

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.

Order for Services

Name: s47F

Position: UM Client Advice Lead

Address: 100 Chalmers Street, Surry Hills, NSW 2010

ABN 19 002 966 001

Mobile: s47F

Sent via s47F @umwww.com

Entity Order Information

Entity	National Indigenous Australians Agency
Entity File Reference	2025 Entry Level Program
Order Number	NRD 07309
Cost Centre	06E

Order Commencement Date and Term

Order Commencement Date	12 December 2024
Order Term and Extensions	12 December 2025

Statement of Work

Service Category	External advertising
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Order for Services	
Statement of Work	<ul style="list-style-type: none"> • External advertising of NIAA entry level program opportunities - 2026 Graduate Program campaign • Digital display for full calendar year 2025 • Social media promotion • Provide statistics on student engagement with advertising material
Deliverables / Milestones	
Location	Digital media
Fees	<p>The Agency will pay the following Fees to the Service Provider for the Services:</p> <p>Fixed fee of \$60 437.99 (incl GST)</p> <p>Additional costs</p> <p>Unless a quotation is provided and agreed in writing by the Agency's representative, no further costs may be charged to the Agency. This includes but not limited to additional hours, meals, office or printing expenses, communication or travel and accommodation expenses.</p>
Payment Terms	five calendar days where the Entity and the Service Provider both have the capability to deliver and receive e Invoices through the Pan-European Public Procurement On-Line Framework and have agreed to use this method of invoicing;
Invoicing	At project completion
Travel	N/A
Confidential Information	N/A
Additional requirements	
Security	<p>The Service Provider must comply with the following security obligations:</p> <ul style="list-style-type: none"> • Specified Personnel must be escorted at all times whilst on Agency premises
Security Clearance Requirements	N/A

<u>Order for Services</u>	
Personnel Requirements	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.
Liability	(a) the default liability cap under clause 19.1.1 applies
Insurance	N/A
Entity Service Levels	Default services
Entity Software Platform	N/A
Other	N/A
<i>Commonwealth Procurement Connected Policy Requirements</i>	
Black Economy Policy	N/A
Indigenous Procurement Policy	N/A
Australian Industry Participation Plan	N/A
<i>Entity Information</i>	
Entity Representative	<p>Name: s22</p> <p>Position: Assistant Director HR</p> <p>Address: Level 4, 235 Stanley Street, Townsville City QLD 4810</p> <p>Email: s22 @niaa.gov.au</p> <p>Contact number: s22 Mobile: s22</p>
Entity Address for Notices	<p>Physical Address: Level 4, 235-259 Stanley Street, Townsville, QLD</p> <p>Postal Address: PO Box 1293 Townsville QLD 4810</p> <p>Email: entrylevelprograms@niaa.gov.au</p>
Entity Address for Invoices	Invoices must be submitted to APOperations@pmc.gov.au quoting NCD11132

Order for Services	
Service Provider Information	
Service Provider Representative	<p>Name: s47F</p> <p>Position: UM Client Advice Lead</p> <p>Address: 100 Chalmers Street, Surry Hills, NSW 2010</p> <p>Mobile: s47F</p>
Service Provider Address for Notices	<p>Email: s47F @umww.com</p>

Signed for and on behalf of
Commonwealth of Australia
as represented by the National Indigenous
Australians Agency 30 429 895 164

s22

Name

Assistant Director

Position

s22

Sig

officer

Date: 18/12/2024

Signed for and on behalf of
Universal McCann
ABN: 19 002 966 001

name of Service Provider's authorised
representative

title of Service Provider's authorised
representative

Signature of Service Provider's authorised
representative

Date:

**AUSTRALIAN GOVERNMENT
MEDIA BOOKING AUTHORITY****UM Sydney**100 Chalmers Street,
Surry Hills, NSW 2010
Phone: 61-2-9594-4200
ABN: 19 002 966 001

DATE : Thursday, 12 December 2024
UM CLIENT ADVICE LEAD NAME : s47F
UM CLIENT ADVICE LEAD EMAIL : s47F @umww.com
UM CLIENT ADVICE LEAD PHONE NUMBER : s47F

MBA NUMBER : 1417AR
CANCELS & SUPERSEDES MBA NUMBER :

All information must be clearly printed and legible for this authority to be accepted. On approval please scan and email return to the UM Client Advice Lead above.

CUSTOMER CONTACT NAME :	s22	Authority is hereby given to UM to book the following media and deliver additional advertising services in accordance with the media plan and expenditure below :
CUSTOMER ADDRESS :		
CUSTOMER EMAIL :	s22 @niaa.gov.au	CUSTOMER APPROVAL (SIGNATURE) : s22
CUSTOMER PHONE NUMBER :	s22	CUSTOMER APPROVAL NAME : s22
CUSTOMER PORTFOLIO / ORGANISATION :	Prime Minister and Cabinet	CUSTOMER APPROVAL POSITION / ROLE : Entry Level Programs Assistant Director
CUSTOMER BUSINESS NAME :	Nat Indigenous Aust Agency	CUSTOMER EMAIL ADDRESS : entrylevelprograms@niaa.gov.au
CUSTOMER TYPE :	Non-Corporate Entity	CUSTOMER PHONE NUMBER : s22
MANDATORY - MUST BE COMPLETED		APPROVAL DATE : 12.12.2024
ACCOUNTS DEPARTMENT / INVOICING CONTACT NAME :		PURCHASE ORDER (for jobs valued over \$10,000 a PO number is mandatory) :
ACCOUNTS DEPARTMENT / INVOICING ADDRESS :		
ACCOUNTS DEPARTMENT / INVOICING EMAIL ADDRESS :		
ACCOUNTS DEPARTMENT / INVOICING PHONE NUMBER :		
ADVERTISING CATEGORY :	Recruitment	
JOB NUMBER (SCHEDULE CODE) :	24RND1417AR	
MASTER JOB NAME (MASTER PRODUCT) :	NIAA - 2025 Prosple Renewal	
JOB NAME (PRODUCT / CAMPAIGN) :	NIAA - 2025 Prosple Renewal	
CAMPAIGN PERIOD :	Full 2024 Calendar Year	TOTAL NET COST TO CUSTOMER (ex. GST) : \$54,943.68
PLAN NO./DATED :	*V1_12/12/24	TOTAL FINAL COST TO CUSTOMER (inc. TAX) : \$60,438.05

Total Planned Amount by Media Type

MEDIA	MEDIA SUB TYPE	GROSS MEDIA SPEND	MEDIA COMMISSION	WoAG MANAGEMENT FEE	ADVERTISING SERVICES / ADDITIONAL	TOTAL NET COST (ex. GST)	FINAL COST (inc. GST)
DIGITAL	Digital Display	s47		s47	n/a	\$54,943.63	\$60,437.99
TOTAL SERVICE CHARGES:		s47		s47		\$54,943.68	\$60,438.05

PLEASE REFER TO THE FOLLOWING PAGE/S FOR THE DETAILED MEDIA PLAN.

Information contained in this plan is confidential. UM confirms that the connections plan is free of undisclosed conflicts of interest.

Special Comments/Conditions:

The Contractor has offered under clause 13.1(a) of the Deed in relation to Master Media Agency Services for the Commonwealth Government (the Deed) to provide the Advertising Services to Participants.

When the "Participant" issues a Media Instruction to the "Contractor", a contract is formed as follows:

- (a) for Campaign or complex Non-Campaign advertising, when a Media Brief (Schedule 5) is signed; or
(b) for standard Non-Campaign (Recruitment, Public Notice or Tender Notice) advertising, when an Initial request from the Participant is received by the Contractor.

For the purposes of the Deed, the "Participant" becomes a "Customer" once a contract is formed. When a Customer approves a Media Booking Authority, the Customer is authorising the Contractor to book media on their behalf under a Customer Contract and is required to pay any resulting Service Charges in accordance with the terms of the Deed.

Should the Customer withdraw any advertisement after the Media Booking Authority has been approved and signed, the Customer may be required to reimburse the Contractor for any costs incurred in providing the Advertising Services or Additional Advertising Services that are not covered in the Remuneration Amounts for the campaign or other advertising (in accordance with clause 13.3(b) of the Deed).

By signing this Media Booking Authority, you are confirming that you:

- (1) have complied with Commonwealth Government policies and guidance in relation to advertising (where applicable);
(2) are satisfied that this expenditure represents proper use of Commonwealth resources; and
(3) have taken into account your obligation under section 23 of the Public Governance, Performance and Accountability Act 2013 (Cth).

Customers will be invoiced each month based on the amounts in the FINAL COST (inc. GST) column, above.

Small Credit and Debit Adjustments

Feedback from customers has identified that small credit adjustments under \$100 and debit adjustments under \$100 can cost more to process than their monetary value. To minimise the number of small adjustment Invoices, unless advised otherwise, UM will return all small credit and debit adjustments to the Australian Government's Official Public Account.



MEDIA PLAN

Status :	PRE-PLANNED	PLANNED	APPROVED
	BOOKED	LOADED	COMPLETED

								Purple = Fixed Price from 1 May 2024 Blue = Rate as of 1 Feb 2024		WEEK NUMBER:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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