

**CENTRAL GIPPSLAND REGION WATER  
CORPORATION**

**AND**

**## [INSERT CONTRACTOR]**

**MINOR WORKS  
CONTRACT  
(SUPERINTENDENT  
ADMINISTERED)  
(AMENDED FROM  
AS 4905-2002)**

**## [INSERT NAME AND ADDRESS OF  
DEVELOPMENT]**

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## FORMAL INSTRUMENT OF AGREEMENT

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**THIS AGREEMENT** is made on

20

## **PARTIES**

**CENTRAL GIPPSLAND REGION WATER CORPORATION trading as GIPPSLAND WATER**

ABN 75 830 750 413

of 55 Hazelwood Road, Traralgon Victoria 3844

(**"Principal"**)

**## [INSERT CONTRACTOR]**

ACN ##[INSERT ACN]

of ## [INSERT CONTRACTOR'S ADDRESS]

(**"Contractor"**)

## **RECITALS**

- A. The *Principal* requires the performance and completion of the *WUC*.
- B. The *Contractor* has represented to the *Principal* that it has the expertise and resources to perform and complete the *WUC* in accordance with the *Contract*.
- C. In reliance on the *Contractor's* representations, the *Principal* engages the *Contractor* to perform and complete the *WUC*, and the *Contractor* agrees to perform and complete the *WUC* in accordance with the terms and conditions of the *Contract*.

## **THE PARTIES AGREE THAT:**

### **1 DEFINITIONS**

In the *Contract*:

- 1.1 "**Appendix**" means an appendix to the *Contract*;
- 1.2 "**Drawings**" means the drawings, plans and any other documents listed in *Appendix D*;
- 1.3 "**Construction Program**" means the construction program attached to *Appendix C* as replaced or updated in accordance with clause 32 of the *General Conditions of Contract*;
- 1.4 "**Contract**" means the contract between the *Principal* and the *Contractor* contained in those documents and their attachments described in clause 4 of this *Formal Instrument of Agreement*;
- 1.5 "**General Conditions of Contract**" means the Australian Standard AS 4905-2002 Minor works contract conditions (Superintendent administered) as amended attached to *Appendix A*;

- 1.6 “**Specifications**” means the Specifications listed in *Appendix B*;
- 1.7 “**Trade Breakdown Schedule**” means the Trade Breakdown Schedule attached to *Appendix E*; and
- 1.8 all terms which are defined in the *General Conditions of Contract* and which are referred to in this *Formal Instrument of Agreement* have the same meaning as given to them in the *General Conditions of Contract* and all terms which are defined in this *Formal Instrument of Agreement* and which are referred to in the *General Conditions of Contract* have the same meaning as given to them in this *Formal Instrument of Agreement*.

Headings are for reference only and do not form part of this *Formal Instrument of Agreement*.

## 2 CONTRACT SUM

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The *contract sum* is a lump sum \$###[INSERT] (inclusive of GST) as adjusted in accordance with the *Contract*.

The *contract sum* includes all *provisional sums* and *prime cost items*.

## 3 PERFORMANCE OF THE WORKS

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In consideration of the *Contractor* performing and completing *the Works* by the *date for practical completion*, the *Principal* shall pay the *Contractor* the *contract sum* at the times and in accordance with the *Contract*.

## 4 CONTRACT

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The following documents only and their attachments, if any, together constitute the *Contract* between the *Principal* and the *Contractor*:

- 4.1 the *Formal Instrument of Agreement*;
- 4.2 the *General Conditions of Contract*;
- 4.3 the *Drawings*;
- 4.4 the *Specifications*;
- 4.5 the *Construction Program*; and
- 4.6 the *Trade Breakdown Schedule*.

Documents, *Specifications* and *Drawings* that are listed but not attached to the *Appendices* are incorporated into the *Contract* by reference.

## 5 CONTRACTOR'S ACKNOWLEDGEMENT

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The *Contractor* acknowledges that:

- (a) it has examined the *Drawings* and the *Specifications* and the *site* and its surroundings to the extent necessary to perform *the Works* under the *Contract*;
- (b) it has examined all the information relevant to the risks, contingencies and other circumstances affecting *the Works*;

- (c) it is satisfied as to the correctness and sufficiency of its tender and that the *contract sum* accounts for and includes an allowance for the cost of complying with the *Drawings* and the *Specifications* and all the matters and things necessary for the due and proper execution and completion of *the Works* and the performance of the *Contractor's* obligations under the *Contract* in accordance with the requirements of the *Contract*;
- (d) the *Contractor* acknowledges that the *Principal* has entered into the *Contract* in reliance upon the *Contractor's* representation that it possesses the particular skill, expertise, experience and ability necessary and is able in all respects to perform *the Works* and all of its obligations under the *Contract*; and
- (e) the *Contractor* acknowledges that the *Principal* makes no warranties or representations that the information it provides to the *Contractor* in connection with the *Contract* is adequate or free of inaccuracies. The *Contractor* acknowledges that it must satisfy itself as to the adequacy of any such information and advises the *Principal* of any inadequacy or inaccuracy it discovers.

## **6 PRINCIPAL SUPPLIED DOCUMENTS**

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The *Principal* shall provide to the *Contractor* copies of the *Drawings* and the *Specifications*. They shall remain the *Principal's* property and shall be returned by the *Contractor* to the *Principal* on written demand and not be used or copied or reproduced by the *Contractor* for any purpose other than with respect to the *WUC*.

## **7 DOCUMENTS AND INFORMATION**

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The *Contractor* acknowledges and agrees that it has not relied on any information provided by or on behalf of the *Principal* which does not form part of the *Contract* and that it has used and relied on its own endeavours, efforts and investigations to verify the accuracy and sufficiency of that information.

The *Contractor* warrants that it is entering into the *Contract*:

- (a) solely on the basis of its own investigations and determinations as to the obligations, liability and risk assumed or to be assumed by the *Contractor* in entering into the *Contract*; and
- (b) without relying on any representation by the *Principal* or any other person purporting to represent the *Principal*.

## **8 ENTIRE AGREEMENT**

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The *Contract* constitutes the entire agreement between the parties and sets out a full statement of the contractual rights and liabilities of the *Principal* and the *Contractor* in relation to *the Works* and no negotiations between them nor any document agreed or signed by them prior to the date of the *Contract* in relation to *the Works* is of any contractual effect.

## **9 COSTS**

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Each party shall bear their own legal and other costs, charges and expenses of and incidental to the preparation, review and execution of the *Contract*.

**10 AMENDMENT**

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The *Contract* may only be amended or varied if such amendment or variation is in writing and signed by the parties.

**11 UNENFORCEABLE PROVISIONS**

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In the event that any of the provisions (or part thereof) of the *Contract* should be invalid, illegal, unenforceable or void in any respect, the validity, legality and enforceability of the remaining provisions (or part thereof) of the *Contract* shall not be affected or impaired in any way.

**12 PARTIES TO GIVE EFFECT TO CONTRACT**

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Each party agrees that they shall do everything reasonably necessary to give effect to the *Contract*.

**13 FURTHER ASSURANCES**

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Each party shall exercise all such powers as are available to it, do all such acts, matters and things and sign, execute and deliver all such documents and instruments as may be necessary or reasonably required to give full force and effect to the provisions of the *Contract*.

**14 COUNTERPARTS**

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The *Contract* may be executed in any number of counterparts, each of which when so executed shall be deemed to be an original and such counterparts together shall constitute one and the same instrument.

**15 INDEMNITIES AND WARRANTIES**

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Each indemnity and warranty given under the *Contract* is a continuing obligation separate and independent from other obligations under the *Contract* and notwithstanding anything else in the *Contract* is enforceable and survives completion of *the Works* or the termination, or expiry of the *Contract*.

**16 WAIVER OF CONDITIONS**

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Except as provided at law or in equity or elsewhere in the *Contract*, none of the terms of the *Contract* shall be varied, waived, discharged or released, except with the prior consent in writing of the *Principal* in each instance.

**17 SURVIVING OBLIGATIONS**

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All obligations of the *Contractor*, all warranties and representations contained in the *Contract* and all rights of the *Principal* arising out of in any way in connection with the *Contract* which are capable of surviving the termination or expiration of the *Contract* shall survive the termination or expiration of the *Contract*.

**18    CONTRA PROFERENTEM**

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This *Contract* is not to be interpreted or construed against the interests of a party merely because that party proposed or drafted this *Contract* or proposed or drafted a clause in this *Contract*.

**19    EXECUTION OF CONTRACT**

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The *Principal* shall following acceptance of the *Contractor's* tender send the *Contract* to the *Contractor* for execution. Within 7 days after receiving the *Contract*, the *Contractor* shall execute all copies of the *Contract* received and return the executed copies of the *Contract* to the *Principal*. Within 7days after receiving them, the *Principal* shall execute the copies of the *Contract* and send one executed copy to the *Contractor*.

**EXECUTED** as an agreement.

Signed by **##[Insert]** a duly )  
authorised officer for and on behalf of )  
**CENTRAL GIPPSLAND REGION WATER** )  
**CORPORATION** in the presence of: )

.....  
Witness

.....  
Name of Witness (print)

**EXECUTED** by **##[INSERT CONTRACTOR]** )  
**(ACN ##[INSERT ACN])** by its authorised )  
officers in accordance with section 127(1) of the )  
*Corporations Act 2001* (Cth): )

.....  
Signature of Director

.....  
Signature of Director / Secretary (delete as  
applicable)

.....  
Name of Director  
(Please print)

.....  
Name of Director / Secretary  
(Please print) (delete as applicable)

.....  
Usual Address

.....  
Usual Address



**APPENDIX A**  
**AS 4905-2002 Minor works contract conditions (Superintendent administered)**

**APPENDIX B  
SPECIFICATIONS**

**APPENDIX C  
CONSTRUCTION PROGRAM**

**APPENDIX D  
DRAWINGS**

**APPENDIX E  
TRADE BREAKDOWN SCHEDULE**

**SCHEDULE**  
**ANNEXURE TO THE AUSTRALIAN STANDARD GENERAL CONDITIONS OF CONTRACT**

The attached comparison between Australian Standard AS 4905-2002 Minor works contract conditions (Superintendent administered) and the amended AS 4905-2002 Minor works contract conditions (Superintendent administered) does not form part of the Contract, but is provided for the information of the parties only to highlight the clauses which have been deleted, amended or differ from the Australian Standard AS 4905-2002 Minor works contract conditions (Superintendent administered).