

Schedule 3 – Work Order Request (WOR)

Under the Terms and Conditions of the Deed executed in relation to provision of Learning and Development Services (Standing Offer Number – SON 3674124)

This is a Work Order Request under the Deed of Standing Offer for the provision of Learning and Development Services between the National Indigenous Australians Agency (ABN 30 429 895 164) (NIAA) and Erin Riley (ABN 21 909 203 633) (Contractor). No Contract (acceptance) is formed until the WOR is executed by NIAA.

Contractor to complete Schedule 3.3 - Contractors Response/Criteria.

3.1 Project Details

Item	Description	Details
1.	Deed No and Name of Service Requirement	Deed of Standing Offer No. 3674124 for the provision of Learning and Development Services. Blended program
2.	Reference Number	Work Order Request # NCD11354
3.	Location	Online via Microsoft Teams
4.	Start Date	2025 Quarter 1 - 6 February 2025
5.	Project Representative	The Agency's contract officer/representative for this contract is: Workforce Capability 02 6152 3477 workforcecapability@niaa.gov.au
6.	Address for Invoices	workforcecapability@niaa.gov.au
7.	Return Method	Quotations are to be addressed and delivered by the due date via workforcecapability@niaa.gov.au

3.2 Work Order Details

1.	Statement of Requirement	<p>The services requested are in accordance with the following category requirements:</p> <p>Blended Program</p> <p>The full Statement of Requirement for this WOR is detailed below:</p> <p>Delivery and agency contextualisation of:</p> <ul style="list-style-type: none"> s47 – 6 February 2025, 11:30am – 2.30pm (AEST/AEDT)
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		<ul style="list-style-type: none"> • s47 [REDACTED] – 29 & 30 April 2025, 1pm – 4.30pm (AEST/AEDT), 1 delivery • s47 [REDACTED] – 25 March 2025, 11:30am – 2.30pm (AEDT) & 24 July 2025, 11:30am – 2.30pm (AEST/AEDT), 2 deliveries • s47 [REDACTED] – 19 June 2025, 11:30am - 2.30pm (AEST) & 23 October 11:30am – 2.30pm (AEST/AEDT), 2 deliveries • s47 [REDACTED] – 30 April 2025, 11.30am - 2.30pm (AEDT/AEST) • s47 [REDACTED] – 22 July 2025 – 1pm – 4.30pm (AEDT/AEST) • s47 [REDACTED] – 14 October 2025 – 1pm – 4.30pm (AEDT/AEST) • s47 [REDACTED] – 16 October 2025 – 11.30am - 2.30pm (AEDT/AEST) • s47 [REDACTED] – 13 February 2025, 11.30am - 2.30pm (AEDT/AEST) • s47 [REDACTED] - 19 February 2025, 1pm – 4.30pm (AEDT/AEST) • s47 [REDACTED] – 14 May 2025, 1pm – 4.30pm • s47 [REDACTED] – 23 & 30 July 2025, 1pm – 4.30pm (AEDT/AEST), 1 delivery • s47 [REDACTED] – 18 & 25 November 2025, 1pm – 4.30pm <p>Each course will allow up to 20 participants, and will occur as scheduled with a minimum number of three participants.</p> <p>Each course will be delivered via MS Teams, hosted and managed by Erin Riley. MS Teams meeting invitations/links will be issued to the National Indigenous Australians Agency (NIAA). Courses will be created in the NIAA's Learning Management System (LMS) with the MS Teams link. Facilitators and any administrative or IT support members from Erin Riley must be prepared to open sessions no less than 15 minutes prior to the scheduled commencement time to allow participants to join, and ensure any IT issues can be resolved before the session commences.</p> <p>Joint, or NIAA branding must be included on all course materials (including presentations, handouts, and workbooks) for all courses. Branding and templates will be provided by the NIAA.</p> <p>All course materials must be emailed to the Project Officer no less than 1 week prior to the delivery date to be vetted.</p>
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		<p>They will then be made available to registered participants via the NIAA's LMS three business days prior to the session. All course material must include joint branding and an acknowledgement of country.</p> <p>The NIAA will provide Erin Riley with a list of registered participants three days prior to the session. All communication between Erin Riley and participants will be via the Project Officer. Email communication from Erin Riley to participants without the oversight of the Project Officer can only be used for the purpose of resolving IT issues should they occur during the session.</p> <p>The NIAA will provide Erin Riley with a QR code to capture feedback from courses. Please ensure the QR code is added to the final slide of the presentation for courses, and that facilitators request participants scan the code to complete the feedback form prior to closing. It is the NIAA's expectation that this is the only evaluation/feedback requirement of participants. A copy of the feedback can be provided upon request.</p> <p>Erin Riley will send the Project Officer an invoice for services delivered upon completion of each session. Payment for invoices will be processed within two (2) weeks of completion of each session.</p> <p>Erin Riley will provide the NIAA with insights from each session including any other feedback participants may have provided to the facilitator via email no later than two days after the conclusion of each session.</p>
2.	Work Order Term	Contract expires on 31 December 2025 . The Work Order may be extended for 2 x periods of up to 2 months each at the discretion of the Commonwealth and issued through Change Order and agreed to by both parties.
3.	Warranty Period	Note the Warranty Period of the particular service requirement. Note the Deed covers a 12 month warranty
4.	Referees	No referee contact details are required
5.	Commonwealth Material	<p>The Commonwealth will supply internal documents, policies, and procedures to assist with customisation and context setting of the course(s).</p> <p>This material, as well as National Indigenous Australians Agency branded presentations and other course materials, cannot be distributed further.</p>
6.	Payment- Charges	<p>This is a 'fee for service' arrangement and the Commonwealth will only pay for services delivered.</p> <p>The maximum contract value of up to \$ 27,000.00 (inc. GST) is not to be exceeded.</p>

		<ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 – 2 deliveries <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 – 2 deliveries <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p> <ul style="list-style-type: none"> • s47 <p>Cost of delivery \$ s47</p>
7.	<p>Insurance Requirements</p> <p><i>The Contractor is bound by the insurance amounts set out in Schedule 5, Item 7 unless specified within this Item 7 of Schedule 3.</i></p>	<p>The Contractor must take out, maintain and keep current during the Term and for six years after its expiration or earlier termination, the following insurances covering its liability arising out of this Contract:</p> <ol style="list-style-type: none"> Public and Product liability insurance with a limit of liability of not less than \$10 million for each and every event; Professional indemnity insurance with a limit of liability of not less than \$10 million for each and every event and \$20 million in aggregate; and workers compensation and employer's liability insurance required by law.

3.3 Contractor Response and Criteria

The Contractor must respond to each of the following Items.

1.	Contractor's Details	<div></div> <div></div> <div></div> <div></div> <div></div>
2.	Contractor's Address for Notices	<div></div>
3.	Subcontractors	<p>The Contractor agrees that the following work will be undertaken by:</p> <ul style="list-style-type: none">Specified Personnel
4.	Criteria for the Contractor to provide for NIAA assessment	<div></div>
5.	Service Charge Description	<div></div>
6.	Contractor Personnel	<div></div>

WOR Execution Page

Signed for and on behalf of the **National Indigenous Australians Agency** by an authorised officer in the presence of:

.....
(Signature of Authorised Officer)
Title:

.....
(Signature of Witness)

.....
(Printed name of Authorised Officer)

.....
(Printed name of Witness)

Date:

Signed by **Erin Riley** (ABN 21 909 203 633) *in accordance* with section 127(1) of the *Corporations Act 2001* (Cth) by authority of its directors and in the presence of:

.....
(Signature of Director)

.....
(Signature of Director/Secretary)

.....
(Printed name of Director)

.....
(Printed name of Director/Secretary)

Erin Riley Consulting
0402 059966
erinrileyconsulting@gmail.com

ABN 21909203633

INVOICE 0365

6/02/2025

BILL TO

NIAA
Charles Perkins House,
Ground Floor/16 Bowes Pl,
Phillip ACT 2606
SON 3674124

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
Half Day facilitation	s47	s47	s47
TOTAL DUE BY DATE			s47

Inclusive of GST

Payment Terms 7 Days
Bank Details
Erin Riley

s47G

Erin Riley Consulting
0402 059966
erinrileyconsulting@gmail.com

ABN 21909203633

INVOICE 0371

15/02/2025

BILL TO

NIAA
Charles Perkins House,
Ground Floor/16 Bowes Pl,
Phillip ACT 2606
SON 3674124

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
Half Day facilitation	s47	s47	s47
TOTAL DUE BY DATE			s47

Inclusive of GST

Payment Terms 7 Days
Bank Details
Erin Riley

s47G

Erin Riley Consulting
0402 059966
erinrileyconsulting@gmail.com

ABN 21909203633

INVOICE 0372

21/02/2025

BILL TO

NIAA
Charles Perkins House,
Ground Floor/16 Bowes Pl,
Phillip ACT 2606
SON 3674124

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
Half Day facilitation	s47	s47	s47
TOTAL DUE BY DATE			s47

Inclusive of GST

Payment Terms 7 Days
Bank Details
Erin Riley

s47G