**FORMAL INSTRUMENT OF AGREEMENT – SMALL WORKS CONTRACT**

THIS AGREEMENT made the day of 2020

**BETWEEN**

**HOUSING AUTHORITY (ABN 56 167 671 885)** care of Housing Authority, 5 Newman Court, Fremantle WA 6160 (**Principal**)

**AND**

**[##ENTITY DETAILS]**[[1]](#footnote-1) **[##ABN]** of **[###ADDRESS]** (**Contractor**)

**RECITALS**

1. The Principal requires the [##design] [[2]](#footnote-2) and construction of **[##DESCRIBE WORKS]**[[3]](#footnote-3) as further defined by and set out in the Contract (**Works**).
2. The Principal and the Contractor agree to enter into this Contract for the delivery of the Works.

**NOW IT IS AGREED**

1. In consideration of payment of [##insert $] plus GST (**Contract Sum**), or such other sums as shall become payable at the time and in the manner set forth in the General Conditions to be paid by the Principal to the Contractor, the Contractor will execute and complete the Works in compliance with the Contract and in accordance with and within the time frames stated in the Contract.
2. The Contract constitutes the entire agreement between the parties and supersedes all previous agreements, undertakings and communications, whether written or oral, relating to the subject matter of the Contract.[[4]](#footnote-4)
3. It is agreed that this Agreement together with the documents listed below (**Contract Documents**) shall together constitute the entire and concluded agreement and the Contract between the Contractor and the Principal (**Contract**).
   1. This Agreement (including all annexures[[5]](#footnote-5));
   2. Letter of Award dated [##insert];
   3. Special Conditions – Module Procurement; [[6]](#footnote-6)
   4. Special Conditions – COVID-19;
   5. *Small Works General Conditions of Contract* and inclusive of all Annexures (**General Conditions**);[[7]](#footnote-7)
   6. Submission;
   7. [##Other documents].[[8]](#footnote-8)
4. In the event of any ambiguity, discrepancy or inconsistency between the documents comprising the Contract Documents the documents shall rank in the order of precedence listed above to the extent of the discrepancy or inconsistency.[[9]](#footnote-9)

*Warranties*

1. Each party represents and warrants to the other party that:
   1. It has full power and authority to execute the Contract and to perform its obligations under the Contract;
   2. The Contract has been duly executed by it; and
   3. The obligations undertaken by it and set out in the Contract are valid and binding in accordance with the terms of the Contract.
2. The Contractor warrants that it is entering into this Contract:
   1. solely on the basis of its own investigations and determinations as to the obligations and liabilities assumed or to be assumed by the Contractor and risks involved in performing its obligations under the Contract; and
   2. without relying on any representation by the Principal or any other person purporting to represent the Principal.

[Delete clauses 7 and8 if the Contractor is not a trustee]

*Warranty where Contractor is a trustee[[10]](#footnote-10)*

1. The Contractor enters into and is bound by this agreement both:
   1. in its personal capacity; and
   2. in its capacity as trustee of the **[##insert trust name]** (**Trust**).
2. The Contractor represents and warrants to the Principal that, in respect of the Trust:
   1. it is the only trustee;
   2. no action is proposed to remove it as trustee of the Trust;
   3. there is no default under the trust deed constituting the Trust;
   4. it has the power to enter into and perform its obligations and incur liabilities under this agreement;
   5. the beneficiaries of the Trust have consented to and benefit from, the entry into and performance of this agreement;
   6. it has a right of indemnity out of the assets of the Trust for all liabilities incurred by it under this agreement and the assets of the Trust are sufficient to satisfy that right; and
   7. it will not, without the Principal’s consent (not to be unreasonably withheld or delayed):
      1. resign;
      2. allow the appointment of a substitute or additional trustee;
      3. terminate the trust or vary the terms of the Trust; or
      4. resettle the Trust.

*Governing Law*

1. The law of Western Australia governs this Contract.
2. The parties submit to the exclusive jurisdiction of the courts of Western Australia, the Federal Circuit Court of Australia and the Federal Court of Australia.

*Rights are Cumulative*

1. A party’s rights under this Contract are in addition to its rights at law.

*Execution of counterparts*

1. This Contract may be executed in any number of counterparts. Each counterpart is an original but the counterparts together are one and the same agreement.

*Severance*

(a)If a provision of this agreement is invalid, illegal or unenforceable, then to the extent of the invalidity, illegality or unenforceability, that provision must be ignored in the interpretation of this agreement.

(b) The remaining provisions of this agreement remain in full force and effect.

EXECUTED BY:

**PRINCIPAL**

The **COMMON SEAL** of the )

**HOUSING AUTHORITY** )

was hereunto affixed )

in the presence of: )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorised Officer Signature of Authorised Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorised Officer Name of Authorised Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of Authorised Officer Position of Authorised Officer

**OR**\*[[11]](#footnote-11)

Signed for and on behalf of )

**HOUSING AUTHORITY** )

by an authorised officer: )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorised Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorised Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of Authorised Officer

*\* Delete the execution clause which does not apply.*

**CONTRACTOR**

Executed by )

[**##insert Contractor’s full name**] )

([##insert Contractor’s ACN]) )

Pursuant to section 127 of the )

*Corporations Act 2001* (Cth) )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Director Signature of Director/Secretary\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Director Name of Director/Secretary\*

*\*Delete that which does not apply, specify if sole Director.*

1. Make sure correct entity is completed with reference to ABN or ACN number. If the entity is a trust there are separate provisions that should be considered: see clauses 7 and 8. [↑](#footnote-ref-1)
2. This should be deleted when not a design and construct contract [↑](#footnote-ref-2)
3. The description can be quite general for example “construction of 5 two storey residences” [↑](#footnote-ref-3)
4. The effect of this clause is that it excludes other documents from being considered a “contract document”. If there are letters or other documents which contain terms which the Housing Authority wishes to rely on, those terms must either be incorporated into other contract documents or the document itself included as a contract document. Careful consideration needs to be given if there is a risk that parts of the document might be inconsistent with other provisions of the contract. [↑](#footnote-ref-4)
5. This includes all agreed clarifications, exclusions, post tender negotiations etc.. [↑](#footnote-ref-5)
6. Delete if not applicable. [↑](#footnote-ref-6)
7. If there are more Annexures than Part A and B (which would be only in unusual circumstances) then those additional annexures should be referenced here. [↑](#footnote-ref-7)
8. This should be used carefully – for example if there are Geotechnical reports or other expert reports that might be part of the contract terms then they should be clearly defined in terms of title, author and date. If there are no other documents that form part of the terms of the contract other than the General Conditions of Contract and the PPR, then there is no need to add reference to tender documents etc and this item should be deleted. This should not be used simply to annex the tender documents for example [↑](#footnote-ref-8)
9. It is important that the documents listed above are placed in order of priority so that in the event of information in two documents being inconsistent, the parties know which one to rely on. It is usual for the Formal instrument of Agreement and the General Conditions of contract to be high priority documents and these should not be moved lower down without legal advice. Documents with a greater level of detail are commonly given higher priority but this may vary depending on the specific project. [↑](#footnote-ref-9)
10. Delete where there is no trust involved. [↑](#footnote-ref-10)
11. Delete the execution clause that does not apply. If in doubt seek advice from LLS as to which execution clause should be used. [↑](#footnote-ref-11)