



## **REQUEST FOR TENDER**

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**Register of Prequalified Suppliers (ROPS) Traffic Control /  
Management Services 2023-2024**

**Contract No.: T2324.13**

# Request for Tender



PART 1 – PREAMBLE				
Banana Shire Council invites tenders from suitably qualified tenderers for the creation of a prequalified supplier pool for traffic control / management services for both maintenance and capital works being undertaken by Council crews throughout the Shire as described in more detail in Part 5 – Scope and the Technical Specifications. Prequalified Supplier status will be awarded for a period of 1 years with a possible 6-month extension.				
PART 2 – GENERAL INFORMATION AND SPECIFICATION				
1. Contract details:	T2324.13 Register of Prequalified Suppliers (ROPS) Traffic Control / Management Services 2023 – 2024			
2. Communications by Tenderers:	Communications regarding the Procurement Process must be submitted to <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a> no later than five (5) calendar days prior to the time stated in Item 4			
3. Briefing or site inspection:	Details	Maximum attendees	Mandatory	RSVP
	Tender Briefing, to be held on the 14th of November 2023 8.00am  62 Valentines Plains Road, Biloela Qld 4715 – A teams link will be made available for those who cannot attend in person	n/a	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	RSVP to <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a> by the 10 <sup>th</sup> of November 2023 11.00am
4. Submission of Tender:	Tenders must be submitted electronically only at <a href="mailto:tenders@banana.qld.gov.au">tenders@banana.qld.gov.au</a> no later than 11:00am on 29th of November 2023.  <i>Note// Adequate time must be allowed for the Tender and all supporting documents to be uploaded or received by this time.</i>			
5. Evaluation Criteria:	Evaluation Criteria			Weighting (%) (Optional)
	Price			40
	Range of Services and Equipment Available			30
	Previous Experience			10
	Quality, Environmental, Safety and Other Management Processes			10
	Local Content			10
6. Tenders should not be longer than:	N/A			
7. Tenders to be valid for:	90 calendar days after the time stated in Item 4 (as extended if at all, pursuant to the Procurement Process Conditions)			
8. Complaints:	Complaints regarding Procurement Process to be directed to: <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a>			
PART 3 – PROCUREMENT PROCESS CONDITIONS				
The Procurement Process is governed by, and this Request for Tender is to be read in conjunction with, the Procurement Process Conditions attached to or provided with this Request for Tender and identified as T2324.13 Register of Prequalified Suppliers (ROPS) Traffic Control / Management Services 2023 – 2024 - Procurement Process Conditions.				

# Request for Tender



## **PART 4 – CONTRACT**

The contract shall be substantially in the form attached to or provided with this Request for Tender and identified as T2324.13 Register of Prequalified Suppliers (ROPS) Traffic Control / Management Services 2023 – 2024 – Contract.

## **PART 5 – SCOPE**

The Scope is described in the document(s) attached to or provided with this Request for Tender and identified as T2324.13 Register of Prequalified Suppliers (ROPS) Traffic Control / Management Services 2023 – 2024 – Scope of Service and T2324.13 Register of Prequalified Suppliers (ROPS) Traffic Control / Management Services 2023 – 2024 – Technical Specifications.

## **PART 6 – RESPONSE SCHEDULES**

The Tender must be submitted in the form provided in the response schedules attached to or provided with this Request for Tender and identified as T2324.13 Register of Prequalified Suppliers (ROPS) Traffic Control / Management Services 2023 – 2024 – Response Schedules and T2324.13 Register of Prequalified Suppliers (ROPS) Traffic Control / Management Services 2023 – 2024 – Appendix A – Pricing Schedule



# GENERAL SPECIFICATION

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Register of Prequalified Suppliers (ROPS) Traffic Control /  
Management Services 2023 – 2024

CONTRACT NO.: T2324.13

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## 1. THE SPECIFICATION

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- 1.1 **(Documents comprising this Specification)** The Specification comprises the following documents:
- (a) This General Specification;
  - (b) Scope of Works;
  - (c) Technical Specification;
  - (d) other documents to the extent that they are incorporated (whether physically or by reference) into the Specification, namely:
    - (i) relevant Australian Standards;
    - (ii) Principal's Policies and Procedures;
- 1.2 **(Precedence of documents comprising Specification)** The documents comprising the Specification shall be taken to be mutually explanatory. If there is any ambiguity, inconsistency, conflict or discrepancy between any of the documents listed in clause 1.1 then the documents will take precedence in the order set out in clause 1.1, with the document listed at 1.1(a) being the highest in the order.
- 1.3 **(Documents incorporated by reference into Specification)** The Contractor is deemed to have obtained copies of, read, understood, and allowed for compliance with the Specification (including any documents which are incorporated into it by reference only).

## 2. DEFINITIONS

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- 2.1 **(Definitions)** Capitalised terms used in the Specification have the meanings assigned to them in the General Conditions of Contract (if any) unless the context otherwise requires. Terms which are separately defined in a specific clause have the meanings assigned in those clauses. Otherwise, in the Specification:
- (a) **Approvals** means certificates, licences, accreditations, clearances, authorisations, consents, permits, approvals, determinations, and permissions from any Authority and any related fees and charges;
  - (b) **Authority** means any Federal, State, or local government authority, administrative or judicial body or tribunal, department, commission, agency, government owned corporation, statutory body or instrumentality, or any other person having jurisdiction over the project;
  - (c) **Contractor Documents** means those records, reports, designs, specifications, certificates, plans (including management plans), procedures, manuals and other documents, whether electronic documents or hard copy format, required by the Contract to be handed over to the Principal by the Contractor (and all information advice, designs, calculations and recommendations in those documents) (but does not include those that are incomplete at the time at which the Principal exercises its rights under subclause 39.4 of the General Conditions of Contract or the Contractor exercises its rights under subclause 39.9 of the General Conditions of Contract);
  - (d) **General Conditions of Contract** means the General Conditions of Contract referred to in the formal instrument of agreement to which this General Specification is attached;
  - (e) **Good Industry Practice** means:
    - (i) the standard of skill, care, and diligence; and
    - (ii) the practices, methods, techniques, and acts,

of a skilled, competent, and experienced contractor engaged in the business of carrying out Work similar to the WUC;

- (f) **Policies and Procedures** means the policies, procedures, codes, plans, guidelines, and the like provided or made available by or on behalf of the Principal to the Contractor from time to time, including those published on the Principal's website;
- (g) **Principal** has the same meaning as given to the term "Principal" or "Purchaser" in the General Conditions of Contract (as the case may be);
- (h) **Program** has the same meaning as given to the term "construction program" or "program" in the General Conditions of Contract (as the case may be);
- (i) **Specification** means this document and all attachments to it which forms part of the Contract;

### 3. CONTRACTOR WARRANTIES

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3.1 **(Ability)** The Contractor must ensure, and warrants and represents that the Contractor and, to the extent applicable to them, its Personnel:

- (a) have the experience, skills, expertise, and resources;
- (b) hold all necessary competencies, licences, accreditations, qualifications, permits, clearances, or other authorisations,

which are required for the Contractor to comply with its obligations under the Contract and will maintain such competencies, licences, accreditations, qualifications, permits, clearances, or other authorisations at all times until the Contractor has completed its obligations under the Contract.

3.2 **(Standard)** The Contractor must, and warrants and represents that it will, and to the extent applicable to them will ensure that its Personnel, carry out WUC and Contractor's other obligations in connection with the Contract in accordance with Good Industry Practice.

3.3 **(Methodology)** The Contractor:

- (a) warrants and represents that the methodology for carrying out and completing WUC stated in the Contract is suitable, appropriate and adequate; and
- (b) must, and warrants and represents that it will, carry out and complete WUC in accordance with that methodology (if any) unless otherwise directed by the Superintendent or permitted or required under the Contract.

3.4 **(Investigations)** The Contractor warrants and represents that the Contractor has:

- (a) carefully reviewed the Contract and all other information provided by the Principal to the Contractor for the purpose of WUC, and is satisfied that the Contract and other information is appropriate and adequate to enable the Contractor to comply with its obligations under the Contract;
- (b) familiarised itself with factors that could affect the ability of the Contractor to carry out WUC for the Contract Sum, including weather conditions and the availability of temporary access, temporary lighting, power, telephone services, water supply, waste disposal facilities and local labour.

3.5 **(Construction Plant)** The Contractor warrants and represents that all Construction Plant/Vehicles utilised in carrying out WUC shall be in good working condition, suitable and appropriate for the Work for which it is used, and compliant with all applicable Legislative Requirements.

## General Specification

- 3.6 **(Contractor Documents)** The Contractor warrants and represents that all Contractor Documents will:
- (a) comply with the requirements of the Contract and applicable law;
  - (b) be consistent with or exceed applicable industry standards;
  - (c) be of a standard and quality expected of a consultant using Good Industry Practice;
  - (d) be fit for:
    - (i) use for in the safe management of traffic through, around and/or past construction/maintenance projects on roads and verges; and
    - (ii) any other purpose stated in or to be reasonably inferred from the Contract.
- 3.7 **(Code of Conduct)** In this clause, Code of Conduct means the Principal's code of conduct which is available on the Principal's website. The Code of Conduct identifies the standards and behaviours expected from all workers, including contractors, in delivering services to the local community. The Contractor must:
- (a) communicate the Code of Conduct to all of the Contractor's Personnel;
  - (b) comply with, and ensure that its Personnel comply with, all requirements of the Code of Conduct, including all standards contained within the Code of Conduct; and
  - (c) if directed to do so by the Superintendent, obtain and provide to the Superintendent a signed form from all Personnel engaged by the Contractor to perform any part of WUC which states that the person has read, understood and agrees to comply with the Code of Conduct.

## 4. CONTRACT MANAGEMENT

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- 4.1 **(Contractor's Superintendence)** The Contractor shall provide all superintendence necessary for the proper fulfilment of the Contractor's obligations under the Contract, including, unless the Superintendent directs otherwise, a competent site manager and site foreman approved by the Superintendent (with such approval not to be unreasonably withheld). Unless otherwise agreed by the Superintendent, the site manager shall be the Contractor's representative under clause 22 of the General Conditions of Contract.
- 4.2 **(Requests for review and information)** The Superintendent will endeavor to provide a response and/or Direction in relation to a written request for information from the Contractor within 5 Business Days of receipt of such request. The response time will be dependent on the complex nature and or quantity of clarifications per information request submitted. The Contractor is encouraged to make recommendations and or suggestions for the Superintendent's consideration when submitting such requests.
- 4.3 **(Direction by Principal or Superintendent)** The Principal shall not be bound by any verbal advice given or information furnished by any Personnel of the Principal or Superintendent in respect of the Contract. The Contractor must not accept instructions from any person other than the Superintendent and/or the Superintendent's Representative. The Contractor acknowledges and agrees that its obligations and liabilities in connection with the Contract are not affected by any:



- (a) receipt or review of, or comment or Direction on, a document submitted by the Contractor;
- (b) failure by the Principal or Superintendent to review, comment on, or give a Direction on any document submitted by the Contractor; or
- (c) failure by the Superintendent to give its approval pursuant to clause 8.3.

'Before relying on the receipt, review, or comment by the Superintendent, or Principal, or complying with a Direction in relation to a document, the Contractor must notify the Superintendent in writing, if doing so will affect a warranty, representation or obligation of the Contractor under the Contract.

## 5. DESIGN

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- 5.1 **(Principal's Project Requirements)** Without limiting any other obligation of the Contractor or right of the Principal, to the extent (if any) that the Principal's Project Requirements includes any drawings, specifications or other information, samples, models, patterns and the like provided by the Contractor ('Contractor's Tendered Design'), the Contractor warrants and represents that the Contractor's Tendered Design accords with the balance of the Principal's Project Requirements.
- 5.2 **(Purpose for which The Works must be fit)** Pursuant to subclause 2.2(iv)(A) of the General Conditions of Contract, without limiting any other obligation of the Contractor, The Works must be fit for:
  - (a) the purpose of safely managing the flow of traffic through, around or past a construction/maintenance project site as per the requirements of the relevant Australian Standard and the Queensland Guide the Temporary Traffic Management; and
  - (b) any other purpose stated in or to be reasonably inferred from the Contract, or otherwise made known to the Contractor prior to the date of the Contract.
- 5.3 **(Feedback)** The Principal shall advise the Contractor within a reasonable time as to whether it grants or refuses permission for the use of the Design Documents for the construction of The Works. The Contractor must not amend any Design Document for which the Principal has granted permission, unless the Contractor first obtains the Principal's written consent.
- 5.4 **(Resubmission)** If the Principal refuses permission, the Principal shall provide reasons for the refusal in which case the Contractor must resubmit updated Design Documents to the Principal, together with a report which identifies how any comments from the Principal have been addressed in the Design Documents.
- 5.5 **(Effect of review)** No review, permission, approval, consent, confirmation, comment, advice or the like given or withheld by, or on behalf of, the Principal in relation to any Contractor Document shall:
  - (a) constitute an acceptance by the Principal or the Principal's Representative of any responsibility in connection with the WUC;
  - (b) adversely affect any right of the Principal; or
  - (c) relieve the Contractor from any of its responsibilities, obligations, or liabilities.

## 6. PRINCIPAL SUPPLIED INFORMATION

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- 6.1 **(Definitions)** In this clause, Principal Supplied Information means any information relating to the Contract which either:
  - (a) does not form part of the Contract but which is or has been provided or made available by or on behalf of the Principal to the Contractor; or

- (b) does form part of the Contract, but which is expressly identified as Principal Supplied Information or otherwise as information on which the Contractor should not or must not rely,

and includes information in any form and information which is made available before or after the Date Of Acceptance Of Tender.

- 6.2 **(No warranty or representation by Principal)** The Principal gives no warranty and makes no representation that the Principal Supplied Information is accurate, adequate, or complete.

- 6.3 **(No reliance)** The Contractor:

- (a) acknowledges and agrees that the Contractor has not relied; and
- (b) must not rely on the Principal Supplied Information,

unless and until the Contractor has independently verified the adequacy, accuracy, and completeness of that information.

## 7. APPROVALS AND OTHER LAW

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- 7.1 **(Identifying, obtaining and maintaining Approvals)** The Contractor must identify and notify the Principal of all Approvals which are necessary for the proper performance of WUC (other than Approvals which the Principal has advised the Contractor it has already obtained). The Contractor must obtain and maintain all such Approvals until the end of the last Defects Liability Period to expire. The cost of obtaining and maintaining all such Approvals shall be borne by the Contractor.

- 7.2 **(Final certificates)** The Contractor must:

- (a) obtain all final certificates; and
- (b) provide a list of all inspections and forms required for the final certificate before commencing any WUC.

- 7.3 **(Compliance)** The Contractor must ensure that its Personnel comply with all Approvals and other laws which are in anyway applicable to WUC, including, unless the Contract expressly provides otherwise, by paying all fees, royalties, levies, charges, costs, expenses, taxes, or duties.

- 7.4 **(Obtaining or granting of Approvals by Principal)** The Principal gives no warranty and makes no representation that:

- (a) it will be able to obtain, or obtain within any particular time; or
- (b) where the Principal is the relevant Authority, that it will grant,

any Approvals required for the Contractor to perform WUC.

- 7.5 **(Timing)** The Contractor is deemed to have allowed a reasonable time in its Program for all required Approvals to be applied for and obtained.

- 7.6 **(No fetter)** Nothing in the Contract shall be taken to fetter the power, rights, or authority of the Principal as an Authority under the *Local Government Act 2009* (Qld), the *Local Government Regulation 2012* (Qld), or any other law.

## 8. QUALITY MANAGEMENT SYSTEM

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- 8.1 **(Quality management system)** The Contractor must comply with the requirements of the Principal's quality management system which accords with the requirements of ISO 9001 for

WUC. The Contractor must ensure that all of the Contractor's Personnel comply with the system.

8.2 **(Inspections)** The Principal and the Superintendent may carry out inspections of the Site at any time. During inspections, the Contractor shall provide the Principal and the Superintendent with all documents, access and assistance reasonably requested by either.

## 9. REPORTS, MEETINGS AND RECORD KEEPING

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9.1 **(Progress reports)** The Contractor must:

- (a) keep the Principal fully informed of the progress and performance of WUC;
- (b) at the times stated in the Contract and when otherwise reasonably required by the Principal, meet and discuss the performance of the Contractor and/or any other matter concerning the Principal in connection with the Contract; and
- (c) comply with any recommendations or directions given by the Principal in relation to the performance of the Contractor's obligations under the Contract (but such compliance will not release or discharge the Contractor from any liability or obligation under the Contract).

9.2 **(Meetings - General)** The Contractor must, if requested by the Principal, meet and discuss the performance of the Contractor and/or any other matter concerning the Principal in connection with the Contract.

9.3 **(Meetings – Specific)** The Contractor personnel must attend attend the following meetings:

Item	Meeting description	Topics for discussion	Time for meetings	Required attendees
(a)	Daily Pre-start meeting	Discussion of the schedule and safety requirements of the site/s for the day	Prior to commencement of works on site	Contractor staff performing WUC

9.4 **(Record of compliance)** The Superintendent may direct the Contractor to provide reasonable evidence of its compliance with the requirements of the Contract, within the time reasonably required by the Superintendent. The Superintendent and the Principal shall be entitled to rely on any failure by the Contractor to provide reasonable evidence of compliance, with a particular requirement of the Contract as *prima facie* evidence that the Contractor has not complied with that requirement.

## 10. PAYMENT CLAIMS

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10.1 **(Additional documentation)** In addition to the requirements stated in the General Conditions of Contract, the Contractor must provide the following documentation with each claim for payment submitted under the Contract:

- (a) Evidence of the completion of the works being claimed (including copies of all signed daily work sheets);
- (b) Full breakdown (as per the supplied day labour rates) of any variation claims with a copy of the written instruction from the principal for the undertaking of the additional works.

## 11. ENVIRONMENTAL PROTECTION

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11.1 **(Environmental Management Plan)** The Contractor must comply with all requirements of the Principal's Environmental Management Plan (EMP) for the WUC. The Contractor must ensure

that all of the Contractor's Personnel comply, with the EMP at all times until during completion of WUC.

## 12. CULTURAL HERITAGE

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12.1 **(Definitions)** In this clause:

- (a) **Aboriginal Cultural Heritage** has the same meaning as in the *Aboriginal Cultural Heritage Act 2003* (Qld);
- (b) **Aboriginal Party** has the same meaning as in the *Aboriginal Cultural Heritage Act 2003* (Qld);
- (c) **Cultural Heritage** includes Aboriginal Cultural Heritage, Torres Strait Islander Cultural Heritage, and Commonwealth Cultural Heritage;
- (d) **Commonwealth Cultural Heritage** means significant Aboriginal areas and objects under the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cth);
- (e) **Torres Strait Islander Cultural Heritage** has the same meaning as in the *Torres Strait Islander Cultural Heritage Act 2003* (Qld); and
- (f) **Torres Strait Islander Party** has the same meaning as in the *Torres Strait Islander Cultural Heritage Act 2003* (Qld).

12.2 **(Cultural Heritage plan)** The Contractor must comply with any direction given by the Principal regarding the Cultural Heritage arrangements of the site. The Contractor must ensure that all of the Contractor's Personnel comply with the Principal's directions

12.3 **(Compliance)** Without limiting any other obligation of the Contractor under the Contract or any law, the Contractor's attention is drawn to, and the Contractor must comply, and must use all reasonable endeavours to ensure that its Personnel comply with:

- (a) the requirements of, the *Aboriginal Cultural Heritage Act 2003* (Qld), *Torres Strait Islander Cultural Heritage Act 2003* (Qld) and the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cth); and
- (b) to the extent that it is not inconsistent with the obligation in clause 12.3(a), any Cultural Heritage plan prepared by the Contractor.

12.4 **(Training)** The Contractor must ensure that the each of Contractor's Personnel and every other person carrying out WUC at the Site, is appropriately trained to be aware of Cultural Heritage prior to that person carrying out any part of WUC.

12.5 **(Discovery of assets)** If Cultural Heritage assets are encountered at the Site, the Contractor must:

- (a) cease all Work in the area surrounding the asset;
- (b) notify the Superintendent; and
- (c) take appropriate actions as outlined in the Cultural Heritage plan (if any) or as otherwise directed by the Superintendent.

## 13. TRAFFIC MANAGEMENT

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13.1 **(Traffic management plan)** The Contractor must comply with the traffic management plan (either supplied by the Principal or generated by the Contractor at the request for the Principal under the requirements of the contract) for WUC.

13.2 **(General)** The Contractor:

## General Specification

- (a) is responsible for the safety of all pedestrians and vehicular traffic at, or adjacent to the Site, or in any way affected by the execution of WUC;
- (b) must provide all necessary lights, barriers, notices and signs, and other traffic control devices required for the safe and appropriate management of traffic.
- (c) must ensure that all traffic control devices conform to:
  - (i) the current Manual of Uniform Traffic Control Devices published by the Department of Transport and Main Roads ('TMR MUTCD'); and
  - (ii) AS1742 Manual of Uniform Traffic Control Devices ('AS1742 MUTCD'),as amended or replaced from time to time. In the event of any inconsistency, ambiguity, discrepancy, or conflict between any requirement or standard in the TMR MUTCD and the AS1742 MUTCD, the TMR MUTCD shall take precedence.

### 13.3 (No obstruction) The Contractor must:

- (a) provide for the continuous operation of normal traffic along all roads, and pedestrian and vehicular access to properties included in the Contract or intersected by WUC;
- (b) use all reasonable endeavours to avoid obstructing any side road, branch track, drain, or watercourse and to the extent that such obstructions cannot be avoided, remove such obstructions as soon as possible.



## PROCUREMENT PROCESS CONDITIONS

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**Register of Prequalified Suppliers (ROPS) Traffic Control /  
Management Services 2023 – 2024**

**CONTRACT NO.: T2324.13**

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## 1. GENERAL

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- 1.1 **(Conduct of the Procurement Process)** The Principal will endeavour to conduct the Procurement Process in a manner which is consistent with these Procurement Process Conditions.
- 1.2 **(Rights of the Principal)** The Principal may do anything which it considers to be prudent or necessary for the proper conduct of the Procurement Process, including:
- (a) **(alteration of Procurement Documents)** amend, add to or delete any part of the Procurement Documents including:
    - (i) the procedures and timeframes provided in the Procurement Process Conditions;
    - (ii) the Evaluation Criteria (including weightings);
    - (iii) the Scope; and
    - (iv) where one is included in the Procurement Documents, the Contract;
  - (b) **(suspension or termination)** suspend or terminate the Procurement Process;
  - (c) **(attendances)** request any one or more Respondents to attend a briefing, site inspection or other meeting or to make a presentation of their Response in person at the Principal's office at no cost to the Principal;
  - (d) **(change or error in Procurement Documents)** request any one or more Respondents to change their Response to take account of a change in the Procurement Documents or any error in such documents;
  - (e) **(clarification or alteration)** request any one or more Respondents to clarify or alter any aspect of the Respondent's Response;
  - (f) **(additional information)** request additional information from one or more Respondents relating to a Response, the Procurement Process, the Respondent's compliance with the Procurement Process Conditions or any other matter which the Principal considers relevant to its assessment (including information that should have been, but was not, included in the Respondent's Response);
  - (g) **(negotiation)** negotiate amendments to any aspect of a Response with any one or more Respondents and suspend or terminate such negotiations at any time;
  - (h) **(revised Responses)** invite one or more Respondents to provide a revised Response or best and final offer; and/or
  - (i) **(shortlisting)** create a shortlist of one or more Respondents and exercise any of its rights only in respect of one or more of the shortlisted Respondents.
- 1.3 **(Conduct of Respondents)** The Respondent must not, and must ensure that its Personnel do not, engage in any Improper Conduct. The Respondent must immediately notify the Principal in the event that it becomes aware that it, or any of its Personnel, have engaged in Improper Conduct. Where appropriate, the Principal may report Improper Conduct by the Respondent to the appropriate Authority and provide that Authority with any relevant information related to that conduct.
- 1.4 **(Complaints in relation to the Procurement Process)** The Respondent must make any complaint in relation to the Procurement Process using the Communication Method immediately upon the cause of the complaint arising or upon the Respondent becoming aware of the cause.



The complaint must be made in writing to the Complaints Manager and must contain adequate detail to allow the Complaints Manager to properly investigate the complaint.

- 1.5 **(No warranty)** The Principal gives no warranty and makes no representation that the Procurement Documents or any other information provided to the Respondent in connection with the Procurement Process is accurate, adequate or complete.
- 1.6 **(No liability)** Neither the Principal nor its Personnel shall be liable upon any Claim for any Specified Loss in connection with the Procurement Process.

## 2. BRIEFINGS AND SITE INSPECTIONS (RFT AND RFEOI ONLY)

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- 2.1 **(Attendance)** The Respondent must attend any briefing or a site inspection which is identified in the General Information as mandatory. Respondents are encouraged to attend any briefing or site inspection which is not described as mandatory.
- 2.2 **(RSVP)** The Respondent must confirm that it intends to attend the briefing or site inspection to the email address and by the time and date stated in the General Information and may only bring a maximum of the number of Personnel stated in the General Information.
- 2.3 **(Safety)** The Respondent must inform itself of risks to health and safety arising from attendance at the briefing or site inspection and take all reasonable steps to ensure that such risks are eliminated or, if it is not possible to eliminate them, to minimise them so far as is practicable.
- 2.4 **(Obligation to inspect)** Where no site inspection is identified in the General Information, the Respondent must make its own arrangements to inspect the site prior to lodging its Response.

## 3. COMMUNICATIONS DURING PROCUREMENT PROCESS

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- 3.1 **(Communication Method)** All communications by the Principal to the Respondent shall at first instance be made using the Communication Method. Except where expressly permitted by these Procurement Process Conditions, all communications by the Respondent to the Principal in connection with the Procurement Process shall at first instance be directed to the Principal using the Communication Method. No other communication method may be utilised by the Respondent unless expressly permitted by the Principal or where technical difficulties prevent the Respondent from utilising the Communication Method or the Principal expressly agrees to an alternative method.
- 3.2 **(Respondent's responsibility)** The Respondent must ensure that it is capable of receiving and does receive all communications to the Respondent in connection with the Procurement Process. Where the Communication Method is email, it is the Respondent's responsibility to ensure that it notifies the Principal of the correct email address for receiving communications. Where the Communication Method is through a website, the Respondent must ensure that it is properly registered with and capable of receiving communications through the website.
- 3.3 **(Confidentiality of communications)** The Principal may notify any or all Respondents of a request for further information made by a Respondent and the Principal's response to it without identifying the submitting Respondent or may keep a request for information confidential and respond only to the Respondent if it considers that it is appropriate to do so.
- 3.4 **(No reliance)** The Respondent must not rely upon any information (including information provided at a briefing or site inspection) unless it is confirmed by the Principal through the Communication Method.
- 3.5 **(Communication Closing Time)** The Principal will not respond to any request for information received after the Communication Closing Time.

## 4. THE RESPONSE (RFT AND RFQ ONLY)

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- 4.1 **(Application of clause)** This clause 4 only applies in respect of an RFT or an RFQ.
- 4.2 **(Acceptance of Contract and Scope)** If one has not been provided, the Respondent must obtain a copy of the Contract from the Principal by requesting a copy through the Communication Method. Except to the extent that the Respondent has detailed a proposed alternative, amendment, qualification or departure in a Response, the Respondent will be taken to have unconditionally accepted and agreed to:
- (a) be bound by the terms and conditions of the Contract; and
  - (b) carry out and complete the whole of the obligations described in or to be reasonably inferred from the Procurement Documents.
- 4.3 **(Price)** The Price must be submitted exclusive of GST and in Australian dollars.
- 4.4 **(Discrepancy in Price)** Where the Response Form requires the Respondent to provide a Price and there is a discrepancy between the amount stated in the Response Form as the Respondent's Price and the sum total of the items in any Price Schedule then:
- (a) if the Contract provides that it is a lump sum contract, then the sum total of the items in the Price Schedule shall be the Respondent's Price; or
  - (b) if the Contract provides that it is a schedule of rates contract or a part lump sum and part schedule of rates contract, then the rate, price or lump sum of each item will prevail over the total shown, and the total shall be adjusted accordingly.
- 4.5 **(Response Validity Period)** The Respondent's Response will remain valid and open for acceptance by the Principal until the end of the Response Validity Period and thereafter until it is withdrawn in writing by the Respondent or the Procurement Process is finalised. The Principal may consent to the Respondent withdrawing its Response before the end of the Response Validity Period. The Principal may request an extension of the Response Validity Period at any time by giving written notice to the Respondent. If the Respondent does not agree to the requested extension then the Principal may exclude the Respondent's Response from assessment or further assessment as the case may be.
- 4.6 **(Alternative Responses)** If the Respondent wishes to submit an Alternative Response, then the Respondent is encouraged to:
- (a) also submit a Conforming Response; and
  - (b) submit the Alternative Response on a separate Response Form to the Conforming Response, clearly marked, "ALTERNATIVE RESPONSE" accompanied by a clear summary of all points of difference between the Alternative Response and the Conforming Response.

## 5. RESPONDENT'S GENERAL WARRANTIES AND REPRESENTATIONS

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- 5.1 **(Warranties and Representations)** By lodging a Response, the Respondent warrants and represents that:
- (a) **(conduct of Respondent)** neither the Respondent nor any of its employees or agents has engaged in any Improper Conduct;
  - (b) **(authority)** the Response has been signed and lodged by a person with authority to do so on behalf of the Respondent;
  - (c) **(basis of Response)** the Respondent:

- (i) has received or obtained copies of all of the Procurement Documents and all information or documents referred to in the Procurement Documents; and
  - (ii) has not relied on the accuracy, adequacy or completeness of any documents or information provided or any representation made by or on behalf of the Principal in connection with the Procurement Process in preparing its Response;
- (d) **(accuracy of Response)** all information provided in or with the Response is accurate;
- (e) **(ability)** the Respondent and its relevant Personnel:
- (i) hold (and are compliant with all requirements of) all necessary competencies, licences (including if necessary, a licence under the *Queensland Building and Construction Commission Act 1991* (Qld)), accreditations, certifications, permits, clearances and other authorisations which will be required for the Respondent to carry out the Scope if it is ultimately engaged to carry out that Scope; and
  - (ii) are not excluded from submitting a tender under any applicable Queensland or Federal Government scheme, code or policy;
- (f) **(suitability etc. of works, goods or services)** where the Principal has stated in the Procurement Documents the purpose(s) for which the works, goods or services must be suitable, appropriate, adequate or fit, the works, goods or services shall be suitable, appropriate, adequate and fit for those purposes (but this warranty and representation will not apply to the extent (if any) that the Respondent has expressly excluded or limited it in the Respondent's Response);
- (g) **(Effect of implied warranties)** neither clause 5 nor clause 6 shall operate in any way to limit, exclude or otherwise restrict the operation of any warranty implied by law.

## 6. RESPONDENT'S FURTHER WARRANTIES AND REPRESENTATIONS (RFT AND RFQ ONLY)

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- 6.1 **(Application of clause)** This clause 6 only applies in respect of an RFT or an RFQ.
- 6.2 **(Warranties and Representations)** By lodging a Response, the Respondent warrants and represents that:
- (a) **(investigations)** the Respondent has undertaken its own enquiries and investigations to satisfy itself of:
    - (i) the nature and extent of the Scope, its contractual obligations and all other risks, contingencies and other circumstances which could have an impact on its ability to carry out and complete the obligations it will have under the Contract if its Response is accepted for the Price; and
    - (ii) the suitability, appropriateness and adequacy of the Scope (including, in respect of contracts under which the successful Respondent is required to design works, any preliminary design included in the Scope) for the purposes stated in or to be reasonably inferred from the Scope;
  - (b) **(ability)** the Respondent and its relevant Personnel:
    - (i) have and will maintain the necessary experience, expertise and skill to perform its obligations under the Contract in accordance with the requirements of the Contract in the event that its Response is accepted; and

- (ii) have and will maintain the resources necessary to comply with the timeframes for the performance of the Contract stated in the Procurement Documents (as amended if at all, pursuant to these Procurement Process Conditions);
- (c) **(price)** the Price, and all rates, sums and prices included in the Response allow for:
  - (i) all of the risks, contingencies and other circumstances which could have an effect on the Respondent's ability to carry out and complete the obligations it will have under the Contract if its Response is accepted for the Price, except to the extent that the Contract expressly allows an adjustment;
  - (ii) the provision of all materials, plant, labour and other services necessary for the proper completion of the obligations it will have under the Contract if its Response is accepted, whether or not those items are expressly mentioned in the Contract; and
  - (iii) unless the Contract expressly allows an adjustment, rise and fall in costs;
- (d) **(competitive neutrality)** if the Respondent is required by law to comply with principles of competitive neutrality, the Respondent has properly considered, assessed and complied with the applicable competitive neutrality principles in relation to the Procurement Process and the acceptance by the Principal of the Respondent's Response will not breach those principles;
- (e) **(notice)** the Respondent has notified the Principal in its Response of any:
  - (i) ambiguity, inconsistency, uncertainty, error or omission which it has discovered in or from the Procurement Documents;
  - (ii) any assumptions that it has made in determining its Price;
  - (iii) further information or investigations which it considers that it requires to enable it to give the warranties and make the representations in this clause 6,

and otherwise gives all warranties and makes all representations which the Contract requires to be given or made by the successful Respondent. The Respondent acknowledges that the Principal will rely on these warranties and representations in entering into a contract with the successful Respondent.

## 7. LODGEMENT AND OPENING OF RESPONSES

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### 7.1 **(Method of lodgement)** A Response must be lodged:

- (a) if the Tender Box is a website, by uploading it to the Tender Box;
- (b) if the Tender Box is an email address, by sending it as an attachment to an email to the Tender Box; or
- (c) if the Tender Box is a physical address, by delivering it to the Tender Box.

The Principal may direct or allow the Response to be lodged by an alternative method.

### 7.2 **(Time of lodgement)** A document forming part of a Response shall be deemed to have been lodged:

- (a) where the Tender Box is a website, at the time that the document is successfully uploaded to the Tender Box, as indicated on the electronic receipt issued to the Respondent;

- (b) where the Tender Box is an email address, at the time that an email attaching the document is successfully delivered to the Tender Box, as indicated on the email system on which the Tender Box is hosted;
- (c) where the Tender Box is a physical address, at the time that the document is physically received at the Tender Box; or
- (d) where the Response is lodged by an alternative method allowed by the Principal, when it is received by the Principal by that method.

7.3 **(Response opening)** Responses will not be opened publicly and the Respondent will not be permitted to attend the opening of Responses.

## 8. ASSESSMENT OF RESPONSES

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8.1 **(Evaluation Criteria)** In determining which Response(s) are most advantageous to the Principal, each Response evaluated in accordance with these Procurement Process Conditions will be assessed, but not necessarily exclusively, against the Evaluation Criteria (if any).

8.2 **(Considerations)** In assessing Responses, the Principal may consider any information which the Principal reasonably considers to be relevant to its assessment (however obtained), including:

- (a) information contained in the Response or any amendment to or clarification of a Response;
- (b) information provided at a meeting with or presentation by the Respondent;
- (c) outcomes from discussions with a Respondent's referees (if any);
- (d) information obtained pursuant to clause 8.5;
- (e) the Respondent's past performance under other contracts with the Principal or third parties; and
- (f) the reasonably held subjective opinions of the persons appointed by the Principal to evaluate Responses or any advisor to such persons.

8.3 **(Uncertainties)** The Principal may ignore any part of a Response which is ambiguous, uncertain, unclear or illegible without seeking clarification from the Respondent and may assess the balance of the Response.

8.4 **(Right to exclude)** The Principal may, but shall not be obliged to, reject or exclude from assessment any Response including:

- (a) a Non-Conforming Response, an Alternative Response or a Late Response;
- (b) a Response, in respect of which the Principal reasonably believes that the Respondent has:
  - (i) failed to comply with these Procurement Process Conditions or any request made by or on behalf of the Principal pursuant to them within the time required; or
  - (ii) breached a warranty given or representation made pursuant to these Procurement Process Conditions or that a warranty, declaration or representation in the Respondent's Response is false or misleading in any material respect;

- (c) a Response in respect of which the Principal reasonably believes that the Respondent cannot reasonably comply with the obligations which it will have under the Contract (in the event that its Response is successful) for the Price; or
- (d) a Response which fails to achieve a satisfactory score against any of the Evaluation Criteria, even if the overall score of the Response is satisfactory;

8.5 **(Other information or assistance)** The Principal may undertake its own investigations, or engage third parties to do so on its behalf, in relation to any aspect of a Response (including verifying any warranty, representation or declaration made or given in the Response or pursuant to these Procurement Process Conditions) or any other matter which it considers relevant to the conduct of the Procurement Process. The Respondent must cooperate with such investigations and provide all information and assistance reasonably requested by or on behalf of the Principal in connection with the investigation.

## 9. SHORTLISTING (RFEOI ONLY)

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- 9.1 **(Application of clause)** This clause 9 only applies in respect of an RFEOI.
- 9.2 **(Shortlisting)** The Principal intends, but is not bound, to create a shortlist of Respondents and invite tenders from the shortlisted Respondents.
- 9.3 **(No obligation)** The Principal is not bound to shortlist or invite a tender from any Respondent, including the Respondents with the highest scores against the Evaluation Criteria. The Principal may shortlist and invite tenders from as many or as few Respondents as the Principal sees fit and may choose not to shortlist any Responses or invite any tenders.
- 9.4 **(Local preference)** The Principal may shortlist an EOI that is from a Local Supplier in preference to comparable EOIs from Non-Local Suppliers even if the EOIs from the Non-Local Suppliers have been assessed as more favourable in terms of one or more Evaluation Criteria.
- 9.5 **(RFT)** A Respondent shall not be entitled to submit a tender unless and until the Principal expressly invites the Respondent to submit a tender in writing.
- 9.6 **(Unsuccessful Respondents)** Unsuccessful Respondents will be notified after the Procurement Process is concluded. The Principal may provide feedback to unsuccessful Respondents if requested to do so, but such feedback may be general in nature, will be limited to the Respondent's EOI only and may be postponed until after any related Request for Tender process is finalised.

## 10. ACCEPTANCE (RFT AND RFQ ONLY)

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- 10.1 **(Application of clause)** This clause 10 only applies in respect of an RFT or an RFQ.
- 10.2 **(Ability to accept)** The Principal is not bound to accept the Response with the lowest Price or the Response with the highest score against the Evaluation Criteria, or any Response. The Principal will, if it accepts a Response, accept the Response(s) which it reasonably believes are the most advantageous to it having regard to the Sound Contracting Principles and the requirements of the *Local Government Regulation 2012* (Qld) to the extent that they are applicable and relevant to the Procurement Process.
- 10.3 **(Local preference)** The Principal may accept a Response lodged by a Local Supplier in preference to comparable Responses from Non-Local Suppliers even if the Responses from the Non-Local Suppliers have been assessed as more favourable in terms of one or more Evaluation Criteria, so long as the overall differences are not substantial, and so long as it is clear that the Local Supplier can meet the Principal's requirements at an acceptable standard which is generally comparable to that of the Non-Local Suppliers.

- 10.4 **(Acceptance of more than one Response and acceptance of part of a Response)** The Principal may accept a Response in whole or in part. Without limiting this, where the Scope comprises distinct portions of works, goods or services, the Principal may accept a Response from one or more Respondents in relation to different portions of the works, goods or services as if those portions had been the subject of separate Procurement Processes.
- 10.5 **(No contract or appointment until formal acceptance)** Unless and until the Principal expressly notifies the Respondent in writing that the Respondent's Response (as amended by any post-Response negotiation, if any) has been successful or the parties execute a contract:
- (a) no binding contract for the provision of any work, services and/or goods by the Respondent will exist between the parties; and
  - (b) in respect of an RFT for appointment as a Pre-qualified Supplier or Preferred Supplier, the Respondent will not be considered to be appointed as a Pre-qualified Supplier or Preferred Supplier.

For clarity, a statement published by the Principal but not specifically notified to the Respondent (including a record of a council resolution) to the effect that a Response has been accepted or a contract has been awarded does not, of itself, constitute an acceptance of the Response or notice that the Response has been successful or constitute a rejection of any other Response.

- 10.6 **(Form of Contract)** Unless the RFT or RFQ stated that the Respondent would not be required to enter into a contract until it is separately engaged by the Principal to provide works, goods or services, if a Response is accepted, the successful Respondent will be required to enter into a contract in the form of the Contract, as amended by agreement between the parties.
- 10.7 **(Unsuccessful Respondents)** Unsuccessful Respondents will be notified after a Response has been accepted. The Principal may, at its discretion, notify unsuccessful Respondents of the name of, and Price submitted by, the successful Respondent. The Principal may provide feedback to unsuccessful Respondents if requested to do so, but such feedback may be general in nature and will be limited to the Respondent's Response only.
- 10.8 **(Arrangement with other local governments)** The Respondent acknowledges that if, pursuant to the Procurement Process, the Respondent is selected to be a Preferred Supplier or Pre-qualified Supplier for goods and/or services then any Related Local Government may make a contract with the Respondent for the supply of those goods and/or services, as if that Related Local Government had itself selected the Respondent to be a Preferred Supplier or Pre-qualified Supplier of those goods and/or services.

## 11. DOCUMENTS AND INFORMATION

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- 11.1 **(Ownership)** The Procurement Documents remain the property of the Principal. The Response will become the property of the Principal upon lodgement.
- 11.2 **(Intellectual Property Rights)** Intellectual Property Rights in documents and information provided on behalf of a party in connection with the Procurement Process remain, as between the parties, with the party on whose behalf they were provided. The Principal and the Respondent grant each other a perpetual, non-exclusive, royalty free licence to do the things contemplated by clause 11.8. The licence so granted by the Respondent is irrevocable. The licence granted by the Principal may be revoked at any time on the giving of written notice.
- 11.3 **(Warranty and representation)** The Respondent warrants and represents that:
- (a) it owns or has a right to use the Intellectual Property Rights in its Response for the purpose of lodging a Response and undertaking the obligations which it will have under a contract with the Principal in the event that the Respondent's Response is accepted; and

- (b) it has the right and authority to grant the licence in clause 11.2 and the Principal's exercise of the rights so granted will not infringe the Intellectual Property Rights of a third party.
- 11.4 **(Confidentiality)** Except to the extent otherwise provided in these Procurement Process Conditions, each party shall keep Confidential Information of the other party confidential. The Respondent must inform each of its Personnel and any other person to whom Confidential Information of the Principal is disclosed of the Respondent's obligations under this clause 11.4. Subject to clause 11.8(b), the Respondent must return any and all Confidential Information when requested to do so by the Principal.
- 11.5 **(Information Privacy Act)** If the Respondent collects or has access to 'Personal Information' as that term is defined in the *Information Privacy Act 2009* (Qld) in connection with the Procurement Process, the Respondent must comply with Parts 1 and 3 of Chapter 2 of that Act as if the Respondent was the Principal. The Principal collects and uses personal information and non-personal information in the Response so that it can properly conduct the Procurement Process and otherwise carry out its functions as a Local Government. The Principal is authorised to collect this information under the *Local Government Act 2009* (Qld) and the *Local Government Regulation 2012* (Qld) and other law. The information in the Respondent's Response will be accessible by employees of the Principal and third party personnel engaged to assist the Principal in conducting the Procurement Process or otherwise carrying out the functions of the Principal. Information in the Response may also be disclosed as required by the *Local Government Regulation 2012* (Qld) and the *Right to Information Act 2009* (Qld) as described below.
- 11.6 **(Local Government Regulation)** The *Local Government Regulation 2012* (Qld) provides that the Principal must, as soon as possible after entering into a contractual arrangement worth \$200,000 or more (exclusive of GST) publish relevant details of the contract (including the person with whom the Principal has entered into the contractual arrangement, the value of the contractual arrangement and the purpose of the contractual arrangement) on the Principal's website and display those details in a conspicuous place in the Principal's public office. The relevant details must be published or displayed in this manner for a period of at least 12 months.
- The *Local Government Regulation 2012* (Qld) may also require the Principal to make documentation and information contained in, or provided by the Respondent in connection with, a Response (including documentation and information identified by the Respondent as confidential) publicly available where that documentation or information is:
- (a) discussed in a Local Government Meeting;
  - (b) included in a report or other document that:
    - (i) relates to an item on the agenda for a Local Government Meeting and is made available to Councillors or committee members for the purposes of the meeting;
    - (ii) is directly relevant to a matter considered or voted on at a Local Government Meeting; or
    - (iii) is presented at a Local Government Meeting for the consideration or information of the Local Government or committee; or
  - (c) otherwise required to be disclosed pursuant to a provision of the *Local Government Act 2009* (Qld) or the *Local Government Regulation 2012* (Qld).
- 11.7 **(Right to Information)** The *Right to Information Act 2009* (Qld) provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies (including the Principal). The Act requires that documents be disclosed upon request, unless the documents are exempt or on balance, disclosure is contrary to public interest. Information or documentation contained in or provided by the Respondent in connection with a Response is potentially subject to disclosure to third parties, including documentation and information



identified by the Respondent as confidential. Any application for disclosure will be assessed in accordance with the terms of the Act. Notwithstanding any other provision of the Procurement Documents or a Response, if a Response is accepted, the Principal may publish on a Queensland Government website or by any other means, contract information including:

- (a) the name and address of the Principal and the successful Respondent;
- (b) a description of the goods and/or services to be provided or works to be carried out pursuant to the contract;
- (c) the date of award of the contract (including the relevant stages if the contract involves more than one stage);
- (d) the contract value (including the value for each stage if the contract involves more than one stage and advice as to whether any non-price criteria were used in the evaluation of Responses);
- (e) the procurement method used; and
- (f) for contracts with a value over \$10 million, the contract, or summary information in respect of the contract, between the Principal and the Respondent.

11.8 **(Use of documents and information)** Documents and information provided on behalf of a party to the other party in connection with the Procurement Process (including documentation and information identified by the Respondent as confidential) may be used, copied, modified or disclosed as required by any law and otherwise:

- (a) by the Principal, as the Principal considers to be reasonably necessary to:
  - (i) properly conduct the Procurement Process;
  - (ii) exercise the rights granted to it in these Procurement Process Conditions;
  - (iii) obtain legal, accounting or other professional advice in connection with the Response;
  - (iv) report any actual or suspected Improper Conduct to the appropriate Authority; and/or;
  - (v) to otherwise properly carry out its functions as a Local Government;
- (b) by the Respondent, as is reasonably necessary to enable the Respondent to:
  - (i) prepare the Response;
  - (ii) obtain legal, accounting or other professional advice in connection with the Response; or
  - (iii) comply with the Respondent's corporate governance requirements.

If the Respondent is required by law to disclose Confidential Information of the Principal, the Respondent must notify the Principal of this prior to making such disclosure and must only disclose the minimum amount of information required to meet its obligation to disclose.

11.9 **(Media)** The Respondent must not, either on its own account or in conjunction with other parties, issue any publication, advertisement, document, article or information whether verbal or written, in connection with the Procurement Process in any media without the prior approval of the Principal.

## 12. DEFINITIONS

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12.1 **(Definitions)** In these Procurement Process Conditions, unless the context otherwise requires:

- (a) **Addenda and Addendum** means any communication issued to Respondents in accordance with these Procurement Process Conditions which is identified as an Addendum;
- (b) **Alternative Response** means a Response which is otherwise a Conforming Response but which in the opinion of the Principal, contains significant alternatives, qualifications or amendments to or departures from the Contract or the Scope;
- (c) **Authority** means a local government, the State of Queensland, the Commonwealth or other any Federal, State, or local government authority, administrative or judicial body or tribunal, department, commission, agency, government owned corporation, statutory body or instrumentality having jurisdiction over the project;
- (d) **Business Day** means a day that is not a Saturday, Sunday or public holiday at Biloela;
- (e) **Claim** includes any claim, action, demand, proceeding, suit, defence or set-off, however arising including at law (including a breach of an express or implied term of contract), under statute, in equity, in tort (including for negligence), in quasi-contract, for unjust enrichment and to the extent permitted by law, pursuant to any other principle of law, in connection with the Procurement Process;
- (f) **Communication Closing Time** means the time identified in the General Information as the time by which communications by Respondents must be submitted;
- (g) **Communication Method** means submitting an enquiry through the website forum or sending an email to the email address nominated for communications by Respondents in the General Information;
- (h) **Complaints Manager** means the person identified in the General Information as the person to whom complaints regarding the Procurement Process should be directed;
- (i) **Confidential Information** means documents and information provided or made available by or on behalf of one party to the other party in connection with the Procurement Process which are of their nature confidential (including copies of such documents and information) but not including documents and information which are in the public domain other than through a breach of clause 11.4;
- (j) **Conforming Response** means a Response which, in the opinion of the Principal:
  - (i) is substantially in the form and contains substantially all of the documentation, information, acknowledgements, warranties, declarations and undertakings required by the Response Schedules;
  - (ii) contains no significant alternatives, qualifications or amendments to or departures from the Contract or the Scope; and
  - (iii) in respect of Tenders or EOIs only, does not substantially exceed the Maximum Page Limit (if any);
- (k) **Contract** means:
  - (i) a contract which may be entered into between the Principal and a Respondent pursuant to an RFT or RFQ and which will be in the form referenced in Part 4 – Contract of the RFT or RFQ, as amended (if at all) by the express written agreement of the Principal; and

- (ii) where an RFT is for appointment as a Preferred Supplier or Pre-qualified Supplier, also includes a contract which may be entered into during the term of the appointment unless the context requires otherwise;
- (l) **Councillor** has the same meaning as in the *Local Government Act 2009* (Qld);
- (m) **EOI (Expression of Interest)** means a Response lodged by a Respondent in response to an RFEOI and includes all documents and information lodged with or as part of the expression of interest;
- (n) **Evaluation Criteria** means:
  - (i) for an RFT or an RFEOI, the evaluation criteria (if any) set out in the General Information; and
  - (ii) for an RFQ, the evaluation criteria (if any) set out in the RFQ;
- (o) **General Information** means Part 2 – General Information of the RFQ, RFT or RFEOI (as the case may be);
- (p) **GST** has the same meaning as in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);
- (q) **Improper Conduct** means:
  - (i) engaging in any activity or obtaining any interest which results in or is likely to result in any actual, potential or perceived conflict between the interests of the Respondent and the Respondent's obligations to the Principal in connection with the Procurement Process;
  - (ii) engaging in misleading or deceptive conduct in connection with the Procurement Process;
  - (iii) engaging in any collusive tendering, anticompetitive conduct, or any other unlawful or unethical conduct with any other Respondent, or any other person in connection with the Procurement Process;
  - (iv) canvassing, attempting to improperly influence, offering any inducement to or accepting or inviting improper assistance from any Councillor or other Personnel (or former Personnel) of the Principal in connection with the Procurement Process;
  - (v) using any information improperly obtained, or obtained in breach of any obligation of confidentiality in preparing the Respondent's Response;
  - (vi) breaching any law in connection with the Procurement Process;
  - (vii) engaging in aggressive, threatening, abusive, offensive or other inappropriate behaviour or committing a criminal offence; or
  - (viii) engaging in conduct contrary to sections 199 and 200 of the *Local Government Act 2009* (Qld);
- (r) **Intellectual Property Rights** means copyright, patents and all rights in relation to inventions, registered and unregistered trademarks (including service marks), registered designs, circuit layouts and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields;

- (s) **Late Response** means any Response that is not received in the Tender Box (or otherwise received by the Principal by an alternative method permitted under the Procurement Process Conditions) by the Response Closing Time;
- (t) **Local Government** has the same meaning as in the *Local Government Act 2009* (Qld);
- (u) **Local Government Meeting** has the same meaning as in the *Local Government Act 2009* (Qld);
- (v) **Local Supplier:**
  - (i) where the Principal's procurement policy provides a meaning of local supplier, has the meaning given in the Principal's procurement policy, a copy of which can be obtained from the Principal upon request; or
  - (ii) where the Principal does not have a procurement policy, or the procurement policy does not provide a meaning of local supplier, means a supplier that:
    - A. is beneficially owned and operated by persons who are residents or ratepayers of the local government area of the Principal as determined under the *Local Government Regulation 2012* (Qld); or
    - B. has its principal place of business within that local government area; or
    - C. otherwise has a place of business within that local government area that solely or primarily employs persons who are residents or ratepayers of that local government area;
- (w) **Maximum Page Limit** means the number of pages which may be lodged as, with or in relation to the Response (including, unless otherwise indicated, all attachments, annexures, supplements, parts, schedules or appendices), which the General Information states a Response should not be longer than;
- (x) **Non-Conforming Response** means a Response which is not a Conforming Response or an Alternative Response;
- (y) **Non-Local Supplier** means a supplier (including a Respondent) that is not a Local Supplier;
- (z) **Personnel** includes the officers, employees, agents, representatives, contractors and consultants of a party and any other person or entity for whom that party is vicariously liable;
- (aa) **Preamble** means Part 1 – Preamble of the RFEOI, RFT or RFQ (as the case may be);
- (bb) **Preferred Supplier** means a supplier that has been selected as a preferred supplier pursuant to section 233 of the *Local Government Regulation 2012* (Qld);
- (cc) **Pre-qualified Supplier** means a supplier that has been selected as a pre-qualified supplier pursuant to section 232 of the *Local Government Regulation 2012* (Qld);
- (dd) **Price** means:
  - (i) where the Procurement Process is for appointment as a Preferred Supplier or Pre-qualified Supplier, the rates, sums or prices stated in the Response;
  - (ii) otherwise, subject to clause 4.4, the total price stated in the Response;

- (ee) **Price Schedule** means a Response Schedule which provides a breakdown of the Price, and which may include rates, lump sums, prices, provisional sums, estimated quantities and other information;
- (ff) **Principal** or **Purchaser** means Banana Shire Council;
- (gg) **Procurement Documents** means:
- (i) the RFEOI, RFT or RFQ (as the case may be); and
  - (ii) any Addenda issued pursuant to these Procurement Process Conditions,
- and includes all documents included in or incorporated by reference into these documents;
- (hh) **Procurement Process** means the process by which the Principal intends to, or does, invite, assess and where applicable, accept or reject Responses in respect of the Scope;
- (ii) **Procurement Process Conditions** means these procurement process conditions;
- (jj) **Quotation** means a Response lodged by a Respondent in response to an RFQ and includes all documents and information lodged with or as part of the quotation;
- (kk) **Related Local Government** means a local government that has entered into an arrangement with the Principal, as contemplated in section 235(f) of the *Local Government Regulation 2012* (Qld), to the effect that the local government may make a contract with a supplier that has been selected by the Principal to be a Preferred Supplier or Pre-qualified Supplier of goods and/or services, as if that local government had itself selected the Respondent to be a Preferred Supplier or Pre-qualified Supplier of those goods and/or services.
- (ll) **Respondent** means:
- (i) any person who lodges a Response; and
  - (ii) to the extent to which the term can apply to any other person who obtains a copy of any of the Procurement Documents during the Procurement Process, also includes such other persons,
- and includes a Tenderer;
- (mm) **Response** means, where these Procurement Process Conditions are incorporated into an:
- (i) RFEOI, an EOI;
  - (ii) RFT, a Tender; or
  - (iii) RFQ, a Quotation;
- (nn) **Response Closing Time** means the time identified in the General Information as the time by which Responses must be submitted as varied (if at all) pursuant to these Procurement Process Conditions;
- (oo) **Response Form** means in respect of an:
- (i) RFEOI, the document identified as the EOI form in the Response Schedules;

- (ii) RFT or RFQ:
  - A. the document identified as the tender form or the quotation form (as the case may be) in the Response Schedules; or
  - B. otherwise where there is no document identified as the tender form or quotation form, any document (other than a Price Schedule) which states the total price offered by the Respondent in the Response;
- (pp) **Response Schedules** means the schedules identified in Part 5 – Response Schedules of the RFEIOI or Part 6 – Response Schedules of the RFT or RFQ (as the case may be);
- (qq) **Response Validity Period** means the period stated in the General Information as the time for which Responses are to be valid as extended (if at all) pursuant to clause 4.5;
- (rr) **RFEIOI (or Request for Expressions of Interest)** means the request for expressions of interest issued by the Principal and all documents included in or incorporated by reference into it (including these Procurement Process Conditions and the Scope);
- (ss) **RFQ (or Request for Quotation)** means the request for quotations issued by the Principal and all documents included in or incorporated by reference into it (including these Procurement Process Conditions, the Contract and the Scope);
- (tt) **RFT (or Request for Tender)** means the request for tenders issued by the Principal and all documents included in or incorporated by reference into it (including these Procurement Process Conditions, the Contract and the Scope);
- (uu) **Scope** means the scope described in Part 4 – Scope of the RFEIOI or Part 5 – Scope of the RFT or RFQ (as the case may be) and all documents incorporated into it (whether physically or by reference), and includes any amendments provided for in an Addendum;
- (vv) **Sound Contracting Principles** has the meaning given in section 104(3) of the *Local Government Act 2009* (Qld);
- (ww) **Specified Loss** means:
  - (i) any loss of, or loss of anticipated, profit, income, revenue, saving, production; business, contract or opportunity; increase in financing or operating costs; liability for loss or damage suffered by third parties; legal costs (on a solicitor and client basis); fines levied; loss of reputation or embarrassment and the cost of abating or reducing such; any other financial or economic loss; and
  - (ii) any indirect, special or consequential loss, damage, cost, expense or penalty not expressly referred to in the preceding paragraph, howsoever arising;
- (xx) **Tender** means a Response lodged by a Tenderer in response to an RFT and includes all documents and information lodged with or as part of the tender;
- (yy) **Tender Box** means the website, email address or physical location at which the General Information states that Responses are to be submitted;
- (zz) **Tenderer** means:
  - (i) any person who lodges a Tender; and
  - (ii) to the extent to which the term can apply to any other person who obtains a copy of any of the Procurement Documents during the Procurement Process, also includes such other persons,

and words or terms not defined in these Procurement Process Conditions but defined in a Contract have the same meaning as in the Contract, except where the context otherwise requires.

## 13. GENERAL PROVISIONS

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- 13.1 **(Interpretation of Procurement Documents)** The Procurement Documents must be read and construed together and are intended to be mutually explanatory.
- 13.2 **(Joint and several obligations)** An obligation of two or more parties binds them jointly and each of them severally and an obligation incurred in favour of two or more parties is enforceable by them severally.
- 13.3 **(Headings)** Clause headings are for reference purposes only and must not be used in interpretation.
- 13.4 **(No limitation)** The words 'include', 'includes' and 'including' shall be read as if followed by 'without limitation'.
- 13.5 **(Grammatical Forms)** Where any word or phrase is given a defined meaning, any other part of speech or other grammatical form concerning the word or phrase has a corresponding meaning. Words importing the singular number include the plural number and words importing the plural number include the singular number.
- 13.6 **(Time)** References to time are to local time in Queensland. Where time is to be reckoned from a day or event, the day or the day of the event must be excluded. If any time period specified in the Procurement Documents expires on a day which is not a Business Day, the period will expire at the end of the next Business Day.
- 13.7 **(Discretion)** Unless expressly provided otherwise:
- (a) any right of the Principal pursuant to these Procurement Process Conditions may be exercised; and
  - (b) any consent of the Principal required under these Procurement Process Conditions may be given, withheld or given subject to conditions,
- in the absolute discretion of the Principal without giving reasons and without reference to the Respondent unless, and then only to the extent that the Procurement Process Conditions provide otherwise.
- 13.8 **(Law)** A reference to 'law' includes:
- (a) legislation (including subordinate legislation), local laws, by-laws, orders, ordinances, awards, requirements and proclamations of an Authority having jurisdiction and any related fees and charges; and
  - (b) certificates, licences, accreditations, clearances, authorisations, approvals, consents, and permits and any related fees and charges,
- which are applicable to the Procurement Documents, the Procurement Process or the Contract or which are otherwise in force at any place where an obligation under the Contract is to be carried out.
- 13.9 **(Governing Law)** The Procurement Process is governed by the laws of Queensland and the Commonwealth of Australia which are in force in Queensland. The Principal and the Respondent submit to the jurisdiction of the Courts of Queensland, relevant Federal Courts and Courts competent to hear appeals from them.

- 13.10 **(Contra proferentem)** The *contra proferentem* rule and other rules of construction will not apply to disadvantage a party whether that party put the clause forward, was responsible for drafting all or part of it or would otherwise benefit from it.
- 13.11 **(Rights Cumulative)** The rights and remedies of the Principal and the Respondent provided in the Procurement Process Conditions are cumulative on each other and on any rights or remedies conferred at law or in equity.
- 13.12 **(Severance)** If a provision of the Procurement Process Conditions is void or unenforceable it must be severed and the provisions that are not void or unenforceable are unaffected by the severance.
- 13.13 **(No waiver)** No waiver by the Principal of a provision of these Procurement Process Conditions is binding unless made in writing.
- 13.14 **(Other references)** A reference to:
- (a) a person includes any other legal entity and a reference to a legal entity includes a person;
  - (b) the Respondent or the Principal includes their respective heirs, executors, successors and permitted assigns;
  - (c) writing includes any mode of representing or reproducing words in tangible and permanently visible form, and includes email and facsimile;
  - (d) a monetary amount is a reference to an Australian currency amount; and
  - (e) a measurement or quantity is a reference to an Australian legal unit of measurement as defined under the *National Measurement Act 1960* (Cth).





# CONTRACT

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**Register of Prequalified Suppliers (ROPS) Traffic  
Control / Management Services 2023 – 2024**

**CONTRACT NO.: T2324.13**

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## SCHEDULE1 – SCOPE AND PRICE

## SCHEDULE2 – WORK ORDER COMPLETION DECLARATION

Item		Details		
1.	Term (Clause 4)			
	(a) Term Start Date:			
	(b) Term End Date:			
	(c) Extension Periods:	6 month		
2.	Exclusivity (Clause 7)	The Contract is: <input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> Not exclusive <i>If nothing selected, the Contract is not exclusive</i>		
3.	Principal's Representative (Clause 9)			
	(a) Name:	Leesa Millar		
	(b) Address:	62 Valentine Plains Road Biloela QLD 4715		
	(c) Telephone:	(07) 49 929 500		
	(d) Email:	enquiries@banana.qld.gov.au		
4.	Supplier's Representative (Clause 10)			
	(a) Name:			
	(b) Address:			
	(c) Telephone:			
	(d) Email:			
5.	Key Personnel (Clause 12.2)	Name	Role	Period <i>(If nothing stated, for the duration of the Term)</i>
6.	Time for Meetings (Clause 15)	<i>If nothing stated, as reasonably required by the Principal.</i>		
7.	Invoices: (Clause 18)			
	(a) Invoices may be submitted on:	21 <sup>st</sup> Day of each month for Services provided up to the 20 <sup>th</sup> of that month  <i>If nothing stated, on the 21st day of each month for Services provided up to the 21st of that month.</i>		
	(b) Invoices should be emailed to:	accounts.payable@banana.qld.gov.au		

Item	Details
(c) Other requirements for invoices:	Signed Daily Timesheets
8. Applicable policies, guidelines, procedures and codes of the Principal (Clause 19.1)	Can be found at <a href="http://www.banana.qld.gov.au">www.banana.qld.gov.au</a>
9. Liability Limit (Clause 24)  (a) The Principal's liability is limited to:  (b) The Supplier's liability is limited to:	<p><i>If nothing stated, the Principal's liability is limited to an amount equal to the Price paid in the 12 months preceding the relevant Claim.</i></p> <p><i>If nothing stated, the Supplier's liability is not limited.</i></p>
10. The Supplier must effect the following insurances: (Clause 25)	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Public and product liability insurance in the amount of at least \$20,000,000 in respect of any one occurrence and for an unlimited number of claims</li> <li><input type="checkbox"/> Professional indemnity insurance in the amount of at least \$5,000,000 in respect of any one occurrence and for an unlimited number of claims</li> <li><input checked="" type="checkbox"/> Third party and comprehensive motor vehicle insurance for each vehicle used by the Supplier in performing its obligations under the Contract</li> <li><input checked="" type="checkbox"/> Plant and equipment insurance for each item of plant for the full replacement value of the plant</li> <li><input checked="" type="checkbox"/> Workers' compensation insurance in respect of the Supplier's Personnel as required by law</li> </ul> <p><i>If not selected, the Supplier is not required to effect the insurance.</i></p>
11. Intellectual Property (Clause 28)  (a) Project IP, the alternative applying:  (b) Moral Rights consent	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Alternative 1 – Project IP vests in the Principal</li> <li><input type="checkbox"/> Alternative 2 – Project IP vests in the Supplier</li> </ul> <p><i>If nothing stated, Alternative 1 applies.</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Moral Rights consent is required</li> <li><input type="checkbox"/> Moral Rights consent is not required</li> </ul> <p><i>If nothing selected, a Moral Rights consent is required.</i></p>

# General Conditions



## Parties:

**Banana Shire Council** of 62 Valentine Plains Road Biloela in the State of Queensland  
**(Principal)**

**[Insert Supplier's Name]** of [Insert Supplier's address].  
**(Supplier)**

## Background:

- A. The Supplier has offered to provide the Services to the Principal and has made the representations and given the warranties stated in this Contract to the Principal in connection with its offer.
- B. In reliance on those representations and warranties, the Principal has accepted the Supplier's offer.
- C. The Parties wish to enter into the Contract to record the terms on which the Supplier will provide the Services to the Principal during the Term.

## The Parties agree:

### 1. DEFINITIONS

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- 1.1 In the Contract, unless inconsistent with the context or subject matter:
- (a) **Affected Party** has the meaning given in clause 31.1;
  - (b) **Applicable Standards** means the standards, plans, requirements, codes, guidelines, policies, standard drawings or standard specifications included or incorporated by reference into the Contract or a Work Order, or, if none is included or incorporated, any Australian standards applicable to the Goods, as current at the Time for Work Order Commencement;
  - (c) **Approvals** means certificates, licences, accreditations, clearances, authorisations, consents, permits, approvals, determinations and permissions from any Authority and any related fees and charges;
  - (d) **Authority** means a local government, the State of Queensland, the Commonwealth or any other Federal, State, or local government authority, administrative or judicial body or tribunal, department, commission, agency, government owned corporation, statutory body or instrumentality (including a stock exchange) having jurisdiction over the Contract or the obligations to be performed under the Contract;
  - (e) **Background IP** of a Party means all Intellectual Property Rights which are made available by a Party for the purpose of the provision of the Services in connection with the Contract which are in existence at the date of the Contract or brought into existence after the date of the Contract other than in connection with the Contract;
  - (f) **Business Day** means a day that is not a Saturday, Sunday or any other day which is a public holiday or a bank holiday in the place where an act is to be performed or a payment is to be made in connection with the Contract;
  - (g) **Claim** includes any claim, action, demand, proceeding, suit, defence or set-off, however arising including under the Contract, at law (including a breach of the Contract), under statute, in equity, in tort (including for negligence), in quasi-contract, for unjust enrichment and to the extent permitted by law pursuant to any other principle of law (including without limitation any claim by the Supplier for an extension of time, Variation or other adjustment to the Price);

- (h) **Confidential Information** means the Contract and all documents and information provided or made available by one Party (**Discloser**) to the other (**Disclosee**), or which comes to the knowledge of a Party in connection with the Contract which are of their nature confidential or which the Discloser has identified to the Disclosee as being confidential, but does not include documents and information which are in the public domain other than through a breach of clause 27;
- (i) **Conflict of Interest** means any actual, potential or perceived conflict between the interests of the Supplier and the Supplier's obligations under the Contract;
- (j) **Contract** means the documents identified in clause 2.1;
- (k) **Discloser and Disclosee** have the meanings given in clause 1.1(h);
- (l) **Exceptional Circumstances** means disclosure:
  - (i) for the purpose of complying with the Disclosee's obligations or exercising the Disclosee's rights in connection with the Contract;
  - (ii) with the Discloser's prior consent;
  - (iii) to a professional adviser, banker, financier or auditor if that person is obliged to keep the information disclosed confidential and to whom it is necessary to disclose the information;
  - (iv) to the extent necessary to comply with the Disclosee's reasonable corporate governance or insurance requirements;
  - (v) to any of its Personnel who are bound to keep the information confidential and to whom it is necessary to disclose the information;
  - (vi) to comply with the law or a requirement of an Authority;
  - (vii) to the extent necessary to enforce its rights or defend a Claim in connection with the Contract;
  - (viii) by the Principal for the purposes of enabling the Principal to properly discharge its functions as a local government authority; and
  - (ix) to the extent otherwise expressly permitted by the Contract;
- (m) **Force Majeure** means:
  - (i) an act of God, earthquake, lightning, cyclone, tsunami, flooding, fire emanating from outside the Site, explosion, landslide, drought or meteor, but excluding any other weather conditions regardless of severity;
  - (ii) war (declared or undeclared), invasion, act of a foreign enemy, hostilities between nations, civil insurrection or militarily usurped power;
  - (iii) act of public enemy, sabotage, malicious damage, terrorism or civil unrest;
  - (iv) embargo;
  - (v) illness declared by the World Health Organisation to be a pandemic;
  - (vi) State-wide or nationwide industrial action that is not limited to or primarily directed at the Supplier or otherwise caused by or contributed to by the Supplier and which affects an essential portion of the Supplier's obligations under the Contract;

which:

- A. is beyond the immediate or reasonable control of the Affected Party;
  - B. is not directly or indirectly caused or contributed to by the Affected Party or the Affected Party's Personnel;
  - C. cannot reasonably be avoided, remedied or overcome by the Affected Party by a standard of care and diligence expected of a prudent and competent local government or supplier (as the case may be) or the expenditure of a reasonable sum of money;
- (n) **General Conditions** means these general conditions;
- (o) **Good Industry Practice** means:
- (i) the standard of skill, care and diligence; and
  - (ii) practices, methods, techniques and acts, of a skilled and competent supplier engaged in the business of providing goods, services or work similar to the Services;
- (p) **Goods** means any plant, equipment, materials, parts, consumables or other goods provided, or to be provided by the Supplier in connection with the Services and includes Goods which are required for the proper performance of the Services in accordance with the Contract, whether or not specifically mentioned in the Contract;
- (q) **GST** means GST as that term is defined in the GST Law, and any interest, penalties, fines or expenses relating to such GST;
- (r) **GST Law** means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and/or associated Commonwealth legislation, regulations and publicly available rulings;
- (s) **HVNL** means the Heavy Vehicle National Law (Queensland) and the regulations made under that law, as may be amended or replaced from time to time;
- (t) **Improper Conduct** means:
- (i) engaging in misleading or deceptive conduct in relation to the Procurement Process or the Contract;
  - (ii) engaging in any collusive tendering, anticompetitive conduct, or any other unlawful or unethical conduct with any other tenderer, or any other person in connection with the Procurement Process;
  - (iii) failing to disclose a Conflict of Interest in breach of clause 8.3;
  - (iv) attempting to improperly influence any Personnel of the Principal, or violate any applicable law regarding the offering of inducements in connection with the Procurement Process or the Contract;
  - (v) accepting or inviting improper assistance of employees or former employees of the Principal in preparing its tender or any Claim against the Principal in connection with the Contract;
  - (vi) using any information improperly obtained, or obtained in breach of any obligation of confidentiality in connection with the Procurement Process or the Contract;

- (vii) engaging in aggressive, threatening, abusive, offensive or other inappropriate behaviour or committing a criminal offence; or
- (viii) engaging in conduct contrary to sections 199 and 200 of the *Local Government Act 2009* (Qld).
- (u) **Insolvency Event** in respect of a Party, means the Party:
  - (i) becomes insolvent or bankrupt, or being a company goes into liquidation, or takes or has instituted against it any action or proceedings which has as an object or may result in bankruptcy or liquidation; or
  - (ii) enters into a debt agreement, a deed of assignment or a deed of arrangement under the *Bankruptcy Act 1966* (Cth), or, being a company, enters into a deed of company arrangement with its creditors, or an administrator or controller is appointed; or
  - (iii) has a receiver or a receiver and manager appointed or a mortgagee goes into possession of any of its assets;
- (v) **Intellectual Property Rights** means copyright, patents and all rights in relation to inventions, registered and unregistered trademarks (including service marks), registered designs, drawings, circuit layouts and all other rights resulting from intellectual activity in the construction, project management, industrial, scientific, literary or artistic fields, whether foreign or domestic and includes Moral Rights;
- (w) **Key Personnel** means the Personnel (if any) nominated as key personnel in the Reference Schedule;
- (x) **Liability Limit** means:
  - (i) in respect of the Principal, the sum of:
    - A. the amount specified in item 9(a) of the Reference Schedule; and
    - B. the amount of any excess payable under a policy of insurance required to be effected and maintained by the Principal under the Contract;
  - (ii) in respect of the Supplier, the sum of:
    - A. the amount specified in item 9(b) of the Reference Schedule; and
    - B. the amount of any excess payable under a policy of insurance required to be effected and maintained by the Supplier under the Contract;
- (y) **Local Government Worker** has the same meaning as in the *Local Government Act 2009* (Qld);
- (z) **Modern Slavery** has the meaning given in the *Modern Slavery Act 2018* (Cth);
- (aa) **Moral Rights** has the meaning given in the *Copyright Act 1968* (Cth);
- (bb) **National Police Certificate** means a hard copy or digital national police certificate issued by the Queensland Police Service;
- (cc) **Notifiable Incident** has the meaning given in the WHS Act and the WHS Regulation;
- (dd) **Party or Parties** means one or both of the Principal and the Supplier as the context requires;



# General Conditions



- (ee) **Payment Period** means:
  - (i) if the Contract is a 'building contract' as that term is defined in the *Queensland Building and Construction Commission Act 1991* (Qld), the period ending 15 Business Days after receipt by the Principal of the claim;
  - (ii) otherwise, the period ending 25 Business Days after receipt by the Principal of the claim.
- (ff) **Personal Information** has the meaning given in the *Information Privacy Act 2009* (Qld);
- (gg) **Personnel** includes the officers, employees, agents, representatives, consultants, subconsultants, suppliers, contractors and subcontractors of a Party and any other person or entity for whom that Party is vicariously liable but in respect of the Principal, does not include the Supplier;
- (hh) **Price** means the amount payable for the provision of Services as determined in accordance with Schedule 1 and the relevant Work Order;
- (ii) **Principal** means the entity identified as the Principal on page 5 of the Contract;
- (jj) **Principal's Representative** means the person identified in the Reference Schedule or otherwise notified to the Supplier pursuant to clause 9.1 and includes, except where the context requires otherwise, a person authorised as a delegate of the Principal's Representative pursuant to clause 9.3;
- (kk) **Procurement Process** means the procurement process undertaken by the Principal pursuant to which the Parties have entered into the Contract;
- (ll) **Project IP** means the Intellectual Property Rights in the Supplier Documents and all other materials, documents or data created in the performance of the Supplier's obligations under the Contract;
- (mm) **Qualifying Cause of Delay** means:
  - (i) an act or omission of the Principal or the Principal's Personnel;
  - (ii) Force Majeure; or
  - (iii) any other cause of delay identified elsewhere in the Contract or Work Order as entitling the Supplier to an extension of the Time for Work Order Completion;
- (nn) **Reference Schedule** means the schedule of that name included in the Contract;
- (oo) **Regulator** has the meaning given in the WHS Act and WHS Regulation;
- (pp) **Scope** means the documents describing the Principal's requirements for the Services, Goods or Works which are provided at Schedule 1 and also provided with or as part of, or are identified in, the Work Order;
- (qq) **Services** means the services to be provided or the work to be carried out by the Supplier as described in Schedule 1 (including the supply, use or installation of any Goods, the construction of any Works and the provision of Supplier Documents) and any services or work not specifically mentioned in Schedule 1 but that is obviously and indispensably necessary for the performance of the services or work that is mentioned;
- (rr) **Site** means the site or sites made available by the Principal to the Supplier for the purpose of the Supplier carrying out its obligations under the Contract;

# General Conditions



- (ss) **Substantial Breach** includes:
- (i) in respect of the Supplier:
    - A. a material breach of the Contract including:
      - I a material breach of clause 11.1;
      - II the Supplier or any of the Supplier's Personnel engaging in:
        - (1) any Improper Conduct in connection with the Contract; or
        - (2) otherwise engaging in any Improper Conduct (whether or not in connection with the Contract) in a manner which, in the Principal's opinion, causes harm to the Principal's reputation;
      - III failing to make a payment to the Principal within 20 Business Days after the due date for the making of the payment in clause 18.6;
      - IV failing to effect and maintain the insurance policies required under clause 25;
      - V failing to comply with a direction given or purportedly given under clause 29;
      - VI a warranty given or representation made in or pursuant to this Contract is found to be incorrect, false or misleading in any material respect;
      - VII a material breach of a law in connection with the Contract;
    - B. the consistent or repeated breach of the Contract by the Supplier, even though those breaches would not otherwise constitute a substantial breach of the Contract and even though those breaches may be promptly remedied by the defaulting Party;
    - C. anything else which the Contract elsewhere provides is a substantial breach of the Contract;
  - (ii) in respect of the Principal:
    - A. failing to make payment to the Supplier within 20 Business Days after the due date for the making of the payment in clause 18.6 or 18.7 as the case may be;
    - B. otherwise committing a material breach of the Contract; or
    - C. anything else which the Contract elsewhere provides is a substantial breach of the Contract;
- (tt) **Supplier** means the person or entity identified as the Supplier on page 5 of the Contract;
- (uu) **Supplier Documents** means those records, reports, designs, specifications, certificates, plans and other documents, whether electronic documents or hard copy format, required by the Contract to be handed over to the Principal by the Supplier (including any WHS documentation and management plans required by the Contract)

and all information advice, procedures, undertakings designs, calculations and recommendations in those documents;

- (vv) **Supplier's Representative** means the person identified as the Supplier's representative in the Reference Schedule or as otherwise approved by the Principal pursuant to clause 10.2;
- (ww) **Term** means the period determined pursuant to clause 4.1;
- (xx) **Term End Date** means the date described as such in the Reference Schedule as extended (if at all) pursuant to the Contract;
- (yy) **Term Start Date** means the time stated in the Reference Schedule by which the Supplier is required to commence performing its obligations under the Contract (or where no time is stated, promptly after the date of the Contract);
- (zz) **Time for Work Order Commencement** means the time stated in a Work Order by which the Supplier is required to commence performing its obligations under the Work Order (or where no time is stated, as directed by the Principal) as extended (if at all) by agreement between the Parties;
- (aaa) **Time for Work Order Completion** means the time (if any) stated in a Work Order by which the Supplier is required to achieve Work Order Completion as extended (if at all) pursuant to the Contract;
- (bbb) **Variation** means any material increase, decrease or change to the Services described in a Work Order or the Supplier's obligations under the Contract;
- (ccc) **Warranty Period** for Goods means the longer of:
  - (i) the period stated in Contract or where no period is stated, 12 months after Work Order Completion; and
  - (ii) such further period required under or implied by any applicable law;
- (ddd) **WHS** means work, health and safety;
- (eee) **WHS Act** means *Work Health and Safety Act 2011* (Qld) as amended or replaced from time to time;
- (fff) **WHS Regulation** means the *Work Health and Safety Regulation 2011* (Qld) as amended or replaced from time to time;
- (ggg) **Wilful Misconduct** means an intentional act or omission by or on behalf of a Party committed with reckless disregard for its foreseeable and potentially harmful consequences in circumstances where the breaching Party knows or ought to know that those consequences would likely result from the act or omission but which is not due to an honest mistake oversight, error of judgement, accident or negligence;
- (hhh) **Work Order** means, unless the Parties expressly agree otherwise:
  - (i) where a written request or order for Services is issued by the Principal, the written document(s) issued by the Principal to the Supplier which:
    - A. detail the Principal's requirements for the provision of Services by the Supplier; and
    - B. either request the Supplier to provide, or accept the Supplier's offer to provide, those Services to the Principal,

including all documents attached to or incorporated by reference into those written documents and which may include a request for quotation, quotation, scope, specifications, drawings, product description, price list or other documents; and

- (ii) where a oral request or order for Services is made by the Principal, means the information provided by the Principal orally, and the information contained in any documents to which the Supplier's attention is directed by the Principal;
- (iii) **Work Order Completion** means that stage in the performance of the Supplier's obligations under the Contract at which:
  - (i) each and every part of the Services has been carried out and completed in accordance with the Contract and the relevant Work Order, except for minor omissions which do not reasonably affect the benefit to the Principal of the Services or prevent the Principal from using the Supplier Documents for the purpose or purposes stated in or to be reasonably inferred from the Contract or the Work Order;
  - (ii) all Supplier Documents have been updated and provided to the Principal in accordance with the Contract and the relevant Work Order;
  - (iii) other obligations of the Supplier which are stated in the Contract or the relevant Work Order to be a requirement of Work Order Completion, or which are otherwise required to be undertaken prior to Work Order Completion have been completed;
  - (iv) where the Supplier has been directed to do so, a properly executed statutory declaration in the form in Schedule 2;
- (jjj) **Workplace** has the meaning given in the WHS Act and the WHS Regulation; and
- (kkk) **Works** means any work which by the Contract, is to be handed over to the Principal.

## 2. CONTRACT

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- 2.1 **(Documents comprising Contract)** The Contract comprises:
  - (a) the Reference Schedule;
  - (b) these General Conditions;
  - (c) Schedule 1 – Scope and Price; and
  - (d) Schedule 2 – Work Order Completion Declaration.
- 2.2 **(Final agreement)** The Contract constitutes the entire, final and concluded agreement between the Parties as to its subject matter. It supersedes all prior representations, agreements, statements and understandings between the Supplier and the Principal (whether oral or in writing).
- 2.3 **(Order of precedence)** If there is any ambiguity, inconsistency, conflict or discrepancy between any of the documents listed in clause 2.1, then the documents will take precedence in the order set out in clause 2.1 with the document described in clause 2.1(a) being the highest in the order.
- 2.4 **(Early Services)** Where any obligation described in the Contract has been carried out by the Principal or the Supplier prior to the date on which the Contract is executed, that obligation shall be taken to have been carried out pursuant to, and the carrying out of that obligation shall be governed by, the Contract as if the obligation had been carried out after the Contract was executed.

## 3. PERFORMANCE AND PAYMENT

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- 3.1 **(Performance)** Subject to clause 6.1, the Supplier must, at the Supplier's expense:
- (a) provide any Services described in a Work Order issued during the Term; and
  - (b) perform the Supplier's other obligations under the Contract and all Work Orders issued pursuant to it,
- in accordance with the Contract and all directions of the Principal issued pursuant to it.
- 3.2 **(Payment)** Subject to the Contract, the Principal must pay the Supplier the Price for Services provided in accordance with the Contract and Work Orders issued pursuant to it.

## 4. TERM

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- 4.1 **(Term)** Subject to clause 4.2, the Term shall commence on the Term Start Date and end on the Term End Date, unless the Contract is earlier terminated.
- 4.2 **(Extension of Term)** The Principal may, in its absolute discretion, extend the Term End Date by the periods stated in the Reference Schedule on the same terms as the Contract, by giving written notice to this effect to the Supplier at any time prior to the Term End Date. For clarity:
- (a) the Principal may extend by a period shorter than that provided in the Reference Schedule; and
  - (b) the Parties may agree to extend for further periods in addition to those contemplated in the Reference Schedule.
- 4.3 **(Continuation of obligations)** The Contract shall remain in force until the later of the expiration of the Term and the time at which all obligations of the Parties pursuant to it have been satisfied, unless the Contract is earlier terminated.

## 5. APPOINTMENT AS PREFERRED SUPPLIER OR PRE-QUALIFIED SUPPLIER

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- 5.1 **(Effect of appointment)** The Supplier's appointment as a preferred supplier or pre-qualified supplier pursuant to the *Local Government Regulation 2012 (Qld)* entitles the Principal to engage the Supplier during the term of that appointment without first seeking quotes or tenders but does not give rise to any obligation on the Principal to do so.
- 5.2 **(No exclusivity)** The Supplier is not the exclusive supplier to the Principal of the Services, or of services of the same or a similar type to the Services, during the Term. The Principal shall not be liable upon any Claim by the Supplier in connection with the Principal ordering a greater or lesser quantity or value of Services from the Supplier than the Supplier anticipated or desired, or for the Principal engaging other suppliers to supply similar or the same services.
- 5.3 **(Refresh)** The Principal may, during the Term, select other suppliers to become preferred suppliers or pre-qualified suppliers of the same or similar services to the Services pursuant to the *Local Government Regulation 2012 (Qld)*.

## 6. ENGAGEMENT OF SUPPLIER

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- 6.1 **(Engagement by Work Order)** At any time during the Term, the Principal may but shall not be obliged to, issue a Work Order to the Supplier for the provision of Services. The Supplier must promptly after receiving the Work Order, notify the Principal as to whether or not it accepts the Work Order. The Supplier must accept a Work Order which is consistent with the Contract unless it cannot reasonably comply with the Work Order. The Principal may withdraw a Work Order at any time prior to the Supplier notifying the Principal in writing that the Work Order is accepted.

# General Conditions

- 6.2 **(No separate contract)** The Principal's acceptance of a Work Order under clause 6.1 does not create a separate contract. Subject to clause 6.3, any services of the same or a similar type to the Services provided by the Supplier to the Principal during the Term shall be taken to have been provided pursuant to this Contract.
- 6.3 **(Alternative terms and conditions)** Nothing in this Contract shall be taken to prevent the Parties from entering into one or more separate contracts, on different terms to the Contract, for the provision by the Supplier of services of the same or a similar type to the Services during the Term.

## 7. EXCLUSIVITY

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- 7.1 **(Alternative 1 – Not exclusive)** If the Reference Schedule provides that the Contract is not exclusive, the Supplier is not the exclusive supplier of the Services, or of services of the same or a similar type to the Services, during the Term. The Principal may engage other suppliers to provide services of the same or a similar type to the Services during the Term.
- 7.2 **(Alternative 2 – Exclusive)** If the Reference Schedule provides that the Contract is exclusive, then subject to this clause 7.2, the Supplier is the exclusive supplier of the Services at the Site during the Term. During the Term, the Principal may:
- (a) itself provide, or engage other contractors to provide, the Services or services of the same or a similar type to the Services:
    - (i) during any period for which the Principal acting reasonably determines that the Supplier is, for any reason, unable or unwilling to properly perform the Services in accordance with the Contract; and
    - (ii) otherwise where expressly or impliedly permitted by the Contract; and
  - (b) undertake any procurement process or other activities necessary or prudent for the appointment of a supplier to supply similar or the same services as the Services after the expiry or termination of the Contract.
- 7.3 **(No liability)** The Principal shall not be liable upon any Claim by the Supplier in connection with the Principal engaging other suppliers to supply similar or the same services as the Services consistently with this clause 7.

## 8. RELATIONSHIP OF THE PARTIES

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- 8.1 **(Relationship)** The Supplier is an independent contractor of the Principal. The Contract does not create any partnership, joint venture or employment relationship. The Supplier is solely responsible for payments required to be made to its Personnel for the performance of services in connection with the Contract and solely responsible for determining the manner in which it complies with its obligations under the Contract. The Supplier must provide such materials, equipment, knowledge and Personnel as the Supplier deems necessary to comply with its obligations and under the Contract.
- 8.2 **(Representations)** The Supplier must not represent itself or allow anyone else to represent that the Supplier is a partner, joint venturer, officer or employee of the Principal. Except to the extent expressly contemplated in the Contract, the Supplier must not represent itself or allow anyone else to represent that the Supplier is an agent of the Principal.
- 8.3 **(Conflict of Interest)** The Supplier warrants and represents that as at the date of the Contract, the Supplier is not aware of any Conflict of Interest. The Supplier must not, and must ensure that its Personnel do not, engage in any activity or obtain any interest which does, or is likely to, result in a Conflict of Interest during the Contract and must immediately notify the Principal in the event that a Conflict of Interest that has not previously been disclosed arises or is likely to arise.

# General Conditions

## 9. PRINCIPAL'S REPRESENTATIVE

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- 9.1 **(The Principal's Representative)** The Principal's Representative is appointed as the Principal's agent to exercise any of the Principal's rights or functions under the Contract. The Principal's Representative is not an independent certifier or valuer.
- 9.2 **(Rights and powers of the Principal's Representative)** The Principal's Representative may exercise any rights and powers granted to the Principal under this Contract. The Principal's Representative may give a direction in respect of any matter relating to this Contract, including the protection of people, property and the environment and the Supplier's performance of the Services.
- 9.3 **(Authorised delegates)** The Principal's Representative may, by giving written notice to the Supplier setting out the rights and powers which may be exercised, authorise another person to exercise all or some of the rights and powers under clause 9.2. Subject to clause 9.5, no other person is permitted to exercise any right or function of the Principal. The Supplier must notify the Principal immediately if it receives a purported direction in connection with the Contract from any other person. The Principal shall not be liable upon any Claim relating to a direction given to the Supplier by any other person.
- 9.4 **(Compliance)** The Supplier must, and must ensure that its Personnel, comply with all directions given by the Principal's Representative, within the time specified in the direction, or where no time is stated, as soon as is reasonably practicable.
- 9.5 **(Change)** The Principal may notify the Supplier of a change in the Principal's Representative at any time.

## 10. SUPPLIER'S REPRESENTATIVE

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- 10.1 **(Supplier's Representative)** The Supplier's Representative is appointed by the Supplier to manage the Supplier's performance of the Contract. Matters which are in the knowledge of the Supplier's Representative are deemed to be within the knowledge of the Supplier.
- 10.2 **(Change)** The Supplier may seek the approval of the Principal to change the Supplier's Representative. The Supplier must provide any information reasonably required by the Principal in connection with such a request. The Principal may refuse to approve a replacement person if the Principal reasonably believes that the person is inappropriate to take the role of Supplier's Representative or is of lesser skill, experience and competency to the person being replaced. If the Principal reasonably objects to the nominated representative, the Supplier shall promptly nominate another representative.

## 11. PRIMARY OBLIGATIONS, WARRANTIES AND REPRESENTATIONS

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- 11.1 **(Obligations, Warranties and Representations)** The Supplier:
- (a) **(ability)** must ensure, and warrants and represents that the Supplier and, to the extent applicable to them, its Personnel:
- (i) have the experience, skills, expertise, resources and judgement;
  - (ii) hold all necessary competencies, licences, accreditations, qualifications, permits, clearances or other authorisations,
- which are required for the Supplier to comply with its obligations under the Contract and will maintain such competencies, licences, accreditations, qualifications, permits, clearances or other authorisations at all times until the Supplier's obligations under the Contract are at an end;
- (b) **(standard of Services)** must, and to the extent applicable to them must ensure that its Personnel, provide the Services and carry out the Supplier's other obligations in

## General Conditions

connection with the Contract in accordance with Good Industry Practice and so that the Services are fit for the purpose or purposes stated in the Contract;

- (c) **(workmanship)** where the Services require the carrying out and completion of any Works, must ensure that at Work Order Completion those Works:
- (i) are free from defects; and
  - (ii) comply in all respects with:
    - A. the Contract;
    - B. the Work Order;
    - C. any approved design of the Works; and
    - D. Applicable Standards;
  - (iii) are fit for the purpose stated in or to be reasonably inferred from the Contract and/or the relevant Work Order,

and that any design prepared by the Supplier in relation to the Works is in accordance with the requirements of the Contract;

- (d) **(condition of Goods)** must ensure that all Goods used or supplied in the performance of the Services:
- (i) at the time at which they are used or supplied and for the duration of any applicable Warranty Period:
    - A. are free from defects and of merchantable quality;
    - B. comply in all respects with the Contract and/or the relevant Work Order including as to quality, quantity, performance, functionality and description;
    - C. conform to any sample goods approved by the Principal; and
    - D. are fit for the purpose or purposes for which they are used or supplied;
  - (ii) at the time at which they are used or supplied, comply with applicable law and Applicable Standards and where manufactured, are new; and
  - (iii) when title passes, are free from all encumbrances and interests, except for an encumbrance or interest which arises by operation of a law and which cannot be excluded by agreement;
- (e) **(Supplier Documents)** must ensure that where the Supplier provides Supplier Documents under the Contract:
- (i) those Supplier Documents:
    - A. comply with the requirements of the Contract, the relevant Work Order and applicable law;
    - B. are of a standard and quality reasonably expected of a skilled and competent supplier using Good Industry Practice;
    - C. are fit for the purpose for which they are provided; and



(ii) except to the extent that they are prepared strictly in accordance with technical plans or drawings provided to the Supplier by the Principal:

- A. the Supplier Documents; and
- B. the Principal's use of the Supplier Documents for a purpose stated in or to be reasonably inferred from the Contract or the relevant Work Order,

will not infringe Intellectual Property Rights;

- (f) **(investigations)** warrants and represents that the Supplier has carefully reviewed the Contract and will carefully review each Work Order (including the Scope and all other information contained or referenced in the Work Order) prior to acceptance of it to satisfy itself that the Scope and other information is appropriate and adequate to enable the Supplier to comply with its obligations under the Contract;
- (g) **(legal capacity)** must ensure, and warrants and represents that the Supplier has the full power, authority and capacity to enter into the Contract and that the Supplier's obligations under the Contract are valid and binding on it, and enforceable against it;
- (h) **(Price)** warrants and represents that the rates and prices in the Contract include compliance with all of the Supplier's other obligations under the Contract except, and then only to the extent, that the Contract provides otherwise.

11.2 **(Improper Conduct)** The Supplier warrants and represents that neither the Supplier nor any of its Personnel engaged in any Improper Conduct in connection with the Procurement Process. The Supplier must not engage in any Improper Conduct in connection with the Contract.

11.3 **(Notice of breach)** The Supplier must notify the Principal immediately if it becomes aware of or reasonably suspects in the course of carrying out its obligations under the Contract, that the Supplier has breached a warranty given, representation made or obligation provided for, in clause 11.1 or 11.2.

11.4 **(Obligations, warranties and representations not affected)** The obligations, warranties and representations in clause 11.1 remain unaffected notwithstanding:

- (a) that the Scope was prepared by the Principal or the Principal's Personnel;
- (b) any inspection, test, receipt, review, permission, approval or comment on, of or in relation to the Services by the Principal or the Principal's Personnel;
- (c) any Variation or other direction by the Principal or the Principal's Personnel; or
- (d) the adoption or incorporation into the Supplier Documents by the Supplier of any industry standard or work carried out by others (including work carried out by or on behalf of the Principal),

except that clauses 11.4(c) and 11.4(d) do not apply to the extent that the Supplier has, prior to acting or omitting to act in reliance on the direction or the affected Supplier Documents, given the Principal written notice expressly stating that the Variation, direction, adoption, or incorporation would affect a warranty or obligation and the warranty or obligation was affected in the manner so notified.

## **12. SUPPLIER'S PERSONNEL**

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12.1 **(General)** The Supplier must ensure that its Personnel involved in the performance of the Supplier's obligations under the Contract:

- (a) act professionally and courteously in all dealings with the Principal, the Principal's Personnel and the general public in connection with the Contract;
  - (b) do not engage in any Improper Conduct;
  - (c) do not directly or indirectly cause any unreasonable nuisance or interference to the owners, tenants or occupiers of properties on or adjacent to the places where the Services are to be carried out or to the public generally;
  - (d) are familiar with and properly trained for their allocated role;
  - (e) perform their allocated role competently, safely and in accordance with Good Industry Practice and where the role involves the operation of plant or equipment, in accordance with all manufacturer's recommendations; and
  - (f) are not affected by alcohol or drugs whilst performing any part of the Supplier's obligations under the Contract (other than prescription medication which does not affect the ability of the person to perform the relevant obligations under the Contract).
- 12.2 **(Key Personnel)** The Supplier must ensure that only Key Personnel perform the roles identified in the Reference Schedule and that the nominated Key Personnel perform those roles for the period identified in the Reference Schedule. The Supplier may seek the approval of the Principal to change the identity or role of any Key Personnel or to engage additional persons as Key Personnel. The Supplier must provide any information reasonably required by the Principal in connection with such a request. The Principal cannot unreasonably refuse to approve a replacement or additional key person that is of equal or greater skill, experience and competency to the person nominated in the Contract as the key person for that role.
- 12.3 **(Local Government Worker)** The Supplier must ensure that when acting as a Local Government Worker, the Supplier's Personnel:
- (a) have all appropriate qualifications, skills and training to exercise a power or perform a responsibility under Chapter 5, Part 2, Division 2 of the *Local Government Act 2009* (Qld);
  - (b) do not exercise any power or perform a responsibility under Division 2, Chapter 5 of the *Local Government Act 2009* (Qld) unless the Personnel are authorised as Local Government Workers by the Principal; and
  - (c) comply with all obligations of a Local Government Worker imposed under the *Local Government Act 2009* (Qld).
- 12.4 **(Police checks)** If the Principal directs the Supplier to obtain a National Police Certificate in respect of any of the Supplier's Personnel then the Supplier must not permit those Personnel to perform any part of the Services or to have access to any Confidential Information of the Principal or the Site unless and until 5 Business Days after the Supplier has given the Principal a written copy of the National Police Certificate for those Personnel. If the National Police Certificate contains any entries, the Principal may, in its absolute discretion, notify the Supplier that the person is not permitted to perform the Services or may otherwise place conditions upon that person's role in performing the Services. The Supplier must use its best endeavours to provide any additional information which the Principal may reasonably request in relation to a National Police Certificate.
- 12.5 **(Industrial relations)** The Supplier remains solely responsible for the management of industrial relations relating to its Personnel. The Supplier must promptly inform, and keep informed, the Principal in relation to any potential or actual industrial relations issues which could affect the ability of the Supplier to comply with its obligations under the Contract.
- 12.6 **(Modern Slavery)** The Supplier:

## General Conditions

- (a) must not engage in Modern Slavery and warrants and represents that it has not engaged in any Modern Slavery;
- (b) must take, and warrants and represents that it has taken, all reasonable steps to identify and eliminate Modern Slavery in the business and operations of its subcontractors, suppliers and consultants;
- (c) immediately notify the Principal in writing if it becomes aware of any Modern Slavery in the Supplier's business or operations or the business or operations of its subcontractors, suppliers or consultants.

12.7 **(Labour Hire)** The Supplier must not provide or utilise any labour for any part of the Services, unless the provider of that labour hire is registered under the *Labour Hire Licensing Act 2017* (Qld)

12.8 **(Removal)** The Principal may at any time direct the Supplier to remove any of the Supplier's Personnel from the performance of the whole or part of the Supplier's obligations under the Contract if the Principal reasonably believes that the Supplier is in breach of any clauses 11.1(a), 11.2, 12.1, 12.3, 12.6 or 12.7 or if a National Police Certificate contains any entries in respect of that person, or that the person is otherwise responsible for a breach of the Contract by the Supplier.

### 13. SUBCONTRACTING, ASSIGNMENT AND NOVATION

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13.1 **(By the Supplier)** The Supplier must not subcontract, assign or novate the whole or any part of its rights and/or obligations under the Contract unless it has first obtained the written consent of the Principal. Subcontracting of the Supplier's obligations shall not relieve the Supplier from any liability or obligation under the Contract. As between the Principal and the Supplier, the Supplier shall be responsible, and liable to the Principal, for the acts and omissions of the Supplier's Personnel in connection with the Contract as if they were the acts or omissions of the Supplier.

13.2 **(By the Principal)** The Principal may contract, assign or novate the whole or any part of its rights and/or obligations under the Contract in its absolute discretion and without obtaining the consent of the Supplier.

13.3 **(Third party warranties)** The Supplier shall obtain and provide to the Principal, the warranties required by the Contract. Unless otherwise directed by the Principal, the Supplier shall also obtain a warranty from each subcontractor, supplier, retailer or manufacturer on terms commonly provided by those subcontractors, suppliers, retailers or manufacturers for their parts of the Services, in the name of both the Principal and the Supplier.

13.4 **(Subcontracts)** The Supplier must ensure that any subcontracts into which it enters place the same obligations, responsibilities and liabilities on the subcontractor that this Contract places on the Supplier to the extent that they relevant to the services provided by the subcontractor.

### 14. SITE

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14.1 **(Access for Supplier)** The Principal will give the Supplier sufficient, but non-exclusive, access to the Site to carry out the Supplier's obligations under the Contract. The Principal may refuse to give such access until the Supplier has given the Principal:

- (a) evidence of insurance required by clause 25.3;
- (b) copies of all competencies, licences, accreditations, qualifications, permits, clearances or other authorisations which are required for the Supplier to comply with its obligations under the Contract;

- (c) any other documents or information which the Contract requires to be given to the Principal before access to the Site shall be given, including those identified in the Work Order or elsewhere in the Contract; and
- (d) evidence that the Supplier has done all other things which the Contract requires to be done before access to the Site shall be given, including those identified in the Work Order or elsewhere in the Contract.

14.2 **(Access for Principal)** The Principal and its Personnel shall be entitled to access the Site and any other place where any obligation of the Supplier under the Contract is or is to be carried out on the giving of reasonable written notice, including to conduct tests, inspections or audit of the Supplier's compliance with the Contract or to carry out other services or work at the Site. The Supplier must cooperate, communicate and co-ordinate with the Principal and the Principal's Personnel in relation to the access by the Principal and the Principal's Personnel. The Principal must use reasonable endeavours to ensure none of the Principal's Personnel impedes the Supplier in the performance of the Services.

14.3 **(Site specific requirements)** The Supplier must comply with the reasonable requirements of the Principal in relation to the Supplier's access to or conduct on the Site.

## 15. MEETINGS

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15.1 The Supplier must, at the times required by the Contract or the relevant Work Order and when otherwise reasonably required by the Principal, meet and discuss the performance of the Supplier and/or any other matter concerning the Principal in connection with the Contract.

## 16. TIMING

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16.1 **(Work Orders)** The Supplier must commence performing its obligations described in a Work Order by the Time for Work Order Commencement or where no time is stated, promptly after the Supplier receives the Work Order, and must perform those obligations:

- (a) within any working hours described in the Contract or the Work Order;
- (b) with due expedition and without delay;
- (c) in accordance with any requirements of the Contract and the Work Order and any reasonable directions of the Principal as to the order and timing of the performance of those obligations (including any program or schedule included in a Work Order or agreed between the Parties); and
- (d) so that all Services reach Work Order Completion by the applicable Time for Work Order Completion.

16.2 **(Delay or interruption)** The Supplier must promptly notify the Principal's Representative if it suspects, or becomes aware, that the performance of the whole or any part of the Services will be interrupted or delayed and must provide any further information reasonably requested by the Principal's Representative in relation to the delay or interruption.

16.3 **(Extension of time)** If the Supplier:

- (a) is delayed in reaching Work Order Completion by the Time for Work Order Completion because of a Qualifying Cause of Delay; and
- (b) the Supplier gives the Principal a written claim an extension of the Time for Work Order Completion within 10 Business Days of the delay first occurring,

then the Principal shall grant a reasonable extension of the Time for Work Order Completion. The Principal may at its absolute discretion, grant an extension of the Time for Work Order Completion for delay caused by any other cause of delay. The Supplier must provide the

# General Conditions



Principal with all information reasonably directed by the Principal's Representative in connection with the delay.

## 16.4 **(Monetary compensation)** If the Supplier:

- (a) is entitled to an extension of the Time for Work Order Completion under clause 16.3 because of a delay caused by the Principal or the Principal's Personnel; and
- (b) submits a written claim for delay costs within 10 Business Days of the cessation of the delay,

then the Principal shall be liable for the direct costs which the Supplier has reasonably, necessarily and not prematurely incurred by reason of that delay and which it cannot reasonably mitigate. The Supplier shall not otherwise be entitled to any monetary compensation in connection with any delay or disruption to or prolongation of the Supplier's obligations under the Contract or a Work Order however caused.

## 17. VARIATIONS

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17.1 **(Direction for Variation)** The Principal may, in respect of any Work Order, at any time prior to the Time for Work Order Completion and for any reason, direct a Variation by giving written notice to the Supplier. The Principal cannot direct a Variation which is outside the general scope of the Contract. The Supplier cannot carry out a Variation without a written direction to do so from the Principal.

17.2 **(Variation proposal)** The Principal may direct the Supplier to provide an estimate or quotation for a Variation and/or a statement as to the impact of a Variation on the Services (including the cost and timing of the Services). The Principal may direct the Supplier to support the estimate, quotation or statement with documentary evidence and may direct the time within which the estimate, quotation or statement is to be provided. The Supplier must comply with such a direction at its expense.

17.3 **(Adjustment of Price)** Subject to clause 17.4, the effect of a Variation on the Supplier's entitlement to payment shall be determined using the following order of priority:

- (a) agreement between the Parties;
- (b) applicable fees, rates or prices (if any) stated in Schedule 1; or
- (c) by the Principal (acting reasonably).

17.4 **(No entitlement)** The Principal shall not be liable upon any Claim in connection with a direction for a Variation, unless:

- (a) the Principal's Representative has, expressly stated in writing that the direction is a direction for a Variation; or
- (b) within 10 Business Days of being given the direction, and where possible before the Supplier complies (in whole or part) with the direction the Supplier has notified the Principal in writing that it considers that the direction constitutes a Variation.

17.5 **(Variations requested by the Supplier)** The Principal may approve a request for a Variation by the Supplier. Unless the Principal agrees otherwise in writing, a Variation approved under this clause 17.5 shall have no effect on the Supplier's entitlement to payment, timing of the Supplier's obligations or any other obligation of the Supplier under the Contract.

17.6 **(Omissions)** Where the Principal directs a Variation omitting or reducing any part of the Services described in a Work Order, then the Principal may subsequently provide the omitted or reduced Services itself or engage others to do so on its behalf. The Supplier shall not be

entitled to any monetary compensation in connection with an omission or reduction and such omission or reduction shall not invalidate or constitute repudiation of the Contract.

## 18. INVOICES AND PAYMENT

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- 18.1 **(Timing of invoices)** Subject to clause 18.11, the Supplier may submit invoices to the Principal for Services provided in accordance with the Contract and the relevant Work Order at the times and for the Services stated in the Reference Schedule. Unless otherwise directed, invoices should be submitted promptly and, in any event, no later than 5 Business Days after Work Order Completion.
- 18.2 **(Requirements of invoices)** Each invoice must comply with the GST Law and all other requirements:
- (a) stated in the Contract or the relevant Work Order; or
  - (b) which the Principal reasonably directs prior to the time for submission of the invoice.
- 18.3 **(Further supporting documentation)** The Principal may, acting reasonably, direct the Supplier to provide documentary evidence supporting the Supplier's entitlement to payment of the whole or part of the amount claimed. Until such evidence is provided the Principal may assess the claim on the basis that the supporting documentation does not exist.
- 18.4 **(Entitlement to payment)** The Supplier shall only be entitled to payment for Services which are provided in accordance with the requirements of the Contract (including the warranties given and representations made in the Contract).
- 18.5 **(Amount due)** The Principal may deduct from any amount claimed by the Supplier under or in connection with the Contract (including for a breach of the Contract):
- (a) any amount which the Contract entitles the Principal to deduct;
  - (b) any other amount due and owing by the Supplier to the Principal; and
  - (c) any amount which the Principal reasonably claims is or will become due and owing by the Supplier to the Principal (whether under the Contract or otherwise).
- The balance remaining after such deductions shall be due by the Principal to the Supplier or by the Supplier to the Principal as the case may be and shall be certified as such by the Principal within 15 Business Days after the invoice is received.
- 18.6 **(Due date for payment)** Subject to the Contract, the Principal shall pay the amount due to the Supplier (if any) including any applicable GST before the end of the Payment Period. If an amount is due from the Supplier to the Principal, the Supplier must pay that amount including any applicable GST within 25 Business Days of receiving written notification to this effect from the Principal.
- 18.7 **(Disputed Invoice)** If the Principal disputes an invoice issued by the Supplier:
- (a) the Principal will pay the undisputed portion of the relevant invoice (if any) less any deductions provided for under clause 18.5 and dispute the balance; and
  - (b) if the resolution of the dispute determines that the Principal must pay an amount to the Supplier, the Principal will pay that amount upon resolution of that dispute.
- 18.8 **(No admission)** Payments made by the Principal to the Supplier are made on account only and do not constitute an admission that the Supplier is entitled to the payment made or that the Services and/or the Supplier Documents the subject of the payment have been provided, or any other obligation has been carried out, in accordance with the Contract.

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- 18.9 **(Sole entitlement)** Except to the extent expressly provided otherwise in the Contract payment of the Price shall be the Supplier's only entitlement to monetary compensation for the provision of the Services and compliance with the Supplier's other obligations under the Contract and any Work Order issued pursuant to it.
- 18.10 **(Liability for GST)** If GST is imposed on any supply made pursuant to the Contract, the amount payable for the supply is to be increased by the amount of that GST. Each Party agrees to do all things, including providing tax invoices and other documentation, that may be necessary or desirable to enable or assist the other Party to claim any input tax credit, adjustment or refund in relation to any amount of GST paid or payable pursuant to any supply made under or in connection with this Contract.
- 18.11 **(Recipient created tax invoices)** Where the Principal is the recipient of a taxable supply under this Contract the Principal may issue recipient created tax invoices or recipient created adjustment notes in respect of these supplies in accordance with the GST Law and direct the Supplier not to issue tax invoices or adjustment notes in respect of the same supplies.

### 19. LAW AND POLICIES

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- 19.1 **(Compliance)** The Supplier must, and must ensure that its Personnel involved in the performance of the Services, comply with:
- (a) all law, standards and codes of practice applicable to the Supplier, the Supplier's business or the Supplier's obligations under the Contract; and
  - (b) any applicable policies, guidelines, procedures and codes of the Principal which are identified in the Contract or the relevant Work Order or which are publicly available or otherwise made known to the Supplier from time to time.
- 19.2 **(Change in law)** If a law:
- (a) necessitates:
    - (i) a change to the Services;
    - (ii) a change in a fee or charge; or
    - (iii) the payment of a new fee or charge;
  - (b) comes into effect after the date of the relevant Work Order and could not reasonably then have been anticipated by a competent contractor; and
  - (c) causes the Supplier to incur more or less cost than otherwise would have been incurred,

then the Supplier may notify the Principal in writing of the law and the effect of it on the Supplier. After the notice is given, the Parties shall attempt to agree on a change to either the Services and/or the Price. If the Parties have not reached agreement within 45 Business Days after the notice is given, then either Party may give a notice of dispute pursuant to clause 34. Unless otherwise directed by the Principal, but notwithstanding the giving of a notice of dispute, the Supplier must continue to comply with its obligations under the Contract, including by making any payments or doing any things required to comply with the law.

### 20. WORK HEALTH AND SAFETY

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- 20.1 **(Relationship of obligations)** The obligations in this clause 20 are in addition to, and not in substitution for, any other obligation of the Supplier:
- (a) under the WHS Act and WHS Regulation; or

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- (b) elsewhere in this Contract, a Work Order or at law relating to WHS.

Nothing in this clause 20 is intended to reduce or limit such other obligations and none of those other obligations shall be taken to reduce or limit the Supplier's obligations under this clause 20.

20.2 **(Primary obligations of Supplier and Personnel)** The Supplier must itself, and must ensure that its Personnel engaged in performing the Supplier's obligations under the Contract:

- (a) comply with all law (including the WHS Act and the WHS Regulation) and codes of practice relating to WHS that are in any way applicable to this Contract;
- (b) discharge the duties and comply with all relevant duties, obligations, standards and requirements under the WHS Act and WHS Regulation which are or may become applicable in connection with the Contract including any direction relating to WHS issued by the Regulator or any other Authority;
- (c) at all times identify and take all reasonably practicable steps to ensure health and safety of all persons who may be affected by the performance of the Supplier's obligations under the Contract;
- (d) consult with and co-operate with the Principal in relation to matters of WHS that the Principal (acting reasonably) considers the Supplier cannot resolve to the standard imposed by the WHS Act and the WHS Regulation and to cooperate and coordinate with the Principal to ensure any issues are resolved to that standard;
- (e) except where the Supplier is the principal contractor for a Site under the WHS Regulation, (in which case this clause 20.2(e) does not apply), comply with:
  - (i) the reasonable requirements of any third party appointed by the Principal as principal contractor for the Site; or
  - (ii) if no third party has been so appointed for the Site, the WHS policies and procedures and other WHS requirements of the Principal which are in any way applicable to this Contract for that Site.

20.3 **(Incident notification)** The Supplier must:

- (a) report any Notifiable Incidents to the Regulator within the specified time frame as per the WHS Act and WHS Regulation;
- (b) if any of the Supplier's Personnel are involved in an accident or other health and safety incident or otherwise suffer an injury in connection with the performance of the Services:
  - (i) immediately notify the Principal of the accident, incident or injury; and
  - (ii) within 3 Business Days of the accident, incident or injury (or such longer period as the Principal may agree) provide a report giving complete details of the incident, including results of the investigations into the causes, and any recommendations or strategies identified for the preventions in the future; and
- (c) cooperate and assist (and procure its Personnel to cooperate and assist) the Principal with any investigation by the Principal into any accident, injury or other health and safety incident in connection with the Contract.

20.4 **(Supplier's WHS systems)** The Supplier:

- (a) warrants and represents that it has adequate WHS systems in place having regard to the nature of its obligations under the Contract and any hazards specific to any



Workplace at which an obligation under the Contract is to be carried out;

- (b) must inform the Principal of all its WHS policies, procedures or measures implemented for the performance of its obligations under this Contract;
- (c) must prepare and adopt WHS documentation which:
  - (i) addresses all the specific WHS hazards and issues relevant to the Supplier's obligations under the Contract which can be reasonably anticipated or ascertained at that time;
  - (ii) documents the system and control methods to be implemented for the performance of its obligations under the Contract,

and must update such documentation as required from time to time to ensure that it complies with clause 20.4(c);

- (d) must, where directed to do so by the Principal:
  - (i) prior to commencing the Services, submit the Supplier's WHS documentation (including the documentation required elsewhere under the Contract) to the Principal for review; and
  - (ii) within the time directed by the Principal submit to the Principal for review any other WHS documentation that the Principal directs it to prepare,

and if the Principal notifies the Supplier that all or part of the WHS documentation is not suitable, at its cost amend and resubmit the relevant WHS documentation;

- (e) must, if the Principal at any time during the performance of the Supplier's obligations under the Contract requests the Supplier to review any of the WHS documentation, promptly and within the time required by the Principal, review any or all of the WHS documentation in accordance with the Principal's request and either:
  - (i) submit revised documentation to the Principal; or
  - (ii) provide written confirmation that the WHS documentation is appropriate to manage the risks associated with the Supplier's obligations under the Contract;
- (f) is not entitled to make any Claim (whether for additional costs or expense) in connection with its obligations under this clause.

20.5 **(Site specific induction)** Unless otherwise directed by the Principal, the Supplier must ensure that each of its Personnel working at the Site receives a site-specific induction and that each person visiting the Supplier or its Personnel at that Site receives a site-specific induction or is accompanied by someone who has received such an induction.

## 21. HEAVY VEHICLE NATIONAL LAW

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21.1 **(Definitions)** Terms used in this clause which are defined in the HVNL have the same meaning as in that law unless the context otherwise requires.

21.2 **(Primary obligation)** The Supplier must ensure that, so far as is reasonably practicable, the safety of the Supplier's transport activities. Without limiting this, the Supplier must, so far as is reasonably practicable:

- (a) eliminate public risks and, to the extent it is not reasonably practicable to eliminate public risks, minimise the public risks; and
- (b) ensure the Supplier's conduct does not directly or indirectly cause or encourage:

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- (i) the driver of the heavy vehicle to contravene the HVNL; or
- (ii) the driver of the heavy vehicle to exceed a speed limit applying to the driver; or
- (iii) another person, including another party in the chain of responsibility, to contravene the HVNL.

21.3 **(Notice)** The Supplier must immediately notify the Principal if the Supplier considers that anything in this Contract, or any act or omission of the Principal or the Principal's Personnel has or is likely to directly or indirectly cause or encourage the Supplier or any employee or subcontractor of the Supplier:

- (a) being the driver of a heavy vehicle to contravene the HVNL; or
- (b) being the driver of a heavy vehicle to exceed a speed limit applying to the driver; or
- (c) being another person, including another party in the chain of responsibility, to contravene the HVNL.

## 22. PROTECTION OF PROPERTY AND THE ENVIRONMENT

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22.1 **(General)** The Supplier must and must ensure that to the extent applicable to them, its Personnel:

- (a) perform the Supplier's obligations under the Contract safely and in a manner that will prevent pollution, contamination or damage to property or the environment; and
- (b) take all measures necessary to protect property and the environment in the performance of its obligations under the Contract.

22.2 **(Rectification of damage)** The Supplier must promptly rectify:

- (a) any damage to any property which is caused by the Supplier or the Supplier's Personnel in connection with the performance of its obligations under the Contract;
- (b) any damage to any property, which occurs whilst the Supplier is responsible for its care (whether or not due to any act or omission of the Supplier).

The Supplier shall be entitled to claim the cost which it reasonably and necessarily incurs in making good any such damage to the extent that the negligent act or omission or Wilful Misconduct of the Principal or the Principal's Personnel caused or contributed to the damage and/or the Principal failed to act reasonably to mitigate the damage.

## 23. INDEMNITY

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23.1 **(Indemnity)** To the extent permitted by law, the Supplier shall indemnify and keep indemnified the Principal and the Principal's officers, employees and related bodies corporate against:

- (a) any of the following:
  - (i) loss of or damage to property of the Principal (including Supplier Documents);
  - (ii) Claims by any person against the Principal in respect of personal injury or death, or loss of or damage to property of any party; and
  - (iii) Claims by any person against the Principal and any cost, expense, fine, penalty, damages or loss which may be imposed upon, suffered or incurred by the Principal,

to the extent caused or contributed to by the negligence or Wilful Misconduct of the Supplier or its Personnel and/or the breach of Contract by the Supplier; and

- (b) Claims by any person against the Principal and any cost, expense, fine, penalty, damages or loss which may be imposed upon, suffered or incurred by the Principal resulting from an infringement or alleged infringement of Intellectual Property Rights in connection with the Services by the Supplier or its Personnel,

but the indemnity will be reduced to the extent that the act or omission of the Principal or the Principal's Personnel caused or contributed to the cost, expense, fine, penalty, loss, damage, injury or death and/or the Principal failed to act reasonably to mitigate the cost, expense, fine, penalty, loss or damage.

- 23.2 **(Acceptance of benefit)** The Principal has informed its officers, employees and related bodies corporate and communicates acceptance on their behalf, of the Supplier's undertaking to indemnify under clause 23.1.

## 24. LIMITATION OF LIABILITY

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- 24.1 **(Limit of liability)** To the extent permitted by law:

- (a) the aggregate liability of each Party to the other in respect of any Claim in connection with the Contract will not exceed that Party's Liability Limit;
- (b) neither Party shall be liable to the other for any loss of profits, loss of opportunity, loss of agreement or loss of business in connection with the Contract unless, and then only to the extent, that the Contract expressly provides for that liability.

- 24.2 **(Exceptions)** Clause 24.1 does not apply to:

- (a) liability of the Principal to pay the Price;
- (b) liability of either Party in connection with personal injury, or death or damage to property;
- (c) liability of a Party arising as a result of:
  - (i) an infringement of confidentiality or Intellectual Property Rights;
  - (ii) a deliberate breach or abandonment of the Contract;
  - (iii) Wilful Misconduct;
  - (iv) a breach of any law; or
  - (v) fraud or other criminal conduct,by that Party; or
- (d) liability of the Supplier which the Supplier:
  - (i) is entitled to recover under any insurance policy required to be effected under the Contract (up to the monetary limits for that insurance stated in the Contract) unless and then only to the extent that the Supplier uses all reasonable endeavours to, but does not actually, recover that liability; or
  - (ii) would have been entitled to recover under any insurance policy required to be effected under the Contract (up to the monetary limits for that insurance stated in the Contract) but for any act or omission of the Supplier or the existence of this clause 24,

and amounts referred to in subclauses (a), (b), (c) and (d) shall not be included in calculating whether the relevant Party's Liability Limit in clause 24.1(a) has been reached.

## 25. INSURANCE

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- 25.1 **(Insurances to be effected and maintained)** The Supplier must effect the insurances stated in the Reference Schedule and any other insurance which the Supplier considers is necessary to protect its interests or which is required by law.
- 25.2 **(Period of insurance)** The insurance policies required under clause 25.2 must be maintained at all times from the Term Start Date::
- (a) until 5pm on the later of:
    - (i) the Term End Date; and
    - (ii) the date on which the Supplier's obligations under the Contract are complete; and
  - (b) in respect of professional indemnity insurance only, for a period of 7 years after the date in clause 25.2(a).
- 25.3 **(Subcontractors)** The Supplier must ensure that any subcontractor, supplier or consultant of the Supplier has equivalent insurances to the extent that they are applicable to the part of the Services to be carried out by the subcontractor, supplier or consultant.
- 25.4 **(Evidence of insurance)** If requested by the Principal, the Supplier must provide the Principal with a copy of the relevant certificate of currency and other evidence reasonably required by the Principal of the Supplier's compliance with this clause 25. The Principal may suspend the Contract or any Work Order issued pursuant to it until such evidence is provided.
- 25.5 **(No implied limitation)** Nothing in this clause, nor the Supplier's compliance or non-compliance with it, shall be taken to limit or reduce the Supplier's liability under the Contract or at law.
- 25.6 **(Notification)** The Supplier must:
- (a) if any insurance policy required under the Contract is cancelled or the Principal's interest in respect of any of those policies is adversely affected, immediately notify the Principle's Representative of this;
  - (b) if any event occurs which may give rise to a claim involving the Principal under any policy of insurance to be effected by the Supplier under this clause 25:
    - (i) notify the Principal within 10 Business Days of that event; and
    - (ii) ensure the Principal is kept fully informed of any subsequent actions and developments concerning the relevant claim.

## 26. INSPECTIONS AND TESTS

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- 26.1 **(Right to inspect and test)** The Principal may inspect and test, or engage a third party to inspect and test, any or all Services, Works, Goods and Supplier Documents provided to ensure that the Services, Works, Goods and the Supplier Documents comply with the Contract, including all warranties given and representations made by the Supplier in the Contract. Inspections or tests carried out by or on behalf of the Principal shall not relieve the Supplier of any obligation or liability under the Contract nor limit or waive any right of the Principal.
- 26.2 **(Cost)** If an inspection or test undertaken by or on behalf of the Principal reveals a failure by the Supplier to comply with the Contract, then the costs reasonably incurred by the Principal in

undertaking the inspection or test shall be a debt due and payable by the Supplier to the Principal.

## 27. HANDLING OF INFORMATION

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- 27.1 **(Obligation of confidence)** A Party must not use the other Party's Confidential Information for any purpose other than complying with its obligations or exercising its rights in connection with the Contract ("Permitted Purpose"). A Party may not disclose the other Party's Confidential Information to a third party other than in the Exceptional Circumstances. The Parties must take reasonable steps to prevent the unauthorised disclosure to or use by any other person, firm or company of the Confidential Information.
- 27.2 **(Breach of Confidence)** If a Party becomes aware of a suspected or actual breach of clause 27.1, that Party must immediately notify the other Party and take reasonable steps required to prevent, stop or mitigate the extent of the breach. The Parties acknowledge that damages will not be an adequate remedy for such a breach.
- 27.3 **(Return of Confidential Information)** Subject to this clause 27, the Disclosee of Confidential Information must return or destroy (at the Discloser's discretion) all Confidential Information and material containing Confidential Information when it is no longer required by the Disclosee for the Permitted Purpose or when otherwise directed by the Discloser. The Disclosee may, subject to its continuing obligation to comply with this clause 27, keep such copies as are required to comply with any law or to comply with its reasonable corporate governance requirements for so long as is necessary to satisfy those requirements.
- 27.4 **(Personnel)** The Parties must make every reasonable effort to ensure that only its Personnel that have a need to know any Confidential Information for the Permitted Purpose are permitted to access and use the other Party's Confidential Information and its Personnel are aware of and comply with the obligations of confidentiality in this clause 27.
- 27.5 **(Collection of information by the Supplier)** If the Supplier collects or has access to Personal Information as that term is defined in the *Information Privacy Act 2009* (Qld) in order to carry out its obligations under the Contract, the Supplier must comply with Parts 1 and 3 of Chapter 2 of that Act in relation to the discharge of its obligations under this Contract as if the Supplier was the Principal. Where the Principal consents to the Supplier subcontracting the whole or part of the Supplier's obligations under this Contract, the Supplier must ensure that any subcontract with a subcontractor that will collect or have access to Personal Information contains a clause requiring the subcontractor to acknowledge and agree that it is a 'bound contracted service provider' as that term is defined in the *Information Privacy Act 2009* (Qld).
- 27.6 **(Collection of information by the Principal)** The Principal collects Personal Information and other information in connection with the Contract so that it can properly administer the Contract and otherwise carry out its functions as a local government authority. The Principal is authorised to collect this information under the *Local Government Act 2009* (Qld) and the *Local Government Regulation 2012* (Qld) and other law. The information will be accessible by Personnel of the Principal engaged to assist the Principal in connection with the Contract or otherwise carrying out the functions of the Principal. Information may also be disclosed as otherwise permitted under the Contract or at law, including under the *Local Government Regulation 2012* (Qld) and the *Right to Information Act 2009* (Qld).
- 27.7 **(Right to Information)** The Supplier acknowledges that:
- (a) the *Right to Information Act 2009* (Qld) provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies (including the Principal);
  - (b) the Act requires that documents be disclosed upon request, unless the documents are exempt or on balance, disclosure is contrary to public interest; and
  - (c) information provided by the Supplier in connection with the Contract is potentially

subject to disclosure to third parties, including information marked as confidential.

The Principal will assess any application for disclosure in accordance with the terms of the *Right to Information Act 2009* (Qld).

- 27.8 **(Media)** The Supplier must not, either on its own account or in conjunction with other parties, issue any publication, advertisement, document, article or information whether oral or written, in connection with the Contract in any media without the prior approval of the Principal.

## 28. INTELLECTUAL PROPERTY

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- 28.1 **(Background IP)** Background IP of a Party shall remain the exclusive property of that Party. The Principal grants the Supplier a revocable, royalty free, non-exclusive, non-transferable licence to use the Principal's Background IP strictly for the purpose of complying with the Supplier's obligations under the Contract and for no other purpose. The Supplier grants the Principal an irrevocable, royalty free, non-exclusive, non-transferable licence to use, copy reproduce, modify and adapt the Supplier's Background IP for any purpose for which the Services are provided and for the purpose of complying with the Principal's obligations and exercising the Principal's rights in connection with the Contract. Each Party warrants and represents to the other that the use of the Party's Background IP will not infringe any Intellectual Property Rights of a third party.
- 28.2 **(Project IP - Alternative 1)** If the Reference Schedule provides that Project IP vests in the Principal, then:
- (a) Project IP vests on creation in and is the exclusive property of the Principal;
  - (b) to the extent (if any) that clause 28.2(a) does not vest Project IP in the Principal, the Supplier assigns all right, title and interest in the Project IP to the Principal; and
  - (c) the Principal grants the Supplier a revocable, royalty free, non-exclusive, non-transferable licence to use the Project IP to the extent necessary to enable the Supplier to comply with the Supplier's obligations under the Contract and for no other purpose.
- 28.3 **(Project IP - Alternative 2)** If the Reference Schedule provides that Project IP vests in the Supplier, Project IP vests in the Supplier on creation and the Supplier grants the Principal an irrevocable, royalty free, non-exclusive, non-transferable licence to use, copy, reproduce, modify and adapt the Project IP for any purpose for which the Services are provided and for the purpose of complying with the Principal's obligations and exercising the Principal's rights in connection with the Contract.
- 28.4 **(Moral Rights consent)** If the Reference Schedule provides that a Moral Rights consent is required then:
- (a) the Principal may do anything which would, but for this clause, constitute an infringement of the Moral Rights of the Supplier or any of its Personnel in the Background IP or the Project IP; and
  - (b) the Supplier must procure, and on request by the Principal provide to the Principal a copy of, a written consent to this effect from each of its Personnel that is the author of any Supplier Documents.
- 28.5 **(Warranty and representation by Supplier)** The Supplier warrants and represents that:
- (a) it has the necessary rights to exercise any Intellectual Property Rights that it uses to provide the Services, or to assign or license the Supplier's Background IP and Project IP in accordance with this clause 28;
  - (b) it has not infringed and will not infringe any Intellectual Property Rights of a third party in connection with the performance of its obligations under the Contract; and

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- (c) except to the extent that the infringement is caused by the Supplier's incorporation of the Principal's Background IP, the Project IP and the Principal's use of the Project IP for a purpose stated in or to be reasonably inferred from the Contract will not infringe the Intellectual Property Rights of a third party.

## 29. NON-CONFORMANCE

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- 29.1 **(Non-conformance)** Where any of part of the Services provided by the Supplier does not conform strictly to the requirements of the Contract or the Supplier fails to comply with any other obligation of the Supplier under the Contract, the Principal may, in addition to or as an alternative to exercising its rights under clause 32 and 33, exercise the rights provided in clause 29.2.
- 29.2 **(Principal's rights)** Where permitted by clause 29.2, the Principal may:
- (a) direct the Supplier to provide a detailed proposal as to how the Supplier proposes to rectify the non-conformance and the time within which such a proposal is to be provided; or
  - (b) whether or not the Principal has given a direction under clause 29.2(a), direct the Supplier to:
    - (i) rectify the non-conformance or failure, including by:
      - A. performing or reperforming any non-conforming Services;
      - B. removing, demolishing, repairing, replacing or reconstructing any non-conforming Works or Goods;
      - C. replacing non-conforming Supplier Documents; and
    - (ii) make good any damage to any property (including Works or Goods) to the extent caused by the non-conformance or the rectification,

at the Supplier's expense and within the timeframes reasonably directed by the Principal.
- 29.3 **(Step-in rights)** Where the Supplier fails to comply with a direction under clause 29.2(a) or 29.2(b), the Principal may:
- (a) after giving at least 5 Business Days written notice to the Supplier (except in the case of emergency, in which case no notice is required), take any of the steps contemplated by clause 29.2(b) itself or engage a third party to do so; or
  - (b) accept the non-conformance or failure and adjust the Price as if the Principal had directed a Variation for the non-conformance or failure.
- 29.4 **(Costs)** The cost reasonably incurred by the Principal in connection with any action taken pursuant to clause 29.2 or 29.3 shall be a debt due and owing by the Supplier to the Principal.
- 29.5 **(Timing)** The rights given to the Principal under clauses 29.2 or 29.3 may be exercised at any time up to 12 months after the later of:
- (a) the date on which the Services, Works, Goods or Supplier Documents were provided by the Supplier; and
  - (b) the Term End Date.
- 29.6 **(Application of clause)** For clarity, this clause 29 shall apply to all Services, Works, Goods and Supplier Documents provided or to be provided, under the Contract, including Services,

Works, Goods and Supplier Documents provided in compliance with a direction under clause 29.2(b).

## 30. SUSPENSION

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- 30.1 **(Right to suspend)** The Principal may direct the Supplier to suspend the performance of the whole or part of the Supplier's obligations under the Contract at any time and for any reason and may direct the Supplier to recommence performing those obligations by giving written notice to the Supplier. The Supplier must not suspend the performance of its obligations under the Contract without the prior written consent of the Principal.
- 30.2 **(Costs of suspension)** If the suspension is directed due to any act or omission of the Supplier or its Personnel (including a breach of the Contract by the Supplier) then the Supplier shall bear the costs of the suspension. Otherwise, the Principal shall be liable for the direct costs which the Supplier demonstrates it has reasonably, necessarily and not prematurely incurred by reason of the suspension and which the Supplier demonstrates it cannot reasonably mitigate.

## 31. FORCE MAJEURE

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- 31.1 **(Notification of Force Majeure)** If either Party is rendered unable wholly or in part by Force Majeure to carry out any of its obligations under the Contract (other than an obligation to make a payment of monies), that Party ('the Affected Party'), shall give to the other Party prompt written notice of such Force Majeure detailing the particulars of the Force Majeure and to the extent that it is ascertainable at the time of giving the notice, the extent to which it will be unable to perform or be delayed in performing its obligations.
- 31.2 **(Suspension)** On the giving of a notice under clause 31.1, the obligations of the Affected Party detailed in the notice shall be suspended for the duration of the Force Majeure.
- 31.3 **(Mitigation)** The Affected Party shall use all reasonable diligence to mitigate the effect of the Force Majeure on its obligations as quickly as possible. The Affected Party must notify the other Party as soon as it is no longer affected by such Force Majeure.
- 31.4 **(Industrial relations)** Clause 31.3 does not require the settlement of strikes, lockouts or other labour difficulties by the Affected Party on terms contrary to its wishes. The manner in which all such difficulties shall be handled shall be entirely within the discretion of the Affected Party.
- 31.5 **(Principal's rights)** Where the Supplier gives a notice under clause 31.1, the Principal may at its election:
- (a) itself perform, or engage others to perform the obligations which the Supplier is unable to perform and may continue to perform such obligations until the later of the time that the Principal is reasonably satisfied that the Supplier is able to resume performance of those obligations and the time at which any interim arrangements put in place by the Principal are able to be reasonably brought to an end;
  - (b) take such other action as the Principal, acting reasonably, considers appropriate.

The cost incurred by the Principal in exercising these rights shall be borne by the Principal.

- 31.6 **(Termination)** If Force Majeure extends for a period of greater than 20 consecutive Business Days then the Principal may terminate the Contract immediately by giving written notice to the Supplier.

## 32. CANCELLATION OF WORK ORDER

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- 32.1 **(Cancellation of a Work Order)** The Principal may cancel any Work Order at any time, for any reason, at its convenience. Any Work Orders which are on foot at the time at which the Contract is terminated by either party pursuant to clause 33 shall be deemed to be immediately cancelled pursuant to this clause 32.1, unless the Parties expressly agree otherwise.



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32.2 **(Consequences of cancellation)** If a Work Order is cancelled, then:

- (a) unless otherwise directed by the Principal, the Supplier must secure the Site in a safe and proper manner and remove all of its Personnel, plant and equipment from the Site within 5 Business Days of the date of cancellation of the relevant Work Order;
- (b) the Principal may carry out any obligation of the Supplier which has not been carried out and completed as at the date of cancellation itself or engage others to do so on the Principal's behalf; and
- (c) the Principal shall, subject to the Contract, pay the Supplier:
  - (i) the amount which the Supplier is entitled to be paid under the Contract for Services provided by the Supplier in accordance with the Contract up to and including the date of cancellation; and
  - (ii) if the cancellation is solely due to the act or omission of the Principal, without any fault on behalf of the Supplier, the amount of any other direct costs which the Supplier cannot reasonably mitigate and which the Supplier has reasonably, necessarily and not prematurely incurred:
    - A. prior to the cancellation in the expectation of completing its obligations under the Contract or the relevant Work Order; or
    - B. as a direct consequence of cancellation,

except that the total amount payable to the Supplier in respect of the Work Order shall not under any circumstances exceed the amount to which the Supplier would have become entitled to be paid had the Work Order not been cancelled and the Supplier had completed its obligations under the Work Order.

## 33. TERMINATION, DEFAULT AND INSOLVENCY

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33.1 **(Termination for convenience)** The Principal may at any time and for any reason in its absolute discretion terminate the Contract by giving 25 Business Days written notice to the Supplier.

33.2 **(Notice to show cause)** If a Party ("the defaulting Party") commits a Substantial Breach of the Contract, then the other Party may give the defaulting Party a notice to show cause. The notice to show cause must state:

- (a) that it is a notice to show cause under clause 33.2;
- (b) the alleged Substantial Breach;
- (c) that the defaulting Party is required to show cause in writing why the other Party should not exercise a right referred to in clause 33.3 or clause 33.4 (as the case may be);
- (d) the date and time by which the defaulting Party must show cause (which must be a reasonable period taking into account the nature of the breach); and
- (e) where applicable, the place at which cause must be shown.

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### 33.3 (Principal's rights) If:

- (a) the Supplier is subject to an Insolvency Event;
- (b) the Supplier commits a Substantial Breach which is incapable of remedy; or
- (c) by the time specified in the notice to show cause given by the Principal to the Supplier under clause 33.2, the Supplier fails to show reasonable cause why the Principal should not exercise a right under this clause 33.3,

the Principal may by giving written notice to the Supplier:

- (i) cancel any Work Order pursuant to clause 32.1;
- (ii) to the extent permitted by law, immediately terminate this Contract; or
- (iii) permanently or temporarily take the whole or any part of the obligations of the Supplier remaining to be completed pursuant to any Work Order (including the obligation to remedy the default) out of the hands of the Supplier and may itself perform those obligations or engage a third party to do so on the Principal's behalf, in which case:
  - A. the Supplier shall not be entitled to any further payment in respect of the obligations taken out of Supplier's hands;
  - B. the Supplier must continue to perform any obligations under the Contract and the relevant Work Order that were not taken out of the Supplier's hands;
  - C. the Principal or the third party so engaged may enter the Site and any relevant premises of the Supplier and use all of the Supplier's plant, equipment and materials as may be necessary to perform the obligation;
  - D. the Principal may, on the giving of reasonable notice, require the Supplier to resume the performance of the obligations of the Supplier under the Contract and the relevant Work Order which were taken out of the hands of the Supplier if the Supplier ceases to be subject to an Insolvency Event or the Principal is otherwise of the view that the Supplier is capable of continuing to perform its obligations under the Contract and the relevant Work Order in accordance with the Contract; and
  - E. if the costs incurred by the Principal in performing the obligations or engaging a third party to do so are greater than the costs which would have been incurred had the Supplier performed the obligation then the difference shall be a debt due and owing by the Supplier to the Principal and may be deducted from payments otherwise owing to the Supplier. Until such costs are incurred, the Principal may deduct the estimated costs from payments to the Supplier.

### 33.4 (Supplier's rights) If:

- (a) the Principal commits a Substantial Breach which is incapable of remedy; or
- (b) by the time specified in a notice to show cause given by the Supplier to the Principal under clause 33.2, the Principal fails to show reasonable cause why the Supplier should not exercise a right under this clause 33.4,

the Supplier may at its election:

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- (i) suspend the whole or part of the Services (but only after ensuring that the Site is left in a secure and safe condition); or
- (ii) if the breach is not capable of remedy, terminate the Contract by giving written notice to the Principal.

If the Supplier suspends the whole or part of the Services under this clause 33.4, the Supplier shall lift the suspension if the Principal remedies the breach but if, within 45 Business Days after the suspension, the breach is not remedied and the Principal fails to make other arrangements to the reasonable satisfaction of the Supplier, then the Supplier may terminate the Contract by giving written notice to the Principal.

33.5 **(Effect on other rights)** To the extent permitted by law, the Supplier shall not be entitled to any monetary compensation in respect of:

- (a) the termination of the Contract by either Party;
- (b) the cancellation of a Work Order; or
- (c) the Principal taking obligations out of the hands of the Supplier,

other than as expressly provided in clause 32. Nothing in clauses 32 or 33 shall prejudice the Principal's right to claim and recover damages for breach of contract by the Supplier.

## 34. DISPUTE RESOLUTION

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34.1 **(Mandatory process)** Unless otherwise stated in this Contract, any dispute between the Parties must be resolved in accordance with this clause 34.

34.2 **(Notice of dispute)** If a Party considers that a dispute has arisen between the Parties in connection with this Contract, then the Party must give written notice to the other, setting out the particulars of the dispute and stating that the notice is given under this clause 34. Unless the Parties otherwise agree in writing, the notice shall be delivered by hand or registered post.

34.3 **(Initial conference)** If a Party gives written notice to the other of a dispute under the Contract, representatives of the Parties shall promptly confer to attempt to resolve the dispute.

34.4 **(Mediation)** If the dispute is not resolved within 10 Business Days after the giving of the notice (or such longer period as may be agreed by the Parties) a Party may by written notice to the other Party refer the dispute for mediation in accordance with the Mediation Rules of the Resolution Institute. The mediation must be conducted by a mediator to be appointed by agreement of the Parties or in default of agreement to be appointed by the President of the Queensland Law Society or his nominee at the request of a Party.

34.5 **(Legal proceedings)** If the dispute is not resolved within 20 Business Days after the appointment of the mediator any Party may take legal proceedings to resolve the dispute.

34.6 **(Urgent relief)** This clause 34 does not prevent any Party from taking any steps under any law out of which the Parties cannot contract or obtaining any injunctive, declaratory or other interlocutory relief from a Court which may be urgently required.

34.7 **(Obligation to continue)** Notwithstanding the existence of a dispute, the parties shall, subject to clauses 30, 31, 32 and 33 continue to perform the Contract.

## 35. CLAIMS

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35.1 **(Claims pursuant to the Contract)** The Principal shall not be liable upon any Claim by the Supplier for an extension of time, an adjustment to the Price (including due to a Variation) or other monetary compensation pursuant to the Contract unless the Supplier has complied with the requirements in the Contract for notifying the Principal of and making such a claim.

# General Conditions

35.2 **(Other Claims)** The Principal shall not be liable upon any other Claim by the Supplier in connection with the Contract unless the Supplier has given the Principal written notice of its intention to make the Claim within 6 calendar months after the direction or other event on which the Claim is based was given or occurred.

## 36. INTERPRETATION

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36.1 **(Headings)** Headings are for reference purposes only and must not be used in interpretation;

36.2 **(No limitation)** The words 'include', 'includes' and 'including' are not words of limitation. Where the Contract provides that the Principal 'may' do something the Principal is not obliged to do that thing and is not prevented from doing any other thing;

36.3 **(Grammatical forms)** Where any word or phrase is given a defined meaning any other part of speech or other grammatical form concerning the word or phrase has a corresponding meaning. Words importing the singular number include the plural number and words importing the plural number include the singular number.

36.4 **(Law)** A reference to 'law' includes all:

- (a) legislation (including subordinate legislation), local laws, by-laws, orders, ordinances, awards, requirements and proclamations of an Authority having jurisdiction and any related fees and charges; and
- (b) certificates, licences, accreditations, clearances, authorisations, Approvals, consents, and permits and any related fees and charges,

which are applicable to the Supplier or the Contract or which are otherwise in force at any place where an obligation under the Contract is carried out, as introduced, amended or replaced from time to time.

36.5 **(Other references)** A reference to:

- (a) a person includes any other legal entity and a reference to a legal entity includes a person;
- (b) a clause is to a clause in the Contract unless expressly stated otherwise;
- (c) writing includes any mode of representing or reproducing words in tangible and permanently visible form, and includes email and facsimile;
- (d) a monetary amount is a reference to an Australian currency amount.

36.6 **(Time)** References to time are to local time in Queensland. Where time is to be reckoned from a day or event, the day or the day of the event must be excluded. If any time period specified in the Contract or the relevant Work Order expires on a day which is not a Business Day, the period shall expire at the end of the next Business Day. A reference to a day, week or month means a calendar day, week or month.

36.7 **(Indemnities)** Each indemnity provided in the Contract is a continuing indemnity which survives the expiration or termination of the Contract. The Principal need not incur any expense or make any payment in order to rely on an indemnity.

36.8 **(Contra proferentem)** The contra proferentem rule and other rules of construction will not apply to disadvantage a Party whether that Party put the clause forward, was responsible for drafting all or part of it or would otherwise benefit from it.

36.9 **(Severance)** If a provision of the Contract is void or unenforceable it must be severed from the Contract and the provisions that are not void or unenforceable are unaffected by the severance.

## 37. GENERAL PROVISIONS

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- 37.1 **(Costs)** Each party must pay its own costs and expenses incurred in negotiating, executing, stamping, registering and performance of the Contract.
- 37.2 **(Joint and several obligations)** To the extent permitted by law, if either Party consists of two or more persons the Contract binds such persons and their respective executors, administrators, successors and permitted assigns jointly and severally, and any obligation incurred in favour of that Party may be enforceable by each person comprising that Party severally;
- 37.3 **(Governing law)** The Contract is governed by the law of Queensland and the law of the Commonwealth of Australia in force in Queensland. The Parties submit to the jurisdiction of the Courts of Queensland, relevant Federal Courts and Courts competent to hear appeals from them.
- 37.4 **(Binding on successor)** The Contract shall be for the benefit of and binding upon the Parties and their heirs, executors, successors and permitted assigns.
- 37.5 **(Further assurance)** The Parties must execute and deliver all documents and must do all things as are necessary for the complete performance of their respective obligations under the Contract.
- 37.6 **(Service of notices)** A notice or other communication shall be deemed to have been given and received upon the earlier of actual receipt, or delivery to a Party's representative at the address or email address stated in the Reference Schedule or as last notified in writing by the receiving Party, but a notice or communication sent only by email shall not be deemed to have been given and received if:
- (a) the sender receives a notification from the email system of the sender or the intended recipient which indicates that the email cannot be read by the intended recipient; or
  - (b) the intended recipient demonstrates that the notice or communication could not be legibly displayed by the intended recipient's email system at that time.
- 37.7 **(Waiver)** No waiver by a Party of a provision of the Contract is binding unless made in writing. Any waiver is limited to the particular instance and does not affect the subsequent enforceability of the provision.
- 37.8 **(Consent)** Any consent of the Principal under the Contract may be given, withheld or given subject to conditions at the absolute discretion of the Principal.
- 37.9 **(Consideration)** In consideration for the Supplier entering into this Contract, the Principal agrees to pay the Supplier the sum of \$10 on demand. In consideration for the Principal entering into this Contract, the Supplier agrees to pay the Principal the sum of \$10 on demand.
- 37.10 **(Discrepancy or inconsistency)** Where there is a discrepancy or inconsistency between any obligation of the Supplier under the Contract, the Supplier must notify the Principal in writing of the discrepancy or inconsistency, If the discrepancy or issue cannot be resolved using the order of precedence under clause 2.3 then unless otherwise directed by the Principal, the Supplier must comply with the highest or most onerous requirement.
- 37.11 **(Cumulative rights and obligations)** The rights and remedies of a Party provided in the Contract are in addition to the rights or remedies conferred on the Party elsewhere in the Contract, at law or in equity. Compliance with a clause of the Contract will not relieve the Supplier of any other obligation under the Contract, at law or in equity. The exercise by the Principal of a right provided in the Contract shall not invalidate or constitute a repudiation of the Contract.

## General Conditions

- 37.12 **(Electronic execution)** The Contract may be executed in any number of counterparts and when executed communication of the fact of execution to the other Party may be made by sending evidence of execution by email. For clarity, the Parties consent to the Contract being executed electronically using DocuSign or an equivalent electronic method to identify the Parties.
- 37.13 **(Current versions)** Except to the extent otherwise provided in the Contract, where the Contract includes or incorporates by reference any standard, plan, requirement, code, guideline, policy, standard drawing or standard specification then the Supplier must comply with the version of that standard, plan, requirement, code, guideline, policy, standard drawing or standard specification which is current as at the date of the Contract, and the sums, rates or prices in the Contract shall be deemed to have allowed for compliance with that version.
- 37.14 **(Clauses to survive termination)** In addition to any other clauses which may be found to survive termination, clauses 23, 24, 25.2(b), 27, 28, 32.2, 33.5 and 35 survive the expiration or earlier termination of the Contract.

## Schedule 1 Scope and Price

[Scope and Price to be inserted into execution copy of Contract]

## Schedule 2 Work Order Completion Declaration

**Oaths Act 1867  
STATUTORY DECLARATION**

QUEENSLAND  
TO WIT

I, [insert name of person signing] of [insert address] in the State of Queensland, do solemnly and sincerely declare that, in relation to the contract between Banana Shire Council and [insert Supplier's name] (**Supplier**), identified as contract no. [insert contract no.] (**Contract**) for the provision of [describe services] (**Services**) pursuant to work order [insert work order # or description] (**Work Order**):

1. I hold the position of [insert position].
2. Having made all reasonable inquiries, I am in a position to know the facts contained herein. I am duly authorised by the Supplier to make this declaration on its behalf.
3. The Services provided in respect of the Work Order comply in all respects with the requirements of the Contract.
4. All other obligations to be performed in connection with the Work Order have been performed in accordance with the Contract.
5. Each claim for payment which the Supplier has submitted in connection with the Work Order and all documentary evidence provided in support of such claims, is true and correct in every material respect.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

Taken and declared at )  
this day of )  
before me: )

\_\_\_\_\_  
 Solicitor    Justice of the Peace  
 Commissioner for declarations







## SCOPE OF SERVICES

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**Register of Prequalified Suppliers (ROPS) Traffic Control /  
Management Services 2023 – 2024**

**CONTRACT NUMBER: T2324.13**

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## 1. INTERPRETATION AND DEFINITIONS

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- 1.1 **(Relationship to Terms and Conditions)** This document is to be read subject to and in conjunction with the Principal's General Conditions.
- 1.2 **(Definitions)** In this Scope, except to the extent that the context requires otherwise, capitalised terms which are defined in the General Conditions and which are not separately defined in this Scope have the meaning assigned to them in the General Conditions. Otherwise the following terms have the meaning assigned below:
- (a) **After Hours Rates** means the rates identified as such in the Schedule of Rates;
  - (b) **Chargeable Attachments** means the attachments identified as such in the Schedule of Rates;
  - (c) **Chargeable Attachment Rates** means the rates identified as such in the Schedule of Rates;
  - (d) **Code of Practice 2021** means the 'Managing the risk of plant in the workplace Code of Practice 2021' as may be amended or replaced from time to time;
  - (e) **Contract** has the same meaning as in the General Conditions;
  - (f) **Daily Docket** means the dockets required to be provided by clause **Error! Reference source not found.**;
  - (g) **Extra Personnel** means the labour types identified as such in the Schedule of Rates;
  - (h) **General Conditions** means the general conditions of contract which form part of the Contract into which this Scope is incorporated;
  - (i) **Good Industry Practice** has the same meaning as in the General Conditions;
  - (j) **Hire Charges** means the rates and charges described in the Schedule of Rates;
  - (k) **Hire Period** means the period commencing and ending at the times determined under clause 3.1;
  - (l) **Labour Rates** means the rates identified as such in the Schedule of Rates;
  - (m) **Personal Protective Equipment** means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment;
  - (n) **Personnel** has the same meaning as in the General Conditions;
  - (o) **Plant and Equipment** means the items of plant and/or equipment described in the Schedule of Rates, including any attachments (including Chargeable Attachments), accessories, tools, consumable items and any other equipment to be supplied along with the Plant and Equipment;
  - (p) **Schedule of Rates** means the document setting out the rates agreed between the Principal and Supplier for the provision of the Services included at Schedule 1 of the Contract as amended by agreement in writing between the Parties (including in a Work Order);
  - (q) **Scope** means this document and any other documents incorporated into it.

## Scope of Service

- (r) **Services** has the same meaning as in the General Conditions and as described in this Scope;
- (s) **Site** has the same meaning as in the General Conditions ;
- (t) **Standard Working Hours** means the hours during which the Schedule of Rates provides that Day Rates are payable;
- (u) **Supporting Documents** means documents evidencing that the Supplier's Personnel and Plant and Equipment comply with the requirements of the Contract, including:
  - (i) licenses, verification of competencies and evidence of training courses successfully completed by the Supplier's Personnel relating to the part of the Services to be performed by those Personnel;
  - (ii) certificates of registration for Plant and Equipment, permits, clearances or other authorisations required for the use of the Plant and Equipment;
  - (iii) evidence of that the requirements of the *Work Health and Safety Regulation 2011* (Qld) for the registration for high risk work;
  - (iv) evidence of the companies registration with the Transport and Main Road Traffic Management Registration Scheme; and
  - (v) a list of employees Traffic Management Implementation (TMI), Traffic Management Design (TMD) and/or Traffic Control accreditation information.

## 2. THE SERVICES

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2.1 The Supplier is to supplied any or all of the following services:

- Supply of Traffic Management Plans (TMP) and Traffic Guidance Schemes (TGS) designed by a suitably qualified TMD
- Supply of traffic management signs and equipment (including VMS boards and Utes)
- Supply of suitably qualified personnel able to implement TGSs
- Supply of suitably qualified personnel for Traffic Control of job sites

Council's need for any of the above services will be identified in the relevant Work Order at the times required by the Contract and relevant Work Order and in accordance with the Contract.

## 3. HIRE PERIOD

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3.1 **(Hire Period)** The Hire Period shall:

- (a) commence on the later of:
  - (i) the start time stated in or determined under the relevant Work Order
- (b) end at the end time stated in or determined under the relevant Work Order (if any) but if:
  - (i) the Principal notifies the Supplier of an alternative end time, the Hire Period shall end at the time stated in the notice; or

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- (ii) the relevant Work Order is cancelled or deemed cancelled pursuant to termination of the Contract, the Hire Period shall end at the time notified to the Supplier by the Principal on cancellation of the relevant Work Order.

3.2 **(Minimum Hire Period)** Notwithstanding clause 3.1 the Hire Period shall not be less than 2 hours.

### 4. REQUIREMENTS OF TRAFFIC MANAGEMENT

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4.1 **(Approval)** The Supplier must only supply personnel, plant and equipment to the Principal which complies with the requirements of the Contract and the relevant Work Order and which has been approved by the Principal for use under the register of pre-qualified suppliers of traffic management services pursuant to which the Contract is formed.

4.2 **(General)** The Supplier must ensure that at all times during the Hire Period the personnel are able and suitably qualified to undertake the works required and that all Plant and Equipment are in proper working order, well maintained to a safe and efficient operating standard, and complies with:

- (a) the requirements of the Contract and the relevant Work Order;
- (b) relevant Australian Standards; and
- (c) all requirements of law for Traffic Management and all other requirements of law which are applicable; and
- (d) where specific requirements are stated in the individual Schedule of Rates, those specific requirements.

4.3 **(Site Communications)** All traffic management personnel working on designated construction sites must have access to operational UHF radios for the purpose of site communications. The Principal's Representative will advise the Supplier of the channel of operation for the specific Site prior to commencement of the Hire Period. The conduct of site communications over the UHF will be managed by the Principal's Representative.

4.4 **(Replacement of Personnel)** The Supplier may at any time during the Term seek approval from the Principal to replace any personnel with an equally and/or suitably qualified staff member. The costs associated with providing the replacement shall be borne by the Supplier and the staff member shall be provided at the same Hire Charge as the person replaced.

### 5. TRAFFIC MANAGEMENT PERSONNEL

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5.1 **(Evidence of qualification)** The Supplier must, within 24 hours of a request by the Principal to do so, provide current copies of all Supporting Documents and any other evidence requested by the Principal to ensure that Supplier's personnel's qualifications complies with the requirements of the Contract.

5.2 **(General obligations)** In addition to the Supplier's obligations in respect of its Personnel under clause 11.1 of the General Conditions, the Supplier must ensure that each person:

- (a) is fully trained and qualified in traffic management and at all times whilst onsite is competent and fit to undertake the duties required by the contract;
- (b) complies with the reasonable directions of the Principal in connection with the Services;
- (c) has and maintains at all times during the Hire Period the necessary competencies, licences, registrations, accreditations, qualifications, permits, clearances and other authorisations which are required to lawfully undertake the duties required by the contract;

## Scope of Service

- (d) is aware of its obligations under the *Transport Operations (Road Use Management) Act 1995* (Qld);
  - (e) has appropriate Personal Protective Equipment such as safety boots, safety helmet, hearing protection and other appropriate safety clothing and equipment as required.
- 5.3 **(Council Inductions)** A Council induction card does not replace the requirement for a general construction induction training card. A Council induction card will not be issued until all required evidence for the particular member of Supplier Personnel has been received, including and not limited to, drivers licences, equipment competencies and traffic management qualifications. The Principal induction is valid for a 1 year period and must be renewed after this time.
- 5.4 **(Supplier's duty)** The Supplier and its Personnel have a duty to ensure the health and safety of workers, so far as reasonably practicable, and is required to comply with all additional work health and safety requirements. As a minimum, the Supplier must ensure that:
- (a) all Personnel attending at the Site carry on their person a current general construction induction training card (white card) and Council induction card, issued in the name of that member of Personnel;
  - (b) appropriate Personal Protective Equipment is worn at all times;
  - (c) all Plant and Equipment is in sound mechanical condition and, complies with all relevant safety requirements;
  - (d) the Supplier and the Supplier's Personnel have Safe Operating Procedures (SOPs) for all plant supplied, specifically:
    - (i) risk of falls and appropriate height safety gear;
    - (ii) work on or adjacent to a road; and
    - (iii) restriction of access to the area around the Plant (if required);
  - (e) all Personnel working on, or adjacent to, a road, have training or certification in the MUTCD Part 3, specifically Working in Proximity to Traffic (formerly Level 1 Traffic Management);
  - (f) it has in place, and that its Personnel are aware of and comply with, process and procedures for reporting of any accidents, incidents or near misses incurred as a result of performing works on the Site;
  - (g) all Plant and Equipment, where required, is fitted with appropriate roof mounted amber flashing lights and other relevant safety Equipment; and
  - (h) the Supplier's Personnel use only safe working methods and utilise Personal Protective Equipment, flashing lights and traffic control devices as necessary..
- 5.5 **(Extra Personnel)** The Supplier must not provide any Extra Personnel to the *Principal* unless it is appropriately registered under the *Labour Hire Licensing Act 2017* (Qld). The Supplier must not engage any supplier, or permit any person to, provide labour hire unless that person is registered under the *Labour Hire Licensing Act 2017* (Qld).
- 5.6 **(Subcontractors)** The Supplier must ensure that all subcontractors engaged by the Supplier to provide any Services under the Contract, to the extent relevant to their part of the Services, comply with all requirements of the Contract, relevant Work Order and the Scope, including by effecting and maintaining all of the insurances which the Contract or the relevant Work Order requires the Supplier to effect and maintain.

## Scope of Service

- 5.7 **(Suitability of Personnel)** The Supplier must, within 24 hours of a request by the Principal, provide current copies of all Supporting Documents and any other evidence requested by the Principal to ensure that Supplier's Personnel complies with the requirements of the Contract and relevant Work Order. The Principal may also, at any time during the Hire Period assess the performance of any Personnel, including the timeliness of attendance, skills and productivity of the Personnel, attention to work place health and safety, documentation completion and ability to work effectively with others. In addition to the Principal's rights under clause 12.6 of the General Conditions, the Principal may direct the removal of any Personnel that the Principal reasonably considers does not meet the Principal's reasonable expectations. The Supplier is not entitled to claim any Hire Charges for any Personnel during any time for which that Personnel does not comply with the requirements of the Contract.
- 5.8 **(Relationship between Principal and Supplier's Personnel)** No contractual relationship will exist between the Principal and any Personnel provided by the Supplier and such Personnel are not entitled to any benefit from the Principal that is usually attributable to an employee. In respect of the Personnel provided by the Supplier, the Supplier is solely responsible for, must solely bear and indemnifies the Principal against:
- (a) the cost of payment to the Personnel of remuneration benefits including salaries and wages, annual leave, sick leave, superannuation, worker's compensation insurance premiums, long service leave and all other benefits to which any of them may be entitled under any contract of service, or contract for service with the Supplier or under any award, industrial instrument, statute or common law;
  - (b) the payment of taxes and duties in respect of such remuneration and benefit;
  - (c) compliance with, and costs of compliance with requirements of law with respect to the Supplier's employees or agents; and
  - (d) the maintenance, and the cost, of obtaining appropriate workers' compensation policies to provide coverage for the Personnel.

Nothing in the Contract shall be taken to prevent the Principal from making an offer of employment to, and employing, any Personnel provided by the Supplier under the Contract and the Principal shall not be liable upon any Claim by the Supplier in connection with such employment.

- 5.9 **(Daily Dockets)** The Supplier **must at the end of EACH DAY**, supply the Principal with Daily Dockets counter-signed by the Principal's Representative. The Daily Dockets must accurately, clearly and legibly identify the following:
- (a) Supplier name;
  - (b) Contractors Personnel's name;
  - (c) the Principal's unique Plant and Equipment identification number for that Plant and Equipment used during the applicable time period (as advised to the Supplier by the Principal);
  - (d) the times of operation (in 24 hour time format):
  - (e) the times for which meal or other rest breaks were taken which, shall be shown as either:
    - (i) a deduction from the total hours; or
    - (ii) if the Principal directed the Personnel to, and the Personnel did, work through a meal or other rest break, as 'No break – required to work through';



## Scope of Service

For clarity, if the Daily Docket does not detail a break or contain the notation under clause 5.9(e)(ii) above then the Principal shall deduct half an hour from the times shown in clause 5.99(d).

- (f) a subtotal for the amount of hours of operation of each person, including start time, finish time, time off for breaks and the total time worked (rounded to the nearest quarter hour) in 24 hour time format;
  - (g) the total amount of hours for that day (both Day Rates and After Hour Rates if any);
  - (h) the Principal's approved Work Order number applicable to the Hire Period; and
  - (i) any change to the Hire Period notified by the Principal's Representative under clause 3.1(b).
- 5.10 **(Incomplete or inaccurate Daily Dockets)** If the Supplier or its Personnel provides a daily docket that does not contain the information required by clause 5.9 or which contains information which is inaccurate, the Principal's Representative may refuse to sign the daily docket and direct the employee back to the Supplier to obtain the required and correct information.
- 5.11 **(Principal's rights on failure to comply)** If at any time during a Hire Period the Principal is of the opinion (acting reasonably) that any personnel does not comply with the requirements of the Contract (irrespective of the cause of the non-compliance) or the Supplier fails to comply with a request by the Principal under clause 5.1, then the Principal may (without limiting its other rights) at its absolute discretion do any one or more of the following:
- (a) direct that the personnel cease operating until the Supporting Documentation is provided (as the case may be);
  - (b) direct a Variation omitting the specified personnel and, in the Principal's absolute discretion:
    - (i) direct the Supplier to provide equivalent/suitably qualified replacement personnel at the Supplier's expense (if the Supplier has replacement personnel available);
    - (ii) supply replacement personnel itself; or
    - (iii) engage another supplier to supply replacement personnel.
- 5.12 **(Costs)** Unless the non-compliance of particular Contractor personnel is caused by the negligent act or omission or Wilful Misconduct of the Principal or its Personnel, the Supplier shall not be entitled to any payment:
- (a) in connection with the Supplier's compliance with clause 5.2;

## 6. WORK HEALTH AND SAFETY

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- 6.1 **(Acknowledgement and compliance with law)** In addition to the requirements relating to safety stated elsewhere in the Contract, the Supplier must comply with and acknowledges that it is aware of and understands the obligations of the Supplier at law relating to WHS including under:
- (a) the Work Health and Safety Act 2011 (Qld);
  - (b) the Work Health and Safety Regulation 2011 (Qld); and
  - (c) the Code of Practice 2021,

## Scope of Service

to the extent that they are relevant to the Services. Nothing in the Contract is intended to reduce or limit such other obligations and none of those other obligations shall be taken to reduce or limit the Supplier's obligations under the Contract.

- 6.2 **(PPE)** The Supplier must comply with the following Personal Protective Equipment (PPE):
- (a) all employees carrying out work must have undergone a general industry site safety induction;
  - (b) high visibility vests that comply with the Australian Standard 'High visibility safety garments - Garments for high risk applications AS4602.1' as may be amended or replaced from time to time, long sleeved shirts, long trousers and broad brim hats must be worn when the Supplier is working outdoors for sun and UV protection.
- 6.3 **(Safety Audits)** The Principal may also conduct random safety or performance audits of the Supplier's services to ensure ongoing compliance. The Principal may also direct the Supplier to cease work if, in the Principal's opinion, the Services are being conducted in an unsafe or dangerous manner. If the Principal gives such a direction, the Principal is not liable for time lost or any loss or costs incurred by the Supplier.
- 6.4 **(Prohibited Substances)** The Supplier's Personnel must not be under the influence of or be in possession of, alcohol, drugs or other prohibited substances whilst performing the Services. Alcohol and prohibited substances must not be consumed by the Supplier, on or prior to entering any the Principal facility or when returning from meal breaks.
- 6.5 **(Random Drug and Alcohol Testing)** All of the Supplier's employees and subcontractors are subject to compulsory random Drug and Alcohol sample testing. The Principal may immediately suspend the Services in whole or part if any of the Supplier's Personnel fails to submit to a test under this clause or returns a positive test result
- 6.6 **(Working in Proximity to Traffic)** The Supplier is required to provide technical training and certification for all personnel working on, or adjacent to, a road, specifically as a minimum mandatory requirement - [Working in Proximity to Traffic – Awareness Part 1](#) (formerly Level 1 Traffic Management) and Part 2. This training is required to enhance the worker's ability to identify hazards at work sites, as well as to confirm if personnel responsible for selecting and implementing works protection methods have followed the necessary process to keep workers safe. Depending on the work to be performed the Principal may also require the Supplier to provide additional technical training and certification for Operators to a level higher than of 'Working in Proximity to Traffic - Awareness Part, such requirements shall be identified as part of the relevant Work Order.

## 7. ENVIRONMENTAL RESPONSIBILITY

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- 7.1 **(General Environmental duty)** Under the *Environmental Protection Act 1994* (Qld), the Supplier and its Personnel have a general environmental duty to take all reasonable steps to prevent or minimise environmental harm. The Supplier or its Personnel who supply Plant and Equipment with an Operator to the Principal are bound by this duty and are liable to prosecution for failure to meet the requirements of the *Environmental Protection Act 1994* (Qld).
- 7.2 **(Supplier's general obligations)** The Supplier must ensure that:
- (a) the Plant and Equipment is regularly maintained and inspected to minimise risk of the Plant and Equipment failure leading to environmental harm, such as oil or fuel leaks, excessive noise or emissions;
  - (b) all Personnel are aware of responsibilities under the *Environmental Protection Act 1994* (Qld) and site-specific environmental requirements. This should include:
    - (i) training in environmental awareness;

## Scope of Service

- (ii) knowledge of environmental incident reporting procedures;
- (iii) knowledge of and training in appropriate action to be undertaken to minimise environmental harm; and
- (iv) provision of equipment to minimise environmental harm, e.g. spill kits (the Supplier must have adequate provision for the clean-up of oil spills).

7.3 **(Control of Prohibited and Restricted Matter – Biosecurity Risks)** Under the *Biosecurity Act 2014* and the *Biosecurity Regulation 2016* (Qld) the Supplier and its employees and subcontractors have a general biosecurity obligation to take all reasonable and practical measures to prevent or minimise biosecurity risks. A biosecurity risk exists when dealing with any pest, disease or contaminant, or with something that could carry one of these e.g. plants, soils, equipment – known as 'carriers'. The Supplier must comply and cause its Personnel to undertake those obligations to comply with the requirements of the *Biosecurity Act 2014* (Qld) and regulation.

7.4 **(Preventing spread of biosecurity risks)** The Supplier must prevent the transmission or spread of animal and plant diseases and pests by engaging in vehicle hygiene practices that are congruent with the Principal's protocols for the reduction / elimination of biosecurity risk. The Supplier must ensure that all Plant and Equipment is free from matter that may present a biosecurity risk before the Plant enters the Site and on leaving the Site

7.5 **(Plant and Equipment wash down)** The Supplier must engage in Plant and Equipment clean-down practices, particularly in conditions or sites that contain mud, contaminated soils and weed-infested areas. The Supplier will be responsible for ensuring that all Plant and Equipment is inspected and clean-down practices are implemented before removal of Plant and Equipment from the Site. For a Hire Period of more than four (4) weeks, the Principal may have clean-down procedures and facilities available on Site and water will be supplied to the Supplier at no charge. The Supplier must seek clarification with site supervisors if uncertain.

## 8. CULTURAL HERITAGE

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8.1 Although it is not expected that the Services will reveal any cultural heritage find, the Supplier's attention is drawn to the requirements of the *Aboriginal Cultural Heritage Act 2003*, *Torres Strait Islander Cultural Heritage Act 2003* (Qld) and the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cth), with which the Supplier shall comply in relation to the Services. The Supplier shall ensure that all his own Personnel, including staff and subcontractors' staff are trained during site induction procedures to be aware of cultural heritage issues. If cultural heritage assets are encountered on the Site, the Supplier shall cease all work in that area, notify the Principal and take appropriate actions as directed by the Principal.

## 9. MEETINGS, CONDUCT AND PERFORMANCE

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9.1 **(Meetings and Communication)** The Supplier's Representative is required to meet with the Principal's Representatives at regular scheduled intervals or other times as requested, for reporting on, but not limited to:

- (a) Performance, quality standards and levels of service;
- (b) Safety issues and recommendations; and/or
- (c) Invoicing and payment issues.

9.2 **(Performance Monitoring)** The Services are to be carried out in accordance with the Contract, the relevant Work Order and to the complete satisfaction of the Principal. The Supplier's performance may be measured through periodic inspections. At any time during the Supplier's performance of

## Scope of Service

the Contract, the Principal may carry out inspections, monitoring, audits or quality checks on the Supplier's workmanship and performance of services. This monitoring activity may potentially identify any problems with performance, delivery requirements, or any other issues such as non-compliance with terms and conditions of this Scope and Contract.

- 9.3 **(Continuous Improvement Opportunity)** In addition to the Principal's rights under clause 29 of the General Conditions, the Principal may at any time during the Term, record details of any performance issues, quality issues or non-conformance identified by the Principal and provide a Continuous Improvement Opportunity Notice (CION) to the Supplier for a formal response and remedy, where required.

A Continuous Improvement Opportunity Notice shall:

- (a) be in writing;
- (b) identify the performance issue, quality issue or non-conformance;
- (c) require the Supplier to provide, within a reasonable time, a written response to the notice, including details of the actions which the Supplier proposes to take to prevent such issues or non-conformance from occurring in the future.

Responses to any CION will be reviewed by the Principal's Representative, recorded and considered in any future performance review. The Principal may at any time and from time to time, in its absolute discretion, review conduct a review of the Supplier's performance. The Principal's Representative will be responsible for reviewing the standard of the Supplier's work, quality of workmanship and compliance.

## 10. SERVICE LEVELS

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- 10.1 **(Definitions)** In this clause

- (a) **Review Period** means the period stated in clause 10.9 below in which the performance of the Supplier against a Service Level is to be reviewed;
- (b) **Service Levels** means the service level(s) or key performance indicator(s) (if any) described as such in clause 10.9 below.

- 10.2 **(Guarantee)** The Supplier must, and guarantees that it will, in providing the Services and carrying out its other obligations under the Contract, achieve or exceed all Service Levels in every Review Period.

- 10.3 **(Measuring performance)** The Principal will review the performance of the Supplier against the Service Levels at the times in clause 10.9 below, and otherwise on the giving of reasonable notice. The Principal may direct the Supplier to provide a written explanation for its performance against any Service Level.

- 10.4 **(Performance liquidated damages)** If the Supplier has failed to meet any Service Level, the Supplier shall be indebted to the Principal for performance liquidated damages calculated in accordance with clause 10.9.

- 10.5 **(Recovery of liquidated damages)** The Principal may deduct such performance liquidated damages from moneys otherwise owing to the Supplier to recover the performance liquidated damages. The Parties agree that the performance liquidated damages are an agreed genuine pre-estimate of the Principal's loss if the Supplier breaches its obligations under the Contract.

- 10.6 **(General damages)** If, for any reason, the Principal's entitlement to performance liquidated damages is found to be void, voidable or otherwise unenforceable (in whole or part), or the Principal is otherwise unable to recover the whole of the performance liquidated damages from the Supplier,

## Scope of Service

the Supplier shall be liable to the Principal for any loss, damage, cost or expense suffered or incurred by the Principal as a result of the Supplier failing to achieve the Service Levels.

10.7 **(Review of Service Levels)** The representatives of the Parties may review the Service Levels from time to time and amend them in any way including by adding additional Service Levels, removing or amending Service Levels, amending the method of measuring performance or the consequence of achieving or failing to achieve a Service Level.

10.8 **(Substantial breach)** Failing to achieve or exceed:

- (a) the same Service Level for three consecutive Review Periods, even though the Supplier may have achieved or exceeded some or all of the other Service Levels for those same Review Periods; or
- (b) any two Service Levels for two consecutive Review Periods,

shall constitute a substantial breach of the Contract.

10.9 **(Service Levels)** The Service Levels are:

Service Levels			
Service Level	Requirement	Review Period	Performance Liquidated Damages
Traffic Management Design	TMD and TGSs supplied meet the requirements of the the Austroads Guide to Temporary Traffic Managemant (AGTTM) and the Queensland Guide to Temporary Traffic Management (QGTTM)	Reviewed each hire period	Should the TMD and/or TGSs not comply with the requirements of the AGTTM and/or the QGTTM no payment will be made by Council for the supply of these documents
Traffic Contol	Traffic Management is undertaken is a manner compliant with the requirements of the Australian standard and personnel will interact with Council staff and the community in a courteous and professional manner	Reviewed each hire period	Should the poor operation of the traffic control of a project result in a delay the Council operations or be the direct cause damage to Council or other assets the cost for the repair of the damages/delay will be paid by the contractor

## Scope of Service

### 11. WORK ORDER COMPLETION

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11.1 **(Additional requirements of Work Order Completion)** In addition to any requirements of Work Order Completion stated elsewhere in the Contract or the relevant Work Order, in order to achieve Work Order Completion the Supplier must complete the following requirements at the times and in the manner stated below:

- (a) the Supplier must provide the Principal with a complete, updated and final copy of the Supplier Documents;
- (b) where directed by the Principal to do so, the Supplier must provide a properly executed statutory declaration in the form in Schedule 2 of the Contract;
- (c) unless otherwise directed by the Principal, the Supplier must secure the Site in a safe and proper manner and remove all of its Personnel, plant and equipment from the Site within the timescales reasonably directed by the Principal;



# TECHNICAL SPECIFICATION (STANDARD RISK)

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**Register of Prequalified Suppliers (ROPS) Traffic Control /  
Management Services 2023 – 2024**

**CONTRACT NO.: T2324.13**

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## TECHNICAL SPECIFICATION

### 1. INTRODUCTION

Each year Banana Shire Council undertakes multiple Capital and Maintenance works on both Council and State Controlled Roads which required the management of traffic to ensure the safety of project staff and the public. While Council has some staff qualified to generate and/or implement Traffic Management Plans (TMPs) and Traffic Guidance Schemes (TGSs) for these projects, there are times when addition traffic management staff are required to supplement Council crews.

Council is looking to create a prequalified supplier pool for the supply traffic control / management services for use throughout the shire as per the Pricing Schedule supplied in the Appendices of this document.

### 2. AVAILABLE INFORMATION

The following information is available to help with your understanding of existing and intended scope of this project:

- Pricing Schedule (Appendix A).

The Contractor shall familiarise with the road network of the area/s prior to submitting a tender.

### 3. SCOPE OF WORKS

The Works Under the Contract (WUC) are to be located with the Banana Shire Area.

The scope of this tender is for the intermittent short-term or long-term hire under Council supervision, unless otherwise agreed, of traffic control staff and/or traffic management designers to assist with the management of traffic on Council construction/maintenance projects.

Included in the prices submitted for the hire of these items of plant are the following:

- All costs associated with the insurance of the plant and staff (supplied by the Contractor and any Sub-Contractors employed by the Contractor), including but not limited to the obtaining and maintaining the following insurance:
  - Public Liability Insurance – not less than twenty million dollars (\$20,000,000)
  - Insurance policy/s pursuant to the Works Compensation and Rehabilitation Act 2003 and Regulations 2033 and any Act/s amending this Act.
  - Insurance policy/s pursuant to the Motot Accident Insurance Act 1994 and Regulations 2004

All excess payments associated with these insurance policies shall be borne solely by the Contractor.

- Provision of a suitably trained, accredited, competent and experienced traffic management staff. Staff are to be in possession of the following:
  - Construction Blue/White Card
  - Implement Traffic Management Plan qualification – ITMP – *If involved in the implementation of the Traffic Management on site*
  - Traffic Controllers qualification – *For all onsite staff*

- Traffic Management Design – TMD – *If involved in the creation of Traffic Management Plans and Traffic Guidance Schemes*

All staff accreditations are to be in accordance with AS 1742.3:2019, the Queensland Guide to Temporary Traffic Management and all other relevant Department of Transport and Main Road requirements.

All staff licences/certifications are to be always available onsite and must be produced on demand.

- All costs associated with the provision of traffic management staff with appropriate personal protective equipment (PPE). All PPE is to be worn and maintenance as per Council's requirements.
- All costs associated with ensuring that the following are present within any vehicles brought to site:
  - A 'fit for purpose' first aid kit
  - Suitable fire extinguisher/s
  - A current Weed Declaration Certificate (to be obtained no more than 72 hours prior to mobilisation of the plant at the commencement of each hire period) stating that the vehicle is free from contamination if requested by Council.

All vehicles are to be available for inspection on request to ensure compliance.

- All costs associated with the cleaning of the vehicles and obtaining a Weed and Seed Declaration form before arriving to site and the cleaning of the vehicles on completion of work, prior to demobilisation from site.
- All cost associated with the compliance with the requirements of following Council Management Systems for the undertaking of the maintenance/capital works:
  - Quality Management Plan
  - Environmental Management Plan
  - Workplace Health and Safety Plan
  - Traffic Management Plan and/or Traffic Guidance Schemes – if supplied by Council
- All costs associated with the maintenance of the vehicles, signs and equipment. The tenderer must have procedures in place for any foreseeable breakdowns/maintenance which may affect the contract and Council's operational needs.
- All costs associated with the supply of replacement vehicles, signs and/or equipment to be used during the maintenance/repair of the primary item should the loss affect Council's construction operations
- All costs associated with the establishment and disestablishment of traffic management staff from their 'home base' to the project site.
- All costs associated with meals and accommodation (if required) for traffic management staff

- All costs associated with the travel to and from the site each day by traffic management staff, including the supply of a vehicle/s.
- Regular communication with the Council throughout the Project
- All costs incurred by the Contractor in complying with Commonwealth and State legislation and Local Government By-laws
- All costs associated with the hire of the plant with respect to security, interest, fees, charges, taxes, royalties, insurance and compensation
- Cooperation and coordination, using “best for project” mindset
- All overheads and profit, and
- All other expenses associated with the work not specifically listed above.

Tenderers are to note that Council, may at its sole and unfettered discretion, amend/modify the scope of works at any time during the contract.

If the scope of works is amended/modified, the Contractor is not entitled to any compensation.

#### **4. NON-EXCLUSIVITY OF SERVICES**

Under the agreement:-

- The agreement is not exclusive and Council may, at its sole discretion, engage another entity or use its own staff to provide the Service/s;
- Council is not obliged to procure any or any minimum number of service/s from the Contractor under this arrangement;
- Council reserves the right at its sole discretion, to call tenders or quotes for any other service/s.

#### **5. NATURE OF TENDER**

This tender is to be considered a Schedule of Rates Contract under AS4902 - 2000. The submitted price shall be based on a Pricing Schedule (included in Appendix A of this document) and payment shall be made on the basis of:

- a unit rate for those Works Items which have a stated unit of measurement and a stated quantity; or
- a lump sum for those Works Items which do not have a stated unit of measurement and a stated quantity.

Unless stated otherwise in this Document, the Tender shall be for the whole of the Works specified in the Tender Documents and Notices to Contractor (if any) with all rates submitted fixed for the life of the contract.

## 6. LAPSING OF OFFER

Offers submitted under this tender shall remain valid for a period of three months (90 calendar days) after the closing time and date and may be accepted by Council at any time before the expiry of that period unless otherwise notified, in writing, by Council.

## 7. TERM OF CONTRACT

The initial term of this Contract shall begin on the issuing of the Letter of Acceptance by Council. **Acceptance of the tender is not an automatic indication that the Council will engage the services of the Contractor.** Generally, Council will allocate work by location, availability, and expertise, in accordance with the prices tendered in this contract.

Where possible Council will call for quotes from the suppliers placed on the preferred supplier list through the Vendor Panel system for individual projects (only those prices quoted that are as per or better than those supplied within this tender or better will be considered).

The contract will be valid for a minimum of twelve (12) months, with a possible extension of an additional six (6) months with application of the extension at the sole discretion of Council.

If the Contractors business is sold or transferred to another entity the submission cannot be transferred and will be null and void.

## 8. APPOINTMENT OF THE PRINCIPAL CONTRACTOR

The successful tenderer will not be considered Principal Contractor under the terms of this contract.

## 9. WORKING HOURS

Working hours will be generally between 6:00am and 6:00pm Monday to Friday with a nine (9) day fortnight. Any hours outside of these will be as per agreement between both parties.

Any downtime required due to the maintenance of Council equipment will be coordinated in advance where possible.

A working day will be based on an eight (8) hour productive day. All operators will be required to attend a daily pre-start meeting and site induction prior to performing any work on site.

Day docket are to be produced and signed by a Council Representative daily. The docket is to include a breakdown of the start, finish and break times of the works completed that day along with the location at which the works were performed. A copy of the signed day docket is to be included with any claims lodged. If the docket is not signed and dated by a Council Representative payment may be withheld until verification can be obtained.

## 10. PRICING

All rates are to be quoted as GST excl. **Rates are to be fixed and guaranteed for the term of the contract.**

## 11. LODGMENT OF CLAIMS

Progress Claims are to be submitted by the Contractor by the 21<sup>st</sup> of each month.

Claims are to be made via the following process:

- A spreadsheet listing the quantity of works completed along with the associated signed daily docket is to be submitted to Council
- Council will then assess this information
- Council will forward a request for an invoice to be submitted for the approved claim amount by the Contractor
- Payment of the invoice will be made through Council's payment procedures on receipt of the invoice

All claim amounts/quantities (including any variations) are subject to approval by Council before payment is agreed.

A correctly rendered invoice must:

- Specify details of order in sufficient detail to enable an Authorised Officer to assess; and
- Specify BSC Purchase Order number and Tender number; and
- Specify the respondent's Invoice number and Invoice date; and
- Specify the Contract Price payable by BSC and particulars of any GST payable in respect of the Contract Price; and
- Otherwise comply with the requirements of a Tax Invoice for the purposes of the GST Act.

## **12. PROJECT VARIATIONS**

Council may, by written notice given to the Contractor, require the Contractor to vary the Works in nature, scope (extent and quantity) or timing.

The Contractor may be directed to:

- Increase, decrease or omit any part of the Works and / or
- Perform additional work.

Where the contractor is given a direction to vary the work under the contract which is not expressly identified in writing as a variation, the contractor must promptly, and where practicable before complying with the direction, give the Council Representative a written notice which identifies the direction and states that the contractor considers that the direction involves a variation. The approved variation number should be noted on the Invoice and be itemised.

All project variations must be approved by Council before a claim can be made. The Contractor is to include a breakdown of the proposed cost of any variation (based on the rates submitted as part of this tender) as part of any variation submission.

## **13. THIRD PARTY CLAIMS**

The Contractor shall be responsible for any damage to any public or private property that occurs as a direct result of the works being performed by the Contractor.

The Contractor shall notify Council of all claims or allegations made against the Contractor or damage that has been inflicted by the Contractor in respect to personal injury and/or damage to property. Verbal notification is to be received by Council within two (2) hours of the incident and a written report, in the form of an email, is to be received by Council within twenty-four (24) hours of the incident. The written report should include the following details:

- Date and location of the incident
- Description and amount of the claim
- Alleged cause of the damage

## **14. DEALING WITH THE PUBLIC**

Council requires the Contractor and all related employees to conduct themselves professionally and in a socially responsible manner and represent the Council and themselves in a professional, customer focused manner at all times.

The Contractor shall not conduct any work additional to the Contract as a result of requests from residents or other members of the public without written authority or direction from the BSC representative.

If a request is outside the Contractor's area of responsibility, the Contractor shall provide the customer with the contact details of the Council's Customer Service Department who will forward the customer enquiry to a Council representative.

## **15. TEMPORARY SERVICES**

The Contractor shall provide and maintain temporary services (if required) necessary for the execution of the work under the Contract, install such services in accordance with the requirements of the relevant authorities and pay charges in connection with the installation and use of such services. Unless there is a specific reference to the provision of temporary services in the contract scope of works, the cost of providing temporary services shall be considered as being included in the cost of the scope of works, unless otherwise agreed in writing by the Principal.

Such services shall be made available to Sub-contractors. On completion, the Contractor shall disconnect temporary services and clear away all traces.

## **APPENDICIES**

### **A. PRICING SCHEDULE**