

Agreement for the provision of Services

Local Flood Guide Enhancement Project

Victoria State Emergency Service

Version 0.1

DRAFT

Contents

Parties	1
Background.....	1
Agreed Terms and Conditions	1
Interpreting this Agreement.....	1
1. Definitions and Interpretation.....	1
1.1 Definitions	1
1.2 Interpretation	6
1.3 Headings.....	6
Providing the Service.....	6
2. Performance of Services	6
2.1 When Services start and end under this Agreement.....	6
2.2 The Supplier's Services performance obligations	7
2.3 Acceptance.....	7
2.4 Supplier to provide equipment.....	8
2.5 Variations.....	8
2.6 Cooperation with third parties.....	9
3. Access and safety	9
3.1 Access to premises	9
3.2 Obligations.....	9
4. Supplier's Personnel.....	9
5. Specifications	10
5.1 The Specifications	10
5.2 Variation to the Specifications	10
6. Delays and failure to perform	10
6.1 Duty to warn of delays and failures to perform.....	10
6.2 Effect of failures to perform	11
6.3 Liquidated damages payable for failing to meet required dates.....	12
Pricing and Payments.....	12
7. Price for the Services	12
8. GST and other taxes	12
8.1 Definitions	12
8.2 Consideration is exclusive of GST	13
8.3 GST Gross Up	13
8.4 Reimbursement	13
8.5 Adjustment Event	13
8.6 CPI Reviews	13
8.7 Other taxes	13
9. Staff Costs.....	14
10. Invoicing and payment.....	14
10.1 Invoicing.....	14
10.2 Payment of invoices	14
10.3 Fair Payments Policy.....	15

Governance and relationship management	15
11. Contract management	15
11.1 Parties' Representatives	15
11.2 Responsibility chart	15
11.3 'Value adding' initiatives	15
11.4 Service Level Requirements	16
11.5 Progress report	16
11.6 Contract management review	16
12. Sub-contracting	17
13. Compliance with Law and Policy	17
13.1 General Law and Policy	17
13.2 Victorian Public Sector Commission Code of Conduct	17
13.3 Supplier Code of Conduct	18
13.4 Employment policy	18
13.5 Local Jobs First (LJF)	18
13.6 No unlawful inducements	18
14. Conflict of interest	18
15. Change in Control	19
16. Disputes	19
16.1 Parties to meet	19
16.2 Mediation	19
16.3 Arbitration or litigation	20
16.4 Performance during Dispute resolution	20
16.5 Interlocutory relief	20
17. Notices	20
17.1 Giving a communication	20
17.2 Time of delivery	20
17.3 After hours communications	21
Information and intellectual property	21
18. Access to records	21
18.1 Supplier to retain records	21
18.2 Right to access and audit	21
19. Intellectual Property Rights	22
19.1 Contract Materials	22
19.2 Ownership of Pre-Existing Intellectual Property	22
19.3 Licence of Pre-Existing Intellectual Property by the Supplier	22
19.4 Licence of Pre-Existing Intellectual Property and Contract Materials by the Organisation	23
19.5 Moral Rights	23
19.6 Additional obligations	23
20. Data	24
21. Confidentiality, privacy and data protection	24
21.1 Use of Confidential Information	24
21.2 Exceptions to the Supplier's obligations of confidentiality	25
21.3 Prevention of use or disclosure of Confidential Information	25
21.4 Disclosure by Supplier required by Law	25
21.5 Supplier's consent to disclosure of information	26
21.6 Return of Confidential Information by the Supplier	26
21.7 Privacy	26
21.8 Data protection	27

Liability.....	28
22. Liability	28
Representation and warranties	29
23. Warranties	29
24. Insurance.....	30
25. Accident compensation	31
Term and termination.....	31
26. Term.....	31
26.1 Initial Term	31
26.2 Extension	31
27. Termination	31
27.1 Termination for cause.....	31
27.2 Termination without cause.....	32
27.3 Grounds for termination by the Supplier.....	32
27.4 Consequences of termination or expiry	32
27.5 Survival	33
Other miscellaneous terms	33
28. General.....	33
28.1 Legal costs	33
28.2 Amendment	33
28.3 Waiver and exercise of rights	33
28.4 Severability	33
28.5 Rights cumulative	33
28.6 Set off	33
28.7 Time of the essence	34
28.8 Governing law and jurisdiction	34
28.9 Assignment or transfer of rights and obligations	34
28.10 Counterparts	34
28.11 Entire understanding and order of precedence	34
28.12 Relationship of parties	35
Schedule 1 – Contract variables	36
Schedule 2 – Services and Price Schedule	39
Schedule 3 – Service Level Requirements	40
Schedule 4 – Local Jobs First (LJF)	40
Schedule 5 – Specifications.....	41

Parties

Date: [insert date]

Victoria State Emergency Service
of 168 Sturt Street, Southbank VIC 3006
(Organisation)

and

[Supplier name]
Australian Business Number: [insert]
of [Insert registered address]
(Supplier)

Background

- (A) The Supplier wishes to provide the Services to the Organisation.
- (B) The Organisation has agreed to engage the Supplier to provide the Services in accordance with this Agreement.
- (C) The Parties agree to work together throughout the Term in accordance with the terms of this Agreement to continuously improve the provision of Services under this Agreement for the benefit of both Parties.

Agreed Terms and Conditions

Interpreting this Agreement

1. Definitions and Interpretation

1.1 Definitions

In this Agreement:

ADC has the meaning given to that term in clause 16.2(a).

Agreement means this agreement for the provision of the Services, including the Schedules and any annexures to the Schedule or items incorporated by reference.

Business Day means a day which is not a Saturday, Sunday or public holiday (being a public holiday appointed as such under the *Public Holidays Act 1993* (Vic)) in Melbourne.

Change in Control Notice has the meaning given to that term in clause 15(a).

Code of Practice means a code of practice as described in, and approved under, the PDP Act.

Commencement Date means the date on which the provision of the Services is to start, as specified in Item 1 of Schedule 1.

Commissioners mean the Privacy and Data Protection Deputy Commissioner appointed under the PDP Act and the Information Commissioner and the Public Access Deputy Commissioner appointed under the *Freedom of Information Act 1982* (Vic).

Completion Date means the date (if any) specified as such in Item 1 of Schedule 1, or any revised date notified by the Organisation pursuant to clause 26.2.

Confidential Information means any technical, scientific, commercial, financial or other information of, about or in any way related to, the Organisation, including any information designated by the Organisation as confidential, which is disclosed, made available, communicated or delivered to the Supplier in connection with this Agreement, but excludes information which:

- (a) is in or which subsequently enters the public domain (and confidential information will not be deemed to be in the public domain merely because it relates to other information which may be in the public domain) other than as a result of a breach of an obligation of confidentiality;
- (b) the Supplier can demonstrate was in its possession before the date of this Agreement;
- (c) the Supplier can demonstrate was developed by it independently of any disclosures previously made by the Organisation; or
- (d) is lawfully obtained by the Supplier on a non-confidential basis from a person who is not bound by a confidentiality agreement with the Organisation or otherwise prohibited from disclosing the information to the Supplier.

Contract Materials means any materials (including any part of a Deliverable) which the Supplier creates (whether alone or jointly with any other person) in performing the Services under this Agreement.

Contract Publishing System means the system of the Victorian Government for publication of details of contracts entered into by some Victorian Public Entities, including any replacement or amended system.

Control means, in relation to the Supplier, the ability of any person to, directly or indirectly, exercise effective control over the Supplier (including the ability to determine the outcome of decisions about the financial operating and other policies of the Supplier) by virtue of the holding of voting shares, units or other interest in the Supplier or by any other means.

Data means all data, information, text, drawings, statistics, analysis and other materials embodied in any form which is:

- (a) supplied by or on behalf of the Organisation in connection with this Agreement (**Input Data**); or
- (b) generated, placed, stored, processed, retrieved, printed, accessed or produced utilising the Input Data, the Services or the Deliverables.

Deliverable means any item or material (including reports and other documentation) produced or delivered by the Supplier as an output of the Services.

Dispute has the meaning given to that term in clause 16.1(a).

Dispute Notice has the meaning given to that term in clause 16.1(a).

Fees means any fixed fees payable to the Supplier for the provision of specified Services under this Agreement, as specified in the Price Schedule.

Guidelines has the meaning given to that term in clause 16.2(a).

Health Privacy Principles means the health privacy principles set out in the *Health Records Act 2001* (Vic).

IBAC means the commission established under the *Independent Broad-based Anti-corruption Commission Act 2011* (Vic) and includes any other organisation that may, from time to time, perform the functions of the commission.

Indemnified Party has the meaning given to that term in clause 22(a).

Index has the meaning given to that term in clause 8.6(a).

Information Privacy Principles has the meaning given in the PDP Act.

Initial Insurance has the meaning given to that term in clause 24(c).

Insolvency Event means, in relation to the Supplier, any of the following:

- (a) anything that reasonably indicates that there is a significant risk that the Supplier is or will become unable to pay debts as they fall due, including:
 - (i) execution or distress being levied against any income or assets of the Supplier;
 - (ii) a meeting of the Supplier's creditors being called or held;
 - (iii) a security becoming enforceable or being enforced in relation to any of the Supplier's assets or undertakings;
 - (iv) a step being taken to make the Supplier bankrupt or to wind the Supplier up;
 - (v) the appointment to the Supplier of a controller or administrator as defined in section 9 of the *Corporations Act 2001* (Cth);
 - (vi) the Supplier entering into any type of agreement, composition or arrangement with, or assignment for the benefit of, all or any class of its creditors; or
 - (vii) the Supplier being made subject to a deed of company arrangement;
- (b) a step being taken to have a receiver, receiver and manager, liquidator or provisional liquidator appointed to the Supplier or any of its assets; or
- (c) the Supplier ceasing, or indicating that it is about to cease, carrying on business.

Intellectual Property Rights means all intellectual property rights at any time recognised by law, including all present and future copyright, all proprietary rights in relation to inventions (including patents), registered and unregistered trademarks, trade secrets and know how, registered designs, circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

Invitation means the documents published by the Organisation inviting the market place to submit offers to provide the Services pursuant to this Agreement.

IPR Claim has the meaning given to that term in clause 22(e).

Key Personnel has the meaning given to that term in clause 4(a).

Laws means:

- (a) any statute, regulation or subordinate legislation of the Commonwealth of Australia, the State of Victoria or local or other government in force in the State of Victoria, irrespective of where enacted; and

- (b) lawful requirements of any government or government department or other body or a governmental, semi-governmental, judicial, municipal, statutory or public entity or authority (including a statutory authority or a State-owned enterprise), a self-regulatory authority established under statute or a stock exchange (wherever created or located) or a person (whether autonomous or not) who is charged with the administration of a law.

Local Jobs First (LJF) means the Local Jobs First Policy comprising the Victorian Industry Participation Policy (VIPP) and Major Projects Skills Guarantee (MPSG) made pursuant to sections 4 & 5 of the *Local Jobs First Act 2003* (Vic).

Losses has the meaning given to that term in clause 22(a).

Mediation has the meaning given to that term in clause 16.1(c)(ii).

Milestone means a milestone specified in Item 2 of Schedule 2.

Milestone Date, for a Milestone, means the date specified in Item 2 of Schedule 2 by which the Supplier must perform the Milestone.

Model Litigant Guidelines means the guidelines regarding the conduct of litigation by the State, as updated from time to time.

Moral Rights has the meaning given to that term in the *Copyright Act 1968* (Cth) and includes a right of a similar nature that is conferrable by statute, and that exists or comes into existence anywhere in the world.

Offer means the documentation and any supporting materials lodged by the Supplier in response to the Invitation containing an offer to provide Services in the form finally accepted by the Organisation.

PDP Act means the *Privacy and Data Protection Act 2014* (Vic).

Personal Information has the meaning given to that term in the PDP Act and also includes, for the purposes of this Agreement, health information, as that term is defined in the *Health Records Act 2001* (Vic).

Personnel of a party includes the officers, employees, agents, sub-contractors and Key Personnel of that party.

Pre-Existing Intellectual Property means all materials owned by or licensed to a party as at the Commencement Date or developed by or on behalf of a party independently of this Agreement.

Price Schedule means the schedule of Rates and/or Fees payable by the Organisation to the Supplier for the provision of the Services, as set out in Item 3 of Schedule 2.

Privacy Obligations has the meaning given to that term in clause 21.7(a).

Proposal has the meaning given to that term in clause 2.5(a).

Protective Data Security Standard means any standard issued under Part 4 of the PDP Act.

Public Sector Employee has the same meaning as in the *Public Administration Act 2004* (Vic).

Rates means the monetary amount (whether charged on an hourly, daily, weekly or other time-related basis) payable to the Supplier for the provision of specified Services, determined in accordance with the Price Schedule.

Replacement Staff has the meaning given to that term in clause 4(b).

Representative means, in respect of each party, the person(s) specified in Item 7 of Schedule 1 or any replacement person(s) appointed in accordance with clause 11.1.

Responsibility Chart has the meaning given to it in clause 11.2.

Service Credit means the amount by which the sums paid by the Organisation will be reduced for a failure by the Supplier to meet a Service Level Requirement, as calculated in accordance with Schedule 3.

Service Level Requirements means the minimum levels at which the Supplier must provide the Services as specified in Schedule 3, as amended from time to time in accordance with clause 11.4.

Services means the services, including any Deliverables, offered by the Supplier pursuant to this Agreement, as specified in Item 1 of Schedule 2.

Specifications means the specifications to which the Services must comply, including any relevant performance requirements, technical constraints and quality standards, as set out in Schedule 5.

Staff Costs means Pay as you go (**PAYG**) Income Tax Instalments, withholding tax (including PAYG withholding), superannuation contributions or charge amounts, fringe benefits tax, workers' compensation insurance premiums, payroll tax and any like taxes and charges arising out of or in relation to this Agreement, or any engagement arising under this Agreement (together with all interest or penalties payable by reference to those costs).

State means the Crown in right of the State of Victoria.

Supplier Code of Conduct means the Supplier Code of Conduct issued by the Victorian Government for suppliers providing goods or services to the Victorian Government (as amended from time to time).

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

Term means the duration of this Agreement, as calculated in accordance with clause 26.

Victorian Public Entity means:

- (a) a public sector body as defined in section 4 of the *Public Administration Act 2004* (Vic);
- (b) a statutory corporation, a State owned company, a State body or a State business corporation as those terms are defined in the *State Owned Enterprises Act 1992* (Vic);
- (c) a Council as defined in the *Local Government Act 1989* (Vic); or
- (d) an entity which receives the majority of its funding from any of the entities listed in paragraphs (a) to (c) or any entity under the control of any of the entities listed in paragraphs (a) to (c).

Victorian Public Sector Commission (VPSC) Code of Conduct means the Code of Conduct for Public Sector Employees 2015 (as amended or replaced from time to time), issued by the Victorian Public Sector Commission pursuant to section 61 of the *Public Administration Act 2004* (Vic), unless the Services are services of a kind usually provided by directors of Victorian Public Entities or the Organisation is a special body, in which case it means either the Code of Conduct for Directors of Victorian Public Entities 2016 or the Code of Conduct for Victorian Public Sector Employees of Special Bodies 2015 (each as

issued by the Victorian Public Sector Commission pursuant to section 61 of the *Public Administration Act 2004* (Vic) and as amended or replaced from time to time).

1.2 Interpretation

Unless expressed to the contrary, in this Agreement:

- (a) words in the singular include the plural and vice versa;
- (b) any gender includes the other genders;
- (c) if a word or phrase is defined its other grammatical forms have corresponding meanings;
- (d) 'includes' and 'including' are not words of limitation;
- (e) no rule of construction will apply to a clause to the disadvantage of a party merely because that party put forward the clause or would otherwise benefit from it;
- (f) the obligations of the Supplier, if more than one person, under this Agreement are joint and several and each person constituting the Supplier acknowledges and agrees that it will be causally responsible for the acts and omissions, including breaches of this Agreement, of the other as if those acts or omissions were its own;
- (g) the rights of the Supplier, if more than one person, under this Agreement, including the right to payment, jointly benefit each person constituting the Supplier;
- (h) if the date on or by which any act must be done under this Agreement is not a Business Day, the act must be done on or by the next Business Day.
- (i) a reference to:
 - (i) a person includes a partnership, joint venture, unincorporated association, corporation and a government or statutory body or authority;
 - (ii) a person includes the person's legal personal representatives, successors, assigns and persons substituted by novation;
 - (iii) any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision;
 - (iv) '\$', 'dollars' or 'AUD' is a reference to the lawful currency of the Commonwealth of Australia and all amounts payable under this Agreement are payable in Australian dollars; and
 - (v) a party or parties is a reference to the Organisation and the Supplier (as the case requires).

1.3 Headings

Headings do not affect the interpretation of this Agreement.

Providing the Service

2. Performance of Services

2.1 When Services start and end under this Agreement

- (a) The Supplier must start providing Services on the Commencement Date.

- (b) The Supplier must:
 - (i) complete the Services required under this Agreement by the Completion Date; and
 - (ii) meet each Milestone by its Milestone Date.
- (c) The Supplier must provide the Services until the earliest to occur of:
 - (i) the date that the Supplier completes those Services (whether or not this occurs on, before, or after the applicable Completion Date); and
 - (ii) the date that this Agreement expires or is terminated.

2.2 The Supplier's Services performance obligations

- (a) The Supplier must provide the Services:
 - (i) to the reasonable satisfaction of the Organisation and in a proper, timely and efficient manner using that standard of care, skill, diligence, prudence and foresight that would reasonably be expected from a prudent, expert and experienced provider of services that are similar to the Services;
 - (ii) in accordance with any reasonable directions given by the Organisation; and
 - (iii) in accordance with the Service Level Requirements.
- (b) The Supplier must:
 - (i) act in good faith and in the best interests of the Organisation;
 - (ii) comply with all statements and representations as to its performance of the Services set out in the Offer;
 - (iii) without limiting its obligations under clause 6.1, keep the Organisation informed of all matters of which it ought reasonably be made aware and provide such information in relation to the provision of the Services as may reasonably be required by the Organisation; and
 - (iv) use appropriately skilled and qualified Personnel to provide the Services.

2.3 Acceptance

- (a) After performance of the Services or delivery of any Deliverable provided as part of the Services, the Organisation may undertake such reviews as it considers necessary to determine whether the Services or Deliverable(s) are fit for purpose and comply with this Agreement (including the Service Level Requirements). After reviewing the Services or Deliverable(s), the Organisation may notify the Supplier in writing:
 - (i) of its acceptance of the Services or Deliverable(s) if it is satisfied that the Services or Deliverable(s) are fit for purpose and comply with this Agreement; or
 - (ii) if the Services or Deliverable(s) are not fit for purpose or do not comply with this Agreement, in which case clause 2.3(b) will apply.
- (b) If the Organisation notifies the Supplier that the Services or Deliverable(s) are not fit for purpose or do not comply with this Agreement the Supplier must promptly rectify the non-compliance in the Service or Deliverable(s), following which the Organisation will undertake further review of the Service or Deliverable(s) in accordance with clause 2.3(a). This process will continue until, at the Organisation's discretion, the Organisation:

- (i) waives, in writing, the requirement for the Services or Deliverable(s) to comply with this Agreement;
 - (ii) is satisfied that the Services or Deliverable(s) comply with this Agreement and accepts the Services or Deliverable(s) in accordance with clause 2.3(a)(i);
 - (iii) conditionally accepts the Services or Deliverable(s), subject to the Supplier agreeing to rectify the non-compliance within a fixed timeframe and on such terms as the Organisation specifies; or
 - (iv) subject to the Organisation having provided the Supplier with at least two opportunities to rectify the non-compliance pursuant to clause 2.3(a)(ii), immediately terminate this Agreement by written notice to the Supplier. If the Organisation terminates this Agreement under this clause 2.3(b)(iv), the Organisation will be entitled to a full refund of all moneys paid to the Supplier in respect of the relevant Services or Deliverable(s) which the Organisation is unable to use following termination.
- (c) If the Organisation fails to notify the Supplier of its acceptance or rejection of the Services or Deliverable(s) pursuant to clause 2.3(a)(i) or 2.3(a)(ii) within a reasonable period following performance of the Services or delivery of the Deliverable, the Supplier may notify the Organisation in writing of this fact, following which the Organisation must promptly respond to the Supplier in accordance with clause 2.3(a)(i) or 2.3(a)(ii), as the case may be.
- (d) No act or omission on the part of the Organisation in connection with this clause 2.3 constitutes deemed acceptance of a Service or Deliverable.

2.4 Supplier to provide equipment

The Supplier must, at its own cost, provide any and all equipment (including computer hardware and software) necessary for the performance of the Services.

2.5 Variations

- (a) Either party may, at any time, give written notice to the other party proposing a variation to the scope of the Services or the Service Level Requirements. Within five Business Days of giving or receiving such notice, as the case may be, the Supplier must provide a written proposal (**Proposal**) setting out:
- (i) the Rates and/or Fees that would apply with respect to the provision of the varied Services or Service Level Requirements (based on the value for money proposition reflected in the then current Price Schedule). Any increase to the Rates and/or Fees proposed by the Supplier must represent the increase in the cost to the Supplier of providing the varied Services or complying with the varied Service Level Requirements (as applicable); and
 - (ii) any other impacts that the change will have on the Supplier's ability to perform its obligations under this Agreement.
- (b) The Organisation may accept a Proposal by notifying the Supplier in writing. In the absence of such acceptance, the Services must be performed in accordance with this Agreement without any variation.

2.6 Cooperation with third parties

Where the Organisation engages a third party to provide services which are related to or otherwise necessary for the Organisation to receive the Services, the Supplier agrees to provide all reasonable assistance and co-operation as required by that third party to ensure that the Organisation receives these services in a seamless and efficient manner.

3. Access and safety

3.1 Access to premises

If the Supplier requires access to the premises of the Organisation in connection with the provision of the Services, the Organisation will, subject to its usual security requirements, permit the Supplier reasonable access to the premises at such times as may be reasonably necessary to enable the Supplier to provide the Services.

3.2 Obligations

When the Supplier enters the premises of the Organisation, the Supplier must (and must ensure that its Personnel will):

- (a) protect people and property;
- (b) prevent nuisance and unnecessary noise and disturbance;
- (c) act in a safe and lawful manner and comply with the safety standards and policies of the Organisation (as notified to the Supplier);
- (d) comply with any lawful directions of the Organisation or its Personnel; and
- (e) comply with the *Occupational Health and Safety Act 2004* (Vic) and any applicable regulations made under that Act.

4. Supplier's Personnel

- (a) If Key Personnel are required to perform the Services, as indicated by Item 3 of Schedule 1, then the Services must be performed by the persons specified in Item 3 of Schedule 1 (**Key Personnel**). The Supplier may not remove or replace any Key Personnel without the Organisation's written consent, which will not be unreasonably withheld.
- (b) If any of the Key Personnel are unable to provide the Services, the Supplier must promptly notify the Organisation of that fact and provide details of alternate, suitably qualified and experienced Personnel to replace such Key Personnel (**Replacement Staff**).
- (c) The Organisation must notify the Supplier in writing within two Business Days as to whether or not it accepts the Replacement Staff proposed by the Supplier pursuant to clause 4(b). The Supplier acknowledges and agrees that the Organisation will be under no obligation to accept any Replacement Staff proposed by the Supplier if the Organisation is not satisfied as to the qualifications and experience of such person.
- (d) The Organisation may request that the Supplier withdraw any of its Personnel (including any Key Personnel) from providing any part of the Services. If the Organisation makes a request under this clause 4(d), the Supplier must:
 - (i) promptly arrange for that person to cease being involved in providing the Services;

- (ii) ensure that the person does not return to the Organisation's premises except with the Organisation's prior written consent, which may be withheld in its absolute discretion; and
- (iii) replace that person with another person of suitable ability and qualifications, at no additional charge within the time period specified by the Organisation, which must be reasonable in the circumstances.

5. Specifications

5.1 The Specifications

- (a) The Services must comply in all respects with the Specifications.
- (b) Without limiting anything else in the Specifications, the Services must:
 - (i) utilise the latest available technology; and
 - (ii) comprise the most recent model or version of the relevant Services that are available at the time of supply.

5.2 Variation to the Specifications

- (a) The Organisation may, at any time, give written notice to the Supplier proposing a variation to the Specifications (including any resulting extension of the Completion Date or a Milestone Date).
- (b) The Supplier must, if it reasonably considers that a proposed variation will result in an increase in the Rates and/or Fees for providing the Services, or affect the Completion Date and/or Milestone Date(s), within five Business Days of receiving a notice under clause 5.1(a), provide to the Organisation a written proposal for a variation to the Price Schedule (based on the value for money proposition reflected in to the current Price Schedule) and, if applicable, the Completion Date and/or Milestone Date(s).
- (c) The Organisation may, by giving written notice to the Supplier, accept the Supplier's proposal in full or with conditions, or reject the proposal within five Business Days of its receipt from the Supplier. If the Organisation rejects the proposal, the parties may negotiate to finalise any aspects of the Supplier's proposal. In the absence of acceptance by the Organisation of a proposal, the Services must be provided in accordance with this Agreement without such variation.

6. Delays and failure to perform

6.1 Duty to warn of delays and failures to perform

- (a) If the Supplier is aware of any actual or possible delay in the provision of the Services or delivery of a Deliverable, including any failure to provide the Services by the Completion Date or a Milestone by the relevant Milestone Date, the Supplier:
 - (i) must advise the Organisation by written notice immediately upon becoming aware of such delay or possible delay; and
 - (ii) may include in the notice a request for an extension of time.
- (b) A notice given under clause 6.1(a) must set out:
 - (i) the circumstances giving rise to the actual or possible delay, including the cause of the delay;

- (ii) the likely length of the actual or possible delay; and
 - (iii) the steps the Supplier intends to take to prevent the delay from occurring or minimise the delay.
- (c) On request from the Organisation, the Supplier must promptly provide any additional information the Organisation requires about a notice given under clause 6.1(a).
- (d) The Organisation may, in its absolute discretion and by written notice to the Supplier, extend any Milestone Date or Completion Date.

6.2 Effect of failures to perform

- (a) If the Supplier fails to perform any of the Services, or deliver any of the Deliverables in accordance with this Agreement, the Organisation:
- (i) will not be required to pay for those Services or Deliverables until they are provided in accordance with the requirements set out in this Agreement; and
 - (ii) may issue a notice to the Supplier requiring the Supplier to remedy any default in the Deliverable or re-perform the Services within the time specified by the Organisation (which time must be reasonable having regard to the nature of the relevant Services or Deliverables).
- (b) If:
- (i) the default referred to in clause 6.2(a) is remedied; or
 - (ii) the relevant Services are re-performed to the standard required by this Agreement, including the applicable Service Level Requirements, and otherwise to the reasonable satisfaction of the Organisation,
- the Organisation will pay the applicable Rates and/or Fees for the remedied Deliverable or re-performed Services (which the parties acknowledge may be less than the cost to the Supplier of remedying the default in the Deliverable or re-performing the Services).
- (c) If:
- (i) the default referred to in clause 6.2(a) is not capable of being remedied or the Services are not capable of being re-performed; or
 - (ii) the Supplier fails within the time specified to remedy the default or re-perform the Services within the time specified in the notice issued under clause 6.2(a),
- the Organisation may either have the Services or Deliverables remedied or re-performed by a third party or do so itself. In either case, the Supplier must pay the reasonable costs incurred by the Organisation in doing so.
- (d) If the Organisation exercises its rights under clause 6.2(c), the Organisation will issue the Supplier with an invoice for all reasonable costs incurred in remedying the default or re-performing the Services. The Supplier must pay this invoice within 10 Business Days of its receipt.
- (e) Nothing in this clause 6.2 derogates or otherwise limits any other remedy available to the Organisation at Law.

6.3 Liquidated damages payable for failing to meet required dates

- (a) If liquidated damages apply, as indicated by Item 2 of Schedule 1, and the Supplier fails to provide the relevant Services or Deliverables, or the Organisation does not accept the relevant Services or Deliverables, by the dates specified in Item 2 of Schedule 1, the Organisation may recover from the Supplier (or deduct from money owed to the Supplier) liquidated damages.
- (b) Liquidated damages will be payable at the rate specified in Item 2 of Schedule 1 for each day that the Supplier does not provide the Services or the Organisation does not accept the Deliverables after the relevant date for performance. The Supplier will not be required to pay liquidated damages to the extent that a delay is caused by the Organisation.
- (c) The parties agree that any such liquidated damages constitute a genuine and reasonable pre-estimate of the loss that would be incurred by the Organisation arising from such failure by the Supplier, and are not the Organisation's sole remedy in relation to the circumstances giving rise to the liquidated damages.

Pricing and Payments

7. Price for the Services

- (a) The Price Schedule according to which the Supplier will charge the Organisation for the Services is set out in Schedule 2. Subject to any change in the Rates and/or Fees agreed under clause 2.5 or 7(d), the Rates and/or Fees are fixed for the Term and are inclusive of all taxes (excluding GST).
- (b) If Schedule 2 permits the Supplier to recover expenses and/or disbursements in relation to the Services, the Supplier must notify the Organisation in writing of any such expenses and/or disbursements it may incur, excluding any discounts, rebates or refunds paid or payable to the Supplier, before the expense or disbursement, as the case may be, is incurred.
- (c) After receiving notification of any expenses in accordance with clause 7(b), the Organisation will either:
 - (i) approve the expense and/or disbursement; or
 - (ii) decline the expense and/or disbursement, in which case the Organisation will not be liable if the Supplier incurs that expense and/or disbursement.
- (d) Where a price review mechanism is set out in Item 4 of Schedule 1:
 - (i) the parties will adopt that price review mechanism in accordance with the requirements in Item 4 of Schedule 1; and
 - (ii) any revised Rates and/or Fees resulting from the operation of the price review mechanism in Item 4 of Schedule 1 will take effect from the review dates set out in Item 4 of Schedule 1.

8. GST and other taxes

8.1 Definitions

Terms used in this clause 8 have the same meanings given to them in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (**GST Act**).

8.2 Consideration is exclusive of GST

Unless otherwise expressly stated, all prices or other sums payable or consideration to be provided under or in accordance with this Agreement are exclusive of GST.

8.3 GST Gross Up

If GST is imposed on any supply made under or in accordance with this Agreement, the recipient of the taxable supply must pay to the party making the taxable supply an amount equal to the GST payable on or for the taxable supply. Subject to the recipient first receiving a valid Tax Invoice, payment of the GST amount will be made at the same time the consideration for the taxable supply is to be paid or provided in accordance with this Agreement.

8.4 Reimbursement

If this Agreement requires a party to pay for, reimburse or contribute to any expense, loss or outgoing (**Reimbursable Expense**) suffered or incurred by another party, the amount required to be paid, reimbursed or contributed by the first party will be the amount of the Reimbursable Expense net of input tax credits (if any) to which the other party is entitled in respect of the Reimbursable Expense plus any GST payable by the other party.

8.5 Adjustment Event

If an adjustment arises in relation to a taxable supply made under this Agreement, the Supplier must recalculate the amount payable on account of GST under clause 8.3 to take account of the adjustment event. The Supplier must issue an adjustment note to the Organisation within 28 days of becoming aware of the adjustment event. A corresponding payment to reflect the adjustment must be made by the Supplier to the Organisation, or by the Organisation to the Supplier, as the case may be.

8.6 CPI Reviews

The Supplier agrees that, if:

- (a) the parties agree to review the Rates and/or the Fees pursuant to clause 7(d) by reference to a specific index or indices (**Index**); and
- (b) such Index is increased as a result of any change to either (or both) the GST rate or the GST base,

the impact of that GST related increase on the Index will be excluded for the purposes of calculating any consideration or other adjustments under this Agreement. If requested by the Organisation, the parties must use their best endeavours to agree either a replacement Index, or an adjustment to the published Index, for the purposes of excluding the impact of the GST related increase on the Index. If the parties cannot agree within 10 Business Days on either a replacement Index, or an adjustment to the published Index, the Dispute will be resolved in accordance with clause 16.

8.7 Other taxes

Subject to the other provisions of this Agreement, the Rates and/or Fees include all taxes (other than GST), duties (including stamp duty), charges, fees and other imposts of whatever kind (including any fine or penalty imposed in connection with them) that may be levied, assessed, charged or collected in connection with this Agreement.

9. Staff Costs

- (a) The Supplier will indemnify and keep indemnified the Organisation from and against all liability for the Staff Costs in any way relating to the Services.
- (b) If the Organisation is or becomes liable to pay any Staff Costs, the Organisation may deduct the amount of its liability for the Staff Costs from any amount due by the Organisation to the Supplier, whether under this Agreement or otherwise.

10. Invoicing and payment

10.1 Invoicing

- (a) The Supplier must submit Tax Invoices to the Organisation in respect of the Services as soon as practical after performance of the Services, or at the times and to the address specified in Item 5 of Schedule 1, or as otherwise agreed by the parties in writing.
- (b) A Tax Invoice submitted for payment pursuant to clause 10.1(a) must contain each of the matters specified in Item 5 of Schedule 1 as well as all information required in a tax invoice for the purpose of the GST Act.

10.2 Payment of invoices

- (a) Subject to the remainder of this clause 10.2, the Organisation will pay each undisputed invoice which meets the requirements in clause 10.1, less any amount required by Law, to the Supplier within 30 days of receipt of the invoice, in the manner specified in Item 6 of Schedule 1.
- (b) An invoice will not be paid until such time as the invoice is certified for payment by the Organisation's Representative. An invoice will not be certified for payment unless the Organisation's Representative is satisfied that it is correctly calculated with respect to the Services that are the subject of the relevant invoice.
- (c) If the Organisation's Representative disputes the invoiced amount (whether in whole or in part) for any reason, the Organisation must pay the undisputed amount of such invoice (if any), and notify the Supplier of the amount the Organisation believes is due for payment. If the Organisation and the Supplier are unable to agree on the balance of the invoiced amount, the dispute will be referred for determination in accordance with 16. If requested, the Supplier will withdraw the disputed Tax Invoice and issue a replacement Tax Invoice for the undisputed amount.
- (d) Payment of an invoice is not to be taken as:
 - (i) evidence or an admission that the Services have been provided in accordance with the Specifications, Service Level Requirements or otherwise in accordance with this Agreement;
 - (ii) evidence of the value of the Services supplied;
 - (iii) an admission that the Services were satisfactorily supplied;
 - (iv) an admission of liability; or
 - (v) acceptance or approval of the Supplier's performance,but must be taken only as payment on account.

10.3 Fair Payments Policy

- (a) This clause 10.3 applies only if the total aggregate value of this Agreement is less than \$3 million.
- (b) If this clause 10.3 applies, the reference in clause 10.2 to 30 days is taken to be a reference to 10 Business Days.
- (c) If this clause 10.3 applies, the Organisation will, on demand by the Supplier, pay simple interest on a daily basis on any overdue amount, at the rate for the time being fixed under section 2 of the *Penalty Interest Rates Act 1983* (Vic).
- (d) For the purposes of clause 10.3(a), **overdue amount** means an amount (or part thereof) that:
 - (i) is not, or is no longer, disputed in accordance with this Agreement;
 - (ii) is due and owing under a Tax Invoice properly rendered by the Supplier in accordance with this Agreement;
 - (iii) in respect of any overdue amount payable before 1 April 2021, has been outstanding for more than 30 days from the date of receipt of the invoice or the date that the amount ceased to be disputed, as the case may be; and
 - (iv) in respect of an overdue amount payable on or after 1 April 2021, has been outstanding for more than 10 Business Days from the date of receipt of the invoice or the date that the amount ceased to be disputed, as the case may be.

Governance and relationship management

11. Contract management

11.1 Parties' Representatives

- (a) For the purposes of ensuring a productive and efficient relationship between the Organisation and the Supplier under this Agreement, the Organisation and Supplier each agree to nominate the relevant person(s) specified in Item 7 of Schedule 1 as its Representative in relation to all queries, consents, approvals, complaints and disputes required or arising under or in connection with this Agreement.
- (b) The Supplier will have regard to all requirements of the Organisation's Representative and will comply with all reasonable directions of the Organisation's Representative.
- (c) Either party may nominate a replacement Representative by providing the other party with written notice. The appointment of the replacement Representative will be effective from the date on which such notice is given.

11.2 Responsibility chart

If required by Item 5 of Schedule 2, the Supplier must prepare a chart identifying the key tasks and obligations under this Agreement, and the party or persons responsible for completing or otherwise performing the relevant task or obligation (**Responsibility Chart**).

11.3 'Value adding' initiatives

- (a) The Supplier agrees that it will, to the extent that it is commercial feasible to do so, identify new measures or initiatives during the Term to continuously improve the provision of Services under this Agreement, including through the:

- (i) identification of efficiencies in the provision of Services;
 - (ii) implementation of any applicable technological improvements; and
 - (iii) utilisation of any applicable industry-wide productivity gains,
- with a view to achieving improvements in value for both parties.
- (b) Any value adding measures or initiatives identified by the Supplier will be discussed with the Organisation and, if accepted by the Organisation, implemented by the parties as soon as practicable. If the implementation of a value adding measure or initiative in accordance with clause 11.3 results in a change to the Services or the Service Level Requirements, the parties will follow the process in clause 2.5.

11.4 Service Level Requirements

- (a) The Supplier must meet or exceed the Service Level Requirements when performing the Services.
- (b) The Supplier's performance against the Service Level Requirements must be tracked, monitored and reported on by the Supplier to the Organisation in accordance with Schedule 3.
- (c) Where the Supplier fails to meet any of the Service Level Requirements, the Supplier must, at no additional cost to the Organisation, promptly:
 - (i) notify the Organisation of the failure in writing; and
 - (ii) arrange all additional resources reasonably necessary to perform the Services in accordance with the Service Level Requirements as soon as reasonably practicable.
- (d) Without limiting clause 11.4(c), if there is any failure by the Supplier to meet a Service Level Requirement, Service Credits will be payable by the Supplier if specified in Schedule 3. If applicable, the parties agree that the Service Credits are a genuine pre-estimate of the loss likely to be suffered by the Organisation as a result of the Supplier's actions, including the diminution in value of the Services resulting from the failure and do not constitute a penalty.

11.5 Progress report

The Supplier must provide to the Organisation's Representative:

- (a) a progress report in respect of the Supplier's performance under this Agreement, such report to be provided at the times, in the format and containing the matters specified in Item 8 of Schedule 1; and
- (b) all other data or information that the Organisation's Representative may request to enable it to adequately assess the performance of the Supplier.

11.6 Contract management review

The parties' Representatives must meet at the time and in the manner specified in Item 9 of Schedule 1 to discuss contract management issues and to review the Supplier's performance under this Agreement and the Purchase Order Contracts, including:

- (a) a review of the Supplier's compliance with the Service Level Requirements; and
- (b) an examination of the value adding measures or initiatives proposed or implemented by the parties pursuant to clause 11.3.

12. Sub-contracting

- (a) The Supplier must not sub-contract to any person any of its obligations under this Agreement without the prior written consent of the Organisation, which consent may be given (conditionally or unconditionally) or withheld by the Organisation in its absolute discretion.
- (b) If requested by the Organisation, the Supplier must provide reasonable details of the following when requesting the Organisation's approval for a proposed sub-contractor under clause 12(a):
 - (i) the purposes for which the proposed sub-contractor will be employed, including the scope of any services to be provided by the proposed sub-contractor;
 - (ii) the proposed sub-contractor's capabilities in performing services of a similar nature;
 - (iii) the proposed sub-contractor's financial standing; and
 - (iv) a copy of the proposed sub-contract (provided that commercially sensitive payment or security terms, and pricing information, may be omitted).
- (c) The Supplier must ensure that any sub-contractor engaged by it complies with all obligations imposed on the Supplier by this Agreement.
- (d) The Supplier will not, as a result of any sub-contracting arrangement, be relieved from the performance of any obligation under this Agreement and will be liable for all acts and omissions of a sub-contractor as though they were the actions of the Supplier itself.
- (e) No sub-contractor of the Supplier will itself be entitled to sub-contract or assign its obligations.

13. Compliance with Law and Policy

13.1 General Law and Policy

The Supplier must, in performing its obligations under this Agreement, comply with:

- (a) all Laws affecting or applicable to the provision of Services by the Supplier under this Agreement including any Laws specified in Item 17 of Schedule 1; and
- (b) the State's policies and procedures as notified to the Supplier in writing from time to time.

13.2 Victorian Public Sector Commission Code of Conduct

Where, in the course of providing the Services, the Supplier, or its Personnel:

- (a) supervise or work with Public Sector Employees;
- (b) undertake work that is of a similar nature to the work undertaken by Public Sector Employees at premises or a location generally regarded as a public sector workplace; or
- (c) use or have access to public sector resources or information that are not normally accessible or available to the public,

the Supplier must (and must ensure that its Personnel) comply with the VPSC Code of Conduct.

13.3 Supplier Code of Conduct

The Supplier acknowledges that:

- (a) the Supplier Code of Conduct is an important part of the State's approach to procurement and describes the State's minimum expectations regarding the conduct of its suppliers;
- (b) it has read the Supplier Code of Conduct; and
- (c) the expectations set out in the Code are not intended to reduce, alter or supersede any other obligations which may be imposed on the Supplier, whether under this Agreement or at Law.

13.4 Employment policy

- (a) The Supplier and any Personnel engaged in the provision of the Services must not:
 - (i) engage in unethical work practices; or
 - (ii) engage employees or sub-contracted workers upon terms and conditions which do not meet industry standards generally applicable in Victoria.
- (b) Where a federal industrial award may apply to the capacity in which an employee is engaged by the Supplier, or by a sub-contractor, in the provision of the Services, the Supplier must:
 - (i) where applicable, comply with the better off overall test under section 193 of the *Fair Work Act 2009* (Cth) in relation to any enterprise agreement it is bound by; or
 - (ii) otherwise ensure that the conditions on which that employee is engaged are no less beneficial to the employee than the rates and conditions under that award.

13.5 Local Jobs First (LJF)

If the LJF applies to this Agreement (as indicated by Item 18 of Schedule 1), then the terms and conditions set out in Schedule 4 are incorporated into and form part of this Agreement.

13.6 No unlawful inducements

- (a) The Supplier will not, and will ensure that its Personnel will not, directly or indirectly, offer, promise, agree to pay, give, accept, or solicit anything of value (including to or from any third party) in order to secure any reward or improper benefit other than payment for the performance of their obligations under this Agreement.
- (b) The Organisation may terminate this Agreement immediately on notice to the Supplier if the Supplier or any of its Personnel is found to have engaged in any conduct under clause 13.6(a) and recover the amount of any loss resulting from such termination as a debt due from the Supplier.

14. Conflict of interest

- (a) The Supplier warrants to the Organisation that it does not, and will ensure that its Personnel do not, hold any office or possess any property, are not engaged in any business, trade or calling and do not have any obligations by virtue of any contract whereby, directly or indirectly, duties or interests are or might be created in conflict with, or might appear to be created in conflict with, their duties and interest under this Agreement.

- (b) The Supplier must promptly inform the Organisation of any matter which may give rise to an actual or potential conflict of interest and comply with any reasonable directions given by the Organisation in terms of dealing with that conflict.
- (c) The Supplier acknowledges and agrees that failure to comply with this clause 14 will constitute a breach of a fundamental term of this Agreement.

15. Change in Control

- (a) The Supplier must notify the Organisation in writing of any change in Control of the Supplier (or of the ultimate holding company of the Supplier) within five Business Days after that change occurs (**Change in Control Notice**).
- (b) The Organisation may, upon receiving a Change in Control Notice, in its absolute discretion, terminate this Agreement on written notice to the Supplier.
- (c) Termination under clause 15(b) will take effect from the Organisation's nominated date, provided the nominated date is no later than 12 months after the Organisation received the Change in Control Notice.

16. Disputes

16.1 Parties to meet

- (a) If any dispute arises under or in connection with this Agreement (**Dispute**), either party may at any time give written notice to the other (**Dispute Notice**) requesting that a meeting take place to seek to resolve the Dispute.
- (b) The parties' Representatives must, within five Business Days of the date of service of a Dispute Notice, meet to discuss the Dispute in good faith with a view to resolving the Dispute.
- (c) If the Dispute has not been resolved within:
 - (i) 10 Business Days from the date of service of a Dispute Notice or such later date as the parties may agree, it will escalate to the nominated senior executive officer (or equivalent) of each of the Organisation and the Supplier, who will promptly meet and discuss the Dispute in good faith with a view to resolving the Dispute; and
 - (ii) 15 Business Days of the date of service of a Dispute Notice, or such later date as the parties may agree, the Dispute is referred to mediation (**Mediation**) in accordance with clause 16.2.

16.2 Mediation

- (a) Subject to clause 16.2(b), the Mediation will be conducted by the Australian Disputes Centre (**ADC**) in accordance with the ADC mediation guidelines (**Guidelines**). The Guidelines set out the procedures to be adopted, the process of selection of the mediator, and the costs involved. The terms of those Guidelines are incorporated into this Agreement.
- (b) The mediator will be selected by mutual agreement. If the parties have not reached agreement on a mediator within three Business Days of the date that the Dispute was referred to Mediation (or such other time frame agreed between the parties), the mediator will be selected in the manner specified in the Guidelines.

- (c) Each party must bear its own costs in relation to the Mediation and the costs of the mediator will be shared equally by the parties.
- (d) Any breach of the Guidelines will constitute a breach of this Agreement.

16.3 Arbitration or litigation

- (a) If the parties fail to settle the Dispute at the Mediation in accordance with clause 16.2, the parties may agree to submit the Dispute for determination at arbitration under the Rules of Arbitration of the Institute of Arbitrators and Mediators Australia by one or more arbitrators appointed in accordance with those rules. The parties acknowledge that any determination made at arbitration will be final and binding.
- (b) If the parties do not agree to refer the Dispute to arbitration in accordance with clause 16.3(a), either party may submit the Dispute for resolution to the non-exclusive jurisdiction of the Courts of Victoria, Australia.

16.4 Performance during Dispute resolution

The parties to a Dispute will continue to perform their respective obligations under this Agreement pending the resolution of the Dispute under this clause 16.

16.5 Interlocutory relief

Nothing in this clause 16 restricts or limits the right of either party to obtain urgent interlocutory or injunctive relief, or to immediately terminate this Agreement where this Agreement provides such a right.

17. Notices

17.1 Giving a communication

A notice, demand, certification, process or other communication relating to this Agreement must be in writing in the English language, and may be sent by pre-paid post, pre-paid courier, document exchange or (only if an email address is included in Item 19 of Schedule 1) by email as follows:

- (a) to the Organisation: to the relevant address which is set out in Item 19 of Schedule 1; and
- (b) to the Supplier: to the relevant address which is set out in Item 19 of Schedule 1.

17.2 Time of delivery

A notice or document will be taken to be delivered or served as follows:

- (a) in the case of delivery in person or by courier, when delivered;
- (b) in the case of delivery by post within Australia, five Business Days after the date of posting or, if sent via a next day delivery service, on the next Business Day following the date of posting;
- (c) in the case of delivery by post to or from an address outside Australia, eight Business Days after the date of posting;
- (d) in the case of delivery by document exchange, two Business Days after being placed into the document exchange; and
- (e) in the case of email, when the message is correctly addressed to and successfully transmitted to that party's email address, and acknowledgment of receipt is recorded on the sender's computer.

17.3 After hours communications

If any notice or document is delivered or deemed to be delivered:

- (a) after 5.00 pm in the place of receipt; or
 - (b) on a day which is a Saturday, Sunday or public holiday in the place of receipt,
- it is taken as having been delivered at 9.00 am on the next day which is not a Saturday, Sunday or public holiday in that place.

Information and intellectual property

18. Access to records

18.1 Supplier to retain records

The Supplier must, during the Term and for a period of seven years after the performance of the Services, keep true and particular accounts and records of all Services provided under this Agreement and all associated records, including all supporting materials used to generate and substantiate Tax Invoices submitted in respect of the Services provided under this Agreement.

18.2 Right to access and audit

- (a) The Organisation or its authorised representatives may, during ordinary business hours, inspect and/or audit the accounts and records of the Supplier relating to the Supplier's compliance with its obligations under this Agreement, including calculation of the Rates and/or Fees. The Organisation or its authorised representatives will be entitled to take copies of or extracts from any such records.
- (b) The Supplier must participate promptly and cooperatively in any audits conducted by the Organisation or its authorised representative.
- (c) Except in those circumstances in which the Organisation determines that notice is not practicable or appropriate, the Organisation must give the Supplier reasonable notice of an audit and, where reasonably practicable, an indication of which documents or class of documents the auditor may require access to.
- (d) If the outcome of an audit does not require any corrective action, each party must bear its own costs associated with any audits. If the audit identifies any error, non-compliance or inaccuracy requiring remedial action (other than a trivial or insignificant error, non-compliance or inaccuracy), the Organisation's costs in respect of the audit will, if notified by the Organisation to the Supplier, be payable by the Supplier as a debt due to the Organisation.
- (e) The Supplier must promptly take corrective action in order to rectify any error, non-compliance or inaccuracy identified in any audit relating to the way the Supplier has, under this Agreement:
 - (i) provided any Service or Deliverable; or
 - (ii) calculated any Rates and/Fees or any other amounts or fees billed to the Organisation.

19. Intellectual Property Rights

19.1 Contract Materials

- (a) Unless specified otherwise in Item 10 of Schedule 1, ownership of the Contract Materials will vest in the Supplier.
- (b) If Item 10 of Schedule 1 specifies that ownership of the Contract Materials vests in the Organisation, the Supplier assigns and agrees to assign to the Organisation all right, title and interest (including all Intellectual Property Rights) in the Contract Materials. To avoid doubt, nothing in this clause 19.1(b) requires the Supplier to assign its Intellectual Property Rights in its Pre-Existing Intellectual Property.
- (c) Where clause 19.1(b) applies, the Supplier warrants that it will be entitled to own and assign to the Organisation any and all Contract Materials in accordance with clause 19.1(b).

19.2 Ownership of Pre-Existing Intellectual Property

- (a) The Organisation's and, unless specified otherwise in Item 11 of Schedule 1, the Supplier's Pre-Existing Intellectual Property will remain vested in each of them (or the relevant third parties).
- (b) If Item 11 of Schedule 1 specifies that ownership of the Supplier's Pre-Existing Intellectual Property vests in the Organisation, the Supplier assigns and agrees to assign to the Organisation all right, title and interest (including all Intellectual Property Rights) in the Supplier's Pre-Existing Intellectual Property incorporated in or otherwise required to use the Contract Materials or any Deliverables.
- (c) Where clause 19.2(b) applies, the Supplier warrants that it will be entitled to assign to the Organisation any and all Pre-Existing Intellectual Property incorporated in or otherwise required to use the Contract Materials or any Deliverables.

19.3 Licence of Pre-Existing Intellectual Property by the Supplier

- (a) Subject to clause 19.3(c), the Supplier hereby irrevocably and unconditionally grants to the Organisation, free of additional charge, a non-exclusive, royalty-free, worldwide, transferable, licence (including the right to sub-license) to exercise all Intellectual Property Rights in:
 - (i) the Contract Materials, where ownership of the Contract Materials remains with the Supplier under clause 19.1(a); and
 - (ii) any of the Supplier's Pre-Existing Intellectual Property incorporated in or otherwise required to use the Contract Materials or any Deliverables, where ownership of the Supplier's Pre-Existing Intellectual Property remains with the Supplier.
- (b) Unless specified otherwise in Item 12 of Schedule 1, the licence granted in this clause 19 is perpetual.
- (c) The licence granted to the Organisation in clause 19.3(a) is subject to any additional licence terms specified in Item 13 of Schedule 1.

19.4 Licence of Pre-Existing Intellectual Property and Contract Materials by the Organisation

The Organisation grants the Supplier a non-exclusive, non-transferable, royalty-free licence to use:

- (a) the Organisation's Pre-Existing Intellectual Property;
- (b) where ownership of the Contract Materials vests in the Organisation, the Contract Materials; and
- (c) where ownership of the Supplier's Pre-Existing Intellectual Property vests in the Organisation, the Supplier's Pre-Existing Intellectual Property,

for the sole purpose of performing, and only to the extent required to perform, the Services and complying with its obligations under this Agreement for the Term.

19.5 Moral Rights

- (a) The Supplier warrants that the Organisation may use any Service or Deliverable (or any part of any Service or Deliverable) in any way, without identifying any person as the individual responsible for creating any particular material comprised in it, without infringing the Moral Rights of any person.
- (b) If specified in Item 14 of Schedule 1, the Supplier must obtain from any person (including the Supplier's Personnel and Personnel of any sub-contractor) whose Moral Rights may be affected, a written consent, in the form required by the Organisation, that such person:
 - (i) irrevocably consents to any amendment of the material to which the Moral Rights relate in any manner by the Organisation and for any purposes;
 - (ii) irrevocably consents to the Organisation using or applying the materials to which the Moral Rights relate for any purpose and in any manner, including by identifying the Organisation as the author of the material, without any attribution of authorship;
 - (iii) agrees that his or her consent extends to acts and omissions of any of the Organisation's licensees and successors in title; and
 - (iv) agrees that his or her consent is a genuine consent under the *Copyright Act 1968* (Cth) and has not been induced by duress.
- (c) The Supplier must ensure that in relation to any consent required under clause 19.5(b):
 - (i) the consent has not been obtained by duress; and
 - (ii) the consent has not been obtained on the basis of a false or misleading statement.
- (d) The Supplier must provide a copy of any consent required under clause 19.5(b) to the Organisation, upon request.

19.6 Additional obligations

The Supplier must do all things reasonably requested by the Organisation to give full effect to this clause 19, including entering into further agreements to assign the rights referred to in clauses 19.1 and 19.2, to the extent applicable.

20. Data

- (a) Data will remain (and, if necessary, will become) the property of the Organisation. The Supplier will assign to the Organisation from the date of creation all Intellectual Property Rights in any Data created by or on behalf of the Supplier. For the avoidance of doubt, Data includes data that does not form part of the Deliverables.
- (b) If the Supplier or a sub-contractor is deemed to be the first owner of any database right or other Intellectual Property Rights in the Data, it must assign those Intellectual Property Rights to the Organisation.
- (c) The Supplier must only use the Data to the extent necessary to perform its obligations under this Agreement.
- (d) The Supplier must:
 - (i) subject to any more stringent requirements imposed pursuant to this Agreement, prohibit and prevent any person who does not have the appropriate level of security clearance from gaining access to the Data; and
 - (ii) comply with any policies of the Organisation in effect from time to time in respect of the secure disposal of equipment and destruction of records and the Data.
- (e) If the Supplier suspects that any Data has (or may) become lost or corrupted or there is unauthorised access to that Data, it will immediately notify the Organisation and propose remedial action, including action to ensure that this does not recur.
- (f) The Supplier must not, and must ensure that its Personnel and sub-contractors do not, without the Organisation's prior written consent:
 - (i) remove Data or allow the Data to be removed from the Organisation's premises or equipment; or
 - (ii) take, disclose or make available the Data or allow the Data to be taken, disclosed or made available outside of Victoria.

21. Confidentiality, privacy and data protection

21.1 Use of Confidential Information

- (a) The Supplier must keep the Confidential Information confidential and secure and must (and must ensure that its Personnel and advisers will):
 - (i) use and reproduce Confidential Information only to the extent necessary to perform its obligations under this Agreement; and
 - (ii) not disclose or otherwise make available Confidential Information other than to its Personnel who have a need to know the information to enable the Supplier to perform its obligations under this Agreement.
- (b) The Supplier acknowledges that the Organisation will be entitled (in addition to any other remedy it may have) to seek an injunction or other equitable relief with respect to any actual or threatened breach by the Supplier of this clause 21.1 and without the need on the part of the Organisation to prove any special damage or comply with the requirements of clause 16.
- (c) The Supplier will not make any public announcement in relation to this Agreement without the prior written consent of the Organisation.

- (d) On request by the Organisation, the Supplier must ensure that all of its Personnel involved in providing the Services who may have access to the Organisation's Confidential Information execute a deed of confidentiality in a form acceptable to the Organisation prior to commencing the provision of any Services under or in connection with this Agreement.

21.2 Exceptions to the Supplier's obligations of confidentiality

Notwithstanding clause 21.1, the Supplier may disclose the Confidential Information:

- (a) to its legal advisors, auditors and other advisors who require this information to provide advice to the Supplier in relation to this Agreement or a Purchase Order Contract; or
- (b) subject to clause 21.4, if required to do so by Law, court order, a House of Parliament, or Committee of a House of Parliament.

21.3 Prevention of use or disclosure of Confidential Information

The Supplier must immediately notify the Organisation in writing of any actual, threatened or suspected unauthorised use or disclosure of any Confidential Information, and must include in its notification:

- (a) the nature of the Confidential Information; and
- (b) the person to whom the Confidential Information has been (or may be) disclosed or is being used by.

21.4 Disclosure by Supplier required by Law

- (a) Subject to the Supplier first complying with clause 21.4(b)(iii), 21.4(b)(iv) and 21.4(b)(v), the Supplier may disclose Confidential Information to the extent that is required under clause 21.4(b)(i) or 21.4(b)(ii).
- (b) In the event that the Supplier:
 - (i) is required by Law, court order, a House of Parliament, or a Committee of a House of Parliament to disclose all or any part of the Confidential Information; or
 - (ii) anticipates or has cause to anticipate that it may be required by Law, court order, a House of Parliament, or a Committee of a House of Parliament,the Supplier must, as soon as possible and to the extent permitted by the relevant requirement:
 - (iii) notify the Organisation of such actual or anticipated requirement(s);
 - (iv) cooperate fully with the Organisation to try to lawfully avoid or limit the scope of that disclosure, if the Organisation so requests; and
 - (v) take such steps as the Organisation reasonably requires to permit the Organisation to have a reasonable opportunity to oppose or to restrict such disclosure by lawful means.
- (c) If required by the Organisation, if the Supplier is required to disclose Confidential Information to a Court, the Supplier must notify the Court of the obligations the Supplier owes to the Organisation in respect of the Confidential Information and use its reasonable endeavours to have the relevant Confidential Information disclosed only on a confidential basis and any proceedings be held in private (as appropriate).

21.5 Supplier's consent to disclosure of information

The Supplier consents to the Organisation publishing or otherwise making available information in relation to the Supplier (and the provision of the Services):

- (a) as may be required in order to comply with the requirements of the Contract Publishing System;
- (b) to other Victorian Public Entities or Ministers of the State of Victoria in connection with the use of the Services;
- (c) to any public sector agency (of the State, any other state or territory or the Commonwealth) for the purposes of benchmarking, provided that it will not identify the Supplier;
- (d) to the office of the Auditor General appointed under section 94A of the *Constitution Act 1975* (Vic) (**Auditor-General**) or the ombudsman appointed under the *Ombudsman Act 1973* (Vic) (**Ombudsman**);
- (e) to comply with the Law, including the *Freedom of Information Act 1982* (Vic); or
- (f) to the IBAC.

21.6 Return of Confidential Information by the Supplier

- (a) All Confidential Information will remain the property of the Organisation and all copies or other records containing Confidential Information (or any part of it) must, except to the extent necessary to comply with:
 - (i) clause 18;
 - (ii) any requirements of Law; or
 - (iii) any reasonable requirements of professional indemnity insurance,upon request or upon termination or expiry of this Agreement, be returned by the Supplier to the Organisation, or at the election of the Organisation, destroyed.
- (b) Upon the occurrence of any of the events specified in clause 21.6(a), the Supplier must not make any further use of, exploit or deal with in any way the relevant Confidential Information unless expressly permitted to do so by clause 21.
- (c) The Supplier must not refuse to comply with, or delay the performance of, its obligations under clause 21.6(a) and 21.6(b) whether on the basis of any alleged lien, set off, proprietary or quasi proprietary right or any other claim or demand against the Organisation or any other person.
- (d) Despite clause 21.6(a), the Supplier may retain copies of information (including Confidential Information) that it is required to retain for its legitimate internal audit or quality assurance purposes, but any information so retained will be retained and held subject in all respects to the terms of this Agreement.

21.7 Privacy

- (a) The Supplier acknowledges that it will be bound by the Information Privacy Principles, Health Privacy Principles and any applicable Code of Practice (together, **Privacy Obligations**) with respect to any act done or practice engaged in by the Supplier for the purposes of this Agreement, in the same way and to the same extent as the Privacy Obligations would have applied to the Organisation in respect of that act or practice had it been directly done or engaged in by the Organisation.
- (b) The Supplier agrees that it will:

- (i) assist the Organisation to comply with its obligations under the Privacy Obligations, to the extent possible;
 - (ii) immediately notify the Organisation upon becoming aware of any breach of the Privacy Obligations and comply with all directions of the Organisation in respect of the breach;
 - (iii) provide the Organisation with such co-operation as the Organisation requires in relation to resolving any complaint concerning privacy; and
 - (iv) provide access to or amendment of any record as directed by the Organisation.
- (c) The Supplier also agrees to comply with any directions made by any of the Commissioners, the Commonwealth Privacy Commissioner or the Victorian Health Services Commissioner relevant to this Agreement.
- (d) Without limiting clauses 21.7(a) to 21.7(c), in relation to any Personal Information obtained by the Supplier in connection with this Agreement, the Supplier must:
- (i) not collect, use, disclose, store, transfer or handle the information except in accordance with the Privacy Obligations;
 - (ii) not, without the prior consent of the Organisation, disclose the information to a person who is outside Victoria;
 - (iii) take all reasonable steps to ensure that the information is protected from misuse, interference or loss, and from unauthorised access, modification or disclosure;
 - (iv) take all reasonable steps to destroy or permanently de-identify information that is no longer needed for the purposes of this Agreement;
 - (v) co-operate with any reasonable request or direction the Organisation makes which relates to the protection of the information or the exercise of the functions of any of the Commissioners, the Commonwealth Privacy Commissioner or the Victorian Health Services Commissioner;
 - (vi) ensure that access to the information is limited to those of its Personnel who are required to access that information for the purposes of this Agreement; and
 - (vii) comply with any reasonable direction of the Organisation in relation to a complaint concerning privacy received by either party.

21.8 Data protection

The Supplier acknowledges that the Organisation is bound by the Protective Data Security Standards. The Supplier will not do any act or engage in any practice that contravenes a Protective Data Security Standard or would give rise to contravention of a Protective Data Security Standard by the Organisation in respect of any Data collected, held, used, managed, disclosed or transferred by the Supplier on behalf of the Organisation under or in connection with this Agreement.

Liability

22. Liability

- (a) The Supplier indemnifies, and will at all times hold harmless, defend and keep the Organisation and each of its Personnel indemnified (**Indemnified Party**) against any liabilities, losses, damages, costs and expenses (including all legal and settlement costs determined on a full indemnity basis) (**Losses**) or compensation arising out of, or in any way connected with, any:
 - (i) personal injury, including sickness and death;
 - (ii) property damage;
 - (iii) a breach of an obligation of confidence or privacy, whether under this Agreement or otherwise;
 - (iv) fraudulent acts or omissions;
 - (v) any wilful misconduct or unlawful act or omission;
 - (vi) breaches of logical or physical security;
 - (vii) loss or corruption of Data;
 - (viii) any third party claim arising out of a breach of this Agreement by the Supplier or its Personnel (including breach of warranty) or any negligent act or omission of the Supplier or its Personnel; or
 - (ix) any infringement or alleged infringement of the Intellectual Property Rights, Moral Rights or any other rights of any person, including any third party,which was caused, or contributed to by, any act or omission of the Supplier or any of its Personnel.
- (b) The Supplier's liability to indemnify the Organisation under clause 22(a) is reduced to the extent that any wilful, unlawful or negligent act or omission of the Organisation or its Personnel contributed to their liability, loss, damage, cost, expense or compensation.
- (c) To the extent that the indemnity in this clause 22 refers to persons other than the Organisation, the Organisation holds this clause on trust for those other persons.
- (d) If any indemnity payment is made by the Supplier under this clause 22, the Supplier must also pay to the Indemnified Party an additional amount equal to any tax which is payable by the Indemnified Party in respect of that indemnity payment.
- (e) The Organisation may, in its absolute discretion, permit the Supplier, at the Supplier's expense, to handle all negotiations for settlement and, as permitted by Law, to control and direct any litigation that may occur following a claim that receipt of the Services or use of the Deliverables violates the Intellectual Property Rights, Moral Rights or any other rights of a third party (**IPR Claim**).
- (f) If the Organisation requests the Supplier to defend an IPR Claim in accordance with clause 22(e):
 - (i) the Supplier must comply at all times with any Government policy relevant to the conduct of the IPR Claim (including the Model Litigant Guidelines) and with any conditions imposed and directions given by the Organisation;

- (ii) the Supplier may not settle or compromise the IPR Claim conducted by it without the Organisation's consent;
- (iii) the Organisation may, at any time, give notice to the Supplier that the Organisation wishes to conduct the IPR Claim (including associated settlement discussions) and the Supplier will permit the Organisation to do so; and
- (iv) the Supplier must comply at all times with any instructions provided by the Organisation in relation to the day to day conduct and management of the IPR Claim.

Representation and warranties

23. Warranties

The Supplier represents and warrants to the Organisation that:

- (a) it has the right to enter into this Agreement and perform the Services and provide the Deliverables;
- (b) the execution, delivery and performance of this Agreement by it does not contravene any contractual, legal or other obligation that applies to it;
- (c) it holds all licences, permits, consents and authorisations required under any Law in relation to the provision of the Deliverables and Services;
- (d) it is entitled to use and deal with any Intellectual Property Rights, and obtained all necessary consents to use and deal with any Moral Rights, which may be used by it in connection with the Services and Deliverables and to grant to the Organisation the licences contemplated by this Agreement;
- (e) the receipt of the Services and the possession or use of any Deliverable by the Organisation will not infringe the Intellectual Property Rights or other rights of any person or any Laws;
- (f) the Services will be:
 - (i) provided with due care and skill;
 - (ii) provided in accordance with all applicable standards, principles, practices and in accordance with the requirements of this Agreement (including the Specifications); and
 - (iii) completed within a reasonable time;
- (g) it has the accreditation or membership of professional or other bodies in relation to the provision of the Services as set out in the Offer and that it will use its best endeavours to maintain such accreditation or membership during the Term;
- (h) it and its Personnel are appropriately qualified and have the requisite knowledge, skill and expertise to provide the Services in accordance with this Agreement;
- (i) whilst on the premises owned or controlled by the Organisation, the Supplier and its Personnel will at all times comply with the Organisation's lawful directions and policies, of which the Supplier is notified or is otherwise aware, including any applicable occupational health and safety and security policies;
- (j) where the Organisation has, either expressly or by implication, made known to the Supplier any particular purpose for which the Services are required, the Services will be performed in such a way as to achieve that result;

- (k) all representations made by the Supplier in or in connection with the Offer were and remain accurate and the Supplier has and will maintain at all relevant times the quality assurance arrangements set out in the Offer (if any);
- (l) the Supplier will not vary the Specifications of the Services without first obtaining the written consent of the Organisation; and
- (m) if Item 15 of Schedule 1 states that the Supplier is entering into this Agreement on behalf of a trust:
 - (i) it is a validly appointed trustee of the Trust;
 - (ii) there has not been any contravention of or non-compliance with any of the terms of the Trust Deed;
 - (iii) it has the right to be indemnified out of, and a lien over, the assets of the Trust except where the Supplier is fraudulent, negligent or in breach of trust;
 - (iv) this Agreement does not conflict with the operation or terms of the Trust or the Trust Deed;
 - (v) this Agreement constitutes valid and enforceable obligations of the Trust;
 - (vi) it has full and valid power and authority under the Trust to enter into this Agreement and to carry out the transactions contemplated by this Agreement (including all proper authorisations and consents);
 - (vii) it enters into this Agreement and the transactions evidenced by it for the proper administration of the Trust and for the benefit of all of the beneficiaries of the Trust; and
 - (viii) it is the sole trustee of the Trust,
 and the terms **Trust** and **Trust Deed** have the meaning given to them in Item 15 of Schedule 1.

24. Insurance

- (a) The Supplier must (and must ensure that any sub-contractors appointed by it) obtain and maintain for the Term, and if requested by the Organisation, for a period of up to seven years after the provision of the Services, the insurances specified in Item 16 of Schedule 1 in respect of any claim related to this Agreement.
- (b) The Supplier must, within 10 Business Days of a request by the Organisation, provide evidence of the currency of any insurance it is required to obtain under this Agreement.
- (c) Where any insurance the Supplier is required to obtain and maintain is due to expire (**Initial Insurance**), the Supplier must, on request by the Organisation, provide the Organisation with evidence of the currency of relevant replacement insurance prior to the expiration of the Initial Insurance (**Replacement Insurance**).
- (d) If this clause applies, as indicated by Item 16 of Schedule 1, any Replacement Insurance obtained pursuant to clauses 24(a) or 24(c) must be:
 - (i) taken out with an insurer acceptable to the Organisation; and
 - (ii) on terms (including any excess) which are acceptable to the Organisation.

25. Accident compensation

The Supplier must ensure that, in respect of its Personnel and any other persons engaged by the Supplier to provide the Services, it:

- (a) complies with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* (Vic);
- (b) insures against its liability to pay compensation, whether under Law or otherwise; and
- (c) produces to the Organisation on request any certificates or like documentation required by the *Workplace Injury Rehabilitation and Compensation Act 2013* (Vic).

Term and termination

26. Term

26.1 Initial Term

This Agreement begins on the Commencement Date and continues until the later of:

- (a) the Completion Date; or
- (b) acceptance by the Organisation of all Services and all Deliverables to be provided by the Supplier to the Organisation under this Agreement,

unless extended in accordance with clause 26.2 or terminated earlier in accordance with its terms.

26.2 Extension

- (a) This Agreement may be extended beyond the Expiry Date, as agreed by the parties in writing, for the period or periods specified in Item 1 of Schedule 1.
- (b) Any such further term or terms will be on the same terms and conditions as this Agreement (excluding, in respect of the final further period, this clause 26.2).

27. Termination

27.1 Termination for cause

The Organisation may terminate this Agreement with immediate effect (or with effect from a specified date) by giving notice in writing to the Supplier if the Supplier:

- (a) fails to provide the Services in accordance with the Service Level Requirements or otherwise in accordance with the requirements of this Agreement;
- (b) breaches any provision of this Agreement and, where that breach is capable of remedy, fails to remedy the breach within 10 Business Days after receiving written notice requiring it to do so (or such later date as may be specified in that notice);
- (c) breaches any provision of this Agreement that is not capable of remedy;
- (d) or any of its Personnel involved in the provision of the Services is guilty of fraud, dishonesty or any other serious misconduct;

- (e) commits any act or does anything that may be prejudicial or otherwise detrimental to the reputation of the State; or
- (f) suffers from an Insolvency Event.

27.2 Termination without cause

- (a) The Organisation may terminate this Agreement without cause on notice to the Supplier (such termination to take effect upon receipt of the notice or such later date as specified in the notice).
- (b) If this Agreement is terminated pursuant to clause 27.2(a), the Organisation will pay the Supplier:
 - (i) for the Services performed in accordance with this Agreement up to the date of the termination; and
 - (ii) the unavoidable and substantiated costs incurred by the Supplier as a direct result of the termination, excluding any loss of profit,
 and the Organisation has no other liability to the Supplier in relation to that termination.
- (c) When the Organisation issues a notice under clause 27.2(a), the Supplier must immediately comply with any directions given in the notice and do all that is possible to mitigate its losses arising from the termination of this Agreement.

27.3 Grounds for termination by the Supplier

- (a) The Supplier may terminate this Agreement by giving at least 20 Business Days written notice to the Organisation if the Organisation fails to pay amounts due under this Agreement which have the following characteristics:
 - (i) are the subject of Tax Invoices complying with this Agreement;
 - (ii) are due and payable in accordance with this Agreement;
 - (iii) are not the subject of a good faith dispute;
 - (iv) are overdue for a period of at least 60 Business Days; and
 - (v) are amounts for which a demand has been made, provided that the demand clearly states that the amount has been overdue for a period of at least 60 Business Days and that the Supplier will have the right to terminate this Agreement on 20 Business Days' notice after the expiration of five Business Days following service of the demand if the demand is not met within that five Business Day period.
- (b) Clause 27.3(a) constitutes the Supplier's sole and exclusive right to terminate this Agreement.

27.4 Consequences of termination or expiry

- (a) Termination or expiry of this Agreement will not prejudice any right of action or remedy which may have accrued to either party prior to termination or expiry.
- (b) On termination or expiration of this Agreement, the Supplier must immediately cease using all materials (whether in written or electronic form) that contain or encapsulate any Data or Confidential Information and, at the election of the Organisation:
 - (i) delete or destroy the materials, as applicable; or

- (ii) return the materials to the Organisation in the format in which they were first provided by the Organisation and, in addition, if required by the Organisation, in a non-proprietary and open access file format (such as .txt, .csv, .rft, etc) as specified by the Organisation,

at no additional cost to the Organisation.

27.5 Survival

Clauses 1, 2, 6, 7, 8, 9, 10, 11, 12(c), 12(d), 13, 16, 17, 18, 19, 20, 21, 22, 23, 24, 27.1, 27.2, 27.4, 27.5 and 28 of this Agreement survive the termination or expiry of this Agreement or the completion of the Services and may be enforced at any time.

Other miscellaneous terms

28. General

28.1 Legal costs

Except as expressly stated otherwise in this Agreement, each party must pay its own legal and other costs and expenses of negotiating, preparing, executing and performing its obligations under this Agreement.

28.2 Amendment

This Agreement may only be varied or replaced by a written document executed by the parties.

28.3 Waiver and exercise of rights

- (a) A waiver of any right, power or remedy under this Agreement must be in writing and signed by the party granting it. The fact that a party fails to do, or delays in doing, something the party is entitled to do under this Agreement does not amount to a waiver.
- (b) A single or partial exercise or waiver by a party of a right relating to this Agreement does not prevent any other exercise of that right or the exercise of any other right.
- (c) A party is not liable for any loss, cost or expense of any other party caused or contributed to by the waiver, exercise, attempted exercise, failure to exercise or delay in the exercise of a right.

28.4 Severability

Any provision of this Agreement which is invalid or unenforceable is to be read down, if possible, so as to be valid and enforceable, and, if that is not possible, the provision will, to the extent that it is capable, be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions.

28.5 Rights cumulative

Except as expressly stated otherwise in this Agreement, the rights of a party under this Agreement are cumulative and are in addition to any other rights of that party.

28.6 Set off

The Organisation may set off against any sum owing to the Supplier under this Agreement any amount then owing by the Supplier to the Organisation.

28.7 Time of the essence

Time is of the essence in relation to the provision of the Services under this Agreement.

28.8 Governing law and jurisdiction

- (a) This Agreement is governed by and is to be construed in accordance with the Laws.
- (b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Victoria and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

28.9 Assignment or transfer of rights and obligations

- (a) Subject to clause 28.9(c), a party may not assign any right under this Agreement without the prior written consent of the other party.
- (b) The Supplier will be responsible for acts and omissions of any assignee.
- (c) The Organisation may, by notice in writing to the Supplier, assign its rights, transfer its obligations or novate this Agreement to any other Victorian Public Entity in the event of any State government restructure or other re-organisation or change in policy.
- (d) Each party agrees to execute any documents necessary to document the exercise of a permitted right of assignment, transfer or novation under this Agreement.

28.10 Counterparts

This Agreement may consist of a number of counterparts and, if so, the counterparts taken together constitute one document.

28.11 Entire understanding and order of precedence

- (a) This Agreement is comprised of the following items:
 - (i) clauses 1 to 28 (inclusive);
 - (ii) the Schedules to this Agreement;
 - (iii) the Invitation (if specified in Item 20 of Schedule 1);
 - (iv) the Offer (if specified in Item 20 of Schedule 1); and
 - (v) any other documents or representations specified in Item 20 of Schedule 1.
- (b) In the event and to the extent of any inconsistency between the items listed in clause 28.11(a), the provisions of the earlier mentioned item will prevail to the extent of the inconsistency. If the inconsistency remains incapable of resolution by reading down, the inconsistent provisions will be severed from the item lower in the order of precedence without otherwise diminishing the enforceability of the remaining provisions of that item.
- (c) This Agreement contains everything the parties have agreed in relation to the subject matter it deals with. No party can rely on an earlier written item or anything said or done by or on behalf of another party before this Agreement was executed.
- (d) Except as otherwise provided in clause 28.11(a):
 - (i) all previous negotiations, understandings, representations, warranties, memoranda or commitments concerning the subject matter of this Agreement are merged in and superseded by this Agreement and are of no effect; and

- (ii) no oral explanation or information provided by any party to another:
 - A. affects the meaning or interpretation of this Agreement; or
 - B. constitutes any collateral agreement, warranty or understanding between any of the parties.

28.12 Relationship of parties

- (a) This Agreement is not intended to create a partnership, joint venture or agency relationship between the parties.
- (b) The parties agree that the Supplier is engaged as an independent contractor and not as an employee of the Organisation.

Schedule 1 – Contract variables

Item 1	Commencement and completion (Clause 26)	Commencement Date:	
		Completion Date:	
		Extension period(s):	
Item 2	Liquidated Damages (Clause 6.3)	<input type="checkbox"/> Liquidated damages are applicable <input checked="" type="checkbox"/> Liquidated damages are not applicable	
Item 3	Supplier's Key Personnel (Clause 4)	<input type="checkbox"/> Key Personnel are applicable <input checked="" type="checkbox"/> Key Personnel are not applicable	
Item 4	Price review (Clause 7(d))	<input type="checkbox"/> A price review mechanism is applicable <input checked="" type="checkbox"/> A price review mechanism is not applicable	
Item 5	Invoicing (Clause 10.1)	Invoice requirements: The Supplier must submit to the Victoria State Emergency Service a tax invoice in respect of the Services once they are completed. A tax invoice submitted for payment must contain the information necessary to be a tax invoice for the purposes of the GST Act together with the provided Purchase Order number.	
		Address for invoices: All invoices must be emailed to the following address: accounts@ses.vic.gov.au and CC amy.miles@ses.vic.gov.au	
Item 6	Payment (Clause 10.2)	Payment for Services is to be made in accordance with the following method: Electronic transfer of funds	
Item 7	Parties' Representatives (Clause 11.1)	Organisation's Representative:	
		Name:	Amy Miles
		Title:	Mrs
		Telephone:	03 9256 9000
		Mobile:	0407 199 673
		Email:	amy.miles@ses.vic.gov.au
		Supplier's Representative:	
		Name:	
		Title:	
		Telephone:	
		Mobile:	
		Email:	

Item 8	Progress Report (Clause 11.5)	<input type="checkbox"/> Progress reports are required <input checked="" type="checkbox"/> Progress reports are not required		
Item 9	Contract management review (Clause 11.6)	<input checked="" type="checkbox"/> Contract management meetings are required After Milestone 1 and 2 are delivered. <input type="checkbox"/> Contract management meetings are not required		
Item 10	Ownership of Contract Material (Clause 19.1)	<input checked="" type="checkbox"/> Supplier <input type="checkbox"/> Organisation		
Item 11	Ownership of Supplier's Pre-Existing Intellectual Property (Clause 19.2)	<input checked="" type="checkbox"/> Supplier <input type="checkbox"/> Organisation		
Item 12	Duration of licence (Clause 19.3(b))	<input checked="" type="checkbox"/> Perpetual <input type="checkbox"/> Other (please specify): <input type="checkbox"/> Not applicable		
Item 13	Licence terms (Clause 19.3(c))	<input type="checkbox"/> Additional licence terms are applicable <input checked="" type="checkbox"/> Additional licence terms are not applicable		
Item 14	Moral Rights (Clause 19.5)	<input type="checkbox"/> The Supplier must obtain written consent from any person who Moral Rights may be affected.		
Item 15	Trust (Clause 23(m))	<input type="checkbox"/> The Supplier is entering into this Agreement as a trustee <input checked="" type="checkbox"/> The Supplier is not entering into this Agreement as a trustee		
Item 16	Insurance (Clause 24)		Type of coverage	Amount (AUD)
		<input type="checkbox"/>	Public liability insurance	[insert] [per event/in the aggregate]
		<input type="checkbox"/>	Product liability insurance	[insert] [per event/in the aggregate]
		<input type="checkbox"/>	Professional indemnity insurance	[insert] [per event/in the aggregate]
		<input type="checkbox"/>	Other (please specify):	[insert] [per event/in the aggregate]
		Please specify below details of any conditions attaching to such insurance coverage (e.g. run-off insurance) [insert, if applicable] <input type="checkbox"/> Clause 24(d) is applicable to this Agreement [Tick above if the Organisation requires a right of approval over the terms of the Supplier's insurance policies and the identity of the Supplier's insurer.] <input type="checkbox"/> Clause 24(d) is not applicable to this Agreement		

Item 17	Applicable Laws (Clause 13.1)	The Supplier must comply with all Laws, including any which may be listed here for information purposes due to their particular relevance to the Services.																	
Item 18	Local Jobs First (LJF) (Clause 13.5)	<input type="checkbox"/> LJF is applicable to this Agreement <input checked="" type="checkbox"/> LJF is not applicable to this Agreement																	
Item 19	Notice particulars (Clause 17.1)	<table border="1"> <tr> <td colspan="2">Organisation:</td></tr> <tr> <td>Addressee:</td><td>Project Officer</td></tr> <tr> <td>Address:</td><td>168 Sturt Street, Southbank Victoria 23006</td></tr> <tr> <td>Email:</td><td>ems@ses.vic.gov.au</td></tr> <tr> <td colspan="2">Supplier:</td></tr> <tr> <td>Addressee:</td><td></td></tr> <tr> <td>Address:</td><td></td></tr> <tr> <td>Email:</td><td></td></tr> </table>		Organisation:		Addressee:	Project Officer	Address:	168 Sturt Street, Southbank Victoria 23006	Email:	ems@ses.vic.gov.au	Supplier:		Addressee:		Address:		Email:	
Organisation:																			
Addressee:	Project Officer																		
Address:	168 Sturt Street, Southbank Victoria 23006																		
Email:	ems@ses.vic.gov.au																		
Supplier:																			
Addressee:																			
Address:																			
Email:																			
Item 20	Additional Items (Clause 28.11)	<input checked="" type="checkbox"/> Additional items form part of this Agreement VICSES General Conditions for the Provision of Services (Single Purchase) <input type="checkbox"/> No additional items form part of this Agreement																	

Schedule 2 – Services and Price Schedule

Item 1	Services	<p>[Insert a description of the required Services]</p> <p>or include the following:</p> <p>[The Services are as described in the Invitation, the Offer and any other items or representation as listed in Item 20 of Schedule 1, subject to the order of precedence in clause 28.11.]</p>
Item 2	Work program	<p>[Describe the applicable Milestones and Milestone Dates by which those Milestones must be achieved. Describe the delivery dates required for Deliverables.]</p>
Item 3	Price Schedule	<p>[Insert details of rates and fees including the Services to be provided. The Price Schedule should include:</p> <ul style="list-style-type: none"> • the GST exclusive price; • the GST payable; and • the total cost for the Services.]
Item 4	Expenses and Disbursements	<p><input type="checkbox"/> The Supplier may recover expenses and/or disbursements in relation to the Services</p> <p><input checked="" type="checkbox"/> The Supplier may not recover expenses and/or disbursements in relation to the Services</p>
Item 5	Responsibility Chart	<p><input type="checkbox"/> Responsibility Chart required</p> <p><input checked="" type="checkbox"/> No responsibility Chart required</p>

Schedule 3 – Service Level Requirements

Not applicable.

Schedule 4 – Local Jobs First (LJF)

Not applicable.

Schedule 5 – Specifications

Executed as an Agreement

Signed by [name], a duly authorised officer of
Victoria State Emergency Service in the presence
of: }

.....
Signature of Witness

.....
Name of Witness (print)

.....
Date

Where the Supplier is a company incorporated in Australia with more than one director:

Executed by **[Supplier name]** ACN **[insert ACN]**
acting by the following persons or, if the seal is
affixed, witnessed by the following persons in
accordance with s127 of the *Corporations Act*
2001 (Cth):

.....
Signature of Company Secretary/Director

.....
Signature of Director

.....
Name of Company Secretary/Director (print)

.....
Name of Director (print)

.....
Date

Where the Supplier is a company incorporated in Australia with a sole director:

Executed by **[Supplier name]** ACN **[insert ACN]**
acting by the following person or, if the seal is
affixed, witnessed by the following person in
accordance with s127 of the *Corporations Act*
2001 (Cth):

.....
Signature of Sole Director and Company Secretary

.....
Signature of Witness

.....
Name of Sole Director and Company Secretary
(print)

.....
Name of Witness (print)

.....
Date

Where the Supplier is an individual:

Signed by [Supplier name] in the presence of:

}

.....

.....
Signature of Witness

.....
Name of Witness (print)

.....
Date

Where the Supplier is a corporate trustee:

Executed by **[Supplier name]** ACN **[insert ACN]**
as a trustee of **[insert name of trust]** acting by
the following persons or, if the seal is affixed,
witnessed by the following persons in accordance
with s127 of the *Corporations Act 2001* (Cth):

.....
Signature of Company Secretary/Director

.....
Signature of Director

.....
Name of Company Secretary/Director (print)

.....
Name of Director (print)

.....
Date

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