19/10/2022	JL	Employees	Other employee issues		Print & sign Telstra/Proof email to employee	0.1	540	54.00
19/10/2022	JL	Employees	Other employee issues		Read ND's file note re calls with Reddifund and Google	0.4	540	216.00
19/10/2022	ML	Administration			Proof file note re appointment as R&M, call with Roger re various	0.3	310	93.00
19/10/2022	ML	Administration			File note call with Roger re various	0.3	310	93.00
19/10/2022	ML	Assets			Email to Source Machinery, call with Source and email to JL re no hire agreement was signed, disc JL plan with Source, Call Source Machinery to ask for further evidence of hire arrangement in place Proof email to Newest and disc with ND to organise return of items to Source, Proof email to JR re lease	0.5	310	155.00
19/10/2022	ML	Assets				0.3	310	93.00
19/10/2022	ML	Creditors			Adjudicate Tacoma claim and Email Tacoma re adjudication	0.3	310	93.00
19/10/2022	ML	Employees	Other employee issues		Disc ND re Reddifund	0.1	310	31.00
19/10/2022	ND	Creditors			Telephone call to Carmel Source Machinery re crane hook Telephone call and email to David Newest re site visit	0.7	175	122.50
19/10/2022	ND	Employees	Other employee issues		Telephone call with Kieron Reddifund re queries Prepare file note of Telephone call and discuss with ML	1.6	175	280.00
19/10/2022	SC	Administration			Prepare Telstra form for change of ownership discuss with ML, 2x calls to Telstra re possible debt and transfer, email to Wayne re filling out form for transfer	0.7	225	157.50
19/10/2022	SC	Administration			Email to JL re Telstra services and discuss banks with ML	0.2	225	45.00
19/10/2022	SC	Administration			Email to JL re Telstra bill and services, email to JL re file note	0.3	225	67.50
19/10/2022	SC	Administration			Prepare email to Telstra re services and scan in form	0.2	225	45.00
19/10/2022	SC	Assets			Call with Grays re update on sites, discuss bank accounts with ML and prepare email update to office	0.5	225	112.50
19/10/2022	SC	Assets			Prepare file note to assist with Receivership application, scan and load docs to Insol	0.8	225	180.00
19/10/2022	SC	Assets			Call to Bankwest re transfer of funds (on hold for 12 mins), letter to Bankwest re balance and transfer	0.3	225	67.50
19/10/2022	SC	Assets			Discuss BADGE asset sale with JL and ML	0.2	225	45.00
19/10/2022	SC	Assets			Discuss source machinery with ML and read email re ML convo regarding hire agreement	0.2	225	45.00
19/10/2022	SC	Assets			Prepare Dropbox link and email to Roe Legal re application to Court to be appointed as Receiver of the Trust	0.3	225	67.50
19/10/2022	SC	Assets			Email to landlord re strategy for sale of items from the property and removal of goods, suggest proposed agreement	0.4	225	90.00
19/10/2022	SC	Investigation			Reading ND file note re reddifund	0.1	225	22.50
20/10/2022	JL	Creditors			Review email from JR re landlord/Notes to staff	0.1	540	54.00
20/10/2022	JL	Creditors			Discussion ML Workforce PoD	0.1	540	54.00
20/10/2022	JL	Creditors			Staff meeting - discuss current issues	0.6	540	324.00
20/10/2022	ML	Assets			Proof email to landlord, disc ND re his call with Roger	0.3	310	93.00
20/10/2022	ML	Assets			Summary of position with site and other assets, call with Matt at Grays re getting ready to take assets	0.6	310	186.00
20/10/2022	ML	Creditors			Disc JL re Workext adjudication	0.2	310	62.00
20/10/2022	MR	Administration			Add all PoD's received to insol	1.1	150	165.00
20/10/2022	MR	Employees	Other employee issues		Add to schedule of all super owed to employees	0.8	150	120.00
20/10/2022	MR	Employees	Other employee issues		Add all employees to creditor listing on Insol	0.7	150	105.00
20/10/2022	ND	Administration			Telephone call from Roger re ROCAP Email summary to ML and SC	0.4	175	70.00
20/10/2022	ND	Assets			Telephone call to Marty re Alkimos assets Email summary to JL, ML and SC	0.5	175	87.50
20/10/2022	ND	Creditors			Telephone call from and email to Bob Classic Hire re sea container Alkimos Discuss with ML	0.7	175	122.50
20/10/2022	ND	Creditors			Telephone call from Bob Classic Hire re collecting container Discuss with ML Email to Bob re no access tomorrow	0.4	175	70.00
20/10/2022	SC	Administration			Email to Roger re ROCAP	0.2	225	45.00
20/10/2022	SC	Assets			Response to landlord re security, proposed agreement, sale of assets and reletting	0.3	225	67.50
20/10/2022	SC	Assets			Call to AJG re insurance cover going forward, email to office with strategy going forward re disclaiming contracts and insurance	0.4	225	90.00
20/10/2022	SC	Assets			Prepare letter to BADGE re offer for assets	0.2	225	45.00
20/10/2022	SC	Assets			Review Grays asset listing, email to Roger re quantum of scaffolding and formworks	0.3	225	67.50
20/10/2022	SC	Assets			Discuss with ND and ML re assets on site, how to access	0.2	225	45.00
20/10/2022	SC	Employees	Other employee issues		Call with Daniela re entitlements	0.1	225	22.50
21/10/2022	DB	Assets			Investigate contracts, discuss ML, prepare email Blackwall	1.2	435	522.00
21/10/2022	JL	Assets			Read ML's notes of summary of position/read ND's notes/my notes	0.2	540	108.00
21/10/2022	JL	Assets			Reads SC's notes on Prison contract	0.1	540	54.00
21/10/2022	JL	Assets			Read SC's notes re call with Casuarina supervisor	0.1	540	54.00
21/10/2022	JL	Creditors			Read ML's notes call with Blackwall/Discuss ML	0.1	540	54.00
21/10/2022	JL	Employees	Other employee issues		Proof letter to Services Australia/Discuss SC	0.2	540	108.00
21/10/2022	ML	Administration			Plan of action file note, update for days developments and plan for next week	0.5	310	155.00
21/10/2022	ML	Assets			Call to Jonathan at Blackwall, file note of Telephone call with	0.3	310	93.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
21/10/2022	ML	Assets			Proof emails to Grays, Classic Hire, Source Machinery, Landlord's agent and All Star all regarding meetings to happen on Monday	0.4	310	124.00
21/10/2022	ML	Creditors			Call with Powerbrt re creditor, email, update insol	0.1	310	31.00
21/10/2022	ML	Creditors			Proof 4 x emails to creditors acknowledging PoDs and NoPs	0.1	310	31.00
21/10/2022	MR	Creditors	Dealing with proofs of debt		4x emails acknowledging PoD + NoPs. Scan PoDs, add to Insol	0.9	150	135.00
21/10/2022	MR	Employees	Other employee issues		Add employee to creditor listing on Insol with PoD	0.2	150	30.00
21/10/2022	ND	Administration			Leave office to collect HDD from OSIT office Meeting with Roger re ROCAP and handing keys	2	175	350.00
21/10/2022	ND	Assets			Telephone call and email to Matt Craggs re site visits and asset storage at Grays	0.7	175	122.50
21/10/2022	ND	Assets			Prepare emails to all parties re site visits on Monday	0.5	175	87.50
21/10/2022	ND	Creditors			Prepare disclaimer for RMD equipment Send disclaimer form to JL for approval and lodge	0.7	175	122.50
21/10/2022	SC	Administration			Prepare schedules for ROCAP and review ROCAP from director	0.4	225	90.00
21/10/2022	SC	Assets			Calls to Rod re assets at Casuarina Prison and access to site, call to a director re assistance for attending site and contact details, email to office with update	0.6	225	135.00
21/10/2022	SC	Assets			Call from director re meeting and assets, prepare schedule of Crown assets, prepare for meeting with director, start letter to Broad re access to prison site	1.3	225	292.50
21/10/2022	SC	Assets			Meeting with Roger re keys, storage of assets at Armadale warehouse, ROCAP and landlord.			
21/10/2022	SC	Assets			Summary email to office re meeting	0.9	225	202.50
21/10/2022	SC	Assets			Discuss with JL re assets and storage, letter to Centrelink	0.2	225	45.00
21/10/2022	SC	Assets			Letter to Broad re access to prison site	0.3	225	67.50
21/10/2022	SC	Assets			Prepare email to Roger re debtors, sites, asset sales and prepare Dropbox list	0.4	225	90.00
22/10/2022	JL	Administration			Review updated Plan of action	0.1	540	54.00
24/10/2022	JL	Assets			Read letter of advise from Blackwell re Crothers and discuss ML. Read ML's notes call with Jonathan at Blackwall	0.3	540	162.00
24/10/2022	JL	Assets			Read SC's notes re site & warehouse visits & EOI from Allstyle, discuss ML	0.2	540	108.00
24/10/2022	JL	Assets			Read email from Broad re Casuarina/Discuss with ML	0.2	540	108.00
24/10/2022	JL	Assets			Pint and review listing of assets	0.2	540	108.00
24/10/2022	ML	Assets			Emails to agent, valuer and potential purchaser to organise meeting at premises at 1pm to view items, call with Jonathan and email a file note of the conversation	0.4	310	124.00
24/10/2022	ML	Assets			Read Blackwall advice and draft letter to Crothers, disc with JL, Call with Blackwall re suggested amendments, Disc SC re Allstyle wanting to purchase items ahead of auction, email to Roger re where is a listing of the assets on sites and use of Armadale warehouse	0.6	310	186.00
24/10/2022	ML	Employees	Other employee issues		Proof email to My Leave	0.1	310	31.00
24/10/2022	MR	Creditors			Obtain different address for RTS mail from creditor report	0.1	150	15.00
24/10/2022	MR	Employees	Other employee issues		Enter mark Wade claim into Insol	0.1	150	15.00
24/10/2022	MR	Employees	Employees enquiries		Email to Antonio Tassone re NoPs	0.1	150	15.00
24/10/2022	MR	Employees	Employees enquiries		Email to Peter Griffin re NoP	0.1	150	15.00
24/10/2022	ND	Assets			Site visit - Alkimos and Yanchep stations to access sea containers	2	175	350.00
24/10/2022	ND	Assets			Site visit - Osborne Park warehouse for sale of Crown equipment to Allstyle concrete	2.2	175	385.00
24/10/2022	ND	Assets			Search Crown HDD for tool registers/listings	0.5	175	87.50
24/10/2022	SC	Assets			Email to Grays re site visits	0.2	225	45.00
24/10/2022	SC	Assets			Travel to rail sites, inspect assets, liaising with valuer	1.7	225	382.50
24/10/2022	SC	Assets			Prepare draft contract for the sale of columns	0.4	225	90.00
24/10/2022	SC	Assets			Review asset listing and compare with assets located on site	0.2	225	45.00
24/10/2022	SC	Assets			Discuss possible sale with subcontractor, liaise with Grays re values and transportation of assets, discuss with landlord's agent re sale of assets from the warehouse, negotiate sale	2.2	225	495.00
24/10/2022	SC	Assets			Email to office re warehouse sale and further work and strategy	0.4	225	90.00
24/10/2022	SC	Assets			Prepare email to JJ Concrete re sale of columns and prepare invoice and asset listing	0.5	225	112.50
24/10/2022	SC	Assets			Prepare email to Grays re collection of assets and total valuation, prepare asset listing	0.4	225	90.00
24/10/2022	SC	Assets			Discuss with ML re task of realising assets over coming days, prepare email to JJ Concrete	0.3	225	67.50
25/10/2022	DB	Assets	Sale of Real Property		Read email from Broad, review contract, prepare response	1.2	435	522.00
25/10/2022	JL	Creditors			Consider email in Blackwall: advise re warehouse lease & draft letter to W&H/ Discuss ML	0.2	540	108.00
25/10/2022	JL	Creditors			Read SC's notes on call Roe Legal re Court application	0.1	540	54.00
25/10/2022	ML	Administration			Review ROCAP and lodgement	0.1	310	31.00
25/10/2022	ML	Administration			Proof email re meeting	0.1	310	31.00
25/10/2022	ML	Assets			Review Blackwall advice on Landlord, discuss JL re draft letter, Telephone call with Mallika to discuss changes	0.4	310	124.00
25/10/2022	ML	Assets			Email Blackwall re Trust not mentioned	0.1	310	31.00
25/10/2022	MR	Creditors			Find alternate postal address for Drilling and Grouting Services to send Report to Creditors	0.1	150	15.00
25/10/2022	MR	Creditors	Creditor Enquiries, Requests & Dire		Call to Floral image re report to creditors	0.1	150	15.00
25/10/2022	ND	Creditors			Continue adjudication of Workforce claim	0.7	175	122.50
25/10/2022	ND	Investigation			Search Crown HDD for Lendlease contract to assist with claims against builder	0.5	175	87.50
25/10/2022	SC	Administration			Emails to JL re ROCAP, call with Will of Roe Legal re query on ROCAP, lodging ROCAP	0.3	225	67.50
25/10/2022	SC	Assets			Reading Blackwall letter to landlord	0.1	225	22.50
25/10/2022	SC	Assets			Call with Roe Legal re application for appointment to the Trust, email summary of conversation with the office	0.3	225	67.50
25/10/2022	SC	Assets			Call to Roger re Armadale warehouse, asset registers at sites, email office re conversation	0.3	225	67.50
25/10/2022	SC	Creditors			Adding creditor to Insol, email to creditor re liquidation and report to creditors	0.2	225	45.00
26/10/2022	DB	Assets	Sale of Real Property		Discuss Broad contract SC, prepare email to Blackwall	0.3	435	130.50
26/10/2022	DB	Investigation			Brief review of electronic records	0.2	435	87.00
26/10/2022	JL	Assets			Discussion with ML Rogers emails and removing assets from Armadale	0.3	540	162.00
26/10/2022	JL	Assets			Read ML's notes on call with Roger/Discuss ML Read notes on visit to Karrinyup/Discuss ML	0.3	540	162.00
26/10/2022	JL	Investigation			Review ML's diagram/discuss ML Look at Karrinyup photos	0.2	540	108.00
26/10/2022	ML	Administration			Update plan file note	0.5	310	155.00
26/10/2022	ML	Assets			Proof and amend email to Grays re collect assets, Disc ND re call to Bankwest and proof email, proof Blackwall draft letter to Landlord and email re change, disc ND re his Telephone call with Crothers	0.4	310	124.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
26/10/2022	ML	Assets			Call with Roger re asset collections and Palebay, file note of conversation, email to Roger re assets, match Palebay assets to listing, proof letter to Badge re offer to purchase assets on site	0.6	310	186.00
26/10/2022	ML	Creditors			Disc ND re Telephone call with Canon, proof email re collect with agent	0.1	310	31.00
26/10/2022	ML	Creditors			Proof 4 x follow up emails to PPSR creditors	0.1	310	31.00
26/10/2022	ND	Administration			Telephone call to Accelerate re sharing hard drive on server	0.2	175	35.00
26/10/2022	ND	Assets			Telephone call to Bankwest re transfer funds	0.3	175	52.50
26/10/2022	ND	Investigation			Search Crown hard drive and Roger emails for labour hire documentation, employment agreement and other	3	175	525.00
26/10/2022	SC	Assets			Email to Lendlease re interest in assets on site	0.2	225	45.00
26/10/2022	SC	Assets			Letter to BADGE construction re armour joints offer	0.2	225	45.00
26/10/2022	SC	Assets			Discuss collection of assets with ML, calls to Grays re same	0.2	225	45.00
26/10/2022	SC	Assets			Reading Blackwall letter to landlord	0.1	225	22.50
26/10/2022	SC	Assets			Discuss removal of assets with ML, prepare email to Grays re removal and insurance	0.3	225	67.50
26/10/2022	SC	Assets			Calls with Grays re site visit, discuss assets with ML	0.3	225	67.50
26/10/2022	SC	Assets			Site visit to Karrinyup, liaise with valuer and site manager re Crown assets, email to office re summary of site visit and further work	2.1	225	472.50
27/10/2022	DB	Assets			Discuss ML/SC meeting Roger, review asset position, review contract position, discuss ML	0.4	435	174.00
27/10/2022	JL	Assets			Query re business names from lawyers Big River. Review ML's updated plan of action/discuss ND	0.1	540	54.00
27/10/2022	JL	Assets			Email ND workforce claim/notes to ND x2 email	0.1	540	54.00
27/10/2022	JL	Assets			Review Blackwall advice re Hilti/ML's draft email. Staff meeting re updates	0.6	540	324.00
27/10/2022	ML	Administration			Meeting with Roger - general matters on the job	0.1	310	31.00
27/10/2022	ML	Assets			Meeting with Roger - going through all of the contracts and determining unbilled WIP, debtor amounts and Retentions to be collected	0.3	310	93.00
27/10/2022	ML	Assets			Proof emails to Crothers and Newest re palebay assets to be collected, update schedule of debtors to include info provided by Roger, review Hilti advice received from Blackwall and draft letter to be sent. Email to Blackwall re suggested changes	0.6	310	186.00
27/10/2022	ML	Assets			Proof email property agent Osborne Park warehouse	0.1	310	31.00
27/10/2022	ML	Creditors			Looking into creditor query on other Crown entities. Email to creditor to say investigating and will respond soon.	0.2	310	62.00
27/10/2022	ND	Creditors			Send adjudication to JL for approval Telephone call to Robert Williams of Workforce re expect adjudication next week	0.3	175	52.50
27/10/2022	ND	Employees	Other employee issues		FEG verification worksheet Search Crown hard drive for leave records	3.3	175	577.50
27/10/2022	ND	Investigation			Search emails for records of paylips/Sybiz	0.4	175	70.00
27/10/2022	SC	Assets			Discuss assets with ML, call with David of Grays re collection, follow up email and prepare asset listing	0.4	225	90.00
27/10/2022	SC	Assets			Prepare letter to AllStyle Concrete re their offer for site office and sea container	0.3	225	67.50
27/10/2022	SC	Assets			Meeting with Roger re WIP, retentions and variation claims in each job	0.3	225	67.50
27/10/2022	SC	Assets			Letter to Allstyle Concrete re purchase of site assets	0.4	225	90.00
27/10/2022	SC	Assets			Reviewing WIP and retentions docs and correspondence, provided by director	0.2	225	45.00
27/10/2022	SC	Assets			Call with Roger re assets at sites, email to Newest Alliance and release of assets, review Blackwall letter to Hilti	0.4	225	90.00
27/10/2022	SC	Assets			Email to Roe Legal re answering queries for Receivership application	0.4	225	90.00
27/10/2022	SC	Assets			Reviewing company insurance policies	0.2	225	45.00
27/10/2022	SC	Assets			Call with property agent and valuer re holding auction at warehouse premises	0.3	225	67.50
27/10/2022	SC	Assets			Email to property agent re discussion and future auction	0.2	225	45.00
27/10/2022	SC	Investigation			Discuss questions for Roger and contracts with ML	0.2	225	45.00
28/10/2022	JL	Creditors			Email in JR/notes to staff	0.1	540	54.00
28/10/2022	JL	Investigation			Proof email to BigRiver's lawyers	0.1	540	54.00
28/10/2022	JL	Investigation			Read ND's email and extract re Reddifund	0.1	540	54.00
28/10/2022	ML	Creditors			Email creditor re investigation query, business name search etc.	0.2	310	62.00
28/10/2022	ND	Investigation			Telephone call to Accelerate re install Sybiz Telephone call to Sybiz and AlphaBiz re books and records Prepare notice to AlphaBiz re books and records	0.4	175	70.00
28/10/2022	ND	Investigation			Search email accounts for Hilti tool registers/other Hilti documentation	1.5	175	262.50
28/10/2022	SC	Assets			Prepare letter to Lendlease re use and release of all assets located on site that were to be used by Centurion	0.5	225	112.50
28/10/2022	SC	Assets			Email to landlord re auction	0.2	225	45.00
28/10/2022	SC	Investigation			Reviewing books and records and attempting to gain access to MYOB	0.3	225	67.50
30/10/2022	JL	Creditors			PoD adjudication - workforce services	0.1	540	54.00
30/10/2022	JL	Creditors			PoD adjudication - Ta coma Group	0.1	540	54.00
31/10/2022	ML	Assets			Proof follow up to Bankwest	0.1	310	31.00
31/10/2022	ML	Creditors			Review various NoPs and PoDs received	0.1	310	31.00
31/10/2022	ML	Employees	Other employee issues		Review email in from MyLeave, instruct ND on completing forms, proof reply	0.1	310	31.00
31/10/2022	ND	Assets			Telephone call to Bankwest re transfer of funds	0.3	175	52.50
31/10/2022	ND	Assets			Prepare email to Bankwest re transfer funds	0.2	175	35.00
31/10/2022	ND	Creditors			Acknowledge several PODs and NOPS Telephone call to two creditors re incomplete NOPS Email to creditor re request hire agreement	1	175	175.00
31/10/2022	ND	Creditors			Acknowledge more PODs and NOPS Acknowledge MyLeave form received Add PODs to Insol	0.6	175	105.00
31/10/2022	ND	Employees	Other employee issues		Continue FEG verification	0.3	175	52.50
31/10/2022	ND	Investigation			Email to Reddifund re garnishee	0.1	175	17.50
31/10/2022	SC	Administration			Call to AllStyle re transfer of Telstra service to Wayne	0.2	225	45.00
31/10/2022	SC	Employees	Other employee issues		Call from employee re transfer of Telstra service	0.1	225	22.50
31/10/2022	SC	Employees	Other employee issues		Call from employee re NOPS	0.1	225	22.50
01/11/2022	JL	Assets			Review SC's notes re call with David at Grays re various asset pick ups & valuations	0.1	540	54.00
01/11/2022	ML	Assets			Disc SC re insurance	0.1	310	31.00
01/11/2022	ML	Assets			Proof email to Grays re collections, proof email to Crothers re collecting assets	0.2	310	62.00
01/11/2022	ML	Creditors			Proof email to former landlord	0.1	310	31.00
01/11/2022	ML	Creditors			Proof multiple emails to creditors re PoDs and NoPs	0.1	310	31.00
01/11/2022	ND	Assets			Receipt cash at bank	0.1	175	17.50
01/11/2022	ND	Assets			Telephone call to Sam Yuen re collect assets at Innaloo	0.2	175	35.00
01/11/2022	ND	Creditors			Acknowledge Floral Image POD and add to Insol Telephone call from Classic Hire re collect Alkimos container	0.6	175	105.00
01/11/2022	ND	Creditors			Acknowledge NOPS received from Rod Paust	0.2	175	35.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
01/11/2022	SC	Assets			2x calls with Grays re collection of assets, assets value and insurance, email to ML re summary	0.5	225	112.50
01/11/2022	SC	Assets			Review Hilti tool listings	0.1	225	22.50
01/11/2022	SC	Assets			Email to St Mary's re Hilti tools and collection of assets	0.1	225	22.50
01/11/2022	SC	Assets			Email to Grays with Hilti listing and invoices, collection of assets from the warehouse	0.1	225	22.50
01/11/2022	SC	Assets			Proof and amend Roe Legal affidavit to be appointed as receiver of the Trust	0.3	225	67.50
01/11/2022	SC	Investigation			Email to former landlord re possible debt and property at the premises	0.2	225	45.00
02/11/2022	JL	Administration			Review draft affidavit re application to be appointed R&M/Discuss SC	0.2	540	108.00
02/11/2022	JL	Assets			Review SC's notes re call Roger - assets	0.1	540	54.00
02/11/2022	ML	Administration			Proof email to RL re tracked changes	0.1	310	31.00
02/11/2022	ML	Administration			Proof draft affidavit re appointment as receiver	0.1	310	31.00
02/11/2022	ML	Assets			Proof email to lendlease re use of assets	0.1	310	31.00
02/11/2022	ML	Assets			Meeting to discuss strategy for Armadale warehouse and assets located there after comments received from Grays today	0.2	310	62.00
02/11/2022	ML	Assets			Email to Gallagher summarising asset position and seeking advice on insurance to be obtained	0.4	310	124.00
02/11/2022	ND	Assets			Site visit - Armadale yard with Matt Craggs	2.5	175	437.50
02/11/2022	ND	Assets			Email summary of site visit to JL, ML and SC	0.2	175	35.00
02/11/2022	ND	Assets			Staff meeting re Armadale strategy	0.3	175	52.50
02/11/2022	ND	Creditors			Prepare file note updating summary of PPSR creditors	2.1	175	367.50
02/11/2022	ND	Investigation			Telephone call to OSIT and Roger re access to Sybiz payroll software Discuss access to software with ML Prepare email to Roger re office visit to access software	0.7	175	122.50
02/11/2022	SC	Assets			Call to Roe Legal re changes to affidavit, making track changes to document	0.3	225	67.50
02/11/2022	SC	Assets			2x calls with director re asset collection, email to NEWest re Pickles rep, email to director re asset listing	0.7	225	157.50
02/11/2022	SC	Assets			Email to Roe Legal with track changes for affidavit and update re secured creditors	0.3	225	67.50
02/11/2022	SC	Assets			Call to Grays re asset listing	0.1	225	22.50
02/11/2022	SC	Assets			Email to Curtin re company assets and email to YRE stations re compactor	0.3	225	67.50
02/11/2022	SC	Assets			Meeting with JL, ML and ND re asset at Armadale	0.2	225	45.00
02/11/2022	SC	Investigation			Reviewing company emails re Hilti tools	0.2	225	45.00
02/11/2022	SC	Investigation			Reviewing company books and records re Hilti tools and info re outstanding invoices	1	225	225.00
03/11/2022	JL	Creditors			Call to JR re property	0.1	540	54.00
03/11/2022	JL	Creditors			Read JR email re Osborne Park warehouse	0.1	540	54.00
03/11/2022	JL	Creditors			Discuss JR email with ML/SC/ND	0.1	540	54.00
03/11/2022	JL	Creditors			Email ML re offer from Oscar/Review emails staff re call Grays re costs/turning auction Discuss staff	0.4	540	216.00
03/11/2022	JL	Creditors			Review draft email to JR re Osborne Park warehouse	0.1	540	54.00
03/11/2022	ML	Administration			Summary of legal issues, update summary of plan for job	0.2	310	62.00
03/11/2022	ML	Assets			Disc re Osborne Park warehouse, email to Williams and Hughes. Email notes on Oscar offer for the Karrinyup assets. Proof email to Grays re summary of collections to date	0.6	310	186.00
03/11/2022	ML	Creditors			Proof PPSR file note and make changes	0.1	310	31.00
03/11/2022	ML	Employees	Other employee issues		Discussion with ND re FEG verification issues	0.1	310	31.00
03/11/2022	ND	Assets			Staff meeting re Osborne Park warehouse auction	0.4	175	70.00
03/11/2022	ND	Assets			Prepare letter to Crothers re release assets Telephone call x2 to Crothers re letters and emails sent	1.1	175	192.50
03/11/2022	ND	Creditors			Acknowledge PODs received and add to Insol	0.2	175	35.00
03/11/2022	ND	Employees	Other employee issues		Telephone call x2 to FEG re verification extension Continue FEG verification	3.4	175	595.00
03/11/2022	ND	Investigation			Telephone call in from Peter Quinlan of OSR Prepare email to Quinlan re claim	0.2	175	35.00
03/11/2022	SC	Assets			Review JR email re rent, discuss with ML, meeting with JL, ML and ND and call to Grays	0.5	225	112.50
03/11/2022	SC	Assets			Call with Grays re auction at warehouse, emails to office re assets, meeting with JL, ML and ND	0.4	225	90.00
03/11/2022	SC	Assets			Email to Grays re assets located at all sites, collection efforts and summary of tasks to do	0.5	225	112.50
03/11/2022	SC	Assets			Proof Roe Legal affidavit	0.1	225	22.50
03/11/2022	SC	Assets			Call with builder re site visit, prepare email to confirm visit	0.3	225	67.50
03/11/2022	SC	Assets			Email to Grays re Bibra Lake site, review email in from Grays with update	0.3	225	67.50
03/11/2022	SC	Assets			Email to BADGE re use of assets, acknowledge Crown's right to assets and arrange for collection	0.4	225	90.00
03/11/2022	SC	Creditors			Email to former landlord	0.1	225	22.50
03/11/2022	SC	Employees	Other employee issues		Reviewing books and records re final payslips, discuss with ND	0.3	225	67.50
04/11/2022	JL	Administration			Review revised draft affidavit	0.1	540	54.00
04/11/2022	JL	Administration			Attend Roe Legal offices to get affidavit sworn	0.5	540	270.00
04/11/2022	JL	Assets			Discussion SC/ND/ML re Armadale auction	0.1	540	54.00
04/11/2022	JL	Creditors			Call with JR re Crown Osbourne Park warehouse	0.1	540	54.00
04/11/2022	JL	Creditors			Discuss ML re Reddifund & email/Call with Roger	0.2	540	108.00
04/11/2022	ML	Assets			Email to AJG re insurance, prepare asset listing to include company's assets only. Update summary to include values of assets. Call to Roger re Reddifund and assets being sold, disc with JL	0.9	310	279.00
04/11/2022	ML	Assets			Proof email to Grays re go ahead on Auction at Osborne Park	0.1	310	31.00
04/11/2022	ML	Employees	Other employee issues		Email to Reddifund	0.1	310	31.00
04/11/2022	ML	Employees	Other employee issues		Assist ND with FEG verification	0.1	310	31.00
04/11/2022	ML	Investigation			Review records provided by Daniela (mail)	0.2	310	62.00
04/11/2022	ND	Employees	Other employee issues		Prepare list of information required re employees and discuss with ML	1	175	175.00
04/11/2022	ND	Employees	Other employee issues		Continue FEG verification	2.3	175	402.50
04/11/2022	ND	Investigation			Telephone call in from Maxim re MYOB passwords Access MYOB and quickly peruse	0.5	175	87.50
04/11/2022	ND	Investigation			Crown office visit with SC	2.4	175	420.00
04/11/2022	ND	Investigation			Discuss office visit with ML and JL Prepare email summary	0.4	175	70.00
04/11/2022	SC	Assets			Review Grays and Crothers email in	0.2	225	45.00
04/11/2022	SC	Assets			Call to Will re affidavit, email to Grays re collect Hilti tools and further updates	0.5	225	112.50
04/11/2022	SC	Assets			Call to Will re documents required	0.1	225	22.50
04/11/2022	SC	Assets			Discuss assets in the company's name vs Palebay, discuss site visits and price of assets with Roger and Daniela	1.5	225	337.50
04/11/2022	SC	Assets			Proofing ND summary of office visit	0.2	225	45.00
04/11/2022	SC	Assets			Calls with Grays and PCP re auction and access to warehouse, follow up email to Grays re access to site	0.4	225	90.00
04/11/2022	SC	Employees	Other employee issues		Travelling to site to discuss employee entitlements with Daniela, review payroll records and other documents	1	225	225.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
07/11/2022	JL	Assets			Read letter in Lend lease/Review email from LL/Message to ML	0.1	540	54.00
07/11/2022	JL	Assets			Read ND's notes attendance Crown Office Friday & notes to staff	0.1	540	54.00
07/11/2022	JL	Assets			Review ML's summary of Blackwall advice	0.1	540	54.00
07/11/2022	JL	Assets			Email from SC re assets warehouse /Reply	0.1	540	54.00
07/11/2022	ML	Assets			Proof email to Lendlease re assets they wish to retain	0.1	310	31.00
07/11/2022	ML	Creditors			Disc ND re objecting creditor	0.1	310	31.00
07/11/2022	ML	Creditors			Proof 3 x emails to creditors	0.1	310	31.00
07/11/2022	ND	Assets			Site visit - Amana Living Kinross	1.2	175	210.00
07/11/2022	ND	Assets			Prepare revised Grays listing of Crown vs Palebay assets	0.7	175	122.50
07/11/2022	ND	Assets			Meeting with Roger about Novatec equipment sale	0.2	175	35.00
07/11/2022	ND	Creditors			Acknowledge PODs received and add to Insol	0.2	175	35.00
07/11/2022	ND	Creditors			Prepare Certificate of Resolutions	0.6	175	105.00
07/11/2022	SC	Administration			Email to Telstra re transfer of services	0.1	225	22.50
07/11/2022	SC	Assets			Travel to site visit re assets on site, liaise with site manager, tour site, travel back to office and email summary to ML and JL	2.2	225	495.00
07/11/2022	SC	Assets			Reviewing emails re John Forrest retention	0.2	225	45.00
07/11/2022	SC	Assets			Discuss with ND re Palebay assets at warehouse and review	0.2	225	45.00
07/11/2022	SC	Assets			Go through Palebay asset listings and cross-reference with Grays asset listing, create spreadsheet and email to ML and JL re further actions	1	225	225.00
07/11/2022	SC	Assets			Reviewing depreciation schedules of Crown and Palebay and asset listings, email to JL re queries	0.4	225	90.00
07/11/2022	SC	Assets			Email to Lendlease re materials on site, review Grays asset listing and Lendlease letter	0.4	225	90.00
07/11/2022	SC	Assets			Emails to ML and JL re assets at the warehouse and review Palebay asset listings	0.4	225	90.00
07/11/2022	SC	Creditors			Review NoPs and PoDs	0.1	225	22.50
08/11/2022	JL	Assets			Note to staff re agreement with landlord	0.2	540	108.00
08/11/2022	JL	Creditors			Read ML's email re Novatec/Discuss ML	0.2	540	108.00
08/11/2022	ML	Assets			Proof emails Grays and Roger re Palebay assets to be identified. Disc with SC. Email JL re issue with Novatec	0.4	310	124.00
08/11/2022	ND	Assets			Telephone calls Roger x3 re visit warehouse tomorrow Telephone call from Classic Hire re container at Alkimos	0.5	175	87.50
08/11/2022	ND	Creditors			Prepare email to RMD re collect assets at Curtin Continue Cert of Resolutions	0.8	175	140.00
08/11/2022	ND	Creditors			Acknowledge PODs and add to Insol Begin draft Form 5022	0.7	175	122.50
08/11/2022	ND	Employees	Other employee issues		Continue FEG verification Pass to SC for proofing	0.9	175	157.50
08/11/2022	SC	Assets			Email to JL re auction and assets, review Grays email in re update	0.3	225	67.50
08/11/2022	SC	Assets			Email Roger re Palebay assets and site visit, email Grays re possible Palebay assets, calls with Grays discuss with ML	1	225	225.00
08/11/2022	SC	Assets			2x calls with Grays and PCP re access to premises and auction	0.2	225	45.00
08/11/2022	SC	Employees	Other employee issues		Proofing and amending ND FEG verification	1	225	225.00
09/11/2022	JL	Administration			Review form 5022s & Certs of Resolution	0.1	540	54.00
09/11/2022	JL	Assets			Read ND's file note of visit to Osborne Park warehouse/Discuss ML	0.2	540	108.00
09/11/2022	JL	Creditors			Read ML notes of call with creditor CCS Group/Notes to ML	0.1	540	54.00
09/11/2022	ML	Administration			Proof Certificate of Resolution	0.1	310	31.00
09/11/2022	ML	Administration			1 month file review	0.5	310	155.00
09/11/2022	ML	Administration			Proof and lodge 3 x Form 5022	0.1	310	31.00
09/11/2022	ML	Assets			Read file note on warehouse visit and discuss with JL	0.1	310	31.00
09/11/2022	ML	Creditors			Call with creditor, Peter Brown re claim, File note of conversation	0.2	310	62.00
09/11/2022	ND	Administration			Prepare Telstra change of ownership form for Wayne Doolan mobile Email form to Allstyle Concrete	0.4	175	70.00
09/11/2022	ND	Assets			Telephone call Grays, Lendlease and RMD re assets at Curtin Email summary to ML	1.5	175	262.50
09/11/2022	ND	Assets			Site visit - Crown warehouse with Roger, Grays and Novatec	2.3	175	402.50
09/11/2022	ND	Creditors			Amend Certificate of Resolutions with ML changes Prepare Form 5022 x3	0.5	175	87.50
09/11/2022	ND	Employees	Other employee issues		Telephone call to FEG re salary sacrifice entitlements Continue FEG verification	1.5	175	262.50
09/11/2022	SC	Assets			Marking up asset worksheet for warehouse visit	0.2	225	45.00
09/11/2022	SC	Assets			Travel to warehouse, liaise with Novatec, Roger and Grays, go through Palebay assets	2.3	225	517.50
09/11/2022	SC	Assets			Reviewing Grays and Palebay asset listings	0.2	225	45.00
09/11/2022	SC	Assets			Reviewing asset listings, cross referencing Palebay assets to warehouse assets, prepare updated worksheet, prepare start of email to Roger re outstanding assets	1.4	225	315.00
09/11/2022	SC	Employees	Other employee issues		Assisting ND with FEG verification	0.2	225	45.00
10/11/2022	JL	Assets			Review email from JR/Review email Nathan Review Deed of access	0.3	540	162.00
10/11/2022	JL	Assets			Discuss Deed of access with ML	0.3	540	162.00
10/11/2022	ML	Administration			Review deed and discuss with JL, instruct SC to call Grays to confirm timing, left message Blackwall	0.6	310	186.00
10/11/2022	ML	Assets			Email JR re Deed	0.1	310	31.00
10/11/2022	ML	Employees	Other employee issues		Proof FEG Verification	1	310	310.00
10/11/2022	ND	Assets			Draft letter to Novatec re purchasing assets Telephone call to Crothers re follow up	0.9	175	157.50
10/11/2022	ND	Employees	Other employee issues		Continue FEG verification Prepare email to MyLeave re records Prepare LSL worksheet for July quarter	2.1	175	367.50
10/11/2022	ND	Employees	Other employee issues		Continue LSL worksheet Cross-check my worksheet against Daniela LSL worksheet Continue FEG verification Begin file note re notes to verification	1.6	175	280.00
10/11/2022	SC	Assets			Call to Grays re update, email to Roger re Palebay assets	0.3	225	67.50
10/11/2022	SC	Assets			Proof and amend ND email to Novatec re assets	0.2	225	45.00
10/11/2022	SC	Assets			Email to Grays re director access to warehouse	0.2	225	45.00
10/11/2022	SC	Employees	Other employee issues		Proofing ND LSL FEG calculations	0.2	225	45.00
11/11/2022	DB	Administration			Review Blackwall invoice	0.1	435	43.50
11/11/2022	JL	Assets			Catch up on x6 emails from staff re assets & auction	0.6	540	324.00
11/11/2022	JL	Employees	Other employee issues		Review of FEG verification spreadsheet & attached file note/discuss ML	0.3	540	162.00
11/11/2022	ML	Assets			Email to John Robertson re security needs	0.1	310	31.00
11/11/2022	ML	Employees	Other employee issues		Proof covering FEG file note, lodge FEG task on portal	0.2	310	62.00
11/11/2022	ML	Investigation			Drafting letter to Blackwall regarding potential claim.	1	310	310.00
11/11/2022	MR	Assets	Sale of Real Property		Telephone call with employee re possible company assets	0.2	150	30.00
11/11/2022	ND	Assets			Telephone call Grays x2 re auction dates and hours Telephone call from Roger re further Palebay assets Email summary of Roger Telephone call to ML and JL Update interested parties worksheet	1.5	175	262.50
11/11/2022	ND	Employees	Other employee issues		Continue FEG verification file note Pass to ML for proofing Upload verification spreadsheet and fix errors	1.3	175	227.50
13/11/2022	JL	Assets			Review advise from Blackwall re Broad contract	0.1	540	54.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
14/11/2022	DB	Assets			Review email in Blackwall, read opinion, review contract docs etc.	1.2	435	522.00
14/11/2022	JL	Assets			Diarise auction dates /Email from JR/Read Blackwall advise re Pyramid	0.2	540	108.00
14/11/2022	JL	Assets			Call with JR re Deed of Access	0.2	540	108.00
14/11/2022	JL	Assets			Read ND's notes re warehouse visit	0.1	540	54.00
14/11/2022	JL	Assets			Review ML's update Plan of action re assets/legal issues/WIP & debtors/outstanding tasks	0.2	540	108.00
14/11/2022	JL	Assets			Review revised Deed of Access/Sign & send	0.2	540	108.00
14/11/2022	JL	Assets			Discussion ML re assets/auction	0.3	540	162.00
14/11/2022	ML	Administration			File review cont. update summary	0.7	310	217.00
14/11/2022	ML	Assets			Read SC/ND file notes re visit to Osborne Park, disc JL re amended deed and Palebay assets yet to be proved	0.3	310	93.00
14/11/2022	ML	Employees	Other employee issues		Proof FEG invoice	0.1	310	31.00
14/11/2022	MR	Administration			Follow up ATO day 1 letter + request for documents	0.2	150	30.00
14/11/2022	MR	Administration			Second call to ATO to follow up day 1 letter + request for docs. On hold for ~ 20 mins	0.3	150	45.00
14/11/2022	MR	Administration			Create accounts payable to Blackwall legal	0.1	150	15.00
14/11/2022	ND	Assets			Warehouse visit - with Roger to discuss Palebay assets	2.3	175	402.50
14/11/2022	ND	Assets			Email summary of site visit Read SC summary	0.3	175	52.50
14/11/2022	ND	Creditors			Email cred to provide POD Telephone call to Stramit and Big River Group re PPSR registrations	0.5	175	87.50
14/11/2022	ND	Employees	Other employee issues		Prepare invoice for FEG	0.2	175	35.00
14/11/2022	SC	Administration			Proof ML one month review	0.2	225	45.00
14/11/2022	SC	Assets			Travel to Osborne Park warehouse, liaise with director, property manager and Pickles, discuss assets on-site and removal, call with Grays re Jump Form systems and selling strategy, email to Grays re same	2.7	225	607.50
14/11/2022	SC	Assets			Reviewing invoices provided by director and checking against asset schedule, discuss with ND	0.5	225	112.50
14/11/2022	SC	Assets			Email to office re disputed assets and further work required, reviewing Palebay and Crown asset schedules	0.6	225	135.00
14/11/2022	SC	Assets			Email to Grays re attendance at warehouse	0.2	225	45.00
14/11/2022	SC	Investigation			Reviewing company MYOB re PPE and other accounts, discuss with ML	0.4	225	90.00
15/11/2022	JL	Assets			Review email Grays re auction & dates	0.1	540	54.00
15/11/2022	ML	Assets			Discuss with JL re Big River Group assets and issues identifying Palebay assets, Proof SC email to Roger re assets still not proven to be Palebay	0.3	310	93.00
15/11/2022	ML	Assets			Quick review of Grays catalogue and times	0.1	310	31.00
15/11/2022	ML	Creditors			PPSR Validity form - Big River Group	0.5	310	155.00
15/11/2022	ND	Assets			Review SC's revised auction listing Telephone call to Roger and email to Grays re reschedule time for warehouse visit	0.5	175	87.50
15/11/2022	SC	Assets			Proof and amend ND email to Grays, discuss Novatec offer with ML	0.2	225	45.00
15/11/2022	SC	Assets			Review Novatec email and prepare response	0.2	225	45.00
15/11/2022	SC	Assets			Review Grays lot listing spreadsheet and webpage, discuss with ML, prepare spreadsheet re ownership	0.9	225	202.50
15/11/2022	SC	Assets			Prepare spreadsheet re Palebay ownership, reviewing evidence provided of Palebay ownership	1	225	225.00
15/11/2022	SC	Assets			Finalise spreadsheet re ownership of assets, discuss with ML and prepare email to office, call with Grays re value of vacuum and grinder	1	225	225.00
15/11/2022	SC	Assets			Going through MYOB records re asset ownership	0.3	225	67.50
15/11/2022	SC	Assets			Email to Roger re assets claimed by Palebay but evidence not sufficient, discuss matter with ML and JL	0.5	225	112.50
15/11/2022	SC	Investigation			Email to Accountant re depreciation schedule of Palebay	0.2	225	45.00
16/11/2022	JL	Assets			Sundry re site visit/offer from supplier	0.1	540	54.00
16/11/2022	JL	Assets			Consider lodgement requirements	0.1	540	54.00
16/11/2022	JL	Assets			Discussion with ML offer from Novatec	0.2	540	108.00
16/11/2022	JL	Assets			Read SC's notes re call with Roger re Novatec offer	0.2	540	108.00
16/11/2022	ML	Administration			Review Receiver and Manager orders and ask questions	0.2	310	62.00
16/11/2022	ML	Administration			Discussion with JL re orders and what they mean, prepare and lodge Form 504/505	0.3	310	93.00
16/11/2022	ML	Assets			Discussion with JL re offer received from Novatec, discuss various things to be asked of Roger and Grays to help make a decision	0.3	310	93.00
16/11/2022	ML	Assets			Instruct SC re calling Roger to discuss Novatec offer, Read SC file note and discuss issues, proof email to roger re possible person to value the asset	0.3	310	93.00
16/11/2022	ND	Assets			Site visit - Osborne Park warehouse to monitor removal of assets by Roger/Pickles	4.5	175	787.50
16/11/2022	SC	Assets			Travelling to warehouse, liaise with Grays, Pickles and director, discuss Palebay assets and collection	1.8	225	405.00
16/11/2022	SC	Assets			Call to ND re update and summary email to office re morning warehouse visit	0.2	225	45.00
16/11/2022	SC	Assets			Reviewing Novatec email files to find further information re valuer and details of jump form system	0.6	225	135.00
16/11/2022	SC	Assets			Call with director re value of Novatec systems, email summary to office, email director re QLD contact	0.7	225	157.50
16/11/2022	SC	Investigation			Reviewing director emails re potential preferences and general asset records	0.8	225	180.00
17/11/2022	JL	Assets			Discussion with ML/SC/ND re issue of offer from Novatec	0.5	540	270.00
17/11/2022	JL	Assets			Proof email to Mark/Discuss SC	0.1	540	54.00
17/11/2022	JL	Assets			Read SC's notes re call with M.Stainer re valuation /make comments	0.2	540	108.00
17/11/2022	JL	Assets			Discussion re Novatec issue at staff meeting	0.3	540	162.00
17/11/2022	ML	Assets			Meeting with JL/ND/SC to discuss MEVA equipment offer received and strategy for valuing and realising (5 units). Find evidence of company's purchase of Meva equipment on MYOB. Prepare file note on the MEVA equipment including explanation of the assets, why not aware of previously, steps taken to date and future work required to determine value etc.	3.1	310	961.00
17/11/2022	MR	Administration			Add accounts receivable to Insol (FEG - employee verification)	0.1	150	15.00
17/11/2022	ND	Assets			Email to Jermayn re tubes to be auctioned Telephone call strategy chat with JL, ML and SC re MEVA systems sale	0.8	175	140.00
17/11/2022	SC	Assets			Meeting with JL, ML and ND re strategy for realising Mega systems and obtaining value	0.6	225	135.00
17/11/2022	SC	Assets			Call with Roger re further information for MEVA systems, email summary of conversation to the office, prepare for call to Mark re valuation of the systems, call with Mark re his background, advice re valuations and engagement, prepare detailed file note re conversation with Mark	2.3	225	517.50

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
17/11/2022	SC	Assets			Email to Mark re request for quote for valuations, call to Grays re strategy for selling MEVA systems, review Grays auction listings to note assets not to be included and discuss with ND and ML	1	225	225.00
17/11/2022	SC	Assets			Call to Mark re quotes for valuations	0.1	225	22.50
18/11/2022	JL	Assets			Review email Grays with Auction details/Notes to ML/incl. Armadale	0.2	540	108.00
18/11/2022	JL	Assets			Review M.Stainers website/LinkedIn	0.1	540	54.00
18/11/2022	JL	Assets			Look at MEVA's website re 3 products	0.1	540	54.00
18/11/2022	JL	Assets			Read email from ML re auction/Reply	0.1	540	54.00
18/11/2022	JL	Assets			Proof draft email to JR/check access Deed	0.1	540	54.00
18/11/2022	JL	Assets			Query ND re potential sale Scentre	0.1	540	54.00
18/11/2022	JL	Assets			Read ML's MEVA Systems file note/notes to ML	0.2	540	108.00
18/11/2022	JL	Investigation			Review Capability statement, listing equipment	0.1	540	54.00
18/11/2022	ML	Assets			Prepare email to JR re update on the auction. Determine value of assets in auction, Disc ND re arranging to make sure the MEVA equipment is not in the current auction. MEVA file note cont.	1.7	310	527.00
18/11/2022	ML	Assets			Proof email Roger re comment on values	0.1	310	31.00
18/11/2022	MR	Investigation			Prepare books and records listing. Sort all books and records into organised boxes	6.6	150	990.00
18/11/2022	ND	Administration			Reply email to Suzan Doolan re Telstra mobile transfer Telephone call to Telstra re bill received	0.1	175	17.50
18/11/2022	ND	Assets			Telephone call Matt Craggs and Roger re MEVA system to remove from auction Email JL re strategy for Innaloo assets Email Jermain of Grays re pull MEVA lots from website	1.3	175	227.50
18/11/2022	ND	Assets			Telephone call from and email to interested party re inspection for auction Draft email to Roger re review auction values Email to JL and ML re Armadale assets	0.8	175	140.00
18/11/2022	ND	Creditors			Add two new PODs to Insol and email acknowledgement	0.2	175	35.00
18/11/2022	ND	Employees	Other employee issues		Begin preparing My Leave employer LSL form	0.5	175	87.50
21/11/2022	DB	Assets			Review contract documents, Roger's explanations, Roger's emails, attempt to reconcile, review Blackwall opinion	2.9	435	1,261.50
21/11/2022	JL	Assets			Consider auction dates and issues. Discuss with ML re security guards. Review MEVA system notes. Read ND's notes re warehouse visit	0.3	540	162.00
21/11/2022	JL	Creditors			Review of PoD adjudication Novatec	0.1	540	54.00
21/11/2022	ML	Assets			Prepare list of insurable assets with values to provide to insurance, Email to AJG, proof email to Grays re further lots to be removed, Read ND file note of visit to warehouse and discussion with Roger on valuations	0.6	310	186.00
21/11/2022	ML	Creditors			Proof Novatec adjudication	0.1	310	31.00
21/11/2022	MR	Investigation			Type up handwritten notes of books and records listing	0.3	150	45.00
21/11/2022	MR	Investigation			Create books & records listing	2.3	150	345.00
21/11/2022	ND	Assets			Telephone call Roger and Jermain re warehouse visit today follow up email to Crothers re assets at Karrinyup	0.5	175	87.50
21/11/2022	ND	Assets			Warehouse visit - with Roger and Jermain to identify MEVA lots Email to Jermain re remove lots	2.5	175	437.50
21/11/2022	ND	Creditors			Adjudicate Novatec claim - invoices and statement of account	1	175	175.00
21/11/2022	ND	Employees	Other employee issues		Prepare GIO workers compensation actual wages declaration Telephone call to GIO re need to fill out forms for two periods	1.5	175	262.50
22/11/2022	DB	Assets			Review docs, emails etc. re Broad contract, draft progress claim cont. commence draft email to Blackwall Legal	1	435	435.00
22/11/2022	DB	Investigation			Review of insurance position - Management Liability and PI	0.6	435	261.00
22/11/2022	JL	Assets			Review auction website for x 2 lots	0.1	540	54.00
22/11/2022	ML	Administration			Proof wages declaration forms	0.2	310	62.00
22/11/2022	ML	Assets			Proof email re Security	0.1	310	31.00
22/11/2022	ML	Assets			Proof email Nathan re auctions for interested parties.	0.1	310	31.00
22/11/2022	ML	Employees	Other employee issues		Proof employee return form for My Leave	0.1	310	31.00
22/11/2022	ND	Administration			Email to Sybiz re cancel license	0.3	175	52.50
22/11/2022	ND	Assets			Telephone call to Jermain re remove lots Email Nathan Chow and Oscar Allstyle re auction	0.3	175	52.50
22/11/2022	ND	Assets			Telephone call and email to Natale Security re quote for two days staff	0.3	175	52.50
22/11/2022	ND	Creditors			Prepare email to NCI re admit Novatec claim	0.2	175	35.00
22/11/2022	ND	Creditors			Adjudicate Big River Group claim Pass to ML for proofing	0.4	175	70.00
22/11/2022	ND	Employees	Other employee issues		Telephone call from Michael Catalano employee re Alkimos access and FEG	0.3	175	52.50
22/11/2022	ND	Employees	Other employee issues		Prepare email to MyLeave submit form	0.3	175	52.50
22/11/2022	ND	Employees	Other employee issues		Prepare MyLeave claim form for Giulio Cicchini Discuss with ML Prepare GIO wages form on digital copy for JL signing	0.6	175	105.00
23/11/2022	JL	Creditors			Email JR with signed Deed, print. Query re security guards, draft reply	0.2	540	108.00
23/11/2022	JL	Investigation			Review insurance review and comment AJG. Discuss with ML	0.1	540	54.00
23/11/2022	ML	Assets			Proof letters to banks re closure	0.1	310	31.00
23/11/2022	ML	Assets			Proof email to Mark Stainer re Quote okay go ahead with valuation	0.1	310	31.00
23/11/2022	ML	Creditors			Proof adjudication of Big River Group	0.1	310	31.00
23/11/2022	ND	Administration			Telephone call to OSIT re payment of invoice Telephone call to MyLeave re Cicchini application form Email reply to OSR re dividend and report to creditors	0.8	175	140.00
23/11/2022	ND	Employees	Other employee issues		Email GIO wages declaration form	0.2	175	35.00
23/11/2022	ND	Investigation			Review creditor emails view to preference claim Begin preparing preference claim file note	2.3	175	402.50
23/11/2022	SC	Assets			Investigate site offices owned between Crown and Palebay	0.1	225	22.50
23/11/2022	SC	Assets			Call to Mark re valuation quote, review email in from Mark	0.1	225	22.50
23/11/2022	SC	Assets			Email to Mark re quote and review terms	0.2	225	45.00
23/11/2022	SC	Assets			Prepare email to Bankwest re final transfer of funds	0.1	225	22.50
24/11/2022	DB	Assets			Review docs/emails to reconstruct invoices/Progress Claims/variations	0.7	435	304.50
24/11/2022	JL	Assets			Contractor query re asset (wash-out tray). Review auction bidding	0.2	540	108.00
24/11/2022	MR	Investigation			Organise company books and records into boxes, prepare books and records listing	4.7	150	705.00
24/11/2022	ND	Assets			Telephone call Natale Security re follow up for security quote Telephone call from Joe of Rowland Contractors re concrete washout tray Discuss the above with ML and SC	1	175	175.00
24/11/2022	ND	Assets			Telephone call Sam Yuen of Scentre Group re Innaloo assets Telephone call and email Shane of Tyrone Group re Innaloo assets Discuss the above with ML	1.1	175	192.50
24/11/2022	ND	Employees	Other employee issues		Receipt FEG funding for verification task	0.1	175	17.50
25/11/2022	DB	Assets			Cont. investigation into Broad contract, Blackwall email etc.	2.9	435	1,261.50

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
25/11/2022	JL	Assets			Email from ND re station pickups and make comments	0.1	540	54.00
25/11/2022	ML	Assets			Emails re insurance and security	0.3	310	93.00
25/11/2022	ML	Assets			Review insurance policies and quotes	0.2	310	62.00
25/11/2022	ND	Assets			Follow up email to Natale Security Email reply to book in security	0.3	175	52.50
					Telephone call from Jamin of Novatec re various Discuss Novatec issues with ML Prepare email reply to Jamin Acknowledge POD received and add to Insol Telephone call to Matt and Jermayn of			
25/11/2022	ND	Creditors			Grays re creditor's washout tray collected	1.8	175	315.00
25/11/2022	ND	Creditors			Amend email to Novatec with ML changes	0.3	175	52.50
27/11/2022	JL	Assets			Read ML's updated Plan of action	0.1	540	54.00
28/11/2022	JL	Assets			Inspection Day. Notes to staff	0.1	540	54.00
28/11/2022	ML	Assets			Monitoring auction - read Blackwall draft letter to Hilti and email re okay to send	0.3	310	93.00
					Telephone call x2 to Jermayn re security and auction updates Telephone call x2 to Natale re security no show	0.5	175	87.50
29/11/2022	JL	Assets			Notes from ND. Issue re Joe and tray. Reply	0.1	540	54.00
29/11/2022	JL	Creditors			Review ND's notes re call with office security, message to staff	0.1	540	54.00
29/11/2022	ML	Assets			Email Grays re Auction results	0.1	310	31.00
29/11/2022	ML	Assets			Proof email to Synergy re potential credit	0.1	310	31.00
29/11/2022	ML	Creditors			Email Nathan copy of insurance	0.1	310	31.00
29/11/2022	ML	Creditors			Proof email to various creditors discovered through company's unopened mail	0.1	310	31.00
29/11/2022	MR	Administration	Correspondence		Call to ATO to follow up request for documents + day 1 letter	0.2	150	30.00
29/11/2022	MR	Investigation			Finish organising all books and records into boxes & type up books and records listing	0.9	150	135.00
29/11/2022	ND	Administration			Telephone call from GMS Security re cancelling alarm system Add AJG insurance invoices to Insol	0.3	175	52.50
29/11/2022	ND	Assets			Telephone call and email to Tyrone Group re sale of Innaloo assets	0.2	175	35.00
					Telephone call and email Rowland Contractors re washout tray Telephone call and email Grays re washout tray	0.5	175	87.50
29/11/2022	ND	Creditors			Review mail received from Daniela Prepare BCC email to potential creditors Prepare email to Synergy re close account and remit balance	0.9	175	157.50
29/11/2022	ND	Employees	Other employee issues		Email reply to IFS re outstanding super	0.1	175	17.50
					Message staff re collections and security guards. Read ND's notes re call with Grays re auction collections. Notes in reply.	0.2	540	108.00
30/11/2022	JL	Assets			Read emails in Instant Waste and Jermayn, Instruct ND and proof responses, Proof email to Bankwest	0.3	310	93.00
					Telephone call and email Jermayn re auction and various other Telephone call and email to Bankwest re transfer funds and close account	0.6	175	105.00
30/11/2022	ND	Assets			Telephone call Jermayn discuss auction Telephone call x2 Natale Security book in guard Discuss MEVA with ML Email summary of above to JL	0.5	175	87.50
30/11/2022	ND	Creditors			Telephone call and email Instant Waste re collect skip bin	0.2	175	35.00
30/11/2022	ND	Creditors			Email acknowledge POD and add to Insol	0.2	175	35.00
30/11/2022	SC	Assets			Call to Mark re valuation	0.1	225	22.50
01/12/2022	JL	Investigation			Review ATO docs from portal	0.1	540	54.00
01/12/2022	ML	Administration			Proof books and records list	0.1	310	31.00
01/12/2022	ML	Investigation			Proof email to IMF re super	0.1	310	31.00
02/12/2022	JL	Assets			Staff meeting - update on various position	0.3	540	162.00
02/12/2022	ML	Assets			Proof email to Grays re moving the MEVA assets out of the warehouse.	0.1	310	31.00
					Searches summary file note -> ASIC searches (Org extract, personal name extract), RP Data sections	1.2	150	180.00
02/12/2022	MR	Investigation			Discuss PPSR searches with ML. Searches file note -> PPSR, ABN lookup sections + conduction ABN lookup searches on company name	0.8	150	120.00
02/12/2022	ND	Assets			Telephone call and email to Jermayn re auction and MEVA transport Discuss above with ML	0.6	175	105.00
02/12/2022	ND	Creditors			Email MyLeave provide POD	0.1	175	17.50
02/12/2022	SC	Assets			Call to Mark and email to ML	0.1	225	22.50
02/12/2022	SC	Assets			Call to Mark re valuations and follow up email	0.2	225	45.00
02/12/2022	SC	Creditors			Prepare report to creditors	0.8	225	180.00
05/12/2022	JL	Assets			Review MEVA valuation from Mark Stainer /Notes to ML	0.3	540	162.00
05/12/2022	JL	Assets			Read ML's notes on call with Roger/Read ND's notes call with Grays/Notes to ML	0.3	540	162.00
05/12/2022	JL	Creditors			Payment to landlord	0.1	540	54.00
05/12/2022	ML	Administration			Proof email to Office IT and payment to the Landlord.	0.1	310	31.00
05/12/2022	ML	Assets			Call Roger re Armadale and Osborne Park, MEVA assets etc. File note of Telephone call	0.8	310	248.00
05/12/2022	ML	Investigation			Email landlord re payment of the first sum, details for payment.	0.1	310	31.00
					Searches of Alesof P/L and Eternita' Superannuation fund. Finalise searches file note. Proof, make changes, attach annexures	0.8	150	120.00
05/12/2022	MR	Investigation			Email to OSIT re pay invoice by EFT	0.1	175	17.50
05/12/2022	ND	Assets			Telephone call Jermayn re collections Pay instalment of rent to landlord	0.3	175	52.50
05/12/2022	SC	Creditors			Prepare statutory report to creditors	3.3	225	742.50
05/12/2022	SC	Creditors			Prepare statutory report to creditors	0.3	225	67.50
					Prepare statutory report to creditors, prepare mailing labels and attempt to locate email addresses where possible	2	225	450.00
06/12/2022	JL	Assets			Discuss ML valuation of MEVA system & approach with Novatec & Roger	0.2	540	108.00
06/12/2022	JL	Assets			Read email in from Roger/Discuss ML	0.1	540	54.00
06/12/2022	JL	Assets			Read ND's notes of call with Mark Trainer	0.1	540	54.00
06/12/2022	JL	Assets			Further discussion ML re response to Novatec	0.1	540	54.00
					Email Roger re provide valuation on confidential basis. Disc JL re how to respond to Novatec. Draft email to Novatec. Draft response to Roger with the report for comment	0.8	310	248.00
06/12/2022	ML	Assets			Discuss with JL Roger's comments on the valuation. Instruct SC to call Mark to discuss. Email to Grays re fixed fee for storage	0.3	310	93.00
06/12/2022	ML	Assets			Read SC file note on call with Mark Stainer, discuss with JL re how we proceed to negotiate with Novatec. Amend draft email to Novatec per Mark's comments	0.2	310	62.00
06/12/2022	ND	Administration			Add OSIT invoice to Insol and prepare payment	0.2	175	35.00
06/12/2022	ND	Assets			Telephone call x3 Jermayn, Nathan and Roger re moving out of warehouse Email to Roger re above	0.4	175	70.00
06/12/2022	SC	Assets			Reviewing company MYOB re purchases to cross-reference with asset listings	1.3	225	292.50
06/12/2022	SC	Assets			Call to Mark re valuation and Roger's advice, discuss phone call with ML, email to ML and JL re call	0.5	225	112.50

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
06/12/2022	SC	Assets			Reviewing company MYOB re purchases to cross-reference with asset listings	1.1	225	247.50
07/12/2022	DB	Assets			Review Blackwall opinion re disclaimer/insurance	0.2	435	87.00
07/12/2022	DB	Assets			Review email in Blackwall on Broad, review file, review draft letter to Broad, prepare email to Blackwall, discuss P&E ML	0.8	435	348.00
07/12/2022	JL	Assets			Review email and photos from Grays re warehouse clearance	0.1	540	54.00
07/12/2022	JL	Assets			Review emails from Grays re proposed storage charges. Email ML	0.1	540	54.00
07/12/2022	ML	Creditors			Proofing report to creditors	1	310	310.00
07/12/2022	ND	Assets			Telephone call to Shane of Tyrone Group re sale of Innaloo assets	0.1	175	17.50
07/12/2022	ND	Creditors			Email reply to Suncorp re 20/21 wages declaration	0.2	175	35.00
07/12/2022	ND	Investigation			Peruse MYOB records for evidence of asset purchases	3.7	175	647.50
08/12/2022	JL	Assets			Email ND re warehouse clearance/send notes	0.1	540	54.00
08/12/2022	JL	Assets			Discussion with ML re Air Liquide bottles and warehouse clearance	0.1	540	54.00
08/12/2022	JL	Assets			Note from ND on trip to warehouse. Make notes for ND	0.1	540	54.00
08/12/2022	ML	Assets			Disc ND re warehouse clean out, his calls with Nathan and Roger, plan logistics	0.2	310	62.00
08/12/2022	ML	Assets			Disc ND re visit to warehouse, skip bin requirements, call with Roger and records collected	0.2	310	62.00
08/12/2022	ML	Creditors			Proof mailing labels	0.1	310	31.00
08/12/2022	ML	Investigation			Proof letter to JacMac	0.1	310	31.00
08/12/2022	ML	Investigation			Review of records to be destroyed	0.1	310	31.00
08/12/2022	MR	Investigation			Draft letter to solicitor on appointment	0.2	150	30.00
08/12/2022	ND	Assets			Telephone call Roger, Nathan, Jermain, Instant Waste re clearing out warehouse Email summaries and discussion with ML and JL Attend warehouse and begin collecting records Add Natale invoice to Insol	4.9	175	857.50
09/12/2022	ML	Assets			Updating plan of action	0.2	310	62.00
09/12/2022	ML	Assets			Disc ND re warehouse visit	0.1	310	31.00
09/12/2022	ML	Assets			Proof invoice for sale of assets at Innaloo site	0.1	310	31.00
09/12/2022	ML	Investigation			Proof searches file note, add comments	0.2	310	62.00
09/12/2022	MR	Assets	Sale of Real Property		Attend warehouse to dispose of rubbish before handing property back to PCP. Meet at warehouse with Nathan of PCP. Bring gas canisters to recycling centre.	3	150	450.00
09/12/2022	MR	Investigation			Searches file note - reading ML's changes. Creating credit report section and reading crown credit report	0.2	150	30.00
09/12/2022	ND	Assets			Email Tyrone Group with counteroffer	0.1	175	17.50
09/12/2022	ND	Assets			Warehouse visit - clean up leftover items/rubbish	3	175	525.00
09/12/2022	ND	Creditors			Telephone call AirLiquide re collection of bottles	0.2	175	35.00
11/12/2022	JL	Assets			Read Blackwell letter of advice re contract and claim re Broad	0.1	540	54.00
11/12/2022	JL	Assets			Read Blackwell letter of advice regarding disclaimer of onerous contracts	0.1	540	54.00
11/12/2022	JL	Creditors			Considering disclaiming warehouse contract. Notes for ML	0.1	540	54.00
12/12/2022	JL	Assets			Discussion with Nick re clearance fire extinguishers. Read SC's email re call to Novatec/Disc ML.			
12/12/2022	JL	Assets			Disc ML response to Novatec/Proof email	0.4	540	216.00
12/12/2022	ML	Assets			Disc ND re warehouse visit updates. Discuss with SC his call with Novatec	0.2	310	62.00
12/12/2022	ML	Assets			Email Grays re charges for storage. Proof email re sale of Innaloo assets	0.1	310	31.00
12/12/2022	ML	Creditors			Email Novatec re offsetting claim, security interest and valuation	0.3	310	93.00
12/12/2022	ML	Creditors			Disc JL re disclaimers/landlord, proof 2 x emails to creditors	0.3	310	93.00
12/12/2022	MR	Assets	Sale of Real Property		Attend warehouse with ND to meet with Air Liquide + dispose of rubbish	2.9	150	435.00
12/12/2022	ND	Assets			Amend email to Tyrone Group with ML changes Telephone call Air Liquide re collection Telephone call Instant Waste re collection Discuss above with ML	0.7	175	122.50
12/12/2022	ND	Assets			Warehouse visit - further cleaning up and drop off waste	4.1	175	717.50
12/12/2022	SC	Assets			Call from Novatec re MEVA equipment sale. Email to office re conversation and next steps	0.5	225	112.50
13/12/2022	JL	Assets			Discussion with ND & ML re warehouse clearance, new tenant and handover	0.3	540	162.00
13/12/2022	ML	Assets			Telephone call with AJG re insurance renewal	0.1	310	31.00
13/12/2022	MR	Assets	Sale of Real Property		Attend warehouse to dispose of rubbish + general tidy up. Move items that new tenant will be keeping	3.7	150	555.00
13/12/2022	MR	Investigation			Searches file note -> credit report section + make ML's changes	0.6	150	90.00
13/12/2022	ND	Administration			Telephone call from OSIT re service update and cancel website	0.2	175	35.00
13/12/2022	ND	Assets			Several Telephone calls to various fire extinguisher disposal facilities	0.2	175	35.00
13/12/2022	ND	Assets			Warehouse visit - with MR for clean up	3.8	175	665.00
13/12/2022	ND	Assets			Discussion with ML and JL re warehouse plan and hand over	0.3	175	52.50
13/12/2022	ND	Creditors			Telephone call and email Powerbrite re invoices and submit POD	0.2	175	35.00
13/12/2022	SC	Assets			Call from Novatec re counter-offer re MEVA equipment, email to ML and JL re conversation	0.4	225	90.00
14/12/2022	JL	Assets			Print docs re Novatec/MEVA Assets. Consider offer/make notes. Meeting with staff to discuss strategy re sale of MEVA	0.8	540	432.00
14/12/2022	JL	Creditors			Proof report to creditors (3 months), discuss with ML. Review revised circular	0.6	540	324.00
14/12/2022	ML	Administration			Proof ASIC form 5601	0.1	310	31.00
14/12/2022	ML	Administration			Determine cash position and outstanding invoices	0.1	310	31.00
14/12/2022	ML	Assets			Proof email to new tenant re abandoned property	0.1	310	31.00
14/12/2022	ML	Assets			Staff meeting to discuss strategy for realising MEVA assets, offer received, testing the market, quality of valuation, need for second opinion	0.6	310	186.00
14/12/2022	ML	Creditors			Make changes to report and update the receipts and payments	0.2	310	62.00
14/12/2022	ML	Creditors			Finalise report, lodge with ATO and FEG	0.1	310	31.00
14/12/2022	ND	Administration			Prepare ASIC form 5601	0.2	175	35.00
14/12/2022	ND	Assets			Receipt sale proceeds of Innaloo assets Telephone call Instant Waste re new skip Telephone call Nathan re new tenant retain goods Telephone call Air Liquide re collection Thursday Draft email to new tenant	0.7	175	122.50
14/12/2022	ND	Assets			Boardroom discussion re sale of MEVA assets	0.5	175	87.50
14/12/2022	SC	Assets			Email to Mark re invoice	0.1	225	22.50
14/12/2022	SC	Assets			Meeting re strategy for selling the MEVA equipment	0.6	225	135.00
15/12/2022	JL	Assets			Discussion with ML re clearance out of warehouse and call with JR. Proof email to JR/Make amendments/ call with Nathan Chau re warehouse. Read SC's note of call with Gray's. Read DB & SC's subsequent comments re MEVA assets.	0.3	540	162.00
15/12/2022	ML	Assets			Email landlord re payment and vacating premises	0.1	310	31.00
15/12/2022	ML	Assets			Proof payment of invoices	0.1	310	31.00
15/12/2022	MR	Administration			Scan invoice from Blackwall, save to file, create accounts payable for invoice on Insol	0.2	150	30.00
15/12/2022	MR	Administration			Add MEVA valuation invoice to Insol	0.1	150	15.00
15/12/2022	ND	Assets			Warehouse visit - final clean up and hand over	3.9	175	682.50
15/12/2022	ND	Assets			Email summary of work performed at warehouse to ML and JL	0.3	175	52.50

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
15/12/2022	ND	Assets			Prepare email to Grays re bank details Telephone call to Roger re warehouse handed over	0.5	175	87.50
15/12/2022	ND	Assets			Telephone call Instant Waste re collect skip bin next Tuesday	0.2	175	35.00
15/12/2022	SC	Assets			Call with Matt of Grays re valuation for MEVA equipment and email update to office	0.4	225	90.00
16/12/2022	ND	Assets			Prepare letter to Bankwest re transfer and close account	0.2	175	35.00
19/12/2022	JL	Assets			Read SC's email re t/a Grays re MEVA valuation/Notes to staff	0.1	540	54.00
19/12/2022	JL	Assets			Read email from Blackwall incl. response from Pyramid	0.1	540	54.00
19/12/2022	JL	Assets			Read SC's notes values re MEVA/Reply	0.1	540	54.00
19/12/2022	ML	Assets			Proof email to Novatec and Gordon Bros re MEVA assets. Read SC file note re call with Grays and Gordon Bros. Review Auction results	0.2	310	62.00
19/12/2022	ML	Creditors			Proof emails to creditors - Payroll tax, FEG and Stramit	0.2	310	62.00
19/12/2022	MR	Creditors			Acknowledge ADG engineers POD. Scan + upload to Insol	0.2	150	30.00
19/12/2022	ND	Administration			Telephone call from and email to Peter Quinlan of OSR re report Add Instant Waste invoice to Insol	0.4	175	70.00
19/12/2022	SC	Assets			Call from Grays re MEVA equipment and valuation, email to office update and to consider next steps, research alternate valuers that could be used	0.6	225	135.00
19/12/2022	SC	Assets			3x calls to valuers re valuation of the MEVA equipment, email update of conversations to the team	0.7	225	157.50
19/12/2022	SC	Assets			2x emails, one to Gordon Brothers re valuation and details of MEVA equipment, one to Novatec re offer	0.4	225	90.00
19/12/2022	SC	Assets			Discuss with ML re Casuarina Prison assets, email to Grays re collection of assets	0.3	225	67.50
20/12/2022	ML	Creditors			Proof 3 x PoD acknowledgement emails	0.1	310	31.00
20/12/2022	ML	Investigation			Proof amended searches file note	0.1	310	31.00
20/12/2022	ND	Assets			Receipt Grays invoices sale proceeds	0.3	175	52.50
20/12/2022	ND	Creditors			Acknowledge POD received and add to Insol Reply email to creditor re already submitted POD	0.2	175	35.00
20/12/2022	SC	Assets			Discuss assets on sites with DB	0.2	225	45.00
20/12/2022	SC	Assets			Review Gordon Brothers engagement letter, call to Slattery re valuation	0.3	225	67.50
20/12/2022	SC	Assets			Email to Grays re assets at Casuarina Prison	0.2	225	45.00
21/12/2022	ML	Assets			Proof email to Slattery re valuation, disc ND re Telephone call with Grays re item sold from yard, file note on retentions due, looking into correspondence with Siskas.	0.4	310	124.00
21/12/2022	MR	Administration			Scan AJG invoice, save to Insol, create accounts payable	0.2	150	30.00
21/12/2022	ND	Administration			Reply email to AJG re wages declaration	0.1	175	17.50
21/12/2022	ND	Assets			Telephone call to Matt Craggs re sale of concrete kibble	0.2	175	35.00
21/12/2022	ND	Creditors			Reply email to OSIT re submit POD	0.2	175	35.00
21/12/2022	SC	Assets			Call with Valuer re MEVA systems	0.1	225	22.50
21/12/2022	SC	Assets			Email to Slattery re valuation of MEVA equipment	0.1	225	22.50
21/12/2022	SC	Assets			Reviewing Grays sales invoices	0.1	225	22.50
22/12/2022	ML	Assets			File note on retentions. Reviewing contract to determine when payable	0.4	310	124.00
22/12/2022	MR	Administration			Follow up email to company solicitor	0.1	150	15.00
22/12/2022	ND	Administration			Prepare GIO wages declaration form 20/21	0.8	175	140.00
23/12/2022	DB	Assets			Discuss email in from Gordon Brothers, Telephone call Jeremy Dodds of Gordon Brothers, prep note to JL/ML re revised LOE	0.4	435	174.00
23/12/2022	JL	Assets			Payments/checking Payment requests/authorising payments/Paperwork	0.1	540	54.00
29/12/2022	JL	Assets			Sign revised valuation quote/scan & send	0.1	540	54.00
29/12/2022	JL	Investigation			Review MR's file note summary of searches	0.1	540	54.00
09/01/2023	ML	Assets			Email to Gordon Brothers re valuation	0.1	310	31.00
09/01/2023	ND	Employees	Other employee issues		Telephone call from Wayne Doolan re new email address	0.1	185	18.50
10/01/2023	JL	Assets			Query from ML re enquiry from Novatec re MEVA equipment/Reply	0.1	540	54.00
10/01/2023	ML	Assets			Read SC file note of his call with Jamin at Novatec.	0.1	310	31.00
10/01/2023	SC	Assets			Call to Jamin of Novatec re offer and further steps, email summary of conversation to JL and ML	0.4	245	98.00
11/01/2023	ML	Administration			Proof GIO Wages declaration form	0.1	310	31.00
11/01/2023	ML	Creditors			PPSR validity form - Big River	1	310	310.00
11/01/2023	ND	Assets			Telephone call Bankwest follow up payment and close account	0.2	185	37.00
11/01/2023	ND	Creditors			Reply email to Big River Group's solicitor re reports Email wages declaration to Suncorp	0.5	185	92.50
12/01/2023	JL	Creditors			Review file note validity of PPSR registration for Big River group	0.1	540	54.00
12/01/2023	ML	Assets			Disc SC re call Grays to organise inspection for Gordon Brothers. Proof email to Gordon Brothers	0.1	310	31.00
12/01/2023	SC	Assets			Review emails with Gordon Brothers, call to Grays re warehouse visit for valuation, email to Gordon Brothers re warehouse visit	0.4	245	98.00
12/01/2023	SC	Creditors			Proof ML PPSR verification	0.2	245	49.00
13/01/2023	ML	Creditors			Letter to Big River re PPSR	0.2	310	62.00
16/01/2023	JL	Employees	Other employee issues		Read ND's notes re FEG	0.1	540	54.00
16/01/2023	ML	Employees	Other employee issues		Read ND file note re call with FEG	0.1	310	31.00
16/01/2023	ND	Employees	Other employee issues		Telephone call from FEG Email summary to JL and ML	0.3	185	55.50
17/01/2023	ND	Administration			Telephone call to MyLeave re no inspection required	0.2	185	37.00
17/01/2023	ND	Creditors			Reply email to Suncorp re WorkCover cancellation	0.1	185	18.50
18/01/2023	ND	Administration			Email to Allstyle re Telstra transfer	0.1	185	18.50
19/01/2023	DB	Assets	Sale of Real Property		Review Broad file, discuss SC/ND, prepare email to Blackwall	0.2	435	87.00
19/01/2023	ML	Assets			File note on retentions	1.5	310	465.00
20/01/2023	DB	Assets			Review Gordon Brothers valuation of MEVA assets, discuss SC, discuss assets remaining in warehouse and PPSA	0.4	435	174.00
20/01/2023	DB	Assets			Email in Blackwall, review draft letter, try to reconcile payments to variations retentions etc. for progress claims #10, 11,12 and 13, notes/questions for discussion with Blackwall	1.8	435	783.00
20/01/2023	JL	Assets			Group meeting re Gordon Brothers valuation	0.4	540	216.00
20/01/2023	ML	Assets			Read and consider Gordon Brothers valuation	0.2	310	62.00
20/01/2023	SC	Assets			Call to Grays re valuation and asset collections, email update to office	0.3	245	73.50
20/01/2023	SC	Assets			Call with Grays re asset collection	0.1	245	24.50
20/01/2023	SC	Assets			Discuss MEVA valuation with DB, as well as security agreement with landlord, review lease docs	0.4	245	98.00
20/01/2023	SC	Assets			Meeting with office re offer for MEVA equipment, valuation and next steps	0.3	245	73.50
23/01/2023	DB	Assets	Sale of Real Property		Telephone call Mallika at Blackwall re Broad draft letter	0.4	435	174.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
23/01/2023	ML	Assets			Retention file note continued. Review of books and records for any other undisclosed retentions due. Proof email to Jamin re increase offer. Letters to two retention debtors	2.9	310	899.00
23/01/2023	ND	Creditors			Telephone call to Stramit left message for Maria	0.1	185	18.50
23/01/2023	SC	Assets			Email to Jamin re valuation and final offer	0.3	245	73.50
24/01/2023	JL	Assets			Email from ASC re auction of Palebay assets/Notes in response	0.1	540	54.00
24/01/2023	ND	Investigation			Review Crown MYOB for evidence of Armadale assets	1.2	185	222.00
24/01/2023	SC	Assets			Discuss Armadale yard assets, review Pickles listing of assets at Armadale, set up schedule for cross check with MYOB system	1.4	245	343.00
25/01/2023	JL	Administration			Read ML file note re retentions (just debtors) & proof x2 letters to debtors	0.2	540	108.00
25/01/2023	SC	Assets			Prepare schedule and review MYOB for evidence of asset ownership	0.3	245	73.50
25/01/2023	SC	Assets			Prepare schedule and review MYOB for evidence of asset ownership cont.	1	245	245.00
25/01/2023	SC	Assets			Prepare schedule and review MYOB for evidence of asset ownership cont.	0.8	245	196.00
25/01/2023	SC	Assets			Prepare schedule and review MYOB for evidence of asset ownership cont.	1	245	245.00
27/01/2023	ML	Creditors			Read correspondence in from Stramit, instruct SC	0.1	310	31.00
27/01/2023	SC	Assets			Prepare schedule re Crown ownership of assets	0.9	245	220.50
27/01/2023	SC	Assets			Prepare file note re Crown assets and upcoming Palebay auction	1.3	245	318.50
27/01/2023	SC	Assets			2x calls with Grays re update on asset collection, summary email of conversation to JL and ML, separate emails to DB	0.4	245	98.00
27/01/2023	SC	Assets			Reviewing Roger's emails to find proof of Crown ownership of assets	0.7	245	171.50
30/01/2023	ML	Assets			Proof and consider file note on items in the Palebay Pickles auction	0.1	310	31.00
30/01/2023	MR	Administration			Receipt BAS funds from ATO, add Gordon brothers valuation accounts payable to Insol	0.2	150	30.00
30/01/2023	SC	Assets			Going through Roger's emails re asset ownership	0.5	245	122.50
30/01/2023	SC	Assets			Review insurance covers and email summary to ML re further cover	0.3	245	73.50
30/01/2023	SC	Assets			Prepare schedule of current assets and what assets are located at different sites	0.5	245	122.50
30/01/2023	SC	Assets			Email to AJG re cover required	0.2	245	49.00
30/01/2023	SC	Assets			Amend asset schedule following review of Grays information and discussion with ND	0.3	245	73.50
30/01/2023	SC	Creditors			Review documents from secured creditor, prepare email requesting security agreement, discuss with ML and ND	0.3	245	73.50
31/01/2023	DB	Investigation			Discuss SC, prepare email to Blackwall re Broad	0.2	435	87.00
31/01/2023	JL	Administration			Review SC's file note: summary of Crowns ownership of Armadale assets	0.1	540	54.00
31/01/2023	ML	Assets			Proof email to Grays	0.1	310	31.00
31/01/2023	ML	Assets			Proof email re insurance needs	0.1	310	31.00
31/01/2023	ML	Assets			Proof email to Roger re Palebay assets	0.1	310	31.00
31/01/2023	SC	Assets			Reading PS Structures emails re Amana Living and defect works	0.1	245	24.50
31/01/2023	SC	Assets			Email to Grays re update on correspondence with site builders regarding access to assets, and request further information re assets held by Grays	0.4	245	98.00
31/01/2023	SC	Assets			Email to Roger re possible Crown ownership of Pickles auction assets and request further information, prepare schedule of relevant assets	0.6	245	147.00
02/02/2023	DB	Assets			Read email in Blackwall Legal, review file for Broad contract, compare amendments to draft letter to previous draft and our recommended changes/queries, prepare response to Blackwall	0.8	435	348.00
02/02/2023	JL	Assets			Proof letter to Pickles re items going to auction	0.1	540	54.00
02/02/2023	ML	Administration			Email to Gallagher re wages declarations	0.1	310	31.00
02/02/2023	ML	Assets			Proof email to Pickles	0.1	310	31.00
02/02/2023	SC	Assets			Email to Pickles to provide notice re claim to assets, and upcoming auction	0.4	245	98.00
03/02/2023	DB	Assets			Meeting ML/SC to discuss approach to selling the MEVA equipment	0.3	435	130.50
03/02/2023	JL	Assets			SC's note re Jamin/Novatec response/My notes Discuss SC & ML	0.1	540	54.00
03/02/2023	ML	Assets			Proof follow up email to Roger re disputed assets	0.1	310	31.00
03/02/2023	ML	Assets			Discussion with SC/DB and then JL re how to respond to Novatec's email - whether or not to provide a figure that we would accept, discuss reasons around why we would accept less than the valuation and why. Reasons why it's beneficial to get Novatec over the line rather than go to the open market. Strategy in how we respond. Instruct SC to file note discussions	0.3	310	93.00
03/02/2023	ML	Assets			Amend email to Novatec, check with JL re my suggested changes	0.2	310	62.00
03/02/2023	ND	Administration			Telephone call to MyLeave re overdue employer return	0.3	185	55.50
03/02/2023	ND	Employees	Other employee issues		Make notes on FEG email	0.5	185	92.50
03/02/2023	SC	Assets			Email to Roger re assets	0.1	245	24.50
03/02/2023	SC	Assets			Call to AJG re renewal	0.1	245	24.50
03/02/2023	SC	Assets			Call from Roger, discuss with ML, summary email to JL re Palebay assets and conversation. Email to Roger re meeting and RMD props	0.8	245	196.00
03/02/2023	SC	Assets			Discuss with DB re MEVA equipment, meeting with JL and ML re response to offer	0.5	245	122.50
03/02/2023	SC	Assets			Email to Jamin re revised offer and counter-offer, review valuations and discuss with ML	0.4	245	98.00
03/02/2023	SC	Assets			Call from AJG re insurance renewal, discuss with ML	0.3	245	73.50
03/02/2023	SC	Assets			Reviewing Daniela emails re Palebay ownership of contested assets	1	245	245.00
06/02/2023	ML	Assets			Proof follow ups to retention debtors	0.1	310	31.00
06/02/2023	ML	Employees	Other employee issues		Review email in from FEG	0.1	310	31.00
06/02/2023	ML	Employees	Other employee issues		Proof email to employee	0.1	310	31.00
06/02/2023	ND	Employees	Other employee issues		Reply email to Paul Griffin re progress of liquidation Prepare file note re response to FEG	1.3	185	240.50
06/02/2023	SC	Assets			Call from Roger re assets on auction listing and Palebay ownership, discuss with ML and ND	0.5	245	122.50
07/02/2023	DB	Assets			Review contract documentation to check on director's assertion that variations have not been paid	0.8	435	348.00
07/02/2023	JL	Assets			Acceptance of offer from Novatec re MEVA equipment/Notes to staff	0.1	540	54.00
07/02/2023	JL	Assets			Discuss whether to get sale agreement/Discuss ML	0.1	540	54.00
07/02/2023	JL	Employees	Other employee issues		Review ND's file note re FEG queries Review draft email to FEG	0.1	540	54.00
07/02/2023	ML	Assets			Disc JL re how to draft Novatec invoice	0.1	310	31.00
07/02/2023	ML	Employees	Other employee issues		Proof file note re FEG reply and email to FEG	0.2	310	62.00
07/02/2023	ND	Assets			Meeting with Roger re assets	0.6	185	111.00
07/02/2023	ND	Creditors			Email follow up to Stramit re PPSR	0.1	185	18.50
07/02/2023	ND	Employees	Other employee issues		Discuss response to FEG with ML Prepare email to FEG re initial queries	1.1	185	203.50
07/02/2023	ND	Employees	Other employee issues		Amend email to FEG with ML changes	0.1	185	18.50
07/02/2023	SC	Assets			Meeting with Roger re Palebay asset claims and Broad contract	0.6	245	147.00
07/02/2023	SC	Assets			Reviewing books and records re Broad variations claim	1	245	245.00
07/02/2023	SC	Assets			Prepare file note re Broad variations claim, review relevant books and records	1	245	245.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
07/02/2023	SC	Assets			Finalising file note re variations	0.3	245	73.50
07/02/2023	SC	Creditors			Reviewing books and records re Palebay ownership of assets	0.5	245	122.50
08/02/2023	DB	Assets			Review file note on Casuarina/Broad contract. Review supporting docs, review Roger's emails	0.4	435	174.00
09/02/2023	JL	Assets			Review draft invoice to Novatec/Send notes to ML	0.4	540	216.00
09/02/2023	JL	Assets			Review revised draft invoice	0.1	540	54.00
09/02/2023	JL	Assets			Discussion ML & ND re Pickles auction & location of MEVA equipment	0.2	540	108.00
09/02/2023	ML	Assets			Prepare invoice for Novatec including terms and conditions. Make changes as suggested by JL.	0.5	310	155.00
09/02/2023	ML	Assets			Prepare covering email	0.1	310	31.00
09/02/2023	ML	Assets			Review ND notes on pale bay assets up for auction, proof email to Pickles	0.1	310	31.00
09/02/2023	ND	Investigation			Prepare commentary on summary of Pickles auction assets Prepare email to Pickles re no action	0.6	185	111.00
10/02/2023	DB	Assets			Consider email in Broad, review contract and prior correspondence	0.2	435	87.00
10/02/2023	JL	Administration			Review Nick's notes re assets being sold at Pickles auction/Notes to staff	0.1	540	54.00
12/02/2023	JL	Assets			Review Broads response to claim/Make notes	0.1	540	54.00
13/02/2023	DB	Assets			Review Broad email/letter, review contract documentation, review emails/company records, review our file, prepare spreadsheet, prepare email Blackwall	2.8	435	1,218.00
14/02/2023	DB	Assets	Sale of Real Property		Further investigation and prepare email to Blackwall re Broad's letter on Casuarina	0.8	435	348.00
14/02/2023	JL	Assets			Discuss DB & ML re debtors/retentions/WIP - Strategy, progress and issues	0.5	540	270.00
14/02/2023	ML	Assets			Disc JL and DB re debtor collections	0.1	310	31.00
14/02/2023	ND	Employees	Other employee issues		Collate and upload requested payslips to FEG IP portal Prepare email reply to FEG re payslips	1	185	185.00
15/02/2023	JL	Assets			Telephone call to Alyson of FEG re payslips	0.1	540	54.00
15/02/2023	ML	Assets			Consider how to prompt Jamin/Novatec Discuss ML	0.1	310	31.00
15/02/2023	ML	Assets			Email Jamin re 24 hours notice to collect	0.1	310	31.00
15/02/2023	ND	Administration			Prepare email reply to AJG re sites/assets/insurance	0.2	185	37.00
16/02/2023	JL	Investigation			Staff meeting: Discussion re investigation strategy	0.8	540	432.00
16/02/2023	ND	Investigation			Telephone call to Bankwest re statements	0.2	185	37.00
17/02/2023	ML	Assets			Amend email to insurer, file note summarising asset position, proof email to Grays and read SC file note re call with Grays.	0.5	310	155.00
17/02/2023	ML	Employees	Other employee issues		Proof email to FEG	0.1	310	31.00
17/02/2023	ND	Employees	Other employee issues		Reply email to FEG re payslips	0.3	185	55.50
17/02/2023	ND	Investigation			Prepare listing of Pickles/Palebay auction results	0.3	185	55.50
17/02/2023	SC	Assets			Call with David Jeffs re assets at sites and update, email summary to office	0.3	245	73.50
17/02/2023	SC	Assets			Reviewing pictures to identify site office at Alkimos, prepare email to Grays re collection and summaries	0.4	245	98.00
17/02/2023	SC	Assets			Preparing supplementary file note re Palebay assets and Crown claim	1	245	245.00
20/02/2023	SC	Assets			Email to AJG re insurance for sites required	0.2	245	49.00
20/02/2023	SC	Assets			File note re Crown claim to Palebay assets, reviewing auction results, Crown books and records and director's advice	2.1	245	514.50
21/02/2023	JL	Employees	Other employee issues		Review ND's file note call re employee 'bonuses' / review draft email to FEG	0.1	540	54.00
21/02/2023	ML	Employees	Other employee issues		Proof email to FEG	0.1	310	31.00
21/02/2023	ML	Investigation			Review bank statements in - quick review for any red flags to look into	0.1	310	31.00
21/02/2023	ND	Employees	Other employee issues		Review FEG email and attachments and prepare response Telephone call from Alyson of FEG re Wayne Doolan wage/bonus	0.7	185	129.50
21/02/2023	ND	Employees	Other employee issues		Search Crown records for information and documentation re bonuses to pass to FEG	1.2	185	222.00
22/02/2023	ND	Employees	Other employee issues		Review FEG discrepancy report Discuss with ML Agree and submit task on FEG IP portal	0.7	185	129.50
22/02/2023	ND	Investigation			Telephone call to JacMac re copy of file Prepare letter to Momentum Legal re any matters acted on	0.5	185	92.50
23/02/2023	DB	Assets			Prepare separate spreadsheet summary of receivables	0.3	435	130.50
23/02/2023	ND	Assets			Telephone call to Lendlease re retentions letter	0.2	185	37.00
23/02/2023	ND	Creditors			Reply email to Nathan Chow acknowledge POD	0.1	185	18.50
24/02/2023	JL	Employees	Other employee issues		Query via LinkedIn from employee partner	0.1	540	54.00
24/02/2023	ND	Employees	Other employee issues		Email to James Doolan re progress of liquidation	0.2	185	37.00
24/02/2023	ND	Investigation			Prepare worksheet of transactions from bank statements	1.4	185	259.00
24/02/2023	SC	Assets			Email follow up to Grays re asset collections	0.1	245	24.50
24/02/2023	SC	Assets			Prepare file note re sale of MEVA equipment	0.4	245	98.00
24/02/2023	SC	Assets			Prepare file note re sale of MEVA equipment cont.	0.9	245	220.50
27/02/2023	JL	Investigation	Conducting investigation		Read MLs notes on call with David Bryant re Palebay, notes to ML	0.1	540	54.00
27/02/2023	ML	Investigation			Call from David Bryant re Palebay, provide update on liquidation. File note Telephone call.	0.4	310	124.00
27/02/2023	ND	Administration			Add x3 AJG invoices to Insol	0.3	185	55.50
27/02/2023	ND	Employees	Other employee issues		Download FEG POD and add to Insol Acknowledge POD on FEG portal	0.3	185	55.50
27/02/2023	ND	Employees	Other employee issues		Prepare draft FEG recovery questionnaire	0.4	185	74.00
27/02/2023	ND	Investigation			Telephone call Bankwest re transaction query	0.4	185	74.00
27/02/2023	ND	Investigation			Continue worksheet of transactions from bank statements Prepare letter to PA Martino LLB re notice to solicitor	4.2	185	777.00
27/02/2023	SC	Assets			Reviewing AJG invoices and cross-checking, discuss with ML	0.2	245	49.00
28/02/2023	ML	Assets			Proof file note re assets in Palebay auction	0.2	310	62.00
28/02/2023	ML	Employees	Other employee issues		Proof FEG recovery questionnaire	0.1	310	31.00
28/02/2023	ND	Investigation			Telephone call to JacMac left message for Renae Harding	0.1	185	18.50
28/02/2023	ND	Investigation			Continue worksheet of transactions from bank statements	1.1	185	203.50
28/02/2023	SC	Assets			Call to Jamin re MEVA systems	0.1	245	24.50
28/02/2023	SC	Assets			Review Crown emails re Alkimos contact, call to Mark re collection of site office and potential offer, call to Grays re value of the site office, email to ML re update	0.7	245	171.50
01/03/2023	ML	Assets			Proof file note re acceptance of MEVA offer	0.1	310	31.00
01/03/2023	ML	Assets			Proof emails to Jamin and Newest re sales	0.1	310	31.00
01/03/2023	ML	Investigation			Search for Palebay MYOB, email to David Bryant	0.2	310	62.00
01/03/2023	ND	Creditors			Telephone call Stramit left message for Maria Schandl	0.1	185	18.50
01/03/2023	ND	Employees	Other employee issues		Amend FEG recovery questionnaire with ML changes	0.2	185	37.00
01/03/2023	ND	Investigation			Telephone call from Renae Harding of JacMac re request for books and records	0.2	185	37.00
01/03/2023	ND	Investigation			Continue worksheet of transactions from bank statements	1	185	185.00
01/03/2023	SC	Assets			2x calls with Jamin re purchase of MEVA systems, call with Grays re value of site office and update of assets, email to Newest re acceptable price for the site office at Alkimos	0.7	245	171.50
01/03/2023	SC	Assets			Prepare revised invoice and email to Novatec re payment for MEVA systems	0.3	245	73.50
01/03/2023	SC	Investigation			Discuss with ML re Palebay records	0.2	245	49.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
02/03/2023	ML	Assets	Other Assets		Read Lendlease letter - disc DB re legal advice	0.1	310	31.00
02/03/2023	ND	Creditors			Reply email to Suncorp re new POD	0.2	185	37.00
02/03/2023	ND	Investigation			Continue worksheet of transactions from bank statements Prepare worksheet of related entity transactions	1.3	185	240.50
02/03/2023	SC	Investigation			Reading through ND spreadsheet re transactions and discuss with ND	0.3	245	73.50
03/03/2023	ND	Employees	Other employee issues		Review second batch of FEG discrepancies Discuss with ML Receive and acknowledge FEG POD	1	185	185.00
03/03/2023	ND	Investigation			Prepare worksheet of sales income	0.5	185	92.50
03/03/2023	SC	Investigation	Conducting investigation		Discuss with ND re Crown MYOB and review records	0.3	245	73.50
07/03/2023	DB	Assets	Debtors		Review Lendlease 026 contract at Curtin University Library	1	435	435.00
07/03/2023	JL	Employees	FEG		Notes form ND re FEG discrepancy reports/Respond	0.1	540	54.00
07/03/2023	ML	Employees	FEG	Preparing notif	Review discrepancy reports	0.1	310	31.00
07/03/2023	ND	Creditors	Creditor Enquiries, Requests & Dire		Email acknowledge Suncorp POD and add to Insol	0.2	185	37.00
07/03/2023	ND	Employees	FEG		Email summary of discrepancies to ML and JL	0.5	185	92.50
07/03/2023	SC	Assets	Plant and Equipment		Agree and submit on IP portal	0.3	245	73.50
07/03/2023	SC	Assets	Plant and Equipment		Email to Grays re collection of assets at Bibra Lake, and value of site office at Alkimos	0.1	245	24.50
07/03/2023	SC	Creditors	Creditor Enquiries, Requests & Dire		Call with purchaser of site office	0.3	245	73.50
08/03/2023	JL	Assets	Other Assets		Review invoices provided by Novatec, discuss with ML, prepare response and ask for security agreement	0.1	540	54.00
08/03/2023	JL	Employees	Employees enquiries		Consider advice email from Blackwall re position/Note to staff	0.1	540	54.00
08/03/2023	ML	Assets	Plant and Equipment		Note from ND re employees who have submitted FEG claims/Discuss ML reminder to employees	0.1	310	31.00
08/03/2023	ML	Assets	Plant and Equipment		Emails with Blackwall (2) regarding Hilti assets to be sold.	0.1	310	31.00
08/03/2023	ML	Assets	Plant and Equipment	Liaising with va	Liaising with valuers, auctioneers and interested parties - proof invoice for sale of site office	0.1	310	31.00
08/03/2023	ND	Employees	FEG		Draft BCC email to employees re reminder for FEG claims	0.3	185	55.50
08/03/2023	ND	Employees	FEG		Review FEG confirmation report	0.4	185	74.00
08/03/2023	SC	Assets	Plant and Equipment		Discuss residual claims with ML	0.3	245	73.50
09/03/2023	JL	Assets	Other Assets		Prepare invoice for sale of site office, review agreed terms	0.2	540	108.00
09/03/2023	JL	Investigation	Conducting investigation		Brief review x2 emails Blackwall Lendlease & broad/discuss DB	0.1	540	54.00
09/03/2023	JL	Investigation	Conducting investigation		Review ND's spreadsheet bank statement review/Query	0.1	540	54.00
09/03/2023	ML	Investigation	Litigation / Recover	Preparing brief	Preparing brief to solicitors - potential claim	0.5	310	155.00
09/03/2023	ND	Investigation	Conducting investigation		Prepare worksheet of assets in Crown's possession at date of liquidation	3.5	185	647.50
09/03/2023	SC	Assets	Plant and Equipment		Email to Calroc re purchase of site office and invoice	0.2	245	49.00
10/03/2023	JL	Investigation	Conducting investigation		Proof letter of instruction to Blackwall re potential claim. Discuss with ML	2	540	1,080.00
10/03/2023	ML	Investigation	Litigation / Recover	Preparing brief	Preparing brief to solicitors - potential claim	0.1	310	31.00
10/03/2023	ND	Assets	Plant and Equipment		Review auction listing received from Jermayn	0.2	185	37.00
13/03/2023	DB	Assets	Debtors		Review emails in, prepare email Lendlease re retention Curtin Design School, proof email Dempsey re retention	0.8	435	348.00
13/03/2023	JL	Assets	Other Assets		Review email with Sale Lots Review for auction Grays starting Friday	0.1	540	54.00
13/03/2023	JL	Assets	Other Assets		Review draft email to Dempsey construction	0.1	540	54.00
13/03/2023	JL	Assets	Other Assets		Review file note: Sale of MEVA systems	0.1	540	54.00
13/03/2023	ML	Assets	Plant and Equipment		Discuss with SC re his call with Blackwall on Hilti equipment	0.1	310	31.00
13/03/2023	ML	Assets	Debtors	Correspondence	Correspondence with debtors - proof email to Dempsey	0.1	310	31.00
13/03/2023	ML	Employees	FEG		Proof reminder email to employees re FEG deadline	0.1	310	31.00
13/03/2023	ND	Employees	Employees enquiries		Telephone call from Vlado re outstanding RDO	0.2	185	37.00
13/03/2023	ND	Investigation	Conducting investigation		Prepare separate schedule of IDEP payments	0.6	185	111.00
13/03/2023	ND	Investigation	Conducting investigation		Amend Palebay asset schedule with further information	0.4	185	74.00
13/03/2023	SC	Assets	Debtors		Prepare email response to Dempsey Construction re Siskas retention and warranty	1	245	245.00
13/03/2023	SC	Assets	Debtors		Reviewing Siskas contract re retentions and defects, review books and records re completion and noting relevant dates and figures	0.9	245	220.50
13/03/2023	SC	Assets	Debtors		Call with Mallika of Blackwall re Hilti items and upcoming auction, email to ML re call	0.3	245	73.50
13/03/2023	SC	Creditors	Secured creditor reporting		Email to Novatec re security agreement, items left at sites, review asset listings at various sites to identify items and cross-check	0.5	245	122.50
14/03/2023	DB	Assets	Debtors		Consider email in Dempsey re Siskas, review documentation, prepare a response	0.4	435	174.00
14/03/2023	DB	Assets	Debtors		Review file re Siskas apartments/Dempsey, Telephone call Roger, email exchanges Dempsey	1.6	435	696.00
14/03/2023	ML	Assets	Plant and Equipment		Proof and approve payment of insurance	0.1	310	31.00
14/03/2023	ND	Administration	Insurance		Telephone call to AJG confirm bank details and process payment	0.2	185	37.00
14/03/2023	ND	Assets	Plant and Equipment		Receipt sale proceeds of portable office	0.2	185	37.00
14/03/2023	ND	Employees	Other employee issues		Prepare email reply to Wayne Doolan re outstanding entitlements	0.7	185	129.50
14/03/2023	ND	Employees	Other employee issues		Acknowledge FEG POD and add to Insol	0.7	185	129.50
14/03/2023	ND	Investigation	Conducting investigation		Save FEG payment letters to employees to Insol	0.7	185	129.50
14/03/2023	ND	Investigation	Conducting investigation		Discuss IDEP schedule with ML	1	185	185.00
14/03/2023	SC	Assets	Plant and Equipment		Continue schedule of IDEP payments	0.9	245	220.50
14/03/2023	SC	Assets	Plant and Equipment		Prepare summary of assets up for auction and cross-check against assets collected	0.9	245	220.50
15/03/2023	DB	Assets	Debtors		Prepare email to Dempsey re Siskas, review response, find and review contract, prepare email Blackwall	0.7	435	304.50
15/03/2023	ML	Assets	Plant and Equipment		Call with Blackwall to discuss update on Hilti. Brief discussion about potential next steps with Broad/Lendlease. File note.	0.2	310	62.00
15/03/2023	ML	Employees	Employees enquiries		Broad/Lendlease. File note.	0.1	310	31.00
15/03/2023	ML	Investigation	Litigation / Recoveries		Proof email to Wayne Doolan - non FEG entitlements	0.1	310	31.00
15/03/2023	ML	Investigation	Litigation / Recoveries		Proof and approve payment to Blackwall	0.1	310	31.00
15/03/2023	ML	Investigation	Litigation / Recoveries		Amend letter to Blackwall regarding potential claim.	0.8	310	248.00
15/03/2023	MR	Administration	Correspondence		Follow up email to company solicitor re requested docs	0.1	150	15.00
15/03/2023	ND	Administration	Correspondence		Add Blackwall Legal invoice to Insol and pay	0.3	185	55.50
15/03/2023	ND	Investigation	Conducting investigation		Continue IDEP payments schedule	0.9	185	166.50
15/03/2023	SC	Assets	Plant and Equipment		Search company records for IDEP print-outs	0.2	245	49.00
16/03/2023	JL	Assets	Other Assets		Email to Grays re assets and auction	0.3	540	162.00
16/03/2023	ND	Employees	Employees enquiries		Payment of Blackwall invoices/paperwork x3. Proof revised letter to Blackwall	0.1	185	18.50
16/03/2023	SC	Assets	Plant and Equipment		Acknowledge Wayne Doolan revised POD	0.1	245	24.50
16/03/2023	SC	Assets	Plant and Equipment		Call to Grays re Bibra Lake assets	0.1	245	24.50
17/03/2023	DB	Assets	Debtors		Review letter in and proposed Blackwall response on Broad, Telephone call Mallika discuss Broad & Dempsey	0.7	435	304.50
17/03/2023	JL	Assets	Other Assets		Review ML's notes re call with Blackwall re Hilti	0.1	540	54.00
17/03/2023	JL	Assets	Other Assets		Review older emails from Broad, Lendlease & Blackwall	0.3	540	162.00
17/03/2023	ML	Investigation	Litigation / Recoveries		Amend letter to Blackwall about claim	0.1	310	31.00

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
17/03/2023	SC	Assets	Plant and Equipment		Review email from Grays re Bibra Lake assets, cross-check with Grays advice and discuss with ML	0.3	245	73.50
17/03/2023	SC	Assets	Plant and Equipment		Email to Grays re auction	0.1	245	24.50
20/03/2023	ND	Employees	Employees enquiries		Telephone call from and email to Paul Griffin re entitlements unpaid by FEG	0.3	185	55.50
20/03/2023	SC	Assets	Plant and Equipment		Email to ML re Crown assets at sites and collected assets	0.4	245	98.00
21/03/2023	DB	Assets	Debtors		Lendlease - Curtin Uni Library, check correspondence, prepare email Lendlease	0.4	435	174.00
21/03/2023	DB	Assets	Debtors		Check correspondence, prepare email Dempsey	0.2	435	87.00
21/03/2023	DB	Assets	Debtors		Lendlease - Curtin Uni Library minor works, download and review contract and correspondence, prepare email to Lendlease	1.4	435	609.00
21/03/2023	DB	Assets	Debtors		Lendlease - Curtin Design School review correspondence/docs, prepare follow up email to Lendlease	0.4	435	174.00
21/03/2023	ND	Employees	Employees enquiries		Telephone call from and email to Vlado Strafela re outstanding entitlements	0.4	185	74.00
21/03/2023	ND	Employees	Employees enquiries		Telephone call from Charles Giancristofaro re outstanding entitlements	0.4	185	74.00
22/03/2023	DB	Assets	Debtors		Lendlease - re Uni Library minor works - review contract/variations letter/Crown emails/docs	0.6	435	261.00
22/03/2023	JL	Assets	Other Assets		Read queries in from Blackwall/discuss with ML.	0.1	540	54.00
23/03/2023	JL	Assets	Plant and Equipment		Review notes re asset position and insurance. Discuss ML re queries from Blackwall	0.2	540	108.00
23/03/2023	ML	Assets	Plant and Equipment		Review Shaun and Nick's comments on asset update and consider insurance requirements, instruct on further work to realise assets	0.1	310	31.00
23/03/2023	ML	Creditors	Creditor Enquiries, Requests & Directions		Discuss ND re his call with creditor about GST return. Proof email	0.1	310	31.00
23/03/2023	ML	Investigation	Litigation / Recoveries		Review queries from Blackwall and provide my comments	0.2	310	62.00
23/03/2023	ML	Investigation	Litigation / Recoveries		Review previous correspondence with Crothers	0.2	310	62.00
24/03/2023	ND	Assets	Plant and Equipment		Prepare letter to Crothers re assets at Karrinyup	0.5	185	92.50
24/03/2023	ND	Employees	Employees enquiries		Email reply to James Doolan re super	0.5	185	92.50
24/03/2023	ND	Employees	Employees enquiries		Amend email with ML changes	0.3	185	55.50
29/03/2023	DB	Assets	Plant and Equipment		Proof email to Novatec, discuss ML	0.3	435	130.50
29/03/2023	ML	Creditors	Retention of Title Claims		Proof and amend email to Novatec re security interest invalid	0.1	310	31.00
29/03/2023	ML	Creditors	Retention of Title Claims		Reply email to Vlado re amended POD	0.1	310	31.00
29/03/2023	ND	Employees	Employees enquiries		Add POD to Insol	0.2	185	37.00
29/03/2023	SC	Assets	Plant and Equipment		Finalise email to Novatec re security and its purchase of the MEVA equipment	0.3	245	73.50
29/03/2023	SC	Assets	Plant and Equipment		Email to Grays re upcoming auction, review listing	0.1	245	24.50
29/03/2023	SC	Creditors	Secured creditor reporting		Preparing email to Novatec re validity of PPSR registrations	0.3	245	73.50
29/03/2023	SC	Creditors	Secured creditor reporting		Response to Novatec re claimed security interest and payment for MEVA equipment, review PPSR and re Novatec registrations	0.6	245	147.00
30/03/2023	JL	Assets	Plant and Equipment		Review email to Novatec re security and set off against acquisition	0.1	540	54.00
30/03/2023	ML	Assets	Plant and Equipment		Proof letter to Crothers re assets at St Mary's	0.1	310	31.00
30/03/2023	ND	Assets	Debtors		Amend letter to Crothers with ML changes	0.1	185	18.50
30/03/2023	ND	Employees	Employees enquiries		Reply email to Wayne Doolan re progress of liquidation	0.1	185	18.50
30/03/2023	ND	Employees	Employees enquiries		Reply email to Paul Griffin re POD	0.1	185	18.50
30/03/2023	ND	Employees	Employees enquiries		Add POD to Insol	0.4	185	74.00
31/03/2023	JL	Assets	Plant and Equipment		Telephone call from Wayne Doolan re progress of liquidation	0.4	185	74.00
31/03/2023	JL	Assets	Plant and Equipment		Read SC notes on call with Blackwall	0.1	540	54.00
31/03/2023	JL	Assets	Plant and Equipment		Notes to staff re Novatec payment/email DB. Emails with ML/ proof email to Blackwall. Read email and draft letter Blackwall. Notes to ML on the issue	0.3	540	162.00
31/03/2023	ML	Assets	Plant and Equipment		Discussion with JL and SC about MEVA sale and strength of agreement, review correspondence that may evidence the agreement. Second email to Blackwall	0.2	310	62.00
31/03/2023	ML	Assets	Sale of Real Property		Review email in from Blackwall and proof draft letter to Novatec. Respond to Blackwall	0.2	310	62.00
31/03/2023	ML	Assets	Plant and Equipment		Call to Mallika at Blackwall to discuss letter to be sent to Novatec, prepare email	0.3	310	93.00
31/03/2023	SC	Assets	Plant and Equipment		Call with Mallika of Blackwall re Novatec purchase of the MEVA equipment, and her queries regarding separate claim. Email summary of conversation	0.6	245	147.00
31/03/2023	SC	Assets	Plant and Equipment		Reviewing receivership orders to determine what the report to the court requires. Email to JL my thoughts on how we approach	0.6	245	147.00
03/04/2023	ML	Administration	Planning / Review		Reviewing receivership orders to determine what the report to the court requires. Email to JL my thoughts on how we approach	0.2	310	62.00
04/04/2023	DB	Assets	Debtors		Prepare email to Roger re Dempsey	0.2	435	87.00
04/04/2023	DB	Assets	Debtors		Review email in Roger, prepare email to Blackwall	0.4	435	174.00
04/04/2023	JL	Administration	ATO and other statutory reporting		Review ML notes on receivership orders and discuss with ML	0.2	540	108.00
04/04/2023	ML	Administration	Correspondence		Email Andrew/Will re orders. Discuss with JL. Conversation with Will at Roe Legal	0.2	310	62.00
05/04/2023	ML	Creditors	Dealing with proofs of debt		Email Novatec re Proof of Debt and ask for payment	0.1	310	31.00
05/04/2023	MR	Administration	Document maintenance/file review		Add Telstra and Mev-Aus PoD onto Insol	0.1	150	15.00
05/04/2023	MR	Administration	Document maintenance/file review		Review email in from Blackwall re Novatec. Discussion with ML re payment. Read SC notes re call with Novatec and Grays	0.1	150	15.00
06/04/2023	JL	Assets	Plant and Equipment		Call with David Bryant - update on Palebay, discuss issue with MYOB, give update on potential claim against Palebay	0.2	540	108.00
06/04/2023	ML	Administration	Correspondence		Call with David Bryant - update on Palebay, discuss issue with MYOB, give update on potential claim against Palebay	0.2	310	62.00
06/04/2023	ML	Assets	Plant and Equipment		Proof email to Novatec	0.1	310	31.00
06/04/2023	ML	Assets	Plant and Equipment		Discussion with JL re Novatec, instruct SC, read email in from Blackwall	0.1	310	31.00
06/04/2023	SC	Assets	Plant and Equipment		Call with Mallika of Blackwall re draft email and making suggested changes, update ML re email	0.2	245	49.00
06/04/2023	SC	Assets	Plant and Equipment		Amending invoice and email to Novatec, call with Mallika of Blackwall re wording and providing an update, discuss with DB and prepare draft email to Novatec	0.5	245	122.50
06/04/2023	SC	Assets	Plant and Equipment		Call to Kate re MEVA equipment, call to Grays re interest in MEVA equipment, email summary to ML and JL	0.3	245	73.50
06/04/2023	SC	Assets	Plant and Equipment		2x calls to Novatec re purchase of MEVA equipment	0.1	245	24.50
11/04/2023	ML	Administration	ATO and other statutory reporting	Preparing BAS	Preparing BAS - lodgement	0.1	310	31.00
11/04/2023	MR	Administration	Bank account administration		Add Blackwall invoice to Insol	0.1	150	15.00
12/04/2023	DB	Assets	Plant and Equipment		Discuss SC storage/insurance/etc. of Novatec equipment	0.2	435	87.00
12/04/2023	ML	Assets	Plant and Equipment		Proof email to Novatec re collection and payment of rental fees. Discuss with SC re Grays	0.1	310	31.00
12/04/2023	ML	Assets	Plant and Equipment		Proof email to Grays re MEVA	0.1	310	31.00
12/04/2023	ML	Assets	Plant and Equipment		Proof email to Novatec re acknowledge receipt and advise to collect assets	0.1	310	31.00
12/04/2023	ML	Assets	Plant and Equipment		Proof email to Blackwall re Novatec payment. Disc SC re contacting Grays and Novatec re prompt collection	0.1	310	31.00
12/04/2023	ML	Employees	Employees enquiries		Proof email to employee re outstanding entitlements	0.1	310	31.00
12/04/2023	MR	Employees	Employees enquiries		Call with A.Scibilia re outstanding entitlements not paid by FEG and what to do next. Prepare email to Scibilia re call and how to claim entitlements	0.5	150	75.00
12/04/2023	MR	Employees	Employees enquiries		Prepare further email to Novatec re storage	0.5	150	75.00
12/04/2023	ND	Assets	Plant and Equipment		Discuss with SC re next steps for paying storage and facilitating collection	0.3	185	55.50

Entry Date	Emp	Category 1	Category 2	Category 3	Notes	Hours	Rate	\$
12/04/2023	ND	Assets	Plant and Equipment		Receive instruction from SC to prepare email to Novatec			
12/04/2023	ND	Investigation	Conducting investigation		Prepare email to Novatec re collection of MEVA	0.4	185	74.00
12/04/2023	ND	Investigation	Conducting investigation		Searching company records for ABA files in relation to bank review	0.6	185	111.00
12/04/2023	SC	Assets	Plant and Equipment		Call and discuss with ML re notices, prepare email to Novatec re collection of assets, email to			
12/04/2023	SC	Assets	Plant and Equipment		Grays re agreement and collection of assets	0.6	245	147.00
13/04/2023	DB	Assets	Debtors		Email to Mallika re MEVA assets	0.1	245	24.50
13/04/2023	JL	Assets	Plant and Equipment		Review correspondence re Dempsey, prep email to Blackwall	0.2	435	87.00
13/04/2023	ML	Assets	Plant and Equipment		Authorisation and paperwork for payment of MEVA rental to Grays	0.1	540	54.00
13/04/2023	ML	Assets	Plant and Equipment		Proof emails to Grays and Novatec re payment of invoice	0.1	310	31.00
13/04/2023	ML	Creditors	Creditor reports		Instruct ND/SC on preparing report to creditors	0.1	310	31.00
13/04/2023	ML	Investigation	Conducting investigation		Bank statement review cont.	1.5	310	465.00
13/04/2023	ML	Investigation	Examinations		Conducting bank statement review	1	310	310.00
13/04/2023	ND	Assets	Plant and Equipment		Pay MEVA storage invoice and email remittance to Grays			
13/04/2023	ND	Assets	Plant and Equipment		Prepare email to Novatec re storage paid	0.5	185	92.50
13/04/2023	ND	Assets	Plant and Equipment		Telephone call to Matt Craggs of Grays re storage invoice			
13/04/2023	ND	Creditors	Creditor reports		Review storage, add to Insol and process payment	0.6	185	111.00
13/04/2023	ND	Creditors	Creditor reports		Begin preparing Report to Creds for further fee approval	0.6	185	111.00
14/04/2023	DB	Assets	Debtors		Review documents and prepare email following up Lendlease on Library job	0.3	435	130.50
14/04/2023	DB	Assets	Debtors		Review email from Lendlease re Curtin Uni Design School, locate documents, prepare reply	1.8	435	783.00
14/04/2023	DB	Creditors	Creditor reports		Discuss ND, review last report, review files and prep receivable section of creditor report	0.6	435	261.00
14/04/2023	JL	Administration	Other statutory reporting		Proof report, consideration of fees to seek approval of	0.2	540	108.00
14/04/2023	ND	Creditors	Creditor reports		Continue report to creditors	0.7	185	129.50
14/04/2023	ND	Creditors	Creditor reports		Continue report to creditors			
14/04/2023	ND	Creditors	Creditor reports		Discuss with SC re remuneration proposals	0.7	185	129.50
14/04/2023	ND	Creditors	Creditor reports		Continue preparing report to creditors			
14/04/2023	ND	Creditors	Creditor reports		Discuss with DB re accounts receivables for Crown report	3.7	185	684.50
14/04/2023	ND	Creditors	Creditor reports		Discuss with ML re FEG recovery questionnaire			
14/04/2023	ND	Employees	FEG		Telephone call to FEG re recovery questionnaire query			
14/04/2023	ND	Employees	FEG		Amend questionnaire and submit to FEG portal	0.5	185	92.50
14/04/2023	SC	Assets	Plant and Equipment		Discuss collection of the MEVA equipment with ND, review terms of sale and possessory lien	0.2	245	49.00
17/04/2023	DB	Creditors	Creditor reports		Prepare accounts receivable section of circular	0.3	435	130.50
17/04/2023	ND	Creditors	Creditor reports		Continue report to creditors	1	185	185.00
17/04/2023	ND	Employees	Calculation of entitlements		Prepare worksheet of FEG payments made and residual amounts owed to employees	1	185	185.00
18/04/2023	DB	Assets	Debtors		Review Blackwall correspondence, prepare email Blackwall re Dempsey	0.3	435	130.50
18/04/2023	MR	Administration	Bank account administration		Receipt GST refund	0.1	150	15.00
18/04/2023	SC	Assets	Plant and Equipment		Review insurance policies and requirement to maintain, review current asset listings at each site	0.2	245	49.00
18/04/2023	SC	Assets	Plant and Equipment		Call with Grays re Novatec collection of MEVA equipment	0.1	245	24.50
19/04/2023	JL	Assets	Other Assets		Review email from SC re AJG re insurance renewals	0.1	540	54.00
19/04/2023	ML	Assets	Plant and Equipment		Proof email to Broad re assets remaining on site	0.1	310	31.00
19/04/2023	ML	Creditors	Creditor Enquiries, Requests & Dire		Disc ND re call with creditor Skill Hire. Proof email	0.1	310	31.00
19/04/2023	ND	Administration	Document maintenance/file review		Conduct file review	2.5	185	462.50
19/04/2023	SC	Assets	Plant and Equipment		Email to Roger re assets located at the Armadale warehouse	0.1	245	24.50
19/04/2023	SC	Assets	Plant and Equipment		Call with Melissa of AJG and go through the requirement to keep the 3 insurance policies, send			
19/04/2023	SC	Assets	Plant and Equipment		detailed summary of conversation to ML and JL	0.6	245	147.00
19/04/2023	SC	Assets	Plant and Equipment		Email to Broad re assets remaining at Casuarina prison	0.2	245	49.00
20/04/2023	MR	Administration	Bank account administration		Receipt sale proceeds of Grays auction	0.2	150	30.00
20/04/2023	MR	Administration	Bank account administration		Continue file review			
20/04/2023	ND	Administration	Planning / Review		Collate correspondence with Crothers for next steps follow up	0.8	185	148.00
20/04/2023	SC	Creditors	Secured creditor reporting		Review correspondence with Stramit, email to Stramit re security agreement	0.2	245	49.00
26/04/2023	DB	Assets			Review director insurance situation, draft email AJG, email in AJG	0.6	435	261.00
26/04/2023	DB	Assets			Continue file review			
26/04/2023	ND	Administration	Document maintenance/file review		Discuss insurance policy and insolvent trading claim with DB	0.8	185	148.00
28/04/2023	DB	Assets	Plant and Equipment		Email in Blackwall	0.2	435	87.00
28/04/2023	ND	Creditors	Creditor reports		Continue report to creditors	0.5	185	92.50
28/04/2023	ND	Investigation	Conducting investigation		Searching physical records for IDEP payment information	1.5	185	277.50
						<b>594.7</b>		<b>148,874.00</b>