

VERTICAL SCOPE GROUP

RECRUITMENT **CAPABILITY** STATEMENT

Version 3.6 May 2022

SECURITY CLEARED SPECIALISTS PROVEN IN ICT & CYBER









ACKNOWLEDGMENT OF COUNTRY

Vertical Scope Group acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

We also acknowledges the services of the Aboriginal and Torres Strait Islander men and women who have contributed to defending Australia and its national interests.





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Vertical Scope Group (VSG) are a security cleared specialist, providing end-to-end ICT consultancy and recruitment services to federal government departments and corporate clients.

We provide our clients with dedicated talent pools so that they can access Australia's highly skilled security cleared experts, and deploy them across Commonwealth and Corporate programs.

We place an emphasis on strategically partnering with your organisation, enhancing the value of your workforce and providing value for money solutions.

Our team have extensive executive, government and professional networks, including direct access to 600+ registered PV cleared consultants across Australia. VSG's senior management team and staff have over 10 years of expertise and knowledge specialising in security cleared recruitment.

As a highly compliant recruitment company, we have implemented the NIST 800 53r4 Cyber Security Framework, ASD Essential Eight, Standards Australia AS4811-2006 Employment Screening, AS4804-2001 Occupational Health and Safety Management Systems, AS 3100:2018 Risk Management, SFIA Foundation Guidelines for independent/objective assessments, and the RCSA Code of Professional Conduct. We look forward to working with you and building a trusted, long term relationship.

AN AWARD WINNING TEAM SERVICING OUR CLIENTS

Over the past 10 years, our executive team have worked closely with government departments and corporates to provide value for money, outcomes based recruitment management, executive search and personnel consultancy solutions.

We have extensive federal government account manager experience across the Department of Defence and National Intelligence Community where we serve as an industry partner to various outreach programs.















OURMISSION

To strengthen Australia's sovereign industrial capability by ensuring access to security cleared personnel.

OUR VISION

To be Australia's leading provider of security cleared personnel services to government, corporate clients and professionals.

EXPERTS

in recruitment and personal solutions

in ICT and Cyber

TRUSTED

to deliver outcomes

REPUTAB

in line with local and global standards

VSG EXECUTIVE TEAM



DAVID JAM CHIEF EXECUTIVE OFFICER

Vertical Scope Group (VSG) was founded in 2020 by David Jam, an entrepreneur and innovator who has provided security cleared workforce solutions to corporate and government clients since 2009. His multidisciplinary businesses, VSG and Bullroarers, are trusted to deliver expert and reputable, security cleared consulting, workforce and recruitment services.

VSG is honoured to work with and support the men and women who serve, secure, and protect our country, and have built trusted relationships with veterans and stakeholders across the defence and national security sector.

Having worked with transitioning veterans since 2009, when David started his first defence business VSDIR, his first-hand experience with the discrimination, underutilisation, underemployment, and unemployment, that veterans face when transitioning from the Australian Defence Force, It is this experience, which fostered David's interest in VSG helping to provide transitioning veterans and Indigenous Australians with meaningful training and employment pathways into government and industry, leading to the creation WorkPath Australia.

David business' are proud to be veteran employers and enablers of veteran employment. He believes in developing Australia's people and and preparing the 'people of today, for the jobs of tomorrow'.



PETER SPIRIDIS
OPERATIONS MANAGER

Peter is a driven, adaptable lawyer with experience across a range of academic, athletic and corporate environments. As VSG's Operations Manager and Chief Security Officer, he manages the organisations strategic development, governance, risk and compliance.

Since joining VSG, Peter has used his 7 years management and customer service experience to implement Australian and international standards, including our DISP membership, and new systems and processes to ensure positive outcomes for our clients.

Peter is currently in the process of joining the Army Reserves as an Officer and is a mentor for young professionals.

CORE COMPETENCIES

RECRUITMENT	CONSULTANCY	SPECIALIST
Expert/specialised	✓ Proven ICT project delivery	✓ Direct access to 700+ TS PV consultants
Executive search	✓ Integrated life-cycle approach	Indigenous Australian supply chain
✓ Board search services	✓ Stakeholder engagement	Psychometric testing
 Recruitment process outsourcing 	✓ Value for money solutions	✓ Board advisory services
Capacity demand management	✓ Security-cleared workforce	Bid management and tender teaming
✓ Dedicated talent pools	 Government and Defence industry ready 	Veteran transition services

Vertical Scope gave me great unbiased advice during a decisive point in my career. Assisting me to shape my own perceptions surrounding the market I was moving into and how my experience and skillsets fit into it.

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KEY RECRUTMENT DOMAINS

LAND, AIR, SEA, SPACE, CYBER

Assisting our clients to stay ahead of the constantly evolving workforce landscape.

VSG are specialists in sourcing and providing recruitment services across all defence industry domains.

Our extensive relationships with candidates, and our strong connectivity in Canberra has led to the cultivation of dedicated talent pools allowing us to maintain a consistent pipeline of security cleared, in demand, personnel for our clients. As a result, we are called upon by corporate and government clients to provide personnel and to deliver programs of national significance.

A recent example of this is our involvement as a teaming member for one of Australian Government's largest ICT Transformation Programs.

Throughout this program, we assisted the team of tier 1 providers to develop and deliver this critical government project. We are constantly on the lookout for talented professionals across a wide range of roles to expand our growing pool of experienced candidates and address the emerging workforce challenges faced by Australia's rapidly growing Defence sector.



SOURCING AND PROCUREMENT METHODS



FUTURE READY	STRATEGIC ENABLER	RISK MITIGATION	MARKET ALIGNED
Always up to date with the latest ICT trends and emerging skills	 Established to respond to client's agile employment cycles 	 Full compliance with Commonwealth government policies and procurement processes 	Permanent recruitment fees and value for money solutions in line with market expectations
Extensive training and development pathways to prepare the candidates of today for the jobs of tomorrow	Scalable services to meet current and future client needs	Adoption of industry leading standards and qualifications	 Direct access to exclusive candidates and emerging talent pools
Streamlined engagement model to enhance productivity	Ongoing strategic support	 Track record of delivering customer solutions within PSPF and DSPF frameworks 	 Transparent communications with clients and stakeholders
Dedicated talent pools to address emerging skills shortages	Simple, seamless engagement model with stakeholders to ensure long term relationships	✓ DISP membership	 Equal opportunities and merits-based employment services

Our team adopt a refined, proven method for recruitment, sourcing and engaging highly skilled personnel.

Our methodologies are designed to complement your organisation's values, build a strategic relationship where trust flows in both directions as we achieve timely and value for money outcomes.

I would highly recommend David and VSG to everyone.

Paul Richardson

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RECRUITMENT **PROCESS**



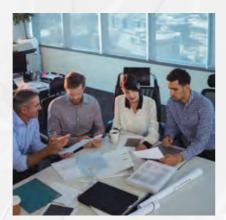
A very positive experience - they have been very responsive and willing to help. Paskaran Shri



STEP 1 - PLANNING

We consult with our clients to develop a clear understanding of the specific position, the role's requirements and how it fits within your organisational structure. We then use this information to prepare candidate information packs which include a detailed description of the position, its requirements, and advertising material.

During this stage we also develop a competitive, merits-based selection process which incorporates capability assessments.



STEP 3 - ADDITIONAL ASSESSMENTS

VSG facilitate additional assessments for shortlisted candidates to address any requests from our clients including security clearance requirements. Some of the assessments we utilise include skills gap analysis, evaluating criteria responses, and psychometric testing (if required).



STEP 2 - ASSESSING

During the assessment stage, we will use the process outlined in Australian Standards AS4811-2006 Employment Screening to confirm a candidate's integrity, conducting background checks to ensure applicants meet your position requirements. To remove unconscious bias, we de-identify candidate applications and vet them comparatively based on the role's criteria.



STEP 4 - DECISION SUPPORT

We obtain all relevant personal information from the successful candidate and assist with the negotiation and presentation of a formal letter of offer.

At least two reference checks are also completed in line with our internal policies and Australian Standards AS48-2011 Employment screening.

Following their successful engagement, we provide ongoing support to both you and the successful candidate via regular phone calls and communications at key milestones.



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EXECUTIVE SEARCH

VSG utilise a proven, pro-active executive search methodology using open source intelligence.

We create an in-depth market map of a sector, searching relevant associations, industry groups, professional peak bodies, government and other relevant directories, and making confidential enquiries within our vast government and corporate networks to compile a long list of suitable candidates. In addition, we actively seek referrals through our incentivised referral program, interrogate our extensive database, conduct multi-faceted searches across Australia and internationally, and post online and print job advertisements.

PROACTIVE

SEARCH

As an experienced, proactive recruiter, we seek to increase access to in demand talent by actively sourcing candidates ahead of hiring demands, mitigating the effects of supply shortages for our clients.

We achieve this by developing ideal candidate profiles which are regularly benchmarked against qualified individuals. When a candidate matches one of these profiles, we secure them and notify our clients that we have a qualified professional that will enhance their future workforce capability.

TALENTPOOLS

We are always on the lookout for people with in demand skills.

When we find exceptional talent, we build strategic relationships with them and nurture their career through professional upskilling. We actively expand our database through networking events, providing CV support and free career advice during critical times. This approach has enabled us to cultivate talent pools of current and emerging ICT professionals.



SERVICE LEVEL AGREEMENT

CLIENT SERVICES	Retained Assignment and/ or Executive Search. Terms Agreed.	VSG Exclusively Engaged. Terms Agreed.	Non- Exclusive Position. Terms Agreed. Released to <3 companies.	Terms Agreed.	No Terms Agreed In line with RCSA Code of Conduct. VSG require all clients to sign Terms of Business.
Dedicated expert head-hunter assigned to the role full time	✓				
Presentation of exclusive candidates	✓				
Dedicated recruitment consultant assigned to the role full time	~	~			
Advertising campaign (including paid promotion if appropriate)	~	~			
Psychometric testing offered	✓	✓			
Utilisation of VSG job specific networks	✓	✓	✓		
Comprehensive sourcing strategy	~	~	✓		
Actively seek paid referrals	✓	~	✓		
Weekly progress update	✓	✓	✓		
6 month candidate replacement guarantee	~	✓	~	~	
Australian Standards AS4811-2006 employment screening	~	~	~	~	
Minimum of 2 reference checks	~	✓	~	~	
Candidate feedback within 24 hours of interview	✓	~	~	~	
Responses to enquires within 24 hours (during business days)	~	~	~	~	

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JDFPG RECRUITMENT

Since 2018, our CEO David Jam has provided recruitment and subcontractor services to the US prime contract holder for Joint Defence Facility Pine Gap (JDFPG). The JDFPG facility is located in Alice Springs and has over 800 US and Australian employees, and is bound by strict recruitment processes and security requirements. Due to the nature of the facility and location, service delivery was extremely challenging, however by working closely with the base's security and human resource teams.

Vertical Scope successfully delivered our service and in some instances were able to reduce the hiring period from 1200 days to 60 days. By working closely with the prime, United States Government and Australian Government stakeholders, we were able to align on criteria assessments, behavioural requirements, and interviewing processes to recruit for various roles ranging from engineering, workplace health and safety and security personnel. To ensure a steady supply of candidates, we maintained dedicated candidate pools for the broad job categories used at the JDFPG facility including Security, ICT, Engineering, Telecommunications, Infrastructure, Trades, Workplace Health and Safety so that we can meet the client's requirements.



INTERNATIONAL BOARD SEARCH SERVICES

In 2019, our CEO David Jam was asked by the South Australian Government to assist a United States Space and Satellite company, Terran Orbital in establishing their Australian branch, Tyvak Australia. This involved conducting an international search for company Board Members in addition to technical and project staff.

David began by meeting with key members of the South Australian government and attending the South Australian Space conference. This led to a meeting with the Tyvak Australia CEO, Marco Villa to understand his strategy for Australia and what skills the board needed to possess. Using this information, David was able to develop a suitable short-list screening criteria, create tailored capability assessments which met the company's needs, and determined how extensive their strategic and board level space engineering experience was.

Once an alignment was reached, David commenced a nationwide search using an adapted version of our Executive Search methodology. This included making confidential enquiries to his network, actively seeking referrals and undertaking a paid advertisement campaign.

David was able to screen and shortlist key board members who possessed extensive strategic and board level space engineering experience by using open-source intelligence to create in-depth market mapping of the sector, searching relevant associations, industry groups, professional peak bodies, government and other relevant directories, and making confidential enquiries within his vast government and ccorporate networks.







INVESTIGATION & INTELLIGENCE RESOURCING

In 2020, VSG sourced 19 government accredited Investigators for Bull Roarers (Aus) Pty Ltd as part of their successful Sport Integrity Australia (SIA) Code of Conduct Review Panel submission. In order to source this highly specialised team, we undertook a national proactive search of qualified government investigators who possessed intelligence and law enforcement backgrounds. A detailed selection process then occurred, including thoroughly screening our network to select investigators who had extensive demonstrated experience conducting integrity, misconduct and law enforcement investigations. All investigators selected possessed a minimum Certificate IV in Government Investigations, current Working with Children Card and National Police Check. The team we procured for Bull Roarers had 253 years combined experienced and were ultimately selected by SIA after the competitive tender process.





QUALITY CUSTOMER CARE

VSG have incorporated customer service into every aspect of our recruitment services.

Our approach has led to VSG receiving a high number of positive Google Reviews and being listed as a finalist in the 2022 and 2021 RCSA Industry Awards for the Excellence in Candidate Care Category.





DEDICATED POINT OF CONTACT

To make the recruitment process efficient, personalised and supportive, VSG appoint a dedicated consultant whose responsibility is to maintain an open line of communication at all times with candidates and clients during the full recruitment process. This includes handling any pre-application requests for advice with sensitivity, ongoing support or any other requests for information.



RESPONSE TIMES

This is evidenced by our Service Level Agreement which requires all staff to respond to enquiries within 1 Business Day, noting that in reality, we will respond to requests instantly.

WINNER
EXCELLENCE IN
SOCIAL
PURPOSE
2021

FINALIST
EXCELLENCE IN
CANDIDATE
CARE
2021

FINALIST
EXCELLENCE IN
CLIENT
SERVICE
2022

FINALIST
EXCELLENCE IN
CANDIDATE
CARE

FINALIST
EXCELLENCE IN
SOCIAL
PURPOSE
2022

INTERNATIONAL REMIT

VSG are regularly engaged to provide recruitment solutions for unique projects across the globe.

We have the ability to stand up projects in a timely and agile manner working with the nuances of the specific region and within the confines of cultural, economic, geographic and lawful differences.

Our dynamic approach to resourcing and adaptability to an organisation's process and procedures make VSG a first choice for our clients when new global projects are considered.



Vertical Scope go above and beyond, they impressed me with the lengths at which they will go to find work for me. It has been very refreshing to work with them.

Joel Pearson

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WORKPATH AUSTRALIA



WorkPath Australia (WPA) is an award-winning program designed to increase veterans' access to ICT and cyber employment pathways.

As a signatory to the Prime Minister's Veterans' Employment Program, we wanted to increase veteran's inclusion in the workplace and highlight the diverse values and capabilities they bring to civilian employers.

The WPA program enables veterans to seamlessly transition out of the military by organising professional upskilling including free ICT and cyber training courses and certifications for participants with our Registered Training Organisation (RTO) partners. This is allowing veterans to enhance their Australian Defence Force (ADF) skills and apply them to a civilian setting.

We work proactively with WPA participants up to 24 months out from their discharge date and organise formal qualifications for them. To increase positive outcomes within our program, we work closely with veterans to identify their strengths and weaknesses and what they would like to achieve in their civilian career. We then match this with our employment partners values, technical needs, and corporate culture to ensure a synergistic relationship.

A recent example of how WPA is addressing Australia's critical security cleared skills gap is our ongoing work with Employment Partner Red Hat.

As an industry leader in diversity and inclusion and strong supporter of veteran employment, Red Hat proactively worked with the WPA team to develop a market leading, specialised training and employment pathways for up to 10 veterans per annum.







Our WPA program has enabled our team to make a tangible difference to the lives of veterans, assist our employment partners with strategic resourcing needs, and increase Australia's access to fit for purpose and job ready security cleared personnel. This led to Vertical Scope Group winning the RCSA 2021 "Excellence in Social Purpose" award.

WorkPath Australia has given me new friendships and partnerships and has given me a really positive outlook on life and the feeling of a safety net, so I can take risk and leaps in my career, knowing that WorkPath Australia will be there to support me if I fail.

Liam O'Brien

TRAINING AND PARTNERS





VSG recruitment and personnel solutions are utilised across all states and territories.

We utilise our nationwide capability to assist the Commonwealth, multinational companies and SMEs to achieve remarkable outcomes in short time frames.

We possess strong government, corporate, and professional connectivity including direct access to 600+ PV cleared personnel which has enabled us to source industry-leading personnel for key customers including:

- ✓ an international Security Operations Centre (SOC)
- ✓ the Joint Defence Facility Pine Gap (JDFPG)
- ✓ multiple departments in Australia's National Intelligence Community
- ✓ a global satellite and space company's Asia Pacific Executive branch

We regularly recruit, contract and provide our personnel into government departments including the Attorney-General's Department (AGD), the Department of Agriculture, Water and the Environment (DAWE), the Department of Foreign Affairs and Trades (DFAT) and the Australian Signals Directorate (ASD).









We have long-standing commercial arrangements with a range of multinational corporations, defence and national security contractors, cyber, ICT and engineering companies operating throughout Australia and globally. We service a variety of additional clients which cannot be disclosed due to Non-Disclosure Agreement.

TRUSTED TO DELIVER OUTCOMES

As a DISP member, we are trusted to provide a range of executive and recruitment management services in an above-the-line and below-the-line capacity.

Our outcomes are consistent with the APS values, Recruitment, Consulting and Staffing Association of Australia (RCSA) Code of Professional Conduct and the United Nations Audit Investigation Guidelines.

We have a track-record of sourcing personnel that have the highest standards of probity, using refined sourcing methodologies based on Australian and International Standards, fairness and equal opportunity legislation and Commonwealth policies.



Churchill Education

VSG have partnered with Churchill
Education to offer our WorkPath
Australia participants access to
nationally recognised qualifications.
Since 2006 Churchill has been
assisting transitioning veterans to
convert their military experience into
civilian qualifications through
Recognition of Prior Learning (RPL).



International Institute of Business Analysis

The International Institute of
Business Analysis (IIBA) is a leading
global provider of ICT, cyber security
and Business Analyst certifications.
VSG have partnered with the IIBA to
provide participants with access to
the latest certifications and exams to
be fit for purpose for employment
opportunities.



ILX Group

ILX Group have assisted us with organising training and bespoke solutions for our employees and contractor personnel. ILX deliver ICT and cyber training to people in 97 countries across 5000 organisations world-wide and has offices in the UK, Australia, New Zealand, USA, and the United Arab Emirates.



Pro Leaders Academy

VSG have partnered with Pro Leaders
Academy, who are an Australian
Registered Training Organisation and
a leader in government procurement,
contract management, project
management, business management
and leadership development with
over 30 years of professional training
and consultancy experience.



Transformed

VSG has partnered with Transformed, Australia's leading Registered Training Organisation that specialises in delivering nationally recognised, world-class training and accreditations.



The Rogers Group

The Rogers Group are VSG's provider of personnel assessments, psychometric testing and selection services. They offer the broadest range of psychometric tests available, backed by a tailored consultation approach that is second to none.

BRAV=RY TRUST.

Veteran & Family Financial Support

Bravery Trust

Bravery Trust are our charity partner of choice. Bravery Trust provides emergency financial relief to serving & ex-serving members of the Australian Defence Force who have a serious injury or illness as a result of their service. We are proud to have assisted Bravery Trust with fundraising activities including the 2020 Bravery Trek which collectively raised over \$94,000.

REPUTABLE

ACCREDITED AND COMPLIANT

VSG are a highly accredited and compliant organisation, meeting all applicable Australian and international standards which relate to recruitment management, personnel contracting and executive search services.



AS ISO 31000:2018 Risk Management AS4811:2006 Employment Screening AS4804:2001 Occupational Health & Safety Management Systems



Victorian Labour Hire License: VICLHL02436



ACT Labour Hire License: ACTLHL00000058



Australian Signals Directorate (ASD) Essential Eight Cyber Security Standards







Defence Industry

Defence Industry Security Program Member



Recruitment, Consulting and Staffing Association of Australia Code of Professional Conduct



Signatory to the Prime Minister's Veterans' Employment Program



SFIA Foundation Guidelines for independent/objective SFIA assessments



Australian Information Security
Association Member



National Institute of Standards and Technology (NIST) Security Controls for Federal Information Systems and Organisations SP800-53 Rev. 4



Discrimination in Recruitment Guidelines / Workplace Discrimination and Harassment Policy



UN Office of Audit Investigation Guidelines



100% Australian Owned and Run



Australian Partners of Defence Member



MERITS BASED

RECRUITMENT

All recruitment and job selection decisions at VSG will be based on merit. The skills and abilities of the candidate are measured against the inherent requirements of the position – regardless of personal characteristics. This is in line with our ethos, recruitment policy and implementation of Australian Standards AS4811-2006 Employment Screening.

ETHICAL

CONTRACTING

VSG are a registered Labour Hire Provider, possessing a Victorian and ACT Labour Hire Licences and adopting the RCSA Code of Professional Conduct. We have adopted the Australian Human Rights Commission step-by-step guide to preventing discrimination in recruitment, the Fair Work Ombudsman's toolkit for Diversity and Discrimination to increase parity and prevent Modern Slavery in our supply chain. This means that we:

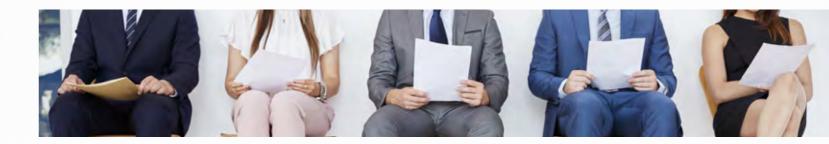
- fulfill any promises we have made or promoted
- ensure contract transparency
- treat stakeholders with courtesy and dignity
- protect work seekers from exploitation
- Implement flow down contract clauses
- possess the appropriate level of insurance

We ensure all our contracts comply with the Fair Work Act 2009 (Cth) and the Independent Contractors Act 2006 (Cth).

MODERN SLAVERY

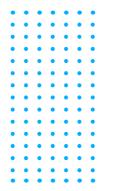
STATEMENT

VSG are committed to eradicating Modern Slavery. As an RCSA Corporate Member, we are bound by the RCSA Code for Professional Conduct which was authorised by the Australian Competition and Consumer Commission in 2019. Under the Code, Members are accountable to RCSA for meeting the Code's standards of professional conduct.



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DIVERSITY AT VSG



VSG are committed to diversity and inclusion and use all reasonable endeavours to encourage people from different backgrounds to apply, including Aboriginal and Torres Strait Islander peoples, veterans, people with disabilities and people from culturally and linguistically diverse backgrounds.





We actively engage with industry, including working with the RCSA, to identify opportunities that will improve the employment outcomes for people with disabilities and access requirements.

We use all reasonable endeavours to ensure there is an even gender distribution in delivering our services. Specifically, all VSG advertisements include the following statement:

"We always encourage people from different backgrounds to apply, including Aboriginal and Torres Strait Islander peoples, veterans, people with disabilities and people from culturally and linguistically diverse backgrounds in all of our job advertisements, and use all reasonable endeavours to ensure an even gender distribution in delivering our services."

Very professional and responsive service.

Christopher Peattie



INDIGENOUS ENGAGEMENT

VSG have a strong connection to all Australia's First People and are dedicated to increasing parity for Indigenous Australians.

Our commitment to this is demonstrated through our creation and prioritised use of Indigenous enterprises in our supply chain and the employment of Indigenous Australians.

In 2020, VSG CEO David Jam, co-founded Bullroarers Australia with his long time friend, Neal McGarrity to help increase the Defence and National security industries level of Indigenous engagement.

We utilise Bullroarers Australia and Muru Office Supplies to support and deliver our services. Since establishing an Indigenous supply chain, VSG have appointed Bullroarers Chief Cultural Ambassador Edwin James 'Jim' Mi Mi to advise our business on how to be more culturally aware and to increase opportunities for Indigenous Australians through our recruitment and personnel services. This has led to the creation of a dedicated Indigenous Employment stream in our WorkPath Australia (WPA) Training and Employment Program where we offer Indigenous Australians fully paid for training with our RTO partners and a pathways to employment opportunities.

In all our communications we include an Acknowledgment to Country, we display traditional artwork in our office and were privileged to assist the Wakka Wakka people in developing a Remote Indigenous Veteran Embedded Ranger Services (RIVERS) program which was submitted to the North Burnett Regional Council in 2020. Our team provide regular business development and marketing support to Bullroarers Australia, including sourcing an investigations and intelligence team for them as part of their winning Sport Integrity Australia (SIA) tender submission.

VSG use Muru Office Supplies as our primary provider of office stationery and equipment which we provide to all of our employees and contracted personnel.





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RECRUITMENT CAPABILITY STATEMENT

HEAD OFFICE MELBOURNE

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dta MARKETPLACE.SERVICE.GOV.AU/SUPPLIER/2574

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