# Little Lovelies Permanent Recruitment Service Agreement

**This Agreement contains the terms and conditions governing the Permanent Recruitment Service provided by Little Lovelies.**

**Version 2.0**

**Effective 29th October 2026**

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*Little Lovelies Nanny & Babysitting Agency.* www.littlelovelies.com.au

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# Welcome

## Welcome to Little Lovelies

Thank you for choosing Little Lovelies.

We understand that inviting someone into your home to care for your children is one of the most important decisions you'll make. Our role is to guide you through the recruitment process with professionalism, honesty and personalised support, helping you find a nanny who is not only experienced, qualified and carefully screened, but also the right fit for your family.

This Permanent Recruitment Service Agreement explains how our recruitment service operates, what you can expect from Little Lovelies and what we ask of you throughout the recruitment journey.

We've written this Agreement in plain English to make it easy to understand while ensuring clear expectations for everyone involved.

We appreciate the trust you have placed in us and look forward to helping you find a nanny who becomes a valued part of your family.

**The Little Lovelies Team**

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# PART 1

## Introduction

This section explains who we are, how our Permanent Recruitment Service works and what you can expect when engaging Little Lovelies to recruit a nanny for your family.

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## 1. Our Commitment

At Little Lovelies, we believe every family deserves a personalised recruitment experience.

Rather than relying on automated matching or simply forwarding resumes, we take the time to understand your family's individual needs, lifestyle and expectations before carefully selecting prospective nannies who we believe are well suited to your position.

Our aim is to make the recruitment process as smooth and stress-free as possible while providing professional guidance and support from your initial enquiry through to placement and beyond.

We recognise that every family, every prospective nanny and every role is unique. Little Lovelies is committed to using reasonable care, skill and diligence in delivering our Permanent Recruitment Service and working closely with you to achieve the best possible long-term outcome for your family.

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## 2. Understanding Your Agreement

This Permanent Recruitment Service Agreement sets out the terms and conditions that apply when you engage Little Lovelies to recruit a permanent nanny on your behalf.

It explains the recruitment services we provide, the fees payable, the responsibilities of both Little Lovelies and the Family, and the processes that apply throughout the recruitment journey.

Please read this Agreement carefully before engaging our services. If you have any questions, we encourage you to contact us. We are always happy to explain any part of the recruitment process.

By asking Little Lovelies to commence or continue recruitment services, paying any fee referred to in this Agreement or otherwise instructing Little Lovelies to act on your behalf, you acknowledge that you have read, understood and agree to be bound by this Agreement.

## 3. Our Permanent Recruitment Service

Little Lovelies provides a personalised recruitment service designed to connect Families with carefully screened prospective nannies for long-term employment.

Every recruitment assignment is unique. The number of applications received, suitable prospective nannies available and the time required to complete a recruitment search will vary depending on factors including location, working hours, remuneration, market conditions and the specific requirements of the role.

Our Permanent Recruitment Service generally includes:

- consulting with you to understand your family's requirements;
- preparing your position description;
- advertising the position;
- sourcing prospective nannies;
- interviewing applicants;
- conducting reference checks;
- presenting suitable prospective nannies;
- coordinating interviews;
- coordinating additional interviews or supervised family introductions where appropriate;
- facilitating placement confirmation; and
- providing ongoing recruitment support throughout the recruitment process.

Throughout every recruitment assignment, Little Lovelies will use reasonable care, skill and diligence while working closely with you to achieve the best possible outcome for your family.

# PART 2

# Fees & Payment

This section explains the fees payable for Little Lovelies' Permanent Recruitment Service, when those fees become payable and how payments are processed throughout your recruitment journey.

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## 4. Engagement Fee

The Engagement Fee secures Little Lovelies' Permanent Recruitment Service and enables us to commence work on your behalf.

Once the Engagement Fee has been paid, Little Lovelies will begin preparing your recruitment search, including discussing your requirements, preparing your position description and commencing the recruitment process.

The Engagement Fee is non-refundable once recruitment services have commenced, regardless of whether a placement is ultimately secured or the Family decides not to proceed.

The applicable Engagement Fee is set out in **Schedule 2 – Current Fee Schedule**.

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## 5. Recruitment Fee

The Recruitment Fee becomes payable once Little Lovelies has completed the initial recruitment, screening and interviewing process and is ready to introduce suitable prospective nannies to the Family. At that point, Little Lovelies will process the Recruitment Fee using the Family's nominated payment method in accordance with this agreement.

The Recruitment Fee contributes towards the recruitment services provided by Little Lovelies, including advertising, sourcing, interviewing, screening and presenting suitable prospective nannies.

The Recruitment Fee is non-refundable once recruitment has commenced, regardless of whether a placement is ultimately secured or the Family decides not to proceed.

The applicable Recruitment Fee is set out in **Schedule 2 – Current Fee Schedule**.

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## 6. Placement Fee

The Placement Fee becomes payable once the Family and a prospective nanny introduced by Little Lovelies have mutually agreed to proceed with employment.

For the purposes of this Agreement, Placement Confirmation occurs when:

- the Family has offered employment to a prospective nanny introduced by Little Lovelies; and
- the prospective nanny has accepted the offer, whether verbally or in writing.

Little Lovelies will confirm the agreed employment arrangements with both parties, including the working days, hours, remuneration, duties and proposed commencement date.

Once Placement Confirmation has occurred, Little Lovelies has successfully completed the placement stage of its recruitment services and the applicable Placement Fee becomes payable, regardless of the nanny's proposed commencement date.

Unless otherwise agreed in writing, the Placement Fee will be processed using the Family's nominated payment method following Placement Confirmation, in accordance with Clause 7.

The Placement Fee remains payable where, following Placement Confirmation:

- the commencement date is delayed at the Family's request;
- the Family subsequently changes its mind about proceeding;
- the Family makes a Material Change to the agreed position that the nanny is unable or unwilling to accept; or
- the employment does not proceed due to circumstances within the Family's control.

Where employment does not commence due to circumstances outside the Family's reasonable control, including the prospective nanny withdrawing before commencement, Little Lovelies will assess the circumstances and provide any replacement recruitment assistance or other remedy required under this Agreement or applicable law.

The applicable Placement Fee is determined by the agreed working days of the Confirmed Position and is set out in Schedule 2 – Current Fee Schedule.

Nothing in this clause excludes, restricts or modifies any rights or remedies available under the Australian Consumer Law.

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## 7. Payment Authority

By engaging Little Lovelies' Permanent Recruitment Service, the Family authorises Little Lovelies to securely store the Family's nominated payment method and to process payments for fees payable under this Agreement.

Unless otherwise agreed in writing, payments will be processed using the Family's nominated payment method without the need for separate invoice approval.

If a payment is declined or cannot be successfully processed, the Family agrees to promptly provide an alternative payment method or make payment by another method acceptable to Little Lovelies.

Little Lovelies reserves the right to suspend or discontinue recruitment services until any outstanding amounts have been paid.

For clarity, the Placement Fee will ordinarily be processed following Placement Confirmation, rather than on the nanny's first permanent day of employment. Little Lovelies will provide the Family with written confirmation of the placement and the applicable fee before processing payment, in accordance with the payment authority provided under this Agreement.

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## 8. Recruitment Change Fee

The recruitment process is based on the position details originally provided by the Family.

If, after recruitment has commenced, the Family makes a **Material Change** to the position, including but not limited to changes in working days, hours, location, duties or other key employment terms, Little Lovelies may determine that the role requires a new recruitment search.

Where a Material Change requires Little Lovelies to significantly recommence or repeat recruitment activities, the **Recruitment Change Fee** set out in **Schedule 2 – Current Fee Schedule** will apply before recruitment continues.

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## 9. Search Reactivation Fee

Little Lovelies understands that circumstances can change during the recruitment process.

If recruitment is placed on hold at the Family's request and later recommences, Little Lovelies will charge the **Search Reactivation Fee** where additional recruitment work

is required, including re-advertising the position, contacting prospective nannies again or recommencing recruitment activities.

The applicable Search Reactivation Fee is set out in **Schedule 2 – Current Fee Schedule**.

## 10. Returning Family Loyalty Discount

Little Lovelies values the ongoing support of returning families.

Where a Family has previously completed a permanent placement through Little Lovelies and subsequently engages our Permanent Recruitment Service for a new and separate recruitment search, the Family will receive a **10% discount on the applicable Placement Fee** for that recruitment.

The Returning Family Loyalty Discount:

- applies only to the Placement Fee;
- does not apply to the Engagement Fee or Recruitment Fee;
- cannot be transferred to another person or family;
- cannot be redeemed for cash or credit; and
- cannot be used in conjunction with any other offer or promotion unless agreed by Little Lovelies.

The applicable discount will be applied at the time the Placement Fee becomes payable.

# PART 3

# The Recruitment Process

This section explains how Little Lovelies manages the recruitment process, including presenting prospective nannies, coordinating interviews and keeping your recruitment progressing efficiently.

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## 11. Introducing Prospective Nannies

Little Lovelies carefully selects prospective nannies based on the information provided by the Family and our assessment of each applicant's experience, qualifications, availability and suitability for the role.

Prospective nannies introduced by Little Lovelies have been interviewed and reference checked in accordance with our recruitment process. Where available, interview notes and references may also be provided to the Family upon request.

As recruitment is ongoing and prospective nannies may accept other employment opportunities at any time, Little Lovelies cannot guarantee the ongoing availability of any prospective nanny until employment has been confirmed.

Little Lovelies will coordinate all communication regarding interviews, paid trials and employment offers. Families are asked not to negotiate directly with prospective nannies unless requested by Little Lovelies.

Little Lovelies will coordinate all communication relating to candidate introductions, interviews, additional meetings, paid working assessments and employment offers.

Families are required to notify Little Lovelies promptly of any offer of employment or proposed engagement involving a prospective nanny introduced by Little Lovelies.

Any direct engagement of an introduced candidate remains subject to Clause 19 – Direct Engagement.

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## 12. Family Communication & Recruitment Progress

The success of the recruitment process depends on timely communication between the Family and Little Lovelies.

**Feedback on Candidate Profiles**

Families are expected to provide feedback on prospective nanny profiles within three (3) Business Days of receiving them.

Where feedback has not been received within this period, Little Lovelies will issue a reminder requesting a response within a further two (2) Business Days.

If no response is received following this reminder, Little Lovelies may place the recruitment search on hold until the Family confirms that it is ready to continue.

**Interview Feedback and Decisions**

Families are expected to provide preliminary feedback following each interview, so that Little Lovelies can keep prospective nannies informed and manage the recruitment process effectively.

Where multiple interviews have been scheduled, the Family may complete those interviews before making a final decision.

Unless otherwise agreed, the Family is expected to advise Little Lovelies of its decision within forty-eight (48) hours following the final scheduled interview.

Where an additional interview, family introduction or paid working assessment has been arranged, the applicable timeframes under Clauses 13 and 14 will apply.

**Candidate Availability**

Prospective nannies may be considering other employment opportunities while participating in the recruitment process.

Little Lovelies cannot guarantee the continued availability of any prospective nanny until an employment offer has been made and accepted.

Families acknowledge that delays in providing feedback, arranging interviews or confirming employment may result in a prospective nanny accepting another position or withdrawing from consideration.

**Paused Recruitment Searches**

Where a Family becomes unresponsive or is not ready to proceed, Little Lovelies may pause recruitment after providing written notice.

If the Family subsequently requests that recruitment recommence, the Search Reactivation Fee under Clause 9 may apply where additional recruitment work is required.

Little Lovelies will communicate any applicable Search Reactivation Fee before recommencing the additional recruitment work.

Little Lovelies may allow reasonable extensions to these timeframes where circumstances justify doing so.

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## 13 Changes to the Position

The recruitment search is based on the position details originally provided by the Family.

If, during the recruitment process, the Family wishes to make a **Material Change** to the position, including changes to the working days, hours, location, duties, remuneration or other key employment terms, Little Lovelies will assess whether the existing recruitment search remains suitable.

Where a Material Change significantly alters the position, Little Lovelies may recommend commencing a new recruitment search.

Where additional recruitment work is required, the **Recruitment Change Fee** set out in **Schedule 2 – Current Fee Schedule** will apply before recruitment continues.

Little Lovelies will always discuss any significant changes with the Family before recommencing recruitment activities.

# PART 4

# The Placement Journey

This section explains what happens once you've selected your preferred prospective nanny, including interviews, paid trials, Placement Confirmation and our Complimentary Replacement Guarantee.

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## 14. Interviews

Little Lovelies will coordinate all interviews between the Family and prospective nannies.

To provide the best opportunity for both the Family and the prospective nanny to get to know each other, we strongly encourage interviews to be held **at the Family's home** wherever practical.

Where possible, we also recommend that the children are present for at least part of the interview. This allows the Family to observe how the prospective nanny naturally interacts with the children and provides the prospective nanny with a better understanding of the family environment.

While video interviews may occasionally be appropriate, Little Lovelies generally discourages them as an initial interview. In our experience, meeting in person provides a more genuine opportunity for both the Family and the prospective nanny to determine whether they are likely to be a good long-term match.

Little Lovelies will arrange all interviews and remain the primary point of communication throughout the interview process.

**Additional Interviews and Family Introductions**

Where a Family is interested in a prospective nanny but would like a further opportunity to assess suitability, Little Lovelies may arrange one (1) additional interview or supervised family introduction.

Where practical, this should take place within two (2) to five (5) calendar days of the initial interview, subject to the availability of both parties.

The purpose of this meeting is to allow the Family and prospective nanny to become better acquainted and, where appropriate, allow the Family to observe the prospective nanny interacting with the children.

This meeting is an interview or supervised introduction, not a working shift. The Family remains responsible for the supervision and care of its children throughout.

The Family is expected to provide feedback to Little Lovelies within twenty-four (24) hours of the additional meeting.

Any arrangement involving the prospective nanny performing childcare duties or otherwise undertaking work must instead be assessed and arranged as a paid working assessment in accordance with Clause 14.

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## 15. Placement Confirmation

Placement Confirmation occurs when a prospective nanny introduced by Little Lovelies has been offered employment by the Family and has accepted the offer, whether verbally or in writing.

All employment offers and acceptances are to be communicated to Little Lovelies promptly, including where the Family and prospective nanny have discussed or agreed to employment directly.

Once Placement Confirmation has occurred, Little Lovelies will:

- confirm the employment arrangements with both parties in writing, including the agreed working days, hours, duties, remuneration and commencement date;
- notify the Family of the applicable Placement Fee and arrange payment in accordance with Clauses 6 and 7; and
- provide information regarding commencement arrangements and the applicable Complimentary Replacement Guarantee.

Placement Confirmation is not dependent upon the nanny commencing employment or completing a paid working assessment.

Where the Family and prospective nanny agree to proceed directly without further involvement from Little Lovelies, the applicable Placement Fee remains payable in accordance with Clause 19.

Where the agreed employment arrangements change after Placement Confirmation, the applicable provisions of Clauses 6 and 16 will apply.

Placement Confirmation acknowledges that the Family has selected and engaged a prospective nanny introduced through Little Lovelies' recruitment services.

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## 16. Complimentary Replacement Guarantee

Little Lovelies is committed to achieving successful long-term placements.

If a permanent placement ends within **four (4) weeks** of the nanny's **first permanent day of employment**, Little Lovelies will provide **one (1) complimentary replacement recruitment search**, subject to the terms of this Agreement.

The Complimentary Replacement Guarantee applies only where:

- the position remains substantially the same as the Confirmed Position;
- the Family has complied with this Agreement;
- all fees have been paid; and
- the placement has not ended due to circumstances excluded under this Agreement.

The Complimentary Replacement Guarantee does not apply where the placement ends or cannot continue because of:

- a Material Change to the position after Placement Confirmation;
- unreasonable delays by the Family during the recruitment process;
- below-market remuneration or employment conditions that materially affect recruitment;
- mistreatment, unsafe working conditions or unreasonable conduct by the Family;
- the Family deciding not to continue with the role for reasons unrelated to the nanny's suitability; or
- any other circumstance beyond Little Lovelies' reasonable control.

Where a complimentary replacement recruitment search is provided, Little Lovelies will use reasonable care, skill and diligence to recruit and introduce suitable prospective nannies.

The Complimentary Replacement Guarantee provides for **one (1) replacement recruitment search only**.

If the Family chooses not to proceed with suitable replacement candidates introduced by Little Lovelies, or the replacement recruitment search is unsuccessful due to circumstances outside Little Lovelies' reasonable control, the Complimentary Replacement Guarantee will be considered fulfilled.

While Little Lovelies will make every reasonable effort to secure a suitable replacement as promptly as possible, the time required will depend on factors including the role, location, market conditions and candidate availability. Little Lovelies cannot guarantee that a replacement nanny will be secured before a particular date.

The Complimentary Replacement Guarantee **expires** four (4) weeks after the nanny's first permanent day of employment and does not continue or recommence beyond that period.

**Withdrawal Before Employment Commences**

Where a prospective nanny has accepted an offer of employment but subsequently withdraws before the agreed commencement date, Little Lovelies will provide one (1) complimentary replacement recruitment search, provided that:

- the Family still requires substantially the same position;
- the Family has complied with its obligations under this Agreement;
- the withdrawal was not caused by a Material Change to the position, unreasonable conduct or circumstances within the Family's control; and
- all applicable fees have been paid.

The pre-commencement replacement search will form part of the single Complimentary Replacement Guarantee available for the confirmed placement and will not create an additional entitlement to multiple replacement searches.

Nothing in this provision limits the Family's rights under the Australian Consumer Law.

# PART 5

# Privacy & Business Protection

This section explains how Little Lovelies protects confidential information, candidate information and the integrity of our recruitment services.

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## 17. Privacy & Confidentiality

Little Lovelies respects the privacy of both Families and prospective nannies and is committed to handling personal information responsibly.

By engaging Little Lovelies' Permanent Recruitment Service, the Family acknowledges that Little Lovelies may collect, use, store and disclose personal information for the purposes of providing recruitment services, communicating with the Family, assessing prospective nannies and complying with legal obligations.

Personal information will be handled in accordance with the Little Lovelies Privacy Policy.

Both the Family and Little Lovelies agree to keep confidential any personal or sensitive information obtained during the recruitment process, except where disclosure is:

- reasonably necessary to facilitate the recruitment process;
- required or authorised by law;
- authorised by the individual to whom the information relates; or
- otherwise permitted under this Agreement.

The obligations contained within this clause continue after the completion or termination of this Agreement.

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## 18. Candidate Information

During the recruitment process, Little Lovelies may provide the Family with information relating to prospective nannies, including candidate profiles, resumes, interview summaries, interview notes, references, qualifications, photographs and other recruitment information ("Candidate Information").

Candidate Information is confidential and is provided solely for the purpose of assessing prospective nannies introduced by Little Lovelies.

The Family agrees to:

- use Candidate Information only for the purpose of assessing prospective nannies introduced by Little Lovelies;
- keep all Candidate Information confidential;
- not copy, reproduce, publish, distribute or provide Candidate Information to any third party without Little Lovelies' prior written consent;
- not contact a prospective nanny's referees or previous employers directly unless requested by Little Lovelies;
- take reasonable steps to protect the confidentiality of Candidate Information; and
- promptly notify Little Lovelies if they become aware of any unauthorised use or disclosure of Candidate Information.

Candidate Information, interview notes, reference information and recruitment records remain the confidential information and intellectual property of Little Lovelies.

The Family acknowledges that Candidate Information is provided solely for the recruitment process relating to the Confirmed Position and must not be retained or used for any other purpose.

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## 19. Direct Engagement

Little Lovelies invests significant time and resources in recruiting, interviewing, screening and introducing prospective nannies.

Accordingly, if the Family directly or indirectly employs or engages a prospective nanny introduced by Little Lovelies other than in accordance with this Agreement, the applicable Placement Fee remains payable.

This includes where the Family engages the prospective nanny:

- directly;
- through another individual;
- through another business;
- through a related entity; or
- in any other manner intended to avoid payment of Little Lovelies' Placement Fee.

The Family must promptly notify Little Lovelies where an employment offer is made to, accepted by or otherwise agreed with a prospective nanny introduced by Little Lovelies, whether or not the arrangements have been coordinated through the agency.

Where an introduced prospective nanny is engaged directly or indirectly, Little Lovelies may request reasonable written confirmation of the employment arrangements for the purpose of determining and administering the applicable Placement Fee.

The Family acknowledges that the applicable Placement Fee is charged for the recruitment and introduction services provided by Little Lovelies and is not avoided merely because the Family and prospective nanny finalise their employment arrangements directly.

This obligation continues for **two (2) years** from the date the prospective nanny was first introduced to the Family by Little Lovelies.

Nothing in this clause prevents the Family from employing a prospective nanny through Little Lovelies in accordance with this Agreement.

# PART 6

# Final Terms

This section contains the general legal provisions that apply to this Agreement and explain how Little Lovelies and the Family work together throughout the recruitment process.

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## 20. Limitation of Liability

Little Lovelies will use reasonable care, skill and diligence in providing its Permanent Recruitment Service and in sourcing, screening and introducing prospective nannies.

While Little Lovelies takes reasonable steps to assess prospective nannies through interviews, reference checks and other screening processes, the Family acknowledges that the final decision to interview, engage and employ a prospective nanny rests solely with the Family.

The Family is responsible for satisfying itself that a prospective nanny is suitable for its individual circumstances, including through interviews, any additional supervised family introductions, paid working assessments arranged in accordance with this Agreement, and any other reasonable enquiries it considers appropriate.

Little Lovelies cannot guarantee the future performance, conduct, compatibility, availability or ongoing employment of any nanny after placement.

Little Lovelies is entitled to rely on information and documentation provided by prospective nannies, Families, referees, previous employers and other third parties unless Little Lovelies knew, or ought reasonably to have known, that the information was inaccurate or misleading.

To the fullest extent permitted by law, Little Lovelies is not liable for any loss, damage, cost or expense arising from:

- any act or omission of the Family;
- any act or omission of the nanny after placement;
- the termination of employment by either party;
- changes in the Family's circumstances;
- changes in the nanny's circumstances;
- information reasonably relied upon by Little Lovelies during the recruitment process; or
- circumstances beyond Little Lovelies' reasonable control.

Nothing in this Agreement excludes, restricts or modifies any rights or remedies that cannot lawfully be excluded under the Australian Consumer Law or any other applicable legislation.

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## 21. Changes to this Agreement

Little Lovelies may update this Agreement from time to time to reflect changes to its services, business operations or legal obligations.

The version of this Agreement that applies to the Family will be the version in effect at the time the Engagement Fee is paid.

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## 22. Electronic Acceptance

By paying the Engagement Fee, Recruitment Fee or any other fee payable under this Agreement, or by instructing Little Lovelies to commence or continue recruitment services, the Family acknowledges that it has read, understood and agrees to be bound by this Agreement.

Electronic acceptance has the same legal effect as signing a paper agreement.

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## 23. Entire Agreement

This Agreement, together with any documents expressly referred to within it, constitutes the entire agreement between the Family and Little Lovelies in relation to the Permanent Recruitment Service.

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## 24. Severability

If any provision of this Agreement is found to be invalid, illegal or unenforceable, that provision will be read down to the extent necessary or, if it cannot be read down, severed from this Agreement. The remaining provisions will continue in full force and effect.

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## 25. Waiver

If either party delays or chooses not to exercise any right under this Agreement, that delay or decision does not waive that right or prevent it from being exercised at a later time.

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## 26. Assignment

The Family may not assign or transfer any rights or obligations under this Agreement without Little Lovelies' prior written consent.

Little Lovelies may assign or transfer its rights or obligations where reasonably necessary in connection with the operation or sale of its business, provided doing so does not reduce the Family's rights under this Agreement.

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## 27. Dispute Resolution

Little Lovelies is committed to resolving concerns fairly, promptly and professionally.

If a dispute arises in relation to this Agreement, both parties agree to make reasonable efforts to resolve the matter through open and respectful communication before commencing legal proceedings, unless urgent legal action is reasonably required.

Nothing in this clause prevents either party from exercising any rights available under the Australian Consumer Law or commencing proceedings in a court or tribunal with appropriate jurisdiction where a dispute cannot reasonably be resolved.

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## 28. Governing Law

This Agreement is governed by the laws of New South Wales, Australia.

The parties submit to the non-exclusive jurisdiction of the courts of New South Wales in relation to any dispute arising out of or in connection with this Agreement.

## Schedule 1 – Definitions

Unless the context otherwise requires, the following definitions apply throughout this Agreement.

**Agreement** This Permanent Recruitment Service Agreement, including all schedules referred to within it, as amended from time to time.

**Business Day** A day other than a Saturday, Sunday or public holiday in New South Wales.

**Candidate Information** Any information provided by Little Lovelies relating to a prospective nanny, including candidate profiles, resumes, interview notes, interview summaries, references, qualifications, photographs and any other recruitment information supplied during the recruitment process.

**Confirmed Position** The position agreed between the Family and the prospective nanny at Placement Confirmation, including days, hours, location, duties, remuneration and other key employment terms.

**Family** The individual(s) engaging Little Lovelies to provide the Permanent Recruitment Service under this Agreement.

**Introduction** The first occasion on which Little Lovelies provides the Family with any identifying information about a prospective nanny, including but not limited to their name, profile, resume, interview notes or any other information that enables the Family to identify or contact that prospective nanny.

**Little Lovelies** Little Lovelies Nanny & Babysitting Agency Pty Ltd (ABN 29 615 962 995).

**Material Change** A significant change to the Confirmed Position or recruitment requirements, including but not limited to changes to the working days, hours, location, duties, remuneration or other key employment terms that, in Little Lovelies' reasonable opinion, requires additional recruitment work or a new recruitment search.

**Nanny** A prospective nanny introduced by Little Lovelies who has accepted employment with the Family and has commenced permanent employment.

**Permanent Recruitment Service** The recruitment services provided by Little Lovelies under this Agreement, including consulting, advertising, sourcing, interviewing, screening, presenting prospective nannies, coordinating interviews, coordinating supervised family introductions and, where agreed, paid working assessments.

**Placement** The successful employment of a prospective nanny introduced by Little Lovelies.

**Placement Confirmation** The point at which the Family has offered employment to a prospective nanny introduced by Little Lovelies and that offer has been accepted, whether verbally or in writing, regardless of commencement date.

**Placement Fee** The applicable fee payable following Placement Confirmation as set out in Clause 6 and Schedule 2

**Prospective Nanny** A nanny introduced by Little Lovelies who is being considered by the Family for employment but who has not yet commenced permanent employment with the Family.

**Recruitment Change Fee** The fee payable where a Material Change requires Little Lovelies to significantly recommence or repeat recruitment activities, as set out in Schedule 2 – Current Fee Schedule.

**Recruitment Fee** The fee payable once Little Lovelies has completed its initial recruitment, screening and interviewing process and is ready to introduce suitable prospective nannies to the Family, as set out in Clause 5 and Schedule 2.

**Recruitment Search** The recruitment activities undertaken by Little Lovelies to source and introduce suitable prospective nannies for the Family.

**Schedule** A schedule attached to and forming part of this Agreement.

**Search Reactivation Fee** The fee payable where a recruitment search has been placed on hold and subsequently recommences, as set out in Schedule 2 – Current Fee Schedule

**Working Day** A day on which the nanny is ordinarily engaged to work for the Family under the Confirmed Position.

## Schedule 2 – Current Fee Schedule

**Effective from 1 August 2026**

All fees are inclusive of GST unless otherwise stated.

| Fee | Amount (incl. GST) |
|---|---|
| Engagement Fee | **$350.00** |
| Recruitment Fee | **$425.00** |
| Placement Fee – 1 to 3 working days per week | **$2,450.00** |
| Placement Fee – 4 to 5 working days per week | **$2,950.00** |
| Recruitment Change Fee | **$280.00** |
| Search Reactivation Fee | **$280.00** |

The fees set out above apply to new Permanent Recruitment Services commencing on or after **1 August 2026**.

Little Lovelies may review and update its fees from time to time. Any revised fees will apply to new recruitment engagements entered into after the revised fees take effect and will not affect fees already agreed in writing unless otherwise agreed by the parties.

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# Thank You

Thank you for choosing Little Lovelies.

We appreciate the trust you have placed in us and the opportunity to assist your family in finding the right nanny.

Our team is committed to providing a professional, personalised and supportive recruitment experience, and we look forward to helping you welcome a wonderful nanny into your home.

If you have any questions about this Agreement or your recruitment journey, our team is always happy to help.

We look forward to working with you and wish your family every success in finding a nanny who becomes a valued part of your home.

Kind regards,

**The Little Lovelies Team**