Service Agreement

For the Provision of Chaplaincy and Student Wellbeing Services

**For organisations that have executed the Provider Agreement**

[INSERT SCHOOL NAME] School Council

(School)

and

[**INSERT PROVIDER NAME]**

National Student Wellbeing Program (NSWP) Provider

(Provider)

**2023–2027**

**NSWP Service Agreement Schedule (2023)**

|  |  |
| --- | --- |
| Item 1: School details (clause 1.1) | |
| **School name** |  |
| **Principal** |  |
| **Address(es)** |  |
| **Telephone** |  |
| **Email** |  |
| Item 2: School Contract Manager details (clause 8.1): | |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Facsimile** |  |
| Item 3: Provider details (clause 1.1) | |
| **Provider name** |  |
| **ABN** |  |
| **Address** |  |
| **Telephone** |  |
| **Provider representative** |  |
| Item 4: Provider Contract Manager details (clause 8.1): | |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Facsimile** |  |
| Item 5: Chaplain or Student Wellbeing Officer details (clause 1.1) | |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Facsimile** |  |
| **WWCC card number** |  |
| **WWCC Expiry date** |  |
| **Police Check date issued:** |  |
| Item 6: Commencement date (clause 2.2) | |
| **Commencement Date** | -------------------------------------------------------------------------------------- |
| Item 7: Chaplaincy and Student Wellbeing Services to be provided (clause 3.1) | |
| **School Campus** |  |
| **Number of hours per week** |  |
| **Usual days of work** |  |
| **Usual hours of work** |  |
| Item 8: Agreement funding per year (clause 3.8) | |
| TOTAL FUNDING  comprising: |  |
| * NSWP funding |  |
| * School funding |  |
| * Provider funding |  |
| **TOTAL COST**  **comprising:** |  |
| * Service provision |  |
| * Provider admin fees |  |
| Item 9: Invoicing details (clause 3.8(d)) | |
| **Dates** |  |
| **Amounts** |  |

**Signing page**

**Executed** as an agreement **on \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20**

**School Council**

|  |  |  |
| --- | --- | --- |
| Signed by a duly authorised officer of the **School Council** who warrants that they are a duly authorised officer able to execute on behalf of the School Council: |  |  |
| Signature |  | Full Name of authorised representative (print) |
|  |  |  |
| Date |  | Position |

[**Option 1:** use this signing clause when the Provider is an **organisation** not an individual. Delete if not used]

**Provider**

|  |  |  |
| --- | --- | --- |
| Executed for and on behalf of [**insert name and ACN/ABN]** by a duly authorised representative who warrants that they are a duly authorised representative able to execute on behalf of the Provider: |  |  |
| Signature |  | Full Name of authorised officer |
|  |  |  |
| Date |  | Position |
|  |  |  |

[**Option 2:** use this signing clause when the Provider is an **individual**. Delete if not used]

|  |  |
| --- | --- |
| Executed by the Provider: |  |
| Signature of Provider |  |
| Date |  |

Victorian Government School Council

[INSERT SCHOOL NAME]

(School)

and

[INSERT PROVIDER NAME]

National Student Wellbeing Program (NSWP) Provider(Provider)

Background

1. Victoria has been invited to participate in the Australian Government’s National Student Wellbeing Program (**NSWP**). The aim of the NSWP is to provide Services to support the wellbeing of students through:
   1. pastoral care services; and
   2. strategies developed in consultation with the school community, relevant school staff and school principal, that support the wellbeing of the broader school community.
2. The Department of Education (**Department**)administers the NSWP on behalf of the State. The Department has established guidelines for the operation of the NSWP in Victoria.
3. The NSWP is open to all Victorian schools.
4. To assist Victorian Government Schools to secure the Services utilising funding provided through the NSWP, the Department has entered into Provider Agreements with providers of the Services.
5. The School seeks to engage the Provider to provide the Services to the School on and subject to the terms of this Agreement and on the basis that the Provider complies with the Provider Agreement and the NSWP Guidelines.

Agreed terms

# Definitions and Interpretation

## Definitions

In this Agreement, unless the context otherwise requires:

**Agreement** means this agreement and includes the schedules and any attachments to it or documents incorporated by reference.

**Applicable Department Guidelines** means the Department's polices and guidelines that are relevant to the provision of Services in Victorian schools that are listed as relevant and published on the Department's website (as they are amended from time to time) including but not limited to the NSWP Guidelines, the Code of Conduct, and the Information, Records and Reporting Policy.

**Business Days** means a day which is not a Saturday, Sunday or public holiday (being a public holiday appointed as such under the *Public Holidays Act 1993* (Vic)) in Melbourne.

**Chaplain or Student Wellbeing Officer** means the person specified in **Item 5** of the Agreement Schedule.

**Child Safe Standards** means the Victorian Child Safe Standards made under the *Child Wellbeing and Safety Act 2005* (Vic).

**Code of Conduct** means the code of conduct for Chaplains or Student Wellbeing Officers in Victorian schools as published, and updated from time to time, on the Department's website.

**Department** means the Department of Education and any successor department.

**HR Act** means the *Health Records Act 2001 (Vic).*

**Information, Records and Reporting Policy** means the Information, Reporting and Records Policy for the provision of Chaplaincy and Student Wellbeing Services as published, and updated from time to time, on the Department's website.

**Laws** includes:

### Acts of the Commonwealth and the States and Territories in which the Services will be delivered, and any other relevant State or Territory, including without limitation the *Equal Opportunity Act 2010* (Vic);

### ordinances, regulations, by-laws, orders and proclamations or other instruments made under those Acts referred to in paragraph (a); and

### lawful directions by any person exercising statutory powers regarding the Services.

**NSWP** meansthe Australian Government’s National Student Wellbeing Program.

**NSWP Guidelines** means the guidelines for the NSWP as published, and updated from time to time, on the Department's website.

**Party or Parties** means a party or the parties to this Agreement.

**PDP Act** means the *Privacy and Data Protection Act 2014* (Vic).

**Position Description** means the position description for Chaplains or Student Wellbeing Officers developed by the Department, and as amended from time to time and published on the Department's website, that sets out an understanding of the functions and responsibilities of the position of Chaplain or Student Wellbeing Officer, the skills required to perform those functions and the role of the position within the range of student wellbeing services at a school.

**Principal** means the person occupying the position of Principal at the Victorian Government School.

**Provider** means the legal entity, partnership or joint venture, including employees and agents, named in **Item 3** of the Agreement Schedule, that is a Party to this Agreement and that will supply the Services under this Agreement.

**Provider Agreement** means the agreement the Provider has entered into with the State to be eligible to provide the Services to Victorian Government schools.

**School** means the Victorian Government school named in **Item 1** of the Agreement Schedule receiving the Services under this Agreement. The School Council of the relevant School is the legal entity capable of entering into this Agreement on behalf its School.

**School Council Child Safety Policies** means any relevant School Council policies, codes, guidelines or associated documents that in any way relate to child safety, including any policies, codes, guidelines or associated documents that the School produces for the purpose of meeting the requirements of the Child Safe Standards.

**Services** means chaplaincy and student wellbeing services or pastoral care services which are defined as the practice of supporting the general wellbeing of students and the school community.

**Staff Costs** means costs related to the employment of the Chaplain or Student Wellbeing Officer by the Provider including but not limited to wages and entitlements, Pay as You Go tax, withholding tax, superannuation contributions or charge amounts, fringe benefits tax, leave entitlements, training, professional development, workers’ compensation insurance premiums, payroll tax and any like taxes and charges arising out of or in relation to this Agreement, or any engagement arising under this Agreement (together with all interest or penalties payable by reference to those costs).

**State** means the Crown in right of the State of Victoria.

**Tax Invoice** has the meaning given to that term in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

**Work Plan** means the work plan for the Chaplain or Student Wellbeing Officer as agreed by the Provider and the Principal that documents how the Chaplain or Student Wellbeing Officer will provide the Services to the School.

**WWCC** means a working with children check performed under the WWCC Act.

**WWCC Act** means the *Worker Screening Act (2020) Vic*.

# Term and condition precedent

## Condition precedent

This Agreement is conditional on the School receiving advice from the Department that it is eligible for the NSWP funding specified in **Item 8**.

## Term

#### This Agreement commences on the Commencement Date set out in **Item 6** of the Agreement Schedule and, unless terminated earlier under clause 6 will continue until **31 December 2023** (**the Term**).

## Extension of term

#### The Principal of the School may elect, by notice in writing to the Provider not later than one month prior to the expiry of the Term, to extend the Term for a period of one school year.

#### Any such further Term:

#### will be on the same terms and conditions as this Agreement, except that the Items forming part of the Agreement Schedule will be negotiated between the Parties at the time of extension and the option to extend the Term under clause 2.3(a) will not apply to such further Term; and

#### is conditional on the School obtaining a further grant of NSWP funding equivalent to the amount specified in **Item 8** of the Agreement Schedule.

#### The Parties acknowledge that the School is under no obligation to extend the Term and that the Provider has no expectation that the Term will be extended.

# Performance of Services

## Provision of Services

### Prior to the commencement of the Services, the Principal and the Provider must agree:

#### on the person to be appointed as the Chaplain or Student Wellbeing Officer;

#### on a Work Plan;

#### the manner in which the Chaplain or Student Wellbeing Officer will provide the Services within the School environment.

### Where the person being appointed by the Provider as the Chaplain or Student Wellbeing Officer is not known at the time of signing this Agreement, the Parties must agree on the appointment of a Chaplain or Student Wellbeing Officer, in writing, prior to the commencement of the Services, and that person will be deemed to be the person specified in **Item 5** of the Agreement Schedule.

### The Provider must provide and ensure that the Chaplain or Student Wellbeing Officer provides the Services to the School in accordance with the terms of this Agreement, the Provider Agreement, the Position Description, the Work Plan, Applicable Department Guidelines and all applicable Laws.

### (c).1 The Provider must ensure at all times during the Term of the Agreement that:

#### the Provider complies with the Child Safe Standards and the School Council Child Safety Policies; and

#### the Provider provides any information upon request by the Department to enable the Department to perform its role as a relevant authority in respect of the Provider under the *Child Wellbeing and Safety Act 2005* (Vic).

### the Services must be provided on the days and during the hours specified in **Item 7** of the Agreement Schedule, which must be within the School's term and hours and at School related activities as approved by the Principal.

### The Principal may request that the Provider vary the usual days or hours of work specified in **Item 7** of the Agreement Schedule by providing notice to the Provider. The Provider must not unreasonably deny such a request.

### The Provider must:

#### provide the Services to the reasonable satisfaction of the Principal and in a proper, timely and efficient manner using that standard of care, skill, diligence, and foresight that would reasonably be expected from a prudent and experienced Chaplain or Student Wellbeing Officer;

#### provide the Services in a cooperative manner as part of the School's range of student wellbeing services;

#### act in good faith and in the best interests of the School;

#### share information with the Principal and the School as required under the Information, Records and Reporting Policy, which includes sharing information required to:

##### meet duty of care obligations;

##### meet obligations under anti-discrimination legislation including, but not limited to, obligations under to the *Equal Opportunity Act 2010;*

##### meet obligations under the *Occupational Health and Safety Act 2004;*

##### meet reporting and information sharing obligations under the *Children Youth and Families Act 2005:* and

##### meet any other reporting or legal obligations or requirements;

#### promptly inform the Principal of any matter which may give rise to an actual or potential conflict of interest in relation to the provision of the Services;

#### ensure that, prior to attending the School to provide the Services and during the Term, the Chaplain or Student Wellbeing Officer is aware of and understands the obligations under the Provider Agreement, this Agreement, the Work Plan, the Position Description, Applicable Department Guidelines, and all applicable Laws;

#### ensure the Chaplain or Student Wellbeing Officer completes the required training as described in NSWP guidance.

#### at its own expense, provide a Chaplain or Student Wellbeing Officer with any additional training that the Chaplain or Student Wellbeing Officer requires so that the Chaplain or Student Wellbeing Officer is capable of providing the Services in a manner that complies with the Provider's obligations under this Agreement; and

#### in addition to any training required under clauses 3.1(f)(vii) and 3.1(f)(viii), the Provider must, at its own expense, ensure that the Chaplain or Student Wellbeing Officer receives continuing professional development training, at least once per year, in relation to their obligations under the Provider Agreement, this Agreement, the Position Description, the Work Plan, Applicable Department Guidelines and all applicable Laws.

## Non-exclusivity

Nothing in this Agreement prevents the School from having access to, contact with, or contracting with, other providers including suppliers of services the same as, or similar, to the Services provided under this Agreement.

## School Supplied Materials

Where the School provides any materials to the Provider, the Provider must:

### utilise the materials solely in the performance of the Services;

### take all reasonable care of the materials; and

### comply with any directions of the School's contract manager for preservation, forwarding or disposal of the materials.

## Provision of the Services

### The Provider must ensure that the Services are provided:

#### only to students where express and informed consent to the provision of those Services has been obtained in the form set out in the NSWP Guidelines;

#### in such a way as to reasonably achieve a particular result where the Principal has, either expressly or by implication, made known to the Provider any particular purpose for which the Services are required;

#### in accordance with this Agreement and the Provider Agreement;

#### in accordance with the Work Plan, the Position Description, Applicable Department Guidelines, and all applicable Laws;

#### and performed by a Chaplain or Student Wellbeing Officer who:

##### meets any NSWP requirements;

##### meets the requirements of the Principal;

##### has the requisite qualifications, skills, knowledge and experience to perform the Services described in the Position Description and the Work Plan;

##### has undertaken a satisfactory WWCC*,* maintains under the WWCC Act a valid WWCC during the term of this Agreement and makes this available to the School on request;

##### has undertaken a satisfactory police records check;

##### has completed training specified in the NSWP guidelines;

##### meets any additional relevant legal requirements and policies of the School and/or Department in relation to the suitability of persons to work with children or within the precinct of the School as advised by the Principal;

##### has signed and demonstrated that they understand the Code of Conduct;

##### has acknowledged and understands that they will be subject to all lawful and reasonable directions issued by the Principal of the School whilst they are providing the Services at the School; and

##### has consented to the Provider disclosing information about the person to the Principal, including personal information, sensitive information (regarding religious affiliation), and health information within the terms of this Agreement and in relation to that person’s selection and recruitment, their performance as a Chaplain or Student Wellbeing Officer, their provision of the Services, complaints or investigations about their performance as a Chaplain or Student Wellbeing Officer or provision of the Services, any relevant investigations into that person by a school, the Provider or a law enforcement agency, and any criminal or alleged criminal activity.

### The Provider must formally review the performance of the Chaplain or Student Wellbeing Officer providing the Services in the School at least once per School year, and must include the Principal in the performance review process. This review must be documented in writing.

## Family Violence Risk Assessment and Risk Management Framework (MARAM)

### In this clause the following definitions apply:

#### **Agency** means a provider of services under a contract entered into with the Department relevant to family violence risk assessment or family violence risk management.

#### **Alignment** (and correspondingly **Align**) means actions taken by Framework Organisations to effectively incorporate the four pillars of the Framework into existing policies, procedures, practice guidance and tools, as appropriate to the roles and functions of the prescribed entity and its place in the service system.

#### **Approved Framework** means the Family Violence Risk Assessment and Risk Management Framework as amended from time to time approved under section 189 of the FVP Act.

#### **Framework Organisation** means a body prescribed to be a framework organisation for the purposes of Part 11 of the FVP Act.

#### **FVP Act** means the *Family Violence Protection Act* 2008 (Vic).

### If the Provider is a Framework Organisation or an Agency under the FVP Act it warrants to the School that it will Align its relevant policies, procedures, practice guidance and tools with the Approved Framework.

### The Department may at its absolute discretion review, investigate or audit the performance of the Chaplain or Student Wellbeing Officer or the Provider as required to meet Australian Government reporting requirements or to satisfy itself that the Chaplain or Student Wellbeing Officer or the Provider are meeting their obligations under this Agreement and the NSWP Guidelines.

## Incident and investigations reporting

* + 1. Either Party must immediately inform the other Party if it becomes aware or reasonably suspects that a Chaplain or Student Wellbeing Officer:

#### may be or has been charged with, found guilty of, or convicted of an offence (including, but not limited to, a sexual offence), which may mean the person could be deemed as not being suitable to work in child-related work for the purposes of the WWCC Act; or

#### has not complied with the Child Safe Standards in accordance with clause 3.1(c).1 or any School Council Child Safety Policies.

#### is the subject of an allegation of reportable conduct;

* + 1. The Provider must, within two Business Days, inform the Principal of:
       1. the commencement of any significant internal inquiry into a Chaplain or Student Wellbeing Officer or the provision of the Services as well as any relevant outcome of that inquiry; and
       2. any significant incidences occurring during or related to the provision of the Services at the School; and
       3. any significant incidences occurring during or related to the Chaplain or Student Wellbeing Officer.
    2. Either Party must inform the other Party within two Business Days if they become aware that there has been a complaint about the Chaplain or Student Wellbeing Officer or the provision of the Services in the School.

### A Principal or Departmental officer may arrange an investigation of a complaint or incident or an investigation into the actions of a Chaplain or Student Wellbeing Officer or the provision of the Services.

* + 1. Nothing in this clause prevents a Party from exercising its right to:
       1. withdraw the Chaplain or Student Wellbeing Officer from providing the Services at the School in accordance with clause 3.6 of this Agreement; and/or
       2. terminate the Agreement under clause 6 of this Agreement.

## Withdrawal of Chaplain or Student Wellbeing Officer

* + 1. The Provider must immediately withdraw the Chaplain or Student Wellbeing Officer from providing the Services in the School in the event that the Provider:
       1. has been requested to do so by the Principal of the School in accordance with clause 3.7(b) of this Agreement;
       2. has been requested to do so by the Department;
       3. becomes aware of or reasonably suspects that the Chaplain or Student Wellbeing Officer has:

##### been or may be charged, convicted or had a finding of guilt in relation to an offence (including, but not limited to, a sexual offence), which may mean the Chaplain or Student Wellbeing Officer could be deemed as not being suitable to work in child-related work for the purposes of the WWCC Act*;* or

##### not complied with the Child Safe Standards in accordance with clause 3.1(c).1 or any School Council Child Safety Policies; or

##### is the subject of an allegation of reportable conduct;

* + - 1. is no longer satisfied that the Chaplain or Student Wellbeing Officer meets or met the requirements in clauses 3.4(a)(iv) and 3.4(a)(v).

## Replacement Chaplain or Student Wellbeing Officer

### If the person identified in **Item 5** of the Agreement Schedule as the Chaplain or Student Wellbeing Officer is unavailable or otherwise unable to provide the Services, the Provider must promptly notify the Principal of the School.

### If the Principal is dissatisfied with the performance of the Chaplain or Student Wellbeing Officer the School may request that the Provider remove that person from their involvement in the provision of the Services to the School. Subject to any applicable Law, the Provider must comply with such a request.

### Where the Chaplain or Student Wellbeing Officer is unavailable to provide the Services or has been withdrawn from the School, the Provider must promptly provide the Principal with the details of a suitably qualified and experienced replacement Chaplain or Student Wellbeing Officer, as soon as practicable, and at no additional cost to the School.

### The Provider must have a robust recruitment and selection process for engaging replacement Chaplains or Student Wellbeing Officers and any replacement Chaplain or Student Wellbeing Officer must meet the requirements of clauses 3.4(a)(iv) and 3.4(a)(v) of this Agreement.

### The Provider acknowledges and agrees that the Principal is under no obligation to accept any person proposed by the Provider as the Chaplain or Student Wellbeing Officer. The Principal must inform the Provider as to whether the Principal will accept the replacement Chaplain or Student Wellbeing Officer proposed by the Provider.

### If the Principal and Provider cannot agree on a replacement Chaplain or Student Wellbeing Officer within 28 days, the termination provisions under this Agreement apply.

## Cost of the Services

### The annual cost for the provision of the Services is set out in **Item 8** of the Agreement Schedule.

### Unless otherwise expressly stated, all prices or other amounts payable or consideration to be provided under or in accordance with this Agreement are exclusive of GST.

### The Provider must submit to the School a Tax Invoice or Tax Invoices in respect of the Services as set out in **Item 9** of the Agreement Schedule, which is to be:

#### not less frequently than once per School term; and

#### must only relate to the costs of the Services provided or to be provided in that invoice period.

### Without limiting any other clause of this Agreement, or any other remedy the School may have, if the Provider fails to provide or perform any of the Services in accordance with the requirements of this Agreement in the reasonable opinion of the School, the School will not be required to pay for those Services.

### The School may, in the School’s absolute discretion, immediately stop paying all or part of the amount under clause 3.8(a) to the Provider on giving written notice to the Provider if the Provider has failed to comply with the Child Safe Standards in accordance with clause 3.1(c).1.

# Information

## Compliance with the Information, Records and Reporting Policy

### The Provider acknowledges that in accordance with the terms of the Provider Agreement and this Agreement, ownership of all records created by the Provider or the Chaplain or Student Wellbeing Officer during or related to the provision of the Services in the School immediately vests in the State.

### The Provider acknowledges that the records must be kept, filed, and made available to the School or the Department in accordance with the Provider Agreement, this Agreement, and the Information, Records and Reporting Policy.

### On termination or expiry of this Agreement the Provider will ensure that all relevant files, records and information related to the provision of the Services in the School are provided to the School or the Department in accordance with the Information, Records and Reporting Policy and that the beneficial ownership of all records relating to the Services provided by the Provider and the Chaplain or Student Wellbeing Officer will be transferred to the School.

### The Provider may retain copies of part or all of the records produced by the Chaplain or Student Wellbeing Officer in relation to the provision of the Services in the School if this is required by Law or professional practice or in order to meet its obligations under this Agreement. The Provider must use, disclose, store, secure and dispose of any copied records in accordance with:

#### The PDP Actand any standards, policies or guidelines issued from time to time in accordance with that Act;

#### The HR Actand any standards, policies or guidelines issued from time to time in accordance with that Act;

#### the *Public Records Act 1973* and any standards, policies or guidelines issued from time to time in accordance with this Act;

#### any other relevant legislation and associated standards, policies or guidelines issued from time to time; and

#### the Information, Records and Reporting Policypublished on the Department’s website and as amended from time to time*.*

## Privacy

### The Provider:

### acknowledges that it will be bound by the *Privacy Act 1988 (Cth)*, the PDP Act, the HR Act and any applicable principles and codes of practice under those Acts with respect to any act done or practice engaged in by the Provider under or in connection with this Agreement in the same way and to the same extent as the Department or the School would have been bound had it been directly done or engaged in by the Department or the School.

### acknowledges that the School is bound by legal obligations relating to privacy and data protection, including obligations under the PDP Act, the Victorian Protective Data Security Framework and the HR Act.

### must not do any act or engage in any practice that would cause the School to contravene the obligations referred to in clause 4.2(b) in respect of any data collected, held, used, managed, disclosed or transferred by the Provider under or in connection with this Agreement.

## Mandatory Reporting

The Provider will ensure that its employees, agents and advisers will comply with:

### all mandatory reporting obligations under the *Children, Youth and Families Act 2005* as if the Chaplain or Student Wellbeing Officer were a “mandatory reporter” as defined under that Act; and

### the Department policies listed in the NSWP guidelines as amended from time to time which include but are not limited to:

#### Child Safe Standards

#### Protecting Children — Reporting and Other Legal Obligations

#### Protecting Children – Making a Report or Referral; and

#### PROTECT - Identifying and Responding to All Forms of Abuse in Victorian Schools*.*

## Reporting

### The Provider will, in accordance with the Information, Records and Reporting Policy, give the Principal information about and report on the Services provided to the School as agreed in the Work Plan and Position Description and otherwise as requested by the Principal including information about:

#### how many hours of Services were provided;

#### how many students have accessed the Services;

#### any complaints or concerns identified with regard to the Chaplain or Student Wellbeing Officer or the provision of the Services;

#### aggregated data about the nature of the Services provided;

#### any other information requested by the Australian Government.

### The Provider will also provide the Principal with information and records that relate to the delivery of Services as requested by the Principal in order for the School to meet any obligations the School has to account for the expenditure of funds.

# Warranties

The Provider warrants that:

### it and its employees and agents are fit and proper persons, appropriately qualified and have the requisite knowledge, skill and expertise to provide the Services;

### the persons providing the Services at the School will at all times during the term of this Agreement hold a current WWCC and satisfactory police check;

### while on premises controlled by the Principal of the School, the Provider and its employees and agents will at all times comply with the Principal's lawful directions and all applicable School and Departmental policies, including but not limited to the Applicable Department Guidelines, the School Council Child Safety Policies and any applicable occupational health and safety and security policies.

# Termination

## Automatic Termination

This Agreement immediately and automatically terminates on termination or expiry of the Provider Agreement.

## Termination by Agreement

### This Agreement may be terminated at any time by agreement between the Parties. Termination is effective either on the date specified in the notice of termination, or where no date is specified, immediately upon receipt of the notice of termination.

## Termination without notice

### The School may terminate this Agreement immediately by notice in writing to the Provider:

### if the Provider fails to withdraw a Chaplain or Student Wellbeing Officer from the School under clause 3.6 of this Agreement;

### if the Provider and the Principal are unable to agree on a Work Plan, a Chaplain or Student Wellbeing Officer or a replacement Chaplain or Student Wellbeing Officer;

### if the Provider goes or is likely to go into liquidation or a receiver and manager or mortgagee’s or chargee’s agent is appointed or becomes subject to any form of insolvency administration or arrangement, or in the case of an individual, becomes bankrupt or enters into a scheme or arrangement with creditors; or

### if the Provider has breached or is reasonably suspected of breaching, clause 3.1(c).1 [Child Safe Standards].

## School may terminate with notice

The School may terminate this Agreement by seven days' notice, in writing, to the Provider if:

### the Provider fails to remedy, to the satisfaction of the School, any breach of this Agreement (which in the reasonable opinion of the School is able to be remedied) within 14 days after the date on which the School issues the Provider a written notice requiring the Provider to remedy the breach;

### the Provider breaches any material provision of this Agreement and in the reasonable opinion of the Department such breach cannot be remedied; or

### the Provider or any of its employees or agents are found guilty of fraud, dishonesty or an offence (including, but not limited to, a sexual offence), which may mean the person could be deemed as not being suitable to work in child-related work for the purposes of the WWCC Act.

## Provider may terminate with notice

The Provider may terminate this Agreement by 14 days' notice, in writing, to the School if:

### the School fails to remedy, to the satisfaction of the Provider, any breach of this Agreement (which in the reasonable opinion of the Provider is able to be remedied) within 14 days after the date on which the Provider issues the School with a written notice requiring the School to remedy the breach; or

### the School breaches any material provision of this Agreement and in the reasonable opinion of the Provider such breach cannot be remedied.

## Termination without cause

### This Agreement may be terminated at any time without cause by a Party giving the other Party 30 days' notice of termination, in writing.

## Consequences of termination

### Termination of this Agreement will not prejudice any right of action or remedy which may have accrued to either Party prior to termination;

### Where this Agreement is terminated

#### the Provider must cease all work under this Agreement immediately following the notice of termination and take all appropriate action to mitigate any loss and prevent additional costs being incurred;

#### the School will, within 30 days, pay to the Provider all amounts owing in respect of the Services undertaken as at the date of termination, provided that such Services have, in the reasonable opinion of the School, been performed in accordance with the requirements of this Agreement;

#### the Provider will refund to the School, within 30 days, all amounts that have been paid to the Provider in advance for Services not yet performed;

#### the Provider will return all School supplied material within seven days, or otherwise dispose or deal with them at the direction of the Principal;

#### the School will return all Provider supplied material within seven days, or otherwise dispose or deal with them at the direction of the Provider;

#### the Provider will ensure that all relevant files, records and information are provided to the School in accordance with the Department's Information, Records and Reporting Policy.

### The Parties acknowledge that where this Agreement is terminated, the School may choose to enter into a new agreement with another chaplaincy service provider for the provision of services that would, but for the termination, have been provided under this Agreement.

## Survival

Clauses 4.1(c), 4.1(d), 4.2, 4.4, 5, 6.7, 6.8, 7 and 8 of this Agreement survive the termination or expiry of this Agreement or the completion of the Services.

# Disputes

### If any dispute arises under or in connection with this Agreement (**Dispute**) the Principal and the Provider will promptly meet and discuss in good faith with a view to resolving such Dispute.

### Nothing in this clause prevents a Party from exercising its rights to terminate the Agreement under clause 6 of this Agreement.

# General

## Notices

### Any notice, approval or consent must be addressed and delivered to the respective Parties’ contract manager identifiedin **Item 2** and **Item 4** of the Agreement Schedule by any means listed in that Schedule.

### Either Party may nominate a replacement contract manager by notice in writing to the other Party. The appointment of the replacement contract manager will be effective from the date on which such notice is received.

## Staff Costs

### The Provider will indemnify and keep indemnified the School from and against all liability for Staff Costs in any way relating to the provision of the Services.

### If the School is or becomes liable to pay any Staff Costs, the School may deduct the amount of its liability for the Staff Costs from any amount due by the School to the Provider, whether under this Agreement or otherwise.

## Indemnity for breach of information obligations

### The Provider must indemnify the School against any loss, damage, claim, action or expense (including legal expense) which the School suffers as a direct or indirect result of any of the following:

#### a breach of this Agreement or the Provider Agreement, including any failure to provide the Services;

#### any warranty given by the Provider under this Agreement or any Provider Agreement being incorrect or misleading in any way; or

#### any wrongful or any negligent act or failure to act by the Provider or any of the Provider’s employees, agents, officers or sub-contractors;

except to the extent that any such loss, damage, claim, action or expense is caused by the negligence or other wrongful act or omission of the School.

## Variation

This Agreement may only be varied or replaced by a document executed by the Parties.

## Waiver and exercise of rights

Any failure to compel performance of any of the terms and conditions of this Agreement will not constitute a waiver of those terms or conditions, nor will it affect or impair the right to enforce those rights at a later time.

## Governing law and jurisdiction

### This Agreement is governed by and is to be construed in accordance with the laws of the State of Victoria.

### Each Party irrevocably and unconditionally submits to the exclusive jurisdiction of the courts of Victoria and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

## Counterparts

This Agreement may be signed and exchanged by the parties in counterparts. The counterparts taken together will constitute one document.

## Electronic signatures

The parties acknowledge and agree that this Agreement may be executed by electronic signature which shall have the same force and effect as a handwritten signature. Without limiting this term, ‘electronic signature’, whether digital or encrypted, will include scanned and transmitted versions (e.g. via pdf) of an original signature. An electronic signature is sufficient to indicate a party’s approval of the terms of this Agreement and the parties agree to be so bound by their electronic signature and the terms of this Agreement.

## Entire understanding

This Agreement contains the entire understanding between the parties as to the subject matter of this Agreement.

## Relationship of parties

This Agreement is not intended to create a partnership, joint venture or agency relationship between the parties. Nothing in this Agreement will constitute or deem a party to be the employee of another party.