|  |  |
| --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| Item 1: Project details |
| Contract numberClause 1.1 | [Insert the current Project Contract Number, including a decimal which reflects the Version] |
| Requisition number | [Insert requisition number from APRO] |
| Project contract name |  |
| Item 2: Core outcome/s supported by the Project ContractClause 2 |
| [Delete the core outcome/s that are not supported by the Project Contract] |
| a | Programs aimed at developing the skills, capability and capacity of the Northern Territory |
| b | Programs and initiatives intended to develop skills and capability of school students and school leavers |
| c | Opportunities to progress research and development to meet the economic, social and environmental agenda of the Northern Territory |
| d | Programs aimed at delivering improved economic, social and environmental policy |
| e | Programs aimed at supporting relationships and joint initiatives between government, industry and the university |
| f | Initiatives to increase the number of international students in the Northern Territory |
| g | Initiatives to build social networks and programs across the Northern Territory |
| h | Programs to drive economic development throughout urban, regional and remote areas of the Northern Territory |
| i | Initiatives to ensure the protection and sustainability of the Northern Territory’s natural environment |
| Project commencement and completionClauses 1.1, 4.1 |
| Item 3 | Commencement Date | [insert date or “The date on which the last party to execute the Contract does so.”] |
| Item 4 | Contract Completion Date | [insert date] |
| Item 5: The ServicesClauses 1.1, 7.1 |
| [Insert a summary description of the Services, including a description or of key outputs required by the Project Contract Completion Date – a detailed list can be included under the Milestones] |
| Item 6: Key Performance IndicatorsClauses 1.1, 7.1, 18.1 |
| [Insert criteria to be met, standards to be met, goals to be achieved or outputs to be produced] |
|  | **Key Performance Indicator** | **Description of satisfactory progress** |
| a | Local Benefit Commitment | [insert description of what constitutes satisfactory progress or achievement] |
| b | [Indigenous Employment Commitment] |  |
| c | [insert description of other outputs or activity – add or delete rows as necessary] |  |
| Item 7: Project Contract ValueClauses 1.1, 6.1, 8 |
| **Project Contract – Schedule of Rates**[Delete this option if you are using the lump sum pricing option. This pricing option allows you to seek a rate (fee) for performance of services. You must pay the rate for the actual units ordered.] |
| Input | Est input quantity | Units | Rate | Extended total |
| E.g. Trainer | 5 | Hours | 100.00 | 400.00 |
| [Add lines as required] |  |  |  |  |
| Total Contract Value | $800.00 |
| Project Contract – Lump Sum[Delete this option if you are using the schedule of rates pricing option. This method seeks a single price for the entire project. You need to formally vary the project schedule if this price changes.] |
| Input | Rate |
| E.g Evaluation of NTG Service provided to clients]\ | 150,000.00 |
| Total Contract Value | $150,000.00 |
| Item 8: Approved Additional ExpensesClause 8.3 |
|  | Additional expenses | Cost |
| a | [Costs not included in the total contract value. If the costs are not yet finalised they may be paid on invoice…] |  |
| b |  |  |
| c |  |  |
| **Item 9: Reports Required**Clauses 1.1, 6.3, 7.6, 9, 11.2, 18.3 |
|  |  |  |
|  |  |  |
|  |  |  |
| Item 10: MilestonesClauses 1.1, 8.2, 18.2 |
| [Set dates, conditions or events which trigger payments] |
| a | [this may be a date, an event, a Project output, the submission of a report or achievement of a KPI] | [this may be a set sum or a calculation to be undertaken at the date] |
| b | [delete empty rows below all Milestones & Payments] |  |
| c |  |  |
| Item 11: Additional Privacy AuthorityClause 25 |
| For the purpose of providing the Services, the Principal authorises the University to collect, use, disclose or otherwise deal with Personal Information as follows: |
| a | [insert list of specific purposes, types of personal information or conditions on Personal Information Use] |  |
| b | [note “Nil” under this Item 7 if no authority provided beyond clause 21.1]  |  |
| Item 12: Contract Details for notices, Reports and DirectionsNotices: Clauses 1.1, 7.1, 8.3, 10, 11, 12.1, 13.3, 14, 15.5, 19.1, 22. 23, , 25.2, 27 28, 29Reports: Clauses 1.1, 7.6, 9, 11.2, 13, 18.3, 27 Directions: Clauses 1.1, 7, 15, 18.6, 22.7, 23.1 |
| Principal’s Representative Clauses 1.1, 6.2, 6.3 |
| Name  |  |
| Title |  |
| Phone |  |
| Email |  |
| Address |  |
| Project Contract ManagerClauses 1.1, 6.3, 7.1, 20 |
| Name  |  |
| Title |  |
| Phone |  |
| Email |  |
| Address |  |
| University’s RepresentativeClauses 1.1, 7.4  |
| Name  |  |
| Title |  |
| Phone |  |
| Email |  |
| Address |  |
| Item 13: InsuranceClauses 1.1, 16 |
| For the Term of the Project Contract, the University will obtain and maintain the currency of the following insurance policies to the value specified.[delete or note as “Nil” the value of the insurance required] |
|  | **Type of Insurance** | **Value of Insurance** |
| a | Public Liability Insurance  | [insert value] |
| b | Worker’s Compensation Insurance | [insert value] |
| c | Professional Indemnity Insurance  | [insert value] |
| d | Building Insurance for[list buildings to be insured here or delete if not required] | [list value for each building or total policy here] |
| e | Vehicle Insurance[list vehicles to be insured here or delete if not required] | [insert value for total fleet or per vehicle here] |
| f | Special Event Insurance[delete if not required] | [insert value] |
| g | [insert other insurance required] | [insert value] |
| Item 14:Approved sub-contractorsClauses 1.1, 21 |
| The Principal approves the engagement of the following sub-contractors by the University for the purpose of providing the Services: |
|  | **Sub-contractor details** | **Proposed service**  | **Proposed value** |
| a | [insert subcontractor name, ABN, ACN, contact details],  | [insert proposed service] | [insert value of proposed service] |
| b | [insert more rows for more sub-contractors] |  |  |
| c |  |  |  |
| Item 15: Specific Authorisation/s RequiredClause 7.3, 15.3 |
|  | **Specific Authorisation/s Required** |
| a | [List authorisations required. E.g. working with vulnerable people check, Criminal history check, Aboriginal Land permit, WHS certificates, safety training for specific worksites] |
| b | [insert more rows for more sub-contractors] |
| Item 16: Key PersonnelClauses 1.1, 7 |
| **Name, Title** | **Role in Service provision** |
|  |  |
|  |  |
|  |  |
| Item 17: Special ConditionsClauses 1.1, 19.2 |
| a | [insert extra provisions required according to risk level, Project type, Contract Value or other rules] |
| b |  |
| c |  |
| Item 18: Site RulesClause 15.3 |
| [Advise if site rules are applicable to the Project e.g. the University must comply with the site rule for Hospitals]  |

|  |  |  |
| --- | --- | --- |
| Executed

|  |
| --- |
| **Executed by the parties as an Agreement:**Signed by ………………………… (name) .……………… (position)for and on behalf of the Northern Territory of Australia through its Agency [insert agency name, possibly division] pursuant to a delegation under the Contracts Act *1978* (NT) Signed by ………………………… (name) .……………… (position)for and on behalf of the [insert name of Institution, business division etc] in accordance with its [constitution/resolution dated ….] pursuant to [a delegation/authority/appointment of ‘the signatory’]  |
| End of form |

 |
| End of form |

**This Notice of Variation to the Project Contract is issued pursuant to clause 19.1 by:**

[delete this signature block if the variation is formed by the Principal serving Notice on the University]

Signed by ………………………… (name) .……………… (position)

for and on behalf of the Northern Territory of Australia through its

Agency [insert agency name, possibly division] pursuant to a

delegation under the *Contracts Act 1978* (NT)

Signed by ………………………… (name) .……………… (position)

for and on behalf of the [insert name of Institution, business division etc]

in accordance with its [constitution/resolution dated ….]

pursuant to [a delegation/authority/appointment of ‘the signatory’]