

s22

**From:** Michelle s22 <s22@adecco.com.au>  
**Sent:** Wednesday, 21 October 2020 3:51 PM  
**To:** s 22 Rose  
**Subject:** Follow up from call [TO BE CLASSIFIED]

Hi Rose,  
I just called the office but you were away from your desk.  
Can you please give me a call on s22 when you are free?  
Best Wishes,  
Michelle.

**Adecco**

Michelle s22  
Senior Recruitment Consultant – Temp Division

**Adecco Australia**

Perth Branch

Level 12, 108 St Georges Terrace, Perth WA 6000

Office: s22

s22@adecco.com.au

adecco.com.au



**Schedule 5 – WORK ORDER****Item A Work Order Details****Work Order Number:** 367/2020 PT1

Adecco Australia Pty Ltd has offered under clause 5.1 of the Deed specified at Item B below to provide the Goods and/or Services to the Department of Veterans' Affairs. The Department of Veterans' Affairs accepts this offer on the terms and conditions set out in the Deed and in this Work Order and issues this Work Order in accordance with clause 5.6 of the Deed. If there is an inconsistency between this Work Order and any other provisions of the Deed, the Deed will prevail to the extent of any inconsistency.

**Deed Details**

<b>Deed</b>	Recruitment Services Panel (SON3557594)
<b>Contractor</b>	Adecco Australia Pty Ltd
<b>Agency Representative</b>	The Director Processing Team 1
<b>Contractor Representative</b>	Debbie s22
<b>Date of Order</b>	The date that the last party signed
<b>Aggregate Liability Cap</b>	\$1.1 million

**Item B Goods, Services and Subcontractors**

Goods: Not applicable.

Services: Contingent Labour Services in respect of the following role:

- Submission of appropriate candidates to DVA for selection.
- Engagement of successful candidate as per DVA's selection process, including collection and submission to DVA of required documentation, such as police checks and evidence of right to work in Australia.
- Ongoing management of all personal matters for the sub-contracted staff, including payroll management.
- Submission of weekly invoices to DVA for cost of wage + fees as agreed.

Permitted subcontractors: Not applicable.

**Item C Contract Material**

☒ Clauses 11.3 to 11.8 (Intellectual Property in Contract Material) are to apply and Intellectual Property Rights in all Contract Material created under the Contract vest in the Agency.

☐ Clauses 11.9 to 11.13 (Intellectual Property in Contract Material) are to apply and the Contractor owns Intellectual Property Rights in all Contract Material created under the Contract.

**Item D Moral Rights**

- ☐ Clause 12.2 (Moral Rights) is to apply
- ☒ Clause 12.3 (Moral Rights) is to apply

**Item E Australian Standards and Best Practice, KPIs and Service Levels**

<b>Key Performance Indicators</b>	As directed by the Director Processing Team 1
<b>Service Levels</b>	As directed by the Director Processing Team 1

**Item F Contract Term**

This Contract will commence on the Contract Start Date specified in the table below and expires on the end date specified in the table below unless it is terminated earlier in accordance with the Contract.

<b>Event</b>	<b>Date</b>
Contract Start Date	28 April 2020
End date	30 November 2020. This contract may be extended by a total of 12 months at DVA's discretion.

**Item G Contract Fees**

The total Contract Fees will not exceed an amount of \$77,616.00 (GST and agency fees, inclusive).

**Item H Variable Contract Fees**

<b>Item description</b>	<b>Estimated work effort (specify hours/days)</b>	<b>Total Fees (GST and agency fees included)</b>
Hourly Rate (rate, including on-costs, may be subject to changes with variations to be reported via Contract Variation form)	7.5 hours/day as directed through the 7am to 7pm work day span.	<b>\$47</b>

**Item I Allowances**

The Contractor must perform its obligations under this Contract at its own cost and expense.

**Item J Facilities and Assistance**

None specified.

**Item K Invoice Procedures**

The Contractor must forward Correctly Rendered Invoices in accordance with clause 4 of the Terms and Conditions of Contract.

Where the Services involve the provision of Contractor Placement Staff to the Agency, copies of approved timesheets for those Contractor Placement Staff members must be provided to the Agency with any Correctly Rendered Invoice.

Invoices are to be submitted by email to:

**s22** @dva.gov.au

**Item L Specified Personnel and Contractor Placement Staff**

Position/Role	Name	Services to be performed
APS4 Equivalent	<b>s22</b>	<p>The position's responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Advising on or determining claims for incapacity and permanent impairment payments for clients who have accepted service-related injuries and diseases under the MRCA and/or DRCA.</li> <li>Comply with the tasks and expectations outlined in the individuals Performance Agreement and Development Plan.</li> </ul> <p>Contract staff will agree to uphold the principles of the APS Code of Conduct, workplace diversity, Occupational Health &amp; Safety and participative work practices and values.</p>

Where the Specified Personnel or Resources or Specified Personnel are unable to provide the Goods and/or Services, the Contractor must notify the Agency immediately.

**Item M Agency Material to be Provided by the Agency**

N/A

**Item N Use of Agency Material**

N/A

**Item O Existing Material**

N/A

**Item P Dealing with Copies**

N/A

**Item Q Insurance**

Type	Coverage
Public liability insurance	\$10,000,000
Product liability insurance	\$10,000,000
Professional indemnity insurance	\$5,000,000
Workers compensation insurance	As required by Law

**Item R Address for Notices**

The Agency's Address for Notices:

Toni s22 Client's Benefits Processing Team 2, Accounts Payable

Phone: s22 Email: s22 @dva.gov.au

The Contractor's Address for Notices:

Debbie s22

Phone: s22 Email: s22 @adecco.com.au

**Item S Contractor's Confidential Information**

Contractor information to be kept confidential – nil.

**Item T Trustee Information**

N/A

**Item U Permitted Use and Disclosure of Government Related Identifiers**

Permitted use and disclosure of Government Related Identifiers
Not permitted

**Item V Permitted Disclosure or Transfer of Personal Information Outside Australia**

Permitted offshore disclosures or transfers of Personal Information
Not permitted

**Item W Security Requirements**

<b>The Agency's protective security policies and procedures</b>	<p>Risk Management AS/NZS ISO 31000:2009 and Australian Standards HB 167:2006.</p> <p>Australian Government Information Security Manual - guidance for agencies and Service Providers for managing the risks arising from greater sharing and exchange of information - see <a href="https://acsc.gov.au/infosec/ism/">https://acsc.gov.au/infosec/ism/</a> for further information.</p> <p>The Trusted Digital Identity Framework (TDIF) which provides a standard for digital identity in Australia. Available at <a href="https://www.dta.gov.au/what-we-do/policies-and-programs/identity/">https://www.dta.gov.au/what-we-do/policies-and-programs/identity/</a>.</p> <p>Australian Government Guidelines on Reporting Incident and Conducting Security Investigations. Available at <a href="https://www.protectivesecurity.gov.au/governance/Documents/Reporting-incidents-and-conducting-security-investigations-guidelines-v1.2.pdf">https://www.protectivesecurity.gov.au/governance/Documents/Reporting-incidents-and-conducting-security-investigations-guidelines-v1.2.pdf</a>.</p> <p>Australian Government Cyber-Security Strategy 2016 available at <a href="https://www.homeaffairs.gov.au/nationalsecurity/Documents/australia-cyber-security-strategy.pdf">https://www.homeaffairs.gov.au/nationalsecurity/Documents/australia-cyber-security-strategy.pdf</a>.</p>
<b>Additional security requirements</b>	<p>No additional security requirements. Offer is subject to the security clearance approval. After engagement, additional security clearances may be requested by the Business Area.</p>
<b>Cost of security clearances</b>	<p>The Cost of additional security clearances will be subject to negotiation.</p>

**SIGNED** for and on behalf of the **Department of Veterans' Affairs** on:

15 MAY 2020  
Date

by:

ALAN s22  
Printed name of authorised representative of Agency

DIRECTOR.  
Position

in the presence of:

Melinda s22  
Printed name of witness

s22  
Signature

s22  
Signature of witness

**EXECUTED** by **Adecco Australia Pty Ltd** in accordance with the requirements of section 127 of the **Corporations Act 2001** on:

7.5.2020  
Date

By Authorised Representative:

Debbie s22  
Printed name of authorised representative of Agency

in the presence of:

Vicki s22  
Printed name of witness

s22  
Signature

s22  
Signature of witness

**Schedule 5 – WORK ORDER****Item A Work Order Details****Work Order Number:** 388/2020 PT1

Adecco Australia Pty Ltd has offered under clause 5.1 of the Deed specified at Item B below to provide the Goods and/or Services to the Department of Veterans' Affairs. The Department of Veterans' Affairs accepts this offer on the terms and conditions set out in the Deed and in this Work Order and issues this Work Order in accordance with clause 5.6 of the Deed. If there is an inconsistency between this Work Order and any other provisions of the Deed, the Deed will prevail to the extent of any inconsistency.

**Deed Details**

<b>Deed</b>	Recruitment Services Panel (SON3557594)
<b>Contractor</b>	Adecco Australia Pty Ltd
<b>Agency Representative</b>	The Director Processing Team 1
<b>Contractor Representative</b>	Debbie <span style="background-color: black; color: red;">\$22</span>
<b>Date of Order</b>	The date that the last party signed
<b>Aggregate Liability Cap</b>	\$1.1 million

**Item B Goods, Services and Subcontractors**

Goods: Not applicable.

Services: Contingent Labour Services in respect of the following role:

- Submission of appropriate candidates to DVA for selection.
- Engagement of successful candidate as per DVA's selection process, including collection and submission to DVA of required documentation, such as police checks and evidence of right to work in Australia.
- Ongoing management of all personal matters for the sub-contracted staff, including payroll management.
- Submission of weekly invoices to DVA for cost of wage + fees as agreed.

Permitted subcontractors: Not applicable.

**Item C Contract Material**

☒ Clauses 11.3 to 11.8 (Intellectual Property in Contract Material) are to apply and Intellectual Property Rights in all Contract Material created under the Contract vest in the Agency.

☐ Clauses 11.9 to 11.13 (Intellectual Property in Contract Material) are to apply and the Contractor owns Intellectual Property Rights in all Contract Material created under the Contract.



**Item D Moral Rights**

- ☐ Clause 12.2 (Moral Rights) is to apply
- ☒ Clause 12.3 (Moral Rights) is to apply

**Item E Australian Standards and Best Practice, KPIs and Service Levels**

<b>Key Performance Indicators</b>	As directed by the Director Processing Team 1
<b>Service Levels</b>	As directed by the Director Processing Team 1

**Item F Contract Term**

This Contract will commence on the Contract Start Date specified in the table below and expires on the end date specified in the table below unless it is terminated earlier in accordance with the Contract.

<b>Event</b>	<b>Date</b>
Contract Start Date	18 May 2020
End date	30 November 2020. This contract may be extended by a total of 12 months at DVA's discretion.

**Item G Contract Fees**

The total Contract Fees will not exceed an amount of \$70,560.00 (GST and agency fees, inclusive).

**Item H Variable Contract Fees**

<b>Item description</b>	<b>Estimated work effort (specify hours/days)</b>	<b>Total Fees (GST and agency fees included)</b>
Hourly Rate (rate, including on-costs, may be subject to changes with variations to be reported via Contract Variation form)	7.5 hours/day as directed through the 7am to 7pm work day span.	s47

**Item I Allowances**

The Contractor must perform its obligations under this Contract at its own cost and expense.

**Item J Facilities and Assistance**

None specified.

**Item K Invoice Procedures**

The Contractor must forward Correctly Rendered Invoices in accordance with clause 4 of the Terms and Conditions of Contract.

Where the Services involve the provision of Contractor Placement Staff to the Agency, copies of approved timesheets for those Contractor Placement Staff members must be provided to the Agency with any Correctly Rendered Invoice.

Invoices are to be submitted by email to:

**s22** [@dva.gov.au](mailto:s22@dva.gov.au)

**Item L Specified Personnel and Contractor Placement Staff**

Position/Role	Name	Services to be performed
APS4 Equivalent	<b>s22</b>	<p>The position's responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Advising on or determining claims for incapacity and permanent impairment payments for clients who have accepted service-related injuries and diseases under the MRCA and/or DRCA.</li> <li>Comply with the tasks and expectations outlined in the individuals Performance Agreement and Development Plan.</li> </ul> <p>Contract staff will agree to uphold the principles of the APS Code of Conduct, workplace diversity, Occupational Health &amp; Safety and participative work practices and values.</p>

Where the Specified Personnel or Resources or Specified Personnel are unable to provide the Goods and/or Services, the Contractor must notify the Agency immediately.

**Item M Agency Material to be Provided by the Agency**

N/A

**Item N Use of Agency Material**

N/A

**Item O Existing Material**

N/A

**Item P Dealing with Copies**

N/A

**Item Q Insurance**

Type	Coverage
Public liability insurance	\$10,000,000
Product liability insurance	\$10,000,000
Professional indemnity insurance	\$5,000,000
Workers compensation insurance	As required by Law

**Item R Address for Notices**

The Agency's Address for Notices:

Ton s22, Client's Benefits Processing Team 2, Accounts Payable

Phone: s22. Email: s22 @dva.gov.au

The Contractor's Address for Notices:

Debbie s22

Phone: s22 Email: s22 @adecco.com.au

**Item S Contractor's Confidential Information**

Contractor information to be kept confidential – nil.

**Item T Trustee Information**

N/A

**Item U Permitted Use and Disclosure of Government Related Identifiers**

Permitted use and disclosure of Government Related Identifiers
Not permitted

**Item V Permitted Disclosure or Transfer of Personal Information Outside Australia**

Permitted offshore disclosures or transfers of Personal Information
Not permitted

**Item W Security Requirements**

<b>The Agency's protective security policies and procedures</b>	<p>Risk Management AS/NZS ISO 31000:2009 and Australian Standards HB 167:2006.</p> <p>Australian Government Information Security Manual - guidance for agencies and Service Providers for managing the risks arising from greater sharing and exchange of information - see <a href="https://acsc.gov.au/infosec/ism/">https://acsc.gov.au/infosec/ism/</a> for further information.</p> <p>The Trusted Digital Identity Framework (TDIF) which provides a standard for digital identity in Australia. Available at <a href="https://www.dta.gov.au/what-we-do/policies-and-programs/identity/">https://www.dta.gov.au/what-we-do/policies-and-programs/identity/</a>.</p> <p>Australian Government Guidelines on Reporting Incident and Conducting Security Investigations. Available at <a href="https://www.protectivesecurity.gov.au/governance/Documents/Reporting-incidents-and-conducting-security-investigations-guidelines-v1.2.pdf">https://www.protectivesecurity.gov.au/governance/Documents/Reporting-incidents-and-conducting-security-investigations-guidelines-v1.2.pdf</a>.</p> <p>Australian Government Cyber-Security Strategy 2016 available at <a href="https://www.homeaffairs.gov.au/nationalsecurity/Documents/australia-cyber-security-strategy.pdf">https://www.homeaffairs.gov.au/nationalsecurity/Documents/australia-cyber-security-strategy.pdf</a>.</p>
<b>Additional security requirements</b>	<p>No additional security requirements. Offer is subject to the security clearance approval. After engagement, additional security clearances may be requested by the Business Area.</p>
<b>Cost of security clearances</b>	<p>The Cost of additional security clearances will be subject to negotiation.</p>

SIGNED for and on behalf of the Department of Veterans' Affairs on:

11/06/2020

*Date*

by:

Mr Peter King \_\_\_\_\_

*Printed name of authorised representative of Agency*

s22

*Signature*

FAS Client Benefits Division PT1

*Position*

in the presence of:

Kathryn s22 \_\_\_\_\_

*Printed name of witness*

s22

*Signature of witness*

EXECUTED by Adecco Australia Pty Ltd in accordance with the requirements of section 127 of the Corporations Act 2001 on:

10<sup>th</sup> June 2020

*Date*

By Authorised Representative:

Debbie s22 \_\_\_\_\_

*Printed name of authorised representative of Agency*

s22

*Signature*

in the presence of:

Vick s22 \_\_\_\_\_

*Printed name of witness*

s22

*Signature of witness*

## Schedule 5 – WORK ORDER

### Item A Work Order Details

**Work Order Number:** 366/2020 PT1

Hudson Global Resources (Australia) Pty Ltd has offered under clause 5.1 of the Deed specified at Item B below to provide the Goods and/or Services to the Department of Veterans' Affairs. The Department of Veterans' Affairs accepts this offer on the terms and conditions set out in the Deed and in this Work Order and issues this Work Order in accordance with clause 5.6 of the Deed. If there is an inconsistency between this Work Order and any other provisions of the Deed, the Deed will prevail to the extent of any inconsistency.

#### Deed Details

<b>Deed</b>	Recruitment Services Panel (SON3557594)
<b>Contractor</b>	Hudson Global Resources (Australia) Pty Ltd
<b>Agency Representative</b>	The Director Processing Team 1
<b>Contractor Representative</b>	Siobhan <span style="background-color: black; color: red;">S22</span>
<b>Date of Order</b>	The date that the last party signed
<b>Aggregate Liability Cap</b>	\$1.1 million

### Item B Goods, Services and Subcontractors

**Goods:** Not applicable.

**Services:** Contingent Labour Services in respect of the following role:

- Submission of appropriate candidates to DVA for selection.
- Engagement of successful candidate as per DVA's selection process, including collection and submission to DVA of required documentation, such as police checks and evidence of right to work in Australia.
- Ongoing management of all personal matters for the sub-contracted staff, including payroll management.
- Submission of weekly invoices to DVA for cost of wage + fees as agreed.

**Permitted subcontractors:** Not applicable.

### Item C Contract Material

☒ Clauses 11.3 to 11.8 (Intellectual Property in Contract Material) are to apply and Intellectual Property Rights in all Contract Material created under the Contract vest in the Agency.

☐ Clauses 11.9 to 11.13 (Intellectual Property in Contract Material) are to apply and the Contractor owns Intellectual Property Rights in all Contract Material created under the Contract.

**Item D Moral Rights**

- ☐ Clause 12.2 (Moral Rights) is to apply
- ☒ Clause 12.3 (Moral Rights) is to apply

**Item E Australian Standards and Best Practice, KPIs and Service Levels**

<b>Key Performance Indicators</b>	As directed by the Director Processing Team 1
<b>Service Levels</b>	As directed by the Director Processing Team 1

**Item F Contract Term**

This Contract will commence on the Contract Start Date specified in the table below and expires on the end date specified in the table below unless it is terminated earlier in accordance with the Contract.

Event	Date
Contract Start Date	28 April 2020
End date	30 November 2020. This contract may be extended by a total of 12 months at DVA's discretion.

**Item G Contract Fees**

The total Contract Fees will not exceed an amount of \$77,616.00 (GST and agency fees, inclusive).

**Item H Variable Contract Fees**

Item description	Estimated work effort (specify hours/days)	Total Fees (GST and agency fees included)
Hourly Rate (rate, including on-costs, may be subject to changes with variations to be reported via Contract Variation form)	7.5 hours/day as directed through the 7am to 7pm work day span.	s47

**Item I Allowances**

The Contractor must perform its obligations under this Contract at its own cost and expense.

**Item J Facilities and Assistance**

None specified.

**Item K Invoice Procedures**

The Contractor must forward Correctly Rendered Invoices in accordance with clause 4 of the Terms and Conditions of Contract.

Where the Services involve the provision of Contractor Placement Staff to the Agency, copies of approved timesheets for those Contractor Placement Staff members must be provided to the Agency with any Correctly Rendered Invoice.

Invoices are to be submitted by email to:

**s22** @dva.gov.au

**Item L Specified Personnel and Contractor Placement Staff**

Position/Role	Name	Services to be performed
APS4 Equivalent	<b>s22</b>	<p>The position's responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Advising on or determining claims for incapacity and permanent impairment payments for clients who have accepted service-related injuries and diseases under the MRCA and/or DRCA.</li> <li>Comply with the tasks and expectations outlined in the individuals Performance Agreement and Development Plan.</li> </ul> <p>Contract staff will agree to uphold the principles of the APS Code of Conduct, workplace diversity, Occupational Health &amp; Safety and participative work practices and values.</p>

Where the Specified Personnel or Resources or Specified Personnel are unable to provide the Goods and/or Services, the Contractor must notify the Agency immediately.

**Item M Agency Material to be Provided by the Agency**

N/A

**Item N Use of Agency Material**

N/A

**Item O Existing Material**

N/A



**Item P Dealing with Copies**

N/A

**Item Q Insurance**

Type	Coverage
Public liability insurance	\$10,000,000
Product liability insurance	\$10,000,000
Professional indemnity insurance	\$5,000,000
Workers compensation insurance	As required by Law

**Item R Address for Notices**

The Agency's Address for Notices:

Toni s22 Client's Benefits Processing Team 2, Accounts Payable

Phone: s22 Email: s22@dva.gov.au

The Contractor's Address for Notices:

Siobhan s22

Phone: s22 Email: s22@hudson.com

**Item S Contractor's Confidential Information**

Contractor information to be kept confidential – nil.

**Item T Trustee Information**

N/A

**Item U Permitted Use and Disclosure of Government Related Identifiers**

Permitted use and disclosure of Government Related Identifiers
Not permitted

**Item V Permitted Disclosure or Transfer of Personal Information Outside Australia**

Permitted offshore disclosures or transfers of Personal Information
Not permitted

**Item W      Security Requirements**

<b>The Agency's protective security policies and procedures</b>	<p>Risk Management AS/NZS ISO 31000:2009 and Australian Standards HB 167:2006.</p> <p>Australian Government Information Security Manual - guidance for agencies and Service Providers for managing the risks arising from greater sharing and exchange of information - see <a href="https://acsc.gov.au/infosec/ism/">https://acsc.gov.au/infosec/ism/</a> for further information.</p> <p>The Trusted Digital Identity Framework (TDIF) which provides a standard for digital identity in Australia. Available at <a href="https://www.dta.gov.au/what-we-do/policies-and-programs/identity/">https://www.dta.gov.au/what-we-do/policies-and-programs/identity/</a>.</p> <p>Australian Government Guidelines on Reporting Incident and Conducting Security Investigations. Available at <a href="https://www.protectivesecurity.gov.au/governance/Documents/Reporting-incidents-and-conducting-security-investigations-guidelines-v1.2.pdf">https://www.protectivesecurity.gov.au/governance/Documents/Reporting-incidents-and-conducting-security-investigations-guidelines-v1.2.pdf</a>.</p> <p>Australian Government Cyber-Security Strategy 2016 available at <a href="https://www.homeaffairs.gov.au/nationalsecurity/Documents/australia-cyber-security-strategy.pdf">https://www.homeaffairs.gov.au/nationalsecurity/Documents/australia-cyber-security-strategy.pdf</a>.</p>
<b>Additional security requirements</b>	<p>No additional security requirements. Offer is subject to the security clearance approval. After engagement, additional security clearances may be requested by the Business Area.</p>
<b>Cost of security clearances</b>	<p>The Cost of additional security clearances will be subject to negotiation.</p>

SIGNED for and on behalf of the **Department of Veterans' Affairs** on:

15 MAY 2020  
Date

by:

ALAN s22  
Printed name of authorised representative of Agency

s22  
Signature

D. REEDER.  
Position

in the presence of:

Melinda s22  
Printed name of witness

s22  
Signature of witness

EXECUTED by **Hudson Global Resources (Australia) Pty Ltd** in accordance with the requirements of section 127 of the *Corporations Act 2001* on:

11/05/2020

\_\_\_\_\_  
Date

By Authorised Representative:

Natalie s22  
Printed name of authorised representative of Agency

Signature N s22

in the presence of:

Siobhan s22  
Printed name of witness

Signature of witness Siobhan s22