

## Schedule 6 – Order for Service

### 1. Introduction

1.1. This Order is issued in accordance with clause 11.3 of the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667) between the Service Provider and the Department of Finance.

| <u>Order for Service</u>                    |   |
|---|---|
| <b>Service Provider Information</b>         |   |
| <b>Service Provider</b>                     | Nous Group Pty. Ltd.  |
| <b>Australian Business Number</b>           | 66 0862 103 44  |
| <b>Service Provider Representative</b>      | <b>Contact:</b> Andrew Benoy<br><b>Position:</b> Principal<br><b>Email:</b> s 47F(1) <a href="mailto:@nousgroup.com">@nousgroup.com</a><br><b>Phone:</b> s 47F(1)   |
| <b>Service Provider Address for Notices</b> | <b>Address:</b> Level 9, 121 Marcus Clarke St, Canberra ACT 2601 AUSTRALIA<br><b>Email:</b> s 47F(1) <a href="mailto:@nousgroup.com">@nousgroup.com</a>   |
| <b>Agency Information</b>                   |   |
| <b>Agency</b>                               | Department of Employment and Workplace Relations  |
| <b>Australian Business Number</b>           | 96 584 957 427  |
| <b>Agency Representative</b>                |   |
| <b>Agency Representative</b>                | <b>Name:</b> s 22(1)<br><b>Position:</b> A/g Assistant Secretary<br><b>Email:</b> s 22(1) <a href="mailto:@dewr.gov.au">@dewr.gov.au</a><br><b>Phone:</b> s 22(1)   |
| <b>Agency Address for Notices</b>           | <b>Address:</b> 50 Marcus Clarke Street, CANBERRA CITY, ACT, 2600<br><b>Email:</b> s 22(1) <a href="mailto:@dewr.gov.au">@dewr.gov.au</a>   |
| <b>Agency Address for Invoices</b>          | Invoices must be submitted to Services Delivery Office (SDO) s 22(1) <a href="mailto:@SDO.gov.au">@SDO.gov.au</a> and must contain any other requirements for the invoice e.g., that the purchase order no. must be quoted in the invoice |
| <b>Agency order information</b>             |   |
| <b>Purchase Order Number</b>                | TBC   |

|  |   |
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| <b>Cost Centre</b>                             | TBA   |
| <b>Agency contract manager name</b>            | s 22(1)   |
| <b>Agency File Reference</b>                   | EMP18/4470 – Regional Consultations   |
| <b><i>Order Commencement Date and Term</i></b> |   |
| <b>Order Commencement Date</b>                 | 8 September 2023  |
| <b>Order Expiry Date</b>                       | 30 November 2023  |
| <b>Proposed options to extend</b>              | Extension 1: Four months  |
| <b><i>Proposed options to extend</i></b>       |   |
| <b>Extension Period</b>                        | The Department of Employment and Workplace Relations may extend the term of the Order for a further period (or periods) of up to 3 months in total, which may be taken in whole or in part, and in any number or combination of time periods. |
| <b><i>Statement of Work</i></b>                |   |
| <b>Service Area</b>                            | Commercial Management Advisory Services (MAS)   |
| <b>Service Category</b>                        | Research  |
| <b>Service Sub-category</b>                    | Research and Data Collection  |
| <b>Detailed Statement of Work</b>              |   |

|                     |             |
|---------------------|-------------|
|                     |             |
| <b>Deliverables</b> | s 47G(1)(a) |

|                       |   |
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|                       | s 47G(1)(a)   |
| <b>Key Personnel</b>  | <p>Nous proposed a senior team with extensive experience in delivering effective engagement in regional communities and deep policy expertise across net zero and climate policy, skills and employment.</p> <p>The team will be led by Project Directors 47F(1) who has led complex stakeholder consultation processes to support policy development and program design across government. His experience in the sustainable development sector includes advising government on a range of environment, agriculture, and industry challenges.</p> <p>s 47F(1) is Project Manager and has extensive facilitation experience and a deep understanding of First Nations engagement and employment. He understands the needs of First Nations communities and the appropriate way to create a culturally safe environment to facilitate meaningful engagement.</p> <p>s 47F(1) will support the team as an Expert Facilitator for First Nations engagement. s 47F has over 20 years' experience in management and service delivery roles in the WA and the Northern Territory (NT) Governments, including courts and youth justice. She has contributed to a wide range of Nous projects by designing and leading consultations with Aboriginal and Torres Strait Islander peoples, communities and organisations.</p> <p>s 47F(1) will support the team as an Expert Facilitator for First Nations engagement. s 47F(1) has extensive experience in engaging with First Nations people on issues across health, employment, and regional development. He contributes to a wide range of Nous projects by designing and leading consultations with Aboriginal and Torres Strait Islander peoples, communities and organisations.</p> <p>The project team consists of s 47F(1) and s 47F(1) who have experience facilitating consultations, understanding of the net zero policy agenda and delivering effective stakeholder insights to inform policy development.</p> <p><b>Security clearance required:</b> No<br/> <b>Can key personnel be substituted:</b> Yes</p> |
| <b>Subcontractors</b> | Nous will subcontract <sup>s 47G(1)(a)</sup> to support focus groups participant recruitment.   |
| <b>Location</b>       | This clause of the Head Agreement has not been varied.  |
| <b>Fees</b>           | <p>Nous Group's fee for the delivery of Services outlined in the RFQ response is \$238,645 incl GST.</p> <p>A breakdown of the proposed fee structure against milestones is below:</p> <p>s 47G(1)(a)</p>   |

|  |   |
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|  | s 47G(1)(a)   |
| <b>Payment Terms</b>   | This clause of the Head Agreement has not been varied.  |
| <b>Invoicing</b>   | Invoices must be submitted to Services Delivery Office (SDO) s 22(1) <a href="mailto:@SDO.gov.au">@SDO.gov.au</a> and must contain any other requirements for the invoice e.g., that the purchase order no. must be quoted in the invoice |
| <b>Travel</b>  | Not Applicable  |
| <b>Agency Material</b><br><i>Agency Material is defined in the clause 1.1.1 of the Head Agreement as any Material provided by an Agency to the Service Provider for the purposes of a Contract, or derived at any time from that Material.</i> | All relevant material will be provided by the department upon commencement.   |
| <b>Existing Material</b>   | Not Applicable  |
| <b>Contract Material</b>   | This clause of the Head Agreement has not been varied.  |
| <b>Restrictions on use of Contract Material</b>  | This clause of the Head Agreement has not been varied.  |
| <b>Restrictions on use of Service Provider's name, trade name or logo</b>  | This clause of the Head Agreement has not been varied.  |
| <b><i>Additional requirements</i></b>  |   |
| <b>Confidential Information</b>  | <p><b>Agency Confidential information</b></p> <p>Agency data, <i>Indefinitely</i></p> <p>Any Personal Information held by the Agency, <i>Indefinitely</i></p> <p>Security Classified Information, <i>Indefinitely</i></p>                 |
| <b>Agency Data Storage Requirements</b>  | This clause of the Head Agreement has not been varied.  |
| <b>Security</b>  | This clause of the Head Agreement has not been varied.  |

|   |  |                                      |                                    |  |               |
|---|--|--------------------------------------|------------------------------------|--|---------------|
| <b>Additional Requirements - security</b>                     | This clause of the Head Agreement has not been varied. |                                      |                                    |  |               |
| <b>Conditions/Restrictions for Personal Information</b>       | This clause of the Head Agreement has not been varied. |                                      |                                    |  |               |
|   | Type of Insurance                                      | Contact                              | Name of Nous' current insurer      | Nous' current cover (\$)                     | Expiry date   |
|   |  | s 47F(1)                             |                                    |  |               |
|   | Professional Indemnity                                 | Insurance Broker: Oracle<br>s 47F(1) | Chubb Insurance Australia          | \$20m for any one claim and in the aggregate | 30 April 2024 |
|   |  | Ph s 47F(1)<br>s 47F<br>/11          |                                    | Excess \$50,000                              |               |
|   |  | s 47F(1)                             |                                    |  |               |
|   | Public Liability                                       | Insurance Broker: Oracle<br>s 47F(1) | Berkley Insurance Australia        | \$20m for any one claim                      | 30 April 2024 |
|   |  | Ph s 47F(1)<br>s 47F                 |                                    | Excess \$1,000                               |               |
|   | Workers Compensation                                   | HRBP                                 | CGU Workers Compensation (ACT) Ltd | As per state regulation                      | 30 June 2024  |
| <b>Commonwealth Procurement Connected Policy Requirements</b> |  |                                      |                                    |  |               |
| <b>Black Economy Policy</b>                                   | Not Applicable   |                                      |                                    |  |               |
| <b>Indigenous Procurement Policy</b>                          | Not Applicable   |                                      |                                    |  |               |
| <b>Australian Industry Participation Policy</b>               | Not Applicable   |                                      |                                    |  |               |

| <b>Variable Clauses of the Head Agreement</b>   |  |
|---|--|
| <b>Internal Working Papers</b>  | This clause of the Head Agreement has not been varied. |
| <b>Intellectual Property</b>  | This clause of the Head Agreement has not been varied. |
| <b>Key Personnel Requirements</b>   | This clause of the Head Agreement has not been varied. |
| <b>Return of confidential information</b>   | This clause of the Head Agreement has not been varied. |
| <b>Liability</b>  | This clause of the Head Agreement has not been varied. |
| <b>Service Provider termination right</b>   | This clause of the Head Agreement has not been varied. |
| <b>Termination for convenience costs in relation to Fees for Services calculated on a milestone basis</b> | This clause of the Head Agreement has not been varied. |

Signed for and on behalf of Commonwealth  
of Australia as represented by the  
Department of Employment and Workplace  
Relations 96 584 957 427

s 22(1)

*name of authorised officer*

A/sg Assistant Secretary  
*title of authorised officer*

s 22(1)

*Signature of authorised officer*  
s 22(1)

Signed for and on behalf of Nous Group Pty  
Ltd,

Andrew Benoy

*name of Service Provider's authorised  
representative*

s 47F(1)

*Signature of Service Provider's authorised  
representative*

Principal

*title of Service Provider's authorised  
representative*

# TAX INVOICE

Dept of Employment and Workplace Relations (Fed)  
GPO Box 9829,  
Canberra  
Australian Capital Territory 2601  
Australia  
Invoices Only

Nous Group Pty Ltd  
P.O. Box 13069  
Melbourne Law Courts  
VIC 8010  
Australia

**Invoice Ref :** INV12867

**Client Ref :** 4500167594

**Invoice Date :** 15 September 2023

## Regional consultations (E09721-0001) Services

**Amount**

|                          |           |
|--------------------------|-----------|
| 1. Contract commencement | 45,085.00 |
|--------------------------|-----------|

## Regional consultations - Subcontractor (E09721-0002) Services

**Amount**

|             |           |
|-------------|-----------|
| Milestone 1 | 20,000.00 |
|-------------|-----------|

|           |           |
|-----------|-----------|
| Sub-total | 65,085.00 |
| GST 10%   | 6,508.50  |

|                  |                  |
|------------------|------------------|
| <b>Total AUD</b> | <b>71,593.50</b> |
|------------------|------------------|

**Payment Terms:** Within 30 days of receipt.

### Please make payment to:

Account Name: Nous Group Pty Ltd

Bank: s 47G(1)(a)

BSB:

Account No:

Swift Code:

# TAX INVOICE

s 22(1)

Dept of Employment and Workplace Relations (Fed)  
Canberra  
Australian Capital Territory  
Australia

Nous Group Pty Ltd  
P.O. Box 13069  
Melbourne Law Courts  
VIC 8010  
Australia

**Invoice Date:** 10 Jan 2024

**Invoice Ref:** INV13662  
**PO Number:** 4500167594

| <b>Regional consultations - Nous Services</b>                                    | <b>Amount</b>    |
|--|------------------|
| 2. Provide forum set up and tailored material including questions for discussion | 21,974.50        |
| <hr/>  |                  |
| <b>Regional consultations - Subcontractor Services</b>                           | <b>Amount</b>    |
| 2. Provide forum set up and tailored material including questions for discussion | 18,500.00        |
| <hr/>  |                  |
| Sub-total  | 40,474.50        |
| GST 10%  | 4,047.45         |
| <hr/>  |                  |
| <b>Total AUD</b>   | <b>44,521.95</b> |

**Payment Terms:** Within 30 days of receipt.

**Please make payment to:**

Account Name: Nous Group Pty Ltd  
Bank: s 47G(1)(a)  
Sort Code:  
Account No:  
Swift Code:  
VAT Number

# TAX INVOICE

s 22(1)

Dept of Employment and Workplace Relations (Fed)  
Canberra  
Australian Capital Territory  
Australia

Nous Group Pty Ltd  
P.O. Box 13069  
Melbourne Law Courts  
VIC 8010  
Australia

Invoice Date: 12 Feb 2024

**Invoice Ref:** INV13835  
**PO Number:** 4500167594

| <b>Regional consultations - Nous Services</b>          | <b>Amount</b>    |
|--|------------------|
| 3. Focus groups and feedback to the department         | 32,098.23        |
| <hr/>  |                  |
| <b>Regional consultations - Subcontractor Services</b> | <b>Amount</b>    |
| 3. Focus groups and feedback to the department         | 18,500.00        |
| <hr/>  |                  |
| Sub-total  | 50,598.23        |
| GST 10%  | 5,059.82         |
| <hr/>  |                  |
| <b>Total AUD</b>                                       | <b>55,658.05</b> |

**Payment Terms:** Within 30 days of receipt.

**Please make payment to:**

Account Name: Nous Group Pty Ltd  
Bank: s 47G(1)(a)  
Sort Code:  
Account No:  
Swift Code:  
VAT Number

# TAX INVOICE

s 22(1)

Dept of Employment and Workplace Relations (Fed)  
Canberra  
Australian Capital Territory  
Australia

Nous Group Pty Ltd  
Level 23  
697 Collins St  
Docklands  
VIC  
8010  
Australia

**Invoice Ref:** INV13957  
**PO Number:** 4500167594

**Invoice Date:** 29 Feb 2024

| <b>Regional consultations (E09721-0001) Services</b> | <b>Amount</b>    |
|--|------------------|
| 4. Delivery of the final report                      | 61,842.27        |
|  |                  |
| Sub-total  | 61,842.27        |
| GST 10%  | 6,184.23         |
|  |                  |
| <b>Total AUD</b>                                     | <b>68,026.50</b> |

**Payment Terms:** Within 30 days of receipt.

**Please make payment to:**

Account Name: Nous Group Pty Ltd  
Bank: s 47G(1)(a)  
Sort Code:  
Account No:  
Swift Code:

# Schedule 6 – Order for Service

## 1. Introduction

1.1. This Order is issued in accordance with clause 11.3 of the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667) between the Service Provider and the Department of Finance.

| <u>Order for Services</u>            |  |
|--------------------------------------|--|
| <b>Service Provider Information</b>  |  |
| Service Provider                     | Grosvenor Performance Group Pty Ltd  |
| Australian Business Number           | 47 105 237 590   |
| Service Provider Representative      | <b>Contact:</b> s 47F(1)<br><b>Position:</b> Associate Director<br><b>Email:</b> <a href="mailto:hello@grosvenor.com.au">hello@grosvenor.com.au</a><br><b>Phone:</b> 0262749200  |
| Service Provider Address for Notices | <b>Contact:</b> s 47F(1)<br><b>Position:</b> Associate Director<br><b>Address:</b> Grosvenor Performance Group Pty Ltd<br>Level 4/17 Moore Street, Canberra ACT 2601 AUSTRALIA<br><b>Email:</b> <a href="mailto:hello@grosvenor.com.au">hello@grosvenor.com.au</a> |
| <b>Agency Information</b>            |  |
| Agency                               | Department of Employment and Workplace Relations   |
| Australian Business Number           | 96 584 957 427   |
| <b>Agency Representative</b>         |  |
| Agency Representative                | <b>Name:</b> s 22(1)<br><b>Position:</b> Director<br><b>Email:</b> s 22(1) <a href="mailto:@dewr.gov.au">@dewr.gov.au<br/> <b>Phone:</b> s 22(1)         </a>  |
| Agency Address for Notices           | <b>Address:</b> 50 Marcus Clarke Street, CANBERRA CITY, ACT, 2600<br><b>Email:</b> s 22(1) <a href="mailto:@dewr.gov.au">@dewr.gov.au         </a>   |
| Agency Address for Invoices          | Invoices must be submitted to Services Delivery Office (SDO)<br>s 22(1) <a href="mailto:@SDO.gov.au">@SDO.gov.au and must contain any other requirements for the invoice<br/>         e.g., that the purchase order no. must be quoted in the invoice         </a> |

| <b><i>Agency order information</i></b>         |   |
|--|---|
| <b>Purchase Order Number</b>                   | TBC   |
| <b>Cost Centre</b>                             | TBA   |
| <b>Agency contract manager name</b>            | s 22(1)   |
| <b>Agency File Reference</b>                   | ESE23/436 – Review of Procurement Process   |
| <b><i>Order Commencement Date and Term</i></b> |   |
| <b>Order Commencement Date</b>                 | Monday, 24 July 2023  |
| <b>Order Expiry Date</b>                       | Tuesday, 31 October 2023  |
| <b>Proposed options to extend</b>              | Nil   |
| <b><i>Proposed options to extend</i></b>       |   |
| <b>Extension Period</b>                        | The Department of Employment and Workplace Relations may extend the term of the Order for a further period (or periods) of up to 2 months in total, which may be taken in whole or in part, and in any number or combination of time periods. |
| <b><i>Statement of Work</i></b>                |   |
| <b>Service Area</b>                            | Commercial Management Advisory Services   |
| <b>Service Category</b>                        | Programs and Projects   |
| <b>Service Sub-category</b>                    | Program/Project Management  |
|  | s 47G(1)(a)   |
| <b>Detailed Statement of Work</b>              | s 47G(1)(a)   |

s 22(1)

s 47G(1)(a)

|                      |   |
|----------------------|---|
|                      | s 47G(1)(a)   |
| <b>Milestones</b>    | s 47G(1)(a)   |
| <b>Key Personnel</b> | <p>Dr Stefan Gassner<br/>Project Director</p> <p><b>Qualifications, expertise, capacity, capability or other requirements</b><br/>Profile provided by Grosvenor:</p> <p>Stefan is the Managing Director and an owner of Grosvenor. He has worked with procurement teams from across Federal, Queensland and NSW Government over the past ten years and is a leading advisor on procurement transformations. Stefan has strong experience working with public sector procurement teams. For example, he reviewed eleven procurement functions within the NSW Government to identify current maturity and provide recommendations for gap closure to better practice. He advised several clients in the Commonwealth Government on improved procurement processes and streamlined documentation including AEC, Airservices, ASIC and Services Australia. Stefan conducts and publishes annual research on procurement (CPO studies etc). Acknowledged industry thought leader and regular industry conference keynote speaker. Role in this project: &gt; ultimately accountable for the quality of our deliverables &gt; accountable for sufficient resourcing in the Grosvenor team to achieve the project objectives &gt; quality assurance of Grosvenor deliverables to ensure subject matter accurately represented and all our company experience in procurement diagnostics is incorporated adequately &gt; available for consultations and workshops with senior stakeholders. s 47F(1)</p> <p>s 47F(1)</p> <p><b>Security clearance required:</b> NO</p> <p><b>Can key personnel be substituted:</b> Yes</p> <p>s 47F(1)</p> <p>Commonwealth Procurement SME</p> <p><b>Qualifications, expertise, capacity, capability or other requirements</b><br/>Profile provided by Grosvenor:</p> <p>s is a seasoned professional with broad experience in the public and private sectors, including working across Government, IT, telecommunications, and recruitment. He has more than 7 years of experience leading high-stakes procurements through the full lifecycle, procurement transformation projects and designing and delivering contract management planning, health checks and training. s is very well versed in Commonwealth procurement policy and probity principles and has a deep understanding of government through his consulting and former</p> |

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|  | <p>employment at the EL2 level within the Commonwealth Government. Role in this project: &gt; support the Grosvenor team in identification of C'th procurement specific compliance requirements, including assessment of procurements undergoing spot check / health check 5% . DEWR   Review of Procurement Process P36 Name Key Experience Approx. allocation of time to this project &gt; provide Quality Thinking and Quality Assurance services to the Grosvenor team to ensure deliverables are fit for purpose and in alignment with C'th requirements &gt; Can act as an alternative Project Director or Project Manager if required.</p> <p><b>Security clearance required:</b> No</p> <p><b>Can key personnel be substituted:</b> Yes</p> <p>s 47F(1)</p> <p>Commonwealth Procurement SME</p> <p><b>Qualifications, expertise, capacity, capability or other requirements</b></p> <p>Profile provided by Grosvenor:</p> <p>s 47F is our most senior procurement consultant specialising on the C'th procurement '1' framework. He has advised the Australian Government for more than 25 years and has a deep understanding of the compliance and probity requirements as well as what better practice looks like right across all agencies. s 47F will be available to our consulting team to provide input around better practice and in identifying what a fit for purpose future state model looks like. Role in this project: &gt; provide Quality Thinking and Quality Assurance services to the Grosvenor team to ensure deliverables are fit for purpose and in alignment with C'th requirements. s 47F(1)</p> <p>s 47F(1)</p> <p><b>Security clearance required:</b> No</p> <p><b>Can key personnel be substituted:</b> Yes</p> <p>s 47F(1)</p> <p>Project Manager</p> <p><b>Qualifications, expertise, capacity, capability or other requirements</b></p> <p>Profile provided by Grosvenor:</p> <p>s 47F(1) is an experienced project manager, who has led numerous projects to deliver transformative initiatives. She has worked with a range of clients to undertake procurements and review procurement service delivery models at the state and federal level. She brings strong skills in research, analysis, design, evaluation, and stakeholder engagement to solve complex and diverse business problems. s 47F(1) has experienced in identifying and analysing best practice, improving procurement performance and developing and refining service delivery models for her clients. This has included the identification and analysis of potential options for her clients to deliver services which align with their context and needs. Role in this project: &gt; day to day contact for DEWR &gt; drafting of deliverables &gt; facilitation of workshops &gt; progress monitoring and reporting. s 47F(1)</p> <p><b>Security clearance required:</b> No</p> <p><b>Can key personnel be substituted:</b> Yes</p> <p>s 47F(1)</p> <p>Project Consultant</p> <p><b>Qualifications, expertise, capacity, capability or other requirements</b></p> <p>Profile provided by Grosvenor:</p> <p>s 47F(1) is an experienced senior consultant having worked on dozens of projects, often in our procurement practice. He regularly reviewed detailed documentation and has expertise in creating high-quality procurement templates, process maps, complex strategies, and procurement policies and manuals. He has an exceptional understanding of government procurement processes and supply chain management. Role in this project: &gt; data analysis &gt; current state analysis &gt; prepare first draft of deliverable sections &gt; keeping notes of workshops and consultations. s 47F(1)</p> |
|--|--|

|                          |  |
|--------------------------|--|
|                          | <p><b>Security clearance required:</b> No<br/> <b>Can key personnel be substituted:</b> Yes</p> <p>s 47F(1)<br/> Project Consultant<br/> <b>Qualifications, expertise, capacity, capability or other requirements</b><br/> Profile provided by Grosvenor:</p> <p>s 47F is a consultant with a specialisation in process mapping of complex procurement processes as evidenced in a recent project with TfNSW. She further supported the AEC in an analysis of its Vendor Management Function and is experienced in project coordination and workshop preparation, including for hybrid workshops using the Miro whiteboarding tool. Role in this project: &gt; process mapping &gt; current state analysis and document review &gt; prepare workshop documentation and outcomes &gt; project coordination &gt; keeping notes of workshops and consultations.S 47F(1)</p> <p><b>Security clearance required:</b> No<br/> <b>Can key personnel be substituted:</b> Yes</p> |
| <b>Subcontractors</b>    | Not Applicable   |
| <b>Location</b>          | This clause of the Head Agreement has not been varied.   |
| <b>Fees</b>              | <p>Fees provided by Grosvenor:</p> <p>Deliverable Fee (Excluding GST)</p> <p>s 47G(1)(a)</p> <p>;</p> <p>;</p> <p>;</p> <p>;</p> <p><b>TOTAL (GST EXCL) \$232,000 GST \$23,200 TOTAL (GST INCL.) \$255,200</b></p>   |
| <b>Payment Terms</b>     | 20 calendar days for all other invoices  |
| <b>Invoicing</b>         | <p>Invoices must be submitted to Services Delivery Office (SDO)</p> <p>s 22(1) <a href="mailto:@SDO.gov.au">@SDO.gov.au</a> and must contain any other requirements for the invoice e.g., that the purchase order no. must be quoted in the invoice</p>  |
| <b>Travel</b>            | Not Applicable   |
| <b>Agency Material</b>   | <p>All relevant material will be provided by the department upon commencement.</p> <p><i>Agency Material is defined in the clause 1.1.1 of the Head Agreement as any Material provided by an Agency to the Service Provider for the purposes of a Contract, or derived at any time from that Material.</i></p>   |
| <b>Existing Material</b> | Not Applicable   |

|   |   |
|---|---|
| <b>Contract Material</b>  |   |
| <b>Restrictions on use of Contract Material</b>                           |   |
| <b>Restrictions on use of Service Provider's name, trade name or logo</b> |   |
| <b><i>Additional requirements</i></b>                                     |   |
| <b>Confidential Information</b>   | <p><b>Agency Confidential information</b></p> <p>Agency data, <i>Indefinitely</i></p> <p>Any Personal Information held by the Agency, <i>Indefinitely</i></p> <p>Security Classified Information, <i>Indefinitely</i></p>   |
| <b>Agency Data Storage Requirements</b>                                   | This clause of the Head Agreement has not been varied.  |
| <b>Security</b>   | This clause of the Head Agreement has not been varied.  |
| <b>Additional Requirements - security</b>                                 | This clause of the Head Agreement has not been varied.  |
| <b>Conditions/Restrictions for Personal Information</b>                   | This clause of the Head Agreement has not been varied.  |
| <b>Additional or alternate Requirements - insurance</b>                   | <p>This clause of the Head Agreement has not been varied.</p> <p>The Suppliers current insurance information in accordance with the requirements of <u>Clause 18 of the Head Agreement</u> (either requested or provided in RFQ response) can be entered here, to confirm compliance when executing this Schedule 6 Order for Services.</p> |
| <b><i>Commonwealth Procurement Connected Policy Requirements</i></b>      |   |
| <b>Black Economy Policy</b>   | Not Applicable  |
| <b>Indigenous Procurement Policy</b>                                      | Not Applicable  |
| <b>Australian Industry Participation Policy</b>                           | Not Applicable  |

| <b>Variable Clauses of the Head Agreement</b>   |  |
|---|--|
| <b>Internal Working Papers</b>  | This clause of the Head Agreement has not been varied. |
| <b>Intellectual Property</b>  | This clause of the Head Agreement has not been varied. |
| <b>Key Personnel Requirements</b>   | This clause of the Head Agreement has not been varied. |
| <b>Return of confidential information</b>   | This clause of the Head Agreement has not been varied. |
| <b>Liability</b>  | This clause of the Head Agreement has not been varied. |
| <b>Service Provider termination right</b>   | This clause of the Head Agreement has not been varied. |
| <b>Termination for convenience costs in relation to Fees for Services calculated on a milestone basis</b> | This clause of the Head Agreement has not been varied. |

Signed for and on behalf of  
Commonwealth of Australia as  
represented by the Department of  
Employment and Workplace Relations 96  
584 957 427

s 22(1)

*name of authorised officer*

Chief Financial Officer

*title of authorised officer*

s 22(1)

*Signature of authorised officer*

Signed for and on behalf of Grosvenor  
Performance Group Pty Ltd,

Stefan Gassner

*name of Service Provider's authorised  
representative*

Managing Director

*title of Service Provider's authorised  
representative*

*Signature of Service Provider's authorised  
representative*

**Tax Invoice****To:**

Dpt of Employment and Workplace Relations  
 50 Marcus Clarke Street  
 CANBERRA ACT 2600

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|                      |            |                           |            |
|----------------------|------------|---------------------------|------------|
| <b>Invoice No:</b>   | 7781       | <b>Contract/P.O. No.:</b> | 4500167461 |
| <b>Invoice Date:</b> | 18/09/2023 | <b>Terms:</b>             | Net 20     |

---

| <b>Description</b>  | <b>Amount<br/>(ex GST)</b> |
|---|----------------------------|
| DEWR Procurement Process Review   |                            |
| First progress claim for fixed price consulting   | 45,000.00                  |
| Milestone 1. Document review and Stakeholder Consultation   |                            |
| Milestone 2. Current State Presentation (incl Gap Analysis, Grosvenor Better Practice Comparator) | 62,500.00                  |

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|                         |                     |
|-------------------------|---------------------|
| <b>Subtotal</b>         | \$107,500.00        |
| <b>GST</b>              | \$10,750.00         |
| <b>Total</b>            | \$118,250.00        |
| <b>Payments/Credits</b> | \$0.00              |
| <b>Balance Due</b>      | <b>\$118,250.00</b> |

**Remittance Details:**

Account Name: Grosvenor Performance  
 Group Pty Ltd

BSB: s 47G(1)(a)

Account No.:

Email Address: accounts@grosvenor.com.au

Grosvenor Performance Group Pty Ltd

ABN 47 105 237 590

L 15, 379 Collins Street, Melbourne VIC 3000

T: 03 9616 2700

**Tax Invoice****To:**

Dpt of Employment and Workplace Relations  
 50 Marcus Clarke Street  
 CANBERRA ACT 2600

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|                      |            |                           |            |
|----------------------|------------|---------------------------|------------|
| <b>Invoice No:</b>   | 7812       | <b>Contract/P.O. No.:</b> | 4500167461 |
| <b>Invoice Date:</b> | 19/10/2023 | <b>Terms:</b>             | Net 20     |

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| <b>Description</b>  | <b>Amount<br/>(ex GST)</b> |
|---|----------------------------|
| DEWR Procurement Process Review                                     |                            |
| Final progress claim for fixed price consulting                     | 79,500.00                  |
| Milestone 3. Future State Presentation (incl Future State Workshop) |                            |
| Milestone 4. Final Report   | 45,000.00                  |

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|                         |                     |
|-------------------------|---------------------|
| <b>Subtotal</b>         | \$124,500.00        |
| <b>GST</b>              | \$12,450.00         |
| <b>Total</b>            | <b>\$136,950.00</b> |
| <b>Payments/Credits</b> | \$0.00              |
| <b>Balance Due</b>      | <b>\$136,950.00</b> |

---

**Remittance Details:**

Account Name: Grosvenor Performance  
 Group Pty Ltd  
 s 47G(1)(a)

BSB:

Account No.:

Email Address: accounts@grosvenor.com.au

Grosvenor Performance Group Pty Ltd

ABN 47 105 237 590

L 15, 379 Collins Street, Melbourne VIC 3000

T: 03 9616 2700

# Schedule 6 – Order for Service

## 1. Introduction

1.1. This Order is issued in accordance with clause 11.3 of the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667) between the Service Provider and the Department of Finance.

| <u>Order for Services</u>                   |   |
|---|---|
| <b><i>Service Provider Information</i></b>  |   |
| <b>Service Provider</b>                     | Fyusion   |
| <b>Australian Business Number</b>           | 82 107 777 551  |
| <b>Service Provider Representative</b>      | <b>Contact:</b> s 47F(1)<br><b>Position:</b> Principal Consultant<br><b>Email:</b> tenders@fyusion.com.au<br><b>Phone:</b> s 47F(1)   |
| <b>Service Provider Address for Notices</b> | <b>Contact:</b> Lisa Koch<br><b>Position:</b> Founder and Managing Director<br><b>Address:</b> Fyusion<br>Level 1 460 Pacific Highway, St Leonards NSW 2065 AUSTRALIA<br><b>Email:</b> s 47F(1) @fyusion.com.au |
| <b><i>Agency Information</i></b>            |   |
| <b>Agency</b>                               | Department of Employment and Workplace Relations  |
| <b>Australian Business Number</b>           | 96 584 957 427  |
| <b><i>Agency Representative</i></b>         |   |
| <b>Agency Representative</b>                | <b>Name:</b> s 22(1)<br><b>Position:</b> A/g Executive Officer<br><b>Email:</b> s 22(1) @dewr.gov.au<br><b>Phone:</b> (02) 6121-6040  |
| <b>Agency Address for Notices</b>           | <b>Address:</b> 50 Marcus Clarke Street, CANBERRA CITY, ACT, 2600<br><b>Email:</b> s 22(1) @dewr.gov.au   |
| <b>Agency Address for Invoices</b>          | Invoices must be submitted to s 22(1) @dewr.gov.au and must contain any other requirements for the invoice e.g. that the purchase order no. must be quoted in the invoice                                       |

| <b><i>Agency order information</i></b>         |   |
|--|---|
| <b>Purchase Order Number</b>                   | TBC   |
| <b>Cost Centre</b>                             | E0077   |
| <b>Agency contract manager name</b>            | s 22(1)   |
| <b>Agency File Reference</b>                   | ESE23/89323   |
| <b><i>Order Commencement Date and Term</i></b> |   |
| <b>Order Commencement Date</b>                 | The date on which the last party to sign this Work Order does so. |
| <b>Order Expiry Date</b>                       | Friday, 11 August 2023  |
| <b>Proposed options to extend</b>              | <b>Extension 1:</b> Two months                                    |
| <b><i>Statement of Work</i></b>                |   |
| <b>Service Area</b>                            | Corporate Management Advisory Services                            |
| <b>Service Category</b>                        | Organisational planning and development                           |
| <b>Service Sub-category</b>                    | Business Strategy and Improvement                                 |
| <b>Detailed Statement of Work</b>              | s 47G(1)(a)   |

|  |   |
|--|---|
|  | s 47G(1)(a)   |
| <b>Milestones</b>  | -   |
| <b>Key Personnel</b>   | No Key Personnel have been specified for this contract.   |
| <b>Subcontractors</b>  | Not Applicable  |
| <b>Location</b>  | This clause of the Head Agreement has not been varied.  |
| <b>Fees</b>  | Daily blended rates   |
| <b>Payment Terms</b>   | 20 calendar days for all other invoices   |
| <b>Invoicing</b>   | Please send invoices to s 22(1) <a href="mailto:@dewr.gov.au">@dewr.gov.au</a> , issued on a monthly basis.                       |
| <b>Travel</b>  | Not Applicable  |
| <b>Agency Material</b><br><br><i>Agency Material is defined in the clause 1.1.1 of the Head Agreement as any Material provided by an Agency to the Service Provider for the purposes of a Contract, or derived at any time from that Material.</i> | - Current structure<br><br>- Summary of discussions with the senior executives and proposed structure based on those discussions. |
| <b>Existing Material</b>   | Not Applicable  |
| <b>Contract Material</b>   | - Report with summary of key stakeholder views and feedback, recommendations and structure  |
| <b>Restrictions on use of Contract Material</b>  | Nil   |
| <b>Restrictions on use of Service Provider's name, trade name or logo</b>  | Nil   |

| <b>Additional requirements</b>                                |   |
|---|---|
| <b>Confidential Information</b>                               | <p><b>Agency Confidential information</b></p> <p>Agency data, <i>Indefinitely</i></p> <p>Any Personal Information held by the Agency, <i>Indefinitely</i></p> <p>Security Classified Information, <i>Indefinitely</i></p>   |
| <b>Agency Data Storage Requirements</b>                       | This clause of the Head Agreement has not been varied.  |
| <b>Security</b>   | This clause of the Head Agreement has not been varied.  |
| <b>Additional Requirements - security</b>                     | This clause of the Head Agreement has not been varied.  |
| <b>Conditions/Restrictions for Personal Information</b>       | This clause of the Head Agreement has not been varied.  |
| <b>Additional or alternate Requirements - insurance</b>       | <p>This clause of the Head Agreement has not been varied.</p> <p>The Suppliers current insurance information in accordance with the requirements of <u>Clause 18 of the Head Agreement</u> (either requested or provided in RFQ response) can be entered here, to confirm compliance when executing this Schedule 6 Order for Services.</p> |
| <b>Agency Service Levels</b>                                  | Nil   |
| <b>Commonwealth Procurement Connected Policy Requirements</b> |   |
| <b>Black Economy Policy</b>                                   | Not Applicable  |
| <b>Indigenous Procurement Policy</b>                          | Not Applicable  |
| <b>Australian Industry Participation Policy</b>               | Not Applicable  |
| <b>Variable Clauses of the Head Agreement</b>                 |   |
| <b>Internal Working Papers</b>                                | This clause of the Head Agreement has not been varied.  |
| <b>Intellectual Property</b>                                  | This clause of the Head Agreement has not been varied.  |
| <b>Key Personnel Requirements</b>                             | This clause of the Head Agreement has not been varied.  |

|   |  |
|---|--|
| <b>Return of confidential information</b>   | This clause of the Head Agreement has not been varied. |
| <b>Liability</b>  | This clause of the Head Agreement has not been varied. |
| <b>Service Provider termination right</b>   | This clause of the Head Agreement has not been varied. |
| <b>Termination for convenience costs in relation to Fees for Services calculated on a milestone basis</b> | This clause of the Head Agreement has not been varied. |

Signed for and on behalf of  
 Commonwealth of Australia as  
 represented by the Department of  
 Employment and Workplace Relations 96  
 584 957 427

28 June 2023

s 22(1)

s 22(1)

*Signature of authorised officer*

*Chief Financial Officer*

Signed for and on behalf of Fyusion,

28 June 2023

*Lisa Koch*

s 47F(1)

*Signature of Service Provider's authorised representative*

*Managing Director*



s 45(1)

s 45(1)

s 47F(1) s 47F(1) s 47F(1)  
s 47F(1)

s 45(1),s 47G(1)(a)

s 45(1)

s 45(1),s 47G(1)(a)



s 45(1)

s 45(1),s 47G(1)(a)





s 45(1),s 47G(1)(a)



s 45(1)



s 45(1)







s 45(1)



s 45(1)

DEWR  
CORPORATE SERVICES REVIEW

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s 45(1)

s 47G(1)(a)

s 47F(1)

s 47F(1)

s 45(1)

s 47F(1)

s 47F(1)

s 45(1)

s 47F(1)

s 45(1)

s 47F(1)

s 47F(1)



**INVOICE #** 00002156  
**INVOICE DATE** 04/08/2023  
**YOUR REFERENCE #** ESE23/89323

## CLIENT DETAILS

s 22(1)  
ACTING EXECUTIVE OFFICER  
DEPARTMENT OF EMPLOYMENT AND WORKPLACE  
RELATIONS (DEWR)  
50 MARCUS CLARKE STREET  
CANBERRA CITY ACT 2601

## PAYABLE TO

Fyusion Asia Pacific Pty Ltd  
s 47G(1)(a)

## SERVICES RENDERED

Part invoice for support provided to the **CORPORATE SERVICES REVIEW PROJECT**, DEWR, during July 2023.

## CONTACT DETAILS

Lisa Koch, Managing Director  
PO Box 3113  
Dendy, VIC 3186  
A.B.N. 82 107 777 551  
A.C.N. 107 777 551  
(02) 9906 6440  
[FinanceTeam@fyusion.com.au](mailto:FinanceTeam@fyusion.com.au)

| DELIVERABLES | DAYS | RATE | TOTAL |
|--------------|------|------|-------|
| s 47G(1)(a)  |      |      |       |

# TAX INVOICE

Document 14

**INVOICE #** 00002158  
**INVOICE DATE** 04/09/2023  
**YOUR REFERENCE #** 4500166768



## CLIENT DETAILS

s 22(1)  
ACTING EXECUTIVE OFFICER  
DEPARTMENT OF EMPLOYMENT AND WORKPLACE  
RELATIONS (DEWR)  
50 MARCUS CLARKE STREET  
CANBERRA CITY ACT 2601

## PAYABLE TO

Fyusion Asia Pacific Pty Ltd  
s 47G(1)(a)

## SERVICES RENDERED

Part invoice for support provided to the **CORPORATE  
SERVICES REVIEW PROJECT**, DEWR, during August 2023.

## CONTACT DETAILS

Lisa Koch, Managing Director  
PO Box 3113  
Dendy, VIC 3186  
A.B.N. 82 107 777 551  
A.C.N. 107 777 551  
(02) 9906 6440  
[FinanceTeam@fyusion.com.au](mailto:FinanceTeam@fyusion.com.au)

| DELIVERABLES | DAYS | RATE | TOTAL |
|--------------|------|------|-------|
| s 47G(1)(a)  |      |      |       |



**INVOICE #** 00002172  
**INVOICE DATE** 2/11/2023  
**YOUR REFERENCE #** 4500166768

## CLIENT DETAILS

s 22(1)  
ACTING EXECUTIVE OFFICER  
DEPARTMENT OF EMPLOYMENT AND WORKPLACE  
RELATIONS (DEWR)  
50 MARCUS CLARKE STREET  
CANBERRA CITY ACT 2601

## SERVICES RENDERED

Part invoice for support provided to the **CORPORATE SERVICES REVIEW PROJECT**, DEWR, during September and October 2023.

## PAYABLE TO

Fyusion Asia Pacific Pty Ltd  
s 47G(1)(a)

## CONTACT DETAILS

Lisa Koch, Managing Director  
PO Box 3113  
Dendy, VIC 3186  
A.B.N. 82 107 777 551  
A.C.N. 107 777 551  
(02) 9906 6440  
[FinanceTeam@fyusion.com.au](mailto:FinanceTeam@fyusion.com.au)

| DELIVERABLES | DAYS | RATE | TOTAL |
|--------------|------|------|-------|
| s 47G(1)(a)  |      |      |       |

## Copy of Invoice



Australian Government  
Department of Finance  
Service Delivery Office

| Vendor   | Recipient  |
|--|--|
| FYUSION ASIA PACIFIC PTY LTD<br>PO Box 3133 3113<br>DENNY<br>AU<br>NSW | Dept of Employment & Workplace Rela<br>AU<br>ACT |

## Invoice

|           |          |               |            |
|-----------|----------|---------------|------------|
| Reference | INV-0028 | Document Date | 04.09.2023 |
|           |          | Supply Date   |            |

## Basic Data

|                   |             |                            |
|-------------------|-------------|----------------------------|
| Bank Name         | s 47G(1)(a) | IBAN/SWIFT                 |
| Bank Number       |             |                            |
| Bank Account      |             |                            |
| Vendor VAT Number | 82107777551 |                            |
| Vendor Tax Number |             |                            |
|                   |             | Net Amount AUD s 47G(1)(a) |
|                   |             | Tax Amount AUD             |
|                   |             | Unplanned costs AUD        |
|                   |             | Gross Amount AUD           |

## Item Data

| Line  | Reference  | Details             | Quantity | Unit | Tax Rate | Net         |
|-------|------------|---------------------|----------|------|----------|-------------|
| 00001 | 4500166768 | PLEASE SEE ATTACHED | 1.00     | EA   | 10%      | s 47G(1)(a) |

## Copy of Invoice



Australian Government  
Department of Finance  
Service Delivery Office

| Vendor   | Recipient  |
|--|--|
| FYUSION ASIA PACIFIC PTY LTD<br>PO Box 3133 3113<br>DENNY<br>AU<br>NSW | Dept of Employment & Workplace Rela<br>AU<br>ACT |

## Invoice

|           |          |               |            |
|-----------|----------|---------------|------------|
| Reference | INV-2172 | Document Date | 03.11.2023 |
|           |          | Supply Date   |            |

## Basic Data

|                               |             |             |
|-------------------------------|-------------|-------------|
| Bank Name                     | s 47G(1)(a) | IBAN/SWIFT  |
| Bank Number                   |             |             |
| Bank Account                  |             |             |
| Vendor VAT Number 82107777551 |             |             |
| Vendor Tax Number             |             |             |
| Net Amount                    | AUD         | s 47G(1)(a) |
| Tax Amount                    | AUD         |             |
| Unplanned costs               | AUD         |             |
| Gross Amount                  | AUD         |             |

## Item Data

| Line  | Reference  | Details      | Quantity | Unit | Tax Rate | Net         |
|-------|------------|--------------|----------|------|----------|-------------|
| 00001 | 4500166768 | SEE ATTACHED | 1.00     | EA   | 10%      | s 47G(1)(a) |



## 1. Introduction

1.1 This Order is issued in accordance with Clause 11.3 of the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667) between the Service Provider and the Department of Finance for the provision of Management Advisory Services to the Australian Government.

| <u>Order for Services</u>   |  |
|---|--|
| <b>Service Provider's Representative:</b> s 47F(1)                              |  |
| <b>Service Provider's name:</b> Matthews Pegg Consulting Pty Ltd                |  |
| <b>Service Provider's Address:</b> Suite 1.1, 170 Elgin Street Carlton VIC 3053 |  |
| <b>Service Provider's ABN:</b> 86 085 443 876                                   |  |
| <b>Sent via:</b> Email: s 47F(1)  |  |
| <i>Agency Order Information</i>   |  |
| <b>Agency</b>   | Department of Employment and Workplace Relations   |
| <b>Agency File Reference</b>  | Support to implement revised Standards for RTOs and quality improvement measures   |
| <b>Order Number</b>   | 1  |
| <b>Cost Centre</b>  | E2210  |
| <i>Order Commencement Date and Term</i>   |  |
| <b>Order Commencement Date</b>  | 1 March 2023   |
| <b>Order Term and Extension</b>   | <p>1 March 2023 – 30 June 2024 (Initial Term)</p> <p>The Agency may in its sole discretion extend the Initial Term of this Order for two further periods of 6 months each, on the same terms and conditions of this Order, by giving written notice to the Service Provider, prior to end of the Initial Term of this Order (Extension Periods).</p> <p>Any contract extension will be subject to delegate approval.</p> |

|                                   |  |
|-----------------------------------|--|
| <b>Total Order Value</b>          | \$380,000 (GST inclusive)  |
| <b>Statement of Work</b>          |  |
| <b>Service Area</b>               | Commercial   |
| <b>Service Category</b>           | Category 1: Government Policy  |
| <b>Service Sub-category</b>       | <ul style="list-style-type: none"> <li>• Policy development and analysis</li> <li>• Legislation (non-legal)</li> </ul>   |
| <b>Detailed Statement of Work</b> | <p>Services to be provided include:</p> <p>s 47G(1)(a)</p> <p>The Agency will direct the nature and volume of specific services required on a regular basis.</p> |
| <b>Key Personnel</b>              | <p>s 47F(1) , Director</p> <p>s 47F(1) Strategic Advisor</p> <p>s 47F(1) Consultant</p>  |
| <b>Subcontractors</b>             | Not applicable.  |

|                      |  |
|----------------------|--|
| <b>Location</b>      | <p>Travel within Australia is expected to support the Agency with consultation, implementation and promotional activities as required.</p> <p>Specific instances of travel will be agreed between the Agency and Service Provider in advance.</p>  |
| <b>Fees</b>          | s 47G(1)(a)  |
| <b>Payment Terms</b> | <p>Payment will be made upon receipt of a correctly rendered invoice within 20 calendar days.</p>  |
| <b>Invoicing</b>     | <p>A valid correctly rendered tax invoice between the Service Provider and the Agency must comply with clause 14.4 of the Head Agreement and contain the following:</p> <ul style="list-style-type: none"> <li>• the words “tax invoice” stated prominently;</li> <li>• the Service Provider’s name and Australian Business Number (ABN);</li> <li>• the Agency’s name and address;</li> <li>• the date of issue of the tax invoice;</li> <li>• the title of the Order for Services, the Order for Services number and Purchase Order Number;</li> <li>• details of fees, allowances and costs properly payable under this Order of Services including the items (i.e. deliverables or milestones) to which they relate;</li> <li>• the total amount payable (including GST); and</li> <li>• the GST amount shown separately.</li> </ul> <p>Any invoices that do not comply with the above will not be able to be processed and will be returned for correction.</p> |

|   |   |
|---|---|
| <b>Travel</b>                                   | <p>Where the Service Provider is required to travel on behalf of the Agency, the following travel payments and processes will apply.</p> <p>All travel will be conducted in line with the Agency's travel policy for non-SES employee travel. That includes economy airfares only at the lowest practical airfare for the day and non-SES travel rates for all meals, accommodation and incidental expenses. Expenses outside the non-SES rates will not be paid and will be responsibility of the Service Provider. A copy of the relevant rates can be supplied on request.</p> <p>All approved travel is to be paid for upfront by the Service Provider and reimbursement sought with a correctly rendered tax invoice and supporting receipts for all items claimed.</p> <p>The following will not be reimbursed:</p> <ul style="list-style-type: none"> <li>• Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs)</li> <li>• Accommodation costs that have been met by another person or entity</li> <li>• Meal costs: <ul style="list-style-type: none"> <li>◦ Where meals are provided at an event being attended</li> <li>◦ That have been met by another person or entity</li> <li>◦ Where accommodation or travel costs include meals, (even if the meals are sourced elsewhere due to personal preference)</li> <li>◦ Alcoholic beverages of any type</li> </ul> </li> <li>• Airport lounge membership or passes</li> <li>• Excess baggage, unless specifically approved by the Agency</li> <li>• Accompanied travel</li> </ul> <p>Compensation for non-commercial accommodation such as staying with a family member or friend.</p> |
| <b>Agency Material</b>                          | <p>Material provided by the Agency to the Service Provider for the purposes of an RFQ or a Contract, or derived at any time from that Material.</p> <p>The Service Provider must ensure that the Agency Material is used strictly in accordance with clause 20.1 in the Head Agreement and any direction by the Agency.</p>   |
| <b>Existing Material</b>                        | <p>Material necessary to the delivery of this Order for Services, as determined by the Agency.</p>  |
| <b>Contract Material</b>                        | <p>As defined in the Head Agreement.</p> <p>The Agency owns the intellectual property rights in Contract Material.</p>  |
| <b>Restrictions on use of Contract Material</b> | <p>The Service Provider must use the Contract Material:</p> <ol style="list-style-type: none"> <li>(a) Only for the purposes of this Order for Services.</li> <li>(b) In accordance with the conditions or restrictions specified in the Order for Services or notified by the Agency.</li> </ol>   |

|   |   |  |
|---|---|--|
| <b>Restrictions on use of Service Provider's name, trade name or logo</b> | Not applicable.   |  |
|   |   |  |
|   |   |  |
| <b>Confidential Information</b>   |   |  |
|   |   |  |
|   |   |  |
|   |   |  |
| <b>Additional Requirements</b>  |   |  |
| <b>Internal Working Papers</b>  | As per clause 20.4 of the Head Agreement.   |  |
| <b>Intellectual Property</b>  | The Agency owns the intellectual property rights in Contract Material.  |  |
| <b>Key Personnel Requirements</b>   | Personnel performing the Services may be required to sign a Deed and acknowledgements relating to confidentiality, security, moral rights, intellectual property, and other relevant matters as required by the Agency. |  |
| <b>Return of confidential information</b>                                 | As per clause 22.6.3 of the Head Agreement.   |  |
| <b>Agency Data Storage Requirements</b>                                   | Agency Data must be used strictly in accordance with any conditions or restrictions specified in clause 23.2 of the Head Agreement and any direction by the Agency.   |  |
| <b>Security</b>   | As per clause 23 of the Head Agreement.   |  |
| <b>Additional Requirements – Security</b>                                 | Not applicable.   |  |
| <b>Conditions/Restrictions for Personal Information</b>                   | As per clause 24.1 of the Head Agreement.   |  |

|  |  |
|--|--|
| <b>Liability</b>   | As per clause 19 of the Head Agreement.  |
| <b>Additional or alternate requirements - insurance</b>  | Not applicable.  |
| <b>Agency Service Levels</b>   | SL3 – Service Delivery, SL4 – Notification of security incident or breach.   |
| <b>Service Provider termination right</b>  | As per clause 26.2.3 of the Head Agreement.  |
| <b>Termination for convenience costs in relation to Fees for Service calculated on a milestone basis</b> | As per clause 26.4.3(a) of the Head Agreement.   |
| <b><i>Commonwealth Procurement Connected Policy Requirements</i></b>                                     |  |
| Not applicable.  |  |
| <b><i>Agency Information</i></b>   |  |
| <b>Agency Representative</b>   | <p><b>Name:</b> <sup>s 22(1)</sup></p> <p><b>Position:</b> Director, VET Quality Policy Section</p> <p><b>Address:</b> 50 Marcus Clarke Street, Canberra, ACT 2601</p> <p><b>Email:</b> <sup>s 22(1)</sup> @dewr.gov.au</p> <p><b>Contact number:</b> <sup>s 22(1)</sup></p> |

|   |  |
|---|--|
| <b>Agency Address for Notices</b>           | <p><b>Physical Address:</b> 50 Marcus Clarke Street, Canberra, ACT, 2601</p> <p><b>Postal Address:</b> GPO Box 9828, Canberra, ACT, 2601</p> <p><b>Email:</b> s 22(1) <a href="mailto:@dewr.gov.au">@dewr.gov.au</a></p> |
| <b>Agency Address for Invoices</b>          | <p><b>Email:</b> s 22(1) <a href="mailto:@sdo.gov.au">@sdo.gov.au</a></p> <p><b>CC Email:</b> s 22(1) <a href="mailto:@dewr.gov.au">@dewr.gov.au</a></p>   |
| <b>Service Provider Information</b>         |  |
| <b>Service Provider Representative</b>      | <p><b>Name:</b> s 47F(1)</p> <p><b>Position:</b> Director</p> <p><b>Address:</b> Suite 1.1, 170 Elgin Street Carlton VIC 3053</p> <p><b>Email:</b> s 47F(1)</p> <p><b>Contact number:</b> 03 9347 2387</p>               |
| <b>Service Provider Address for Notices</b> | <p><b>Physical Address:</b> Suite 1.1, 170 Elgin Street Carlton VIC 3053</p> <p><b>Postal Address:</b> PO BOX 1013 Collingwood VIC 3066</p> <p><b>Email:</b> s 47F(1)</p>  |

Signed for and on behalf of  
Commonwealth of Australia as  
represented by the Department of  
Employment and Workplace Relations,  
ABN 96 584 957 427.

s 22(1)  
s 47F(1)

*Signature of authorised officer*

s 22(1)

*Name of authorised officer*

First Assistant Secretary,  
Industry Engagement + Quality Division  
*Title of authorised officer*

Signed for and on behalf of Matthews  
Pegg Consulting Pty, ABN 86 085 443  
876.

s 47F(1)

s 47F(1)

*Signature of Service Provider's authorised  
representative*

*Name of Service Provider's authorised  
representative*

Director

*Title of Service Provider's authorised  
representative*

# TAX INVOICE

s 22(1)

Director  
Department of Employment and  
Workplace Relations  
GPO Box 9828  
CANBERRA ACT 2601  
s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
28 April 2023

Invoice Number:  
DEWR280423

Due date:  
28 May 2023

mpconsulting  
PO Box 1013  
Collingwood  
VIC 3066  
ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel  
Purchase Order Number: 4500152446**

**Support to implement revised Standards for RTOs and quality improvement measures.**

**For services provided from 1 to 31 March 2023 including:**

**Revision of Standards**

s 47G(1)(a)

**Meetings and Workshops**

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

| Summary of travel expenses |             |                      |
|----------------------------|-------------|----------------------|
| Date                       | Description | Amount<br>(Incl GST) |
|                            | s 47G(1)(a) |                      |

### Payment Details

Bank:

s 47G(1)(a)

Account name:

Matthews Pegg Consulting Pty Ltd

BSB:

s 47G(1)(a)

Account number:

# TAX INVOICE

s 22(1)

Director  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 5 May 2023

Invoice Number:  
 DEWR050523

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

Due date:  
 4 June 2023

**Order for Services Number 1 issued under SQN: 3751667 – Management Advisory Services (MAS) Panel**

**Purchase Order Number: 4500152446**

Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 30 April 2023 including:**

**Revision of Standards**

s 47G(1)(a)

**Meetings and Workshops**

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(inc. GST) | Amount<br>(inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

**Payment Details**

Bank:

Account name: Matthews Pegg Consulting Pty Ltd

BSB:

Account number:

s 47G(1)(a)

# TAX INVOICE

s 22(1)  
 Director  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 8 June 2023

Invoice Number:  
 DEWR080623

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

Due date:  
 8 July 2023

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**  
**Purchase Order Number: 4500152446**  
 Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 31 May 2023 including:**

Revision of Standards

s 47G(1)(a)

Meetings and Workshops

s 47G(1)(a)

|             | Hours | Horly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|--------------------------|----------------------|
| s 47G(1)(a) |       |                          |                      |

**Payment Details**

Bank:  
 Account name: Matthews Pegg Consulting Pty Ltd  
 BSB:  
 Account number:

s 47G(1)(a)

# TAX INVOICE

s 22(1)  
 Acting Director  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 26 July 2023

Invoice Number:  
 DEWR190723

Due date:  
 25 August 2023

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**

**Purchase Order Number:** 4500166473

Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 30 June 2023 including:**

Revision of Standards

s 47G(1)(a)

Meetings and Workshops

s 47G(1)(a)

|             | Hours | Horly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|--------------------------|----------------------|
| s 47G(1)(a) |       |                          |                      |

**Payment Details** s 47G(1)(a)

Bank:

Account name: Matthews Pegg Consulting Pty Ltd

BSB:

s 47G(1)(a)

Account number:

# TAX INVOICE

s 22(1)

Acting Director  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [sdo.gov.au](mailto:sdo.gov.au)

Invoice Date:  
 7 August 2023

Invoice Number:  
 DEWR070823

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

Due date:  
 6 September 2023

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**  
**Purchase Order Number: 4500166473**  
 Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 31 July 2023 including:**

Revision of Standards  
 s 47G(1)(a)

|             | Hours | Horly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|--------------------------|----------------------|
| s 47G(1)(a) |       |                          |                      |

**Payment Details** s 47G(1)(a)

Bank:  
 Account name: Matthews Pegg Consulting Pty Ltd  
 BSB:  
 Account number:

# TAX INVOICE

s 22(1)  
 Acting Director  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 5 September 2023

Invoice Number:  
 DEWR050923

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

Due date:  
 5 October 2023

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**  
**Purchase Order Number: 4500166473**  
 Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 31 August 2023 including:**

Revision of Standards  
 s 47G(1)(a)

|             | Hours | Hourly Rate (Inc. GST) | Amount (Inc. GST) |
|-------------|-------|------------------------|-------------------|
| s 47G(1)(a) |       |                        |                   |

## Payment Details

Bank:  
 Account name: Matthews Pegg Consulting Pty Ltd  
 BSB:  
 Account number:

s 47G(1)(a)

s 47G(1)(a)

# TAX INVOICE

s 22(1)  
 Acting Director  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 2 October 2023

Invoice Number:  
 DEWR021023

Due date:  
 1 November 2023

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**

**Purchase Order Number:** 4500166473

Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 30 September 2023 including:**

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

**Payment Details** s 47G(1)(a)

Bank:  
 Account name: Matthews Pegg Consulting Pty Ltd  
 BSB: s 47G(1)(a)  
 Account number:

# TAX INVOICE

s 22(1)

Acting Director  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 9 November 2023

Invoice Number:  
 DEWR091123

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

Due date:  
 9 December 2023

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**

**Purchase Order Number:** 4500166473

Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 31 October 2023 including:**

Preparing for and facilitating RTO Standards Pilot Focus Groups

s 47G(1)(a)

o

Development of Standards

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

s 47G(1)(a)

**Payment Details**

Bank: s 47G(1)(a)  
Account name: Matthews Peegg Consulting Pty Ltd  
BSB: s 47G(1)(a)  
Account number:

# TAX INVOICE

s 22(1)

Acting Director  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [sdo.gov.au](mailto:sdo.gov.au)

Invoice Date:  
 5 December 2023

Invoice Number:  
 DEWR051223

Due date:  
 4 January 2024

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**

**Purchase Order Number:** 4500166473

Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 30 November 2023 including:**

RTO Standards Pilot Focus Groups

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

## Payment Details

Bank: s 47G(1)(a)  
 Account name: Matthews Pegg Consulting Pty Ltd  
 BSB: s 47G(1)(a)  
 Account number:

# TAX INVOICE

s 22(1)  
 Acting Director  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 11 January 2024

Invoice Number:  
 DEWR110124

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

Due date:  
 10 February 2024

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**

**Purchase Order Number:** 4500166473

Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 31 December 2023 including:**

RTO Standards Pilot Focus Groups

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

#### Payment Details

Bank: s 47G(1)(a)  
 Account name: Matthews Pegg Consulting Pty Ltd  
 BSB: s 47G(1)(a)  
 Account number:

# TAX INVOICE

s 22(1)  
 Acting Director  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 8 February 2024

Invoice Number:  
 DEWR080224

Due date:  
 9 March 2024

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**

**Purchase Order Number:** 4500166473

Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 31 January 2024 including:**

Revision of RTO Standards

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

## Summary of travel expenses

| Description | Amount<br>Inc. GST |
|-------------|--------------------|
| s 47G(1)(a) |                    |

**Payment Details**

Bank: s 47G(1)(a)  
Account name: Matthews Pegg Consulting Ptv Ltd  
BSB: s 47G(1)(a)  
Account number:

# TAX INVOICE

s 22(1)  
Acting Director  
Department of Employment and  
Workplace Relations  
GPO Box 9828  
CANBERRA ACT 2601  
s 22(1) [@dewr.gov.au  
s 22\(1\) \[@sdo.gov.au\]\(mailto:@sdo.gov.au\)](mailto:@dewr.gov.au)

Invoice Date:  
8 March 2024

Invoice Number:  
DEWR080324

Due date:  
7 April 2024

mpconsulting  
PO Box 1013  
Collingwood  
VIC 3066  
6 085 443 876  
sulting.com.au

ABN. 80 083 443 870  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel

**Purchase Order Number: 4500166473**

**For services provided from 1 to 29 February 2024 including:**

## Revision of RTO Standards

s 47G(1)(a)

## VET Regulators Workshop

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

**Summary of travel expenses**

s 47G(1)(a)

s 47F(1)

**Payment Details**

Bank:

s 47G(1)(a)

Account name:

Matthews Pegg Consulting Pty Ltd

BSB:

s 47G(1)(a)

Account number:

# TAX INVOICE

s 22(1)

Acting Director  
Department of Employment and  
Workplace Relations  
GPO Box 9828  
CANBERRA ACT 2601  
s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
4 April 2024

Invoice Number:  
DEWR040424

Due date:  
4 May 2024

mpconsulting  
PO Box 1013  
Collingwood  
VIC 3066  
ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**

**Purchase Order Number: 4500166473**

Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 31 March 2024 including:**

RTO Standards and Guidance

s 47G(1)(a)

Workshops and Meetings

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

**Payment Details**

Bank: s 47G(1)(a)  
Account name: Matthews Pegg Consulting Pty Ltd  
BSB: s 47G(1)(a)  
Account number:

# TAX INVOICE

s 22(1)  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 3 May 2024

Invoice Number:  
 DEWR030524

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

Due date:  
 2 June 2024

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**  
**Purchase Order Number: 4500166473**  
 Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 30 April 2024 including:**

**RTO Standards and Guidance**

s 47G(1)(a)

**Workshops and Meetings**

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |
|             |       |                           |                      |
|             |       |                           |                      |
|             |       |                           |                      |

**Payment Details**

Bank: s 47G(1)(a)  
 Account name: Matthews Pegg Consulting Pty Ltd  
 BSB: s 47G(1)(a)  
 Account number:

# TAX INVOICE

s 22(1)  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 5 June 2024

Invoice Number:  
 DEWR050624

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

Due date:  
 5 July 2024

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**  
**Purchase Order Number: 4500166473**  
 Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 31 May 2024 including:**

RTO Standards and Guidance

s 47G(1)(a)

Workshops and Meetings

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |
|             |       |                           |                      |

s 47G(1)(a)

**Payment Details** s 47G(1)(a)

Bank:

Account name: Matthews Pegg Consulting Pty Ltd

BSB: s 47G(1)(a)

Account number:

# TAX INVOICE

s 22(1)  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 2 July 2024  
 Invoice Number:  
 DEWR020724  
 Due date:  
 1 August 2024

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**

**Purchase Order Number:** 4500166473

Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 30 June 2024 including:**

RTO Standards and Guidance

s 47G(1)(a)

Workshops and Meetings

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

**Payment Details** s 47G(1)(a)

Bank:

Account name: Matthews Pege Consulting Pty Ltd

BSB: s 47G(1)(a)

Account number:

# TAX INVOICE

s 22(1)  
Department of Employment and  
Workplace Relations  
GPO Box 9828  
CANBERRA ACT 2601  
s 22(1) [@dewr.gov.au  
s 22\(1\) \[@sdo.gov.au\]\(mailto:@sdo.gov.au\)](mailto:@dewr.gov.au)

Invoice Date:  
2 August 2024

Invoice Number:  
DEWR020824

Due date:  
1 September 2024

mpconsulting  
PO Box 1013  
Collingwood  
VIC 3066  
6 085 443 876  
sulting.com.au

ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel

**Purchase Order Number: 4500166473**

**For services provided from 1 to 31 July 2024 including:**

## RTO Standards and Guidance

s 47G(1)(a)

## Workshops and Meetings

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |
|             |       |                           |                      |
|             |       |                           |                      |
|             |       |                           |                      |

## Payment Details

§ 47G(1)(a)

Bank:

Account name:

Matthews Pegg Consulting Pty Ltd

Account name: **Matthew**

Account number:

# TAX INVOICE

s 22(1)  
Department of Employment and  
Workplace Relations  
GPO Box 9828  
CANBERRA ACT 2601  
s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
5 September 2024

Invoice Number:  
DEWR050924

mpconsulting  
PO Box 1013  
Collingwood  
VIC 3066  
ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

Due date:  
5 October 2024

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**

**Purchase Order Number:** 4500166473

Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 31 August 2024 including:**

RTO Standards and Guidance

s 47G(1)(a)

Workshops and Meetings

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

## Payment Details

Bank:  
Account name:  
BSB:  
Account number:

s 47G(1)(a)

Matthews Pegg Consulting Pty Ltd  
s 47G(1)(a)

# TAX INVOICE

s 22(1)  
 Department of Employment and  
 Workplace Relations  
 GPO Box 9828  
 CANBERRA ACT 2601  
 s 22(1) [@dewr.gov.au](mailto:@dewr.gov.au)  
 s 22(1) [@sdo.gov.au](mailto:@sdo.gov.au)

Invoice Date:  
 7 October 2024  
 Invoice Number:  
 DEWR071024  
 Due date:  
 6 November 2024

mpconsulting  
 PO Box 1013  
 Collingwood  
 VIC 3066  
 ABN: 86 085 443 876  
[www.mpconsulting.com.au](http://www.mpconsulting.com.au)

**Order for Services Number 1 issued under SON: 3751667 – Management Advisory Services (MAS) Panel**

**Purchase Order Number:** 4500166473

Support to implement revised Standards for RTOs and quality improvement measures.

**For services provided from 1 to 30 September 2024 including:**

RTO Standards and Guidance

s 47G(1)(a)

Workshops and Meetings

s 47G(1)(a)

|             | Hours | Hourly Rate<br>(Inc. GST) | Amount<br>(Inc. GST) |
|-------------|-------|---------------------------|----------------------|
| s 47G(1)(a) |       |                           |                      |

**Payment Details**

Bank: s 47G(1)(a)  
 Account name: Matthews Pegg Consulting Pty Ltd  
 BSB: s 47G(1)(a)  
 Account number:

# Schedule 6 – Order for Service

## 1. Introduction

1.1. This Order is issued in accordance with clause 11.3 of the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667) between the Service Provider and the Department of Finance.

| <b><u>Order for Services</u></b>            |  |
|---|--|
| <b>Project title</b>                        | Expert advice to support reforms to the national training system   |
| <b><i>Service Provider Information</i></b>  |  |
| <b>Service Provider</b>                     | Ernst & Young, trading as EY Port Jackson Partners   |
| <b>Australian Business Number</b>           | 75 288 172 749   |
| <b>Service Provider Representative</b>      | <b>Contact:</b> s 47F(1)<br><b>Position:</b> Client Executive<br><b>Email:</b> Fedgov@au.ey.com<br><b>Phone</b> s 47F(1)   |
| <b>Service Provider Address for Notices</b> | <b>Contact:</b> s 47F(1)<br><b>Position:</b> Partner<br><b>Address:</b> EY<br>Level 11/121 Marcus Clarke Street, Canberra ACT 2600 AUSTRALIA<br><b>Email:</b> fedgov@au.ey.com                       |
| <b><i>Agency Information</i></b>            |  |
| <b>Agency</b>                               | Department of Employment and Workplace Relations   |
| <b>Australian Business Number</b>           | 96 584 957 427   |
| <b><i>Agency Representative</i></b>         |  |
| <b>Agency Representative</b>                | <b>Name</b> s 22(1)<br><b>Position:</b> Director, Qualification Design Team, VET Quality and Policy Division, Skills and Training Group<br><b>Email</b> s 22(1) @dewr.gov.au<br><b>Phone</b> s 22(1) |
| <b>Agency Address for Notices</b>           | <b>Address:</b> GPO Box 9880, CANBERRA, ACT, 2601<br><b>Email:</b> s 22(1) @sdo.gov.au   |
| <b>Agency Address for Invoices</b>          | Invoices must be submitted to invoiceonly@sdo.gov.au and must contain any other requirements for the invoice e.g. that the purchase order no. must be quoted in the invoice                          |

| <b>Agency order information</b>         |  |
|---|--|
| <b>Purchase Order Number</b>            | Will be provided following execution of this Order   |
| <b>Cost Centre</b>                      | A6024  |
| <b>Agency contract manager name</b>     | s 22(1)  |
| <b>Agency File Reference</b>            | ESE22/3669   |
| <b>Order Commencement Date and Term</b> |  |
| <b>Order Commencement Date</b>          | Friday, 11 November 2022   |
| <b>Order Expiry Date</b>                | Friday, 28 April 2023  |
| <b>Proposed options to extend</b>       | <p><b>Extension 1:</b> Six months</p> <p>The Agency may extend the term of this Order for a further period (or periods) for up to six months in total, which may be taken in whole or in part, and in any number or combination of time periods.</p> |
| <b>Statement of Work</b>                |  |
| <b>Service Area</b>                     | Financial Management Advisory Services   |
| <b>Service Category</b>                 | Financial Advisory   |
| <b>Service Sub-category</b>             | Financial and Economic Analysis  |
| <b>Detailed Statement of Work</b>       | <p>The Service Provider will assist the Agency through the development of the following 2 components, detailed below:</p> <p>s 47G(1)(a)</p>   |

s 47G(1)(a)

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|               |   |
|---------------|---|
|               | s 47G(1)(a)   |
| Milestones    | s 47G(1)(a)   |
| Key Personnel | <p>s 47F(1)<br/>Partner</p> <p><b>Qualifications, expertise, capacity, capability or other requirements</b></p> <p>s 47F(1) is the former Secretary of the s 47F(1)</p> |

|                       |   |
|-----------------------|---|
|                       | <p>s 47F(1) and has held senior leadership positions in both state and Commonwealth Governments. In these roles s 47F led significant system reforms in health, social services and education, including the design and roll out of reforms to Victoria's child protection and family violence systems, market-based reforms in vocational education and training and new models of care to manage chronic disease s 47F has extensive experience in Commonwealth State negotiations, stewardship of complex service systems and mobilising cross-government collaboration to deliver shared outcomes.</p> <p><b>Security clearance required:</b> No</p> <p><b>Can key personnel be substituted:</b> No</p> <p>s 47F(1)<br/>Partner</p> <p><b>Qualifications, expertise, capacity, capability or other requirements</b></p> <p>s 47F has worked across a broad range of domestic and international policy areas in (the United Kingdom and Australia. s 47F was previously Executive Director for s 47F(1) , leading improvements in, for example, the design and operation of the vocational education market to deliver improved outcomes and value for money. s 47F supported the Commonwealth Department of Education, Skills and Employment on establishing industry engagement arrangements for the vocational education and training system.</p> <p><b>Security clearance required:</b> No</p> <p><b>Can key personnel be substituted:</b> No</p> <p>s 47F(1)<br/>Partner</p> <p><b>Qualifications, expertise, capacity, capability or other requirements</b></p> <p>s 47F(1) has experience as senior executive in chief executive officer roles. He has extensive experience in policy and regulation in health and human services, environment and natural resource management, and central government. This includes leadership of the establishment of a national regulatory scheme for the NDIS and leading the Council of Australian Governments health and hospital reforms. s 47F is an acknowledged expert in complex stakeholder engagement. (1)</p> <p><b>Security clearance required:</b> No</p> <p><b>Can key personnel be substituted:</b> No</p> |
| <b>Subcontractors</b> | Not Applicable  |
| <b>Location</b>       | This clause of the Head Agreement has not been varied.  |
| <b>Fees</b>           | <p>The total amount for the project is:</p> <p>(GST excl): \$1,599,136.36 (GST incl): \$1,759,050</p> <p>The fee structure as reflected is set out below.</p> <p>Payment for the Services under this Order will be made following acceptance by the Agency of the deliverables (see Milestones section above, and <b>Attachment 1</b>)</p> <p>s 47G(1)(a)</p>   |

s 47G(1)(a)

MA

|  |   |
|--|---|
|  | s 47G(1)(a)   |
| <b>Payment Terms</b>   | 20 calendar days  |
| <b>Invoicing</b>   | Invoices are to be submitted directly to the Service Delivery Office (SDO) via email or e-invoice to the Vendor Information Management (VIM) mailbox s 22(1) @sdo.gov.au. This is an unmanned mailbox and is used for VIM processes only. Purchase order number (to be provided by DEWR) must be quoted in the invoice.   |
| <b>Travel</b>  | Not Applicable<br><br>Possible travel may be required as outlined in the response to the RFQ. This may include the Service Provider attending engagements with states and territories. If travel is required, costs would be reimbursed by the agency as outlined in the fees section above.  |
| <b>Agency Material</b><br><br><i>Agency Material is defined in the clause 1.1.1 of the Head Agreement as any Material provided by an Agency to the Service Provider for the purposes of a Contract, or derived at any time from that Material.</i> | The Service Provider will be provided with: <ul style="list-style-type: none"> <li>• An electronic dashboard that maps units of competency to potential, proxy skill standards. The dashboard was developed by PricewaterhouseCoopers and informed by the Australian Skills Classification.</li> <li>• Previous analysis on system-level outcomes from AQF Reform.</li> </ul> |
| <b>Existing Material</b>   | Not Applicable  |
| <b>Contract Material</b>   | Not applicable  |
| <b>Restrictions on use of Contract Material</b>  |   |
| <b>Restrictions on use of Service Provider's name, trade name or logo</b>  | EY PJP agrees that the content that it produces can be released by DEWR to its stakeholders, but that stakeholders should not rely on the content provided by EY PJP.   |
| <b><i>Additional requirements</i></b>  |   |
| <b>Confidential Information</b>  | <b>Agency Confidential information</b><br><br>Agency data, <i>Indefinitely</i><br><br>Any Personal Information held by the Agency, <i>Indefinitely</i>  |

|  |  |
|--|--|
|  | Security Classified Information, <i>Indefinitely</i>   |
| <b>Agency Data Storage Requirements</b>                              | This clause of the Head Agreement has not been varied. |
| <b>Security</b>  | This clause of the Head Agreement has not been varied. |
| <b>Additional Requirements - security</b>                            | This clause of the Head Agreement has not been varied. |
| <b>Conditions/Restrictions for Personal Information</b>              | This clause of the Head Agreement has not been varied. |
| <b>Additional or alternate Requirements - insurance</b>              | This clause of the Head Agreement has not been varied. |
| <b><i>Commonwealth Procurement Connected Policy Requirements</i></b> |  |
| <b>Black Economy Policy</b>  | Not Applicable   |
| <b>Indigenous Procurement Policy</b>                                 | Not Applicable   |
| <b>Australian Industry Participation Policy</b>                      | Not Applicable   |
| <b><i>Variable Clauses of the Head Agreement</i></b>                 |  |
| <b>Internal Working Papers</b>                                       | This clause of the Head Agreement has not been varied. |
| <b>Intellectual Property</b>   | This clause of the Head Agreement has not been varied. |
| <b>Key Personnel Requirements</b>                                    | This clause of the Head Agreement has not been varied. |
| <b>Return of confidential information</b>                            | This clause of the Head Agreement has not been varied. |
| <b>Liability</b>   | This clause of the Head Agreement has not been varied. |
| <b>Service Provider termination right</b>                            | This clause of the Head Agreement has not been varied. |

|   |  |
|---|--|
| <b>Termination for convenience costs in relation to Fees for Services calculated on a milestone basis</b> | This clause of the Head Agreement has not been varied. |
|---|--|

Signed for and on behalf of  
Commonwealth of Australia as  
represented by the Department of  
Employment and Workplace Relations 96  
584 957 427

s 22(1)

*name of authorised officer*

First Assistant Secretary

*title of authorised officer*

s 22(1)

*Signature of authorised officer*

Signed for and on behalf of Ernst & Young,

s 47F(1)

s 47F(1)

*name of authorised representative*

Partner

*title of authorised representative*

*Signature of authorised representative*

DEPARTMENT OF EMPLOYMENT AND WORKPLACE  
RELATIONS  
50 Marcus Clarke Street  
Canberra ACT 2601  
Australia

**Tax Invoice**

**Tax Invoice No. AU91AL00136060**

Please include this number with payment

|                      |                           |
|----------------------|---------------------------|
| Issue Date           | 18.04.2023                |
| Due Date             | 18.05.2023                |
| Client No. / Eng No. | 0013125509/<br>E-66996627 |
| PO Ref no.           | 4500151668                |

Remittance Information  
s 47G(1)(a)

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s 47G(1)(a)

s 47G(1)(a)

DEPARTMENT OF EMPLOYMENT AND WORKPLACE  
RELATIONS  
50 Marcus Clarke Street  
Canberra ACT 2601  
Australia

**Tax Invoice**

**Tax Invoice No. AU91AL00125887**

Please include this number with payment

|                      |                           |
|----------------------|---------------------------|
| Issue Date           | 20.02.2023                |
| Due Date             | 22.03.2023                |
| Client No. / Eng No. | 0013125509/<br>E-66996627 |
| PO Ref no.           | 4500151668                |

Remittance Information  
s 47G(1)(a)

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s 47G(1)(a)

**AUD**

DEPARTMENT OF EMPLOYMENT AND WORKPLACE  
RELATIONS  
50 Marcus Clarke Street  
Canberra ACT 2601  
Australia

**Tax Invoice**

**Tax Invoice No. AU91AL00138209**

Please include this number with payment

|                      |                           |
|----------------------|---------------------------|
| Issue Date           | 02.05.2023                |
| Due Date             | 01.06.2023                |
| Client No. / Eng No. | 0013125509/<br>E-66996627 |
| PO Ref no.           | 4500151668                |

Remittance Information  
s 47G(1)(a)

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s 47G(1)(a)

DEPARTMENT OF EMPLOYMENT AND WORKPLACE  
RELATIONS  
50 Marcus Clarke Street  
Canberra ACT 2601  
Australia

**Tax Invoice**

**Tax Invoice No. AU91AL00154804**

Please include this number with payment

|                      |                           |
|----------------------|---------------------------|
| Issue Date           | 26.07.2023                |
| Due Date             | 25.08.2023                |
| Client No. / Eng No. | 0013125509/<br>E-66996627 |
| PO Ref no.           | 4500154737                |

Remittance Information  
s 47G(1)(a)

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This invoice is for the 23 June 2022-23 deliverable of the contract.

The deliverables were:

s 47G(1)(a)

# Schedule 6 – Order for Service

## 1. Introduction

1.1. This Order is issued in accordance with clause 11.3 of the Head Agreement.

| <u>Order for Services</u>                   |  |
|---|--|
| <b>Service Provider Information</b>         |  |
| <b>Service Provider</b>                     | Australian Government Actuary  |
| <b>Australian Business Number</b>           | 92 802 414 793   |
| <b>Service Provider Representative</b>      | <b>Contact:</b> s 22(1)<br><b>Position:</b> Administration Officer<br><b>Email:</b> s 22(1) @treasury.gov.au<br><b>Phone:</b> s 22(1)  |
| <b>Service Provider Address for Notices</b> | <b>Contact:</b> s 22(1)<br><b>Position:</b> Australian Government Actuary<br><b>Address:</b> The Treasury<br>Langton Crescent, Parkes ACT 2600 AUSTRALIA<br><b>Email:</b> s 22(1) 1@aga.gov.au |
| <b>Agency Information</b>                   |  |
| <b>Agency</b>                               | Department of Education Skills and Employment  |
| <b>Australian Business Number</b>           | 12 862 898 150   |
| <b>Agency Representative</b>                |  |
| <b>Agency Representative</b>                | <b>Name:</b> s 22(1)<br><b>Position:</b> Program Officer<br><b>Email:</b> s 22(1) @dese.gov.au<br><b>Phone:</b> s 22(1)  |
| <b>Agency Address for Notices</b>           | <b>Address:</b> GPO Box 9880, CANBERRA, ACT, 2601<br><b>Email:</b> s 22(1) @dese.gov.au  |
| <b>Agency Address for Invoices</b>          | Invoices must be submitted to s 22(1) @dese.gov.au and must contain any other requirements for the invoice e.g. that the purchase order no. must be quoted in the invoice                      |
| <b>Agency order information</b>             |  |
| <b>Purchase Order Number</b>                | TBC  |
| <b>Cost Centre</b>                          | TBC  |

|  |   |
|--|---|
| Agency contract manager name                   | s 22(1)   |
| Agency File Reference                          | ESE22/1302  |
| <b><i>Order Commencement Date and Term</i></b> |   |
| Order Commencement Date                        | Tuesday, 21 June 2022   |
| Order Expiry Date                              | Monday, 31 October 2022   |
| Proposed options to extend                     | Nil   |
| <b><i>Statement of Work</i></b>                |   |
| Service Area                                   | Financial Management Advisory Services  |
| Service Category                               | Actuarial   |
| Service Sub-category                           | Actuarial   |
| Detailed Statement of Work                     | <p>The scope of the analysis will include the following:</p> <p>s 47G(1)(a)</p> |

|                |   |
|----------------|---|
| Milestones     | s 47G(1)(a)   |
| Key Personal   | <p>s 22(1)<br/>Senior Actuary<br/><b>Qualifications, expertise, capacity, capability or other requirements</b><br/>None specified<br/><b>Security clearance required:</b> Yes - Baseline<br/><b>Can key personnel be substituted:</b> Yes</p> <p>s 22(1)<br/>Actuary<br/><b>Qualifications, expertise, capacity, capability or other requirements</b><br/>None specified<br/><b>Security clearance required:</b> Yes - Baseline<br/><b>Can key personnel be substituted:</b> Yes</p> <p>s 22(1)<br/>Senior Analyst<br/><b>Qualifications, expertise, capacity, capability or other requirements</b><br/>None specified<br/><b>Security clearance required:</b> Yes - Baseline<br/><b>Can key personnel be substituted:</b> Yes</p> <p>s 22(1)<br/>Analyst<br/><b>Qualifications, expertise, capacity, capability or other requirements</b><br/>None specified<br/><b>Security clearance required:</b> Yes - Baseline<br/><b>Can key personnel be substituted:</b> Yes</p> |
| Subcontractors | Not Applicable  |
| Location       | This clause of the Head Agreement has not been varied.  |
| Fees           | <p>s 47G(1)(a)</p> <p>s 47F(1)</p>  |
| Payment Terms  | 20 calendar days for all other invoices   |

|  |   |
|--|---|
| <b>Invoicing</b>   | 50% of fee upfront =s 47G(1)(a)<br>50% of fee after work is complete =s 47G(1)(a)   |
| <b>Travel</b>  | Not Applicable  |
| <b>Agency Material</b><br><br><i>Agency Material is defined in the clause 1.1.1 of the Head Agreement as any Material provided by an Agency to the Service Provider for the purposes of a Contract, or derived at any time from that Material.</i> | Not Applicable  |
| <b>Existing Material</b>   | Not Applicable  |
| <b>Contract Material</b>   | Not Applicable  |
| <b>Restrictions on use of Contract Material</b>  | Not Applicable  |
| <b>Restrictions on use of Service Provider's name, trade name or logo</b>  | Not Applicable  |
| <b><i>Additional requirements</i></b>  |   |
| <b>Confidential Information</b>  | Agency Confidential information<br><br>Agency data, <i>Indefinitely</i><br><br>Any Personal Information held by the Agency, <i>Indefinitely</i><br><br>Security Classified Information, <i>Indefinitely</i> |
| <b>Agency Data Storage Requirements</b>  | This clause of the Head Agreement has not been varied.  |
| <b>Security</b>  | This clause of the Head Agreement has not been varied.  |
| <b>Additional Requirements - security</b>  | This clause of the Head Agreement has not been varied.  |
| <b>Conditions/Restrictions for Personal Information</b>  | This clause of the Head Agreement has not been varied.  |

|   |  |
|---|--|
| <b>Additional or alternate Requirements - insurance</b>   | This clause of the Head Agreement has not been varied. |
| <b>Commonwealth Procurement Connected Policy Requirements</b>   |  |
| <b>Black Economy Policy</b>   | Not Applicable   |
| <b>Indigenous Procurement Policy</b>  | Not Applicable   |
| <b>Australian Industry Participation Policy</b>   | Not Applicable   |
| <b>Variable Clauses of the Head Agreement</b>   |  |
| <b>Internal Working Papers</b>  | This clause of the Head Agreement has not been varied. |
| <b>Intellectual Property</b>  | This clause of the Head Agreement has not been varied. |
| <b>Key Personnel Requirements</b>   | This clause of the Head Agreement has not been varied. |
| <b>Return of confidential information</b>   | This clause of the Head Agreement has not been varied. |
| <b>Liability</b>  | This clause of the Head Agreement has not been varied. |
| <b>Service Provider termination right</b>   | This clause of the Head Agreement has not been varied. |
| <b>Termination for convenience costs in relation to Fees for Services calculated on a milestone basis</b> | This clause of the Head Agreement has not been varied. |

Signed for and on behalf of  
Commonwealth of Australia as  
represented by the Department of  
Education Skills and Employment 12 862  
898 150

s 22(1)

s 22(1)

*name of authorised officer*

*Director, VET Student  
Redress*

*title of authorised officer*

*Signature of authorised officer*

Signed for and on behalf of Australian  
Government Actuary,

s 22(1)

s 22(1)

*name of Service Provider's authorised  
representative*

*Actuary*

*title of Service Provider's authorised  
representative*

*Signature of Service Provider's authorised  
representative*

**The Treasury**

Treasury Building, Langton Crescent  
PARKES ACT 2600

Tel: 02 6263 2000  
Email: [s 22 treasury.gov.au](mailto:s 22 treasury.gov.au)  
ABN: 92 802 414 793

**Australian Government****The Treasury****Invoice to:**

Department of Education, Skills & Employment  
GPO Box 9880  
Canberra, ACT, 2601

**Tax Invoice: ID007202**

Invoice Date: 21/06/2022  
Payment Due 19/07/2022  
Customer Reference: 100000590  
Reference : ESE22/1302

**Description**

Professional Actuarial Services:  
7459 - DSE - VFH Modelling 50%

**Exclusive GST**

s 47G(1)(a)

**GST****Amount****Total Amount Due: (AUD)****Payment Options**

**Credit Card Payment** **VISA** **Mastercard** **AMEX** (please select one)  
(Amounts under \$10,000.00 only)

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**Direct Bank Deposit**

Pay ID: ausgov treasury dept  
Pay ID Name: Cwlth Treasury

Bank: Reserve Bank of Australia  
BSB: s 47G(1)(a)  
Account:

*Please quote invoice number as payment reference*

**The Treasury**

Treasury Building, Langton Crescent  
PARKES ACT 2600

Tel: 02 6263 2000  
Email: [s 22 treasury.gov.au](mailto:s 22 treasury.gov.au)  
ABN: 92 802 414 793

**Australian Government****The Treasury****Invoice to:**

Department of Education, Skills & Employment  
GPO Box 9880  
Canberra, ACT, 2601

**Tax Invoice: ID007634**

Invoice Date: 24/10/2022  
Payment Due 21/11/2022  
Customer Reference: 100000590  
Reference : 4500148199

**Description**

Professional Actuarial Services:  
7534 - DESE - VHF Modelling

**Exclusive GST  
s 47G(1)(a)****GST****Amount****Total Amount Due: (AUD)****Payment Options**

Click [here](#) to pay online

*Please quote invoice number as payment reference*

**Direct Bank Deposit**

Bank: Reserve Bank of Australia  
BSB: s 47G(1)(a)  
Account:

*Please quote invoice number as payment reference*