

ACU's Preferred Services Agreement (PSA) with external recruitment agencies

Fees, terms and conditions

1. Continuing (permanent) and fixed term appointments:

- a). Where the salary package of a candidate is less than \$100,000, the service fee will be **12.00% retained or 15.00% contingent** of the salary package;
- b). Where the salary package of a candidate is between \$100,001 and \$200,000 (inclusive), the service fee will be **13.00% retained or 16.00% contingent** of the salary package.

***The salary package includes base salary and employer superannuation.*

*NB: A 'retained' agency arrangement secures the agency's commitment to an **exclusive** search for the best talent. A fee will be charged usually in three parts; one on acceptance of the assignment, another upon presentation of a candidate short-list and the final fee upon candidate placement.*

*A 'contingent' arrangement however is **non-exclusive**, where a talent search might be undertaken by more than one agency. The agency will only charge a fee if a placement is made.*

2. Temporary assignment rates:

- A **32.52% margin** (to 1 July 2025) on the base hourly rate paid to the candidate, **inclusive of all on-costs**.
- From 2 July 2025, a **33.05% margin** on the base hourly rate paid to the candidate, **inclusive of all on-costs**.

3. Conversion of an agency temporary hire to ACU employment:

Where the candidate has worked the following number of business days in a 24-month period from their commencement date and then transitions to permanent employment, the following fees shall apply:

- Less than or equal to 65 days (equivalent to 3 months consecutive weeks at 5 business days per week) = full fee payable.
- More than 65 days but less than or equal to 130 days (equivalent to between 3- and 6-months consecutive weeks at 5 business days per week) = 50% of full fee payable.
- More than 130 days (equivalent to greater than 6 months consecutive weeks at 5 business days per week) = no fee payable.

4. Replacement guarantee:

A replacement guarantee applies in circumstances where:

- A staff member leaves prior to 5 months completed service, the recruitment agency will guarantee a replacement be found.

The cost of the use of external recruitment agencies is the responsibility of the hiring unit.