



# Workplace Services Proposal for Department of Agriculture, Fisheries and Forestry

Department of Agriculture, Fisheries and Forestry

Proposal created: 4 March 2024

Proposal expires: 2 June 2024

Proposal created by: Org Psych (Coordinator)

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

s. 47G(1)(a)

Thank you for considering PeopleSense by Altius for your Organisational Services. At PeopleSense, we recognise the value of tailored organisational support packages in fostering organisational growth and prosperity. Our team work closely with each client to understand their distinct concerns and objectives thoroughly. We are delighted to provide you with this proposal of work and the opportunity to collaborate with you to develop impactful strategies that align seamlessly with your objectives and vision.

# S. 47E (c)

It is proposed that Altius Group partners with the Department of Agriculture, Fisheries and Forestry to get to the core of these issues and to help create positive, sustainable change.

## **Team Alignment**

### **Stage 1: Service Commencement & Consultancy**

During the initial phase, the PeopleSense Consultant will work closely with you to support the development of a communications piece, and discuss the context for the service. During this phase a template for the semi-structured interviews will be developed for use in Stage 2.

### **Stage 2: Interviews**

The second stage of the team alignment involves interviews with each staff member. For your team of 17, these 17x 1:1 interviews will be approximately 30 minutes in duration and may be held online.

### **Stage 3: Analysis and Reporting**

During Stage 3 the PeopleSense Consultant will engage in a thematic analysis of the interviews conducted. Reviewing the participant responses and key themes identified will assist in the development of a robust report and inform the development of the team alignment workshop. Following the analysis and completion of the report, a consultation will be organised to debrief the findings and discuss the next stages.

### **Stage 4: Team Alignment Workshop**

Based on prior analysis and key areas identified during the program, PeopleSense will proceed with developing a customised workshop to provide targeted and direct support to your team. The full day workshop may be held face-to-face to promote engagement.

### **Stage 5: Finalisation of Team Charter Document**

During the final stage, the Consultant will work to finalise the Team Charter document and provide this to you following the Team Alignment Workshop.

## Products & Services

Item	Unit Price	Description
Stage 1: Service Commencement and Consultancy	AU\$690.00	Includes initial consultation, development of communications piece, and development of semi-structured interviews.
Stage 2: Interviews	AU\$1,955.00	Includes facilitation of 17x 30-minute interviews via MS Teams. Additional interviews priced at \$230 each if required.
Stage 3: Analysis and Reporting	AU\$2,300.00	Includes analysis of 17x interviews, development of report, and consultation to debrief findings.
Stage 4: Team Alignment Workshop	AU\$3,420.00	Includes customisation and facilitation of 1x full-day workshop.
Stage 5: Finalisation of Team Charter Document	AU\$230.00	Includes finalisation of team charter
Organisational Services - Travel	AU\$230.00	Consultant to Principal return travel for onsite facilitation priced at \$230 per hour, as required. Additional travel costs such as flights and accommodation costed to client as reasonably incurred. Travel costs not included in proposal total.
<b>Total</b>		<b>AU\$8,595.00</b>

## Purchase terms

- All fees quoted are exclusive of GST.
- Rates provided are valid for 2 months from the proposal date.

### Altius Group Policies

Altius Group guarantees all representatives of the group working with you are appropriately trained and covered by professional indemnity, public liability and worker's compensation insurances. The observations and opinions made by Altius Group or its consultants in providing services purely reflect 'general compliance' industry practices or our view of 'best practice' based on our own industry experience and knowledge of legislation and regulations. These are tailored to what we believe is most appropriate to the specific requirements and circumstances of our individual clients. Such observations and opinions may not always be relied upon or aligned with our client's internal policies, procedures and objectives.

Full details of our Insurance, Risk, Privacy and Confidentiality Policies can be found on our website: [www.altius-group.com.au](http://www.altius-group.com.au)

### Cancellation and Rescheduling Policy:

The following charges would apply for all services based on the number of working days prior to course start date. Please note that all cancellations must be received in writing:

Working Days:	Fee to be charged:
10 – 15	30% of the Fee will be charged
6 – 9	50% of the Fee will be charged
5 or less	Full Fee of course will be charged

- In the event of unavailability of the agreed facilitator (due to illness or unforeseen circumstances), Altius Group will attempt to provide a facilitator with the skills to deliver the required service.
- In the unlikely event that Altius Group cannot substitute an appropriate facilitator, the client reserves the right to cancel services and refund fees.

### Retainer:

#### Cancellation

The client is aware the retainer fee is a standard fee per month, Cancellation or change of level of resourcing must be made in writing with 30 days notice.

Travel and accommodation costs which are cancelled/rescheduled out of the cost free window provided by the supplier, will be costed onto requesting client.

### Insurance

Altius Group is responsible to take out and keep current:

- workers compensation and accident insurance in respect of persons provided by Altius Group to perform Services under this agreement;
- public liability and professional indemnity insurance in an adequate amount according to industry practice.

### Indemnity

Altius Group is liable for and indemnifies the client in respect of any claim, action, damage, loss, cost, charge, expense or payment which the client

suffers, incurs or is liable for as a result of:

- any breach by Altius Group of its obligations under this agreement; and
- any negligence of Altius Group in respect of the performance of the Services.
- Altius Group's liability shall be prorated to the extent that the client's fault or negligence contributed to the loss or damage and Altius Group shall not be liable for any indirect, consequential or punitive damages or loss of profits.

**Confidential Information:**

Altius Group must, during the term of this agreement and at any time following the termination of this agreement:

- maintain the secrecy and confidentiality of any Confidential Information;
- use its best endeavours to prevent the disclosure of any of the Confidential Information by or to third parties;
- not use or allow any person to use the Confidential Information for any purpose other than the performance of the Services.

**Intellectual Property:**

- The client acknowledges and agrees that all materials and all right, title and interest in the materials developed as a result of this agreement vest in Altius Group and will be the property of Altius Group.
- The client hereby assigns to Altius Group without further compensation, all Intellectual Property Rights in all or any part of the materials (which includes all past, present and future materials) throughout the world or other material or subject matter created by or on behalf of the client whether under this agreement or otherwise.
- Altius Group has the right to use or disclose any and all materials for any purpose, including purposes other than those for which the materials were produced.
- Sessions may not be recorded without authorisation from Altius Group

**Conflicts of Interest:**

- Altius Group warrants that it is not under any obligation or restriction which would interfere in any way with it providing the services and that it will not assume any such obligation or;
- If Altius Group becomes aware of an actual or potential conflict of interest between its obligations and responsibilities under this agreement and any work or assignment they have been offered or are undertaking, Altius Group must immediately inform the client.

**No poaching of Employees.**

It is expressly agreed and accepted between the Parties that it is not allowed for one Party to poach an employee or a contracted freelancer/individual professional of the other Party, and to hire employees or in any way cooperate with employees either directly or indirectly through affiliated companies or third parties cooperating closely with its entity. For the purposes of this Agreement, the terms "employee" or "contracted freelancer/individual professional" shall mean any natural person who has explicitly and/or verbally signed a Services Contract, an Independent Services Agreement or an employment contract under any conditions with either Party and which contract is currently in force or has been expired or in any way terminated during the Term of this Agreement.

The above No – poaching agreement is valid for the entire Term of the present Agreement and shall survive for twelve (12) months after its expiration or termination.

**Payment & Invoicing Terms**

- Invoices will be raised monthly for each individual file.
- Payment of invoices will be made within 30 days of receipt.
- Altius Group ABN: 99 603 911 020

- All fees will be subject to an annual increase in line with the CPI (Health Industry), applied on the anniversary of the Commencement Date.

## Signature

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Signature

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Date

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Printed name

## Questions? Contact me



Org Psych (Coordinator)

**s. 47G(1)(a)**

Altius Group  
Level 3, 507-509 Kent St  
Sydney, NSW 2000  
Australia



ABN: 99 603 911 020  
Ph: (02) 9112 6020 Fax: (02) 9264 2333

Payable to:  
Altius Group Holding Pty Ltd  
PO Box Q386  
Queen Victoria Building NSW 1230

## Tax Invoice

**To:** Department of Agriculture, Fisheries, and Forestry  
**Attn:** Accounts  
VIC

**Requirement:** Value Alignment  
**Case Number:** 67326  
**Employer:** Department of Agriculture, Fisheries, and Forestry

**Invoice No:** 407635

**Date of Issue:** 7/06/2024


**Amount:** \$2,277.00

**Payment Terms:** 14 days

Date	Description	Consultant	Quantity	Ex Tax	Amount
9/05/2024	Consultancy. Development of communication strategy, client meeting and communication amendment	Ms s. 47F(1)	02:00	\$460.00	\$506.00
14/05/2024	Consultancy. Development of interview template	Ms s. 47F(1)	01:00	\$230.00	\$253.00
22/05/2024	Interviews. s. 22(1)(a)(ii)	Ms s. 47F(1)	00:30	\$115.00	\$126.50
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22/05/2024	Interviews. s. 22(1)(a)(ii)	Ms s. 47F(1)	00:30	\$115.00	\$126.50
23/05/2024	Interviews. s. 22(1)(a)(ii)	s. 47F(1)	00:30	\$115.00	\$126.50
23/05/2024	Interviews. s. 22(1)(a)(ii)	Ms s. 47F(1)	00:30	\$115.00	\$126.50
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24/05/2024	Interviews. s. 22(1)(a)(ii)	Ms s. 47F(1)	00:30	\$115.00	\$126.50

**TOTAL AMOUNT PAYABLE:** \$2,277.00

Total includes Tax of: \$207.00

	<b>Biller Code:</b> s. 47G(1)(a)
	<b>Ref:</b> s. 47G(1)(a)
<b>Telephone &amp; Internet Banking – BPAY®</b> Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: <a href="http://www.bpay.com.au">www.bpay.com.au</a>	

<b>EFT Payment</b>	<b>Remittance Advice to:</b>
<b>BSB:</b> s. 47G(1)(a)	<b>Email:</b> s. 47G(1)(a)
<b>Account:</b> s. 47G(1)(a)	<b>Fax:</b> (02) 9264 2333





ABN: 99 603 911 020  
Ph: (02) 9112 6020 Fax: (02) 9264 2333

Payable to:  
Altius Group Holding Pty Ltd  
PO Box Q386  
Queen Victoria Building NSW 1230

## Tax Invoice

**To:** Department of Agriculture, Fisheries, and Forestry  
**Attn:** Accounts  
VIC

**Requirement:** Value Alignment  
**Case Number:** 67326  
**Employer:** Department of Agriculture, Fisheries, and Forestry

**Invoice No:** 408260

**Date of Issue:** 18/06/2024

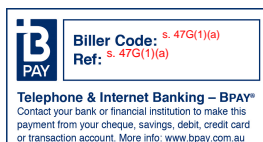
**Amount:** \$9,326.55

**Payment Terms:** 14 days

Date	Description	Consultant	Quantity	Ex Tax	Amount
2/06/2024	Analysis of Data	Ms s. 47F(1)	06:00	\$1,380.00	\$1,518.00
3/06/2024	Analysis of Data	Ms s. 47F(1)	04:00	\$920.00	\$1,012.00
6/06/2024	Customisation. Team Alignment Workshop	Ms s. 47F(1)	01:00	\$230.00	\$253.00
7/06/2024	Customisation. Team Alignment Workshop	Ms s. 47F(1)	02:00	\$460.00	\$506.00
11/06/2024	Customisation. Team Alignment Workshop	Ms s. 47F(1)	01:00	\$230.00	\$253.00
12/06/2024	Facilitation Workshop. Team Alignment Workshops	Ms s. 47F(1)	1.00	\$2,500.00	\$2,750.00
12/06/2024	Other Costs. FLIGHTS	Ms s. 47F(1)	1.00	\$425.05	\$467.55
12/06/2024	Other Costs. ACCOMODATION	Ms s. 47F(1)	1.00	\$212.73	\$234.00
12/06/2024	Travel. Flight Melbourne to Sydney	Ms s. 47F(1)	03:00	\$900.00	\$990.00
12/06/2024	Travel. Flight Sydney to Melbourne	Ms s. 47F(1)	03:00	\$900.00	\$990.00
18/06/2024	Post-Production. Finalisation of Team Charter Document	Ms s. 47F(1)	01:00	\$320.91	\$353.00

**TOTAL AMOUNT PAYABLE:** \$9,326.55

Total includes Tax of: \$847.86



EFT Payment	Remittance Advice to:
BSB: s. 47G(1)(a)	Email: s. 47G(1)(a)
Account: s. 47G(1)(a)	Fax: (02) 9264 2333





ABN: 99 603 911 020  
Ph: (02) 9112 6020 Fax: (02) 9264 2333

Payable to:  
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**To:** Department of Agriculture, Fisheries, and Forestry  
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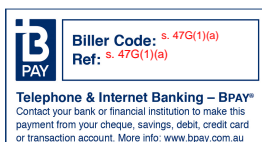
**Invoice No:** 408261

**Date of Issue:** 18/06/2024

**Amount:** \$1,980.00

**Payment Terms:** 14 days

Date	Description	Consultant	Quantity	Ex Tax	Amount
18/06/2024	Facilitation Workshop. Half Day Team Alignment Workshop	Ms s. 47F(1)	1.00	\$1,800.00	\$1,980.00
<b>TOTAL AMOUNT PAYABLE:</b>					<b>\$1,980.00</b>
Total includes Tax of:					<b>\$180.00</b>



<b>EFT Payment</b>	<b>Remittance Advice to:</b>
BSB: s. 47G(1)(a)	Email: s. 47G(1)(a)
Account: s. 47G(1)(a)	Fax: (02) 9264 2333