



Australian Government

Department of Defence

Purchase Order

ABN: 68 706 814 312

Date : 17 Jan 2024
Order No: 4501197592

Vendor: 1030709

HUDSON GLOBAL RESOURCES (AUST)
PTY LTD
s47G
CANBERRA CITY ACT 2601

ABN: 21002888762

Tel: s47E(d)

Your Reference:

Quotation No:

Contact: s47E(c)

Area: Defence Default

Email: s47E(c) @DEFENCE.GOV.AU

Tel: s47E(c) Fax:

Payment Terms:

Net 20 Days

FOB Point:

Note: The order total is inclusive of GST where applicable.

TOTAL PRICE(AUD): 1,311,906.72

This order is subject to the attached terms and conditions.

Item	Description	Quantity	Unit	Unit Price	Total AUD
00001	M 1 - 4 Application/Aptitude Testing GST @ 10.00 % Delivery date: 31 Jul 2024	s47G	VAL	1.00	s47G s47G
00002	M5 - Application Shortlisting GST @ 10.00 % Delivery date: 30 Apr 2024	s47G	VAL	1.00	s47G s47G
00003	M6 - Online Written Assessment GST @ 10.00 % Delivery date: 31 Jul 2024	s47G	VAL	1.00	s47G s47G
00004	M7 - Referee Checks GST @ 10.00 % Delivery date: 31 Jul 2024	s47G	VAL	1.00	s47G s47G
00005	M8 - Assessment Centres GST @ 10.00 % Delivery date: 31 May 2024	s47G	VAL	1.00	s47G s47G
00006	M9 - Candidate Offers GST @ 10.00 % Delivery date: 31 Oct 2024	s47G	VAL	1.00	s47G s47G
00007	M10 - Qualifications Checks GST @ 10.00 % Delivery date: 06 Feb 2025	s47G	VAL	1.00	s47G s47G

Please Deliver to:

Direct Invoices to:

Defence Accounts Payable
EMAIL: s47E(d) defence.gov.au

ABN: 68 706 814 312

Revised 30 Jun 2023

Form SP020: General Conditions of Contract for the Supply of Goods and Repair Services

1. Supplies: The Supplier agrees to provide the Supplies to the Commonwealth and the Commonwealth agrees to purchase the Supplies in accordance with the terms of the Contract.

2. Contract Documents: Subject to clause 3, the Contract between the Commonwealth and the Supplier comprises the:

- a. Special Conditions;
- b. Purchase Order (other than the Special Conditions); and
- c. General Conditions of Contract.

If there is any ambiguity or inconsistency between the documents comprising the Contract, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

3. Existing Contracts and Standing Offers: Subject to the terms of the Purchase Order and any Special Conditions, if the Purchase Order is issued under the terms of an existing contract or a standing offer, the terms of that existing contract or standing offer will apply and these General Conditions of Contract (other than this clause 3) will have no effect.

4. Provision of Supplies: The Supplier must provide the Supplies and, if applicable, return the Repairable Item, to the Commonwealth at the Delivery Location on or before the relevant Delivery Date and in accordance with any special instructions for the delivery of the Supplies specified in the Purchase Order. The Supplier must promptly notify the Commonwealth if the Supplier becomes aware that it will be unable to provide all or part of the Supplies or return the Repairable Item, by the relevant Delivery Date and advise the Commonwealth as to when it will be able to do so.

5. Repair Services: The Supplier must provide the Repair Services to the satisfaction of the Contract Officer and in accordance with any requirements specified in the Purchase Order.

6. Repairable Item: The Supplier acknowledges that the Repairable Item at all times remains the property of the Commonwealth. The Supplier must keep the Repairable Item safe and secure and not use the Repairable Item for any purpose other than for the purpose of providing the Repair Services. The Supplier must not part with possession or control of the Repairable Item except where specified in the Purchase Order or otherwise agreed by the Commonwealth. The Supplier must not create or allow to be created any lien, charge, mortgage or encumbrance over the Repairable Item.

7. Acceptance: The Commonwealth may accept or reject the relevant Supplies within 14 days after delivery of the Supplies to the Delivery Location. If the Commonwealth does not notify the Supplier of acceptance or rejection within the 14 day period, the Commonwealth will be taken to have accepted the Supplies on the expiry of the 14 day period.

The Commonwealth may reject the Supplies where the Supplies do not comply with the requirements of the Contract including any acceptance tests specified in the Special Conditions. If the Commonwealth rejects the Supplies the Commonwealth may:

- a. require the Supplier to provide, at the Supplier's cost, replacement Supplies which comply with the requirements of the Contract within a period determined by the Commonwealth; or
- b. terminate the Contract in accordance with clause 15.

In either case and at the Commonwealth's request, the Supplier must promptly remove any relevant Goods and, if clause 7a applies, the Repairable Item (if any), from the Commonwealth's premises at its cost.

8. Title and Risk: Title to the Goods transfers to the Commonwealth upon their acceptance by the Commonwealth in accordance with clause 7. The risk of any loss or damage to the Goods remains with the Supplier until their delivery to the Commonwealth at the Delivery Location. The Supplier bears the risk of any loss or damage to a Repairable Item from the date upon which the Repairable Item is delivered to the Supplier until delivery of the Repairable Item to the Commonwealth at the Delivery Location.

9. Payment: The Commonwealth must pay the Contract Price to the Supplier within the following period (as applicable) after receiving a correctly rendered invoice in accordance with clause 10:

- a. 5 days, if the Commonwealth and the Supplier have agreed to use electronic invoices through the Pan-European Public Procurement On- Line (PEPPOL) framework for the purpose of the delivery and receipt of payment claims under the contract; or
- b. 20 days, if use of the PEPPOL framework has not been agreed by the Commonwealth and Supplier.

Subject to compliance with clause 10, the Commonwealth is deemed to have received a correctly rendered invoice at the following times:

- c. at the time of delivery of the Supplies where the invoice is supplied:

- (i) prior to delivery of the Supplies; or
- (ii) at the time of delivery of the Supplies; or

- d. at the time of actual receipt of the invoice, where the invoice is provided by the Supplier after delivery of the Supplies.

If the Commonwealth fails to pay a correctly rendered invoice in accordance with clause 9a or 9b, the Commonwealth must pay interest on the unpaid amount at the General Interest Charge Rate calculated in respect of each day that the payment was late.

The Commonwealth must pay interest whether or not the Supplier has submitted a separate invoice for the interest amount. Interest will only be payable in accordance with this clause 9 if the interest amount exceeds A\$100.

10. Invoice: The Supplier must submit a correctly rendered invoice to the Commonwealth. An invoice is correctly rendered if:

- a. it is correctly addressed and calculated in accordance with the Contract;
- b. the Commonwealth has not rejected the Supplies under clause 7;
- c. it is for an amount which does not exceed the Contract Price;
- d. it includes the Purchase Order number, and the name and phone number of the Contract Officer; and
- e. it is a valid tax invoice in accordance with the GST Act.

The Supplier must promptly provide to the Commonwealth such supporting documentation and other evidence reasonably required by the Commonwealth to substantiate performance of the Contract by the Supplier or payment of the Contract Price by the Commonwealth.

11. Price Basis: The Contract Price is firm and is inclusive of GST and all taxes, duties (including any customs duty) and government charges imposed or levied in Australia or overseas. The Contract Price includes the cost of any packaging, marking, handling, freight and delivery, insurance and any other applicable costs and charges.

12. Warranty: The Supplier warrants that:

- a. the Goods are new, free from deficiencies in design, manufacture and workmanship and are fit for the purposes for which goods of a similar nature to the Goods are commonly supplied and for any other purposes notified by the Commonwealth to the Supplier; and
- b. in providing the Repair Services, it will use workmanship of a standard consistent with best industry standards for work of a similar nature to the provision of the Repair Services and which is fit for its intended purpose.

13. Intellectual Property: The Supplier warrants that it has all Intellectual Property (IP) rights and moral rights necessary to provide the Supplies to the Commonwealth and licences those rights to the Commonwealth to allow the Commonwealth to have the full benefit of the Supplies. The Supplier also warrants that the provision of the Supplies in accordance with the Contract will not infringe any third party's IP or moral rights.

14. Defects: Notwithstanding acceptance of the Supplies by the Commonwealth in accordance with clause 7, the Supplier must remedy at its cost any defects in the Supplies notified by the Commonwealth to the Supplier at any time within the period of 90 days or the Supplier's or manufacturer's standard warranty period (whichever is the longer) following acceptance of the Supplies by the Commonwealth. The Supplier will be responsible for any costs of removing the Goods and, if applicable, the Repairable Item and delivering repaired or replacement Supplies or the Repairable Item to the Commonwealth together with any associated or incidental costs. If the Supplier does not remedy the defect, the Commonwealth may remedy the defect and the costs incurred by the Commonwealth in remedying the defect will be a debt due from the Supplier to the Commonwealth.

15. Termination: The Commonwealth may terminate the Contract if:

- a. the Supplier:
 - (i) does not deliver all of the Supplies and, if applicable, the Repairable Item to the Delivery Location by the relevant Delivery Date; or
 - (ii) notifies the Commonwealth that it will be unable to deliver the Supplies and, if applicable, the Repairable Item to the Delivery Location by the Delivery Date in accordance with clause 4;

Form SP020: General Conditions of Contract for the Supply of Goods and Repair Services

- b. the Commonwealth rejects any of the Supplies in accordance with clause 7;
- c. the Supplier breaches the Contract and the breach is not capable of remedy;
- d. the Supplier does not remedy a breach of the Contract which is capable of remedy within the period specified by the Commonwealth in a notice of default issued by the Commonwealth to the Supplier requiring the Supplier to remedy the breach;
- e. the Supplier becomes bankrupt or insolvent, except to the extent that the exercise of a right under this clause 15.e is prevented by law; or
- f. the Supplier breaches any of its obligations under clauses 18 or 26.

If the Commonwealth has provided a Repairable Item to the Supplier in relation to the Contract which has been terminated, the Supplier must immediately return that Repairable Item to the Commonwealth at the Supplier's cost.

16. Termination for Convenience: In addition to any other rights it has under the Contract, the Commonwealth may at any time terminate the Contract by notifying the Supplier in writing. If the Commonwealth issues such a notice, the Supplier must stop work in accordance with the notice, comply with any directions given by the Commonwealth and mitigate all loss, costs (including the costs of its compliance with any directions) and expenses in connection with the termination, including those arising from affected subcontracts.

The Commonwealth will only be liable for payments to the Supplier for Supplies accepted in accordance with clause 7 before the effective date of termination and any reasonable costs incurred by the Supplier that are directly attributable to the termination, if the Supplier substantiates these amounts to the satisfaction of the Commonwealth.

The Supplier will not be entitled to profit anticipated on any part of the Contract terminated.

17. Commonwealth Access: At the Commonwealth's request (acting reasonably), the Supplier must permit the Commonwealth and its nominees timely and sufficient access to the Supplier's premises, records or accounts relevant to the Contract to:

- a. undertake quality audits and quality surveillance (as defined in AS/NZ ISO 9000 current at the date the Purchase Order is issued) of the Supplier's quality system and/or the production processes related to the Supplies; and
- b. monitor the Supplier's work health and safety and environmental compliance in connection with the provision of the Supplies.

In addition, if the value of the Contract (by itself or cumulatively with previous changes to the Contract) is equal to or greater than AS\$100,000, the Supplier must permit the Commonwealth and its nominees timely and sufficient access to the Supplier's premises, records or accounts relevant to the Contract to conduct audits under the *Auditor-General Act 1997*. The Commonwealth and its nominees may copy any records or accounts relevant to the Contract and retain or use these records and accounts for the purpose of this clause.

18. Security and Safety: If the Commonwealth provides the Supplier with access to any Commonwealth place, area or facility, the Supplier must comply with any security and safety requirements notified to the Supplier by the Commonwealth or of which the Supplier is aware and ensure that its officers, employees, agents and subcontractors are aware of and comply with such security and safety requirements.

Where the Supplies are designed, manufactured, supplied, installed, commissioned or constructed by the Supplier within Australia or the Supplier imports the Supplies into Australia (and is an importer for the purposes of the WHS Legislation), the Supplier must:

- a. comply with, and must ensure that all subcontractors comply with, the applicable WHS Legislation when performing work under the Contract in Australia; and
- b. where applicable, comply with, and must ensure that all subcontractors comply with, the obligation under the WHS Legislation to, so far as is reasonably practicable, consult, co-operate and co-ordinate activities with the Commonwealth, the Supplier or the subcontractors (as the case may be) and any other person who, concurrently with the Commonwealth, the Supplier or the subcontractor (as the case may be), has a work health and safety duty under the WHS Legislation in relation to the same matter.

Subject to any relevant foreign government restrictions, the Supplier must provide to the Commonwealth Representative at the time the Supplier provides the Supplies to the Commonwealth adequate information concerning:

- c. each purpose for which the Supplies are designed or manufactured;

- d. the results of any calculations, analysis, testing or examination carried out concerning the safety of the Supplies (and the risks to the health and safety of persons), including any hazardous properties identified by the testing; and
- e. any conditions necessary to ensure the Supplies are without risks to health and safety when used for a purpose for which it was designed or manufactured.

Subject to any relevant foreign government restrictions, the Supplier must, so far as is reasonably practicable, provide to the Commonwealth Representative within 14 days (or such other period as agreed by the Commonwealth in writing) of a request by the Commonwealth any current relevant information concerning the matters referred to in clauses 18c to 18e above.

The Supplier must ensure, so far as is reasonably practicable, that the Supplies are without risk to the health and safety of persons who use the Supplies for a purpose for which they were designed or manufactured.

Without limiting the Supplier's obligations under the Contract or at law or in equity (and subject to any relevant foreign government restrictions), the Supplier must in connection with or related to the Supplies or the work performed under the Contract, provide, and must use its reasonable endeavours to ensure that a subcontractor provides, to the Commonwealth within 14 days (or such other period as agreed by the Commonwealth in writing) of a request by the Commonwealth any information or copies of documentation requested by the Commonwealth and held by the Supplier or a subcontractor (as the case may be) to enable the Commonwealth to comply with its obligations under the WHS Legislation.

The Supplier must not provide Supplies containing Asbestos Containing Material and must not take Asbestos Containing Material onto Commonwealth premises in connection with providing the Supplies.

If a Notifiable Incident occurs in connection with work carried out under the Contract:

- f. on Commonwealth premises;
- g. which involves Commonwealth personnel; or
- h. which involves a Commonwealth specified system of work,

the Supplier must:

- i. immediately report the incident to the Commonwealth;
- j. promptly provide the Commonwealth with copies of any notices or other documentation provided to, or issued by, the relevant Commonwealth, State or Territory regulator in relation to the Notifiable Incident;
- k. provide the Commonwealth with such other information as may be required by the Commonwealth to facilitate the notification to or investigation by the Commonwealth regulator of the Notifiable Incident in accordance with the WHS Legislation (including the completion of the Department of Defence Form AE527(as amended or replaced from time to time)); and
- l. provide other reasonable assistance required by the Commonwealth to undertake mandatory incident reporting.

19. Insurance: The Supplier must procure and maintain such insurances and on such terms and conditions as a prudent supplier, providing supplies similar to the Supplies, would procure and maintain.

20. Set Off: If the Supplier owes any debt to the Commonwealth in connection with the Contract, the Commonwealth may deduct the amount of the debt from payment of the Contract Price.

21. Indemnity: The Supplier indemnifies the Commonwealth, its officers, employees and agents against any liability, loss, damage, cost (including the cost of any settlement and legal costs and expenses on a solicitor and own client basis), compensation or expense arising out of or in any way in connection with:

- a. a default or any unlawful, wilful or negligent act or omission on the part of the Supplier, its officers, employees, agents or subcontractors; or
- b. any action, claim, dispute, suit or proceeding brought by any third party in respect of any infringement or alleged infringement of that third party's IP rights or moral rights in connection with the Supplies.

The Supplier's liability to indemnify the Commonwealth under clause 21a is reduced to the extent that any wilful, unlawful, or negligent act or omission of the Commonwealth, its officers, employees or agents contributed to the liability, loss, damage, cost, compensation or expense.

22. Notices: Any notice or communication under the Contract will be effective if it is in writing, signed and delivered to the Contract

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Officer or the Supplier as the case may be, at the address, facsimile number or email set out in the Purchase Order.

23. Assignment: The Supplier must not assign any of its rights under the Contract without the prior written consent of the Commonwealth.

24. Subcontracting: Subcontracting the whole or part of the Supplier's obligations under the Contract will not relieve the Supplier from any of its obligations under the Contract. Upon request the Supplier must make available to the Commonwealth the details of all subcontractors engaged to provide the Supplies under the Contract. The Supplier acknowledges that the Commonwealth may be required to disclose such information.

25. Approvals and Compliance: The Supplier must obtain and maintain in force any necessary export licences, licences, accreditations, permits, registrations, regulatory approvals or other documented authority (however described) required by law and necessary for the delivery of the Supplies or the work performed under the Contract and arrange any necessary customs entry for the Supplies. The Supplier must comply with and ensure its officers, employees, agents and subcontractors comply with the laws from time to time in force in the State, Territory or other jurisdictions in which any part of the Contract is to be carried out and all Commonwealth policies relevant or applicable to the Contract.

Subject to any relevant foreign government restrictions, where the Supplier provides the Supplies to the Commonwealth in Australia and the Supplies include plant which requires registration of design under the WHS Legislation (See Part 1 of Schedule 5 of the *Work Health and Safety Regulations 2011* (Cth)) or an OHS Law (in the case of an OHS Law, as a result of a licence being granted to the Australian Defence Organisation - see Regulation 743 of the *Work Health and Safety Regulations 2011* (Cth)), the Supplier must:

- a. obtain the registration of design from a relevant regulator (or where this is not possible, from the Australian Defence Organisation pursuant to a licence granted under the OHS Law) and provide this to the Commonwealth at the time the Supplier provides the Supplies to the Commonwealth;
- b. attach a data plate to the relevant item (or items) of plant with the design registration details (or in a circumstance where it is not practicable to attach the data plate to the relevant item of plant, the data plate is to be affixed in a prominent place in the vicinity of the plant), which includes:
 - (i) the Design Registration Number (DRN);
 - (ii) the date of issue of the DRN; and
 - (iii) the name of the Commonwealth, State or Territory regulator that issued the DRN; and
- c. provide maintenance documentation that details all mandatory maintenance activities and inspections required to ensure the plant is without risks to health and safety, including those required by an OHS Law or the WHS Legislation at the time the Supplier provides the Supplies to the Commonwealth.

Subject to any relevant foreign government restrictions, where the Supplier provides the Supplies to the Commonwealth outside Australia and the Supplies include plant which requires registration of design under the WHS Legislation (See Part 1 of Schedule 5 of the *Work Health and Safety Regulations 2011* (Cth)) or an OHS Law (in the case of an OHS Law, as a result of a licence being granted to the Australian Defence Organisation - see Regulation 743 of the *Work Health and Safety Regulations 2011* (Cth)), the Supplier must, at the time the Supplier provides the Supplies to the Commonwealth, provide to the Commonwealth all information sufficient for the Commonwealth to register the design of the plant in Australia. Such information may include:

- d. a statement signed by the designer of the plant specifying the published technical standards and engineering principles used in the design;
- e. design verification statement in a format supplied by the Commonwealth;
- f. representational drawings of the design; and
- g. a statement in a format supplied by the Commonwealth concerning compliance with the designer obligations of the WHS Legislation.

26. Problematic Substances: Unless the Commonwealth otherwise agrees in writing, the Supplier must:

- a. not deliver Supplies that contain or emit a Problematic Substance where:
 - (i) the Problematic Substance may affect the health or safety of persons who may be exposed to the Problematic Substance; or

- (ii) a persons health or safety may be affected by the Problematic Substance when (A) using the Supplies for a purpose for which they were designed or manufactured; (B) handling or storing the Supplies; or (C) carrying out any reasonably foreseeable activity in relation to the assembly or use of the Supplies for a purpose for which it was designed or manufactured, or the proper storage, decommissioning, dismantling, demolition or disposal of the Supplies; and

- b. not use, handle or store a Problematic Substance on Commonwealth premises in connection with work carried out under the Contract.

Where the Commonwealth agrees that the Supplies may contain a Problematic Substance or that the Supplier may use, handle or store a Problematic Substance on Commonwealth premises, the Supplier must, subject to any foreign government restrictions, ensure that:

- c. full details of the approved Problematic Substance are provided to the Commonwealth in the format of a Safety Data Sheet (SDS), except where the applicable SDS exists within the Australian ChemAlert database and the Supplier identifies that SDS to the Commonwealth by reference to its unique record within that database; or
- d. if the Supplier provides the Supplies to the Commonwealth outside Australia and the Supplier demonstrates to the satisfaction of the Commonwealth it is unable to comply with the requirements of clause 26c, the Supplier must provide all information necessary to facilitate the Commonwealth complying with the requirements of clause 26c prior to or at the time the Supplies are provided to the Commonwealth.

In addition, the Supplier must, subject to any foreign government restrictions, ensure that:

- e. at the time of provision to the Commonwealth the approved Problematic Substance is correctly labelled and packaged (including to clearly identify the nature of the substance and its associated hazards) in accordance with Australian legislative and regulatory requirements, and that all documentation supporting the Supplies clearly identifies the nature of the substance and its associated hazards; or
- f. if the Supplier provides the Supplies to the Commonwealth outside Australia and the Supplier demonstrates to the satisfaction of the Commonwealth it is unable to comply with the requirements of clause 26e, the Supplier must provide all information necessary to facilitate the Commonwealth complying with the requirements of clause 26e prior to or at the time the Supplies are provided to the Commonwealth.

27. Workplace Gender Equality: The Supplier must comply with its obligations under the *Workplace Gender Equality Act 2012* (Cth) (WGE Act), if any. If the Supplies constitute a procurement that is at or above the relevant procurement threshold in the Commonwealth Procurement Rules, the Supplier must notify the Contract Officer if it becomes non-compliant with the WGE Act.

28. Indigenous Procurement Policy: The Supplier must use its reasonable endeavours to increase its:

- a. purchasing from Indigenous enterprises; and
- b. employment of Indigenous Australians, in the performance of the Contract. For the purposes of this clause "Indigenous enterprise" means an organisation that is 50 per cent or more Indigenous owned that is operating a business. Supply Nation maintains a list of enterprises that meet the definition of "Indigenous enterprises" (www.supplynation.org.au).

29. Governing Law: The laws of the Australian Capital Territory apply to the Contract.

30. Entire Agreement: The Contract represents the parties' entire agreement in relation to the subject matter and supersedes all tendered offers and prior representations, communications, agreements, statements and understandings, whether oral or in writing.

31. Definitions: In the Contract:

'**Asbestos Containing Material**' has the meaning given in subregulation 5(1) of the *Work Health and Safety Regulations 2011* (Cth).

'**Commonwealth**' means the Commonwealth of Australia as represented by the Department of Defence ABN 68 706 814 312.

Form SP020: General Conditions of Contract for the Supply of Goods and Repair Services

'Contract Officer' means the contract officer specified in the Purchase Order.

'Contract' has the meaning given in clause 2.

'Contract Price' means the contract price specified in the Purchase Order, including any GST component payable.

'Delivery Date' means the date or dates for provision of the Supplies specified in the Purchase Order.

'Delivery Location' means the location or locations for the provision of the Supplies specified in the Purchase Order.

'General Interest Charge Rate' means the general interest charge rate determined under section 8AAD of the *Taxation Administration Act 1953* on the day payment is due, expressed as a decimal rate per day.

'Goods' means the goods specified in the Purchase Order (if any) to be provided by the Supplier and any goods or component parts supplied by the Supplier as part of providing the Repair Services.

'GST' means a Commonwealth goods and services tax imposed by the GST Act.

'GST Act' means *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

'Notifiable Incident' has the meaning given in sections 35 to 37 of the *Work Health and Safety Act 2011* (Cth).

'OHS Law' means the *Occupational Health and Safety Act 1991* (Cth) and the *Occupational Health and Safety (Safety Standards) Regulations 1994* (Cth).

'Problematic Substance' means:

- a. any substance identified as having ozone depleting potential, or any gas identified as a *Synthetic Greenhouse Gas*, in the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989* (Cth) or any regulations made under that Act;
- b. any dangerous goods as defined in the *Australian Code for the Transport of Dangerous Goods by Road and Rail* (extant edition and as amended); or
- c. any hazardous chemicals as defined in subregulation 5(1) of the *Work Health and Safety Regulations 2011* (Cth).

'Purchase Order' means the purchase order attached to these General Conditions of Contract.

'Relevant Employer' means an employer who has been a Relevant Employer under the Workplace Gender Equality Procurement Principles for a period of not less than 6 months. The Supplier will continue to be obligated as a Relevant Employer for the period of the Contract until the number of its employees falls below 80.

'Repair Services' means the repair services in respect of the Repairable Item specified in the Purchase Order (if any).

'Repairable Item' means any item or items provided by the Commonwealth to the Supplier for the purpose of the Repair Services.

'Safety Data Sheet' or 'SDS' means a safety data sheet prepared in accordance with the Code of Practice, *Preparation of Safety Data Sheets for Hazardous Chemicals*, approved under section 274 of the *Work Health and Safety Act 2011* (Cth).

'Supplier' means the supplier specified in the Purchase Order.

'Supplies' comprise the Goods and the Repair Services and, for the avoidance of doubt, do not include the Repairable Item.

'WHS Legislation' means:

- a. the *Work Health and Safety Act 2011* (Cth) and the *Work Health and Safety Regulations 2011* (Cth); and
- b. any corresponding WHS law as defined in section 4 of the *Work Health and Safety Act 2011* (Cth).



Schedule 6 - Order of Services (Recruitment and Search Services)

Note to Service Provider:

This Schedule 6 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, however, it will not be mandatory that Entities use this Order Template or any equivalent smart form to Order Services from Service Providers.

This Order is issued under clause 11.3 of the Head Agreement for People Panel (Phase 1) Standing Offer Notice (SON3897769) between the Service Provider and the Department of Finance for the provision of Recruitment and Search Services to the Australian Government.

Order for Services

Service Provider's Representative s47F

Service Provider's Name Hudson Global Resources (ScaleUp)

Service Provider's Address s47G Canberra ACT, 2601

Service Provider's ABN 21 002 888 762

Service Provider's email address, Sent via s47F@hudson.com

Entity Order Information

Entity	Department of Defence
Entity File Reference	s47E(d)
Order Number	RFx15924
Cost Centre	743106

Order Commencement Date and Term

Order Commencement Date	07 February 2024
Order Term and Extensions	<p>The Order expires on 6 February 2025 (Initial Term).</p> <p>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.</p>

Statement of Work

Service Category	General Recruitment
Statement of Work	Refer to Statement of Work document provided by the Entity in RFQ documentation (Attachment A).



People Panel Order for Services

<u>Order for Services</u>											
Deliverables / Milestones	Refer to Statement of Work document provided by the Entity in RFQ documentation (Attachment A). Final scope to be decided upon consultation with the Entity to ensure assumptions are correct.										
Location	A representative from the supplier will work in an embedded capacity in the Graduate and Entry Level Programs Marketing and Recruitment team at the Defence (Building 33-35 Brindabella Park in Canberra).										
Fees	Fees to align with those quoted within the response to Request for Quote, as provided by the entity.										
Payment Terms	20 calendar days										
Invoicing	<p>The Contractor must forward Correctly Rendered Invoices.</p> <p>The successful Contractor will be provided with a fact sheet on Defence requirements. Defence mandates all invoices for payment are to be submitted to s47E(d).@defence.gov.au and s47E(d).@defence.gov.au. Invoices must include the purchase order number.</p>										
Travel	Not Applicable – The Agency will not reimburse the Contractor for any expenses										
Confidential Information	<table><tr><th>Entity Confidential information</th><th>Period of Confidentiality</th></tr><tr><td>All information however received or obtained (including orally or in writing) by the Service Provider during the course of performing services or supplying goods to the Agency pursuant to this contract.</td><td>Indefinitely</td></tr><tr><td>Agency data – All data howsoever received or obtained by the Service Provider in the course of performing services or supplying goods to the Agency pursuant to this contract.</td><td>Indefinitely</td></tr><tr><td>Any Personal Information held by the Entity.</td><td>Indefinitely</td></tr><tr><td>Security Classified Information.</td><td>Indefinitely</td></tr></table>	Entity Confidential information	Period of Confidentiality	All information however received or obtained (including orally or in writing) by the Service Provider during the course of performing services or supplying goods to the Agency pursuant to this contract.	Indefinitely	Agency data – All data howsoever received or obtained by the Service Provider in the course of performing services or supplying goods to the Agency pursuant to this contract.	Indefinitely	Any Personal Information held by the Entity.	Indefinitely	Security Classified Information.	Indefinitely
Entity Confidential information	Period of Confidentiality										
All information however received or obtained (including orally or in writing) by the Service Provider during the course of performing services or supplying goods to the Agency pursuant to this contract.	Indefinitely										
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Any Personal Information held by the Entity.	Indefinitely										
Security Classified Information.	Indefinitely										



People Panel Order for Services

<u>Order for Services</u>	
<i>Additional requirements</i>	
Entity Security Requirements	<p>Risk Management AS/NZS ISO 31000:2009 and Australian Standards HB 167:2006</p> <p><i>Australian Government Information Security Manual</i> - guidance for agencies and Service Providers for managing the risks arising from greater sharing and exchange of information - see https://acsc.gov.au/infosec/ism/ for further information</p> <p><i>The Trusted Digital Identity Framework (TDIF)</i> which provides a standard for digital identity in Australia. Available at https://www.dta.gov.au/what-we-do/policies-and-programs/identity/.</p> <p>Australian Government Guidelines on Reporting Incident and Conducting Security Investigations. Available at https://www.protectivesecurity.gov.au/governance/Documents/Reporting-incidents-and-conducting-security-investigations-guidelines-v1.2.pdf</p> <p>Australian Government Cyber-Security Strategy 2016 available at https://www.homeaffairs.gov.au/nationalsecurity/Documents/australia-cyber-security-strategy.pdf</p> <p>Defence Security Principles Framework. Available at https://www1.defence.gov.au/security</p>
Security Clearance Requirements	<p>At least two contractors must be able to obtain and maintain a minimum Baseline level security clearance.</p> <p>The cost of obtaining and maintaining security clearances will be borne in full by the Contractor.</p>
Personnel Requirements	<p>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.</p>
Liability	<p>The default liability cap under clause 19.1.1 applies</p>
Insurance	<p>No additional insurance requirements are needed</p>
Entity Service Levels	<p>Service levels as per response to RFQ and confirmed on finalisation of scope.</p>
Entity Software Platform	<p>Acendre (eRecruit)</p>
Other	<p>Not Applicable</p>
<i>Commonwealth Procurement Connected Policy Requirements</i>	
Black Economy Policy	<p>Not Applicable</p>
Indigenous Procurement Policy	<p>Not Applicable</p>
Australian Industry Participation Plan	<p>Not Applicable</p>



People Panel Order for Services

<u>Order for Services</u>	
Entity Information	
Entity Representative	<p>Name: s47E(c)</p> <p>Position: Assistant Director, Defence Graduate & Entry Level Program</p> <p>Address: Brindabella Business Park BP33-35, Level 5</p> <p>Email: s47E(d)@defence.gov.au</p>
Entity Address for Notices	<p>Name: s47E(c)</p> <p>Position: Assistant Director, Defence Graduate & Entry Level Program</p> <p>Address: Brindabella Business Park BP33-35, Level 5</p> <p>Email: s47E(d)@defence.gov.au</p>
Entity Address for Invoices	<p>The Contractor must forward Correctly Rendered Invoices.</p> <p>The successful Contractor will be provided with a fact sheet on Defence requirements. Defence mandates all invoices for payment are to be submitted to s47E(@defence.gov.au and s47E(d)@defence.gov.au. Invoices must include the purchase order number.</p>
Service Provider Information	
Service Provider Representative	<p>Name: s47F</p> <p>Position: Head of Customer Engagement</p> <p>Address: s47G</p> <p>Email: s47F@hudson.com</p> <p>Contact number: s22</p>
Service Provider Address for Notices	<p>Physical Address: s47G</p> <p>Postal Address: As per physical address</p> <p>Email: s47F@hudson.com</p>



People Panel Order for Services

Signed for and on behalf of
Commonwealth of Australia
as represented by the Office of National
Intelligence 87 904 367 991

s22

name of authorised officer

Alg Director Defence Graduate & Entry Level
Programs

title of authorised officer

s22

Signature of authorised officer

s22

Signed for and on behalf of
Hudson Global Resources (ScaleUp),
ABN 21 002 888 762

s47F

*name of Service Provider's authorised
representative*

s47F

*title of Service Provider's authorised
representative*

s22

*Signature of Service Provider's authorised
representative*

Statement of Work

Milestone	Due Date
<p>1. Deliver recruitment administration services for the listed graduate and entry level program intakes to be conducted in 2024 for the 2025 cohorts. Specifically:</p> <ul style="list-style-type: none"> • s22 [REDACTED] • Defence STEM Cadetship Program. Advertising from 26 February 2024 • s22 [REDACTED] <p>s22 [REDACTED] [REDACTED]</p> <p>Provision of a dedicated project manager required (to be based with the team)</p>	<p>Over the period of the contract</p>
<p>2. Partner with Defence to administer the process as a service provider using Defence's e-recruit system for three programs; s22 [REDACTED] 2025 STEM Cadetship Program, s22 [REDACTED]. This includes but is not limited to:</p> <ul style="list-style-type: none"> • notifications via e-recruit • candidate progression • data entry 	<p>Over the period of the contract</p>
<p>3. Applicant Point of Contact</p> <ul style="list-style-type: none"> • Provision of a dedicated email address or to use and monitor the email account that already exists for candidate contact/enquiries • Respond to all candidate email enquiries within 2 business days. The Defence Graduate and Entry Level Programs team will provide an FAQ/script for candidate responses and assist with complex enquiries. 	<p>Candidate enquiries and feedback for the 2025 programs over the life of the contract</p>
<p>4. Aptitude testing</p> <ul style="list-style-type: none"> • Email candidates links for aptitude and Emotional Intelligence (EI) testing through the e-recruit platform. <ul style="list-style-type: none"> ○ Testing One: Upon application ○ Testing Two: prior to assessment centre 	<p>s22 [REDACTED] STEM Cadetships: Testing One: 26 February 2024 – 8 April 2024 Testing Two: May 2024 – July 2024</p> <p>s22 [REDACTED]</p>
<p>5. Application shortlisting for the s22 [REDACTED] Defence STEM Cadetship s22 [REDACTED] Ensuring applicants meet eligibility requirements for the s22 [REDACTED] STEM Cadetship program including Australian citizenship, psychometric score, academic GPA score, academic graduation year and academic discipline</p>	<p>All applications must be assessed and scores entered in e-Recruit before 2330 hours, 26 April 2024</p>

<ul style="list-style-type: none"> • Providing assessment comments when scoring each candidate. The comments are to include the strengths of the applicant's score and areas of improvement • Meeting Defence representatives to discuss their shortlisting requirements; (e.g. written activity scores for Intelligence Pathway) • Where possible, a single assessor will assess all applications for specific Streams (e.g. Defence Intelligence Organisation) to ensure standardisation 	
<p>6. Online written assessment</p> <p>DEVELOPMENT</p> <ul style="list-style-type: none"> • Supplier will be required to co-design up to four online written assessments: <ul style="list-style-type: none"> ○ s22 STEM Cadetship ○ s22 <p>E-RECRUIT BUILD</p> <ul style="list-style-type: none"> • Dedicated e-Recruit specialist(s) to work through Defence's requirements • Online written assessment activity blocks to be built in e-Recruit for each assessment centre Streams/Program • Communication and discussions with DGELP throughout the build process with detailed fortnight status reports • Managing the Online Written Assessment build and facilitation via e-Recruit (approximately s22 applicants for the combined s22 STEM Cadetship, prior to the assessment centres • Each online written assessment slot is to be one hour in duration the week(s) prior to the applicant attending the assessment centre. Assessment slots are to be available from 0900 to 2000 Monday to Friday (confirmed times and dates TBC closer to the milestone) <p>DELIVERY</p> <ul style="list-style-type: none"> • Dedicated e-Recruit specialist(s) x1 to work through Defence's requirements • Provide the Department with timely support for key candidate activities including: <ul style="list-style-type: none"> ○ sending online written assessment invitations to applicants a fortnight with a 1 week reminder before their assessment centre to complete their online written assessment using Defence's email template ○ emailing candidates to confirm their online written assessment session time once they have booked their time slot ○ sending candidates a reminder email to complete their online written assessment the day before their testing ○ downloading applicant responses out of the online written assessment activity block ○ once downloaded, collate, rename and send to DGELP the written assessment packs for each assessment centre week the Wednesday prior to the assessment centre commencement date ○ answer candidate enquiries via a dedicated phone line and email address regarding the online written assessment • Allocate contractor staff member(s) to oversee and assist with any faults or issues with regards to the e-Recruit platform/templates • Liaise with the Department on any changes to candidates attending or withdrawing from the process • Answer candidate enquiries via a dedicated phone line and email address regarding the online written assessment 	<p>Assessments developed by 25 March 2024.</p> <p>s22 STEM Cadetship assessments administered across May 2024 – July 2024</p> <p>s22</p>

<p>Note: All invitations, confirmations and reminders to complete an online written assessment must be emailed to candidates through e-Recruit for auditing purposes.</p>	
<p>7. Referee checks</p> <ul style="list-style-type: none"> • Collation of 1 x referee checks per shortlisted candidate and upload into e-recruit <p>Note: All referee requests to be sent through e-Recruit for auditing purposes. Referee reports to be made available to assessors at Assessment Centre.</p>	<p>s22 [REDACTED] STEM Cadetship: May 2024 – July 2024</p> <p>s22 [REDACTED]</p>
<p>8. Assessment centres</p> <p>DEVELOPMENT</p> <ul style="list-style-type: none"> • Design of 5 x group activities • Co-design of interview questions and updates as required to assessor manuals <p>BUILD</p> <ul style="list-style-type: none"> • Dedicated e-Recruit specialist(s) to work through Defence’s requirements • e-Recruit interface build for the virtual Assessment Centres • Communication and discussions with DGELP throughout the build process with detailed status reports • Build assessment centre activity blocks into e-Recruit from May to September 2024: <ul style="list-style-type: none"> ◦ Defence s22 [REDACTED] STEM Cadetship (Non-Intelligence): 24 May 2024 – 25 June 2024 ◦ Defence s22 [REDACTED] STEM Cadetship (Intelligence): 28 June 2024 – 30 July 2024 ◦ s22 [REDACTED] • It is anticipated each assessment centre day will comprise of two assessment teams with the potential to assess s22 [REDACTED] candidates daily) <p>Note: Defence will provide the specific dates and number of panels for s22 [REDACTED] STEM cadet programs no later than mid-April 2024</p> <p>DELIVERY</p> <ul style="list-style-type: none"> • Candidate scheduling; send assessment centre and online behavioural test invites to applicants a fortnight prior to the commencement of their assessment centre using Defence’s email template • Answering candidate enquiries via a dedicated phone line and email address regarding the assessment centre and online behavioural assessment • Liaising with Defence on any changes to candidates attending or withdrawing from the process. 	<p>Activities to be designed prior to 25 March 2024</p> <p>Engage with stakeholder to ensure where required, all venue/catering bookings to be completed prior to 14 February 2024</p> <p>Candidate scheduling and panel pack development will start two weeks prior to the first assessment centre and continue until completion of assessment centres</p> <p>There will be a minimum of 10 weeks of assessment centres for s22 [REDACTED] STEM Cadet Programs beginning from 23 May 2024</p> <p>Administrative support (2-3 admin support staff required) for each day of assessment centres</p> <p>All data entry into e-recruit will be completed no later than one week after the completion of the assessment centre</p>

<ul style="list-style-type: none"> • Provide statistical data on the reasons behind candidate withdrawals • Project manage daily assessment centres via an online virtual forum (for example Microsoft Teams) • Book venue and catering if required • One week prior to each assessment centre, email candidate packs to panels and DGELP. Packs will include: <ul style="list-style-type: none"> ○ Referee reports; ○ CV; ○ Academic Transcript; ○ Proof of Australian citizenship; ○ Online Written Assessment response; ○ Signed confidentiality agreement; and ○ Applicant photo ID. • Management of the assessment centres including administrative support such as provision of technology assistance to candidates as required for virtual assessment centres. This resource assistance is to be separate from the embedded contacted support. • Service provider will provide a briefing, acknowledgement of country and SOP for interview panels on how to conduct MS Teams interviews if required • Provision of hard copy panel packs for in-person/virtual assessment centres where panel attends in person • Provision of a panel member/scribe for each interview panel for, s22 STEM Cadetship, s22 • Data entry of panel consensus scoring for each candidate into e-recruit • Coordination of end of day wrap up with panels if required • Following the assessment centre, send candidates the post-assessment centre email using Defence's email template • Provision of merit list with rating categorisation according to graduate/program pathways <p>Note: Defence will coordinate panel participation.</p>	<p>Merit lists reports to be provided within 3 business days of completion of Pathway / Program assessment centres</p>
<p>9. Candidate Offers</p> <ul style="list-style-type: none"> • Email each candidate the outcome of their assessment centre (successful or unsuccessful) through e-Recruit • Make early offers to Defence candidates and ask if they would like to participate in early on-boarding • Make verbal offers to Defence selected candidates for up to s22 candidates s22 • Make offers within one week of receipt for each Pathway/Program • Prepare employment documentation for Defence approval and Input data into e-recruit and spreadsheets for Program Managers <p>Whole of Government Entry Level Programs</p> <ul style="list-style-type: none"> • Create basic job requisitions in e-recruit and make additional offers for Whole of Government entry level programs that Defence participate in. This could be up to s22 offers in total across a number of programs, including the: 	<p>Offers to be completed progressively from August 2024 to October 2024.</p> <p>Offers to be completed within one week of receipt from DGELP.</p> <p>Basic e-Recruit job requisitions for additional programs to be created and offers made within two weeks of receipt of candidate details for Whole of Government Programs.</p>

<ul style="list-style-type: none"> ○ s22 ○ s22 • Seek referee reports from Whole of Government entry level program participants. 	
<p>10. Qualification Checks</p> <p>Request and collect final academic transcripts and qualifications from each candidate prior to their commencement in Defence to ensure they meet the condition of engagement into the s22 STEM Cadetship Program</p>	December 2024 to March 2025
<p>11. Recruitment Campaign Review – Deep Dive</p> <ul style="list-style-type: none"> • In consultation with DGELP, facilitate workshops with all key stakeholders to conduct a review / deep dive of all recruitment related activities. • Compile a report of key findings, including recommendation of changes, improvements or amendment for future campaigns 	October 2024 to November 2024
<p>12. Reporting</p> <ul style="list-style-type: none"> • In consultation with DGELP regarding required fields and ranking if required, provision of shortlist at application and assessment centre stages for each of the Programs and Pathways • Provision of regular and ad-hoc reporting from e-recruit, including application statistics, offers, acceptances and declines (including the reason for decline) 	<p>Provision of merit list reports within three business days of request.</p> <p>Provision of bespoke reports, i.e. diversity stats, etc. within one week.</p>
<p>13. Feedback</p> <ul style="list-style-type: none"> • Provision of feedback to candidates as requested (including 1 strength and 1 development area) • Provision of a record of feedback to the Defence Graduate and Entry Level Program for corporate record keeping requirements 	Provision of feedback to candidates within two weeks of request.
s22	

From: s47E(c)
To: s47E(c)
Subject: FW: Group Head Approval - Procurement Contract Extension & Variation [SEC=OFFICIAL]
Date: Tuesday, 10 December 2024 8:09:12 AM
Importance: High

OFFICIAL

Morning! Good news! Please see below approval to extend and variate contract, good to approach Hudson!

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: Gauntlett, Dayna MRS <s47E(c)@defence.gov.au>
Sent: Monday, 9 December 2024 7:38 PM
To: s47E(d)@defence.gov.au; s47E(c)
s47E(c)@defence.gov.au; s47E(c)@defence.gov.au
Cc: McSpeerin, Fiona MS <s47E(c)@defence.gov.au>
Subject: FW: Group Head Approval - Procurement Contract Extension & Variation [SEC=OFFICIAL]
Importance: High

OFFICIAL

Hi s47E(c)

Approval from DEPSEC DP as per below regarding the SoW for our extension and contract variation with Hudson.

Thank you
Dayna

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From: Greig, Justine MS <s47E(c)@defence.gov.au>
Sent: Monday, 9 December 2024 5:40 PM
To: McSpeerin, Fiona MS s47E(c)@defence.gov.au
Cc: s47E(c)@defence.gov.au; Gauntlett, Dayna MRS
<s47E(c)@defence.gov.au>

Subject: RE: Group Head Approval - Procurement Contract Extension & Variation [SEC=OFFICIAL]

OFFICIAL

Hi Fi

I agree your suggested approach below

Thanks
Justine

Justine Greig
Deputy Secretary People
Department of Defence
s22

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: McSpeerin, Fiona MS <s47E(c)@defence.gov.au>
Sent: Monday, 9 December 2024 3:02 PM
To: Greig, Justine MS <s47E(c)@defence.gov.au>
Cc: s47E(c)@defence.gov.au; Gauntlett, Dayna MRS <s47E(c)@defence.gov.au>
Subject: FW: Group Head Approval - Procurement Contract Extension & Variation [SEC=OFFICIAL]

OFFICIAL

Hi Justine,

Unfortunately we are unable to provide costing information upfront as we need to approach Hudson for a revised quote based on the updated Scope of Work.

The total contracted amount for services to recruit for the 2025 intake was \$1,311,906.72. I expect that the revised quote will be higher as service costs have increased over the last 12 months, and our variations will also incur an additional cost.

If you're comfortable to provide approval for us to go out with the SoW, we will come back after receiving a quote to advise on cost and VFM before committing.

Thanks,

Fi

From: Greig, Justine MS <s47E(c)@defence.gov.au>
Sent: Sunday, 8 December 2024 10:28 PM
To: McSpeerin, Fiona MS <s47E(c)@defence.gov.au>
Cc: s47E(c)@defence.gov.au; Gauntlett, Dayna MRS <s47E(c)@defence.gov.au>; s47E(c)@defence.gov.au; Gauntlett, Dayna MRS <s47E(c)@defence.gov.au>
Subject: Re: Group Head Approval - Procurement Contract Extension & Variation [SEC=OFFICIAL]

Hi Fiona

The reasoning is sound.

Please provide the cost information for the options for the contract extension to support my consideration.

Thanks

Justine

Justine Greig
Deputy Secretary People
Department of Defence
Sent from my iPad

On 8 Dec 2024, at 7:39 pm, McSpeerin, Fiona MS <s47E(c)@defence.gov.au> wrote:

OFFICIAL

Hi Justine,

Happy to chat on this one with more detail. It's time sensitive – sorry we're putting this forward in Dec but the team has been working simultaneously on the DGELP reform proposal. Unfortunately we can't wait til after the DPC in early '25 to seek the contract extension and minor changes for recruitment services to get started for the 2026 cohort.

Upon the advice of Non-Material Procurement Branch (NMPB), I seek your approval as Group Head for a procurement contract extension and variation to our Recruitment Service Provider contract with Hudson. One contract extension of up to 12 months is available on the current contract, and we seek to utilise this extension and vary the contract to improve the recruitment services and outcomes for 2026. This will allow sufficient time for the DGELP Reform initiatives to design, consult and implement an optimised and contemporised recruitment process in preparation for the 2027 cohort.

The revised Scope of Work has been updated as highlighted in the attached document to include:

1. Restructuring assessment methodologies to better align with legislation, APS Merit Principles and best practice (improved governance).
2. Shifting the focus of the applicant pool from quantity to quality against a clear selection criteria.
3. Greater focus on candidate care to improve applicant experience throughout the recruitment process.
4. Increased communications with Defence Groups/Services to improve relationships and delivery of processes.
5. Condensed timeframes ensuring earlier offers, which will assist in delivering objective of achieving one intake date and secure quality candidates ahead of competitors.

Your approval of the proposed 12 month contract extension and variation of the Statement of Works via email will enable DGELP to seek Hudson's review of the variation and provide a cost estimate prior to Christmas. It is understood that this process may take up to 6 weeks, which means that approval is sought as soon as possible as to avoid any delay in our recruitment processes in Jan/Feb 2025.

Please do not hesitate to advise if further detail is required.

Thanks,
Fi

IMPORTANT: This email remains the property of the Department of Defence.
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<Statement of Work - Recruitment Service Provider - DefenceRevised.docx>

IMPORTANT: This email remains the property of the Department of Defence.
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Australian Government

Purchase Order

Department of Defence

ABN: 68 706 814 312

Date : 17 Jan 2024
Order No: 4501197592

Vendor: HUDSON GLOBAL RESOURCES (AUST) PTY LTD s47G CANBERRA CITY ACT 2601 ABN: 21002888762 Tel: s47G	Your Reference: Contact: s47E(c) Area: Defence Default Email: s47E(c) @DEFENCE.GOV.AU Tel: s47E(c) Fax: Payment Terms: Net 20 Days FOB Point:	Quotation No:
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Note: The order total is inclusive of GST where applicable.

TOTAL PRICE(AUD): 3,152,065.65

This order is subject to the attached terms and conditions.

Item	Description	Quantity	Unit	Unit Price	Total AUD
00001	M 1 - 4 Application/Aptitude Testing GST @ 10.00 % Delivery date: 31 Jul 2024 *** Item completely delivered ***	s47G	VAL	1.00	s47G s47G
00002	M5 - Application Shortlisting GST @ 10.00 % Delivery date: 31 May 2024 *** Item partially delivered ***	s47G	VAL	1.00	s47G s47G
00003	M6 - Online Written Assessment GST @ 10.00 % Delivery date: 31 Jul 2024 *** Item partially delivered ***	s47G	VAL	1.00	s47G s47G
00004	M7 - Referee Checks GST @ 10.00 % Delivery date: 31 Jul 2024 *** Item completely delivered ***	s47G	VAL	1.00	s47G s47G
00005	M8 - Assessment Centres GST @ 10.00 % Delivery date: 31 May 2024 *** Item partially delivered ***	s47G	VAL	1.00	s47G s47G
00006	M9 - Candidate Offers GST @ 10.00 % Delivery date: 31 Oct 2024	s47G	VAL	1.00	s47G s47G

Please Deliver to:

Department of Defence
33-35 Brindabella Business Park
CANBERRA ACT 2609

Direct Invoices to:

Defence Accounts Payable
EMAIL: s47E(d) @defence.gov.au

Purchase Order

ABN: 68 706 814 312

Date : 17 Jan 2024
Order No: 4501197592

Item	Description	Quantity	Unit	Unit Price	Total AUD
	*** Item partially delivered ***				
00007	M10 - Qualifications Checks GST @ 10.00 % Delivery date: 06 Feb 2025	s47G	VAL	1.00	s47G s47G
00008	Ext - M1 General Recruitment Services 25 GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G s47G
00009	Ext - M3 Applicant Point of Contact GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G s47G
00010	Ext - M5 Eligibility Check & Shortlist GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G s47G
00011	Ext - M6 Online Written Assessment GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G s47G
00012	Ext - M7 Group Assessment GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G s47G
00013	Ext - M8 Interviews GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G 23,032.85
00014	Ext - M9 Reference Checks GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G s47G
00015	Ext - M10 Merit Pool GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G s47G
00016	Ext - M11 Candidate Offers/Matching GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G s47G
00017	Ext - M12 Recruit Review Deep Dive GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G s47G

Purchase Order

ABN: 68 706 814 312

Date : 17 Jan 2024
Order No: 4501197592

Item	Description	Quantity	Unit	Unit Price	Total	AUD
00018	Ext - M14 Feedback GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G s47G	
00019	Ext - Other Travel GST @ 10.00 % Delivery date: 06 Feb 2026	s47G	VAL	1.00	s47G s47G	
	TOTAL LINE ITEM PRICE(AUD):			3,152,065.65		

Schedule 6a - Order Variation (Recruitment and Search Services)

Parties

- A. Commonwealth of Australia as represented by Department of Defence, ABN: 68 706 814 312
(Entity); and
- B. Hudson Global Services Scale Up, ABN: 21 002 888 762 (Service Provider)

Recitals

- A. The Entity and the Service Provider are party to an Order dated 7 Feb 2024 for the provision as set out in the attached Statement of Work.
- B. The parties wish to vary the Order as provided by this Order Variation.

The parties agree as follows:

The Order is varied in accordance with the terms set out below.

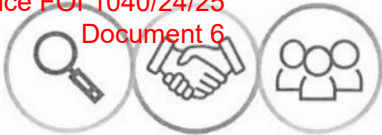
Unless specifically stated in this Order Variation, all terms and conditions of the Order continue unaffected.

1.	Order Variation number	2
2.	Raised by	Department of Defence s47E(c) Director Defence Graduate and Entry Level Programs
3.	Details of change (use attachments if required)	<div>This variation is to both extend the current contract and vary the maximum contract value.</div> <div>Extension</div> <div>The Commonwealth seeks to extend the contract by the total extension option of 12 months noted in contract dated 7 February 2024. The extended contract term will commence on 7 February 2025 and conclude on 6 February 2026.</div> <div>Contract value</div> <div>s47G</div>



People Panel Order Variation

		The amended value of the contract is to accommodate a small change in requested services, including a reduction in some services and the inclusion of additional services. All additional services fall within the original contract scope. A revised Statement of Works is attached.
4.	Implementation date of variation	7 February 2025
5.	Effect on services	<p>Services affected includes the end-to-end delivery of the recruitment process with variations made to the delivery of assessments, additional administration requirements and removal of delivery for the s22 [REDACTED]</p> <p>[REDACTED]</p> <p>A revised Statement of Works is attached.</p>
6.	Plan for implementing the change [if any]	As per the statement of works.
7.	Effect on price [if any]	<p>s47G</p> <p>[REDACTED]</p> <p><i>Travel Costs</i></p> <p>Hudson must provide in location personnel as assessors in the first instance. Where Hudson is unable to provide in city personnel Defence will reimburse associated travel costs.</p> <p>Hudson must provide a travel estimate to Defence for approval prior to booking. Where possible, bulk approvals would be appreciated to reduce administrative burden for both parties. Hudson is expected to book lowest priced fares, fly in and out on the same day where appropriate, and budget accommodation.</p> <p>Hudson will provide Defence one invoice totalling all travel costs incurred for reimbursement.</p>
8.	Effect on service levels [if any]	As per the statement of works.



People Panel Order Variation

9.	Other relevant matters (e.g. transitional impacts)	Not identified.
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People Panel Order Variation

Executed as an Order Variation

Signed for and on behalf of:

Entity	Department of Defence
Name (print)	s47E(c)
Position	Director, DGELP
Signature	s22
Date	6 Feb 2025

Service Provider	Hudson Global Resources (Aust) Pty Ltd
Name (print)	s47F
Position	Chief Revenue Officer
Signature	s47F
Date	6/2/2025



Defence Graduate and Entry Level Programs
Statement of Work – Recruitment Service Provider

Milestone	Due Date	Assumptions (Hudson)	Rate	Pricing (excl. GST)
<p>1. General Recruitment Services</p> <p>Provision of an embedded project manager(s) to deliver “end-to-end” recruitment services, per the People Panel Bundled Activities Summary for Defence Graduate and Entry Level Programs, to be conducted in 2025 for the 2026 cohort, including:</p> <ul style="list-style-type: none">• s22 <p>Per the People Panel Service Categories, the Bundled Activities Summary* includes:</p> <ul style="list-style-type: none">• Screening and Shortlisting: <i>assisting with preparatory activities for the recruitment process, receiving and acknowledging receipt of applications, utilising Defence’s recruitment management system (Acendre), responding to enquiries from candidates in a sensitive manner, managing candidate experience and expectations throughout the process, preparing summaries of candidate responses, providing pre-employment screening of references, qualifications and skills,</i>	<p>Over the period of the contract</p>	<p>s47G</p>	<p>Senior Project Manager s47G hr, 38hrs per week for 50 weeks</p> <p>Partnership Director s47G hr, ~2hrs per week for 50 weeks</p> <p>Data specialist s47G hr for 51.25hrs</p> <p>Administration & Coordination Specialist @ s47G hr for 152hours</p>	<p>s47G</p>



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<p><i>undertaking preliminary screening interviews/phone calls, consulting with Defence decision makers to determine a shortlist of candidates, providing a summary of shortlisted candidates.</i></p> <ul style="list-style-type: none">• Interview and Verification: <i>preparing suitable questions for interviews, coordinating interviews with candidates and selection panels, coordinating assessments for assessment centres, designing assessment centres, providing observers, facilitating interviews, providing reasonable adjustments for candidates, providing assistance with interviewing (including providing scribes and participating in interviews where required), providing advice to selection panels, providing ongoing candidate management, undertaking and documenting detailed reference checks, validation of claims by candidates and verification of candidates' qualifications.</i>• Selection Reporting: <i>preparing a final selection report for review and approval by Defence decision makers (which may include e.g. a summary of candidates and an initial assessment of each candidate's claims against the position requirements), briefing Defence decision makers on the outcome of earlier stages in the recruitment process (e.g. screening, assessments and/or interviews).</i>• Notify and Debrief: <i>communicating with successful and unsuccessful candidates in a timely manner, negotiating terms of engagement, coordinating notification of outcomes to candidates, providing</i>				
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<p><i>timely and constructive feedback to candidates on their performance throughout the process.</i></p> <p>*A specific breakdown of requirements and due dates is included in milestones 3 to 14.</p>		s47G		s47G
<p>2. Unbundled Activities Summary</p> <ul style="list-style-type: none"> Partner with Defence and the eRecruit contracted provider to undertake Assessment Testing Services including: <ul style="list-style-type: none"> Distribution of links to send to candidates for completion of: <ul style="list-style-type: none"> CCAT Cognitive testing – <i>may include abstract reasoning, numerical skills, written case studies, language proficiency, aptitude tests</i> Illustrait Behavioural testing – <i>may include personality profiling, behavioural interviewing, situational judgement assessments, strengths, cognitive functioning</i> Provision of neurodiversity-focused recruitment activities. 	<p>Testing link to be sent post-assessment to suitable candidates via eRecruit to inform candidate matching with Defence Groups and Services. Candidates given 4 days to complete.</p>		<p>Included in Milestone 1 pricing</p>	
<p>3. Applicant Point of Contact</p> <ul style="list-style-type: none"> Provision of a dedicated email address and phone line or to use and monitor the Defence Graduate email account that already exists for candidate contact/enquiries. Respond to all candidate email enquiries within 2 business days, including providing a holding 	<p>Over the period of the contract</p> <p>DGELP to provide templates for correspondence. Where candidate enquiries deviate from templates, this is to be</p>		<p>Candidate Care Coordinator s47 /hr, 20hrs per week for 50 weeks</p>	



<p>response when complex matters are escalated to Defence.</p> <ul style="list-style-type: none">• Provision of regular updates through eRecruit to keep candidates informed of application status throughout the process.• Monitor frequently asked questions and in consultation with Defence develop an FAQ with standardised responses.	<p>raised with DGELP APS 5/APS 6.</p> <p>Expectation that all emails will be addressed in line with templates, or holding response/acknowledgement of receipt provided within 2 business days.</p>	s47G				
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<p>4. E-recruit service provider</p> <ul style="list-style-type: none">Partner with Defence to administer the process as a service provider using Defence's eRecruit system, Acendre for the s22 STEM Cadetship job cards. This includes but is not limited to:<ul style="list-style-type: none">building job card in partnership with the Defence APS Recruitment Systems Team, DGELP and Hire Road;Implementing within the job card a candidate confidentiality agreementPartnering with the Defence APS Recruitment Systems Team and Hire Road to generate regular reporting;managing candidate progression in eRecruit; andsending candidate notifications through eRecruit.	<p>Over the period of the contract</p>	<p>Included in Milestone 1 pricing</p>
<p>5. Eligibility Checking & Shortlisting</p> <ul style="list-style-type: none">Undertake up to s22 eligibility checks to ensure candidates meet the minimum requirements for the s22 including motivational alignment, Australian citizenship, academic GPA/WAM score, academic graduation year and degree discipline.Undertake up to approximately 1000 eligibility checks to ensure candidates meet the minimum requirements for the STEM Cadetship Program including motivational alignment Australian citizenship, academic GPA/WAM score, academic graduation year and degree discipline.Developing a candidate management system to track candidates who have applied across multiple job cards; including collating all candidate data into a single excel spreadsheet per Pathway and Program.Consideration of the APS RecruitAbility Scheme and reasonable adjustments requests.	<p>All applicant eligibility checks, qualification and motivational alignment to Defence to be assessed by Thursday, 24 April 2025, two and a half weeks following applications closing. Eligibility and motivational alignment can be checked on a rolling basis at the time of application.</p> <p>All eligible & shortlisted candidates to progress straight to milestone 6.</p>	<p>Assumes up to 15mins per person for eligibility and transcript checks.</p> <p>Assumes 15 minutes for assessment of motivational alignment task.</p> <p>Administration & Coordination Specialist s47G/hr = s47G per task.</p>



<ul style="list-style-type: none">Notifying candidates of outcome if not progressing to shortlisting, via eRecruit.	Demonstrated understanding of APS RecruitAbility Scheme and reasonable adjustments. Candidates found as not-suitable to be notified via eRecruit by COB Thursday, 24 April 2025.		
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<p>6. Online Written Assessment</p> <p><u>Development</u></p> <ul style="list-style-type: none">Co-design online written assessments that align with APS Level 4 Work Level Standards, Integrated Leadership System (ILS) Profile, Defence Values and Behaviours, and Defence Assessment Matrix for:<ul style="list-style-type: none">s22 [REDACTED]<u>STEM Cadetship Program</u> <p><u>Build</u></p> <ul style="list-style-type: none">Creation of written assessment to be built into weblink allowing for non-supervised written assessment.Written assessment timeframe of 2 hours to be provided, with candidates accessing the link at their discretion between 8:00 28 April 2025 to 23:59 4 May 2025. Once the link has been accessed the 2 hour assessment period begins.Candidates are only to be assessed on first submission, where subsequent written responses are received throughout the	<p>Assessments to be developed and provided to DGELP for review by COB Friday, 21 March 2025.</p> <p>Written assessment invites to candidates to be sent Monday 28 April 2025. Written assessments administered between 28 April to 4 May 2025.</p> <p>Scoring of written assessments to be actioned on a rolling basis as they are submitted. All scoring to be complete and uploaded in eRecruit by 16 May 2025.</p> <p>Candidates found suitable progress to milestone 7 and</p>	<p>Assumes design of 2 x written activities</p> <p>Assumes 30mins assessment per written activity x s22 pax @s47G</p> <p>Assumes written activity unsupervised</p> <p>Output = scoring of 3 competencies + personalised written comment (up to 3 sentences per candidate).</p> <p>Assumes virtual delivery, if travel is required all travel</p>	s47G



<p>period of 28 April to 4 May, the subsequent responses are not to count toward assessment.</p> <ul style="list-style-type: none">Assessing candidate response to written assessment. <p><u>Delivery</u></p> <ul style="list-style-type: none">Dedicated eRecruit specialist(s) to work through Defence requirementsConsultation with DGELP throughout the build process with detailed status reports biweekly.Managing the online written assessment build and distribution of written assessment activity link to approximately s22 [REDACTED] 300 candidates for the STEM Cadetship Program.Downloading applicant responses and scoring each response against the Defence Assessment Matrix.Recording candidate scoring in eRecruitCollating, renaming and saving all candidate written assessments into the SharePoint site for DGELP team to download and then upload into the Defence record management system, ObjectiveAnswer candidate enquiries via a dedicated phone line and email address regarding the online written assessmentConsideration of the APS RecruitAbility Scheme and reasonable adjustments requestsAllocate contractor staff member(s) to oversee and assist with any faults or issues regarding the webform and associated templatesBi-weekly statistics to DGELP on candidate bookings, attendance and withdrawals.Notifying candidates of outcome if found unsuitable, via eRecruit.	<p>notified via eRecruit by 16 May 2025.</p> <p>Candidates found as not-suitable to be notified via eRecruit by 16 May 2025.</p>	<p>costs to be on charged to Defence.</p>	
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<p>*Note: all invitations, confirmations and reminders to complete an online written assessment must be emailed to candidates through eRecruit for auditing purposes.</p>			
<p>7. Group Assessment</p> <p><u>Development</u></p> <ul style="list-style-type: none">In consultation with DGELP co-design of group assessments consisting of 3 small activities that align with APS Level 4 Work Level Standards, Integrated Leadership System (ILS) Profile, Defence Values and Behaviours and Defence Assessment Matrix for:<ul style="list-style-type: none">s22 [REDACTED]<u>STEM Cadetship Program</u> <p><u>Build</u></p> <ul style="list-style-type: none">Dedicated e-Recruit specialist(s) to work through Defence requirementseRecruit interface build for candidate bookings.Establishing hybrid delivery of group activity including hosting face to face sessions in major cities and developing online breakout rooms for candidates unable to travel; travel from scribes and panel members may be required.Build group activity booking slots into eRecruit.Assessment slots are to be available from 0900 to 12:00 and 13:00 to 16:00 Monday to Friday, between 26 May and 6 June 2025.	<p>Group activities to be developed and provided to DGELP for review by COB Friday, 21 March 2025.</p> <p>Invites to candidates to be sent Friday, 16 May 2025. Group activities administered between 26 May to 6 June 2025. Scoring to be complete at end of day for each session.</p> <p>Provision of rolling statistics on a biweekly basis, including candidate booking, attendance and withdrawal numbers per pathway/program.</p> <p>Administrative support (3-4 admin support staff required) for each day of group activity.</p> <p>Assessor training to be facilitated at least two weeks prior to the commencement of group activity. Recording to be available immediately after first assessor training session.</p>	<p>Assumes design of 3 x group activities</p> <p>Assumes 36 candidates x 2 sessions per day x 10 days x 2 teams of 6 panels = 1,440pax.</p> <p>Each group activity panel = 6 candidates with Hudson scribe/panel member assigned to maximum of 3 candidates per activity.</p> <p>Scribe day = 9am – 12pm session 1, 12pm – 12.30pm session 1 scoring, 1pm – 4pm Session 2, 4pm – 4.30pm Session 2 scoring + an additional 30mins for assessment input.</p>	<p>s47G [REDACTED]</p>



<ul style="list-style-type: none">• Creation of 3 small activities across a 3-hour timeslot to enable delivery of group assessment.• Ability to host up to 36 candidates per 3-hour timeslot, per team• Allocation of time at the beginning of group activities to get to know the candidates and ease any concerns they have about the activity.• Allocation of 30-minute post activity for panel scoring.• Consideration given to activities for candidates who identify as neurodiverse. <p><u>Delivery</u></p> <ul style="list-style-type: none">• Candidate scheduling; send group activity invites on 16 May 2025 to applicants using eRecruit, with bookings closing 21 May 2025.• Answering candidate enquiries via a dedicated phone line and email address regarding the assessment centre• Providing biweekly statistics to DGELP on candidate bookings, attendance and withdrawals, including qualitative data on the reasons behind candidate withdrawals.• Project manage daily group activities via an online virtual forum (for example, Microsoft Teams), and face-to-face sessions.• Management of the group activity including administrative support such as provision of technology assistance to candidates as required for virtual attendance. This resource assistance is to be separate from the embedded Project Manager.• Consideration of the APS RecruitAbility Scheme and reasonable adjustments requests• Provision of group activity assessor training session, plus an accessible recording including:<ul style="list-style-type: none">a. Acknowledgement of country	<p>Non-suitable candidates to be notified by Wednesday, 11 June 2025.</p> <p>Candidates found suitable progress to milestone 8 and notified via eRecruit by Wednesday, 11 June 2025.</p> <p>Demonstrated understanding of APS RecruitAbility Scheme and reasonable adjustments.</p>	<p>Includes bi-weekly upload of assessment scores/data into eRecruit (e.g. on a Wednesday upload Monday and Tuesday's scores and on the following Monday upload Wednesday – Friday's scores).</p> <p>Assumes virtual delivery, if travel is required all travel costs (including flights and accommodation, etc) to be on charged to Defence.</p> <p>Administration & Coordination Specialist s47 /hr to coordinate and book travel requirements, x 1hour per resource required to travel.</p> <p>Per day cost includes 3 x administration resources + 12 panel members/scribes</p>	<p>s47G</p>
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<ul style="list-style-type: none">b. Overview of the assessment processc. Overview of the assessment matrix and scoringd. Assessor responsibilitiese. Unconscious Bias• Provision of an independent panel member and scribe for each group activity panel.• Data entry of panel consensus scoring for each candidate bi-weekly into eRecruit.• Notifying candidates of outcome if found unsuitable, via eRecruit. <p>Note: Defence will coordinate assessor participation.</p>		<p>Please note that if Hudson venue hire is required pricing can be provided pending availability of venues.</p>	
<p>8. Interviews</p> <p><u>Development</u></p> <ul style="list-style-type: none">• In consultation with DGELP and participating Defence Groups and Services, co-design of interview questions and assessor manuals that align with APS Level 4 Work Level Standards, Integrated Leadership System (ILS) Profile and Defence Assessment Matrix for:<ul style="list-style-type: none">• s22 [REDACTED]• <u>STEM Cadetship Program</u> <p><u>Build</u></p> <ul style="list-style-type: none">• Dedicated e-Recruit specialist(s) to work through Defence requirements• Interview questions to be a mix of competency and behavioural based questions and should incorporate a	<p>Interview questions and assessor manual to be developed and provided to DGELP for review by COB Friday, 21 March 2025.</p> <p>Invites to candidates to be sent Wednesday 11 June 2025. Interviews administered between 30 June 2025 and 11 July 2025. Marking to be complete at end of day for each session.</p> <p>Candidates found suitable progress to milestone 8.</p> <p>3x assessor training sessions to be provided between 16-27 June 2025. Recording to be</p>	<p>Assumes design of 5 x interview guides</p> <p>Assumes delivery of up to 840 interviews (10 days x 84 candidates per day)</p> <p>6 interviews per day x 7 panels x 2 teams = 84 candidates per day x 10 days = 840pax total</p> <p>30 min interview (incl intro) + 15 min panel deliberation + 15 min write up per candidate</p> <p>Per day cost includes 3 x administration</p>	<p>s47G</p> <div>[REDACTED]</div>



<p>question to test candidate specialist knowledge relevant to field of study.</p> <ul style="list-style-type: none">• eRecruit interface build for candidate bookings.• Build interview activity blocks into eRecruit for June/July 2025, to be opened on a rolling basis to ensure full attendance at each session: <div><div></div><div>s22</div><div></div><div></div><div></div><div></div></div> <ul style="list-style-type: none">○ STEM Cadetship – 9 to 11 July <p>*It is anticipated each interview day will comprise of two assessment teams with the potential to assess 84 candidates daily.</p> <p><u>Delivery</u></p> <ul style="list-style-type: none">• Candidate scheduling; send interview invites on 11 June 2025 to applicants using eRecruit, with bookings closing 20 June 2025.• Answering candidate enquiries via a dedicated phone line and email address regarding the assessment centre.• Providing biweekly statistics to DGELP on candidate bookings, attendance and withdrawals per pathway/program; including qualitative data on the reasons behind candidate withdrawals.• Project manage daily assessment centres via an online virtual forum (for example, Microsoft Teams).• No later than 23 June 2025, upload candidate packs and assessment schedule into dedicated SharePoint Site. Packs will include:<ul style="list-style-type: none">○ Candidate CV/Resume;○ Academic Transcript;○ Proof of Australian Citizenship	<p>available immediately after first assessor training session.</p> <p>Candidate packs and assessor schedule to be uploaded to SharePoint on 23 June 2025.</p> <p>Provision of rolling statistics on a biweekly basis, including candidate booking, attendance and withdrawal numbers per pathway/program.</p> <p>Administrative support (3-4 admin support staff required) for each day of assessment centres.</p> <p>All data entry into e-Recruit will be completed at the end of day following interview.</p> <p>Post-interview email to be sent to candidates at the end of each day through eRecruit.</p> <p>Demonstrated understanding of APS RecruitAbility Scheme and reasonable adjustments.</p>	<p>resources + 14 panel members/scribe</p> <p>Candidate Packs: assumes candidates will each receive up to 3 x reminders to provide relevant documentation. Development and upload to Hudson SharePoint site at 15mins per candidate for up to 840pax</p> <p>s47G</p> <p>Includes bi-weekly upload of assessment scores/data into eRecruit (e.g. on a Wednesday upload Monday and Tuesday's scores and on the following Monday upload Wednesday – Friday's scores).</p> <p>Assumes virtual delivery, if travel is required all travel costs to be on charged to Defence.</p>	<p>s47G</p>
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<ul style="list-style-type: none">○ Online Written Assessment Response; and○ Applicant photo ID• Management of the interviews including administrative support such as provision of technology assistance to candidates as required for virtual attendance. This resource assistance is to be separate from the embedded Project Manager.• Consideration of the APS RecruitAbility Scheme and reasonable adjustments requests• Provision of 3x assessor training sessions, plus an accessible recording including:<ul style="list-style-type: none">○ Acknowledgement of country○ Overview of the assessment process○ Overview of the assessment matrix and scoring○ Assessor responsibilities○ Unconscious Bias• Provision of a panel member and scribe for each interview and group activity panel.• Data entry of panel consensus scoring for each candidate bi-weekly.• Coordination of end of day wrap up with panels if required• Following interviews, sending candidates post interview communications using Defence's email template in eRecruit (i.e. acknowledging attendance and expected timeframes) <p>Note: Defence will coordinate Defence assessor participation.</p>			
<p>9. Reference Checks</p> <ul style="list-style-type: none">• Collation of 1 x referee check per shortlisted candidate and upload into e-Recruit <p>*Note: all invitations, confirmations and reminders to be sent through e-Recruit for auditing purposes.</p>	Referee's to be collected for candidates who are invited to Interview. Referee request to be sent at same time as interview invite. Checks to be completed within 1 week after	Assumes up to 840 pax invited to reference check stage.	s47G