



# **Standard Terms and Conditions**

## **FNQROC Arrangement**



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## 1 Definitions

1.1 In the Contract, except where the context otherwise requires:

**Act** means an Act passed by the Commonwealth Parliament or the Queensland Parliament and includes subordinate legislation under an Act.

**Clause** means a Clause of the Contract.

**Contract** means the document which constitutes or evidences or, as the case may be, all the documents which constitute or evidence the final and concluded agreement between the Principal Council and the Supplier; and

**Contract Commencement Date** means the date specified as the Contract Commencement Date in the Letter of Acceptance.

**Contract Material** means new Contract Material and existing Contract Material.

**Contract Price** means:

- (a) where payment is to be made on a lump sum basis, the sum which is stated in the Contract to be payable to the Supplier for the supply of the Goods and/or Services by the Supplier and the performance of the obligations of the Supplier under the Contract; and
- (b) where payment is to be made on a schedule of rates basis, the sum ascertained by calculating the product of the rates and the corresponding quantities set out in the schedule of rates and adding to the sum thereof the total of any lump sums, provisional sums, contingency sums or other sums included in the schedule of rates; and
- (c) where payment is to be made on a lump sum and a schedule of rates basis, the aggregate of the sums referred to in paragraphs (a) and (b), but excluding any additions or deductions, which may be required to be made pursuant to the Contract.

**Existing Contract Material** means any material that exists at the commencement of the Contract and which is provided in connection with the Contract.

**FNQROC** means Far North Queensland Regional Organisation of Councils

**Force Majeure** means anything outside the control of a party, including but not limited to, acts of God, fire, storm, flood, earthquake, explosion, accident, acts of the public enemy, war, rebellion, insurrection, sabotage, epidemic, quarantine restriction, and acts (including laws, regulations, disapprovals or failures to approve) of any statutory authority.

**Goods and/or Services** means the goods, services, tasks, work and requisites the subject of the Contract which are more particularly described in the Specification including all variations to the goods, services, tasks, work and requisites provided for by the Contract or such of them as shall be described in the Purchase Order.

**GST** means the goods and services tax under the GST Act (*A New Tax System (Goods and Services Tax) Act 1999* (Cth) and includes other GST related legislation).

**Intellectual Property Rights** means all copyright, patents and all rights in relation to inventions, trademarks and designs or any rights to registration of such rights, whether created before, on or after the date of the Contract.

**Letter of Acceptance** means a letter from the Principal Council to the Supplier advising the Supplier of the Principal Council's acceptance of the Offer.

**Moral Rights** means the right of integrity of authorship, the right of attribution of authorship and the right not to have authorship falsely attributed, more particularly as conferred by the *Copyright Act 1968* (Cth), and rights of a similar nature anywhere in the world whether existing before commencement of the Contract or which may come into existence on or after the date of the Contract.



**New Contract Material** means any material provided in connection with the Contract that is created, written or otherwise brought into existence by or on behalf of the Supplier in the course of performing the Contract.

**Offer** means the Offer submitted to the Principal Council by the Supplier to provide the Goods and/or Services and, if applicable, as amended in writing by any post Offer negotiations; and

**Principal Council** means Cairns Regional Council ABN 24 310 025 910 of PO Box 359, Cairns, Queensland 4870, Cassowary Coast Regional Council ABN 20 889 787 211 of PO Box 887, Innisfail, Queensland, 4860, Cook Shire Council ABN 45 425 085 688 of PO Box 3, Cooktown, Queensland, 4895, Croydon Shire Council ABN 98 659 525 296 of PO Box 17, Croydon, Queensland, 4871, Douglas Shire Council ABN 71 241 237 800 of PO Box 723, Mossman, Queensland, 4873, Hinchinbrook Shire Council ABN 46 291 971 168 of PO Box 4850, Mareeba Shire Council ABN 39 114 383 874 of PO Box 154, Mareeba, Queensland, 4880, Tablelands Regional Council ABN 77 642 342 175 of PO Box 573, Atherton, Queensland, 4883, Wujal Wujal Aboriginal Shire Council ABN 57 237 799 120 of Post Office, Wujal Wujal via Cooktown, Queensland, 4895 and Yarrabah Aboriginal Shire Council ABN 30 977 526 871 of C/- Post Office, Yarrabah, Queensland, 4871

**Principal** means Cairns Regional Council, Cassowary Coast Regional Council, Cook Shire Council, Croydon Shire Council, Douglas Shire Council, Hinchinbrook Shire Council, Mareeba Shire Council, Tablelands Regional Council, Wujal Wujal Aboriginal Shire Council and Wujal Wujal Aboriginal Shire Council collectively.

**Purchase Order** means the Purchase Order for the Goods and/or Services placed by the Principal Council with the Supplier under the terms of the Contract.

**Site** means the land and other places specified in a Purchase Order which are to be made available to the Supplier by the Principal Council (if any) for the purposes of the supply and execution of goods and services under the Contract.

### **Specification**

- (a) means the Specification for the Goods and/or Services delivered by the Principal Council to the Supplier; and
- (b) if the Principal Council delivers a written request for quotation to the Supplier – includes the written component of the request for quotation that specifies or describes the Goods and/or Services.

**Conditions of Contract** means these Conditions of Contract.

**Supplier** means the party whose Offer to supply the Goods and/or Services is accepted by the Principal Council (by Purchase Order).

**Term** means the period for which the Contract will be in effect as specified in Clause 2 including any period of extension under Clause 3.

## **2 Interpretations**

2.1 A reference to a party to the Contract includes:

- (a) in the case of a natural person, that person and his/her personal representatives and assigns (transferees); and
- (b) in the case of a corporation, the corporation, its successors and assigns (transferees).

2.2 Where a party is composed of two (2) or more persons, each item of agreement by the party binds:

- (a) all of those persons collectively; and
- (b) each of them as an individual.

2.3 A reference to:



- (a) the singular includes the plural, and vice versa;
  - (b) a gender includes each other gender;
  - (c) a person includes a corporation, a firm, and a voluntary association;
  - (d) an Act includes an Act that amends, consolidates or replaces the Act;
  - (e) a section or other provision of an Act includes a section or provision that amends, consolidates or replaces the section or provision;
  - (f) money is a reference to Australian dollars and cents;
  - (g) a time of day is a reference to Australian Eastern Standard Time;
  - (h) a document includes, but is not limited to, any drawing, Specification, material, record or other means by which information can be stored or reproduced.
- 2.4 Clause headings exist for convenience only and are to be disregarded when interpreting the Contract.
- 2.5 All information delivered as part of the Goods and/or Services supplied under the Contract must be written in English. Where any document is a translation into English, the translation must be accurate.
- 2.6 If a provision of the Contract is void, voidable, illegal or unenforceable, the provision will be deemed deleted from the Contract.

### **3 Term**

- 3.1 The Term of the Contract shall begin on the Contract Commencement Date and, unless terminated earlier in accordance with the terms and conditions of the Contract, continue until the goods and services have been supplied and executed in accordance with each Purchase Order placed by the Principal Council with the Supplier under the Contract.

### **4 Evidence of Contract**

- 4.1 The Contract between the Principal Council and the Supplier is constituted by the following documents:
- (a) Purchase Order;
  - (b) Correspondence passing between the Principal Council and the Supplier clarifying any aspect of the Offer, the Specification or the Purchase Order;
  - (c) Conditions of Contract;
  - (d) Specification; and
  - (e) Offer.
- 4.2 Where there arises any inconsistency or ambiguity between provisions in the different documents which constitute the Contract, the order of precedence to resolve the inconsistency or ambiguity shall be from document (a) to (e) in Clause 4.1.

### **5 Far North Queensland Regional Organisation of Councils (FNQROC)**

- 5.1 This Contract is for the supply of good and/or services, as outlined in the Specification, to local government entities that are members of Far North Queensland Regional Organisation of Councils. Other local government entities that form part of Far North Queensland Regional Organisation of Councils (FNQROC) may utilise this Contract as required.



## **6 Supply of Goods and/or Services by Purchase Order**

- 6.1 Where a Purchase Order is placed with the Supplier, the Supplier must supply Goods and/or Services:
- (a) in accordance with the terms and conditions of the Purchase Order; and
  - (b) that comply with the Specification.

## **7 Quality of Goods and/or Services**

- 7.1 Unless the Specification states otherwise, all Goods and/or Services supplied must be in accordance with Australian Standards where such exist. Where an Australian Standard does not exist the relevant ISO Standard shall apply.
- 7.2 If no sample or standard is stated in the Specification, the Goods and/or Services must be of the highest standard and carried out promptly with all due skill, care and diligence.
- 7.3 The Supplier must:
- (a) engage and retain personnel who are able to competently provide the Goods and/or Services; and
  - (b) ensure that all personnel engaged in the supply of the Goods and/or Services have all skills and qualifications necessary to supply the Goods and/or Services.

## **8 Supply of Goods and/or Services**

- 8.1 The Supplier must supply the Goods and/or Services punctually. However, if a time for supply of the Goods and/or Services is stated in the Purchase Order, the Specification or the Contract, the Goods and/or Services must be supplied within the time stated in the Purchase Order, the Specification or the Contract, as the case may be.
- 8.2 Time shall be of the essence in all cases.
- 8.3 Upon it becoming evident to the Supplier that supply of the Goods and/or Services is likely to be delayed, the Supplier must promptly notify the Principal Council in writing. Such notification shall not release the Supplier from its obligation to supply the Goods and/or Services by the due date or from any other obligation under the Contract, unless the Principal Council agrees in writing. The Supplier shall not be entitled to any increase in the Contract Price or damages, costs or expenses in connection with any delay.
- 8.4 The Supplier shall not be entitled to any extension of time for supply of the Goods and/or Services except with the prior written consent of the Principal Council. The Principal Council may in its sole discretion:
- (a) grant its consent; or
  - (b) refuse its consent.
- 8.5 Unless otherwise provided in the Contract, the Supplier must pay all packaging, freight, insurance, and other charges whatsoever, in connection with the delivery of Goods and/or Services and the return of goods wrongly supplied and all packaging.
- 8.6 Delivery and receipt of Goods and/or Services shall not of itself constitute acceptance of the Goods and/or Services by the Principal Council, with acceptance being subject to the approval of the Authorised Officer.
- 8.7 Where it is a term of the Contract that Goods and/or Services must be installed or commissioned, the Principal Council shall not be deemed to have accepted the Goods and/or



Services unless the Goods and/or Services are satisfactorily installed or commissioned within the period stipulated in the Contract or, if no period is stipulated, within a reasonable period.

- 8.8 The Principal Council may conduct any examination or testing of the Goods and/or Services. If the testing shows that the Goods and/or Services do not comply with the Specification, the Purchase Order or the Contract or are otherwise defective, the cost of the testing shall be a debt due and payable by the Supplier to the Principal Council.
- 8.9 The risk of any damage, deterioration, theft or loss of the Goods and/or Services after delivery but prior to acceptance shall remain with the Supplier except where the damage, deterioration, theft or loss results from a negligent act or omission of the Principal Council or any agent or employee of the Principal Council.
- 8.10 If the goods or any part of the goods is a hazardous substance, the Supplier must:
- (a) prepare a SDS for the substance; and
  - (b) give a copy of the SDS to the Principal Council when first supplying the substance to the Principle Council; and
  - (c) otherwise comply with the obligations of the Supplier as a Supplier of a hazardous substance in the current Work Health and Safety Act (Qld).
- 8.11 In Clause 8.10, "hazardous substance" and "SDS" have the meaning given in the Work Health and Safety Regulation

## 9 Insurance

- 9.1 The Specification identifies the insurance cover that the Supplier must have and maintain for the purposes of this Contract. In particular, the Supplier must have and maintain:
- (a) insurance under the current Workers Compensation and Rehabilitation Act (Qld) to cover workers, eligible persons, self-employed contractors, directors, trustees and partners; and
  - (b) if the Specification requires the Supplier to have and maintain public liability insurance — public liability insurance in an amount not less than \$10,000,000.00 (\$10 million) in respect of any one occurrence and for an unlimited number of claims; and
  - (c) if the Specification requires the Supplier to have and maintain product liability insurance — product liability insurance in an amount not less than \$10,000,000.00 (\$10 million) in respect of any one occurrence and for an unlimited number of claims; and
  - (d) if the Specification requires the Supplier to have and maintain professional indemnity insurance — professional indemnity insurance in an amount not less than \$1,000,000.00 (\$1 million) in respect of any one occurrence and for an unlimited number of claims.
- 9.2 The Supplier must, upon receipt of a written request at any time from the Principal Council, produce evidence that the insurances required by this Clause 10 have been affected and maintained.

All insurance policies of the Contractor, as noted in Clause 10.1, must be endorsed to note the Principal Council for respective rights and interests pursuant to the General Conditions of Contract.

- 9.3 Each insurance policy must:
- (a) limit the insurer's entitlement to avoid the policy to be available only against whichever of the insured has actually breached its obligation of disclosure or an obligation under the policy; and
  - (b) cover the Supplier's liability upon the obligations it has assumed and the indemnities it has given in the Contract; and
  - (c) contain no exclusions, endorsements or alterations not approved in writing by the Principal Council (that approval not to be unreasonably withheld); and



- (d) otherwise contain provisions acceptable to, or required by the Principal Council (but the Principal Council may not require unreasonably the inclusion, retention, modification or exclusion of a provision); and
  - (e) remain current at all times during the supply of the Goods and/or Services.
- 9.4 If the Supplier is obliged to have and maintain professional indemnity insurance, the policy of insurance must cover the Supplier and its servants and agents for liability under the Contract for the amount specified in Clause 10.1. The Supplier must maintain the professional indemnity insurance on terms and conditions no less favourable to the Principal Council than those approved under this Clause 9.1, for the duration of the supply of the Goods and/or Services and, after expiry or termination of the Contract upon request in writing.
- 9.5 If an insurance policy obtained by the Supplier provides for a deductible, the Supplier indemnifies the Principal Council against any cost attributable to the deductible.
- 9.6 The Supplier must promptly pay all premiums, stamp duty, GST and other money entailed in maintaining any insurance required under this Clause 9.
- 9.7 The Supplier must give the Principal Council upon request a copy of the relevant policy document and the insurer's receipt for the last premium paid or a certificate of currency with respect to each of the insurance policies the Supplier is required to maintain under this Clause 9.
- 9.8 The Supplier must inform the Principal Council in writing of any claim or of the occurrence of any event that may give rise to a claim under any policy of insurance effected pursuant to this Clause 9 within seven (7) days thereof and must ensure that the Principal Council is kept fully informed of subsequent actions and developments concerning the event or claim.
- 9.9 This Clause 9 shall survive termination or expiration of the Contract.

## **10 Defective Goods and/or Services**

- 10.1 Where, at any time during the supply of the Goods and/or Services or any part of the Goods and/or Services pursuant to the Purchase Order, or after the supply of the Goods and/or Services pursuant to the Purchase Order, an Authorised Officer determines, acting reasonably, that the Goods and/or Services or a part of the Goods and/or Services do not comply with the Specification, the Purchase Order or the Contract ("Defective Goods and/or Services"), the Principal Council may give written notice to the Supplier of the lack of compliance, and require the Supplier to promptly supply or supply again the Goods and/or Services or such part of the Goods and/or Services as do not comply.
- 10.2 The Principal Council may, without derogating from any other right it may have on account of such unsatisfactory or defective supply, defer payment of that part of an invoice as relates to the Defective Goods and/or Services until the Authorised Officer has certified that the resupplied Goods and/or Services comply with the Specification, the Purchase Order or the Contract, as the case may be.
- 10.3 If the Supplier fails to comply with a requirement of a notice given under Clause 10.1 the Principal Council reserves the right to arrange for the supply of the Goods and/or Services from another Supplier.
- 10.4 All costs and expenses incurred by the Principal Council in exercising the rights of the Principal Council under Clause 10.3 in excess of the Contract Price shall be a debt due and payable by the Supplier to the Principal Council.

## **11 Obligations of Supplier**

- 11.1 The Supplier must supply all personnel and equipment necessary for the proper supply or performance of the Goods and/or Services.





- 11.2 The Supplier warrants that it has the necessary skills and expertise to be able to competently supply the Goods and/or Services.
- 11.3 If any Contract Material is produced or reproduced in an electronic format, the Supplier must deliver it to the Principal Council in a format approved in writing by the Principal Council.
- 11.4 If any Contract Material is produced or reproduced in an electronic format or stored electronically, the Supplier must not store it on a foreign computer without keeping the current version of the Contract Material on separate media (approved in writing by the Principal Council) and delivering it to the Principal Council at intervals approved in writing by the Principal Council.
- 11.5 The Supplier must not produce, reproduce or store Contract Material in such a way that it is mixed with, attached to or indistinguishable without the use of a computer from; material that is not the subject of the Contract.
- 11.6 For the purposes of this Clause 11, "foreign computer" means a hard disk or other similar device affixed to a computer that is not the property of the Principal Council.

## **12 Variations of Goods and/or Services**

- 12.1 The Principal Council may, by written notice given to the Supplier, require the Supplier to vary the Goods and/or Services in nature, scope or timing.
- 12.2 Without limiting the generality of Clause 12.1, the Principal Council may direct the Supplier to:
  - (a) increase, decrease or omit any part of the Goods and/or Services; or
  - (b) change the character or content of any part of the Goods and/or Services; or
  - (c) change the direction or dimensions of any part of the Goods and/or Services; or
  - (d) perform additional work.
- 12.3 Where the Principal Council requires a variation to the Goods and/or Services, the parties must negotiate in good faith a variation of the Contract Price and the time for completion of supply of the Goods and/or Services and failing agreement, either party may invoke the dispute resolution procedure in Clause 21.
- 12.4 The Supplier must not commence work on the variation to the Goods and/or Services unless and until the variation is agreed in writing by the Principal Council and the Supplier.

## **13 Invoicing**

- 13.1 The Supplier must submit a delivery docket to the Authorised Officer of the
- 13.2 The Principal Council upon delivery of the goods or services.
- 13.3 The Supplier must submit an invoice to the Principal Council upon completion of the work/service or delivery of the goods. This invoice must be correctly rendered as per below and sent to the Principal Council as soon as possible and no later than seven (7) days from completion of work/service or delivery of goods. The Principal Council will not have any obligation to pay the Supplier until correctly rendered documentation has been delivered to the Principal Council. Invoices submitted later than three months from completion of work/service or delivery of goods will only be considered for payment at the Principal Council's discretion.
- 13.4 A correctly rendered invoice must:
  - (a) identify the Goods and/or Services the subject of the invoice; and
  - (b) specify the Purchase Order number allocated to the Contract by the Principal Council (or any other number as the Principal Council may specify in writing to the Supplier for the purposes of the Contract)(if any); and
  - (c) where services are charged on a time basis, be supported by records of time spent by individual persons on the services, verified by the Authorised Officer; and



- (d) specify details of the Purchase Order; and
  - (e) specify details of the Contract Price requested by the Principal Council; and
  - (f) provide sufficient detail to enable the Authorised Officer to assess progress against targets (if any) set out in the Purchase Order or the Specification; and
  - (g) specify the Australian Business Number of the Supplier; and
  - (h) specify the address for payment of the Supplier; and
  - (i) specify the date of supply of the Goods and/or Services identified in the invoice; and
  - (j) specify the Supplier's invoice number and invoice date; and
  - (k) specify the Contract Price payable by the Principal Council and particulars of any GST payable in respect of the Contract Price; and
  - (l) otherwise comply with the requirements of a tax invoice for the purposes of the GST Act.
  - (m) Invoices must be posted to the following address " Attention Accounts Payable" to the relevant Principal Council.
- 13.5 Upon receipt of an invoice, the Authorised Officer may require the Supplier to provide additional information to assist the Authorised Officer to determine whether or not an amount is payable.
- 13.6 If a delivery docket is provided with delivery of goods and services, then it must contain all information as required for an invoice, but at the discretion of the Supplier it is not required to list pricing details.

## 14 Payment

- 14.1 Subject to the Authorised Officer's certification that:
- (a) the Goods and/or Services supplied by the Supplier comply with the relevant Purchase Order, the Specification and the Contract; and
  - (b) the Goods and/or Services supplied by the Supplier are complete; and
  - (c) the Supplier's invoice is in accordance with the Contract,

The Principal Council must pay the amount due to the Supplier within 30 days of receipt of an invoice (or such other period as may be mutually agreed in writing between the parties) or, if additional information is required by the Authorised Officer, within 30 days (or such other period as may be mutually agreed in writing between the parties) after receipt of the additional information.

- 14.2 Payment of money to the Supplier does not constitute an admission by the Principal Council that Goods and/or Services have been supplied in accordance with the Contract.
- 14.3 Upon payment for the Goods and/or Services, property in that part of the Goods and/or Services comprising the goods shall pass to the Principal Council.
- 14.4 Payment shall include credit by way of set off.
- 14.5 Failure by the Principal Council to pay the amount payable by the due time will not be grounds to invalidate or void the Contract.
- 14.6 The Supplier shall not be entitled to any interest or charge for extending credit or allowing time for the payment of the Contract Price unless otherwise provided in the Contract.

## 15 Site

- 15.1 The Principal Council must use reasonable endeavours to provide the Supplier with access to the site as is necessary to enable the Supplier to supply and execute the goods and services.



- 15.2 The Supplier may only access the site so far as is necessary to enable the Supplier to supply and execute the goods and services.
- 15.3 The Supplier shall be deemed to have satisfied itself of and be responsible for the physical conditions of the site and in particular the suitability of the site for the supply and execution of the goods and services.

## **16 Temporary suspension of supply**

- 16.1 The Principal Council may give written notice to the Supplier requiring the Supplier to suspend the progress of the whole or any part of the supply of the Goods and/or Services for a period specified in the notice within a reasonable time after receipt of the notice, if the suspension is required by the Principal Council because of any change in the nature, scope or timing of the Goods and/or Services.
- 16.2 The Principal Council may, by giving written notice to the Supplier, require the Supplier to recommence all or any part of the supply of the Goods and/or Services suspended by written notice given under Clause 16.1.
- 16.3 Where the Supplier is required to suspend the supply of the Goods and/or Services pursuant to Clause 16.1:
  - (a) The Principal Council and the Supplier must negotiate in good faith as to reasonable compensation payable to the Supplier; and
  - (b) any previously agreed date for completion of the supply of the Goods and/or Services will be postponed by a period equal to the duration of the suspension.
- 16.4 The Principal Council must reimburse the Supplier for any additional reasonable costs incurred by the Supplier which are directly attributable to the suspension of the supply of the Goods and/or Services. If the Principal Council and the Supplier do not agree on the amount of reasonable compensation within a reasonable period, either party may invoke the dispute resolution procedure in Clause 22.

## **17 Variation of price**

- 17.1 The Contract Price is firm and not subject to rise or fall.

## **18 Goods and services tax**

- 18.1 Words and phrases defined in the GST Act have the same meaning in this Contract unless the context indicates otherwise.
- 18.2 The Contract Price includes the Principal Council's liability for GST on the supply of the Goods and/or Services. The Principal Council is not obliged to pay any additional amount to the Supplier on account of GST on the supply of the Goods and/or Services.
- 18.3 The Supplier must ensure that all invoices rendered to the Principal Council under the Contract are in a format that identifies any GST paid, and which permits the Principal Council to claim an input tax credit. However, this Clause 18.3 does not apply if the supply of the Goods and/or Services is not a taxable supply.

## **19 Duty**

- 19.1 The Supplier must pay all duty imposed under the current Duties Act on the Contract.



## 20 Termination

20.1 If the Supplier:

- (a) breaches any Clause of the Contract; or
- (b) suspends payment of its debts or is unable to pay its debts; or
- (c) has execution levied on any of the assets of the Supplier and the execution is not satisfied within 28 days; or
- (d) enters into an arrangement, reconstruction or compromise with its creditors or any of them; or
- (e) has a receiver appointed for all or any part of the assets of the Supplier; or
- (f) has an application made or order filed for the Supplier's administration, voluntary or compulsory liquidation, winding-up, dissolution or bankruptcy; or
- (g) ceases to carry on business,

the Supplier will be in breach of the Contract and the Principal Council may give to the Supplier a written notice to remedy the breach.

20.2 If within 14 days of receiving a notice under Clause 20.1 the Supplier does not remedy the breach, the Principal Council may immediately terminate the Contract by giving written notice to the Supplier.

20.3 In addition, or as an alternative to termination of the Contract in accordance with Clause 20.2, the Principal Council may, in circumstances which would otherwise entitle the Principal Council to terminate the Contract in accordance with Clause 20.2.

- (a) let such contracts as the Principal Council decides are necessary to perform that part of the obligations of the Supplier under the Contract as are yet to be performed or any of them; and
- (b) suspend or cease all payments otherwise due to the Supplier.

20.4 This Clause 20 shall survive termination or expiration of the Contract.

20.5 Upon termination of the Contract pursuant to Clause 20.2, all money which has been paid and all money to be paid for Goods and/or Services supplied to the date of the termination will be in full and final satisfaction of all claims by the Supplier under the Contract.

## 21 Dispute resolution

21.1 The parties agree to attempt in good faith to resolve through negotiation any dispute regarding the Contract.

21.2 If a dispute arises between the parties regarding the Contract, a party may give written notice of the dispute to the other party (a "Dispute Notice"). A Dispute Notice must adequately identify and provide details of the dispute.

21.3 A Dispute Notice must be referred to a panel consisting of a representative of the Supplier who is authorised to settle the dispute and the Authorised Officer.

21.4 Within (seven) 7 days of the giving of the Dispute Notice, the panel must confer at least once to attempt to resolve the dispute or to agree on resolving the dispute by other means.

21.5 If the dispute has not been resolved within 28 days of the giving of the Dispute Notice, the dispute must be referred to arbitration.

21.6 Arbitration shall be effected by an arbitrator who shall be nominated by the Authorised Officer. The arbitration must be conducted in accordance with the provisions of the current Commercial Arbitration Act (Qld).



- 21.7 Nothing in this Clause 21 shall prejudice the right of a party to institute proceedings to enforce payment due under the Contract or to seek injunctive or urgent declaratory relief in respect of a dispute under this Clause 21 or any matter arising under the Contract.

## **22 Clauses to survive expiration or termination**

- 22.1 The following Clauses survive the expiration or termination of the Contract:

- (a) Clause 9 – Insurance; and
- (b) Clause 23 - Intellectual Property Rights; and
- (c) Clause 24 – Release and Indemnity; and
- (d) Clause 25 – Confidentiality.

## **23 Intellectual Property Rights**

- 23.1 The Supplier warrants that the supply of the Goods and/or Services by the Supplier to the Principal Council under the Contract will not infringe the Intellectual Property Rights of any third party.
- 23.2 The Supplier must indemnify the Principal Council against any claim by a third party in relation to infringement of the Intellectual Property Rights of the third party of or incidental to the supply of the Goods and/or Services by the Supplier to the Principal Council under the Contract.
- 23.3 In respect of the supply of the Goods and/or Services by the Supplier under the Contract, the Supplier must at all times indemnify and keep indemnified the Principal Council from and against any loss or liability (including reasonable legal costs and expenses) incurred by the Principal Council arising from any claim, demand, suit, action or proceeding (including a claim for a breach of a person's Intellectual Property Rights) by any person against the Principal Council where the loss or liability arose out of, or in connection with, or in respect of, the supply of the Goods and/or Services by the Supplier under the Contract.
- 23.4 The indemnities in Clause 23.3 will be granted irrespective of whether legal proceedings are instituted and the means, manner or nature of any settlement, compromise or determination. may recover a payment from the Supplier under this indemnity before it makes the payment in respect of which the indemnity is given.
- 23.5 Unless otherwise specified in the Contract, title to and Intellectual Property Rights in all new Contract Material provided to the Principal Council, including each and every stage of design and production of it, will upon its creation vest in the Principal Council.
- 23.6 The Contract does not affect Intellectual Property Rights in existing Contract Material, but the Supplier grants, and will ensure that relevant third parties grant, to the Principal Council, a paid up non-exclusive, non-transferable licence:
- (a) to use, reproduce, communicate to the public and adapt for its own use; and
  - (b) to perform any other act with respect to copyright; and
  - (c) to manufacture, sell, hire or otherwise exploit a product or process or to provide a service or to licence a third party to do any of those things in respect of,
- the existing Contract Material but only as part of the Contract Material (and any further development of that material).
- 23.7 Where specified in the Specification, right and title to the Intellectual Property Rights in the Contract Material so specified will vest in the Supplier and the Supplier grants to the Principal Council, a non-exclusive, transferable, irrevocable and paid-up licence to use, reproduce, communicate to the public and adapt the Contract Material on the terms and conditions specified in the Specification.



- 23.8 Where the Supplier is an individual, the Supplier consents to any acts or omissions of the Principal Council in the exercise of rights or assignments granted under this Clause 23 that might otherwise constitute an infringement of the Moral Rights of the Supplier.
- 23.9 Without limiting Clause 23.8 the Supplier consents, in relation to the Contract Material:
- (a) to being attributed as author of works comprised in the Contract Material in a form and manner acceptable to the Principal Council; and
  - (b) to the specific acts or omissions set out in the Contract.
- 23.10 Prior to an individual commencing work in respect of the Contract Material on behalf of the Supplier, the Supplier must obtain from that individual, in writing, and provide to the Principal Council, upon request:
- (a) all consents, permissions and assignments to enable the Principal Council to exercise in full, without cost to the Principal Council and without impediment, the rights granted under this Clause 23 and
  - (b) without limiting paragraph (a), a consent to any act or omission (including the specific acts or omissions set out in the Contract) which would otherwise infringe the Moral Rights of that individual. If requested by the Principal Council, such consent must be in a form specified by the Principal Council.

## **24 Release and indemnity**

- 24.1 The Supplier will be liable for loss or damage (including personal injury whether or not resulting in death) suffered by the Principal Council or any officer, servant or agent of the Principal Council arising from the unlawful or negligent acts or omissions of the Supplier, its employees, subcontractors or agents, in the course of the supply (or attempted or purported supply) of Goods and/or Services under the Contract.
- 24.2 The Supplier releases and indemnifies and all officers, servants and agents of the Principal Council from and against all actions whatsoever and howsoever arising which may be brought or made against any of them by any person, including the Supplier, arising from:
- (a) any wilful or negligent act or omission of the Supplier or any person for whose conduct the Supplier is liable; and
  - (b) any unlawful or negligent act or omission of the visitors, invitees or licensees of the Supplier; and
  - (c) death, injury, loss or damage suffered by the Supplier, its employees, subcontractors or agents, or any of its visitors, invitees or licensees except where the death, injury, loss or damage is caused by the negligence or other wrongful act or omission of the Principal Council or any officer, servant or agent of the Principal Council.
- 24.3 In the event of any claim or action being made or brought against the Principal Council, the Principal Council may retain any money due to the Supplier in respect of Goods and/or Services supplied under the Contract for the purpose of settling or defending the claim or action. If the money retained is not sufficient for the purpose of settling or defending the claim or action, the balance outstanding in respect of the claim or action may be recovered from the Supplier as a debt due and payable to the Principal Council.

## **25 Confidentiality**

- 25.1 The Supplier must, and must ensure that its employees, agents and approved subcontractors, keep confidential any information obtained in the course of performing the Contract.
- 25.2 However, the Supplier may disclose any information:
- (a) which it is legally required or entitled to disclose; or



- (b) to its legal and accounting advisers for the purposes of obtaining advice in relation to the Contract or any matter arising from the Contract.

## 26 Work health and safety

- 26.1 The Supplier must comply with (and ensure that its employees, sub-contractors and Suppliers comply with):
  - (a) the provisions of the current Qld Work Health and Safety Act, Qld Work Health and Safety Regulations and relevant Australian Standards and Codes of Practice; and
  - (b) the provisions of the Principal Council's Occupational Health and Safety Management System (i.e. Safeplan), when providing services to the Principal Council.
- 26.2 The Supplier must at all times exercise their duty of care and due diligence obligations for the health and safety of all persons at the job site and, for other persons who may be affected by the supply of any Goods and/or Services.
- 26.3 The Supplier must indemnify and keep indemnified the Principal Council against all liabilities which may be imposed under or, which may arise out of, enforcement of any provision of the current Qld Work Health & Safety Act, Work Health & Safety Regulation, applicable 'Code of Practice' or relevant/applicable Australian Standard/s.
- 26.4 If a notifiable incident occurs as a result of, or incidental to the supply and execution of the Goods and/or Services, the Supplier *must* give written notice of the occurrence of the notifiable incident to the Principal Council at the same time or, immediately after notification to the Qld WH&S regulator.
- 26.5 All accidents and safety incidents/or events must be recorded and reported to the Principal Council within 24 hours of the occurrence. This will enable the Principal Council to review and possibly instigate/assist incident investigations which will allow possible follow up and corrective actions to be implemented. Such records may be requested and inspected by the Principal Council at any reasonable time.
- 26.6 The Supplier must provide information, instruction, training and supervision to its employees, to enable them to perform their work in a manner that is safe and without risk to their health and safety. Accordingly, all employees of the Supplier, either present at the job site or engaged in work at the job site, or regularly visiting the job site, must have received either General Construction Induction (White/Blue Card) or a Site Specific Induction before coming onto the job site.
- 26.7 For construction work activities/contracts, the Supplier must ensure its employees have successfully completed General Construction Induction Training and meet the requirements of the current Work Health and Safety Regulation.
- 26.8 Where applicable under legislation or the Principal Council policy the Supplier must supply, and all workers must wear, appropriate personal protective equipment and appropriate attire including but not limited to protective clothing, protective eyewear, ear muffs, sun screen, safety shoes, hats and reflective clothing. Note: It is not responsible for the provisions of any such equipment to the Supplier.
- 26.9 The Supplier must ensure they abide by the Work Health and Safety Regulations with regard to the provision of first aid equipment; facilities and first aid trained personnel appropriate for the execution of the services.
- 26.10 For construction activities involving an accumulative sun exposure period of 15 minutes or more, Suppliers must ensure its employees follow the Principal Councils Work Health and Safety General Policy: -
  - Long pants (trousers), long sleeved shirts; and
  - High visibility long sleeved shirt; and
  - Broad brim hat; and



- Steel capped safety boots.

## 27 Assignment and Subcontracting

- 27.1 The Supplier must not assign, novate or subcontract any of the rights or obligations of the Supplier under the Contract (either for the supply of the Goods and/or Services or otherwise) without the prior written consent of the Principal Council. Any consent given by the Principal Council:
- (a) may be conditional; and
  - (b) will not relieve the Supplier from any of its liabilities or obligations under the Contract.
- 27.2 The Supplier is liable to the Principal Council for the acts and omissions of subcontractors and employees and agents of subcontractors as if they were the acts or omissions of the Supplier.

## 28 Negation of employment agency etc

- 28.1 The Supplier must not represent itself or allow itself to be represented as being an employee or agent of the Principal Council.
- 28.2 The Supplier will not, by virtue of the Contract, be or become an employee or agent of the Principal Council.
- 28.3 Nothing in the Contract is to be taken or construed as creating the relationship of a partnership, joint venture or principal and agent, between any of the parties to the Contract.

## 29 Notices

- 29.1 Notices under the Contract may be delivered by pre-paid postage or certified mail, by hand or by email transmission. Notices are deemed given five (5) days after deposit in the mail with postage pre-paid or certified, when delivered by hand, or if sent by email as per section 24 of the *Electronic Transaction (Queensland) Act 2001*. Where a notice is given by email the original document must be posted on the same day as the email is sent. The addresses for service of notices are:
- (a) for Cairns Regional Council – PO Box 359, Cairns, QLD, 4870, email [council@cairns.qld.gov.au](mailto:council@cairns.qld.gov.au);
  - (b) Cassowary Coast Regional Council – PO Box 887, Innisfail, QLD, 4860, email [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)
  - (c) Cook Shire Council – PO Box 3, Cooktown, QLD, 4895, email [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au)
  - (d) Croydon Shire Council – PO Box 17, Croydon, QLD, 4871, email [admin@croydon.qld.gov.au](mailto:admin@croydon.qld.gov.au)
  - (e) Douglas Shire Council – PO Box 723, Mossman, QLD, 4873, email [enquiries@douglas.qld.gov.au](mailto:enquiries@douglas.qld.gov.au)
  - (f) FNQROC – PO Box 359, Cairns, QLD 4870, email [enquiries@fnqroc.qld.gov.au](mailto:enquiries@fnqroc.qld.gov.au)
  - (g) Hinchinbrook Shire Council – PO Box 366, Ingham, QLD, 4850, email [council@hinchinbrook.qld.gov.au](mailto:council@hinchinbrook.qld.gov.au).
  - (h) Mareeba Shire Council – Po Box 154, Mareeba, QLD, 3323, email [info@msc.qld.gov.au](mailto:info@msc.qld.gov.au)
  - (i) Tablelands Regional Council – PO Box 573, Atherton, QLD, 4880, email [info@trc.qld.gov.au](mailto:info@trc.qld.gov.au)
  - (j) Wujal Wujal Aboriginal Shire Council – Wujal Wujal Post Office via Cooktown, QLD, 4895, email [enquiries@wujalwujalcouncil.qld.gov.au](mailto:enquiries@wujalwujalcouncil.qld.gov.au).





- (k) Yarrabah Aboriginal Shire Council – C/- Post Office, Yarrabah, QLD, 4871, email council@yarrabah.qld.gov.au
- (l) for the Supplier – the address for service and email address/facsimile number (if any) of the Supplier specified in the Offer.

29.2 A party may change its address for service of notices by giving written notice to every other party to the Contract.

### **30 Force Majeure**

- 30.1 A party will not be entitled to exercise its rights or remedies upon the default of another party to the Contract (whether at common law or pursuant to the Contract) if that default:
- (a) is caused by Force Majeure; or
  - (b) continues for less than three (3) days.
- 30.2 Without limitation, where the event of Force Majeure continues for a period of more than 14 days, the Principal Council may terminate the Contract by giving written notice to the Supplier.

### **31 Authorised officer**

- 31.1 The Principal Council may, in the Purchase Order, or by giving written notice to the Supplier, appoint a representative (the "Authorised Officer") who shall be responsible for administering the Contract on behalf of the Principal Council. The Principal Council may change the identity of the Authorised Officer from time to time. The appointment of an Authorised Officer does not prevent the Principal Council from exercising any of its rights under the Contract.

### **32 Security and access**

- 32.1 The Contractor must, when using any premises or facilities of the Principal Council, comply with all reasonable directions and procedures as notified by the Principal Council or an Authorised Officer, including those relating to security and occupational health and safety which are in effect at the premises or facility.

### **33 Industrial disputes**

- 33.1 The Contractor must not involve the Principal Council in any industrial dispute arising between the Contractor and any employee of the Contractor.

### **34 Right to information and disclosure**

- 34.1 The RTI Act provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies (including Local Governments).
- 34.2 The RTI Act requires that documents be disclosed upon request, unless the documents are exempt, or on balance, disclosure is contrary to the public interest.
- 34.3 Information provided by the Contractor is potentially subject to disclosure to third parties pursuant to the RTI Act.
- 34.4 If disclosure under the RTI Act, or general disclosure of information provided by the Contractor, would be of substantial concern to the Contractor, because it would disclose trade secrets, information of commercial value, the purpose or results of research, or other information of a



confidential nature, including Personal Information, this should be indicated by the Contractor. The Principal Council cannot guarantee that any information provided by the Contractor will be protected from disclosure under the RTI Act.

## **35 Information privacy**

35.1 Where the Contractor or its subcontractors have access to or are responsible for holding Personal Information, the Contractor must:

- (a) comply with the current Information Privacy Act as if the Contractor were the Principal Council; and
- (b) ensure that the Personal Information is protected against loss, unauthorised access, use, modification or disclosure, and against other misuse; and
- (c) not use the Personal Information other than for the purpose of the Contract, unless required or authorised by law; and
- (d) not disclose the Personal Information without the written agreement of the Principal Council, unless required or authorised by law; and
- (e) not transfer the Personal Information outside Australia without the consent of the Principal Council; and
- (f) ensure that its personnel do not access, use or disclose the Personal Information other than in the performance of their duties; and
- (g) immediately notify the Principal Council if it becomes aware that a disclosure of Personal Information is, or may be, required or authorised by law; and
- (h) fully cooperate with the Principal Council, to enable the the Principal Council to respond to applications for access to, or amendment of, a document containing an individual's Personal Information and to privacy complaints; and
- (i) comply with such other privacy and security requirements as the Principal Council reasonably advises the Contractor from time to time.

35.2 Where the Principal Council is not reasonably satisfied, on the basis of information provided to it by the Contractor, that proper practices are in place to ensure that the privacy and disclosure of information requirements for Personal Information are being observed and maintained, the Principal Council may at any time require the Contractor to make its subcontractors aware of its obligations, in accordance with this Clause 35 including, when requested by the Principal Council, requiring any subcontractor to promptly sign a privacy undertaking in a form approved by the Principal Council.

## **36 Miscellaneous**

36.1 The Supplier must comply with all relevant laws and the requirements of any relevant statutory authority in supplying the Goods and/or Services.

36.2 The Contract is governed by and construed in accordance with the laws of the State of Queensland, and the parties submit to the jurisdiction of the Courts of that State and all Courts competent to hear appeals there from.

36.3 No agreement or understanding that varies or amends the Contract will bind any party unless and until agreed to in writing by all parties.

36.4 None of the conditions of the Contract will be waived or deemed waived, except by notice in writing signed by the party waiving the right.

36.5 The Contract constitutes the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements either oral or written between the parties with respect to the subject matter referred to in the Contract.



- 36.6 The parties to the Contract are independent contractors and nothing in the Contract will appoint the Supplier as an agent or employee of the Principal Council.
- 36.7 The Supplier should not approach Councillors or council officers (other than the Authorised Officer) to discuss the Contract. Any approach or known evidence of canvassing, breach of confidentiality or collusion by a Supplier will be reported to the Chief Executive Officer. If a Supplier is found to have participated in any of these actions the Supplier may be considered in breach of Contract.