

TAX INVOICE

Accounts Payable
Department of the Prime Minister and Cabinet
PO Box 6500
Barton ACT 2600

Invoice No.: **AINV166048**
Invoice Date: 31.07.2024
Due Date: 30.08.2024
Amount Due: \$40,046.06
PO Number: CD012207

Item	Description	Qty	Unit Cost	Tax	
				Amount	Price
Timesheet	Contractor - s 47F (Infrastructure Engineer) - Ordinary hours for the week ending 7 Ju 2024	41.75	\$214.15	\$894.08	\$8,940.76
Timesheet	Contractor - s 47F (Infrastructure Engineer) - Ordinary hours for the week ending 14 Ju 2024	41.25	\$214.15	\$883.37	\$8,833.69
Timesheet	Contractor - s 47F (Infrastructure Engineer) - Ordinary hours for the week ending 21 Ju 2024	40.00	\$214.15	\$856.60	\$8,566.00
Timesheet	Contractor - s 47F (Infrastructure Engineer) - Ordinary hours for the week ending 28 Ju 2024	47.00	\$214.15	\$1,006.51	\$10,065.05
Subtotal:				\$36,405.50	
GST - 10.00%:				\$3,640.56	
Total:				\$40,046.06	
Amount Paid:				\$0.00	
Balance Due:				\$40,046.06	

Terms:

All amounts are in AUD, unless stated otherwise.

Total price includes GST.

Please arrange for payment, on or before the due date, to our bank account. Details are as follows:

s 47G(1)(a)

Please send your remittance advice, or any queries you may have regarding this invoice, to s 47G(1)(a).

Pursuant to a financing facility arrangement, all amounts payable under contracts to which this invoice relates, have been transferred to Scottish Pacific Business Finance Pty Ltd.

Payment to any other person will not constitute a valid discharge of the debt.

Work Order (Digital Marketplace)

Digital Transformation Agency – (SON3413842). This Work Order is placed under the terms and conditions of the Master Agreement between the Agency and the Seller.

A.	Work Order number	WO3413842-112 – Network Engineer
B.	Standing Offer Number (SON)	SON3413842 (Digital Marketplace)
C.	Buyer cost code	Not applicable.
D.	GL code	Not applicable.
E.	Buyer Agency Name	Department of the Prime Minister and Cabinet (PM&C)
F.	Buyer Agency Representative	<div>s 22(1)(a)(ii)</div> Director, Information Services Branch <div>s 22(1)(a)(ii)</div>
G.	Buyer ABN	ABN 18 108 001 191 (PM&C)
H.	Seller Company Name	Ignite Limited
I.	Seller Company Representative	<div>s 47F</div> <div>s 47F</div> <div>s 47F</div>
J.	Seller ABN	ABN 43 002 724 334
K.	Timeline	<p>The period of engagement is from 1 July 2024 to 30 June 2025.</p> <p>The Work Order may be extended for any period(s) up to 30 June 2027.</p> <p>The Specified Personnel is required to work up to 40 hours per week, except ACT Public Holidays and PM&C shutdown period.</p> <p>Upon request from Buyer, the Specified Personnel may be required to work during an ACT Public Holiday, National Public Holiday and the PM&C shutdown period. The Specified Personnel may also be required to work remotely.</p> <p>The Buyer reserves the right to terminate the Work Order by providing at least 7 calendar days' notice in writing.</p> <p>The Seller must provide at least 7 calendar days' notice in writing to the Buyer to terminate the Work Order.</p>
L.	Services	The Network Engineer will be responsible for delivering technical projects that improve departmental ICT stability,

		<p>security and compliance, across the infrastructure and application levels.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Building and Maintaining Stakeholder relationships (Including Executives, Business Representatives, project Managers and PMC staff) • Design, development, implementation, documentation and transition of infrastructure solutions – working with other technical and business resources. • Producing and reviewing project/services delivery documentation including Architecture, Designs, 'As built documentation' and Operating Procedures. • Evaluate vendor-supplied software by studying user objectives. • Provide specialised technical advice and assistance in implementing ICT strategies, products, migrations and enhancements. • Contribute to team effort by accomplishing dependant tasks to schedule. • Complete diverse range of technical tasks within a secure environment. • Work as part of a high functioning multi-skilled team. • Other duties as directed by Buyer.
M.	Deliverables	As agreed to between the two parties.
N.	Performance criteria	As agreed with Buyer's Agency Representative.
O.	Governance	The Seller will report to Buyer as required.
P.	Specified Personnel	<p>s 47F</p> <p>Replacement personnel will only be allowed with pre-approval from Buyer.</p>
Q.	Security Requirements	The Specified Personnel must be an Australian citizen and <u>have the ability to gain, hold and maintain</u> during the term of the contract a current security clearance to a minimum level of NV1 Clearance .
R.	Pricing	<p>The fee payable is at an hourly rate of \$235.95 per hour (GST inclusive).</p> <p>The total fee is not to exceed \$466,237.20 (GST inclusive) during the initial engagement.</p> <p>Any additional works which may result in the total fee amount being exceeded must be approved by the Buyer prior to the commencement of the additional works.</p>
S.	Payment Milestones	Not applicable.

T.	Expenses	Buyer will not pay any travel, accommodation or other expenses unless they have been pre-approved in writing by Buyer.
U.	Buyer Intellectual Property	The Commonwealth will own IP rights in all contract material.
V.	Seller Intellectual Property	Not applicable.
W.	Additional terms and conditions	<p>Invoices are to be sent via email on a monthly basis in arrears to: [REDACTED] s 47E(d) and must be accompanied by a corresponding timesheet approved by a Buyer APS manager.</p> <p><u>Invoices must include the following PM&C reference:</u></p> <p>CD012207</p> <p>The Seller agrees to comply, and ensure that its Personnel comply, with Buyer's security policies and guidelines and abide by the APS Code of Conduct and Fraud Control Plan.</p> <p>The terms and conditions of the Digital Marketplace Master Agreement dated 1 July 2019 and the Digital Marketplace Comprehensive Terms apply.</p> <p>1. Notification of Significant Events</p> <p>1.1 For the purposes of this clause, 'Significant Event' means: any adverse comments or findings made by a court, commission, tribunal or other statutory or professional body regarding the conduct or performance of the Seller or its officers, employees, agents or Subcontractors that impacts or could be reasonably perceived to impact on their professional capacity, capability, fitness or reputation; or any other significant matters, including the commencement of legal, regulatory or disciplinary action involving the Seller or its officers, employees, agents or Subcontractors, that may adversely impact on compliance with Commonwealth policy and legislation or the Commonwealth's reputation.</p> <p>1.2 The Seller must immediately issue the Buyer a Notice on becoming aware of a Significant Event.</p> <p>1.3 The Notice issued under clause 1.2 must provide a summary of the Significant Event, including the date that it occurred and whether any Specified Personnel or other personnel engaged in connection with the Goods and/or Services were involved.</p> <p>1.4 The Buyer may notify the Seller in writing that an event is to be considered a Significant Event for the purposes of this clause, and where this occurs the Seller must issue a Notice under clause X.2 in relation to the event within three (3) Business Days of being notified by the Buyer.</p> <p>1.5 Where reasonably requested by the Buyer, the Seller must provide the Buyer with any additional information regarding</p>

	<p>the Significant Event within three (3) Business Days of the request.</p> <p>1.6 If requested by the Buyer, the Seller must prepare a draft remediation plan and submit that draft plan to the Buyer's Contract Manager for approval within ten (10) Business Days of the request.</p> <p>1.7 A draft remediation plan prepared by the Seller under clause 1.6 must include the following information:</p> <ul style="list-style-type: none"> a) how the Seller will address the Significant Event in the context of the Goods and/or Services, including confirmation that the implementation of the remediation plan will not in any way impact on the delivery of the Goods and/or Services or compliance by the Seller with its other obligations under the Contract; and b) how the Seller will ensure events similar to the Significant Event do not occur again; and c) any other matter reasonably requested by the Buyer. <p>1.8 The Buyer will review the draft remediation plan and either approve the draft remediation plan or provide the Seller with the details of any changes that are required. The Seller must make any changes to the draft remediation plan reasonably requested by the Buyer and resubmit the draft remediation plan to the Buyer for approval within three (3) Business Days of the request unless a different timeframe is agreed in writing by the Buyer. This clause X.8 will apply to any resubmitted draft remediation plan.</p> <p>1.9 Without limiting its other obligations under the Contract, the Seller must comply with the remediation plan as approved by the Buyer. The Seller agrees to provide reports and other information about the Seller's progress in implementing the remediation plan as reasonably requested by the Buyer.</p> <p>1.10 A failure by the Seller to comply with its obligations under this clause will be a material breach of the Contract. The Buyer's rights under this clause are in addition to and do not otherwise limit any other rights the Buyer may have under the Contract. The performance by the Seller of its obligations under this clause will be at no additional cost to the Buyer.</p> <p>2. National Anti-Corruption Commission Act 2022</p> <p>2.1 The Seller acknowledges that in providing the Goods and/or Services to the Buyer under the Contract, it is a contracted service provider for the purposes of the National Anti-Corruption Commission Act 2022 (Cth) (NACC Act).</p> <p>2.2 The Seller must comply with any reasonable request, policy or direction issued by the Buyer and otherwise cooperate with the Buyer in relation to any action taken by the Buyer required or authorised by the NACC Act.</p> <p>3. Modern Slavery</p>
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		<p>3.1 In this clause 3:</p> <p>Modern Slavery has the same meaning as it has in the Modern Slavery Act 2018 (Cth).</p> <p>3.2 The Seller must take reasonable steps to identify, assess and address risks of Modern Slavery practices in the operations and supply chains used in the provision of the Goods and/or Services.</p> <p>3.3 If at any time the Seller becomes aware of Modern Slavery practices in the operations and supply chains used in the performance of the Contract, the Seller must as soon as reasonably practicable take all reasonable action to address or remove these practices, including where relevant by addressing any practices of other entities in its supply chains.</p>
X.	Additional documentation incorporated by reference	Not applicable.

Signing this work order means a contract is created between the buyer and seller as described in the Master Agreement

Buyer's authorised officer

Seller's authorised officer

s 22(1)(a)(ii)

DocuSigned by:
s 22(1)(a)(ii)
2A254E3DACC87432...

Signature

s 47F

Name

Name

s 22(1)(a)(ii)

National Contracts and Compliance Manager

Position

Position

20-Jun-24

Date

Date