SCHEDULE OF DOCUMENTS - FOI 2383 ATTACHMENT A

Document	Date	Pages	Description	Decision	Exemption
No.				on access ¹	
1	27.11.2020	5	Work Order	REI	s47F – pages 1, 2, 4 and 5 (part) s47G – page 2 (part)
					s22 – page 5 (part)
2	27.11.2020	5	Work Order	REI	s47F - pages 1,2, 4 and 5 (part) s47G - page 2 (part) s22 - page 5 (part)

¹ REI = Release with exempt and irrelevant information removed.

Work Order ITD2021 -

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1.	Authority and context	This work order is issued by the Commonwealth of Australia as represented by the Department of Health (buyer) to MTP Services Pty Ltd, ABN 61 610 143 863 (seller) in accordance with the Digit Marketplace Master Agreement which relates to the Digital Transformation Agency's Digital Marketplace Panel.
		In accordance with clause 2 of the Master Agreement, this work order, once executed by both parties, will create a separate contract between the buyer and the seller on the terms of the Master Agreement and the terms specified in this work order.
		Unless the context otherwise provides, defined terms used in this work order have the same meaning as given in the Definitions section of the Master Agreement.
		The Comprehensive Terms do not apply to this work order.
2.	Standing Offer Notice ID	SON3413842
з.	Work order number	ITD2021 – ^{\$47F}
4.	Buyer representative	ITDProcurementservices@health.gov.au
5.	Seller representative	sATF
<u>6</u> .	Project title	Business Analyst
7.	Work order commencement date	Upon Execution
8.	Term of the work order	The initial term of the work order is 1 December 2020 to June 30 2021 The buyer may extend the term of the work order by one further periods of up to 12 months on the same terms and conditions as this work order by giving notice in writing to the seller prior to the one of the then current term.
Del	liverables	1a
9.	Deliverables	As agreed by between the Team Leader and contractor/Company Representative in respect of the Specified Personnel upon commencement.
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10.	Services	Provision of Specif	fied Personnel on a	a time and materi	als basis in the f	ollowing role:	Business	
		Analyst, to undert				-	_	
		 Analyst, to undert Query and intracomplex data/ Identify busing schedule. Communicate Liaise with client issues. Advise the date Assist business including; Impact anale Develop detail required by termines of the second details of the second details	ake tasks that incl erpret data using e (information relate ess risks and issues and consult with o ents and stakehold a warehouse tech s units in identifyir ysis siness requirement y/test plans and is led business/funct chnical teams. Review document ocument appropri prehensive set of U	ude, but are not li efficient and effected matters to delives that could impact clients directly and ers, managing exp nical group on im- ng, planning and d ats specifications usues log ional requirement ation/reports with ate test cases. User Acceptance T against business for reas of the pusine guser documentat	imited to, the fo tive SQL and pro- ver quality solut at the proposed d for compiling a pectations, man pact of a busine locumenting the ts (specification in technical team rest cases are de unctionality and ass on the availa- tion, instruction	ollowing: povide sound actions. solution and it and presentin aging and rese ass change. eir data/inforr conthe level and business eveloped in lin benefits. bility of data s, metadata, o	dvice on its delivery g final reports olving complex mation needs, of detail a. he with the in the data definitions and	
		 Locate and de 	fine new process i	mprovement opp	ortunities.			
		• Work with ma	nagement to prov	ide effort estimat	es, prioritize bu	siness and inf	ormation needs.	
11.	Policies and standards	You must, in supp	~ V	comply with, and	ensure your pe	rsonnel comp	ly with:	
	MA cl. 6	Health policies and	procedures					
	MA cl. 10							
	MA cl. 17	e (o						
Pric	cing and payment	ent NO						
12.	Contract price and payment schedule		Personnel	Hourly rate (GST exclusive)	GST component	Maximum Work Effort (Hours)	Service Charges (GST exclusive)	
	MA cl. 12	1 December 2020 to 30 June 2021	s47F	s47F, s47G	s47F, s47G	(Hours) 1200	\$156,000.00	
	2	Add GST	1		1	1	\$15,600.00	

\$171,600.00

TOTAL

13.	Additional costs	The Department will not pay any travel, accommodation or other fees, charges or expenses unless it is been pre-approved in writing by the Department.
	MA cl.12	(if The Vendor will be reimbursed for the travel and related accommodation at non-SES rates where they are pre-approved in writing by the Department. The Vendor must submit an invoice for those expenses and the Department will reimburse the Vendor in accordance with the invoicing procedures set out in Schedule 3 to the Deed.
		Where applicable, Specified Personnel must comply with the Department's travel policies and procedures.
14.	Invoicing MA cl. 12	The Buyer will issue to the Seller, a recipient created tax invoice ('RCTI') on the 3 rd Business day of each month. The Seller will not issue a tax invoice in respect of any taxable supply it makes to the Buyer.
15.	Timesheets	Unless otherwise directed by the Buyer representative, there is an expectation that Specified Personnel will work on average an 8 hour day which equates to a 40 hour week.
		Any additional hours worked requires prior written approval from the delegate.
		You must:
		 (a) ensure, for each week that the deliverables are provided, your personnel complete work effort recording in Cross Application Timesheet System (CATS);
		(b) complete and maintain CATS in SAP ESS to record the actual level of effort provided by each of your personnel; and
		(c) submit the CATS <u>weekly</u> to your supervisor for approval on a weekly basis for endorsement by their nominated delegate
		The buyer will not be liable to pay any amounts where timesheets show your personnel working more than the agreed hours per week, unless prior written approval has been given by the buyer's representative.
		The Specified Personnel is to adhere to the Department of Health shut down periods as specified in the Collective Agreement (available online at <u>www.health.gov.au</u>) and Public Holidays.
Inte	ellectual property	y rights
16.	Buyer Intellectual Property	The Buyer ownshe Intellectual Property Rights in Contract Material.
17.	Seller Intellectual Property	N/AS
Con	fidentiality and p	privacy
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18.	Confidentiality undertaking	As stipulated in the separate Confidentiality Deed supplied as part of the Offer of Contract, to be signed and supplied to the Buyer prior to commencement.
	MA cl. 16	

Opt	ional clauses						
19.	Insurance	Туре			Coverage		
	MA cl. 6	Public liability insurance			\$10,000,000		
		Professional indemnity insuran	се		\$5,000,000		
		Workers compensation insuran	ice		A required by Law		
		If requested by the buyer, yo documentation from your ins required by the work order a	urers or insurance brokers	certifying that you low			
20.	Specified	Name	Position	Proposed role			
	<b>personnel</b> MA cl. 10	s47F	Business Analyst	Business Analys	st		
21.	Security clearance MA cl. 10	<ul> <li>Security Clearance (Minimum Baseline) <ul> <li>All nominated personnel <u>must</u> hold (or have the ability to obtain and maintain at their ov cost) a Baseline security clearance (minimum).</li> <li>If security clearance is declined, the specified personnel will cease with Health and a replacement may be requested to complete the term of the contract.</li> </ul> </li> <li>A current National Police Certificate (no greater than 12 months old) <ul> <li>All Specified Personnel must, (at their own cost), provide Health with a copy of the certificate</li> <li>Any disclosable outcomes identified will require the department (prior to commencement to conduct an assessment and approve the engagement.</li> </ul> </li> <li>Conflict of Interest declaration (COI) <ul> <li>Completed Prior to commencement</li> <li>Completed Prior to commencement</li> </ul> </li> </ul>			lealth and a opy of the		
22.	Subcontracting MA cl. 11	The buver does not permit you to subcontract the provision of the deliverables without prior wr opproval from the delegate.					
23.	WGE compliance letter	N/A Not subject to IPP					
24.	Ir aigenous Procurement Policy						
Not ince	onsistency betwee	cl. 2 e seller may prescribe addit en the additional terms and prevail to the extent of the	the Master Agreement of				
25.	Liability	Liability cap will be equal to th	he total Work Order value (i in aggregate.	including any Change O	rders) GST Inclusive		

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Signing this work order means a contract is created between the buyer and seller as described in the <u>Master Agreement</u>

### Buyer signatures

Buyer's authorised officer	Witness ^{\$47F}
Signature	Signature
	\$47F
Name	Name
2	27/11/2020
Position	Date
27/11/2020	edomofili
Date	
Seller signatures	COC
Seller's authorised officer	Witness
X X X	\$47
Signature	Signature
	s47F
Name	Name
Name Senior Executive	23/11/2020
Position	Date
23/11/2020	
Date	
Senior Executive Position 23/11/2020 Date Ocument	
CN,	

# Work Order ITD2021 -

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		The Comprehensive Terms do not apply to this work order.
2.	Standing Offer Notice ID	SON3413842
3.	Work order number	ITD2021 - 547F
4.	Buyer representative	ITDProcurementservices@health.gov.au
5.	Seller representative	s47F s47F
6.	Project title	Business Analyst
7.	Work order commencement date	Upon Execution
8.	Term of the	The initial term of the work order is 1 December 2020 to June 30 2021
	work order	The buyer may extend the term of the work order by one further periods of up to 12 months on the same terms and conditions as this work order by giving notice in writing to the seller prior to the end of the then current term.
Del	liverables	20
9.	<b>Deliverables</b> MA cl. 6	As agreed by between the Team Leader and contractor/Company Representative in respect of the Specified Personnel upon commencement.
2	54000	

10.	Services	Provision of Specified Personnel on a time and materials basis in the following role: <i>Business Analyst</i> , to undertake tasks that include, but are not limited to, the following:						
		o Query and interpret data using efficient and effective SQL and provide sound ad	vice on					
		complex data/information related matters to deliver quality solutions.						
		<ul> <li>Identify business risks and issues that could impact the proposed solution and it</li> </ul>	s delivery					
		<ul> <li>schedule.</li> <li>Communicate and consult with clients directly and for compiling and presenting</li> </ul>	final ranget					
		<ul> <li>Communicate and consult with clients directly and for compiling and presenting</li> <li>Liaise with clients and stakeholders, managing expectations, managing and reso</li> </ul>						
		issues.	ining complex					
		• Advise the data warehouse technical group on impact of a business change.	20					
		$\circ$ Assist business units in identifying, planning and documenting their data/inform	ation needs,					
		including;						
		a) Impact analysis						
		b) Detailed business requirements specifications c) Test strategy/test plans and issues log						
		<ul> <li>Develop detailed business/functional requirements (specification) to the level of</li> </ul>	of detail					
		required by technical teams.						
		<ul> <li>Organise and Review documentation/reports with technical team and business.</li> </ul>						
	<ul> <li>Identify and document appropriate test cases.</li> </ul>							
		<ul> <li>Ensure a comprehensive set of User Acceptance Test cases are developed in line business need</li> </ul>	e with the					
		<ul> <li>business need.</li> <li>Evaluate the solution delivered against business functionality and benefits.</li> </ul>	vered against husiness functionality and henefits					
		<ul> <li>Provide information to various areas of the pusiness on the availability of data in</li> </ul>	-					
		warehouse.	,					
		• Create or assist others in writing user documentation, instructions, metadata, d	efinitions and					
		procedures.						
		• Participate in Project, Post-Implementation reviews from the requirements gathering phase.						
		<ul> <li>Locate and define new process improvement opportunities.</li> </ul>						
		<ul> <li>Work with management to provide effort estimates, prioritize business and info</li> </ul>	rmation needs.					
11.	Policies and standards	You must, in supplying deliverables, comply with, and ensure your personnel comply	y with:					
	MA cl. 6	Health policies and procedures						
	MA cl. 10							
	MA cl. 17							
Prie	cing and payment	tNO						
12.	Contract price	Personnel Hourly rate GST Maximum	Service					
	and paymen	(GST component Work	Charges (GST					
	schedule	exclusive) Effort	exclusive)					
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23. WGE N/A							
24.	Ir a genous Procurement Policy	Not subject to IPP					
Not ince	onsistency betwee	cl. 2 e seller may prescribe addition on the additional terms and t prevail to the extent of the i	he Master Agreement or Co				
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4 of 5

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Buyer signatures

Buyer's authorised officer	Witness ^{s47F}
Signature	Signature ^{\$47F}
Nama	
Name	Name
Position	27/11/2020 Date
27/11/2020	Date Of Info
Date	
Seller signatures	CON CONTRACTOR
Seller's authorised officer	Witness
	s41F
Signature	Signature
Signature	Signature
TF JIO	Signature <u>\$47F</u> Name
Name	s47F Name 24/11/2020
Name	s47F Name
Name	s47F Name 24/11/2020
Name	s47F Name 24/11/2020
7F JIO	s47F Name 24/11/2020