

Schedule 6 Order Template

Note to Service Provider:

This **Schedule 6 (Order Template)** provides an Order Template for the provision of Services to an Entity, as detailed in clause 11.3 of the Head Agreement. It is intended that the Order Template will be provided as a smart form. The intent of this template and any smart form is to achieve a high level of standardisation and consistency in Entity Orders to provide efficiencies to Entities and Service Providers. This Order template may be amended by Finance on written notice to the Service Provider.

This Order is issued under clause 11.3 of the Head Agreement.

Item	<u>Order for Services</u>	
	<u>Service Provider's Details</u>	
1.	<p>Service Provider's Name</p> <p>Service Provider's Address</p> <p>Service Provider's ABN or ACN</p> <p>Sent via: [email]: [Service Provider's email address]</p> <p>Service Provider's Representative:</p> <p style="padding-left: 40px;">Name: [Insert contact name]</p> <p style="padding-left: 40px;">Position: [Insert title]</p> <p style="padding-left: 40px;">Address: [Insert address, including postcode]</p> <p style="padding-left: 40px;">Email: [Insert email address]</p> <p style="padding-left: 40px;">Contact number: [Insert contact number, including area code]</p> <p style="padding-left: 40px;">Mobile: [Insert mobile number]</p>	
	<u>Entity's Details</u>	
2.	Entity	[Insert Entity name]
3.	Entity ABN	[Insert Entity ABN]

Item	<u>Order for Services</u>	
4.	Order Number	<i>[Insert Entity's reference number for this Order for Services]</i>
5.	Entity Representative	Name: <i>[Insert contact name]</i> Position: <i>[Insert title]</i> Address: <i>[Insert address, including postcode]</i> Email: <i>[Insert email address]</i> Contact number: <i>[Insert contact number, including area code]</i> Mobile: <i>[Insert mobile number]</i>
6.	Cost Centre	<i>[Insert Entity cost centre for Panel Administration Fee Recovery]</i>
7.	UNSPC Category – AusTender Reporting	<i>[Entity to use this Category when reporting contracts valued over \$10K to AusTender]</i>
Order Details		
8.	Order Commencement Date	<i>[Insert date the Order commences]</i>
9.	Order Term	The Order expires on <i>[insert date]</i> (Initial Term).
10.	Options to extend	The Entity may in its sole discretion extend the Initial Term of this Order for a further period or periods, up to 12 months, 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 Period/s).
11.	Transition Out Period and requirement for transition out plan (clause 17 of Schedule 2 (Labour Hire Services))	[If a Transition Out Period is required, insert it here – i.e. where continuity/handover is required – see clause 17 of Schedule 2 (Labour Hire Services) for more details of Transition Out Period requirements. Also insert here any requirement for a transition out plan. Where there is a need to specify privacy obligations in any transition out plan, that requirement should be set out here]
Engagement Type		
12.	Placement Services	<i>[APS Equivalent]</i> <i>[Job Family]</i> <i>[Fee, GST exclusive]</i> <i>[Fee, GST inclusive]</i> <i>[Security Clearance Requirements]</i>
13.	Introduction Services	<i>[APS Equivalent]</i> <i>[Job Family]</i> <i>[Fee amount GST exclusive]</i> <i>[Fee total GST inclusive]</i> <i>[Security Clearance Requirements]</i>

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14.	Labour Hire Worker Fees – calculation of Contract Price	<p data-bbox="496 230 1485 286"><i>[Duplicate table per Labour Hire Worker required, delete table if Labour Hire Workers are not being engaged under this Order]</i></p> <table border="1" data-bbox="496 309 1485 2033"> <thead> <tr> <th colspan="3" data-bbox="496 309 1485 353" style="background-color: #cccccc;">Entity to complete</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 353 584 703">14.1</td> <td data-bbox="584 353 1031 703">APS equivalent classification</td> <td data-bbox="1031 353 1485 703"> <p data-bbox="1051 365 1321 394"><i>[APS XX / EL X / SES X]</i></p> <p data-bbox="1051 412 1461 689"><i>Note: Only include an APS equivalent classification for which there is a Fee specified in Schedule 3 (Pricing) to the Head Agreement. Where an APS equivalent classification is listed as “N/A”, that Service Provider is not approved to provide Labour Hire Workers at that APS equivalent classification</i></p> </td> </tr> <tr> <td data-bbox="496 703 584 972">14.2</td> <td data-bbox="584 703 1031 972">Referred or Non-Referred Labour Hire Worker</td> <td data-bbox="1031 703 1485 972"> <p data-bbox="1051 719 1401 748"><i>[Insert Referred or Non-Referred]</i></p> <p data-bbox="1051 786 1235 815"><i>[If Referred insert:</i></p> <p data-bbox="1051 848 1453 878"><i>Name of Referred Labour Hire Worker</i></p> <p data-bbox="1051 904 1398 965"><i>Agreed Base Salary to be paid to Labour Hire Worker]</i></p> </td> </tr> <tr> <td data-bbox="496 972 584 1055">14.3</td> <td data-bbox="584 972 1031 1055">Pay scales</td> <td data-bbox="1031 972 1485 1055"><i>[Insert entity pay scales for the APS equivalent]</i></td> </tr> <tr> <td data-bbox="496 1055 584 1137">14.4</td> <td data-bbox="584 1055 1031 1137">Service Category/ies</td> <td data-bbox="1031 1055 1485 1137"><i>[Insert the relevant Service Category/ies that the services relate to]</i></td> </tr> <tr> <td data-bbox="496 1137 584 1220">14.5</td> <td data-bbox="584 1137 1031 1220">Job Family/ies</td> <td data-bbox="1031 1137 1485 1220"><i>[Insert the relevant Job Family that the services relate to]</i></td> </tr> <tr> <td data-bbox="496 1220 584 1330">14.6</td> <td data-bbox="584 1220 1031 1330">Job Role/s</td> <td data-bbox="1031 1220 1485 1330"><i>[Insert the relevant Job Role in accordance with the APSC Job Family Framework that the services relate to]</i></td> </tr> <tr> <td data-bbox="496 1330 584 1503">14.7</td> <td data-bbox="584 1330 1031 1503">Security Clearance Requirements <i>(clause 4.1 of Schedule 2 (Labour Hire Services))</i></td> <td data-bbox="1031 1330 1485 1503"><i>[Include requirements for security clearance in accordance with clause 4.1 of Schedule 2 (Labour Hire Services) or if no security clearance is required, insert ‘No security clearance required’]</i></td> </tr> <tr> <td data-bbox="496 1503 584 1585">14.8</td> <td data-bbox="584 1503 1031 1585">Number of hours per week</td> <td data-bbox="1031 1503 1485 1585"><i>[Insert number of working hours per week]</i></td> </tr> <tr> <td data-bbox="496 1585 584 1682">14.9</td> <td data-bbox="584 1585 1031 1682">Number of weeks required</td> <td data-bbox="1031 1585 1485 1682"><i>[Insert number of weeks that the Labour Hire Worker will be required for]</i></td> </tr> <tr> <th colspan="3" data-bbox="496 1682 1485 1727" style="background-color: #cccccc;">Service Provider to complete</th> </tr> <tr> <td data-bbox="496 1727 584 1890">14.10</td> <td data-bbox="584 1727 1031 1890">Hourly amount paid to Labour Hire Worker <i>(before tax, excluding compulsory superannuation contribution)</i></td> <td data-bbox="1031 1727 1485 1890">[\$ per hour]</td> </tr> <tr> <td data-bbox="496 1890 584 1935">14.11</td> <td data-bbox="584 1890 1031 1935">Casual Loading (if applicable)</td> <td data-bbox="1031 1890 1485 1935">[\$ per hour]</td> </tr> <tr> <td data-bbox="496 1935 584 1980">14.12</td> <td data-bbox="584 1935 1031 1980">Agreed Base Salary – subtotal</td> <td data-bbox="1031 1935 1485 1980">[\$ per hour]</td> </tr> <tr> <td data-bbox="496 1980 584 2033">14.13</td> <td data-bbox="584 1980 1031 2033">Workers compensation insurance</td> <td data-bbox="1031 1980 1485 2033">[\$ per hour]</td> </tr> </tbody> </table>	Entity to complete			14.1	APS equivalent classification	<p data-bbox="1051 365 1321 394"><i>[APS XX / EL X / SES X]</i></p> <p data-bbox="1051 412 1461 689"><i>Note: Only include an APS equivalent classification for which there is a Fee specified in Schedule 3 (Pricing) to the Head Agreement. 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Item		<u>Order for Services</u>		
		14.14	Payroll tax	[\$ per hour]
		14.15	Other statutory charges (specify what these are, if any)	[\$ per hour]
		14.16	Compulsory superannuation contribution	[\$ per hour]
		14.17	Employment Oncosts – subtotal	[\$ per hour]
		14.18	Agreed Hourly Rate (Agreed Base Salary plus Employment Oncosts) – subtotal	[\$ per hour]
		14.19	Gross Profit Margin <i>(Fixed price fee, exclusive of GST, based on Referred or Non-Referred Gross Profit Margin as applicable for the relevant Labour Hire Worker)</i> <i>[This must be expressed in this row as a GST exclusive amount]</i>	<i>[To be completed as per Head Agreement Schedule 3 (Pricing)]</i> [\$ per hour]
		14.20	Contract Price (hourly amount, exclusive GST) <i>Note that for any Hours Worked that are included as a result of the relevant Labour Hire Worker taking paid family and domestic violence leave in accordance with the Fair Work Act 2009 (Cth), no Gross Profit Margin is included in the Contract Price</i>	[\$ per hour]
		14.21	GST	[\$ per hour]
		14.22	Contract Price (hourly amount, inclusive GST)	[\$ per hour]
		14.23	Other employment costs (by negotiation specified as a fixed price, inclusive of GST)	[\$]
15.	Bulk Engagements <i>(clause 6 of Schedule 2 (Labour Hire Services))</i>	<i>[Indicate here if the Entity is engaging services on an ‘express’ basis in accordance with clause 6 of Schedule 2 (Labour Hire Services), in which case set out:</i> <i>(a) the number and location of Labour Hire Workers to be provided; and</i> <i>(b) the mandatory pre-engagement checks and clearances that are required for those Labour Hire Workers,</i> <i>or, if bulk engagements are not to be used, insert ‘Bulk engagements not to be used’.]</i>		
16.	Total Fees Payable under this Order	<i>[Insert the total amount of the Contract Price/s set out above plus any additional Fees agreed, both exclusive and inclusive of GST]</i>		
Details of the Labour Hire Worker(s)				

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17.	<p>[Service Provider to complete - insert details of Labour Hire Worker/s, including names, positions and work to be undertaken]</p> <table border="1" data-bbox="274 315 1525 573"> <thead> <tr> <th data-bbox="274 315 587 443">Name</th> <th data-bbox="587 315 900 443">Unique Identifier from the Panel Administration System</th> <th data-bbox="900 315 1209 443">Position Title</th> <th data-bbox="1209 315 1525 443">Position Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="274 443 587 508"></td> <td data-bbox="587 443 900 508"></td> <td data-bbox="900 443 1209 508"></td> <td data-bbox="1209 443 1525 508"></td> </tr> <tr> <td data-bbox="274 508 587 573"></td> <td data-bbox="587 508 900 573"></td> <td data-bbox="900 508 1209 573"></td> <td data-bbox="1209 508 1525 573"></td> </tr> </tbody> </table>			Name	Unique Identifier from the Panel Administration System	Position Title	Position Description								
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Statement of Work															
18.	Statement of Work	<p><i>[Insert a detailed description of the Services required, including relevant background material such as information on the role(s) and business area, whether any licences/authorisations are required to provide the services and any reporting that may be required.</i></p> <p><i>A separate Statement of Work may be referenced and attached]</i></p>													
19.	Deliverables	<p><i>[Include details of any deliverables required]</i></p>													
20.	Subcontractors <i>(clause 22.1 of Schedule 2 (Labour Hire Services))</i>	<p><i>[Insert details of approved Subcontractors for this Order, or insert 'Not Applicable'</i></p> <p><i>If there are approved Subcontractors for this Order, insert here if there are any changes to the requirements relating to Subcontractors expressed in clause 22.1 of Schedule 2 (Labour Hire Services). If there are no changes to the default requirements, insert 'No changes to the default requirements in clause 22.1 of Schedule 2 (Labour Hire Services)'.]</i></p>													
21.	Location	<p><i>[Insert the full address, including post code, of the primary work location, or insert 'Not Applicable']</i></p>													
22.	Governance Meetings <i>(clause 3.2 of Schedule 2 (Labour Hire Services))</i>	<p><i>[Insert when the Service Provider is required to attend governance meetings in accordance with clause 3.2 of Schedule 2 (Labour Hire Services).]</i></p>													
23.	Payment Terms	<p>[Select the relevant payment terms]</p> <p>[For Non-corporate Commonwealth entities:</p> <p>five calendar days where the Entity and the Service Provider both have the capability to deliver and receive e Invoices through the Pan-European Public Procurement On-Line Framework and have agreed to use this method of invoicing</p> <p>OR</p> <p>20 calendar days]</p> <p>[For Entities other than Non-corporate Commonwealth entities: [insert payment terms]]</p>													
24.	Invoicing <i>(clause 14.4.2(e))</i>	<p>[the Entity will include any other information required in the invoice in accordance with 14.4.2(e)]</p>													

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25.	Travel	<i>[Specify any known travel that will be required, including approved costs if these will be paid by the Service Provider and reimbursed by the Entity]</i>														
26.	Entity Material	<i>[List any documents here or insert 'Not Applicable']</i>														
27.	Confidential Information	<p data-bbox="491 465 1077 495"><i>[Include details in table below or insert Not Applicable.]</i></p> <table border="1" data-bbox="611 510 1404 835"> <thead> <tr> <th data-bbox="611 510 1150 640" style="text-align: center;">Entity Confidential Information <i>(for example)</i></th> <th data-bbox="1150 510 1404 640" style="text-align: center;">Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td data-bbox="611 640 1150 703" style="text-align: center;">Entity data</td> <td data-bbox="1150 640 1404 703" style="text-align: center;">Indefinitely</td> </tr> <tr> <td data-bbox="611 703 1150 768" style="text-align: center;">Any Personal Information held by the Entity</td> <td data-bbox="1150 703 1404 768" style="text-align: center;">Indefinitely</td> </tr> <tr> <td data-bbox="611 768 1150 835" style="text-align: center;">Security Classified Resources</td> <td data-bbox="1150 768 1404 835" style="text-align: center;">Indefinitely</td> </tr> </tbody> </table> <table border="1" data-bbox="611 898 1404 1167"> <thead> <tr> <th data-bbox="611 898 1150 987" style="text-align: center;">The Service Provider's Confidential Information</th> <th data-bbox="1150 898 1404 987" style="text-align: center;">Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td data-bbox="611 987 1150 1077" style="height: 40px;"></td> <td data-bbox="1150 987 1404 1077" style="height: 40px;"></td> </tr> <tr> <td data-bbox="611 1077 1150 1167" style="height: 40px;"></td> <td data-bbox="1150 1077 1404 1167" style="height: 40px;"></td> </tr> </tbody> </table> <p data-bbox="491 1245 1461 1339"><i>[Information on confidentiality provisions is available at: http://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/principles.html]</i></p>	Entity Confidential Information <i>(for example)</i>	Period of Confidentiality	Entity data	Indefinitely	Any Personal Information held by the Entity	Indefinitely	Security Classified Resources	Indefinitely	The Service Provider's Confidential Information	Period of Confidentiality				
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Additional Requirements																
28.	Medical Checks and Vaccinations <i>(clause 27 of Schedule 2 (Labour Hire Services))</i>	<i>[The Entity should specify here whether a Labour Hire Worker must undergo a medical check and/or be vaccinated against specific diseases and whether the Service Provider must bear the costs of any medical checks and vaccinations of the Labour Hire Worker for the purposes of clause 27 of Schedule 2 (Labour Hire Services), or if these are not required, insert 'Labour Hire Worker not required to undergo medical check and/or be vaccinated against specific disease' and/or 'Service Provider not required to bear the costs of any medical checks or vaccinations']</i>														
29.	Overtime <i>(clause 29 of Schedule 2 (Labour Hire Services))</i>	<p data-bbox="491 1697 1525 1823"><i>[The Entity should specify here if it wants to change the default position in clause 29.1 of Schedule 2 (Labour Hire Services) and specify a standard working period or if there are no changes to the default position insert 'No changes to default position in clause 29.1 of Schedule 2 (Labour Hire Services)']</i></p> <p data-bbox="491 1854 1485 2011"><i>The Entity should also specify here whether it requires the Labour Hire Worker to undertake overtime hours in accordance with clause 29.2 of Schedule 2 (Labour Hire Services). If overtime hours are permitted, specify what rates will apply in accordance with clause 29.4 of Schedule 2 (Labour Hire Services), or if no overtime is permitted, insert 'No overtime permitted'.</i></p>														

Item	<u>Order for Services</u>	
		<i>If the fees for any overtime are the Fees in Schedule 3 (Pricing), specify that here.]</i>
30.	Work from Home or Flexible Work <i>(clause 23.2 of Schedule 2 (Labour Hire Services))</i>	<i>[Identify if flexible work or work from home will be permitted, and set out expectations or limitations]</i>
31.	Intellectual Property <i>(clause 20.1.1)</i>	<i>[The Entity should specify here if it wants to change the default position in clause 20.1.1 and instead have the Service Provider own the IP in Contract Material, or if there are no changes to the default position, insert 'No changes to the default position in clause 20.1.1']</i> .
32.	Personnel Requirements	<i>[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 Entity. Any Contract will be conditional on this occurring]</i>
33.	Return of Confidential Information <i>(clause 23.6.3)</i>	<i>[The default position under clause 23.6.3 is that the Service Provider may retain one copy of Entity Confidential Information to the extent included in the Contract Material for its professional record keeping obligations, for insurance purposes or as otherwise required by Law. Specify if an alternate position is to apply, or if there are no changes to the default position, insert 'No changes to the default position in clause 23.6.3']</i>
34.	Entity software system, platform or solution <i>(clause 3.2 of Schedule 2 (Labour Hire Services))</i>	<i>[Insert if the Service Provider is required to use a specific software system platform or solution in relation to the provision of Services in accordance with clause 3.2 of Schedule 2 (Labour Hire Services), or if a specific software system, platform or solution is not required, insert 'Specific software system, platform or solution is not required']</i>
35.	Entity Data Storage Requirements	<i>[Insert any Entity specific data storage requirement]</i>
36.	Offshore access to and storage of Entity Material <i>(clause 24.1.6(a))</i>	<i>[The default position under clause 24.1.6(a) is that the Service Provider must take all necessary steps to ensure Entity Material is not accessed from or stored outside Australia. Insert whether Entity Material can be accessed from or stored offshore, or if there are no changes to the default position, insert 'No changes to default position in clause 24.1.6(a)']</i> .
37.	Security <i>(clause 24.1.1)</i>	<i>[The Service Provider must comply with any applicable security requirements specified in the Protective Security Policy Framework (including those provisions relevant to Commonwealth contracted service providers) in accordance with clause 24.1.1.]</i>
38.	Additional Requirements – Security <i>(clause 24.1.2)</i>	<i>[State any additional security requirements to the requirements contained in the Head Agreement, or that apply to particular aspects of work in accordance with clause 24.1.2 or if there are no additional security requirements, insert 'No additional security requirements']</i>
39.	Pre-engagement checks <i>(clause 4.1 and 4.2 of Schedule 2 (Labour Hire Services))</i>	<i>[Insert any Additional Requirements or changes to the default position under clause 4.1 and clause 4.2 of Schedule 2 (Labour Hire Services) which lists pre-employment checks that must be carried out by Labour Hire Workers, or if there are no changes to the default position, insert 'No changes to the default position under clauses 4.1 and 4.2 of Schedule 2 (Labour Hire Services)']</i>

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40.	Drug or Alcohol Testing (clause 26.2 of Schedule 2 (Labour Hire Services))	<i>[Insert any requirement for drug or alcohol testing of Labour Hire Workers in accordance with clause 26.2 of Schedule 2 (Labour Hire Services) or if no drug or alcohol testing is required, insert 'No Drug or Alcohol Testing required']</i>									
41.	Process for Engaging Labour Hire Workers (clause 5.1 and 5.2 of Schedule 2 (Labour Hire Services))	<i>[Insert any Additional Requirements or changes to the default position under clause 5.1 and 5.2 of Schedule 2 (Labour Hire Services) which details the process for engaging Labour Hire Workers, or if there are no changes to the default position, insert 'No changes to the default position under clause 5.1 and 5.2 of Schedule 2 (Labour Hire Services)']</i>									
42.	Changes to Labour Hire Workers (clause 7.1 of Schedule 2 (Labour Hire Services))	<i>[Insert any changes to the default position under clause 7.1 of Schedule 2 (Labour Hire Services) which allows an Entity to change the number of Labour Hire Workers engaged by an Entity or the location of the workplace for the Labour Hire Workers by providing 10 Business Days written notice, or if there are no changes to the default position, insert 'No changes to the default position under clause 7.1 of Schedule 2 (Labour Hire Services)']</i>									
43.	Other Employment Costs	<i>[Non-Statutory employment costs as specified by an Entity or negotiated. Specify here what those other employment costs are for and include the costs in the relevant row of the Fees table above, or if there are no other employment costs, insert 'No Other Employment Costs']</i>									
44.	Liability (clause 19.1)	<i>[The liability cap that applies for the purposes of clause 19.1 needs to be specified here.]</i>									
45.	Entity Insurance Requirements (clause 18.1.1 and clause 18.1.2)	<i>[Insert any Additional Requirements for relevant insurances where these differ from the insurance amounts in the Head Agreement in accordance with clause 18.1.1 and insert any change to the default position under clause 18.1.2 which allows an Entity to specify the period that professional indemnity insurance must be held for, or if there are no additional insurance requirements, insert 'No Additional Insurance Requirements']</i>									
46.	Entity Service Levels (clause 8.2.1)	<p>The Service Provider must comply with the following Entity Service Levels which are measured across all Orders the Entity has with the Service Provider, in accordance with clause 8.2.1.</p> <p><i>[Insert any Entity Service Levels that apply to the Order].</i></p> <p><i>Examples of Service Levels Entities may wish to consider are:</i></p> <table border="1" data-bbox="533 1529 1356 2069"> <thead> <tr> <th data-bbox="533 1529 794 1619">Service Level</th> <th data-bbox="794 1529 1062 1619">Performance Measures</th> <th data-bbox="1062 1529 1356 1619">Calculation Method</th> </tr> </thead> <tbody> <tr> <td data-bbox="533 1619 794 1861"><u>Labour Hire Worker Suitability</u></td> <td data-bbox="794 1619 1062 1861">80% of Labour Hire Workers nominated by the Service Provider are rated by the Entity Hiring Manager as suitable for the role and engagement.</td> <td data-bbox="1062 1619 1356 1861">As determined over [X] period by the Entity acting reasonably.</td> </tr> <tr> <td data-bbox="533 1861 794 2069"><u>Labour Hire Worker Retention</u></td> <td data-bbox="794 1861 1062 2069">90% of Labour Hire Workers complete the full term of their engagement for all accepted Contracts and Order Variations.</td> <td data-bbox="1062 1861 1356 2069">As determined over [X] period by the Entity acting reasonably.</td> </tr> </tbody> </table>	Service Level	Performance Measures	Calculation Method	<u>Labour Hire Worker Suitability</u>	80% of Labour Hire Workers nominated by the Service Provider are rated by the Entity Hiring Manager as suitable for the role and engagement.	As determined over [X] period by the Entity acting reasonably.	<u>Labour Hire Worker Retention</u>	90% of Labour Hire Workers complete the full term of their engagement for all accepted Contracts and Order Variations.	As determined over [X] period by the Entity acting reasonably.
Service Level	Performance Measures	Calculation Method									
<u>Labour Hire Worker Suitability</u>	80% of Labour Hire Workers nominated by the Service Provider are rated by the Entity Hiring Manager as suitable for the role and engagement.	As determined over [X] period by the Entity acting reasonably.									
<u>Labour Hire Worker Retention</u>	90% of Labour Hire Workers complete the full term of their engagement for all accepted Contracts and Order Variations.	As determined over [X] period by the Entity acting reasonably.									

Item	<u>Order for Services</u>				
			<u>Labour Hire Worker Performance</u>	95% of Labour Hire Workers are achieving the expected performance standards.	As determined over [X] period by the Entity acting reasonably.
			<u>Labour Hire Worker Retention</u>	[tbc]	[tbc]
			<u>Labour Hire Worker Absences</u>	[tbc]	[tbc]
47.	Timesheets <i>(clause 28.2 and 28.3 of Schedule 2 (Labour Hire Services))</i>	<p><i>[Insert here if any Additional Requirements in relation to the form and substance of Timesheets in accordance with clause 28.2 of Schedule 2 (Labour Hire Services)], or if not required insert 'No additional Timesheet form and substance requirements'.</i></p> <p><i>Insert here if the default Timesheet approval process position under 28.3 of Schedule 2 (Labour Hire Services) is changed, or if no change to default position insert 'No changes to the default position under clause 28.3 of Schedule 2 (Labour Hire Services)'.]</i></p>			
48.	Knowledge Transfer <i>(clause 22.1(e))</i>	<p><i>[Insert here if Service Provider/Labour Hire Worker is required to:</i></p> <p><i>collaborate with Entity Personnel to develop solutions to challenging stages or components of the engagement and share key learnings and new ideas;</i></p> <p><i>provide training related to the Services that were provided under the Contract to Entity Personnel and any third party; or</i></p> <p><i>undertake any other activities, and provide any other information related to the Services that were provided under the Contract, as reasonably requested by the Entity.</i></p> <p><i>If not required insert 'No additional Knowledge Transfer activities required']</i></p>			
49.	WHS Plan <i>(clause 16.10.2)</i>	<p><i>[Insert if Service Provider is required to provide a WHA Plan in accordance with clause 16.10.2, or if not required insert 'No WHA Plan required']</i></p>			
50.	Reporting to Entity <i>(clause 1.5 of Schedule 8 (Reporting))</i>	<p><i>[Insert the types and frequency of reports to be provided by the Service Provider in accordance with clause 1.5 of Schedule 8 (Reporting), or if not required insert 'No reports in respect of Labour Hire Workers required'.]</i></p>			
51.	Governing Law and Jurisdiction <i>(clause 35.6.1)</i>	<p><i>[Default jurisdiction in clause 35.6.1 is ACT. Insert applicable jurisdiction here if different to the ACT]</i></p>			
52.	Entity-specific policies <i>(clause 16.1.1)</i>	<p><i>[Insert here if there are any additional Entity-specific policies that the Service Provider must comply with, in accordance with clause 16.1.1, or if there are none, insert 'No additional Entity-Specific Policies'.]</i></p>			

Item	<u>Order for Services</u>	
53.	Other Additional Requirements	<i>[Include any other Additional Requirements, if applicable]</i>
Commonwealth Policy Requirements		
54.	Shadow Economy Policy	<i>[For procurements valued at \$4 million or more the Shadow Economy Policy applies. Entities must obtain a Valid and Satisfactory Statement of Tax Record for any Service Provider (and any first-tier Subcontractors of that Service Provider) that will be involved in the delivery of the Services]</i>
55.	Indigenous Procurement Policy	<i>[For procurements valued at \$7.5 million or more, insert that clause 16.4.3 of the Head Agreement applies]</i>
56.	Australian Industry Participation Plan	<i>[For procurements valued at \$20 million or more, the Australian Industry Participation policy may apply]</i>
Entity Information		
57.	Entity Address for Notices	Physical Address: <i>[Insert physical address for the Entity]</i> Postal Address: <i>[Insert the postal address for notices, if different to the physical address]</i> Email: <i>[Insert the email address for notices]</i>
58.	Entity Address for Invoices	<i>Invoices must be submitted to [insert email address for invoices] and must contain [include any other requirements for the invoice as specified in item 24 of the Order Template, e.g., that the purchase order no. must be quoted in the invoice]</i>
Service Provider Information		
59.	Service Provider Address for Notices	Physical Address: <i>[Insert physical address for the Service Provider]</i> Postal Address: <i>[Insert the postal address for notices, if different to the physical address]</i> Email: <i>[Insert the email address for notices]</i>

Signed for and on behalf of
Commonwealth of Australia
as represented by the [insert Entity
name] [insert Entity ABN]

name of authorised officer

title of authorised officer



Signature of authorised officer

Signed for and on behalf of
[insert Service Provider's name], [insert
Service Provider's ABN]

*name of Service Provider's authorised
representative*

*title of Service Provider's authorised
representative*



*Signature of Service Provider's authorised
representative*