

# Schedule 8 Fees

## 1 Professional Contractor Fees

- 1.1 The Fee for each Professional Contractor provided under an Order is determined by reference to the Daily Rate of that Professional Contractor plus any other charges that may apply in addition to the Daily Rate, e.g. charges for Additional Requirements in accordance with **clause 11.2.6(b)**.

**Daily Rate** means the daily amount agreed in the relevant Order which is determined by reference to the applicable Work Level Standard of the Professional Contractor, as described in the relevant Order, the Service Area and Service Category under which the Professional Contractor has been engaged.

For clarity, the Daily Rate will be based on the Work Level Standard of the Professional Contractor requested in an RFQ, and includes all employment costs incurred by the Service Provider in respect of the Professional Contractor. The Daily Rate is based on working up to 8 hours during a Standard Working Day (Standard Working Hours), unless specified otherwise in an Order.

## 2 Fees for Professional Contractor Financial and Audit Services

- 2.1 The Service Provider's Fees for all Service Categories identified in **Schedule 3 (Professional Contractor Financial and Audit Services)** are:

Service Area	Service Category	Work Level Standard	Daily Rate (GST inclusive)
Financial and Audit Services	General Financial Services	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	
	Audit Services	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	

	Specialised Services	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	

**3 Fees for Professional Contractor Corporate Services**

**3.1** The Service Provider's Fees for all Service Categories identified in **Schedule 4 (Professional Contractor Corporate Services)** are:

Service Area	Service Category	Work Level Standard	Daily Rate (GST inclusive)
Corporate Services	Organisational planning and development	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	
	Human Resources	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	
	Corporate Governance	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	
	Community and Stakeholder Engagement	Level 5	
		Level 4	
		Level 3	

		Level 2	
		Level 1	
	Communications* *excluding Campaign Advertising or Government Advertising Services and services covered under the Government Communications Campaign Panel.	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	
		Level 1	
	Quality Management	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	

**4 Fees for Professional Contractor Commercial Services**

**4.1** The Service Provider's Fees for all Service Categories identified in **Schedule 5 (Professional Contractor Commercial Services)** are:

Service Area	Service Category	Work Level Standard	Daily Rate (GST inclusive)
Commercial Services	Programs and Projects	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	
	Procurement and Acquisitions ** ** excludes Legal Probity Services and Probity Services and Probity advice, Certification and Audit delivery as Consultancy Services.	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	

	Contract Management	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	
	Research*** ***excludes research for Campaign Advertising or Government Advertising Service.	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	
	Data Analytics and Management	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	

**5 Fees for Professional Contractor Other Services**

1.1 The Service Provider's Fees for all Service Categories identified in **Schedule 6 (Professional Contractor Other Services)** are:

Service Area	Service Category	Work Level Standard	Daily Rate (GST inclusive)
Other Services	Authoring and Writing Services	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	
	Dental, Medical and Allied Health	Level 5	
		Level 4	
		Level 3	

		Level 2	
		Level 1	
	Scientific Services	Level 5	
		Level 4	
		Level 3	
		Level 2	
		Level 1	
	Security Services	Level 5	
		Level 4	
		Level 3	
		Level 2	
Level 1			

**6 Order Discounts**

**6.1** If specified in an Order, an Order discount is to apply to the Professional Contractor’s Daily Rate on the basis of either:

- (a) the Order Term; or
- (b) the total Fee value of the Order.

**6.2** Where a discount applies in accordance with **clause 6.1**, the Order will set out the discounts that will apply to certain Order Term thresholds or Order value thresholds, whichever is applicable.

**6.3** The Service Provider has offered the following discounts, which will be applied to Orders in accordance with the processes in **clause 11.2** and **11.3**:

Order Discount - Term	
Less than 3 months	[Insert % discount offered]
From 3 months – to less than 6 months	[Insert % discount offered]
From 6 months – to less than 12 months	[Insert % discount offered]
Greater than 12 months	[Insert % discount offered]

<b>Order Discount - Value</b>	
\$0 - \$99,999.99	[Insert % discount offered]
\$100,000 - \$249,999.99	[Insert % discount offered]
\$250,000 - \$499,999.99	[Insert % discount offered]
\$500,000+	[Insert % discount offered]

**7 No liability for candidates' costs or expenses**

**7.1** 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 for a Professional Contractor role, including where a candidate:

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