

## Orientation pack for Jandapac suppliers

Last updated: 23 July 2012 11:40

### [Lisa's O-Pack Log](#)

Thank you for your involvement with us. Our currently active team of suppliers (including useful contact details!) is as follows:

Supplier	Email	Phone
<a href="#">Claude</a>	<a href="mailto:claude.staub@shiftingnirvana.com">claude.staub@shiftingnirvana.com</a>	0433 888 889
<a href="#">Damien</a>	<a href="mailto:rostercoster@gmail.com">rostercoster@gmail.com</a>	0438 388 922
<a href="#">Kylie</a>	<a href="mailto:kjanddamian@yahoo.com.au">kjanddamian@yahoo.com.au</a>	0409 806 084
<a href="#">Lisa</a>	<a href="mailto:lfischer1@optusnet.com.au">lfischer1@optusnet.com.au</a>	0422 001 179
<a href="#">Steve</a>	<a href="mailto:steve.bergen@gmail.com">steve.bergen@gmail.com</a>	0416 177 052
<a href="#">Tony</a>	<a href="mailto:hawk.computing@gmail.com">hawk.computing@gmail.com</a>	0407 139 796

We work for highly sensitive (in terms of confidentiality) government and government-funded agencies.

These agencies require us to be aware of, and keep on file a signed copy of, information and confidentiality agreements such as is contained in this document or screen.

Please fee free to contact me to have a chat about the content (especially if you want to recommend that we add / edit / remove any content) and return to me a signed copy of this screen (and also please print '[PSI Item 1](#)' and '[PSI Item 2](#)' for your accountant).

The easiest way to do this is to print and sign, then take a photo with your phone, and then send the pics to either [lfischer1@optusnet.com.au](mailto:lfischer1@optusnet.com.au) or to 0422 001 179.

Kind regards

Lisa

## Want to know more about our products, and what we do?

First and foremost, you'll need our [FrontlineDYD](#) App. Ask Lisa how to use this! And then, check out these, for info:

- [Billing process](#)
- [Sample Documentation](#)

## A Default Memo of Understanding (MOU)

If we do NOT already have an "Individual MOU" or "Licence Agreement" with you, the following **Generic MOU** applies as a default:



# Confidentiality Undertaking (Non-DHS)

This Deed is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

I, \_\_\_\_\_, am an employee, agent or contractor of Jandapac Pty Ltd T/A RosterCoster ("Contractor").

I have been engaged by the Contractor to perform services ("Services") in relation to projects defined in agreements between organisations ("The Organisation") and the Contractor, where I have agreed to perform those services.

I agree with the Contractor that I will not communicate, publish or release any Confidential Information, as defined in the Agreement, except as directed by the Organisation, as required by law, or for the purpose of the Contractor's performance of the Project.

I irrevocably authorise the Department to enforce this undertaking and I acknowledge that the Organisation is entitled (in addition to any entitlement to damages) to seek an injunction or other equitable relief for any actual or threatened breach by me of this Deed:

(a) without the need for the Organisation to prove any special damage; and

(b) the Organisation need not provide any security in respect of any damages that I or anyone else might incur as a result of an injunction being granted.

Executed as a deed on the date set out at the commencement of this Deed.

SIGNED SEALED AND DELIVERED in the presence of witness (see below):	..... Our employee/agent/contractor sign here
..... Signature of witness  ..... Name of witness (block letters)	

# Schedule A Confidentiality Undertaking

This Deed is made on the \_\_\_\_\_ day of \_\_\_\_\_ 201

I, \_\_\_\_\_, am an employee, agent or contractor of [ Jandapac Pty Ltd T/A RosterCoster ] ("**Contractor**").

I have been engaged by the Contractor to perform services ("**Services**") in relation to the Project defined in the agreement between the Secretary to the Department of Human Services ("**Department**") and the Contractor dated [ \_\_\_\_\_ ] ("**the Agreement**").

**I agree** with the Contractor that I will not communicate, publish or release any Confidential Information, as defined in the Agreement, except as directed by the Department, as required by law, or for the purpose of the Contractor's performance of the Project.

**I irrevocably authorise** the Department to enforce this undertaking and **I acknowledge** that the Department is entitled (in addition to any entitlement to damages) to seek an injunction or other equitable relief for any actual or threatened breach by me of this Deed:

- (a) without the need for the Department to prove any special damage; and
- (b) the Department need not provide any security in respect of any damages that I or anyone else might incur as a result of an injunction being granted.

Executed as a deed on the date set out at the commencement of this Deed.

<b>SIGNED SEALED AND DELIVERED</b> in the presence of:	) ) ) Sign here	..... .....
..... Signature of witness		
..... Name of witness (block letters)		

**[INSTRUCTION: TO BE SIGNED BY THE CONTRACTOR'S EMPLOYEE OR AGENT (not to be signed by the Contractor)**

**In accordance with clause 7.6, if requested by the Department, the Contractor must procure from each person employed or engaged by it in provision of the Services a Confidentiality Undertaking in the form set out above. A copy of each Confidentiality Undertaking must be delivered to the Supervising Officer.]**