
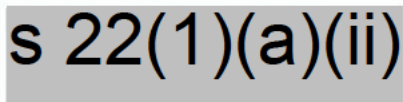


CREATIVE AND DIGITAL COMMUNICATION PANEL – SHORT FORM OFFICIAL ORDER

Official Order Number – CD012339			
Date – 31/07/2024			
<p><i>Folk Pty Ltd ABN: 87 073 263 457</i> has offered under clause 5.1 of the Head Agreement specified at item 1 below to provide the Services to the Participating Agencies. <i>The Commonwealth of Australia (Commonwealth)</i> as represented by the Department of the Prime Minister and Cabinet accepts this offer on the terms and conditions set out in the Head Agreement and in this Official Order and issues this Official Order in accordance with clause 5.4 of the Head Agreement. This Official Order is issued in Accordance with the Deed of Agreement for the Provision of Creative and Digital Communication Services (Standing Offer Notice Identifier (SON ID) SON4009385.</p>			
<p>Unless otherwise specified in the Official Order, if there is an inconsistency between this Official Order and any other provisions of the Head Agreement, the Head Agreement will prevail to the extent of any inconsistency.</p>			
Item number	Description	Standard Terms and Conditions Clause Reference	Details
General			
1.	Head Agreement No. and description	1.1	SON4009385 - For the provision of Creative and Digital Communication Services
2.	Services	Schedule 2 of the Head Agreement	<i>Graphic Design</i>
3.	Participating Agency	1.1	<i>Commonwealth of Australia (Commonwealth) as represented by Department of the Prime Minister & Cabinet, Net Zero Economy Agency, Charles Perkins House, 16 Bowes Place, Woden, ACT 2606 ABN 18 108 001 191 7</i>
4.	Participating Agency Representative	1.1 and 11	s 22(1)(a)(ii) And; s 22(1)(a)(ii)
5.	Contractor Representative	1.1 and 11	<i>Michael Broadhead 0419 486 730 michael@folk.com.au</i>
6.	Contract Period	1.1 and 2.1	<i>Start date: 31 July 2024 End date: 30 September 2024</i>

			<i>Contract will be for the initial time of two (2) months</i>
7.	Contract Option Period	2.2	<i>The Entity may in its sole discretion extend the Initial Term of this Order for a further period or periods, up to 3 months, on the same terms and conditions of this Order, by giving written notice to the Service Provider, prior to end of the Initial Term of this Order (Extension Period/s).</i>
8.	Contract Option Notice Period	2.2	<i>As above</i>
9.	Specified Personnel	1.1 and 14	<i>Michael Broadhead, Managing Director</i> 
10.	Subcontractors	Error! Reference source not found.	<i>Nil</i>
11.	Other Contractors	1.1 and 7	<i>Nil</i>
12.	Notices	Error! Reference source not found.	Department of the Prime Minister and Cabinet, Net Zero Economy Agency  <i>Charles Perkins House, 16 Bowes Place, Woden ACT 2606</i> <i>PO Box 6500 CANBERRA ACT 2600</i> Folk PTY Limited: <i>Michael Broadhead</i> michael@folk.com.au <i>5 Albion Street, Annandale, NSW, 2038</i>
13.	Governing law and jurisdiction	Error! Reference source not found.	<i>As specified in the Standard Terms and Conditions</i>
Services			

14.	Description of Services including the purpose of the Services, Milestone Dates, and Delivery Place	1.1, 4, 4.3(d) and 4.4	<p><i>The Net Zero Economy Authority – an independent statutory body housed in the Prime Minister’s portfolio – will be established after passage of legislation. The work of the current Net Zero Economy Agency will transition to the new Authority.</i></p> <p><i>The transition from an Agency within the Department of Prime Minister & Cabinet to an independent statutory Authority is a significant milestone. The new Authority will have a governance board.</i></p> <p><i>We are seeking branding and tone of voice for the new Authority. Brand identity includes:</i></p> <ul style="list-style-type: none"> • <i>Brand promise</i> • <i>Brand use guidelines</i> • <i>Written style guide</i> • <i>Typography</i> • <i>Colour palette</i> • <i>Logo (version and usage)</i> • <i>Image use guidelines (image testing)</i> <p><i>Assets include:</i></p> <ul style="list-style-type: none"> • <i>Facebook</i> • <i>LinkedIn</i> • <i>Internal newsletters</i> • <i>Intranet tiles</i> • <i>Website tiles</i> • <i>Email signature blocks</i> • <i>Video title cards</i> • <i>Computer lock screens</i> • <i>Teams background</i> • <i>Pull up banner</i> • <i>Business cards</i> • <i>Basic document templates</i> • <i>Animations</i>
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15.	Measuring performance	13	<i>Nil</i>												
16.	Reporting requirements	11.2	<i>Nil</i>												
17.	National Anti-Corruption Commission	Error! Reference source not found.	The Standard Terms and Conditions apply.												
18.	Business Hours	1.1	As specified in the Standard Terms and Conditions.												
19.	Relevant Standards	Error! Reference source not found.	Refer to the standards set out in the Standard Terms and Conditions. No additional standards, practice or guidelines apply.												
20.	Participating Agency requirements	Error! Reference source not found.	'Refer to the requirements set out in the Standard Terms and Conditions. No additional Participating Agency requirements apply'.												
21.	APS Values	4.13	The Standard Terms and Conditions apply.												
22.	Commonwealth Fraud Control Framework	4.14	The Standard Terms and Conditions apply.												
23.	Indigenous Procurement Policy	4.18	The Standard Terms and Conditions apply.												
24.	Child Safety	4.23	Part or all of the Services involve the Contractor employing or engaging with Child-Related Personnel that is required by Relevant Legislation to have a												

			<p>Working With Children Check:</p> <p><input type="checkbox"/> Yes, clauses 14.5 to 14.8 of the Deed apply</p> <p><input checked="" type="checkbox"/> No, clauses 14.5 to 14.8 of the Deed do not apply</p> <p>Contractor's Child-Related Personnel must comply with Relevant Legislation, including ensuring Working With Children Checks are be current for its Child-Related Personnel remain current</p> <p><input type="checkbox"/> Yes, clause 14.2(b) of the Deed apply</p> <p><input checked="" type="checkbox"/> No, clause 14.2(b) of the Deed does not apply</p>								
25.	Security	Error! Reference source not found.	No additional security requirements apply.								
26.	Additional insurance	Error! Reference source not found.	<i>Nil</i>								
Confidential Information											
27.	Confidential Information	1.1 and Error! Reference source not found.	<table border="1"> <tr> <td><i>Agency Confidential Information</i></td> <td><i>Period of Confidentiality</i></td> </tr> <tr> <td><i>Security Classified Information</i></td> <td><i>Ongoing as long as the information remains classified</i></td> </tr> <tr> <td><i>The Service Provider Confidential information</i></td> <td><i>Period of Confidentiality</i></td> </tr> <tr> <td><i>Contact Material</i></td> <td><i>Ongoing</i></td> </tr> </table>	<i>Agency Confidential Information</i>	<i>Period of Confidentiality</i>	<i>Security Classified Information</i>	<i>Ongoing as long as the information remains classified</i>	<i>The Service Provider Confidential information</i>	<i>Period of Confidentiality</i>	<i>Contact Material</i>	<i>Ongoing</i>
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Ownership of Material											
28.	Participating Agency Material	1.1 and 15	<i>Nil</i>								
29.	Ownership of Contract Material	16.3(a)	<i>The Standard Terms and Conditions apply.</i>								
30.	Licence of Material	16.3(b)	<i>The Standard Terms and Conditions apply</i>								
31.	Moral Rights – Specified Acts	Error! Reference source not found.	<i>As specified in the Standard Terms and Conditions</i>								

Payment																								
32.	Payment – Service Charges	19.1	<p><i>The total fee should not exceed \$180,628.80 (GST inclusive) during the initial engagement.</i></p> <p><i>Milestone payments will be made as per below table:</i></p> <table border="1"> <thead> <tr> <th><i>Due Date</i></th> <th><i>Milestone Description</i></th> <th><i>GST excl</i></th> <th><i>GST Component</i></th> <th><i>Total</i></th> </tr> </thead> <tbody> <tr> <td><i>19 August, 2024</i></td> <td><i>Brand Identity</i></td> <td><i>\$88,303.60</i></td> <td><i>\$8,830.36</i></td> <td><i>\$97,133.96</i></td> </tr> <tr> <td><i>4 September, 2024</i></td> <td><i>Digital Assets</i></td> <td><i>\$40,704.40</i></td> <td><i>\$4,070.44</i></td> <td><i>\$44,774.84</i></td> </tr> <tr> <td><i>27 September, 2024</i></td> <td><i>Animations</i></td> <td><i>\$35,200</i></td> <td><i>\$3,520</i></td> <td><i>\$38,720.00</i></td> </tr> </tbody> </table> <p><i>Any additional works which may result in the total fee amount being exceeded must be approved by the Participating Agency prior to the commencement of the additional works.</i></p>		<i>Due Date</i>	<i>Milestone Description</i>	<i>GST excl</i>	<i>GST Component</i>	<i>Total</i>	<i>19 August, 2024</i>	<i>Brand Identity</i>	<i>\$88,303.60</i>	<i>\$8,830.36</i>	<i>\$97,133.96</i>	<i>4 September, 2024</i>	<i>Digital Assets</i>	<i>\$40,704.40</i>	<i>\$4,070.44</i>	<i>\$44,774.84</i>	<i>27 September, 2024</i>	<i>Animations</i>	<i>\$35,200</i>	<i>\$3,520</i>	<i>\$38,720.00</i>
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33.	Additional invoice requirements	19.3	<p><i>Invoices are to be sent via email (after completion of milestone) to [REDACTED] s 47E(d) [REDACTED] and Cc [REDACTED] s 22(1)(a)(ii) [REDACTED]</i></p> <p><i>Invoices must include the following reference number: CD012339</i></p>																					
34.	Payment period	Error! Reference source not found.	<i>As specified in the Standard Terms and Conditions</i>																					
35.	Expenses	Error! Reference source not found.	<i>(a) The Participating Agency will not pay any travel accommodation or other fees, charges or expenses</i>																					
Acceptance of Services and other processes																								
36.	Acceptance	4.6	<i>As specified in the Standard Terms and Conditions</i>																					
37.	Business process requirements	5	<i>Nil</i>																					
38.	Business continuity planning	6	<i>Nil</i>																					
39.	Transition and implementation	9	<i>Nil</i>																					
40.	Unwind	10	<i>Clause 10 is to apply</i>																					
41.	Progress meetings	11.1	<i>Regular progress meetings as required, as requested by the contract Manager.</i>																					
42.	Relationship management	12.1	<i>Nil</i>																					
43.	Operational management	12.2	<i>Nil</i>																					

	meetings		
44.	Other forums	12.3	<i>Nil</i>
46.	Force majeure	Error! Reference source not found.	<i>As specified in the Standard Terms and Conditions</i>
47.	Limitation Amount	Error! Reference source not found.	<i>Liability Cap not applicable</i>

Signed for and on behalf of *Department of the Prime Minister & Cabinet, Net Zero Economy Agency* by its duly authorised representative in the presence of

s 22(1)(a)(ii)

Signature of witness

s 22(1)(a)(ii)

Name of witness (print)

31/07/2024

Date

s 22(1)(a)(ii)

Signature of representative

Adam Carlon

Name of representative (print)

Assistant Secretary,
Communications Branch (NZEA)

Position of representative (print)

Executed by *Folk PTY LTD 073 263 457 / 87 073 263 457* in accordance with Section 127 of the *Corporations Act 2001*

s 22(1)(a)(ii)

Signature of director

s 47F

Name of director (print)

s 22(1)(a)(ii)

Signature of director/company secretary/~~sole director and sole company secretary~~
(Please delete as applicable)

Michael Broadhead.

Name of director/company secretary/~~sole director and sole company secretary~~ (print)

in the presence of:

s 22(1)(a)(ii)

Signature of Witness

s 47F

Name of Witness

31 July 2024

Date