

# Conditions of Contract

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**Provision of Goods and/or  
Services**

**Version October 2017**

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CITY OF  
**GOLDCOAST.**

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## **1 Definitions**

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1.1 In these Conditions of Contract:

**Abatement** means an abatement, if any, specified in the Contract Header.

**Alternative Goods and Services** has the meaning given in Clause 5.2.

**Approved Expenses** means the Contractor's expenses specified in the Contract Header (if any) and any additional expenses which have been approved by the Principal in accordance with Clause 22 prior to any expenditure being incurred by the Contractor.

**Bonus** means a bonus, if any, specified in the Contract Header.

**Business Day** means between 8am and 5pm on a day which is not:

- (a) a Saturday or Sunday;
- (b) a public holiday, bank holiday or special holiday in the place in which the Site is located; or
- (c) a day occurring on or within the period of 22 December to 10 January.

**Claim** means any claim, notice, demand, debt, account, lien, liability, action, proceedings or suit under, arising out of, or in any way in connection with the Contract, the Supply or either Party's conduct under the Contract before it came into force, whether at law (including breach of contract) or in equity (including restitution), by statute, in tort (including negligence), including any claim, notice, demand, debt, account, lien, liability, action, proceeding or suit:

- (a) for the payment of money (including damages);
- (b) for an adjustment to the Price or Approved Expenses;
- (c) for delay, disruption, acceleration or other time-based claim; or
- (d) for adjustment to performance against the KPIs or the application of any Abatement (including any adjustment to any Abatement).

**Commencement Date** means:

- (a) the date or dates specified in the Contract Header;
- (b) the date agreed in writing between the Parties; or
- (c) if neither of the above apply, the date on which the Contractor executes the Contract Header.

**Completion** means that stage of the Supply when:

- (a) all applicable Goods, if any, have been Delivered to the appropriate location at the Site and installed and commissioned at the Site, as applicable, in accordance with the Contract and have been accepted by the Principal in accordance with Clause 15.4;
- (b) all applicable Services have been completed in accordance with the Contract; and
- (c) all applicable conditions required by the Contract to be satisfied before Completion have been satisfied.

**Completion Date** means the date or dates specified in the Contract Header, if any, by which:

- (a) the Supply must achieve Completion; or
- (b) a nominated part of the Supply must achieve Completion, as adjusted in accordance with Clauses 10 and 38.

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**Completion Period** means the period specified in the Contract Header, if any, within which the Supply must achieve Completion.

**Conditions of Contract** means these terms and conditions in these Conditions of Contract and includes the Special Conditions of Contract as specified in the Contract Header and the Additional Conditions of Contract in Schedule 3 of the Contract Header.

**Confidential Information** means the contents of the Contract and any other Document or information obtained by the Contractor in the course of or in connection with carrying out the Supply.

**Conflict of Interest** means a commercial or professional interest of interest, either real, perceived, anticipated or identified as a risk or as a possibility of arising, identified by either Party in respect to the carrying out of the Supply (either under obligations and rights arising under the Contract or any other arrangement or agreement, with the Contractor or with others, either past, current or in the future).

**Consent** means prior written consent.

**Consequential Loss** means, to the extent that the loss is an indirect loss, any loss of revenue, loss of profit, loss of business opportunity, loss of contract, loss of opportunity to earn profit or revenue, loss arising from damage to goodwill or reputation, loss of anticipated savings, loss arising from business interruption or loss arising from credit rating.

**Consumer Price Index** means the applicable Consumer Price Index published by the Australian Bureau of Statistics.

**Contract** means:

- (a) the contract constituted by the Documents specified in Clause 3.2;
- (b) the contract constituted by the Documents specified in Clause 4.5; or
- (c) the contract constituted by the Documents specified in Clause 5.5.

**Contract Header** means the Document of that name which is executed by the Parties.

**Contract Term** means, subject to earlier termination of the Contract in accordance with Clause 40:

- (a) the term specified in the Contract Header and includes the Completion Period; and
- (b) any extension of that term under Clause 6.2.

**Contractor** means the entity specified in the Contract Header, including any executor, administrator, permitted successor, permitted assignee or Personnel of the Contractor.

**Council Contract Representative** means the Principal's Nominated Representative specified in the Contract Header (if any) to exercise the functions of the Principal relating to the Contract or other person from time to time appointed in writing by the Principal to be the Council Contract Representative and Notified as such to the Contractor by the Principal.

**Defect** or **Defective** means any part of the Supply which does not strictly comply with the requirements of the Contract or is otherwise unsatisfactory to the Principal and includes any omissions.

**Defects Liability Period** means the period specified in the Contract Header, if any, that commences on:

- (a) if the Contract Header sets out one or more Completion Dates, then Completion (as determined by the Principal's Nominated Representative acting reasonably); or
- (b) if the Contract Header states that the Contractor is to perform the Maintenance Services for a Contract Term, then the expiry of the Contract Term.

**Delivery** means the transfer of possession of the Goods to the Principal, at the Principal's Site or other delivery address notified by the Principal to the Contractor in writing.

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**Deviations** means the deviations to the Principal's Requirements or these Conditions of Contract and any additional terms and conditions agreed between the Principal and Contractor, as specified in the Contract Header.

**Document** includes a document in any media or format.

**Existing Contract Material** means any material or Document that:

- (a) exists at the Commencement Date; or
- (b) is produced after the Commencement Date, independently of the Contract.

**Force Majeure** means an event or circumstance, or combination of events and circumstances, which is beyond the reasonable control of the Party affected (**Affected Party**) which causes or results in default or delay in the performance by the Affected Party of any of its obligations under the Contract and which the Affected Party could not have reasonably been expected to have prevented, avoided or overcome exercising Good Industry Practice but does not include:

- (a) any occurrence which results from the act or omission of the Affected Party or any of its Personnel;
- (b) mechanical or electrical breakdown or failure of plant or equipment;
- (c) any failure by the Affected Party to reach agreement with any third party necessary to enable the Affected Party to perform its obligations under the Contract;
- (d) a lack of, or an inability to use, money or available funds for any reason;
- (e) strikes, lockouts, industrial or labour disputes, work bans, blockades or picketing affecting only:
  - (i) the Affected Party;
  - (ii) where the Contractor is the Affected Party, its Personnel; and
  - (iii) where the Contractor is the Affected Party, the Supply or the Site;
- (f) any event of Force Majeure which causes or results in default or delay in the performance of any off-Site activities or work; or
- (g) any other event or circumstance the risk of which is borne by the Contractor pursuant to the Contract.

**Good Industry Practice** means the standards (including any relevant Australian Standard), practices, policies, methods, acts and procedures generally followed or approved by relevant industries and contractors in Australia with respect to the Supply, and that degree of skill, diligence, prudence and foresight which would reasonably and ordinarily be expected from a prudent, experienced, competent and skilled contractor for a project of a similar nature to the Supply.

**Goods** means the goods specified in the Contract Header and any goods forming part of the Alternative Goods and Services.

**GST** has the meanings given in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

**Insolvency Event** means any of the following events:

- (a) a liquidator, receiver, receiver and manager, administrator, official manager or other controller (as defined in the *Corporations Act 2001* (Cth)), trustee or controlling trustee or similar official is appointed over any of the property or undertaking of the Contractor;
- (b) the Contractor is, or becomes unable to, pay its debts when they are due or is or becomes unable to pay its debts within the meaning of the *Corporations Act 2001* (Cth), or is presumed to be insolvent under the *Corporations Act 2001* (Cth);

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- (c) an application or order is made for the liquidation of the Contractor or a resolution is passed or any steps are taken to liquidate or pass a resolution for the liquidation of the Contractor, otherwise than for the purpose of an amalgamation or reconstruction;
- (d) the Contractor ceases to carry on business;
- (e) the Contractor or the Contractor's property or undertaking becomes subject to a personal insolvency arrangement under Part X of the *Bankruptcy Act 1966* (Cth) or a debt agreement under Part IX of the *Bankruptcy Act 1966* (Cth); or
- (f) anything analogous to the events described in the paragraphs (a) to (e) above occur.

**Intellectual Property Rights** means all beneficial and legal ownership and intellectual and industrial protection rights throughout the world, both present and future, including rights in respect of or in connection with any Confidential Information, copyright (including future copyright and rights in the nature of or analogous to copyright), moral rights, inventions (including patents), trade marks, service marks and designs (whether or not now existing and whether or not registered or registrable) and includes any right to apply for the registration of such rights and all renewals and extensions.

**in writing** means either by letter or email.

**Invitation to Offer** means the invitation to offer issued by the Principal inviting Offers for the Supply.

**Key Personnel** means the Personnel of the Contractor specified in the Contract Header.

**KPIs** means the key performance indicators specified in the Contract Header, as may be amended under Clause 19.

**KPI Evaluation Period** means the period specified in the Contract Header.

**Legislative Requirements** includes:

- (a) acts, ordinances, regulations, by-laws, orders, awards and proclamations of the Commonwealth, the State or Territory or local government relevant to the matters the subject of the Contract, the Supply or where any part thereof is being carried out;
- (b) certificates, licences, consents, permits, codes, standards, approvals and requirements of organisations having jurisdiction in connection with or recognised generally as authorities in respect of the carrying out of the Supply or the Site;
- (c) Australian Standards and any other relevant standards (including New Zealand Standards and, where an Australian and New Zealand Standards do not exist, the International Standards (ISO)); and
- (d) fees and charges payable in connection with the foregoing.

**Moral Rights Owner** means an owner of moral rights under the *Copyright Amendment (Moral Rights) Act 2000* (Cth) in relation to the Supply.

**New Contract Material** means any material or Document that is created, written or otherwise brought into existence by or on behalf of the Contractor in the course of carrying out the Supply, and in which there are newly created Intellectual Property Rights, and which specifically excludes Existing Contract Material.

**Notice** means a notice, consent or communication given in accordance with Clause 41.

**Offer** means the offer submitted by the Contractor in response to the Invitation to Offer.

**Party** means each of the Principal and the Contractor.

**Payment Claim** has the meaning given to in Clause 21.2.

**Payment Claim Date** means the date set out in the Contract Header.

**Performance Guarantee** means the performance guarantee which must be provided by the Contractor to the Principal in accordance with Clause 25.

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**Personal Information** has the meaning given in the *Information Privacy Act 2009* (Qld) and includes information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

**Personnel** means any officer, employee, agent, subcontractor, supplier or consultant of a Party, but the Principal's Personnel do not include the Contractor or the Contractor's Personnel and the Contractor's Personnel do not include the Principal or the Principal's Personnel.

**Policies and Plans** means all requirements, policies, procedures, guidelines, rules and plans of the Principal as may be from time to time, including those set out or referenced in the Contract Header.

**Price** means:

- (a) if the Principal accepted a lump sum price in the Contract Header or the Schedule of Rates, that amount;
- (b) if the Principal accepted rates, the sum ascertained by calculating the products of the rates in the Schedule of Rates and the corresponding quantities of the Supply actually and properly completed; or
- (c) if the Principal accepted both lump sums and rates, the aggregate of the sums referred to in the above paragraph,

but including any additions or deductions which may be required to be made under the Contract.

**Principal** means the Gold Coast City Council ABN 84 858 548 460, a local government within the meaning of the *Local Government Act 2009* (Qld).

**Principal's Nominated Representative** means either the Superintendent or the Council Contract Representative, as specified in the Contract Header.

**Principal's Requirements** mean the detailed description of the Principal's requirements as specified in Schedule 2 of the Contract Header.

**QBCC Act** means the *Queensland Building and Construction Commission Act 1991* (Qld).

**Qualifying Cause** means:

- (a) subject to Clause 17, a delay caused by any act, default or omission of the Principal or the Principal's Personnel (who are not employed by the Contractor) in the Principal's capacity as a party to the Contract;
- (b) a Force Majeure Event occurring prior to the relevant Completion Date; or
- (c) any cause stated in the Contract Header that is outside the reasonable control of the Contractor and its Personnel and occurring prior to the relevant Completion Date.

**Quality Assurance System** means the Contractor's system which establishes the qualities and performance of the Supply, including all quality manuals, plans, management structures and responsibility statements, techniques for identification and management of non-conforming or disputed Supply items and audit and other critical issues relating to quality assurance.

**Related Body Corporate** has the meaning given in the *Corporations Act 2001* (Cth).

**Request for Alternative Goods and/or Services** means a request issued by the Principal to the Contractor in accordance with Clause 5.

**Request for Goods and/or Services** means a request issued by the Principal to the Contractor in accordance with Clause 4.

**Schedule of Rates** means the schedule of either or both a lump sum fee and rates set out or referenced in Annexure 1 of the Contract Header. If the Schedule of Rates omits an item which should have been included, the item is deemed to have been included in other items in the Schedule of Rates and the Contractor will have no right to Claim in connection with the omission.

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**Security Deposit** means the approved unconditional and irrevocable undertaking given by an approved financial institution which must be provided by the Contractor to the Principal in accordance with Clause 26.

**Security Interest** has the meaning given in the *Personal Property Securities Act 2009* (Cth).

**Services** means the services specified in the Contract Header, the Principal's Requirements, any Alternative Goods and Services and any additional services necessary to be carried out in order for the Principal to receive the full benefit of the services specified.

**Site** means the land or other places specified in the Contract Header, where the Supply is to be performed, and such other land or other places that the Principal makes available to the Contractor in connection with the Supply.

**Superintendent** means the Principal's Nominated Representative specified in the Contract Header to be the Superintendent (if any) for the purposes of the Contract or any other person from time to time appointed in writing by the Principal to be the Superintendent and Notified as such in writing to the Contractor by the Principal.

**Supply** means the supply of the Services, if any, and the Goods, if any.

**Tax Invoice** has the meaning given in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

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## 2 Interpretation

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- 2.1 In these Conditions of Contract, the table of contents and clause headings have been inserted for ease of reference only and are not intended to affect the meaning or interpretation of these Conditions of Contract.
- 2.2 The following rules apply in interpreting these Conditions of Contract, unless the context otherwise requires:
- (a) words importing a gender include the other gender;
  - (b) words in the singular include the plural and vice versa;
  - (c) all dollar amounts refer to Australian currency;
  - (d) a reference to any legislation or to a provision of legislation, (including subordinate legislation) is to that legislation as amended, re-enacted, consolidated or replaced;
  - (e) a reference to an entity or person includes an individual, corporation, trust, partnership, unincorporated body, government and local authority or agency, or other entity whether or not it comprises a separate legal entity;
  - (f) a reference to a Party or any other Document or agreement includes the Party's executors, administrators, liquidators, successors, permitted substitutes and permitted assigns;
  - (g) a reference to a clause, schedule, attachment or annexure is a reference to a clause of, and a schedule, attachment or annexure to, these Conditions of Contract and references to these Conditions of Contract include any schedules, attachments or annexures;
  - (h) if a day on or by which a Party must do something under these Conditions of Contract is not a Business Day, then the Party must do it on or by the next Business Day;
  - (i) if any word or phrase is defined, its other grammatical forms have a corresponding meaning;
  - (j) a reference to a clause is a reference to all of its sub-clauses;



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- (k) a Document or agreement (including a reference to the Contract), or a provision of a Document or agreement, is a reference to that Document, agreement or provision as amended, supplemented, varied, replaced or novated;
- (l) a schedule, attachment or annexure forms part of the Document to which it is attached;
- (m) a reference to 'month' means calendar month;
- (n) no rule of construction or interpretation applies to the Principal's disadvantage on the basis that the Principal prepared these Conditions of Contract or because the Principal relies on a provision of these Conditions of Contract as a reason (if required) for any action or inaction on its part or to protect itself; and
- (o) whenever the words 'include', 'included' or 'including' (or similar expressions) are used, those words will be interpreted in all cases as if they were preceded by the further words 'but not limited to' or the appropriate grammatical derivative.

**3 Formation of 'One-Off' Contract**

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- 3.1 This Clause 3 will only apply if the Contract Header has been completed to confirm that this Clause 3 applies.
- 3.2 The following Documents constitute the entire Contract between the Principal and Contractor:
  - (a) the Contract Header (including agreed Deviations);
  - (b) these Conditions of Contract;
  - (c) Principal's Requirements;
  - (d) Offer (to the extent accepted under the Contract Header); and
  - (e) any other Document, in whole or in part, stated in the Contract Header.
- 3.3 In the event of any ambiguity, discrepancy or inconsistency between the Documents specified in Clause 3.2, it will be resolved and interpreted according to the descending order of precedence in Clause 3.2, so that Documents listed first take priority over those that follow.
- 3.4 If the order of precedence in Clause 3.2 cannot resolve the ambiguity, discrepancy or inconsistency, then the Principal will Notify the Contractor of the interpretation to be followed and the Contractor must comply with that Notification and will have no Claim against the Principal in connection with that Notification.
- 3.5 The Contract embodies the entire agreement between the Parties and supersedes all prior representations, agreements, statements and understandings between the Principal and Contractor, whether oral or in writing, relating to the subject matter of the Contract. To the extent permitted by law, any representation, agreement, statement or understanding made in any negotiation or discussion, is withdrawn and has no effect except to the extent expressly set out or incorporated by reference in the Contract.

**4 Formation of Preferred Supplier Arrangement**

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- 4.1 This Clause 4 will only apply if:
  - (a) the Contract Header states that the Contractor offers to carry out the Supply for a Contract Term; and
  - (b) the Contract Header has been completed to confirm that this Clause 4 applies.

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- 4.2 During the Contract Term, the Contractor offers to carry out the Supply as and when requested by the Principal.
- 4.3 If the Principal requires the Contractor to carry out the Supply during the Contract Term, it will issue a Request for Goods and/or Services to the Contractor.
- 4.4 On receipt of a Request for Goods and/or Services under Clause 4.3, the Contractor will be bound to carry out the Supply described in the Request for Goods and/or Services and a contract will come into effect between the Principal and the Contractor.
- 4.5 The following Documents constitute the entire Contract between the Principal and Contractor for all Contracts under Clause 4.4:
- (a) the Request for Goods and/or Services issued by the Principal; and
  - (b) the Documents listed in Clause 3.2 (and in the order they are listed in that Clause).
- 4.6 In the event of any ambiguity, discrepancy or inconsistency between the Documents specified in Clause 4.5, it will be resolved and interpreted according to the descending order of precedence in Clause 4.5, so that Documents listed first take priority over those that follow.
- 4.7 The Contract embodies the entire agreement between the Parties and supersedes all prior representations, agreements, statements and understandings between the Principal and Contractor, whether oral or in writing, relating to the subject matter of the Contract. To the extent permitted by law, any representation, agreement, statement or understanding made in any negotiation or discussion, is withdrawn and has no effect except to the extent expressly set out or incorporated by reference in the Contract.
- 4.8 Despite any other provision of the Contract, the Principal is not required to issue any Requests for Goods and/or Services (or any minimum value or type of Request for Goods and/or Services) to the Contractor at all during the Contract Term, and may itself perform or procure from other contractors, goods and/or services that are the same or similar to the Goods and/or Services during the Contract Term.

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**5 Framework arrangement**

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- 5.1 This Clause 5 will only apply if the Contract Header has been completed to confirm that Clause 4 applies.
- 5.2 Without limiting Clause 4, if the Principal requires the Contractor to provide goods and/or services of a kind that are not generally described in the Contract Header (**Alternative Goods and/or Services**) during the Contract Term, it may request (and must request prior to the issue of any Request for Alternative Goods and/or Services) the Contractor to submit a written proposal for the Alternative Goods and/or Services (**Proposal Request**).
- 5.3 As soon as reasonably practicable and in any event within five Business Days after receipt of a Proposal Request, the Contractor must provide the Principal with a written proposal for the Alternative Goods and/or Services the subject of the Proposal Request on the basis of the terms of the Contract, and setting out for agreement with the Principal the proposed terms of the Request for Alternative Goods and/or Services to be issued by the Principal (**Proposal**).
- 5.4 The Principal may accept a Proposal by issuing, within 90 days after receipt of a Proposal (or a longer period as the parties may agree in writing) (**Validity Period**), a Request for Alternative Goods and/or Services that is consistent with the Contractor's Proposal, or if the parties have agreed variations to the Contractor's Proposal, consistent with the agreed variations.
- 5.5 On receipt of a Request for Alternative Goods and/or Services under Clause 5.4, the Contractor will be bound to provide the Alternative Goods and/or Services described in the Request for Alternative Goods and/or Services and a contract will come into effect between the Principal and the Contractor comprising the Documents in Clause 4.5.

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- 5.6 Notwithstanding any other provision of the Contract:
- (a) the Principal is not obliged to issue any Requests for Alternative Goods and/or Services the subject of a Proposal Request or Proposal;
  - (b) the Contractor is not obliged to accept any Requests for Alternative Goods and/or Services that are not received within the Validity Period or that is not consistent with the Contractor's Proposal and any agreed variations; and
  - (c) the Principal is not required to issue any Requests for Alternative Goods and/or Services (or any minimum value or type of Alternative Goods and/or Services) to the Contractor at all during the Contract Term, and may itself perform or procure from other contractors, goods and/or services that are the same or similar to the Alternative Goods and/or Services during the Contract Term.

**6 Timeframes**

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- 6.1 If the Contract Header states that the Contractor is to carry out the Supply for a Contract Term, then the Contractor must commence the Supply on the Commencement Date and, subject to Clause 6.2, cease the Supply on the last day of the Contract Term.
- 6.2 The Principal may, in its absolute discretion, extend the Contract Term for the period stipulated in the Contract Header by giving Notice to the Contractor prior to the expiry of the Contract Term. If the Contract Term is extended in accordance with this Clause 6.2, then the terms and conditions of the Contract will continue to apply during the extended Contract Term.
- 6.3 If the Contract Header sets out one or more Completion Dates, then the Contractor must achieve Completion of the relevant part of the Supply by the applicable Completion Date.
- 6.4 The Contract applies to any of the Supply that the Contractor carried out before the Contract Header was executed by the Parties.

**7 Principal-Supplied Information**

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- 7.1 In this clause "**Principal-Supplied Information**" means any information (whether documented or otherwise) supplied or made available to the Contractor by or on behalf of the Principal before or after the date of accepting the Offer (even where such documents have been included in the Principal's Requirement, which have been included for identification purposes only). Principal-Supplied Information does not include information in documents forming part of the Contract in accordance with Clauses 3, 4 and 5 (as applicable).
- 7.2 The Contractor agrees:
- (a) unless the Principal expressly agrees otherwise in writing, any Principal-Supplied Information:
    - (i) has been or will be provided only for the Contractor's convenience; and
    - (ii) has not been and will not be relied upon by the Contractor for any purpose (including entering into the Contract or performing its obligations under the Contract);
  - (b) the Principal does not:
    - (i) assume any responsibility or duty of care in respect of; or
    - (ii) warrant, guarantee or make any representation as to, the Principal-Supplied Information (including its accuracy, completeness or adequacy for the purposes of the Contract);
  - (c) the Principal will not be liable to the Contractor in contract, tort, equity, under statute or otherwise arising from or in connection with the Principal-Supplied Information, the provision of

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- the Principal-Supplied Information or the non-provision of any other information by the Principal;  
and
- (d) the Contractor will not be entitled to any extension of time, adjustment to the Price or other claim arising from or in connection with the inaccuracy, incompleteness or inadequacy of the Principal-Supplied Information.

**8 Contractor's General Warranties**

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- 8.1 Without limiting any other obligation under the Contract, the Contractor represents and warrants to the Principal that:
- (a) carefully examined and acquired actual knowledge of the contents of the documents forming the Contract and any other information made available in writing by the Principal for the purpose of entering into the Contract;
- (b) it has carefully considered what is required for the Supply before entering into the Contract (and, where applicable, providing a Proposal Request), and it has and will maintain at all times the necessary experience and qualifications, and an appropriately qualified, experienced and trained workforce, to carry out the Supply;
- (c) it has made its own investigation and assessment of the work, risks, contingencies and other circumstances involved in performing the Supply, including in relation to the Site and its surroundings, and it has reviewed all information that the Principal has made available to it, and that otherwise obtainable by making reasonable enquiries, in relation to the Supply, including the Site and its surroundings, and it assumes complete responsibility for carrying out the Supply in accordance with the Contract;
- (d) it is satisfied as to the correctness and sufficiency of its Offer (and, where applicable, providing a Proposal Request) for the Supply and that the Price and Approved Expenses covers the cost of complying with all the obligations under the Contract; and
- (e) it has the necessary authority and power to enter into the Contract and to perform the obligations under it.
- 8.2 The Contractor acknowledges that the Principal relied on the representations and warranties made in Clause 8.1 when it entered into the Contract and is repeated when each Request for Goods and/or Services or Request for Alternative Goods and/or Services, if applicable, is issued.

**9 Contractor's General Obligations**

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- 9.1 The Contractor agrees to carry out the Supply, and perform all of its other obligations, in accordance with the Contract.
- 9.2 The Contractor must:
- (a) carry out the Supply and perform all of its other obligations:
- (i) with due care, skill and diligence, and Good Industry Practice;
- (ii) in a thorough, competent and professional manner in accordance with relevant professional principles and standards; and
- (iii) in accordance with all Legislative Requirements and applicable Policies and Plans;
- (b) must maintain, and ensure its Personnel maintains, at the cost of the Contractor and its Personnel, any licences, accreditations, certificates or registrations the Contractor or its Personnel are required to possess by any Legislative Requirements in order to carry out the Supply;

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- (c) supply all labour, plant, tools, equipment, appliances and other property the Contractor requires to fulfil its obligations under the Contract;
- (d) if it learns of anything that may affect, or has affected, the scope or suitability of the Supply, or learns of any Defects, then it must promptly Notify the Principal of that as soon as possible, and to the extent possible include in the Notice details of the relevant matter and its cause;
- (e) co-ordinate the performance of the Supply with the Principal and its Personnel and otherwise consult regularly with the Principal;
- (f) carry out the Supply with due expedition and without delay; and
- (g) Notify the Principal if the Contractor believes that anything may delay the progress of the Supply (such Notice to include details of the estimated extent of the delay and the cause); and
- (h) without limiting its other obligations under the Contract, apply Good Industry Practice to avoid, mitigate and overcome the effects of any delays to the carrying out of the Supply.

9.3 Without limiting any other obligation under the Contract, the Contractor represents and warrants to the Principal that:

- (a) the Supply will:
  - (i) strictly comply with all applicable requirements of the Contract;
  - (ii) comply with all Legislative Requirements (including any Legislative Requirements introduced or varied before Completion or the expiry of the Contract Term (as the case may be));
  - (iii) comply with applicable Policies and Plans; and
  - (iv) be fit for the purposes set out in, and reasonably inferred from, the Contract; and
- (b) all documentation, plans, records and other information that the Contractor is required to provide to the Principal will be legible, unambiguous, and if applicable, free of any virus and in a medium and format directed by the Principal.

9.4 The Contractor's liability and obligations under or in connection with the Contract are in no way affected by the Principal's comment on or approval of any aspect of the Supply (or failure to do so).

9.5 The Contractor:

- (a) must comply with sections 199 and 200 of the *Local Government Act 2009* (Qld); and
- (b) must, if engaged to carry out Services, at all times act in the best interests of the Principal.

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**10 Delays and Extensions of Time**

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10.1 This Clause 10 will only apply if the Contract Header sets out one or more Completion Dates.

10.2 Subject to Clause 10.3, the Contractor will only be entitled to an extension of time to the Completion Date where:

- (a) the Supply is delayed by any Qualifying Cause which will prevent the Contractor from achieving Completion by the Completion Date;
- (b) the Supply is not concurrently delayed (in whole or to the extent of any part) by a cause that is not a Qualifying Cause;

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- (c) within 5 Business Days after the commencement of the Qualifying Cause, the Contractor gives written Notice to the Principal setting out the Qualifying Cause, the particular activities that are delayed and the extension of time to the Completion Date that is claimed; and
  - (d) if the delay continues beyond the extension of time claimed by the Contractor under Clause 10.2(c), the Contractor gives the Principal an updated Notice every 5 Business Days that satisfies the requirements in Clause 10.2(c) until the delay ends.
- 10.3 Provided that the requirements of Clause 10.2 are satisfied, the Principal will determine (acting reasonably) the period of the delay to the Supply caused by the Qualifying Cause referred to in a Notice given by the Contractor under Clause 10.2 and extend the Completion Date by that period. If an extension of time is granted, the Principal will Notify the Contractor of the revised Completion Date.
- 10.4 The Principal may (without being obliged to do so) at any time and for any reason it thinks fit, extend the Completion Date. This right is solely for the benefit of the Principal and may be exercised in its absolute discretion, even if the Contractor is not entitled to an extension of time or has not Claimed an extension of time.
- 10.5 If the Contractor does not make any Claim for an extension of time within the time or in the form specified in Clause 10.2, the Contractor is not entitled to an extension of time, or to later Claim an extension of time, for that delay.
- 10.6 Any principle of law or equity (including those which might otherwise entitle the Contractor to relief and the “prevention principle”) which might otherwise cause the Completion Date to be set at large and liquidated damages unenforceable, will not apply.
- 10.7 For the avoidance of doubt, a delay caused by any act or omission of the Principal or the Principal's Personnel or any failure by the Principal to comply with this Clause 10 will not cause the Completion Date to be set at large.
- 10.8 Notwithstanding any delays to the carrying out of the Supply or any extension of time granted, nothing in this Clause 10 extends the Contract Term or will entitle the Contractor to an extension of the Contract Term.

**11 Liquidated Damages**

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- 11.1 Clauses 11.2, 11.3 and 11.5 will only apply if:
- (a) the Contract Header sets out one or more Completion Dates; and
  - (b) the Contract Header specifies a rate for liquidated damages.
- 11.2 If the Contractor fails to achieve Completion by the Completion Date, the Contractor will be liable to the Principal for liquidated damages at the rate stated in the Contract Header (if any) for every day after the Completion Date up to and including the date upon which Completion is achieved by the Contractor (as determined by the Principal's Nominate Representative acting reasonably) or the date that the Contract is terminated pursuant to Clause 40.3, whichever is sooner.
- 11.3 The Principal and the Contractor agree that all liquidated damages which may be payable by the Contractor to the Principal pursuant to this Clause 11:
- (a) are a genuine pre-estimate of the damages likely to be suffered by the Principal if the Contractor does not achieve Completion by the Completion Date;
  - (b) do not limit the Principal's other rights under the Contract or at law for any other breach of the Contract; and
  - (c) do not relieve the Contractor from any of its obligations or liabilities under the Contract, including its obligations to achieve Completion.

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- 11.4 If the Contract Header does not provide for any liquidated damages, or the liquidated damages are for any reason found to be void or unenforceable, the Contractor indemnifies the Principal for damages at common law for the Contractor's failure to achieve Completion by the Completion Date.
- 11.5 Except to the extent that the Contract otherwise expressly provides, the Contractor will not be entitled to any additional payment or to any Claim as a result of the granting of an extension of time or a Qualifying Cause.

**12 Force Majeure**

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- 12.1 If a Party is prevented in whole or in part from carrying out its obligations under the Contract as a result of Force Majeure, it must promptly Notify the other Party accordingly. The Notice must:
- (a) specify the obligations it cannot perform;
  - (b) fully describe the event of Force Majeure;
  - (c) estimate the time during which the Force Majeure will continue; and
  - (d) specify the measure proposed to be adopted to remedy or abate the Force Majeure.
- 12.2 Subject to the Notice being provided under Clause 12.1, and to the extent the Force Majeure continues, the obligations which cannot be performed because of the Force Majeure will be suspended.
- 12.3 The Party that is prevented from carrying out its obligations under the Contract as a result of Force Majeure notified under Clause 12.1 must remedy the Force Majeure to the extent reasonably practicable and resume performance of its obligations as soon as the event of Force Majeure ceases.
- 12.4 Where the Party affected is the Contractor, the Contractor must, at its cost, reschedule the Supply to minimise the effects of any delay.
- 12.5 An event of Force Majeure does not relieve a Party from liability for an obligation which arose before the occurrence of such event, nor does it affect the obligation to pay money in a timely manner which arose prior to the occurrence of such event.
- 12.6 The Party that is prevented from carrying out its obligations under the Contract as a result of Force Majeure notified under Clause 12.1 must take all action reasonably practicable to mitigate any loss suffered by a Party or a third party as a result of its failure to carry out its obligations under the Contract.
- 12.7 Suspension of a Party's obligations under Clause 12.2 does not affect the Completion Date (if applicable) or the Contractor's obligation to achieve Completion by the Completion Date (if applicable), but the cause of the suspension may be grounds for an extension of time to the extent expressly provided for under Clause 10.
- 12.8 If an event of Force Majeure notified under Clause 12.1 affects either Party's performance of its material obligations (subject to Clause 12.5) for no less than three consecutive months, the Contract may be immediately terminated by the Principal by written notice to the Contractor and Clause 40.2 will apply as if the Contract was terminated for the convenience of the Principal and the Contractor will not have any other Claim arising out of the termination.

**13 Principal's Nominated Representative**

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- 13.1 The Principal's Nominated Representative is:
- (a) the primary liaison and point of contact between the Principal and the Contractor in relation to the administration of the Contract;

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- (b) responsible for monitoring and evaluating the Contractor's performance under the Contract and otherwise ensuring the Contractor's compliance with all applicable Legislative Requirements; and
- (c) not authorised either actually or ostensibly to amend or vary the Contract or enter into any contract on behalf of the Principal, except under Clause 5.

13.2 If a Council Contract Representative is specified in the Contract Header:

- (a) the Council Contract Representative is:
  - (i) authorised to act on behalf of the Principal in discharging the Principal's functions under the Contract (including acting as the assessor, valuer or certifier in respect of any matter under the Contract which requires an assessment, valuation or certification by the Principal), except to the extent expressly provided otherwise in the Contract or in any Notice issued by the Principal; and
  - (ii) an agent of the Principal and carries out all functions as such; and
- (b) the Contractor must:
  - (i) liaise with and report to the Council Contract Representative about the Supply;
  - (ii) attend all meetings with, or provide briefings to, the Council Contract Representative, as required by the Principal from time to time;
  - (iii) give any Notice that the Contractor is required to give to the Principal under the Contract to the Council Contract Representative; and
  - (iv) promptly comply with any request or direction given by the Council Contract Representative, in accordance with the Contract, about the Supply.

13.3 If a Superintendent is specified in the Contract Header:

- (a) the Principal will ensure that at all times there is a Superintendent for the purposes of the Contract;
- (b) the Superintendent is authorised to act on behalf of the Principal in discharging the Principal's functions under the Contract;
- (c) the Principal will endeavour to ensure that the Superintendent performs reasonably and in good faith its assessment, valuation or certification functions; and
- (d) the Superintendent carries out all of its functions, other than its assessment, valuation or certification functions, as an agent of the Principal.

13.4 The Principal will Notify the Contractor of any change in the identity of the Principal's Nominated Representative.

**14 Directions**

14.1 The Principal may issue directions to the Contractor in respect of anything under the Contract.

14.2 If a direction is given to the Contractor by a representative (including an employee or agent) of the Principal other than the Principal's Nominated Representative, the Contractor must promptly confirm the direction with the Principal's Nominated Representative before acting upon it unless:

- (a) the direction is for urgent action;



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- (b) the direction relates to the Principal exercising other rights of the Principal under the Contract; or
  - (c) the Principal has provided the direction in writing and notified that confirmation with the Principal's Nominated Representative is not required.
- 14.3 Directions by the Principal may be given in writing or given orally and later confirmed in a Notice. If the Contractor requests confirmation of an oral direction, the Contractor will not be required to comply with an oral direction until such time as the oral direction has been confirmed in a Notice.
- 14.4 Subject to Clause 14.2, the Contractor must comply with any direction of the Principal within the time nominated, or if no time is nominated, as soon as reasonably possible. Except where expressly provided in the Contract, the Contractor has no Claim arising from or in connection with any direction.
- 14.5 If urgent action is necessary to protect the Supply under the Contract, other property or people and the Contractor fails to take the action after being given directions to do by the Principal, the Principal may take the necessary action. If the action was action which the Contractor should have taken at the Contractor's cost, the cost incurred by the Principal will be a debt due from the Contractor.
- 14.6 If time permits, the Principal's Nominated Representative must give the Contractor prior written notice of the Principal's intention to take action under Clause 14.5.

**15 Rights and obligations specific to Goods forming part of the Supply**

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- 15.1 The Contractor warrants that all Goods (if any) will:
- (a) be new, except to the extent expressly agreed otherwise in the Contract Header;
  - (b) be of merchantable quality;
  - (c) correspond with any samples or product descriptions which the Contractor provided to, or showed, the Principal prior to the Contract;
  - (d) be free from all liens, charges and encumbrances and other Security Interests of any kind at the time that title in them is to pass to the Principal;
  - (e) be free from Defects; and
  - (f) comply with the National Construction Code performance requirements.
- 15.2 The Contractor must:
- (a) Deliver and unload the Goods at the location at the Site or as otherwise directed by the Principal's Nominated Representative;
  - (b) if the Contract Header states that a Completion Date applies, not Deliver the Goods earlier or later than the Completion Date, except:
    - (i) with the Consent of the Principal; or
    - (ii) if the Contractor is required to install or commission the Goods;
  - (c) if the Contract Header states that a Completion Period applies, not Deliver the Goods outside the Completion Period without the Consent of the Principal;
  - (d) if the carrier of the Goods is not the Contractor, without limiting the Contractor's obligations under Clauses 14.3 and 44, engage the carrier on terms that comply with all applicable Legislative Requirements and ensure that the carrier complies with Good Industry Practice;

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- (e) at the time of dispatch of the Goods to the Site, notify the Principal of the Contract number and Request for Goods and/or Services or Request for Alternative Goods and/or Services number (if applicable), and the description and quantity of Goods dispatched;
  - (f) package the Goods safely and securely so as to prevent damage during transit, and in all other respects in accordance with the carrier's requirements;
  - (g) clearly label all Goods as the property of the Principal, so that it is visible to any person without having to remove any packaging; and
  - (h) include a delivery docket with each package that details the description and quantity of Goods and the relevant Contract number and Request for Goods and/or Services or Request for Alternative Goods and/or Services number (if applicable).
- 15.3 Any terms or conditions included in a delivery docket or other Document provided by the Contractor or its Personnel, and signed by or on behalf of the Principal at Delivery, will have no application to either the Contract or the Principal.
- 15.4 The Principal will be deemed to have accepted the Goods only on the earlier of:
- (a) the date the Principal gives written notice to the Contractor that the Goods have been accepted; or
  - (b) 20 Business Days after the date the Goods are Delivered, provided that during that 20 Business Day period the Principal did not Notify the Contractor that any of the Goods were Defective.
- 15.5 Risk in the Goods passes to the Principal upon acceptance by the Principal in accordance with Clause 15.4. The Contractor indemnifies the Principal against any loss of or damage to the Goods from Delivery until the Goods are accepted by the Principal in accordance with Clause 15.4.
- 15.6 Title in the Goods passes to the Principal on the earlier of Delivery or payment for the Goods. If, prior to Delivery, title to the Goods passes to the Principal, the Contractor must set the relevant Goods aside and clearly mark them as being the property of the Principal, in a manner reasonably required by the Principal.
- 15.7 If the Contractor is not the manufacturer, the Contractor must, at its own cost, obtain and provide the Principal with any warranties available for the relevant Goods from the relevant manufacturer (**Manufacturer Warranties**).
- 15.8 The Contractor must ensure that the Manufacturer Warranties are in favour of the Principal and fully assignable and are provided to the Principal on Completion or before the expiry of the Completion Period (as the case may be).
- 15.9 The Principal (by itself or by its agents) may at any time, whether at the Contractor's premises or facilities, the Site or any other place where the Goods are being manufactured or stored, test the Goods to ensure they comply with the Contract.
- 15.10 The Contractor must give the Principal's Nominated Representative, and any other person authorised in writing by the Principal, reasonable access to any premises or facilities occupied by the Contractor or its Personnel where the Goods are being manufactured or stored to inspect or test any Goods or other material related to the Goods.
- 15.11 The Principal's Nominated Representative, and any other person authorised in writing by the Principal, must, when attending the Contractor's premises or facilities, comply with all reasonable rules, directions and procedures as Notified by the Contractor, including those relating to workplace health and safety that are in effect at the premises or facilities.
- 15.12 On completion of the inspections or tests, the Contractor must promptly rectify any Defects in the Goods identified in the inspection or tests.

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- 15.13 Costs in connection with testing pursuant to Clause 15.9 will be paid by the Principal except where the Contract otherwise provides or the test is required because of, or reveals a failure of, the Contractor to comply with the Contract.

**16 Personnel**

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- 16.1 The Contractor must:
- (a) ensure the Key Personnel are engaged in the carrying out of the Supply in the respective capacities set out in Contract Header;
  - (b) not replace, reallocate to another role, allow to delegate any part of the Supply, or remove from the Supply, any Key Personnel without the Consent of the Principal; and
  - (c) give prompt Notice to the Principal of any circumstances arising where the Key Personnel will be required to be replaced; and
  - (d) only replace the Key Personnel:
    - (i) in circumstances of death, serious illness, change of employment, request by the Principal or with the Consent of the Principal; and
    - (ii) by promptly replacing them with others (having equivalent qualifications, skill and experience) approved in writing by the Principal.
- 16.2 The Principal may by Notice direct the Contractor to have removed, within a stated time, from the Site or from any activity in respect to the Supply, any of the Contractor's Personnel employed on the Supply (including Key Personnel) who, in the Principal's opinion, is incompetent, negligent or guilty of misconduct or for any other reason Notified to the Contractor by the Principal.
- 16.3 The Contractor must ensure its Personnel comply with the requirements of the Contract.
- 16.4 If the Services constitute 'building work' for the purposes of the QBCC Act, the Contractor must supervise and manage the Services (including any Services performed by subcontractors) personally or by a competent representative and must otherwise comply with the requirements in sections 43 and 43A of the QBCC Act.
- 16.5 The Contractor acknowledges that it is responsible for industrial relations involving its Personnel, and the Contractor must continue to perform its obligations under the Contract despite the existence of an industrial dispute. The Contractor must keep the Principal fully informed of any disputes with or demands by its Personnel or their representatives and any other circumstances which could result in industrial actions affecting the Site or any part of the Supply.

**17 Site Matters**

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- 17.1 The Principal will give the Contractor sufficient access to the Site to reasonably enable the Contractor to perform that part of the Supply required to be performed on the Site. The Contractor may only use the Site for the purpose of performing that part of the Supply required to be performed on the Site.
- 17.2 The Contractor may not have exclusive access to the Site or any part of it and must coordinate that part of the Supply required to be performed on the Site with activities of the Principal, the Principal's Personnel and any other contractors (**Separate Contractors**).
- 17.3 The Contractor must:
- (a) permit the concurrent execution of work on the Site by any Separate Contractors, and provide reasonable access for, and co-operate with such persons in the execution of that work to the extent necessary;

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- (b) ensure that all of the Supply, the completion of which is necessary to allow any Separate Contractor to commence work, has been completed,

and will have no entitlement to Claim for doing so or for any impact of any interference caused to the Contractor or that part of the Supply required to be performed on the Site by any person on the Site (including Separate Contractors).

17.4 The Contractor must avoid any disruptions or inconvenience to:

- (a) the usual and safe operations of the Site; or
- (b) the users of the Site,

except to the extent expressly permitted by the Contract.

17.5 The Contractor must:

- (a) regularly remove from the Site all rubbish and debris arising from the performance of the Supply;
- (b) immediately remove from the Site any surplus plant and equipment belonging to the Contractor or its Personnel, that is used in performance of the Supply, but which is not intended to be transferred to the Principal; and
- (c) if performing Services at the Site, keep the relevant parts of the Site clean and secure at all times.

17.6 The Contractor must take all necessary steps to:

- (a) prevent damage to property on or near the Site;
- (b) prevent harm to any persons on or near the Site;
- (c) avoid unnecessary interference with the passage of people and vehicles on or near the Site; and
- (d) prevent nuisance and unreasonable noise and disturbance on or near the Site.

17.7 If any damage, harm, interference, nuisance or disturbance is caused by the Contractor or its Personnel, the Contractor must:

- (a) remedy, at its own cost and risk, the damage, harm, interference, nuisance or disturbance as soon as possible to the satisfaction of the Principal; and
- (b) indemnify the Principal for any damage, loss, cost or expense suffered by the Principal in connection with the damage, harm, interference, nuisance or disturbance.

17.8 If the Contractor fails to comply with its obligations in Clause 17.7, the Principal may perform those obligations itself or through others and all costs, damages and expenses incurred by the Principal in performing those obligations will become a debt due and payable to the Principal from the Contractor.

17.9 Subject to any Legislative Requirements that require otherwise, the Contractor must only access the Site, and perform any part of the Supply required to be performed on the Site, during the hours of work set out in the Contract Header unless directed otherwise by the Principal.

**18 Defects in Supply**

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18.1 Without limiting the Principal's rights, at any time before Completion or the expiry of the Contract Term (as the case may be), and otherwise during the Defects Liability Period:

- (a) the Contractor must, at its own cost and risk, promptly make good any:

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- (i) Defects that it becomes aware of; and
  - (ii) if directed by the Principal, loss or damage to any property resulting from either Defects or other breaches of its obligations under the Contract; and
- (b) the Principal may:
- (i) direct the Contractor to make good (by any one or more of repair, replacement or re-performance, as determined by the Principal) any Defects, at the Contractor's own cost and risk, and within a reasonable time nominated by the Principal; and
  - (ii) if the Contractor fails to carry out and complete a direction in accordance with the Clause 18.1(b)(i), perform that Supply itself or retain others to perform that Supply on its behalf and the costs of doing so will be a debt due and payable from the Contractor to the Principal.
- 18.2 Instead of exercising its rights under Clause 18.1, but without limiting the Principal's other rights, if before Completion or the expiry of the Contract Term (as the case may be), or otherwise during the Defects Liability Period, the Principal discovers any Defects in any Goods, the Principal may:
- (a) Notify the Contractor that the Principal rejects the Defective Goods, in which case the Contractor must, at its cost and risk, collect the Defective Goods within 5 Business Days of the Principal's Notice; or
  - (b) if the Contractor fails to collect the Defective Goods in accordance with preceding sub-clause, return the Goods to the Contractor at the Contractor's cost and risk,
- and the Principal may recover from the Contractor all expenses incurred by the Principal arising from the return of the Defective Goods as a debt due and payable by the Contractor to the Principal.
- 18.3 Any repairs or replacement Goods provided by the Contractor will be subject to the same warranties as the original Goods, from the date of repair or replacement and the Defects Liability Period will recommence from the date of repair or replacement.
- 18.4 The Contractor is not relieved from any of its obligations under the Contract as a result of the Principal exercising its rights under Clause 18.

**19 KPIs, Bonus and Abatements**

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- 19.1 This Clause 19 will only apply if the Contract Header has been completed to confirm that this Clause 19 applies.
- 19.2 The Contractor must:
- (a) ensure its accounts, records, timesheets and other Documents in respect of all matters relating to the Contract are maintained in accordance with Good Industry Practice and enable the Principal (or its nominee) to evaluate the performance of the Contractor against the KPIs, but the Contractor acknowledges that the Principal will not be obliged to adopt the conclusions in those records; and
  - (b) provide the Principal with a report summarising its performance against the KPIs during the relevant KPI Evaluation Period (**KPI Report**) in time for the meeting referred to in Clause 19.3.
- 19.3 Within 5 Business Days after the end of each KPI Evaluation Period, or at such other time as the Principal reasonably directs, the Contractor must meet with the Principal's Nominated Representative (**Evaluation Meeting**) to:
- (a) discuss any relevant matters relating to the Supply or any other aspects of the Contract;
  - (b) discuss all initiatives that could improve the process for measuring and evaluating the Contractor's performance under the Contract;

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- (c) evaluate the Contractor's performance against the KPIs during the KPI Evaluation Period (having regard to any impacts upon the carrying out of the Supply arising from an act or omission of the Principal or the Principal's Personnel as Notified by the Contractor in any Claim);
  - (d) review the KPIs and consider any other key performance indicators which may be useful and accurate in evaluating the performance of the Contractor under the Contract for the following KPI Evaluation Period; and
  - (e) review the latest KPI Report and discuss whether any variations could usefully be made for the next KPI Evaluation Period.
- 19.4 Despite anything in the Contract to the contrary, the Contractor will not be entitled to any Bonus if, during the KPI Evaluation Period in which it would have satisfied the KPIs applicable to achieving the Bonus, it was in default of any obligation in the Contract or is subject to any Insolvency Event.
- 19.5 Following the Evaluation Meeting, the Principal will Notify the Contractor in writing (**Results Notice**) of:
- (a) the Bonus or Abatement, if any, that has been incurred as a result of the Contractor's performance against the KPIs during the KPI Evaluation Period most recently completed (with the Principal having regard and acting reasonably to any impacts upon the carrying out of the Supply arising from an act or omission of the Principal or the Principal's Personnel as Notified by the Contractor in any Claim); and
  - (b) any changes to the KPIs that were agreed with the Contractor, not to be unreasonably withheld, during the Evaluation Meeting and that are to apply for the new KPI Evaluation Period.
- 19.6 If the Results Notice states that the Contractor:
- (a) has incurred an Abatement, then it will be indebted to the Principal, at the time of issue of the Results Notice, of the applicable Abatement; and
  - (b) has earned a Bonus, then the Contractor will be entitled to claim payment of the Bonus in its next Payment Claim.
- 19.7 If the Contract Header does not provide for any Abatement, or the Abatement is for any reason found to be void or unenforceable, the Principal may recover damages at common law for the Contractor's failure to achieve the relevant KPI.
- 19.8 The KPIs that apply for the new KPI Evaluation Period will be the preceding KPIs, as revised by the Results Notice (if applicable), and any revisions will apply from the beginning of the new KPI Evaluation Period (even if that is retrospective).
- 19.9 The Parties' rights and obligations, whether under the Contract or otherwise, in relation to the Supply or the Contract, will not be affected by any changes to the KPIs, payment of any Bonus or Abatement, or the Contractor's performance as against the KPIs, except as expressly set out in this Clause 19.

**20 Price Adjustments**

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- 20.1 Where the Price is stipulated as 'Fixed' in the Contract Header, the Contractor must carry out the Supply, and perform all of its other obligations under the Contract, for the fixed priced amount specified in the Contract Header, which may only be adjusted as provided for in the Contract (other than this Clause 20).
- 20.2 Where the Price is stipulated as 'Firm' in the Contract Header, and the Contract Header states that the Contractor is to carry out the Supply for a Contract Term, and the Principal extends the Contract Term in accordance with Clause 6.2, the amount payable to the Contractor for the extended Contract Term will be calculated on the same basis as the Price unless the Parties agree in writing on all applicable changes to the Price.

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- 20.3 The Contractor must provide documentary evidence in writing to support of any price adjustment under Clause 20.2, that is being sought by the Contractor to apply to the extended Contract Term, including:
- (a) movements in the relevant published Consumer Price Index as it affects the Supply, if specified in Response Form: Pricing Structure, Discounts and Rebates;
  - (b) other factors as it affects the Supply, if specified in Response Form: Pricing Structure, Discounts and Rebates;
  - (c) any variation in any tax, duty or charge as it affects the Supply; and
  - (d) any other information which the Principal may reasonably require.

**21 Payment**

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- 21.1 The Price and Approved Expenses will be payable in the manner specified in Response Form: Price Submission and Response Form: Pricing Structure, Discounts and Rebates.
- 21.2 Subject to Clause 21.6, the Contractor must submit to the Principal's Nominated Representative at the address in the Contract Header, on the Payment Claim Date, its claims for payment (**Payment Claim**) for those parts of the Supply properly completed since the last Payment Claim Date, and for those Approved Expenses properly incurred since the last Payment Claim Date, less any amounts to which the Principal may deduct, withhold or set-off and less any amounts not due and payable under the Contract, which must include:
- (a) the Contract number;
  - (b) any Request for Goods and/or Services or Request for Alternative Goods and/or Services number and item numbers pertaining to the Request for Goods and/or Services or Request for Alternative Goods and/or Services (if applicable);
  - (c) the details of Supply carried out and claimed in the Payment Claim;
  - (d) the name of the Principal's Nominated Representative;
  - (e) the calculations substantiating the amount which it claims (and if the Price for the Services is based on hourly rates, details of the hours spent by the Contractor's Personnel in performing the Services);
  - (f) any discounts that are provided by the Contractor;
  - (g) itemised Approved Expenses claimed; and
  - (h) any other information which the Principal may reasonably require.

The Principal will be entitled to specify the format of Payment Claims.

- 21.3 The Principal's Nominated Representative will assess the Payment Claim and issue the Contractor a payment schedule stating the amount of the Payment Claim which in the opinion of the Principal's Nominated Representative (having regard to Clauses 21.6, 21.7 and 23), is payable by the Principal (**Payment Schedule**) within 10 Business Days of the receipt of a Payment Claim. The Payment Schedule must also state:
- (a) the Payment Claim to which the Payment Schedule applies; and
  - (b) if the amount in the Payment Schedule is less than that in the Payment Claim, the reasons why.
- 21.4 At any time before Completion or the expiry of the Contract Term (as the case may be), and otherwise up to the expiry of the Defects Liability Period (if applicable), the Principal may, by the issue of a Payment Schedule, correct an error in an earlier Payment Schedule or previous payment.

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- 21.5 Subject to Clauses 21.6, 21.7 and 23, the Principal will pay the Contractor, or the Contractor will pay to the Principal, as the case may be, the amount of the Payment Schedule within 5 Business Days of the date of the Payment Schedule. Any payment by the Principal is on account only, and is not evidence of that the Supply has been carried out in accordance with the requirements of the Contract.
- 21.6 The Contractor will not be entitled to claim payment for:
- (a) Goods which have not been Delivered to the Site in accordance with the Contract, unless the Parties otherwise agree in writing; and
  - (b) any part of the Supply that is Defective.
- 21.7 Without limiting the Principal's other rights, a Payment Claim Date will not occur unless the Contractor has:
- (a) returned a signed copy of the Contract Header;
  - (b) fully complied with its obligations to provide the Performance Guarantee in accordance with Clause 25 and the Security Deposit in accordance with Clause 26;
  - (c) provided certificates of currency in accordance with Clause 35.5; and
  - (d) provided the Principal with a statutory declaration (in the form set out in Schedule 1), 1 Business Day prior to the submission of the Payment Claim, which states that no wages or other monies are due and owing by the Contractor to its Personnel up to and including the date of the statutory declaration and which is not misleading or deceptive in any way.
- 21.8 The Contractor must not charge, or pass on to, the Principal any fees, costs or charges associated with the use of a corporate credit card or electronic facility.

**22 Reimbursement of Approved Expenses**

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- 22.1 Provided that any Claim for Approved Expenses is submitted in accordance with Clause 21, the Principal will, subject to Clauses 21 and 23, reimburse the Contractor for the Approved Expenses incurred by the Contractor in performing the Supply, provided that:
- (a) the Approved Expenses are incurred:
    - (i) at the request of the Principal; and
    - (ii) with the Consent of the Principal;
  - (b) the cost claimed is the out of pocket cost to the Contractor, exclusive of any profit, overhead or other margin or mark up; and
  - (c) the Contractor provides to the Principal Tax Invoices or other supporting documentation substantiating that the Approved Expenses have been necessarily and properly incurred.
- 22.2 For the avoidance of doubt, the Principal will not be liable to reimburse the Contractor for expenses other than the Approved Expenses, unless the Contractor has obtained the Consent of the Principal.

**23 General right of set-off by the Principal**

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- 23.1 The Principal may set off against and deduct from any monies due to the Contractor, any debt, costs, damages, loss or expense due to or claimed by the Principal from the Contractor whether or not the debt, costs, damages, loss or expense arises by way of contract, tort, damages, debt, restitution or otherwise, and whether or not the factual basis giving rise thereto arises out of the Contract, any other contract, or is independent of any contract.



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- 23.2 If no monies are due to the Contractor, or if the monies due to the Contractor are insufficient to discharge the debt, costs, damages, loss or expense, the Principal may have recourse to any Security Deposit provided in accordance with Clause 26.
- 23.3 Nothing in this Clause 23 will affect the right of the Principal to recover from the Contractor the whole of such moneys or any balance that remains owing.

**24 Goods and Services Tax (GST)**

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- 24.1 In this Clause 24, the terms 'Progressive or Periodic Supply', 'Recipient', 'Recipient Created Tax Invoice', 'Supplier', 'Supply' and 'Taxable Supply' have the meanings given to them in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).
- 24.2 The consideration for a Supply made under or in connection with the Contract includes GST (including the Price and Approved Expenses).
- 24.3 If the Contract Header has been completed to confirm that this Clause 24.3 applies, the Parties agree that for a Taxable Supply made by the Contractor as Supplier under the Contract, the Recipient will issue a Recipient Created Tax Invoice.
- 24.4 If the Contract Header has been completed to confirm that Clause 24.3 applies, the Contractor and the Recipient confirm that:
- (a) both Parties are registered for GST;
  - (b) if either Party deregisters for GST, they will Notify the other Party immediately;
  - (c) the Recipient will issue a Recipient Created Tax Invoice in respect of the Supply made by the Contractor; and
  - (d) the Contractor will not issue a Tax Invoice in respect of the Supply made by the Contractor.
- 24.5 If the Contract Header has been completed to confirm that Clause 24.3 applies, the Recipient agrees to comply with the applicable requirements imposed by the Australian Taxation Office for it to be able to issue a Recipient Created Tax Invoice for that Supply.
- 24.6 If a Supply made under or in connection with the Contract is a Taxable Supply, then at or before the time the consideration for the Supply is payable:
- (a) the Recipient must pay the Contractor an amount equal to the total GST for the Supply, in addition to and in the same manner as the consideration otherwise payable under the Contract for that Supply; and
  - (b) if:
    - (i) the Contract Header has been completed to confirm that Clause 24.3 applies, , the Recipient must give the Contractor a Recipient Created Tax Invoice; or
    - (ii) otherwise, the Contractor must give the Recipient a Tax Invoice for the Supply.
- 24.7 For clarity, the GST payable under Clause 24.6 is correspondingly increased or decreased by any subsequent adjustment to the amount of GST for the Supply for which the Supplier is liable, however caused.
- 24.8 Where a Tax Invoice is given by the Contractor, the Contractor warrants that the Supply to which the Tax Invoice relates is a Taxable Supply and that it will remit the GST (as stated on the Tax Invoice) to the Australian Taxation Office.

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- 24.9 Where a Supply is made under or in connection with the Contract is a Progressive or Periodic Supply, Clause 24.6 applies to each component of the Progressive or Periodic Supply as if it were a separate Supply.
- 24.10 Where the Principal is obliged under any Legislative Requirements to withhold any amount on account of tax or other imposts from any amount payable to the Contractor under or in connection with the Contract unless certain conditions are satisfied, the Principal may withhold the amount required to be withheld under the Legislative Requirement until the Principal is satisfied in its reasonable opinion that all the relevant conditions have been satisfied.
- 24.11 The Parties agree to exchange with each other such information as may be necessary to enable each Party to accurately assess its rights and obligations under Clause 24.10.

**25 Performance Guarantee**

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- 25.1 If the Contractor is a corporation that has a Related Body Corporate, the Contractor must, if specified in the Contract Header, or if requested by the Principal before the Completion Date or the expiry of the Contract Term (as the case may be), provide the Principal, within 10 Business Days of the date of the Contact or receipt of the Principal's request (as the case may be), a Performance Guarantee, executed by the Related Body Corporate nominated by the Principal.
- 25.2 The Performance Guarantee must be in a form approved by the Principal.
- 25.3 The Performance Guarantee will be held by the Principal as security for the due and proper performance of all obligations of the Contractor under the Contract.
- 25.4 A claim by the Principal against the Performance Guarantee will not release the Contractor from its obligations under the Contract.
- 25.5 All charges incurred by the Contractor in obtaining, maintaining and releasing the Performance Guarantee in accordance with this Clause 25 must be met by the Contractor.

**26 Security Deposit**

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- 26.1 The Contractor must, if specified in the Contract Header, or if requested by the Principal before the Completion Date or the expiry of the Contract Term (as the case may be), provide the Principal, within 10 Business Days of the date of the Contact or receipt of the Principal's request (as the case may be), a Security Deposit in the form of an unconditional and irrevocable undertaking for the amount specified in the Contract Header or, if not so specified, then the amount specified by the Principal (which must not exceed 5% of the Price).
- 26.2 The Security Deposit must be in a form and issued by a financial institution approved by the Principal.
- 26.3 The Security Deposit will be held by the Principal as security for the due and proper performance of all the obligations of the Contractor under the Contract.
- 26.4 The Principal may have recourse to the Security Deposit (including to moneys obtained by conversion of the Security Deposit):
- (a) where the Principal has express right of recourse under the Contract or at law;
  - (b) for any amount due which remains unpaid after the time for payment, or where there is no time for payment specified, remains unpaid after 5 Business Days after demanding payment; or
  - (c) for any amount bona fide claimed by the Principal under or in connection with the Contract (whether liquidated or otherwise) which remains unpaid after 5 Business Days after demanding payment.

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- 26.5 If the Principal has recourse to the Security Deposit at any time, the Contractor must, within 10 Business Days of the Principal having recourse to the Security Deposit, reinstate the Security Deposit to the amount specified in the Contract Header or, if not so specified, then the amount specified by the Principal under Clause 26.1.
- 26.6 The Contractor must not take any steps to injunct or otherwise retrain any issuer of the Security Deposit from paying the Principal pursuant to the Security Deposit or the Principal from taking any steps for the purposes of making a demand under the Security Deposit or receiving payment under the Security Deposit.
- 26.7 The Contractor agrees that the Principal, whilst exercising its rights in accordance with this Clause 26, will have no liability to the Contractor of any nature (whether in negligence or otherwise) for any loss or damage suffered or incurred by the Contractor.
- 26.8 Subject to any rights it may have under the Contract, the Principal will release the Security Deposit to the Contractor where the Contractor has fully performed and discharged all of its obligations under the Contract (other than the obligations as specified in Clause 48.12, which will survive the termination of the Contract) or upon termination of the Contract in accordance with Clause 40.1 or 40.3.
- 26.9 All charges incurred by the Contractor in obtaining, maintaining and releasing the Security Deposit in accordance with this Clause 26 must be met by the Contractor.
- 26.10 If the Security Deposit provided in accordance with this Clause 26 will expire prior to the date upon which the Principal is required to release the Security Deposit, the Contractor must give to the Principal, at least 10 Business Days before the expiry date of that Security Deposit, a substitute Security Deposit (stamped if required by law) in exactly the same terms and for the same amount as the Security Deposit which is to expire, except that:
- (a) the expiry date on the substitute Security Deposit must not be before the date that is 12 months from the date of issue of the substitute Security Deposit; and
  - (b) if an amount has been drawn under the expiring Security Deposit, for an amount of the remaining balance of that Security Deposit.
- 26.11 Clause 26.10 will separately apply (and will continue to apply) if the substitute Security Deposit will expire prior to the date upon which the Principal is required to release the Security Deposit, except in circumstances where the Security Deposit expires due to the fact that the approved financial institution has paid the aggregate amount or the balance of the Security Deposit outstanding to the Principal. If the Contractor does not comply with Clause 26.10 or this Clause 26.11, the Contractor agrees that, without limiting the Principal's other rights under the Contract, the Principal may immediately call on and have recourse to the Security Deposit provided in accordance with this Clause 26.

**27 Commissions, incentives and collusion**

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- 27.1 The Contractor must not, and must ensure that its Personnel do not, give or offer anything to the Principal, the Principal's Personnel (including any Councillor), or to a parent, spouse, child or associate of the Principal or the Principal's Personnel, including any commission, inducement, gift or reward, which could in any way tend or be perceived as attempting to influence the Principal's actions in relation to the Contract.
- 27.2 The Contractor represents and warrants to the Principal that:
- (a) its Offer was not prepared (and any variations to the Contract will not be prepared) with any consultation, communication, contract, arrangement or understanding with any competitor (including a contractor under a similar contract with the Principal) regarding:
    - (i) prices;
    - (ii) methods, factors or formulas used to calculate prices;

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- (iii) the intention or decision to submit or not submit an offer (or request a variation) to the Contract;
  - (iv) the submission of an offer (or a request for variation) that is non conforming with the terms of the Contract;
  - (v) the quality, quantity, Principal's Requirements or delivery particulars of Goods or Services; or
  - (vi) the terms of the Offer (or variation) or a competitor's offer (or variation);
- (b) except with the Consent of the Principal (which may be refused or given in the Principal's absolute discretion):
- (i) it has not offered or provided any consideration or other benefit directly or indirectly, or entered into any contract, arrangement or understanding to provide any consideration or benefit directly or indirectly, to any competitor (including any contractor under a similar contract with the Principal) arising from or in connection with its Offer or the Contract;
  - (ii) it has not received any consideration or other benefit directly or indirectly, or entered into any contract, arrangement or understanding to receive any consideration or other benefit directly or indirectly, from any competitor (including any contractor under a similar contract with the Principal) arising from or in connection with its Offer or the Contract; and
  - (iii) it will not offer, provide or receive any consideration or other benefit directly or indirectly, or enter into any contract, arrangement or understanding to provide any consideration or benefit directly or indirectly, to any competitor (including any contractor under a similar contract with the Principal) arising from or in connection with its Offer or the Contract;
- (c) it has not consulted, communicated or entered into any contract, arrangement or understanding to provide any consideration or other benefit, whether directly or indirectly, to any trade, industry or other association (above the published standard fee) relating in any way to the Contract, nor has it provided, nor will it provide, any such consideration or other benefit;
- (d) at the time of entering into the Contract, the Contractor, the Contractor's Personnel and the Contractor's Related Body Corporates), including the directors and senior management of any of them, are not, and have never been, subject to legal proceedings relating to improper or anti-competitive conduct in Australia or overseas; and
- (e) the Contractor will Notify the Principal immediately upon becoming aware that the Contractor, the Contractor's Personnel or the Contractor's Related Body Corporates), including a director or member of senior management of any of them, becomes subject to legal proceedings relating to improper or anti-competitive conduct in Australia or overseas by disclosing (at a minimum):
- (i) the names of the parties to the legal proceedings;
  - (ii) the case number;
  - (iii) the general nature of the legal proceedings; and
  - (iv) the outcome or current status of the legal proceedings.
- 27.3 The Contractor acknowledges that the Principal relied on the representations and warranties made in Clause 27.2 when it entered into the Contract and is repeated when each Request for Goods and/or Services and Request for Alternative Goods and/or Services, if applicable, is issued.
- 27.4 If the Principal discovers at any time before Completion or the expiry of the Contract Term (as the case may be) that the Contractor has breached Clause 27.1 or 27.2, the Principal may, in addition to the Principal's other rights and remedies, elect to suspend the Contract in accordance with Clause 39 or terminate the Contract in accordance with Clause 40.3.

**28 Conflict of Interest**

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- 28.1 The Contractor warrants that, at the time of entering into the Contract, neither the Contractor nor any of its Personnel have, or are likely to have, any Conflict of Interest that could be expected to affect the performance of the Contractor's obligations under the Contract.
- 28.2 If a Conflict of Interest arises, or there is in the minds of either Party a real, perceived, anticipated or identified risk of a Conflict of Interest arising, or risk of a Conflict of Interest arising before Completion or the expiry of the Contract Term (as the case may be), then Contractor must immediately give Notice of the Conflict of Interest, or the risk of it, to the Principal.
- 28.3 The Contractor must:
- (a) ensure that its Personnel do not engage in any activity or obtain any interest which may conflict with either the interests of the Principal or the Contractor's obligations under the Contract; and
  - (b) immediately give Notice to the Principal of any Conflict of Interest relating to the activities or interests of any of its Personnel.
- 28.4 Upon receipt of a Notice in accordance with Clauses 28.2 or 28.3, or upon the Principal otherwise identifying a real, perceived, anticipated or identified Conflict of Interest, the Principal may:
- (a) direct the Contractor as to how to manage the Conflict of Interest, and the Contractor must comply with that direction;
  - (b) suspend the Contract in accordance with Clause 39; or
  - (c) terminate the Contract in accordance with Clause 40.3.
- 28.5 If the Principal does not terminate the Contract in accordance with Clause 40.3, the Contractor must give Notice to the Principal when the Conflict of Interest, or risk of the Conflict of Interest, is resolved.

**29 Intellectual Property Rights and Moral Rights**

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- 29.1 Title to, and ownership of, Intellectual Property Rights in all New Contract Material will, upon its creation, vest in the Party specified in the Contract Header, or, if not so specified, then the Principal.
- 29.2 If title to, and ownership of, Intellectual Property Rights in the New Contract Material vests in the Principal:
- (a) the Principal grants to the Contractor a paid up, non-exclusive, irrevocable licence to use the New Contract Material for the carrying out of the Supply;
  - (b) the Contractor must ensure that the New Contract Material is used, copied, supplied or reproduced only for the purposes of carrying out of the Supply; and
  - (c) upon the expiry or termination of the Contract (or some earlier date if required by the Principal), the Contractor must provide the Principal, in a format specified by the Principal, all New Contract Material (including copies).
- 29.3 If title to, and ownership of, Intellectual Property Rights in the New Contract Material vests in the Contractor:
- (a) the Contractor grants to the Principal, and must ensure that the person legally entitled to do so grants to the Principal, and must do all reasonable things necessary to give effect to the grant to the Principal of, no less than a paid-up, non-exclusive, fully assignable, irrevocable, perpetual licence (including the right to sub-licence) to use and copy the New Contract Material (from the time it is first prepared or used) for any purpose in connection with:

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- (i) the Principal's use, exploitation, modification or maintenance of the Supply or disposal or sale of any Goods; or
  - (ii) the Principal's use or exploitation (whether commercially or otherwise) for any other purpose, if specified in the Contract Header; and
- (b) the licence will continue after, and for the avoidance of doubt survives, the termination of the Contract (and whether the termination is for the default of either Party, for convenience or for any other reason).
- 29.4 The Contract does not affect Intellectual Property Rights in Existing Contract Material, but the Contractor grants to the Principal, and must ensure that the person legally entitled to do so grants to the Principal, and must do all reasonable things necessary to give effect to the grant to the Principal of, no less than a paid up, non-exclusive, fully assignable, irrevocable, perpetual licence (including the right to sub-licence) to use and copy the Existing Contract Material for any purpose in connection with:
- (a) the Principal's use, exploitation, modification or maintenance of the Supply or disposal or sale of any Goods; or
  - (b) the Principal's use or exploitation (whether commercially or otherwise) for any purpose, if specified in the Contract Header.
- The licence will continue after, and for the avoidance of doubt survives, the termination of the Contract (and whether the termination is for the default of either Party, for convenience or for any other reason).
- 29.5 The Principal retains the Intellectual Property Rights in any material provided to the Contractor.
- 29.6 The Contractor must procure that each Moral Rights Owner irrevocably and in a legally binding manner consents to acts or omissions of the Principal in relation to the Supply (including the modification of the Goods or the product of the Services) which might otherwise infringe the Moral Rights Owner's rights under the *Copyright Amendment (Moral Rights) Act 2000* (Cth). The form of any consent which the Contractor proposes to obtain in accordance with this Clause 29.6 must first be approved by the Principal.
- 29.7 The Contractor must provide all reasonable assistance requested by the Principal in relation to any communication between the Principal and a Moral Rights Owner in relation to the Moral Rights Owner's consent referred to in Clause 29.6.
- 29.8 The Contractor releases and indemnifies the Principal against all claims and any costs, expenses, losses, damages, liabilities and other amounts of any kind whatsoever suffered or incurred by the Principal arising out of any failure by the Contractor to obtain the consent of a Moral Rights Owner as required under Clause 29.6.

**30 PPSA**

- 30.1 If the Principal determines that the Contract (or a transaction in connection with it) is or contains a Security Interest, the Contractor agrees to do anything (including obtaining consents, signing and producing Documents, getting Documents completed and signed, and supplying information) as the Principal may reasonably require for the purposes of:
- (a) ensuring that the Security Interest is enforceable, perfected and otherwise effective and ranks ahead of other Security Interests;
  - (b) enabling the Principal to apply for, and obtain, any registration or providing any notification in accordance with the *Personal Property Securities Act 2009* (Cth) (**PPSA**); or
  - (c) enabling the Principal to exercise any right in connection with the Security Interest or the property the subject of the Security Interest.
- 30.2 The Contractor waives each right to receive any Notice from the Principal under the PPSA (including notice of a verification statement) that can be waived.

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- 30.3 Except as expressly agreed in writing to the contrary, the Contractor:
- (a) acknowledges that neither the Contract nor a transaction in connection with it is intended to provide a Security Interest in favour of the Contractor; and
  - (b) agrees that it will not register or otherwise perfect (or seek to perfect) any Security Interest, and will remove any registration in respect of the Contract or a transaction in connection with it.
- 30.4 The Contractor must:
- (a) promptly Notify the Principal if it knows or becomes aware (whether by receipt of a notice under the PPSA or otherwise) that a third party has or claims a Security Interest in the Goods or the product of the Services:
    - (i) owned by the Principal;
    - (ii) supplied or to be supplied by the Contractor to the Principal; or
    - (iii) in which the Principal has an interest;
  - (b) give the Principal any information reasonably required by the Principal in relation to any such Security Interest or claim; and
  - (c) on request by the Principal, use best endeavours to ensure that the third party:
    - (i) discharges any such Security Interest, and does not register or otherwise perfect (or seek to perfect), and removes any registration, in respect of any such Security Interest; or
    - (ii) subordinates any such Security Interest to the interest of the Principal, by an agreement in form and substance satisfactory to the Principal.
- 30.5 Without limiting Clauses 30.3 and 30.4, at any time when title to or ownership of any the Goods, or the product of the Services, is passed to the Principal, the Contractor must ensure that title or ownership is passed free of any Security Interest of the Contractor or any other person.
- 30.6 The Contractor must ensure that each subcontract has, for the benefit of the Principal, a clause that reflects this Clause 30.
- 30.7 Without limiting Clause 31, neither the Principal nor the Contractor will disclose information of the kind mentioned in section 275(1) of the PPSA, and the Contractor will not authorise, and will ensure that no other party authorises, the disclosure of such information. However, this does not prevent disclosure where required under section 275 of the PPSA because of the operation of section 275(7) of the PPSA.

**31 Confidentiality**

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- 31.1 Except to the extent expressly provided by this Clause 31, the Contractor must not, and must ensure that its Personnel do not, use or disclose any Confidential Information without the Consent of the Principal.
- 31.2 The Contractor may only disclose Confidential Information:
- (a) to its Personnel who have a need to know, and only to the extent each needs to know, in order for the Contractor to carry out the Supply, provided that such Personnel have agreed in writing to maintain the confidentiality of the Confidential Information before any disclosure to them;
  - (b) where required by law; or
  - (c) where the Contract expressly requires disclosure to a third party.

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- 31.3 If Confidential Information is disclosed under Clause 31.2, the Contractor must ensure that the person to whom the information is disclosed is made aware of its confidential nature and the obligations restricting its use and disclosure.
- 31.4 The Contractor must keep all Confidential Information in a secure location so that no unauthorised person is able to gain access to it.
- 31.5 The Contractor must immediately Notify the Principal if the Contractor becomes aware of any unauthorised disclosure or use of Confidential Information.
- 31.6 Promptly upon request at any time by the Principal, or upon the expiry or termination of the Contract, the Contractor must provide the Principal with:
- (a) any Confidential Information (including copies);
  - (b) any item in respect of which Intellectual Property Rights are held by the Principal; and
  - (c) any property, including Documents or records belonging to the Principal or relating to the Supply,
- in the Contractor's power, possession or control, in the form requested by and to the satisfaction of the Principal.
- 31.7 Subject to Clause 31.6, the Contractor must destroy its files and any copy (but not the original) of any Documents or records belonging to the Principal or relating to the Supply held in its file in accordance with usual business practice and any applicable Legislative Requirements.

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**32 Privacy and Personal Information**

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- 32.1 If the Contractor collects or has access to Personal Information in order to carry out the Supply, the Contractor must:
- (a) if the Principal is an 'agency' within the meaning of the *Information Privacy Act 2009* (Qld), comply with Parts 1 and 3 of Chapter 2 of that Act in relation to the discharge of its obligations under the Contract as if the Contractor was the Principal;
  - (b) not use Personal Information other than in connection with carrying out the Supply, unless required or authorised by law;
  - (c) not disclose, or transfer outside of Australia, Personal Information without the Consent of the Principal, unless required or authorised by law;
  - (d) ensure that its Personnel do not access, use or disclose Personal Information other than in connection with carrying out the Supply;
  - (e) ensure that its Personnel who have access to Personal Information comply with obligations the same as those imposed on the Contractor under this Clause 32;
  - (f) fully co-operate with the Principal to enable the Principal to respond to applications for access to, or amendment of a Document containing an individual's Personal Information and to privacy complaints; and
  - (g) comply with such other privacy and security measures as the Principal reasonably requires from time to time.
- 32.2 In relation to any Personal Information (as defined in the *Privacy Act 1988* (Cth) (**Privacy Act**) provided or to be provided by the Contractor in connection with the Supply (whether as part of its Offer or otherwise), the Contractor warrants to the Principal:
- (a) the Contractor has obtained and will obtain the consent of each individual about whom any Sensitive Information (as defined in the Privacy Act) is provided; and



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- (b) the Contractor has or will within the time required by the Privacy Act ensure that each individual about whom any Personal Information is provided has received or will receive a written statement setting out all of the matters required by National Privacy Principle 1.3:
  - (i) in relation to disclosure of Personal Information to the Principal, the Principal's Nominated Representative and any consultant of the Principal requiring the information for the purposes set out in Clause 32.2(b)(ii); and
  - (ii) disclosing that the entities referred to in Clause 32.2(b)(i) will use the Personal Information for the purposes of reviewing and assessing matters relevant to the work under the Contract from time to time.
- 32.3 The Contractor will comply with the provisions of the Privacy Act in relation to any Personal Information provided to the Contractor by the Principal, the Principal's Nominated Representative and any consultant of the Principal.
- 32.4 The Contractor must, if specified in the Contract Header, or if requested by the Principal, obtain from its Personnel carrying out the Supply, an executed deed of privacy in a form acceptable to the Principal.
- 32.5 The Contractor must immediately Notify the Principal on becoming aware of any breach of this Clause 32.

**33 Liability**

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- 33.1 Subject to Clause 33.4, the Contractor's total aggregate liability to the Principal under the Contract is limited to the sum set out in the Contract Header.
- 33.2 Subject to Clause 33.3 and 33.4, in no event will either Party be liable to the other (in contract, under an indemnity, for debt, in tort including negligence, under statute or otherwise according to law or in equity) for any Consequential Loss arising out of or in any way in connection with the Contract, the Supply or the Parties' conduct (including breach of contract and any other acts or omissions, whether before, on or after the date the Contract Header is signed by both Parties).
- 33.3 Clause 33.2 does not apply to limit any liability of the Contractor (including incurring any Abatement) arising under or pursuant to Clauses 11 and 19 (if applicable).
- 33.4 Without limiting Clause 33.3, Clauses 33.1 and 33.2 does not limit the Contractor's liability:
  - (a) arising under or pursuant to an indemnity provided by the Contractor in Clause 34 or elsewhere in the Contract;
  - (b) in respect of liability which:
    - (i) cannot be limited at law;
    - (ii) is due to the Contractor's deliberate breach of the Contract, wilful misconduct, fraud or criminal conduct by it or any of its Personnel; or
    - (iii) arises in connection with the Contractor's abandonment of its obligations under the Contract;
  - (c) for any breach of Clauses 27, 29 and 32;
  - (d) for loss of or damage to third party property and claims by any third party against the Principal in respect of personal injury or death or loss of, or damage to, any other property arising out of or as a consequence of the carrying out the Supply;
  - (e) to the extent the Contractor is paid or indemnified, or is entitled to be paid or indemnified, for the liability by an insurer under an insurance policy required by the Contract;

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- (f) to the extent the Contractor would have been entitled to be indemnified for that liability by an insurer under an insurance policy required by the Contract, but for a failure by the Contractor to effect and maintain the insurance policy as required by the Contract; and
- (g) to the extent that (ignoring the application of Clauses 33.1 and 33.2), the Contractor is entitled to recover that liability from any other third party, or would have been entitled to recover that liability but for any act or omission of the Contractor,

and those liabilities will not be included in any calculation of the Contractor's total aggregate liability under Clause 33.1.

**34 Indemnity**

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34.1 The Contractor releases, discharges and indemnifies the Principal and its Personnel (**Indemnified Persons**) from and against any Claim, expenses, losses and damages which may be brought against or made upon or incurred by any of them in connection with:

- (a) any negligent or unlawful act or omission of the Contractor or its Personnel;
- (b) any breach of the Contract by the Contractor;
- (c) any loss of or damage to real or personal property caused or contributed to by the Contractor or its Personnel;
- (d) personal injury or death caused or contributed to by the Contractor or its Personnel;
- (e) a breach of any Legislative Requirement by the Contractor or its Personnel; or
- (f) the infringement of the Intellectual Property Rights of any third party by the Contractor or its Personnel,

except to the extent caused by the negligent or unlawful act or omission of the Indemnified Persons.

34.2 Each indemnity in the Contract is a continuing obligation, separate and independent from the other obligations of the Parties. It is not necessary for a Party to incur expense or make payment before enforcing a right of indemnity under the Contract. A Party must pay, as a debt due and payable, on demand any amount it must pay under an indemnity in the Contract.

**35 Insurance**

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35.1 Before commencing any part of the Supply, the Contractor must, at its own cost, take out and maintain the following insurances, until Completion or the expiry of the Contract Term (as the case may be), to cover its obligations under the Contract:

- (a) Public liability insurance for the amount specified in the Contract Header for each and every claim or, if not so specified, then \$10,000,000;
- (b) Workers compensation insurance (Workcover) as required by law;
- (c) Professional indemnity insurance for the amount specified in the Contract Header for each and every claim, which must be maintained from the Commencement Date to six years after the latter of Completion or the expiry of the Contract Term (as the case may be) or termination of the Contract, unless otherwise specified in the Contract Header;
- (d) third party comprehensive motor vehicle insurance; and
- (e) any other insurances specified, and for the amounts specified, in the Contract Header.

35.2 The Contractor may, at its own cost, effect any additional insurance it considers necessary in connection with the Supply.

**Conditions of Contract – Provision of Goods and/or Services**

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- 35.3 The Contractor warrants to the Principal that, if it is a participating member of a scheme approved under the *Professional Standards Act 2004* (Qld), it will take out and maintain the minimum level of insurance as specified in the Contract Header.
- 35.4 The insurances required under Clause 35.1 must be effected and maintained with an insurer that is authorised and licensed to operate in Australia, and otherwise on terms and conditions that a prudent and competent contractor would insure with and obtain, as the case may be (taking into account the Contractor's obligations and liabilities under or arising out of the Contract).
- 35.5 The Contractor must provide a certificate of currency for each insurance policy required under Clauses 35.1 prior to commencing any part of the Supply and at any time upon request by the Principal.
- 35.6 The Contractor warrants that any exclusions and deductibles that may be applicable to the insurance required under Clause 35.1 will not impact on the Contractor's ability to meet any claim or otherwise prejudice the Principal's rights under the Contract.
- 35.7 If any insurance policy required by Clause 35.1 is materially modified or cancelled, the Contractor must immediately Notify the Principal.
- 35.8 The Contractor must pay any excesses and deductibles for claims made under any policy of insurance effected by the Principal or the Contractor, which relate to the Contractor or the Supply.

**36 Work Health and Safety**

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- 36.1 In this Clause 36, the terms:
- (a) 'Act' means the Work Health and Safety Act 2011 (Qld);
  - (b) 'Regulation' means the Work Health and Safety Regulation 2011 (Qld);
  - (c) 'Workplace', 'Inspector', 'Notifiable Incident' and 'Regulator' have the same meaning as in the Act.
- 36.2 The Contractor must:
- (a) carry out the Supply in a safe manner;
  - (b) take all reasonable care to provide and maintain a Workplace free of accidents and injuries, including carrying out the Supply in a way that is without risk to the health, safety and welfare of any person;
  - (c) comply with all Legislative Requirements relating to workplace health and safety (including the Act and Regulations);
  - (d) comply with all Policies and Plans relating to workplace health and safety;
  - (e) at all times have documented safe work practices and procedures for the Supply;
  - (f) ensure that there are processes in place to identify, assess and proactively control risks at the Workplace at which the Supply is being undertaken;
  - (g) cooperate with and do all of the things that are necessary to enable the Principal to comply with all Legislative Requirements relating to workplace health and safety (including the Act and Regulations);
  - (h) attend any inductions or such other safety meetings required by the Principal;
  - (i) comply with all lawful directions issued by any person with control of the applicable part of the Site pursuant to any Legislative Requirements relating to workplace health and safety;

**Conditions of Contract – Provision of Goods and/or Services**

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- (j) provide its Personnel with personal protective equipment, information, instruction, training and supervision to ensure their own health and safety, and to ensure that their acts or omissions do not adversely affect the health and safety of other persons while carrying out the Supply;
  - (k) provide, when requested by the Principal, evidence of its compliance with the requirements of any Legislative Requirements relating to workplace health and safety (including the Act and Regulations);
  - (l) provide, when requested by the Principal, information about, and verification of, the safety systems in a Workplace at which the Supply is being undertaken, including site specific safe work practices, policies and procedures and how compliance with the safety system is audited and monitored;
  - (m) immediately Notify the Principal of any accidents involving the Contractor's Personnel and, within 1 Business Day, give the Principal a detailed report of the circumstances and consequences of the accident;
  - (n) immediately Notify the Principal if, as a result of the Supply, the Contractor is required to report a Notifiable Incident to a Regulator;
  - (o) take all reasonable practicable steps to secure the area where the Notifiable Incident occurred until an Inspector arrives at the area or any earlier time that an Inspector directs;
  - (p) immediately Notify the Principal if an Inspector or any delegate or union representative enters or attends a Workplace in relation to a workplace health and safety matter where the Supply is being carried out; and
  - (q) cooperate in any investigations relating to Workplace incidents.
- 36.3 Without limiting any other obligation under the Contract, if material that might contain asbestos or other hazardous substance is discovered, the Contractor must:
- (a) immediately Notify the Principal; and
  - (b) comply with all applicable obligations and restrictions imposed by any applicable Legislative Requirements.
- 36.4 The Contractor must, at the times specified in the Contract Header, and at any time upon request by the Principal, provide all assistance and access to its offices, Personnel and records to enable the Principal (which may be the Principal's staff or external contractors) and any government agency to conduct audits on the Contractor's compliance with its obligations under this Clause 36, the Policies and Plans and any Legislative Requirements relating to workplace health and safety (including the Act and Regulations). If any non-conformance is detected, the Contractor must immediately rectify the non-conformance at its own cost.
- 36.5 The Contractor must Notify the Principal once the non-conformance has been rectified.

**37 Resolution of Disputes**

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- 37.1 If any dispute between the Parties arises from or in connection with the Contract (whether before or after termination of the Contract) (**Dispute**), the Parties agree to resolve it in the manner set out in this Clause 37, and a Party may not commence court proceedings concerning the Dispute unless the Party has complied with this Clause 37 or the Party seeks urgent injunctive or declaratory relief.
- 37.2 A Party claiming that a Dispute has arisen must Notify the other Party of the Dispute and specify the nature of the claim (**Dispute Notice**).
- 37.3 A Party served with a Notice of Dispute may give a written response to the Notice of Dispute to the other Party within 28 days of the receipt of the Notice.

**Conditions of Contract – Provision of Goods and/or Services**

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- 37.4 Within 42 days of service of a Notice of Dispute, or within 14 days of the receipt a written response to the Notice of Dispute, whichever is the earlier, the Parties must confer at least once to attempt to resolve the Dispute. At any such conference, each Party must be represented by a person having authority to agree to a resolution of the Dispute.
- 37.5 If the Dispute is not resolved under Clause 37.4 within 56 days after the date of the Dispute Notice, then either Party may refer the Dispute to mediation in accordance with, and subject to, the Resolution Institute's Mediation Rules. The Parties must agree on the identity of the mediator, failing which, a mediator must be appointed by the Chairman of the Queensland Chapter of the Resolution Institute. The place of mediation will be the Gold Coast. Each Party will bear its own costs and share equally the costs of the mediator or the process of mediation.
- 37.6 If the Dispute is not resolved under Clause 37.5 within 30 days of the appointment of a mediator or the Parties do not submit the Dispute to mediation within 70 days after the date of the Dispute Notice, either Party may commence litigation.
- 37.7 Each Party must continue to perform its obligations under the Contract despite the existence of a Dispute.

**38 Variation**

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- 38.1 The Principal may, at any time before Completion or the expiry of the Contract Term (as the case may be), direct the Contractor by Notice to:
- (a) accelerate or delay the progress of, or change the sequence of, the Supply or any part of it;
  - (b) increase, decrease or omit any part of the Supply (including an omission for the purpose of carrying out that part of the Supply itself or engaging a third party to do so), or supply additional goods or perform additional services; or
  - (c) change the nature or quality of, or method of carrying out, the Supply,
- (Variation)** provided that any Variation for the supply additional goods or the performance of additional services is within the general scope of the Contract.
- 38.2 The Contractor must not vary any part of the Supply except as directed in writing by the Principal or approved in writing by the Principal in accordance with Clause 38.1.
- 38.3 The valuation of any Variation may be agreed to by the Parties in writing, including how much the Contractor is entitled to charge the Principal for the Variation or, alternatively, the basis on which the Contractor will calculate the amounts that it may charge the Principal. Unless agreed, the valuation will be made under Clause 38.5.
- 38.4 Within 5 Business Days of receiving a direction for a Variation, and before carrying out the Variation, the Contractor must provide the Principal with a detailed quotation for the Variation supported by measurements or other evidence of cost.
- 38.5 Where the Contract provides for a valuation to be made under this Clause 38, and the Parties have not already agreed on the value of a Variation, the Principal's Nominated Representative will determine (acting reasonably) the value of the Variation as follows:
- (a) if the Contract prescribes specific rates or prices to be applied in determining the value, those rates or prices will be used; and
  - (b) to the extent that the preceding Clause 38.5(a) does not apply, reasonable rates or prices will be used.
- 38.6 Except as provided in this Clause 38, the Contractor has no Claim against the Principal arising out of or in connection with any Variation.

**Conditions of Contract – Provision of Goods and/or Services**

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- 38.7 If the Contractor is of the opinion that any direction is a Variation even though it was not expressed as such, the Contractor must, within 3 Business Days of receiving the direction, and before giving effect to the direction, Notify the Principal of its opinion. If the Contractor fails to give the Notice required by this Clause 38.7, the Contractor will not be entitled to make any Claim with respect to the Principal's direction.
- 38.8 Despite any other provision of the Contract, the Contractor will not be entitled to any Claim, if a direction is given or a Variation directed which results from:
- (a) performance of incidental tasks or tasks that can be reasonably inferred as necessary to safely and effectively complete the Supply;
  - (b) any Defect;
  - (c) the Contractor being in breach of the Contract; or
  - (d) any negligence or any default of the Contractor or its Personnel.

**39 Suspension**

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- 39.1 The Principal may, at any time and for any reason, direct the Contractor to suspend the carrying out of the Supply or any part thereof by Notice to the Contractor for the following reasons:
- (a) any act, default or omission of the Contractor or its Personnel;
  - (b) the protection or safety of any person or property; or
  - (c) the convenience of the Principal.
- 39.2 If the Principal issues a direction under Clause 39.1, the Contractor must immediately comply with that direction, and must immediately take all steps possible to minimise any amounts payable by the Principal under Clause 39.4;
- 39.3 The Principal may at any time direct the Contractor to resume the carrying out of the Supply or any part thereof by Notice to the Contractor, and the Contractor must promptly comply with such a direction at its cost.
- 39.4 If the suspension is due to a matter referred to in Clause 39.1(c) or due to a breach of contract or negligence of the Principal or its Personnel:
- (a) the Contractor's costs related to the suspension will be valued under Clause 38.5 and added to the Price; and
  - (b) the Contractor may Claim an extension of time under Clause 11 (if applicable).
- 39.5 The Contractor will not be entitled to Claim if the suspension occurs because of a matter referred to under Clause 39.1(a) or 39.1(b).

**40 Termination**

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- 40.1 The Principal may, in its absolute discretion, at any time terminate the Contract, in whole or in part, for its convenience (including where there has been no default or insolvency of the Contractor) by giving 30 days Notice to the Contractor.
- 40.2 If the Contract is terminated in accordance with Clause 40.1, or in the event the Contract becomes frustrated at law, the Contractor:
- (a) must immediately take all steps possible to minimise any amounts payable by the Principal under this Clause 40.2;

**Conditions of Contract – Provision of Goods and/or Services**

- (b) will, subject to the clause 40.2(c), be entitled to be paid in accordance with the Contract for:
    - (i) any part of the Supply properly carried out and completed in accordance with the Contract up to the date of termination (on the basis of a prorata of the Price, as determined by the Principal's Nominated Representative (acting reasonably); and
    - (ii) its direct, necessary and reasonably incurred actual costs and expenses caused by the termination under Clause 40.1 only; and
  - (c) the Principal will not be liable to the Contractor for any Consequential Loss or payment greater than the amount that the Principal would have paid to the Contractor had the Contract been completely performed.
- 40.3 The Principal may, without limiting its rights at law, immediately terminate the Contract by Notice to the Contractor if the Contractor:
- (a) fails to provide the Performance Guarantee in accordance with Clause 25 or the Security Deposit in accordance with Clause 26;
  - (b) gives Notice in accordance with Clauses 28.2 or 28.3 or the Principal otherwise identifies a real, perceived, anticipated or identified risk of a Conflict of Interest arising from the Contractor carrying out the Supply;
  - (c) breaches any part of Clauses 27, 31, 32 or 35;
  - (d) is subject to an Insolvency Event;
  - (e) breaches any applicable Legislative Requirements;
  - (f) is unable to carry out any part of the Supply which requires a licence under a Legislative Requirement because it has failed, refused or been unable to obtain a licence of the appropriate class under the Legislative Requirement, or its licence has been cancelled or suspended;
  - (g) fails to comply with a written Notice from the Principal or any other direction properly given, within the timeframe required by the Principal;
  - (h) breaches a term of the Contract, and that breach cannot be remedied; or
  - (i) breaches any term of the Contract, and fails to remedy that breach within 5 Business Days of being directed by written Notice to do so by the Principal.
- 40.4 If the Contract is terminated in accordance with Clause 40.3, the Principal will not be liable to make any further payment to the Contractor for the Supply.
- 40.5 Upon termination of the Contract under Clause 40.1 or 40.3, the Contractor must immediately, or on such later date as specified in the Notice of termination:
- (a) cease carrying out the Supply;
  - (b) assign or novate in favour of the Principal, or any person nominated by the Principal, any subcontracts or rights under any subcontracts entered into or obtained by the Contractor in connection with the carrying out of Supply;
  - (c) terminate any other outstanding subcontracts and recover from the subcontractor any property, documentation, material or information of the Principal;
  - (d) remove from the Site any plant, equipment, tools, appliances and other property and items belonging to the Contractor or the Contractor's Personnel, and remove any rubbish or debris and leave the whole of the Site in a clean and safe condition and

**Conditions of Contract – Provision of Goods and/or Services**

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- (e) deliver to the Principal the parts of the Supply executed by the Contractor up to the date of termination.
- 40.6 Termination of the Contract will not affect or prejudice any rights or liabilities of the Parties that accrued prior to termination.

**41 Notices**

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- 41.1 A Notice under the Contract is only effective if:
- (a) in writing, signed by or on behalf of the person giving it;
  - (b) addressed to the person to whom it is to be given; and
  - (c) given by hand to that Party's address, sent by registered mail to that Party's address or sent by email to that Party's email address (unless the sender receives a computer generated report that the email was not successfully sent, within two hours after the email being sent).
- 41.2 A Notice delivered under Clause 41.1 is given and received:
- (a) if it is hand delivered or sent by email by 5.00pm (local time in the place of receipt) on a Business Day, on that day;
  - (b) if it is hand delivered or sent by email after 5.00pm (local time in the place of receipt) on a Business Day, or at any time on a day that is not a Business Day, on the next Business Day; and
  - (c) if it is sent by post, 5 Business Days after posting.
- 41.3 A Party's address and email address are those set out in the Contract Header, or as one Party may Notify the other of a change of such address or email address.

**42 Right to Information and Disclosure**

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- 42.1 The *Right to Information Act 2009* (Qld) (**RTI Act**) provides members of the public with a legally enforceable right to access Documents held by Queensland Government agencies (including local governments).
- 42.2 The RTI Act requires Documents to be disclosed upon request, unless the Documents are exempt or, on balance, disclosure is contrary to the public interest.
- 42.3 Information provided by the Contractor in connection with the Contract is potentially subject to disclosure to third parties pursuant to the RTI Act.
- 42.4 If disclosure under the RTI Act, or general disclosure of information provided by the Contractor in connection with the Contract, would be of concern to the Contractor, because it would disclose trade secrets, information of commercial value, the purpose or results of research or other information of a confidential nature, this should be indicated by the Contractor at the time of disclosing the information to the Principal. The Principal cannot guarantee that any information provided by the Contractor in connection with the Contract will be protected from disclosure under the RTI Act.
- 42.5 The Contractor must familiarise itself with the relevant provisions of the RTI Act dealing with the requirements for disclosure of information by agencies, and the grounds on which access to information may be refused. The Principal accepts no responsibility for the accuracy or adequacy of any information it provides to the Contractor concerning the content or effect of the RTI Act.
- 42.6 Despite any other provision of the Contract, the Principal is entitled to publish on the Principal's website, or by any other means, the following details for a period of 12 months from the date of this Contract:



**Conditions of Contract – Provision of Goods and/or Services**

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- (a) the name and address of the Contractor;
- (b) the price or value of the Contract including any variations or Approved Expenses;
- (c) a description of the Supply; and
- (d) the Commencement Date.

**43 Notification of Claim**

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43.1 The Principal will not be liable upon any Claim unless:

- (a) where the requirements for notification of the Claim are prescribed elsewhere in the Contract, the Contractor has strictly complied with those requirements; or
- (b) where the requirements for notification of the Claim are not prescribed elsewhere in the Contract, the Contractor has given the Principal Notice of the Claim within 5 Business Days of the first occurrence of the events or circumstances on which the Claim is based.

43.2 Notice under Clause 43.1(b) must be in writing and include:

- (a) the legal basis for the Claim, whether based on a term of the Contract or otherwise, and if based on a term of the Contract, clearly identifying the specific term;
- (b) the facts relied upon in support of the Claim in sufficient detail to permit verification and assessment; and
- (c) details of the quantum of the Claim showing the calculations and their bases.

43.3 Failure by the Contractor to comply with this Clause 43 will be an absolute bar to making, and being entitled to, the Claim.

**44 Quality Assurance**

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44.1 The Contractor must:

- (a) implement and carry out the Supply in accordance with the Quality Assurance System; and
- (b) allow the Principal and its nominees access to the Contractor's Quality Assurance System at all reasonable times for purposes of quality monitoring and auditing.

44.2 The Contractor's implementation of, or compliance with, the Quality Assurance System does not relieve the Contractor of its obligations under the Contract.

**45 Inspection and Information**

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45.1 The Contractor must keep the Principal fully informed in respect to all aspects of the Supply.

45.2 The Contractor must keep and maintain proper and accurate accounts, records, timesheets and other Documents in respect of all matters relating to the Contract in accordance with Good Industry Practice, including best business and accounting principles, as well as full details of any costs and expenditures properly incurred by the Contractor in the carrying out of the Supply.

45.3 At all reasonable times, the Principal (by itself or by its agents) will have the right to inspect and review the carrying out of the Supply and the accounts, records, timesheets and other Documents created by the Contractor in the carrying out of the Supply, including those referred to in the Contract, at:

- (a) the Site;

**Conditions of Contract – Provision of Goods and/or Services**

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(b) the Contractor's premises; and

(c) at the premises of any of the Contractor's Personnel,

and on request by the Principal, the Principal may itself (or may require the Contractor to) take or arrange for copies of any such accounts, records, timesheets and other Documents to be taken for its use. The Contractor must provide all assistance required for the purposes of this Clause 45.3.

45.4 The obligations in this Clause 45 will continue for a period of 7 years from the expiry or termination of the Contract, whichever occurs first.

**46 Subcontracting**

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46.1 The Contractor must not subcontract, or allow a subcontractor to subcontract, any part of the Supply without the Consent of the Principal, which may not be unreasonably withheld.

46.2 The Contractor must, with a request for the Principal's Consent under Clause 46.1, Notify the Principal which part of the Supply is to be subcontracted and the name and address of the proposed subcontractor. The Contractor must also give the Principal any other information which the Principal reasonably requests, including the proposed subcontract without prices.

46.3 The Principal may impose conditions on any Consent given under Clause 46.1. No Consent given by the Principal will relieve the Contractor from any of its liabilities or obligations under the Contract and the Contractor will be vicariously liable to the Principal for the acts, defaults and omissions of subcontractors, and employees and agents of subcontractors, as if they were those of the Contractor.

**47 Assignment/Transferability of the Contract**

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47.1 The Contractor must not, without the Consent of the Principal, and except on such terms and conditions as are determined in writing by the Principal, novate the Contract or assign, in whole or in part, the Contract or any payment or other right, benefit or interest under or in respect of the Contract.

47.2 The Principal may, at any time, by giving Notice to the Contractor, novate the Contract or assign, in whole or in part, the Contract or other right, benefit or interest under or in respect of the Contract to any person identified in the Notice.

47.3 If Clause 47.2 applies:

(a) the Contractor must execute any Document reasonably required by the Principal to affect its rights under Clause 47.2 (including a deed of assignment in the form provided by the Principal), and return it to the Principal within 5 Business Days of receiving the relevant Document; and

(b) the Contractor acknowledges and agrees that from the date of any Notice given by the Principal pursuant to Clause 47.2, any assignment by the Principal takes effect as if the assignee had been originally named as a party to the Contract in place of the Principal.

**48 General Provisions**

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48.1 The relationship of the Parties under the Contract is one of principal and independent contractor and the Contractor is not by virtue of the Contract in a partnership or joint venture with, or an officer or employee of, the Principal, and the Contractor must not represent itself, or allow itself to be represented, as a partner, joint venturer, officer or employee of the Principal.

48.2 The Contract may only be amended by written agreement between the Parties.

48.3 The Contract (including the Contract Header) may be executed in any number of counterparts. All counterparts together make one instrument.

**Conditions of Contract – Provision of Goods and/or Services**

- 48.4 The rights and obligations of the Parties under the Contract do not merge on completion of any transaction contemplated by it.
- 48.5 Without limiting Clause 31, the Contractor must not, and must ensure that its Personnel do not, make any public announcement or advertisement in any medium in relation to the Contract or the Supply without the Consent of the Principal.
- 48.6 Any failure by a Party at any time to enforce a clause of the Contract, or any forbearance, delay or indulgence granted by a Party to the other, will not constitute a waiver of the Party's rights. No provision of the Contract will be deemed to be waived unless that waiver is in writing and signed by the Party granting the waiver. A waiver by a Party of a breach of any part of the Contract will not be a waiver of any subsequent breach of the same part or a waiver of a breach of any other part of the Contract.
- 48.7 The Contract is governed by, and construed in accordance with, the laws of Queensland, except that the *Sale of Goods (Vienna Convention) Act 1986* (Qld) and section 68 of the Australian Consumer Law in Schedule 2 of the *Competition and Consumer Act 2010* (Cth) does not apply to the Contract or the Supply. The Parties irrevocably submit to the non-exclusive jurisdiction of the courts of Queensland and courts competent to hear appeals from those courts.
- 48.8 If any part of the Contract is determined to be invalid, unlawful or unenforceable for any reason, then that part, to the extent of the invalidity, unlawfulness or unenforceability, will be severed from the Contract and the remaining parts of the Contract will continue to be valid and enforceable to the maximum extent permitted by law.
- 48.9 The Contractor must do all things reasonably necessary to give effect to the Contract and the transaction contemplated by it (including all things reasonably required by the Principal).
- 48.10 The Principal will provide the assistance described in the Contract Header (if any) to the Contractor.
- 48.11 If the Contractor is a joint venture, consortium, partnership or made up of more than one person, a reference to the Contractor is a reference to both persons and:
- (a) an obligation and liability of those persons is joint and several;
  - (b) any rights of those persons may only be exercised jointly; and
  - (c) any reference to the Contractor is to each of those persons separately so that any promise, representation or warranty is given by each of them separately.
- 48.12 The following clauses (and any other clauses which, by their nature, are capable of surviving) will survive the expiry or termination of the Contract:
- Clause 1 Definitions
  - Clause 2 Interpretation
  - Clause 29 Intellectual Property Rights and Moral Rights
  - Clause 31 Confidentiality
  - Clause 32 Privacy and Personal Information
  - Clause 33 Liability
  - Clause 34 Indemnity
  - Clause 42 Right to Information and Disclosure
  - Clause 48.5 No Advertising
  - Clause 48.6 Waiver
  - Clause 48.7 Governing Law.

# Schedule 1

## Statutory Declaration – Payment Claim (Clause 21.7)

CONTRACT NO.: <To be completed>

NAME OF PROJECT: <To be completed>

QUEENSLAND )  
TO WIT )

I, ..... of .....

in the State of Queensland, do solemnly and sincerely declare that

a) I am the <Declarant’s Status> for <Name and ACN of Contractor> (Contractor) engaged by the Gold Coast City Council to carry out the Supply known as Contract No.<To Be Completed> (Works) and I am duly authorised to make this declaration on the Contractor’s behalf.

b) All workers (including all workers employed by Subcontractors) who at any time have been engaged under the Contract have been paid, in accordance with the relevant award or industrial instrument, all moneys due and payable to them up to date of this declaration in respect of their engagement on the work under the Contract.

c) All subcontractors, suppliers and consultants of the Contractor have been paid all that has been claimed by them up to the date of this declaration in respect of their part of the work under the Contract other than in respect of the following amounts for the following reasons:

Amount in dispute	Reason
<To be completed>	<To be completed>

d) The Contractor:

- i) has included in each Payment Claim submitted to the date of this statutory declaration; and
- ii) will include in the Payment Claim to which this statutory declaration relates, details of the value (calculated in accordance with the Contract including Clause 21.2(e)) of all work under the Contract done as at the date of the relevant statutory declaration and the details of all other moneys then due to the Contractor, pursuant to the provisions of the Contract, as at the date of the relevant statutory declaration.

e) All subcontractors and any sub-subcontractors performing work under the Contract have been approved by the Superintendent in accordance with Clause 46 of the Contract.

f) The Contractor has informed all subcontractors and any sub-subcontractors performing work under the Contract of the existence of the *Building and Construction Industry Payments Act 2004* (Qld) (BCIPA) and the *Subcontractors’ Charges Act 1974* (Qld) (if applicable).

g) The Contractor has no knowledge of any actual or threatened lodgment by any subcontractor of:

- i) a subcontractors charge under the *Subcontractors’ Charges Act 1974* (Qld) which has not been withdrawn; or
- ii) a notice to suspend under sections, 19, 20 or 30 of BCIPA, other than in respect of the following:

h) The Contractor has complied with all of its insurance requirements under the Contract including under Clause 35 of the Contract.

i) The Contractor has in place all necessary certificates, licences, consents, permits and other approvals that are required for the Contractor to perform its obligations under the Contract and those certificates, licences, consents, permits and other approvals are fully paid for.

j) if the Australian Government Building and Construction Industry Work Health and Safety Accreditation Scheme (Scheme) applies to the Contract, as specified in the Contract Header, the Contractor has complied with all conditions of the Scheme and the performance requirements in the National Construction Code, including in relation to building materials, up to date of this declaration.

**AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE, AND BY VIRTUE OF THE PROVISIONS OF THE “OATHS ACT OF 1867 (Qld)”.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Taken and Declared before me, at \_\_\_\_\_ )

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ )

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Council of the City of Gold Coast

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CITY OF  
**GOLD**COAST.