

Schedule 4 – Work Order Form

Item 1 Work Order

Work Order Number – FPL151601		
This Work Order is issued in accordance with clause 3.4 of the Deed of Standing Offer for Services entered into between the Commonwealth of Australia as represented by Department of Education and Training (Customer) and Nous Group (Contractor) dated 1 July 2014 (Deed) and comprises this Work Order and any attached annexure.		
1.	Branch/Division/Section	Funding Policy and Legislation Branch
2.	Contractor	Nous Group
3.	Date of Work Order	13 July 2015
4.	Defined Terms and Conditions	As defined in the Deed
5.	Term of Contract	13 July 2015 – 5 August 2015
6.	Transition Requirements	N/A
7.	Invoicing	Invoices must be submitted in accordance with the requirements set out in clause 12.5 of the Deed.
8.	Services to be Provided	<p>Consultation with stakeholders as agreed with Customer regarding reform to higher education policy and funding policy, with the view to achieving a sustainable higher education system.</p> <p>Presentation to the Minister for Education, Hon Christopher Pyne MP, his key advisers and the Customer on this topic by the end of July 2015.</p> <p>Delivery of written summary of stakeholder insights, analysis of areas for possible consensus and implications of possible ways forward by 5 August 2015.</p>
9.	Fees	\$94,930 (incl. GST) plus travel and sundry expenses charged at cost.
10.	Other Requirements	N/A
11.	Contract Manager	James Hart
12.	The Customer's Address for Notices	Department of Education and Training GPO Box 9880 Canberra ACT 2601 Ph: 1300 566 046
13.	Contractor Representative	Robert Griew

14.	Contractor's Address for Service	Level 35, 60 Margaret St Sydney NSW 2000 Ph: 02 8281 8000 Fax: 02 8281 8011
15.	Insurance Policies	N/A
16.	Specified Personnel	Robert Griew – Project Director Leila Smith – Project Manager One additional senior consultant
17.	Personal Information	<p>In relation to Personal Information received, created or held by the Contractor for the purposes of this Contract, the Contractor agrees:</p> <ul style="list-style-type: none"> (a) not to use or disclose Personal Information to or engage in any practice that would breach section 16F of the Privacy Act, unless the use or disclosure is necessary to meet (directly or indirectly) an obligation under this Contract; (b) not to transfer Personal Information outside Australia, or to allow parties outside Australia to have access to it, without the prior written approval of the Contract Manager; (c) to co-operate with reasonable demands or inquiries made by the Information Commissioner or the Contract Manager in relation to the management of Personal Information; (d) to ensure that any person who the Contractor allows to access Personal Information is made aware of, and undertakes in writing, to observe the Australian Privacy Principles; (e) to comply with policy guidelines laid down by the Customer or issued by the Information Commissioner from time to time relating to the handling of Personal Information; (f) if requested by the Customer, at the end of this Contract, to return all records relevant to this Contract and containing Personal Information to the Contract Manager, or delete or destroy those records in the presence of a person authorised by the Contract Manager; (g) to the Contractor's name being published in reports by the Information Commissioner; and <p>The Contractor must immediately notify the Contract Manager if it becomes aware:</p>

		<ul style="list-style-type: none">(a) of a breach of its obligations under clause 17;(b) that a disclosure of Personal Information may be required by law; or(c) of an approach to it by the Information Commissioner or by a person claiming that their privacy has been interfered with.
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EXECUTION OF THE WORK ORDER:

Signed for and on behalf of Department of
Education and Training by its duly
authorised representative in the presence
of

Signature of witness

Andrew Herd

Name of witness (print)

13/7/2015

Date

Signature of representative

JAMES HART

Name of representative (print)

A/g GROUP MANAGER

Position of representative (print)

HIGHER EDUCATION

Signed, sealed and delivered Nous Group in
accordance with Section 127 of the
Corporations Act 2001 (Cth) in the presence
of

Signature of director/Principal

Robert Curlew

Name of director (print)

Signature of witness

Camilla Lonsdale

Name of witness (print)

13/7/2015

Date

Item 1 Work Order Variation Form

Work Order Number – FPL151601	
This Work Order Variation Form is issued in accordance with clause 7.4(a) of the Deed of Standing Offer for Services between the Commonwealth of Australia as represented by Department of Education and Training (Customer) and Nous Group executed on 24/7/2014 and serves to vary the Contract formed under Work Order number FPL151601 in accordance with the terms set out below.	
<i>Unless specifically stated in this Work Order Variation Form, all other terms and conditions of the Contract continue unaffected.</i>	
Implementation date	13 July 2015
Changes to completion date	Change from 5 August 2015 to 31 August 2015
Changes to the Services (attach additional pages if required)	Delivery of written summary of stakeholder insights to be delivered by 31 August 2015
Changes to Fees	None
Changes to documentation	None
Other relevant matters (eg, any transitional aspects)	None

EXECUTION OF THE VARIATION FORM:

Signed for and on behalf of the Department of Education and Training by its duly authorised representative in the presence of

Signature of representative

Signature of witness

MELISSA REARDON
Name of witness (print)

14/8/15
Date

← _____
Signature of representative

← JAMES HART
Name of representative (print)

A/G GROUP MANAGER
Position of representative (print)

Signed for and on behalf of **Nous Group** by
its duly authorised representative in the
presence of

Signature of witness

Emma Wilson

Name of witness (print)

21/8/15

Date

Signature of representative

Robert Curlew

Name of representative (print)

Principal

Position of representative (print)