

# Schedule 3 – Pricing

## 1. General Recruitment and Executive Recruitment Fees

- 1.1. The Fees payable by an Entity for General Recruitment Services and Executive Recruitment Services are as set out in this clause 1.

### **Bundled Fees**

- 1.2. Where an Entity requires the Service Provider to provide General Recruitment Services and/or Executive Recruitment Services:
  - 1.2.1. the Bundled Fees in Table 1A and Table 1B, and as described in clause 1.2.3, are the all-inclusive maximum fees that the Service Provider may charge the Entity per Process;
  - 1.2.2. the applicable Bundled Fees that will apply pursuant to Table 1A and Table 1B are determined by reference to the number of vacancies in the relevant Process. For each Process, the Bundled Fees under Table 1A and 1B will comprise a Fixed Fee component, and may include an Additional Fee component depending on the number of vacancies in that Process; and
  - 1.2.3. and where the Entity requires a bulk recruitment (of 21+ vacancies), the Service Provider must provide a quote to the Entity for that bulk recruitment Process on the basis of Unbundled Fees, and if accepted by the Entity, that quote becomes the Bundled Fees that that will apply in respect of the bulk recruitment Process.
  - 1.2.4. the Bundled Fees will become payable by the Entity:
    - 1.2.4.1. on completion of the Process; or
    - 1.2.4.2. if a milestone-based payment schedule is specified by an Entity in an Order, in accordance with milestones (e.g. on completion of one or more of the Bundled Activities forming part of the Process) specified by the Entity in that Order,subject to performance of the Services by the Service Provider to the Entity's reasonable satisfaction.

**Table 1A - Bundled Fees (per Process) for General Recruitment Services**

Process	Fees for 1-5 vacancies		Fees for 6-10 vacancies		Fees for 11-20 vacancies	
	Fixed Fee per Process For 1 vacancy (inc. GST)	Additional Fee per vacancy (for every vacancy between 2 and 5) (inc. GST)	Fixed Fee per Process For 6 vacancies (inc. GST)	Additional Fee per vacancy (for every vacancy between 7 and 10) (inc. GST)	Fixed Fee per Process For 11 vacancies (inc. GST)	Additional Fee per vacancy (for every vacancy between 12 and 20) (inc. GST)
Recruitment of APS1 – EL2 (or equivalent) personnel	Fixed Fee for 1 vacancy [\$TBC]	Fee for each vacancy thereafter (2-5) [\$TBC]	Fixed Fee for 6 vacancies [\$TBC]	Fee for each vacancy thereafter (7-10) [\$TBC]	Fixed Fee for 11 vacancies [\$TBC]	Fee for each vacancy thereafter (12-20) [\$TBC]

**Table 1B - Bundled Fees (per Process) for Executive Recruitment Services**

Process	Fees for 1-5 vacancies		Fees for 6-10 vacancies		Fees for 11-20 vacancies	
	Fixed Fee per Process For 1 vacancy (inc. GST)	Additional Fee per vacancy (for every vacancy between 2 and 5) (inc. GST)	Fixed Fee per Process For 6 vacancies (inc. GST)	Additional Fee per vacancy (for every vacancy between 7 and 10) (inc. GST)	Fixed Fee per Process For 11 vacancies (inc. GST)	Additional Fee per vacancy (for every vacancy between 12 and 20) (inc. GST)
Recruitment of SES level personnel	Fixed Fee for 1 vacancy [\$TBC]	Fee for each vacancy thereafter (2-5) [\$TBC]	Fixed Fee for 6 vacancies [\$TBC]	Fee for each vacancy thereafter (7-10) [\$TBC]	Fixed Fee for 11 vacancies [\$TBC]	Fee for each vacancy thereafter (12-20) [\$TBC]

**Unbundled Fees**

1.3. Where an Entity requires the Service Provider to provide Unbundled Activities, then:

1.3.1. for all Unbundled Activities except Assessment Testing, the Entity will specify the Service Provider Personnel classification level at which the Unbundled Activities must be performed (determined in accordance with Annex A to this Schedule 3), and the applicable hourly rate Unbundled Fee for the relevant classification level will apply as set out in Table 2 up to the cap on Unbundled Fees (if any) specified in a Contract; and

1.3.2. for Assessment Testing, the Fees in **Table 3** will apply on a per-candidate basis.

**Table 2 – Unbundled Fees – General and Executive Recruitment Services**

<b>Service Provider Personnel Classification Level (per Annex A)</b>	<b>Unbundled Hourly Rate for General or Executive Recruitment Services (inc. GST)</b>
Level 1	<b>[\$TBC]</b>
Level 2	<b>[\$TBC]</b>
Level 3	<b>[\$TBC]</b>

**Table 3 Assessment Testing Fees**

<b>Candidate Level</b>	<b>Psychometric Testing Fee per candidate (inc. GST)</b>	<b>Cognitive Testing Fee per candidate (inc. GST)</b>	<b>Behavioural Testing Fee per candidate (inc. GST)</b>
APS1-6	<b>[\$TBC]</b>	<b>[\$TBC]</b>	<b>[\$TBC]</b>
EL1-SES Band 3	<b>[\$TBC]</b>	<b>[\$TBC]</b>	<b>[\$TBC]</b>

**2. Expert/Specialised Role Search Fees**

- 2.1. The Fees payable by an Entity for Expert/Specialised Role Recruitment Services are as set out in this clause 2.
- 2.2. Where an Entity requires the Service Provider to provide Expert/Specialised Role Recruitment Services, the Expert/Specialised Role Search Fee in Table 4 is the all-inclusive, per vacancy, maximum fee that the Service Provider may charge the Entity.

**Table 4 – Expert/Specialised Role Search Fees**

<b>Activity</b>	<b>Maximum Fee (per vacancy) (GST Inclusive)</b>
<b>Expert/Specialised Role Recruitment Services</b>	<b>[\$TBC]</b>

- 2.3. Where an Entity requires the Service Provider to undertake Additional Expert/Specialised Role Search Activities, then:

- 2.3.1. for all Additional Expert/Specialised Role Search Activities except Assessment Testing, the Entity will specify the Service Provider Personnel classification level at which the Additional Expert/Specialised Role Search Activities must be performed

(determined in accordance with Annex A to this Schedule 3), and the applicable hourly rate for the relevant classification level will apply as set out in Table 5 up to the cap on Additional Expert/Specialised Role Search Fees (if any) specified in a Contract; and

2.3.2. for Assessment Testing, the Fees in **Table 3** (above) will apply on a per-candidate basis.

**Table 5 – Additional Expert/Specialised Role Search Fees**

Service Provider Personnel Classification Level (per Annex A)	Hourly Rate for Additional Expert/Specialised Role Search Activities (inc. GST)
Level 1	[\$TBC]
Level 2	[\$TBC]
Level 3	[\$TBC]

### 3. Candidate Sourcing Fees

- 3.1. The Fees payable by an Entity for Candidate Sourcing Services are as set out in this clause 3.
- 3.2. Subject to clause 3.3, where an Entity requires the Service Provider to provide Candidate Sourcing Services, the Candidate Sourcing Fees in Table 6 are the all-inclusive, maximum fee that the Service Provider may charge the Entity in respect of each candidate that is sourced by the Service Provider and engaged by the Entity.

**Table 6 – Candidate Sourcing Fees**

Level of Service Provider sourced candidate	Flat Fee per Candidate (inc. GST)
Recruitment of APS1 (or equivalent) personnel	[\$TBC]
Recruitment of APS2 (or equivalent) personnel	[\$TBC]
Recruitment of APS3 (or equivalent) personnel	[\$TBC]
Recruitment of APS4 (or equivalent) personnel	[\$TBC]
Recruitment of APS5 (or equivalent) personnel	[\$TBC]
Recruitment of APS6 (or equivalent) personnel	[\$TBC]
Recruitment of EL1 (or equivalent) personnel	[\$TBC]
Recruitment of EL2 (or equivalent) personnel	[\$TBC]
Recruitment of SES level 1 personnel	[\$TBC]
Recruitment of SES level 2 personnel	[\$TBC]
Recruitment of SES level 3 personnel	[\$TBC]

- 3.3. The Candidate Sourcing Fees in Table 6 will become payable by the Entity in instalments, with a percentage of the relevant Candidate Sourcing Fee in Table 6 payable on achievement of the relevant milestone, as shown in Table 7, below.

**Table 7 – Retainer Model for Payment of Candidate Sourcing Fees**

Milestone	Percentage of Fees
<b>For candidates engaged for <u>less than 6 months</u></b>	
Commencement of Service Provider sourced candidate in role at the Entity	[80%] of the applicable Flat Fee per Candidate (as shown in Table 6) determined by reference to the level of the candidate engaged.
Service Provider sourced candidate concludes engagement with the Entity	[20%] of the applicable Flat Fee per Candidate (as shown in Table 6) determined by reference to the level of the candidate engaged.
<b>For candidates engaged for <u>6 months or longer</u></b>	
Commencement of Service Provider sourced candidate in role at the Entity	[80%] of the applicable Flat Fee per Candidate (as shown in Table 6) determined by reference to the level of the candidate engaged.
Service Provider sourced candidate completes six months of service at the Entity	[20%] of the applicable Flat Fee per Candidate (as shown in Table 6) determined by reference to the level of the candidate engaged.

- 3.4. To avoid doubt, where a milestone is not achieved, the Entity will not be liable to pay, and the Service Provider must not seek to recover, the applicable percentage amount of Candidate Sourcing Fee for the relevant milestone.
- 3.5. The Candidate Sourcing Fees in Table 6 will only apply where an Entity has engaged the Service Provider to provide Candidate Sourcing Services, and will not apply in respect of:
- 3.5.1. unsolicited candidate sourcing activities by the Service Provider; or
  - 3.5.2. labour hire (or other) personnel provided by the Service Provider to the Entity who are engaged or 'convert' to ongoing positions at the Entity.

**4. Board Search Fee**

- 4.1. The Fees payable by an Entity for Board Search Services are as set out in this clause 4.
- 4.2. Where an Entity requires the Service Provider to undertake a Board Search, the applicable Board Search Fee in Table 8:
- 4.2.1. is the all-inclusive maximum fee that the Service Provider may charge the Entity for a Board Search (per vacancy) depending on the level of the relevant Board vacancy; and
  - 4.2.2. includes the costs of one availability and reverification of Conflict of Interest check per candidate by the Service Provider, within 12 months of the Contract date.

**Table 8 – Board Search Fee**

<b>Board Search Candidate Level</b>	<b>Maximum Fee (per vacancy) (GST Inclusive)</b>
Board Member	[\$TBC]
Board Chair	[\$TBC]

4.2.3. Where an Entity requires the Service Provider to undertake Additional Board Activities, the Entity will specify the Service Provider Personnel classification level at which the Additional Board Activities must be performed (determined in accordance with Annex A to this Schedule 3), and the applicable hourly rate for the relevant classification level will apply as set out in Table 8 up to the cap on Additional Board Fees (if any) specified in a Contract.

**Table 9 – Additional Board Fees**

<b>Service Provider Personnel Classification Level (per Annex A)</b>	<b>Hourly Rate for Additional Board Activities (inc. GST)</b>
Level 1	[\$TBC]
Level 2	[\$TBC]
Level 3	[\$TBC]

**5. No liability for candidates’ costs or expenses**

5.1. The Service Provider must not charge the Entity for, and the Entity will not be liable to pay, any costs or expenses incurred by a candidate, including where a candidate:

- 5.1.1. provides documents or other information to the Service Provider or an Entity, including to verify personal details, educational qualifications or refereed details; or
- 5.1.2. undergoes an assessment of skills, qualifications, suitability for the position or experience, including attending interviews, or undertaking literacy, numeracy or psychometric assessments.

5.2. For the avoidance of doubt, clause 5.1 above does not prevent the Service Provider from charging for the assessment of a candidate as provided elsewhere in this Schedule 3.

**6. General**

6.1. The Fees set out in this Schedule 3 (Pricing) are the only amounts payable by the Entity to the Service Provider in respect of the Services. The Service Provider will not in any circumstances be entitled, and the Entity will not be liable to pay, any additional fees in respect of the Services.

6.2. Where the Entity ceases a Process, an “end-to-end” specialist search process, or Board Search prior to completion:

- 6.2.1. the Service Provider will not be entitled to the Bundled Fees, Expert/Specialised Role Search Fees, or Board Search Fees;
- 6.2.2. the Entity will pay for the activities that have been completed prior to cessation by calculating the applicable fees that would have applied if the completed activities were carried out on a time and materials basis at the applicable hourly rate for the relevant Service Category (provided that such fees must not exceed the relevant maximum Bundled Fees, Expert/Specialised Role Search Fees, or Board Search Fee that would have applied if the Process, an “end-to-end” specialist search process, or Board Search was completed); and
- 6.2.3. such cessation does not constitute a termination or reduction in scope for convenience for the purposes of clause 27.5 of the Head Agreement.

## **7. Recipient Created Tax Invoices**

- 7.1. A Contract may specify that an Entity can issue a Recipient Created Tax Invoice (**RCTI**) in respect of the supply of the Services, in which case:
  - 7.1.1. the Entity will issue the original or a copy of the RCTI in respect of the supply of the Services to the Service Provider under a Contract within 28 days of the making, or determining the value, of the taxable supply, and will retain the original or a copy;
  - 7.1.2. the Entity will issue the original or a copy of an adjustment note to the Service Provider within 28 days of any adjustment, and will retain the original or a copy;
  - 7.1.3. the Service Provider will not issue tax invoices in respect of the supply of the Services under the Contract;
  - 7.1.4. each party acknowledges and warrants that it is registered for GST when it enters into the Contract;
  - 7.1.5. each party will notify the other in writing within 5 Business Days if it ceases to be registered for GST, or ceases to comply with any requirements of any taxation ruling issued by the Australian Taxation Office relating to RCTIs; and
  - 7.1.6. if the RCTI arrangement is unable to be implemented or ceases, the Service Provider will issue Tax Invoices in respect of the supply the Services to the under the Contract.

# Annex A to Schedule 3 – Service Provider Personnel Classifications and Expected Work Level Standards

<b>Classification</b>	<b>Expected work level standard</b>	
<b>Level 3</b>	32.9	A Level 3 classification is fully responsible for the Service Provider's delivery of all aspects of the Services.
	32.10	A Level 3 is fully accountable for actions taken and decisions made, both by themselves and other Service Provider Personnel assigned work in connection with the Services.
	32.11	A Level 3 will have a broad and deep knowledge of the Service Category under which the Services relate.
	32.12	It is expected that a Level 3 would hold, as a minimum, undergraduate and post graduate degrees relevant to the area(s) of specialisation or similarly regarded qualification or have extensive relevant experience. A Level 3 may hold professional body senior membership, and professional body certifications.
<b>Level 2</b>	32.13	A Level 2 works under broad direction and is responsible for meeting allocated tasks and managing small recruitment projects relating to the Services. A Level 2 will oversee the work of a Level 1.
	32.14	A Level 2 performs a range and variety of work activities within their own area(s) of specialisation in the delivery of the Services.
	32.15	It is expected that a Level 2 would hold an undergraduate degree relevant to the area(s) of specialisation or similarly regarded qualification or substantial relevant experience. A Level 2 may be a member of a professional body in area(s) of specialisation.
<b>Level 1</b>	32.16	A Level 1 will typically do work to support Level 2 and/or Level 3 in administrative capacities such as updating databases, and co-ordinating recruitment activities.
	32.17	A Level 1 has a sound generic, domain and specialist knowledge and performs work under supervision of a Level 2 or Level 3.
	32.18	It is expected that a Level 1 would hold an undergraduate degree or similarly regarded qualification or adequate relevant experience.