



## Schedule 6 – Order for Service: Introduction & Placement Services

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 will not be mandatory that Entities use this Order for Services Template to Order Services from Service Providers. **Use of the template is encouraged to ensure standardisation and consistency.**

Drafting notes are highlighted. Yellow highlights would generally be filled out by the Entity, blue by the Service Provider.

This Order is issued under clause 11.3 of the Head Agreement for People Panel (Phase 2) Standing Offer Notice (SON3965020) between the Service Provider and the Department of Finance for the provision of Labour Hire Services to the Australian Government.

Sched 8 ref	<b>Order for Service – Introduction and Placement Services</b>	
	<b>Service Provider's Details</b>	
1.	<p>Service Provider's Name:</p> <p>Service Provider's Address:</p> <p>Service Provider's ABN or ACN:</p> <p><b>Sent via:</b> [email]: [Service Provider's email address]</p> <p>Service Provider's Representative:</p> <p><b>Name:</b> [Insert contact name]</p> <p><b>Position:</b> [Insert title]</p> <p><b>Address:</b> [Insert address, including postcode]</p> <p><b>Email:</b> [Insert email address]</p> <p><b>Contact number:</b> [Insert contact number, including area code]</p> <p><b>Mobile:</b> [Insert mobile number]</p>	
	<b>Entity's Details</b>	
2.	<b>Entity</b>	[Insert Entity name]
3.	<b>Entity ABN</b>	[Insert Entity ABN]
4.	<b>Order Number</b>	[Insert Entity's reference number for this Order for Services]



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5.	<b>Entity Representative</b>	[Insert CRIIS reference number]  Name: [Insert contact name] Position: [Insert title] Address: [Insert address, including postcode] Email: [Insert email address] Contact number: [Insert contact number, including area code]; Mobile: [Insert mobile number]
6.	<b>Cost Centre</b>	[Insert Entity cost centre for Coordinated Procurement Fee recovery]
7.	<b>AusTender Reporting - UNSPSC</b>	<b>80111600 - Temporary Personnel Services</b>
<b>Order Details</b>		
8.	<b>Order Commencement Date</b>	[Insert date the Order commences]
9.	<b>Order Term</b>	[The Order expires on [insert date] (Initial Term).]
<b>Engagement Type</b>		
12.	<b>Placement Service</b>  <i>Placement of a candidate as a non-ongoing APS employee</i>  (clause 15 of Schedule 2 (Labour Hire Services))	[APS Equivalent classification]  [Job Role]*  [Fee, GST exclusive] [Fee, GST inclusive]  [Security Clearance Requirements]  *Job role as specified in the <u>APS Job Family Framework</u>  <b>NOTE:</b> Due to the introduction of the <i>Fair Work Legislation Amendment (Secure Jobs, Better Pay) Act 2022</i> , non-ongoing employment contracts must not exceed 12 months for the initial term. The term can be extended for 6 months however the total engagement length must not exceed 18 months. Refer to your entity's recruitment team for advice.
13.	<b>Introduction Services</b>  <i>Introduction of an employee to an Entity resulting in a section 26 transfer</i>	[APS Equivalent classification]  [Job Role]*  [Fee amount GST exclusive]



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	(clause 14 of Schedule 2 (Labour Hire Services))	<p>[Fee total GST inclusive]</p> <p>[Security Clearance Requirements]</p> <p>*Job role as specified in the <u>APS Job Family Framework</u></p>
16.	<b>Total Fees Payable under this Order</b>	<p>[Insert the total amount of the Contract Price/s set out above plus any additional Fees agreed, both exclusive and inclusive of GST] Please ensure any commitment of funds considers the Coordinated Procurement Fee (CPF) payable to the Department of Finance.</p> <p>This fee is 1.5% of the commitment value (contract value) and will be charged directly to the engaging Entity on an ad hoc basis via an invoice from the Department of Finance. This fee is calculated on the GST Ex value of the total order (16).</p>
<b>Statement of Work</b>		
18.	<b>Statement of Work</b>	<p>[Insert a detailed description of the Services required, including relevant background material such as information on the role(s) and business area, whether any licences/authorisations are required to provide the services and any reporting that may be required.]</p> <p>A separate Statement of Work may be referenced and attached]</p>
20.	<b>Subcontractors</b> (clause 22.1 of Schedule 2 (Labour Hire Services))	[Insert details of approved Subcontractors for this Order, or insert 'Not Applicable']
21.	<b>Location</b>	[Insert the full address, including post code, of the primary work location]
23.	<b>Payment Terms</b>	<p>[Select the relevant payment terms – note that invoicing is the <b>default invoicing method</b> for Non-corporate Commonwealth Entities (NCEs)]</p> <p>[For NCEs:]</p> <p><u>Five calendar days</u> through the Peppol Framework and have agreed to use this method of invoicing.</p> <p><b>OR</b></p> <p>20 calendar days</p> <p>[For Entities other than NCEs: insert payment terms]</p>
24.	<b>Invoicing</b>	[the Entity will include any other information required in the invoice in accordance with



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	(clause 14.4.2 (e))	14.4.2 (e)]																
27.	<b>Confidential Information</b>	<p>[Include details in table below or insert Not Applicable]</p> <table border="1"> <thead> <tr> <th>Entity Confidential Information (for example)</th> <th>Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td>Entity data</td> <td>Indefinitely</td> </tr> <tr> <td>Any Personal Information held by the Entity</td> <td>Indefinitely</td> </tr> <tr> <td>Security Classified Resources</td> <td>Indefinitely</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>The Service Provider's Confidential Information</th> <th>Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>[Information on confidentiality provisions is available at: <a href="#">Confidentiality throughout the Procurement Cycle   Department of Finance</a> ]</p>	Entity Confidential Information (for example)	Period of Confidentiality	Entity data	Indefinitely	Any Personal Information held by the Entity	Indefinitely	Security Classified Resources	Indefinitely	The Service Provider's Confidential Information	Period of Confidentiality						
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44.	<b>Liability</b> (clause 19.1)	[The liability cap that applies for the purposes of clause 19.1 needs to be specified here.]																
51.	<b>Governing Law and Jurisdiction</b> (clause 35.6.1)	[Default jurisdiction in clause 35.6.1 is the Australian Capital Territory (ACT). Insert applicable jurisdiction here if different to the ACT]																
52.	<b>Use of AI Systems</b>	<p>[Agencies must include one of the following 2 options:</p> <p><i>Option 1: Insert the following if the Agency consents to the use of AI Systems and the Service Provider declares that AI Systems will be used in the delivery of the Ordered Services:</i></p> <p>a) “<b>AI System</b>” means the machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Different AI Systems vary in their levels of autonomy and adaptiveness after deployment.</p> <p>b) The Service Provider must only use an AI System in the delivery of the Ordered Services:</p> <ul style="list-style-type: none"> <li>in accordance with the terms and conditions of the Contract, including terms relating to Intellectual Property rights, confidentiality, security, privacy and data usage and storage, and</li> <li>to the extent of and in accordance with the following specifications: [insert table</li> </ul>																



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		<p style="text-align: center;"><i>from Service Provider's RFQ response, to the extent approved by the Agency]</i></p> <table border="1" data-bbox="576 405 1380 985"> <thead> <tr> <th>Category</th> <th>Specifications</th> </tr> </thead> <tbody> <tr> <td><b>AI Systems</b></td> <td><i>The names of the AI Systems that will be used (e.g. ChatGPT, Copilot)</i></td> </tr> <tr> <td><b>Purpose and application</b></td> <td><i>Description of how each AI System will be used to support the delivery of Ordered Services (e.g. drafting support, data analysis)</i></td> </tr> <tr> <td><b>Extent of use</b></td> <td><i>Outline of the scale of involvement of AI Systems in delivering the Ordered Services (e.g. limited support, automation of analysis)</i></td> </tr> <tr> <td><b>Data handling</b></td> <td><i>Identify if and what Commonwealth data or information would be input, processed or stored in the AI System, including the data location and security controls.</i></td> </tr> <tr> <td><b>Governance and oversight</b></td> <td><i>Outline the measures in place to ensure the safe and responsible use of AI Systems in delivery of the Ordered Services.</i></td> </tr> </tbody> </table> <p>c) The Service Provider is fully responsible for the performance of the Contract regardless of any use of an AI System at any point in the delivery of the Ordered Services (including in the supply chain).</p> <p>d) Where the Service Provider uses an AI System in the provision of the Ordered Services, it must conduct quality assurance checks on the AI System outputs to ensure they are accurate and reliable.</p> <p>e) The Service Provider must retain detailed records of the AI System used, the scope of the AI System's use in providing the Ordered Services, any data collected, processed and stored by the AI System and any systems that the AI System interacts with in connection with providing the Ordered Services.</p> <p>f) The Service Provider must promptly provide these records to the Agency if asked.</p> <p>g) The following AI System/s are <b>Banned AI Systems</b>:</p> <ul style="list-style-type: none"> <li>• DeepSeek products, applications and web services.</li> <li>• [Agencies to list any other banned AI Systems, including pursuant to any mandatory direction issued by the Department of Home Affairs]</li> <li>• The Service Provider must ensure that a Banned AI System is not used in the provision of the Ordered Services, including ensuring that a Banned AI System is not used in any part of the supply chain of the Ordered Services.</li> </ul> <p>h) If the Service Provider discovers that a Banned AI System has been used in the provision of the Ordered Services, the Service Provider must immediately notify the Agency and remove the Banned AI System from use. The Agency may immediately terminate the Contract under clause 26.1.1 of the Head Agreement if the Service Provider does not comply with (g) or (h).</p> <p><b>Option 2: If the Agency does not consent to the use of AI Systems or the Service Provider declares that AI Systems will not be used in the delivery of the Ordered Services, insert the following:</b></p> <p>The Service Provider must not use any AI Systems in the delivery of the Ordered Services.</p>	Category	Specifications	<b>AI Systems</b>	<i>The names of the AI Systems that will be used (e.g. ChatGPT, Copilot)</i>	<b>Purpose and application</b>	<i>Description of how each AI System will be used to support the delivery of Ordered Services (e.g. drafting support, data analysis)</i>	<b>Extent of use</b>	<i>Outline of the scale of involvement of AI Systems in delivering the Ordered Services (e.g. limited support, automation of analysis)</i>	<b>Data handling</b>	<i>Identify if and what Commonwealth data or information would be input, processed or stored in the AI System, including the data location and security controls.</i>	<b>Governance and oversight</b>	<i>Outline the measures in place to ensure the safe and responsible use of AI Systems in delivery of the Ordered Services.</i>
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		<p><b>“AI System”</b> means the machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Different AI Systems vary in their levels of autonomy and adaptiveness after deployment.</p>
54.	<b>Other Additional Requirements</b>	[Include any other Additional Requirements, if applicable]
<b>Entity Information</b>		
58.	<b>Entity Address for Notices</b>	<p><b>Physical Address:</b> [Insert physical address for the Entity]</p> <p><b>Postal Address:</b> [Insert the postal address for notices, if different to the physical address]</p> <p><b>Email:</b> [Insert the email address for notices]</p>
59.	<b>Entity Address for Invoices</b>	[Invoices must be submitted to [insert email address for invoices] and must contain [include any other requirements for the invoice e.g., that the purchase order no. must be quoted in the invoice]
<b>Service Provider Information</b>		
60.	<b>Service Provider Address for Notices</b>	<p><b>Physical Address:</b> [Insert physical address for the Service Provider]</p> <p><b>Postal Address:</b> [Insert the postal address for notices, if different to the physical address]</p> <p><b>Email:</b> [Insert the email address for notices]</p>



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

\_\_\_\_\_  
Name of authorised officer

\_\_\_\_\_  
Title of authorised officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorised officer

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

\_\_\_\_\_  
Name of Service Provider's  
authorised representative

\_\_\_\_\_  
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