|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 number  Clause 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 Contract  Clause 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 completion  Clauses 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 Services  Clauses 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 Indicators  Clauses 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 Value  Clauses 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 Expenses  Clause 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 | | | | | | | | | | | | | | | |
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|  | |  | | | | | | | | | | | | |  |
| Item 10: Milestones  Clauses 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 Authority  Clause 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 Directions  Notices: Clauses 1.1, 7.1, 8.3, 10, 11, 12.1, 13.3, 14, 15.5, 19.1, 22. 23, , 25.2, 27 28, 29  Reports: 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 Manager  Clauses 1.1, 6.3, 7.1, 20 | | | | | | | | | | | | | | | |
| Name | | | |  | | | | | | | | | | | |
| Title | | | |  | | | | | | | | | | | |
| Phone | | | |  | | | | | | | | | | | |
| Email | | | |  | | | | | | | | | | | |
| Address | | | |  | | | | | | | | | | | |
| University’s Representative  Clauses 1.1, 7.4 | | | | | | | | | | | | | | | |
| Name | | | |  | | | | | | | | | | | |
| Title | | | |  | | | | | | | | | | | |
| Phone | | | |  | | | | | | | | | | | |
| Email | | | |  | | | | | | | | | | | |
| Address | | | |  | | | | | | | | | | | |
| Item 13: Insurance  Clauses 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-contractors  Clauses 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 Required  Clause 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 Personnel  Clauses 1.1, 7 | | | | | | | | | | | | | | | |
| **Name, Title** | | | | | | | | **Role in Service provision** | | | | | | | |
|  | | | | | | | |  | | | | | | | |
|  | | | | | | | |  | | | | | | | |
|  | | | | | | | |  | | | | | | | |
| Item 17: Special Conditions  Clauses 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 Rules  Clause 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’]