

Contract for Services

# Land Record Search Campaign

**Contract Reference:**

A LINZ CMS contract number will be provided by the LINZ Contract Manager following contract execution.

<b>PARTIES</b>	
Toitū Te Whenua Land Information New Zealand Radio New Zealand House 155 The Terrace Wellington 6145	<b>(Buyer)</b>
<b>and</b>	
ARO DIGITAL NZ LIMITED 9429046388827 HQ: Level 2, 232 Oriental Parade, Oriental Bay Second Location: Level 1, 236 Oriental Parade, Oriental Bay City: Wellington State / Province: Wellington Postal / Zip Code: 6011 Country: New Zealand	<b>(Supplier)</b>
Is the <b>Supplier</b> a <u>Maōri Business</u> (do you have at least 50% Maōri ownership or are you a Maōri Authority as defined by Inland Revenue?)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**CONTRACT Agreement**

The Buyer appoints the Supplier to deliver the Services described in this Contract and the Supplier accepts that appointment. This Contract sets out the Parties' rights and obligations.

**The documents forming this Contract are:**

1. This page	<b>Page 1</b>
2. Contract Details and Description of Services	<b>Schedule 1</b>
3. Standard Terms and Conditions: GMC Form 1 SERVICES (2nd Edition) <i>(available at <a href="http://www.procurement.govt.nz">www.procurement.govt.nz</a>)</i>	<b>Schedule 2</b>
4. Any other attachments described at Schedule 1.	

**How to read this Contract:**

- Together the above documents form the whole Contract.
- Any Supplier terms and conditions do not apply.
- Clause numbers refer to clauses in Schedule 2.
- Words starting with capital letters have a special meaning. The special meaning is stated in the Definitions section at clause 17 (Schedule 2).

**ACCEPTANCE**

In signing this Contract each Party acknowledges that it has read and agrees to be bound by it.

For and on behalf of the <b>Buyer</b> :	For and on behalf of the <b>Supplier</b> :
[ s 9(2)(a) ] [Redacted Signature]	[ s 9(2)(a) ] [Redacted Signature]
..... <b>Signature</b>	..... <b>Signature</b>
<b>Name:</b> Russell Duncan	<b>Name:</b> [Redacted Name]

Position: Marketing Lead

Position: [ s 9(2)(a) ]

Date: 19/10/21

Date:

Oct 26, 2021

## SCHEDULE ONE: Contract Details and Description of Services

<b>Start Date:</b> Schedule 2 Clause 1	15 October 2021
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<b>End Date:</b> Schedule 2 Clause 1	28 February 2022
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<b>Contract Managers:</b> Schedule 2 clause 4	<b>Buyer's Contract Manager</b>		<b>Supplier's Contract Manager</b>
	<b>Name:</b>		[ s 9(2)(a) ]
	<b>Title:</b>		
	<b>Address:</b>	Level 7 Radio New Zealand House 155 The Terrace P O Box 5501 Wellington 6145	Level 2, 232 Oriental Parade, Oriental Bay Wellington, 6011 New Zealand
	<b>Phone:</b>		027 717 1400
<b>Email:</b>		[ s 9(2)@aro.digital	

<b>Addresses for Notices:</b> Schedule 2 clause 14	<b>Buyer's address</b>		<b>Supplier's address</b>
	<b>For the attention of:</b>	Name	[ s 9(2)(a) ]
	<b>Delivery address:</b>	As above	As above
	<b>Postal address:</b>	As above	As above
	<b>Email:</b>		

<b>Description of Services</b>	<b>Description of Services</b>													
	<p>Aro Digital has been approached by Toitū Te Whenua / Land Information New Zealand (LINZ) for Digital Marketing Services - specifically a digital lead campaign for the Land Record Search (LRS) product. Aro Digital will collaborate with Toitū Te Whenua / LINZ to produce a tactical digital marketing plan and execute campaign delivery.</p> <p>We propose that Aro Digital manage this campaign's paid search, paid social media, and programmatic advertising. Beyond this, we'll also provide analytics and insights to ensure the campaign performs as well as possible.</p> <p>The expected delivery is a nationwide marketing campaign that attracts new audiences to visit the product page and encourages LRS purchases.</p> <p>Our background in working with other organisations in the building industry (from real estate, property management through to home inspections) prepares us incredibly well for this campaign.</p> <p><b>Deliverables</b></p>													
	<table border="1"><thead><tr><th>#</th><th>Deliverable/Milestone</th><th>Performance Standards</th><th>Due date</th><th>Amount due (exc GST)</th></tr></thead><tbody><tr><td>1</td><td>Research &amp; Strategy  We'll do our research prior to the workshop, diving deeper into research documents provided, look to website inspiration and past marketing performance - identifying opportunities for a digital strategy for the Land Record</td><td>Workshop delivered with key notes and outcome shared with the buyer.</td><td>21/10/21</td><td>[ s 9(2) ]</td></tr></tbody></table>	#	Deliverable/Milestone	Performance Standards	Due date	Amount due (exc GST)	1	Research & Strategy  We'll do our research prior to the workshop, diving deeper into research documents provided, look to website inspiration and past marketing performance - identifying opportunities for a digital strategy for the Land Record	Workshop delivered with key notes and outcome shared with the buyer.	21/10/21	[ s 9(2) ]			
#	Deliverable/Milestone	Performance Standards	Due date	Amount due (exc GST)										
1	Research & Strategy  We'll do our research prior to the workshop, diving deeper into research documents provided, look to website inspiration and past marketing performance - identifying opportunities for a digital strategy for the Land Record	Workshop delivered with key notes and outcome shared with the buyer.	21/10/21	[ s 9(2) ]										

	<p>Search campaign. .</p> <p>Over a 1.5 hour in-person workshop, we'll deep dive into the digital platforms, discuss ad approaches and content pillars, and map out the messaging to deliver to the audiences through multiple channels and platforms.</p>			
2	<p><b>Setup</b></p> <p><b>Social Ads</b> - Developing the ads and targeting functionalities. Includes ad account foundations, pixel setup, and ad library.</p> <p><b>Programmatic</b> - Buying ad space, setting up ads, audiences, tracking and tagging for display advertising on popular sites. Includes: Rate finding and media buying, where we negotiate directly with media sellers.</p> <p><b>Search Ads</b> - Researching and developing ads for rollout across Google.</p> <p><b>Analytics</b> - Capturing and visualising website and marketing data for insights. Includes the creation of a dashboard.</p> <p><b>Custom Design</b> - We've allocated design time to this campaign work. Our creative specialist will create designs from start to finish. Design is for assets to be used for our Ads (this excludes photography &amp; videography).</p>	<p>Setup of all systems and processes outlined confirmed and in place prior to live date. Dashboard provided to the buyer.</p>	1/11/21	[ s 9(2)(b) ]
3	<p><b>Delivery</b></p> <p><b>Social Ads</b> - Promoting your website through social platforms - generating additional awareness, and traffic to the site. Includes Facebook and Instagram.</p> <p><b>Programmatic</b> - Display advertising on popular websites. Includes Homes.co.nz</p> <p><b>Search Ads</b> - Managing your Google Ads to attract our target audience. Includes Search &amp; Display.</p> <p><b>Analytics</b> - Providing data and insights on the website, landing page and marketing performance. Includes Google Tag Manager, Google Analytics, Google Data Studio and Reporting and Insights Meetings</p> <p><b>Campaign Wrap Up Reporting</b> - In February 2022</p>	<p>Campaign delivered. Full wrap up report supplied in February 2022</p>	05/11/21	[ s 9(2)(b) ]

	we will book a campaign wrap up reporting meeting with all stakeholders involved where we reflect back on campaign success, talk insights, the overall performance of our campaign and provide recommendations for future campaign activity.			
4	<b>Media Spend Management</b> Media schedule calendar ROI - optimising \$ for best return Budget pacing - spending \$ predictably Paying platforms - (eg: Google, Facebook & Programmatic)	Evidence through reporting of media placement.	1/11/21	[ s 9(2)(b) (ii) 1
	<b>Total (excluding GST)</b>			[ s 9(2)(b)

**Performance standards**

1. Exercise the care, skill, judgement, efficiency, competence and expertise expected when providing the Services to the highest industry standards so as to promote and further the interest of the Buyer;
2. Not delegate or have any other person perform its obligations under this Agreement without the prior written consent of the Buyer;
3. Work with the employees of the Buyer as required, in a competent and professional manner; and
4. Comply with the Buyer's reasonable direction and instructions in relation to the performance of the Services.

**Transfer of Records**

At the end of the contract the supplier will transfer all data to LINZ.

Reporting Needs Schedule 2 clause 5	Report to:	Type of report	Due date	
	Contract Manager		Interim Progress Report - Initial Insights Reporting	29/10/21
			Monthly Progress Report - Full Month 1 Performance Reporting	30/11/21
			Project completion report - Campaign Wrap Up Reporting	28/02/22

**CHARGES:** The following section sets out the Charges. Charges are the total maximum amount payable by the Buyer to the Supplier for delivery of the Services. Charges include **Fees**, and where agreed, **Expenses** and **Daily Allowances**. The Charges for this Contract are set out below.

<b>Fees</b> Schedule 2 clause 3	The Supplier's Fees will be calculated as follows:  <b>Fixed Fee</b> A fixed Fee of [ s 9(2) ] excluding GST.
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<b>Expenses</b> Schedule 2 clause 3	No Expenses are payable.
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<b>Daily Allowance</b> <i>Schedule 2 clause 3</i>	No Daily Allowances are payable.
<b>Invoices</b> <i>Schedule 2 Subject to clauses 3 and 11.7</i>	The Supplier must send the Buyer an invoice for the Charges at the following times:  At the end of the month, for Services delivered during that month.
<b>Address for invoices</b> <i>Schedule 2 clause 3</i>	<b>Buyer's address</b>
	<b>For the attention of:</b> <b>Postal address:</b> <b>Email:</b> <a href="mailto:payables@linz.govt.nz">payables@linz.govt.nz</a>  <b>Please ensure that all invoices refer to the LINZ CMS contract number provided by the LINZ Contract Manager.</b>
<b>Changes to Schedule 2 and additional clauses</b>	<p><b>Schedule 2 is amended by adding the following new clause 17:</b>          "If the Supplier is a non-resident of New Zealand for tax purposes the Suppliers must notify LINZ if the services they have carried out in New Zealand are applicable to Non-Resident Contract Tax "NRCT". If NRCT is applicable, the Suppliers must hold a valid Certificate of Exemption for NRCT. If the Supplier is does not have a valid Certificate of Exemption for NRCT the Buyer will withhold 15% of the total chargeable Fees (ex GST) applicable under this Contract."</p> <p><b>Clause 2 of Schedule 2 is amended by adding the following new clause 2.8:</b>          "The Supplier will:          a) consult, cooperate and coordinate with the Buyer to the extent required by the Buyer to ensure that the Buyer and the Seller will each comply with their respective obligations under the Health and Safety at Work Act 2015 as they relate to the Contract          b) perform its, and ensure that its Personnel perform their, obligations under the Contract in compliance with its and their obligations under the Health and Safety at Work Act 2015          c) comply with all reasonable directions of the Buyer relating to health, safety, and security report any health and safety incident, injury or near miss, or any notice issued under the Health and Safety at Work Act 2015, to the Buyer to the extent that it relates to, or affects, the Contract."</p> <p><b>Clause 12.3 of Schedule 2 is replaced with the following amended clause:</b>          "12.3 The Supplier grants to the Buyer a perpetual, non-exclusive, worldwide and royalty-free licence to use, for any purpose, all Intellectual Property Rights in the Deliverables that are not owned by the Buyer. This licence includes the right to use, copy, modify and distribute the Deliverables and to sub-license any Intellectual Property Rights in the Deliverables and the Deliverables themselves for re-use under any Creative Commons or other licence referred to in the New Zealand Government Open Access and Licensing framework (available at <a href="http://ict.govt.nz/guidance-and-resources/information-and-data/nzgoal">http://ict.govt.nz/guidance-and-resources/information-and-data/nzgoal</a>)."</p> <p><b>Clause 12 of Schedule 2 is amended by adding the following new clause 12.3A:</b>          "12.3A Without limitation to clause 13 (Confidentiality) and except for agency or government logos, coats of arms, emblems and trade marks (if any), the Buyer grants to the Supplier a perpetual, non-exclusive, worldwide and royalty-free licence to use, for any purpose, all Intellectual Property Rights in the Deliverables that are not owned by the Supplier. To the extent permitted by law, the Buyer disclaims all implied conditions, representations and warranties in relation to the licence."</p> <p><b>Clause 12 of Schedule 2 is amended by adding the following new clause 12.3B:</b>          "The Supplier shall not apply any digital rights management restrictions to or embed any such restrictions within the Deliverables, including (without limitation) restrictions on the Buyer's ability, either on receipt of the Deliverables or at any time in the future, to save, copy, modify, archive, view, print, listen to, forward or otherwise distribute the Deliverables. The Supplier will also supply any digital versions of the Deliverables to the Buyer in the formats reasonably requested by the Buyer, including non-proprietary formats."</p>
<b>Insurance</b> <i>Schedule 2 Clause 8.1</i>	<b>INSURANCE:</b> It is the Supplier's responsibility to ensure its risks of doing business are adequately covered, whether by insurance or otherwise. The Buyer does not require any specific insurance under this Contract. a.
<b>Attachments</b> <i>'Contract documents' described at Page 1</i>	<b>Attachment One:</b> Health and Safety Schedule <b>Attachment two:</b> Proposal document from Aro Digital

## Attachment One: Health and Safety Schedule

# Health and Safety Requirements

## Part A: Worker Health and Safety – High, Medium and Low Risk Services

### 1. Background

- 1.1. Land Information New Zealand (LINZ) is committed to the guiding principle of the Health and Safety at Work Act 2015 (HSWA) that workers should be given the highest level of protection against harm to their health, safety, and welfare from work risks as is reasonably practicable.
- 1.2. LINZ and the Supplier will consult, co-operate and co-ordinate with each other (as well as any other relevant parties) in respect to health and safety matters relating to the Works and the Site and comply with all aspects of the HSWA (and all amendments and all regulations made pursuant to that Act).

### 2. Definitions

2.1. **Definitions:** In this Schedule, unless the context otherwise requires:

1. "Accreditation" means the minimum requirements LINZ requires of its suppliers before any contract and / or service is performed
2. "Agreement" means all documents and obligations and that comprise this contract
3. "Contract Manager" means LINZ nominated contract manager
4. "HSWA" means Health Safety and Work Act 2015
5. "Health and Safety Plan" means a site specific safety plan developed for the Works as per Section 3.21 of this Schedule
6. "Lead Contractor" means the Supplier who has the lead responsibility for managing the health and safety at the Site
7. "Notifiable Event" has the same meaning as section 25 of the Health and Safety at Work Act 2015
8. "Site" means those sites or properties where Works are currently being, have previously been, or may be undertaken for the purposes of delivering Services
9. "Regulator" has the same meaning as section 16 of the Health and Safety at Work Act 2015
10. "Services" means the services to be provided by the Supplier under the Agreement
11. "Supplier" means contractor, vendor or party providing the Services to LINZ pursuant to the Agreement
12. "Subcontractor(s)" means a party engaged by the Supplier to undertake and complete Works
13. "Worker" or "Workers" has the same meaning as section 19 of the Health and Safety at Work Act 2015
14. "Works" means the scope of Services to be provided by the Supplier

### 3. Health and Safety

- 3.1. **Obligations in addition to other deliverables:** The Supplier acknowledges that all obligations, rights, and deliverables detailed in this Schedule are in addition to any other obligations, rights and deliverables detailed elsewhere in this Agreement.
- 3.2. **Code of Conduct:** The Supplier confirms that they have read and agreed to LINZ's Supplier Code of Conduct
- 3.3. **Supplier Accreditation:** LINZ operates an accreditation programme that ensures suppliers have the necessary health and safety capability to undertake the contracted work safely and meet both legal and LINZ internal requirements, including insurances. The Supplier acknowledges and agrees that they are required to achieve the level of accreditation notified to them by LINZ prior to any Works commencing under this Agreement and maintain that level for the duration of this Agreement.
- 3.4. **Accreditation is at LINZs discretion:** LINZ may, at its sole and absolute discretion, determine that the Supplier does not meet the Accreditation requirements. In such instances, LINZ and the Supplier will work co-operatively to develop and execute a remedial plan with a view of assisting the Supplier to achieve the required Accreditation level.
- 3.5. **Exemption to Supplier Accreditation:** LINZ may, at its sole and absolute discretion, exempt a Supplier from the Accreditation requirement by giving notice to the Supplier in writing.
- 3.6. **Notifiable Events:** The Supplier is required to report all Notifiable Events to the LINZ Contract Manager and the LINZ Health and Safety team immediately.

- 3.7. **Reporting Framework:** The Supplier must comply with the 'contractor requirements' set out in the LINZ Health and Safety Incident Reporting Framework shown in the table included in Part B.
- 3.8. **Compliance with Legislation:** The Supplier is required to:
1. Comply with, and must ensure that its Workers and agents comply with, all legislative requirements, standards and codes of practice in respect of health and safety matters which apply to the Works under the Agreement or at the Site and any health and safety policies procedures and requirements issued by LINZ to the Supplier from time to time; and
  2. Upon request, demonstrate compliance with the above requirements by providing LINZ with evidence of measures taken to achieve such compliance.
- 3.9. **Health and Safety Compliance Audits:** The Supplier acknowledges that LINZ may initiate random or scheduled health and safety-related audits. The Supplier agrees to assist and co-operate with any such audit by providing LINZ's nominated auditor access to any Sites, answering questions, and providing all information and documentation requested by LINZ.
- 3.10. **LINZ to act reasonably:** LINZ will act reasonably when carrying out Health and Safety Compliance Audits under clause 3.9
- 3.11. **Keep LINZ informed:** The Supplier will keep LINZ informed of any health and safety concerns, hazards or risks arising from or relating to any Work being performed for LINZ or on any Sites
- 3.12. **Keep Supplier informed:** LINZ will keep the Supplier informed of any new health and safety concerns, hazards or risks arising with the Work or Sites that LINZ becomes aware of or should reasonably be aware of.
- 3.13. **Accident Register:** The Supplier must maintain an **accident/incident register** and must keep a record of each Notifiable Event for at least five (5) years from the date on which notice of that event is given to the Regulator.
- 3.14. **Risk Register:** The Supplier must maintain a **risk register** (which specifically identifies health and safety risks) with a view of:
1. Eliminating risks to health and safety, so far as is reasonably practicable; and
  2. If it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable
- 3.15. **LINZs nominated Health and Safety Manager:** LINZ reserves the right, at its sole and absolute discretion, to nominate a health and safety advisor or manager to liaise with the Supplier. The Supplier acknowledges and agrees that LINZs nominated health and safety manager will have the authority to direct the Supplier (and the Supplier's Workers) to carry out health and safety-related activities, including, but not limited to:
1. Requiring additional training to be carried out for certain individuals;
  2. Requiring a certain person to be removed from Site for health and safety reasons; and
  3. Directing that some or all work at all or some Sites to cease
- 3.16. **Termination for Health and Safety Breach:** LINZ reserves the right to terminate part or all of this Agreement for material breaches of the Supplier's health and safety obligations under this Agreement and more generally the HSWA.
- 3.17. **Indemnification:** To the extent permitted by law, the Supplier shall indemnify and hold LINZ harmless against any liability, claims, proceedings, costs, expenses and damages which the Supplier may suffer or incur under the HSWA as a consequence of anything done by the Supplier in relation to the Work or as a consequence of the Supplier breaching its obligations under the HSWA.
- 3.18. **Health and Safety Policy:** The Supplier will develop and maintain a satisfactory health and safety policy in respect of the Work being provided at the Site.
- 3.19. **Supplier in control of the Site:** Subject to section 34 of the HSWA, where the Supplier is the Lead Contractor, the Supplier acknowledges and agrees that it has the sole authority for, and management and control of, the Site and all safety matters involving the Work undertaken by the Supplier (including ensuring that the Site and the means of entering the Site are at all times safe and without risk to health and safety), which authority shall remain unaffected despite the approval, authorisation, direction, instruction, order permission or request or requirement of LINZ or the operation of any other clause of this Agreement.
- 3.20. **Supplier holds specialist expertise:** The Supplier acknowledges that they have been engaged by LINZ to provide specialist Services in an area and/or industry in which LINZ does not hold specialist knowledge and expertise.
- 3.21. **Supplier to appoint Health and Safety Supervisor:** The Supplier will appoint a supervisor who is responsible for ensuring that the Supplier and its Workers are complying with its duties under the HSWA at all times in relation to the Works and at the Site.
- 3.22. **Health and Safety Plan:** The Supplier will develop and maintain a Health and Safety Plan for the Works (after consultation with LINZ). The Health and Safety Plan must include:
1. Hazard and risk management (which identifies specific hazards and risks and the proposed control mechanism for each)

2. Safe operating procedures
  3. Incident management
  4. Emergency management
  5. Injury management
  6. Worker engagement and participation practices
  7. Monitoring and review of any risks or hazards to enable continuous improvement
- 3.23. **Approval of Health and Safety Plan:** The Supplier must obtain LINZs approval of the Health and Safety Plan developed as part of clause 3.22 above prior to any Work commencing. Either LINZ's nominated Contract Manager for this Agreement or the contract signatory has the authority to approve the Health and Safety plan on behalf of LINZ. Material alterations made to the Health and Safety Plan through the course of the Work must also be approved by LINZ.
- 3.24. **Compliance to Health and Safety Plan:** The Supplier will comply with the Health and Safety Plan, health and safety legal requirements and standards generally, and with specific instructions from LINZ in relation to health and safety matters through the duration of the Agreement.
- 3.25. **Worker Induction:** The Supplier will provide formal induction and health and safety training to its Workers (and any Workers of the Supplier's sub-contractors) to allow them to safely carry out their roles safely in relation to the Works.
- 3.26. **Competent Workers:** The Supplier warrants that all of its Workers (and Workers of the Supplier's sub-contractors) are fully competent (by virtue of their training and experience), to carry out the Works allocated to them.
- 3.27. **Sub-Contractors:** The Supplier will notify LINZ of any Sub-contractors the Supplier proposes to deliver any aspect of the Works prior to the proposed Sub-contractor commencing work. LINZ reserves the right to deny the use of any proposed Sub-contractor and deny them access to any Site.
- 3.28. **Accreditation of Sub-Contractors:** LINZ may require a Sub-contractor to obtain a LINZ Accreditation prior to them commencing any Works, and / or elect to carry out additional health and safety-related due diligence on the Supplier's sub-contractors.
- 3.29. **Health and Safety Reporting:** The Supplier will provide LINZ with scheduled reporting specifically on health and safety risks, issues and incidents.
- 3.30. **Frequency and Format of Health and Safety Reporting:** The frequency and format of the health and safety reporting will be mutually agreed between LINZ and the Supplier prior to Work commencing. The Supplier will confirm the format and frequency in writing to LINZ once agreed.
- 3.31. **Health and Safety Self-Audits:** The Supplier must perform regular self-audits against the agreed health and safety plan, and report back to LINZ.
- 3.32. **Frequency and format of Health and Safety Self-Audits:** The Supplier and LINZ will mutually agree to the frequency of the self-audits and the format of the report back to LINZ prior to any Work commencing.



<p><b>Near Miss</b></p> <p>Event that had potential to cause but does not result in injury</p> <p><b>Level 1</b></p>	<ol style="list-style-type: none"> <li>1. Notification to Contract Manager</li> <li>2. Incident report provided and contributing factors considered</li> <li>3. Any corrective actions identified and closed out</li> </ol>	7 Days	1 Month
<p><b>Minor Incident</b></p> <p>Minor medical treatment, first aid, minor injury (not notifiable to WorkSafe NZ, Maritime NZ, Civil Aviation Authority. If unsure contact H&amp;S team to discuss).</p> <p><b>Level 2</b></p>	<ol style="list-style-type: none"> <li>1. Notification to Contract Manager</li> <li>2. Incident report provided and contributing factors considered</li> <li>3. Corrective actions identified and closed out</li> </ol>	2 Days	5 Days
<p><b>Serious Incident/ Serious Near Miss</b></p> <p>(Notifiable to WorkSafe NZ, Maritime NZ, Civil Aviation Authority. If unsure contact H&amp;S team to discuss).</p> <p><b>Level 3</b></p>	<ol style="list-style-type: none"> <li>1. Notification to LINZ Contract Manager, LINZ Health and Safety Team and appropriate agency (e.g. WorkSafe)</li> <li>2. Incident report provided and full causation analysis investigation completed</li> <li>3. Corrective actions identified and closed out</li> </ol>	Immediate, regular updates . Initial written incident report within 2 days	Full causation investigation within 14 days

INFORMATION UNDER THE  
 INFORMATION ACT

## SCHEDULE TWO:

### Standard Terms and Conditions - GMC Form 1 Services (2nd Edition)

#### 1. Length of Contract

- 1.1 This Contract starts on the Start Date. Services must not be delivered before the Start Date.
- 1.2 This Contract ends on the End Date unless terminated earlier.

#### 2. The Services

##### *Both Parties' obligations*

2.1 Both Parties agree to:

- a. act in good faith and demonstrate honesty, integrity, openness and accountability in their dealings with each other
- b. discuss matters affecting this Contract or the delivery of the Services, whenever necessary
- c. notify each other immediately of any actual or anticipated issues that could:
  - i. significantly impact on the Services or the Charges
  - ii. receive media attention, and
- d. comply with all applicable laws and regulations.

##### *Buyer's obligations*

2.2 The Buyer must:

- a. provide the Supplier with any information it has reasonably requested to enable the delivery of the Services
- b. make decisions and give approvals reasonably required by the Supplier to enable delivery of the Services. All decisions and approvals must be given within reasonable timeframes, and
- c. pay the Supplier the Charges for the Services as long as the Supplier has delivered the Services and invoiced the Buyer, all in accordance with this Contract.

##### *Supplier's obligations*

2.3 The Supplier must deliver the Services:

- a. on time and to the required performance standards or quality set out in Schedule 1 or reasonably notified by the Buyer to the Supplier from time to time
- b. within the amounts agreed as Charges, and
- c. with due care, skill and diligence, and to the appropriate professional standard or in accordance with good industry practice as would be expected from a leading supplier in the relevant industry.

2.4 The Supplier must:

- a. ensure that its Personnel have the necessary skills, experience, training and resources to successfully deliver the Services
- b. provide all equipment and resources necessary to deliver the Services, and
- c. comply with the Standards of Integrity and Conduct issued by the State Services Commission (see [www.ssc.govt.nz](http://www.ssc.govt.nz)) and any other relevant codes of conduct listed in Schedule 1 or notified by the Buyer to the Supplier from time to time.

2.5 Where an Approved Personnel has been authorised by the Buyer in Schedule 1, the Supplier must use the Approved Personnel in delivering the Services. The Supplier must obtain the Buyer's prior written approval if it wishes to change any Approved Personnel.

2.6 If the Supplier is at the Buyer's premises, the Supplier must observe the Buyer's policies and procedures, including those relating to health and safety, and security requirements. The Buyer must tell the Supplier what the relevant policies and procedures are, and either give the Supplier a copy of them or provide an internet link.

2.7 If the nature of the Services requires it, the Supplier will deliver Services:

- a. in a manner that is culturally appropriate for Māori, Pacific and other ethnic or indigenous groups, and
- b. that respects the personal privacy and dignity of all participants and stakeholders.

#### 3. Charges and payment

##### *Charges & invoices*

3.1 The Charges are the total maximum amount payable by the Buyer to the Supplier for delivery of the Services. Charges include Fees and, where agreed, Expenses and Daily Allowances.

3.2 The Supplier must provide valid tax invoices for all Charges on the dates or at the times specified in Schedule 1. The Buyer has no obligation to pay the Charges set out on an invoice, which is not a valid tax invoice. A valid a tax invoice must:

- a. clearly show all GST due
- b. be in New Zealand currency or the currency stated in Schedule 1
- c. be clearly marked 'Tax invoice'
- d. contain the Supplier's name, address and GST number, if the Supplier is registered for GST
- e. contain the Buyer's name and address and be marked for the attention of the Buyer's Contract Manager or such other person stated in Schedule 1
- f. state the date the invoice was issued
- g. name this Contract and provide a description of the Services supplied, including the amount of time spent in the delivery of the Services if payment is based on an Hourly Fee Rate or Daily Fee Rate
- h. contain the Buyer's contract reference or purchase order number if there is one
- i. state the Charges due, calculated correctly, and
- j. be supported by GST receipts if Expenses are claimed and any other verifying documentation reasonably requested by the Buyer.

##### *Payment*

3.3 If the Buyer receives a valid tax invoice on or before the 3rd Business Day of the month, the Buyer must pay that tax invoice by the 20th calendar day of that month. Any valid tax invoice received after the 3rd Business Day of the month will be paid by the Buyer on the 20th calendar day of the month following the month it is received. The Buyer's obligation to pay is subject to clauses 3.2, 3.4 and 11.10.

3.4 If the Buyer disputes a tax invoice or any part of a tax invoice that complies with clause 3.2, the Buyer must notify the Supplier within 10 Business Days of the date of receipt of the tax invoice. The Buyer must pay the portion of the tax invoice that is not in dispute. The Buyer may withhold payment of the disputed portion until the dispute is resolved.

#### 4. Contract management

##### *Contract Manager*

4.1 The persons named in Schedule 1 as the Contract Managers are responsible for managing the Contract, including:

- a. managing the relationship between the Parties
- b. overseeing the effective implementation of this Contract, and
- c. acting as a first point of contact for any issues that arise.

##### *Changing the Contract Manager*

4.2 If a Party changes its Contract Manager it must tell the other Party, in writing, the name and contact details of the replacement within 5 Business Days of the change.

#### 5. Information management

##### *Information and Records*

5.1 The Supplier must:

- a. keep and maintain Records in accordance with prudent business practice and all applicable laws
- b. make sure the Records clearly identify all relevant time and Expenses incurred in providing the Services
- c. make sure the Records are easy to access, and
- d. keep the Records safe.

5.2 The Supplier must give information to the Buyer relating to the Services that the Buyer reasonably requests. All information provided by the Supplier must be in a format that is usable by the Buyer, and delivered within a reasonable time of the request.

5.3 The Supplier must co-operate with the Buyer to provide information immediately if the information is required by the Buyer to comply with an enquiry or its statutory, parliamentary, or other reporting obligations.

5.4 The Supplier must make its Records available to the Buyer during the term of the Contract and for 7 years after the End Date (unless already provided to the Buyer earlier).

5.5 The Supplier must make sure that Records provided by the Buyer or created for the Buyer, are securely managed and securely destroyed on their disposal.

##### *Reports*

5.6 The Supplier must prepare and give to the Buyer the reports stated in Schedule 1, by the due dates stated in Schedule 1.

#### 6. The contractual relationship

##### *Independent contractor*

6.1 Nothing in this Contract constitutes a legal relationship between the Parties of partnership, joint venture, agency, or employment. The Supplier is responsible for the liability of its own, and its Personnel's, salary, wages, holiday or redundancy payments and any GST, corporate, personal and withholding taxes, ACC premiums or other levies attributable to the Supplier's business or the engagement of its Personnel.

##### *Neither Party can represent the other*

6.2 Neither Party has authority to bind or represent the other Party in any way or for any purpose.

##### *Permission to transfer rights or obligations*

6.3 The Supplier may transfer any of its rights or obligations under this Contract only if it has the Buyer's prior written approval. The Buyer will not unreasonably withhold its approval.

#### 7. Subcontractors

##### *Rules about subcontracting*

7.1 The Supplier must not enter into a contract with someone else to deliver any part of the Services without the Buyer's prior written approval. In selecting an appropriate Subcontractor the Supplier must be able to demonstrate value for money.

##### *The Supplier's responsibilities*

7.2 The Supplier is responsible for ensuring the suitability of any Subcontractor and the Subcontractor's capability and capacity to deliver that aspect of the Services being subcontracted.

7.3 The Supplier must ensure that:

- a. each Subcontractor is fully aware of the Supplier's obligations under this Contract, and
- b. any subcontract it enters into is on terms that are consistent with this Contract.

7.4 The Supplier continues to be responsible for delivering the Services under this Contract even if aspects of the Services are subcontracted.

#### 8. Insurance

##### *Where insurance is a requirement*

8.1 It is the Supplier's responsibility to ensure its risks of doing business are adequately covered, whether by insurance or otherwise. If required in Schedule 1, the Supplier must have the insurance specified in Schedule 1 and the Supplier must:

- a. take out insurance, with a reputable insurer, and maintain that insurance cover for the term of this Contract and for a period of 3 years after the End Date, and
- b. within 10 Business Days of a request from the Buyer provide a certificate confirming the nature of the insurance cover and proving that each policy is current.

#### 9. Conflicts of Interest

##### *Avoiding Conflicts of Interest*

9.1 The Supplier warrants that as at the Start Date, it has no Conflict of Interest in providing the Services or entering into this Contract.

9.2 The Supplier must do its best to avoid situations that may lead to a Conflict of Interest arising.

##### *Obligation to tell the Buyer*

9.3 The Supplier must tell the Buyer immediately, and in writing, if any Conflict of Interest arises in relation to the Services or this Contract. If a Conflict of Interest does arise the Parties must discuss, agree and record in writing whether it can be managed and, if so, how it will be managed. Each Party must pay its own costs in relation to managing a Conflict of Interest.

#### 10. Resolving disputes

##### *Steps to resolving disputes*

10.1 The Parties agree to use their best endeavours to resolve any dispute or difference that may arise under this Contract. The following process will apply to disputes:

- a. a Party must notify the other if it considers a matter is in dispute
- b. the Contract Managers will attempt to resolve the dispute through direct negotiation
- c. if the Contract Managers have not resolved the dispute within 10 Business Days of notification, they will refer it to the Parties' senior managers for resolution, and
- d. if the senior managers have not resolved the dispute within 10 Business Days of it being referred to them,

the Parties shall refer the dispute to mediation or some other form of alternative dispute resolution.

- 10.2 If a dispute is referred to mediation, the mediation will be conducted:
- a. by a single mediator agreed by the Parties or if they cannot agree, appointed by the Chair of LEADR NZ Inc.
  - b. on the terms of the LEADR NZ Inc. standard mediation agreement, and
  - c. at a fee to be agreed by the Parties or if they cannot agree, at a fee determined by the Chair of LEADR NZ Inc.

- 10.3 Each Party will pay its own costs of mediation or alternative dispute resolution under this clause 10.

#### *Obligations during a dispute*

- 10.4 If there is a dispute, each Party will continue to perform its obligations under this Contract as far as practical given the nature of the dispute.

#### *Taking court action*

- 10.5 Each Party agrees not to start any court action in relation to a dispute until it has complied with the process described in clause 10.1, unless court action is necessary to preserve a Party's rights.

### **11. Ending this Contract**

#### *Termination by the Supplier*

- 11.1 The Supplier may terminate this Contract by giving 20 Business Days Notice to the Buyer, if the Buyer fails to pay Charges that are properly due, and are not in dispute under clause 3.4. The Charges must be overdue by 20 Business Days and the Supplier must have first brought this to the Buyer's attention in writing within this period.

- 11.2 At any time during the term of this Contract the Supplier may notify the Buyer that it wishes to terminate this Contract by giving 20 Business Days Notice. The Buyer will, within 20 Business Days following receipt of the Supplier's Notice, notify the Supplier whether, in its absolute discretion, it consents to the Supplier's Notice of termination. If the Buyer:

- a. consents, the Contract will be terminated on a date that is mutually agreed between the Parties, or
- b. does not consent, the Contract will continue in full force as if the Supplier's Notice of termination had not been given.

- 11.3 The Supplier may also terminate this Contract under clause 11.9.

#### *Termination by the Buyer*

- 11.4 The Buyer may terminate this Contract at any time by giving 20 Business Days Notice to the Supplier.
- 11.5 The Buyer may terminate this Contract immediately, by giving Notice, if the Supplier:
- a. becomes bankrupt or insolvent
  - b. has an administrator, receiver, liquidator, statutory manager, mortgagee's or chargee's agent appointed
  - c. becomes subject to any form of external administration
  - d. ceases for any reason to continue in business or to deliver the Services
  - e. is unable to deliver the Services for a period of 20 Business Days or more due to an Extraordinary Event
  - f. requires the supply of Services within the period of an Extraordinary Event

- g. is in breach of any of its obligations under this Contract and the breach cannot be remedied
- h. repeatedly fails to perform or comply with its obligations under this Contract whether those obligations are minor or significant
- i. does something or fails to do something that, in the Buyer's opinion, results in damage to the Buyer's reputation or business or the reputation or business of the Crown
- j. has a Conflict of Interest that in the Buyer's opinion is so material as to impact adversely on the delivery of the Services, the Buyer or the Crown, or
- k. provides information to the Buyer that is misleading or inaccurate in any material respect.

#### *Termination by a Party if a breach has not been remedied*

- 11.6 If a Party fails to meet the requirements of this Contract (defaulting Party) and the other Party (non-defaulting Party) reasonably believes that the failure can be remedied, the non-defaulting Party must give a Notice (default Notice) to the defaulting Party.

- 11.7 A default Notice must state:

- a. the nature of the failure
- b. what is required to remedy it, and
- c. the time and date by which it must be remedied.

- 11.8 The period allowed to remedy the failure must be reasonable given the nature of the failure.

- 11.9 If the defaulting Party does not remedy the failure as required by the default Notice, the non-defaulting Party may terminate this Contract immediately by giving a further Notice.

- 11.10 If the Buyer gives a default Notice to the Supplier, the Buyer may also do one or both of the following things:

- a. withhold any payment of Fees due until the failure is remedied as required by the default Notice, and or
- b. if the failure is not remedied as required by the default Notice, deduct a reasonable amount from any Fees due to reflect the reduced value of the Services to the Buyer.

#### *Supplier's obligations on termination or expiry of this Contract*

- 11.11 On giving or receiving a Notice of termination, the Supplier must:

- a. stop providing the Services
- b. comply with any conditions contained in the Notice, and
- c. immediately do everything reasonably possible to reduce its losses, costs and expenses arising from the termination of this Contract.

- 11.12 On termination or expiry of this Contract, the Supplier must, if requested by the Buyer, immediately return or securely destroy all Confidential Information and other material or property belonging to the Buyer.

#### *Consequences of termination or expiry of this Contract*

- 11.13 The termination or expiry of this Contract does not affect those rights of each Party which:

- a. accrued prior to the time of termination or End Date, or
- b. relate to any breach or failure to perform an obligation under this Contract that arose prior to the time of termination or End Date.

- 11.14 If this Contract is terminated the Buyer:
- a. will only be liable to pay Charges that were due for Services delivered before the effective date of termination, and
  - b. may recover from the Supplier or set off against sums due to the Supplier, any Charges paid in advance that have not been incurred.

**Handing over the Services on termination or expiry of this Contract**

- 11.15 The Supplier will, within 10 Business Days of the End Date, provide all reasonable assistance and cooperation necessary to facilitate a smooth handover of the Services to the Buyer or any person appointed by the Buyer.

- 11.16 If the Parties agree, the Supplier will provide additional assistance to support any replacement supplier to deliver the Services. This support may be for a period of up to 3 months from the date of termination and at a reasonable fee to be agreed between the Parties, based on the Fees and Expenses stated in this Contract.

**12. Intellectual Property Rights**

*Ownership of Intellectual Property Rights*

- 12.1 Pre-existing Intellectual Property Rights remain the property of their current owner.

- 12.2 New Intellectual Property Rights in the Deliverables become the property of the Buyer when they are created.

- 12.3 The Supplier grants to the Buyer (as The Crown) a perpetual, non-exclusive, worldwide and royalty-free licence to use, for any purpose, all Intellectual Property Rights in the Deliverables that are not owned by the Buyer. This licence includes the right to use, copy, modify and distribute the Deliverables.

*Supplier indemnity*

- 12.4 The Supplier warrants that it is legally entitled to do the things stated in clause 12.3 with the Intellectual Property Rights in the Deliverables.

- 12.5 The Supplier warrants that Pre-existing and New Intellectual Property Rights provided by the Supplier and incorporated in the Services and Deliverables do not infringe the Intellectual Property Rights of any third party.

- 12.6 The Supplier indemnifies the Buyer (as The Crown) in respect of any expenses, damage or liability incurred by the Buyer or The Crown in connection with any third party claim that the delivery of the Services or Deliverables to the Buyer or the Buyer's or The Crown's use of them, infringes a third party's rights. This indemnity is not subject to any limitation or cap on liability that may be stated elsewhere in this Contract.

**13. Confidential Information**

*Protection of Confidential Information*

- 13.1 Each Party confirms that it has adequate security measures to safeguard the other Party's Confidential Information from unauthorised access or use by third parties, and that it will not use or disclose the other Party's Confidential Information to any person or organisation other than:

- a. to the extent that use or disclosure is necessary for the purposes of providing the Deliverables or Services or in the case of the Buyer using the Deliverables or Services
- b. if the other Party gives prior written approval to the use or disclosure
- c. if the use or disclosure is required by law (including under the Official Information Act 1982), Ministers or parliamentary convention, or

- d. in relation to disclosure, if the information has already become public, other than through a breach of the obligation of confidentiality by one of the Parties.

**Obligation to inform staff**

- 13.2 Each Party will ensure that its Personnel:

- a. are aware of the confidentiality obligations in this Contract, and
- b. do not use or disclose any of the other Party's Confidential Information except as allowed by this Contract.

**14. Notices**

*Delivery of Notices*

- 14.1 All Notices to a Party must be delivered by hand or sent by post, courier, fax or email to that Party's address for Notices stated in Schedule 1.

- 14.2 Notices must be signed or in the case of email sent by the appropriate manager or person having authority to do so.

*Receipt of Notices*

- 14.3 A Notice will be considered to be received:

- a. if delivered by hand, on the date it is delivered
- b. if sent by post within New Zealand, on the 3rd Business Day after the date it was sent
- c. if sent by post internationally, on the 7th Business Day after the date it was sent
- d. if sent by courier, on the date it is delivered
- e. if sent by fax, on the sender receiving a fax machine report that it has been successfully sent, or
- f. if sent by email, at the time the email enters the recipient's information system as evidenced by a delivery receipt requested by the sender and it is not returned undelivered or as an error.

- 14.4 A Notice received after 5pm on a Business Day or on a day that is not a Business Day will be considered to be received on the next Business Day.

**15. Extraordinary Events**

*No fault if failure due to an Extraordinary Event*

- 15.1 Neither Party will be liable to the other for any failure to perform its obligations under this Contract where the failure is due to an Extraordinary Event.

*Obligations of the affected Party*

- 15.2 A Party who wishes to claim suspension of its obligations due to an Extraordinary Event must notify the other Party as soon as reasonably possible. The Notice must state:

- a. the nature of the circumstances giving rise to the Extraordinary Event
- b. the extent of that Party's inability to perform under this Contract
- c. the likely duration of that non-performance, and
- d. what steps are being taken to minimise the impact of the Extraordinary Event on the delivery of Services.

*Alternative arrangements requiring immediate termination*

- 15.3 If the Buyer, acting reasonably, requires the Services to be supplied during the period affected by an Extraordinary Event, then despite clause 15.4, the Buyer may terminate this Contract immediately by giving Notice.

**Termination of Contract**

15.4 If a Party is unable to perform any obligations under this Contract for 20 Business Days or more due to an Extraordinary Event, the other Party may terminate this Contract immediately by giving Notice.

## 16. General

### *Changes to this Contract*

16.1 Any change to this Contract is called a Variation. A Variation must be agreed by both Parties and recorded:

- a. in writing and signed by both Parties, or
- b. through an exchange of emails where the authors have delegated authority to approve the Variation.

### *This is the entire Contract*

16.2 This Contract, including any Variation, records everything agreed between the Parties relating to the Services. It replaces any previous communications, negotiations, arrangements or agreements that the Parties had with each other relating to the Services before this Contract was signed, whether they were verbal or in writing.

### *Waiver*

16.3 If a Party breaches this Contract and the other Party does not immediately enforce its rights resulting from the breach that:

- a. does not mean that the Party in breach is released or excused from its obligation to perform the obligation at the time or in the future, and
- b. does not prevent the other Party from exercising its rights resulting from the breach at a later time.

### *New Zealand law, currency and time*

16.4 This Contract will be governed and interpreted in accordance with the laws of New Zealand. All money is in New Zealand dollars, unless Schedule 1 specifies a different currency. Dates and times are New Zealand time.

### *Publication of information about this Contract*

16.5 The Supplier may disclose the existence of this Contract but must obtain the Buyer's prior written approval before making reference to the Buyer or this Contract in its publications, public statements, promotional material or promotional activities about this Contract.

16.6 Each Party undertakes not to post on websites or social networking sites and not to publicly display objectionable or derogatory comments about the Services, this Contract, each other or any of its Personnel and to ensure that its Personnel do not do so.

### *Signing the Contract*

16.7 The date of execution is date this Contract is signed. This Contract is properly signed if each Party signs the same copy, or separate identical copies, of Page 1. If this Contract is signed on two separate dates or separate copies are signed, the date of execution is the later of the two dates. Where separate copies are signed the signed copy can be the original document, or a faxed or emailed copy.

### *No poaching*

16.8 During the term of this Contract and for a period of 6 months after the End Date neither Party shall, without the other's written consent, deliberately solicit for employment or hire any person who is or has been employed by the other and involved in the delivery of the Services. This does not apply where a person has responded to a legitimate advertisement.

### *Clauses that remain in force*

16.9 The clauses that by their nature should remain in force on expiry or termination of this Contract do so, including clauses 5 (Information management), 8 (Insurance), 10 (Resolving disputes), 11 (Ending this Contract), 12

(Intellectual Property Rights), 13 (Confidential Information), 16 (General) and 17 (Definitions).

### *Precedence*

16.10 If there is any conflict or difference between the documents forming this Contract (as stated on Page 1) then the order of precedence is:

- a. Variation agreed between the Parties under clause 16.1
- b. Schedule 1
- c. any Attachment to Schedule 1
- d. Schedule 2.

## 17. Definitions

17.1 When used in this Contract the following terms have the meaning beside them:

**Attachment:** Any supplementary document named in Schedule 1 as an Attachment to this Contract.

**Approved Personnel:** A person who is engaged by the Supplier to deliver the Services and is named in Schedule 1. The Supplier must use this person in the delivery of the Services and cannot change them without first obtaining the Buyer's written approval.

**Business Day:** A day when most businesses are open for business in New Zealand. It excludes Saturday, Sunday, and public holidays. A Business Day starts at 8.30am and ends at 5pm.

**Buyer:** The Buyer is the purchaser of the Services. The Buyer is the Crown, also described as the Sovereign Her Majesty the Queen in right of New Zealand who acts by and through the government agency named as the Buyer on page 1 of this Contract for the purposes of this Contract.

**Charges:** The total amount payable by the Buyer to the Supplier as stated in Schedule 1. The Supplier's Charges include Fees and any Expenses and Daily Allowances stated in Schedule 1. Charges are payable on successful delivery of the Services provided a valid tax invoice has been submitted.

**Confidential Information:** Information that:

- a. is by its nature confidential
- b. is marked by either Party as 'confidential', 'in confidence', 'restricted' or 'commercial in confidence'
- c. is provided by either Party or a third party 'in confidence'
- d. either Party knows or ought to know is confidential, or
- e. is of a sensitive nature or commercially sensitive to either Party.

**Conflict of Interest:** A Conflict of Interest arises if a Party or its Personnel's personal or business interests or obligations do or could conflict or be perceived to conflict with its obligations under this Contract. It means that its independence, objectivity or impartiality can be called into question. A Conflict of Interest may be:

- a. actual: where the conflict currently exists
- b. potential: where the conflict is about to happen or could happen, or
- c. perceived: where other people may reasonably think that a person is compromised.

**Contract:** The legal agreement between the Buyer and the Supplier that comprises Page 1 (the front sheet), Schedule 1, this Schedule 2 and any other Schedule, and any Variation and Attachment.

**Contract Manager:** The person named in Schedule 1 as the Contract Manager. Their responsibilities are listed in clause 4.1

**Crown (The Crown):** The Buyer also described as the Sovereign Her Majesty the Queen in right of New Zealand and includes a Minister, a government

department and an Office of Parliament, but does not include a Crown entity, or a State enterprise named in Schedule 1 of the State-Owned Enterprises Act 1986.

**Daily Allowance:** An allowance to cover accommodation, meals and incidentals for the Supplier's Personnel if they are required in order to deliver the Services or to travel overnight away from their normal place of business. The amount of any Daily Allowance must be agreed to in Schedule 1. A Daily Allowance is similar to a per diem.

**Daily Fee Rate:** If the Supplier's fee rate is expressed as a Daily Fee Rate this is the fee payable for each day spent in the delivery of Services. A day is a minimum of 8 working hours.

**Deliverables:** A tangible output resulting from the delivery of the Services as stated in Schedule 1. A deliverable may be a document, a piece of equipment, goods, information or data stored by any means including all copies and extracts of the same.

**End Date:** The earlier of the date this Contract is due to end as stated in Schedule 1, the date of termination as set out in a Notice of termination or any other date agreed between the Parties as the date the Contract is to end.

**Expenses:** Any actual and reasonable out-of-pocket costs incurred by the Supplier in the delivery of the Services and agreed to in Schedule 1.

**Extraordinary Event:** An event that is beyond the reasonable control of the Party immediately affected by the event. An Extraordinary Event does not include any risk or event that the Party claiming could have prevented or overcome by taking reasonable care. Examples include:

- a. acts of God, lightning strikes, earthquakes, tsunamis, volcanic eruptions, floods, storms, explosions, fires, pandemics and any natural disaster
- b. acts of war (whether declared or not), invasion, actions of foreign enemies, military mobilisation, requisition or embargo
- c. acts of public enemies, terrorism, riots, civil commotion, malicious damage, sabotage, rebellion, insurrection, revolution or military usurped power or civil war, or
- d. contamination by radioactivity from nuclear substances or germ warfare or any other such hazardous properties.

**Fees:** The amount payable to the Supplier for the time spent in delivery of the Services calculated on the basis stated in Schedule 1, excluding any Expenses and Daily Allowances.

**GST:** The goods and services tax payable in accordance with the New Zealand Goods and Services Tax Act 1985.

**Hourly Fee Rate:** If the Supplier's fee rate is expressed as an Hourly Fee Rate this is the Fee payable for each hour spent delivering the Services.

**Intellectual Property Rights:** All Intellectual Property Rights and interests, including copyright, trademarks, designs, patents and other proprietary rights, recognised or protected by law.

**Milestone:** A phase or stage in the delivery of Services resulting in a measurable output. Payment of Fees is usually due on the satisfactory delivery of a Milestone.

**New Intellectual Property Rights:** Intellectual Property Rights developed after the date of this Contract and incorporated into the Deliverables.

**Notice:** A formal or legal communication from one Party to the other that meets the requirements of clause 14.

**Party:** The Buyer and the Supplier are each a Party to this Contract, and together are the Parties.

**Personnel:** All individuals engaged by either Party in relation to this Contract or the delivery of Services. Examples include: the owner of the business, its directors, employees, Subcontractors, agents, external consultants, specialists, technical support and co-opted or seconded staff. It includes Approved Personnel.

**Pre-existing Intellectual Property Rights:** Intellectual Property Rights developed before the date of this Contract. It does not cover later modifications, adaptations or additions.

**Records:** All information and data necessary for the management of this Contract and the delivery of Services. Records include, but are not limited to, reports, invoices, letters, emails, notes of meetings, photographs and other media recordings. Records can be hard copies or soft copies stored electronically.

**Services:** All work, tasks and Deliverables, including those stated in Schedule 1, that the Supplier must perform and deliver under this Contract.

**Schedule:** An attachment to this Contract with the title 'Schedule'.

**Start Date** The date when this Contract starts as stated in Schedule 1.

**Subcontractor:** A person, business, company or organisation contracted by the Supplier to deliver or perform part of the Supplier's obligations under this Contract.

**Supplier:** The person, business, company or organisation named as the Supplier on page 1. It includes its Personnel, successors, and permitted assignees.

**Variation:** A change to any aspect of this Contract that complies with clause 16.1.