

From: Unni Menon (DEDJTR)
Sent: Sat, 28 Mar 2020 16:56:20 +1100
To: [Personal Information]@novotelgeelong.com.au
Bcc: [Personal Information] (DEDJTR); [Personal Information] (DEDJTR)
Subject: Accommodation Agreement
Attachments: Accomodation Terms and Conditions.pdf, Novotel Geelong - Schedule to the Agreement for the provision of accomodation.docx

Dear [Personal Inform]

We thank you for your rapid response to the department's request for accommodation services to meet the self-isolation needs of certain Victorians in response to the COVID-19 pandemic. It has been much appreciated.

We confirm that the department would like to book the number of rooms, at the rates, as identified in the attached Schedule and subject to the attached terms and conditions (together referred to as the **Agreement**).

To confirm this booking can you please complete the details in the Schedule where indicated in orange (including the relevant bank account details) and return a sign copy of the Agreement.

We will provide you with a fully signed copy of the Agreement as soon as possible.

So that we can process payment for the first calendar month immediately, can you please also provide us with a tax invoice.

Please note while we expect that cleaning of the rooms will be the responsibility of the hotel (in accordance with the Agreement), if there is a confirmed case of COVID-19 in of any of the guests nominated by the department, the department will organise for cleaners to provide an industrial clean of the relevant rooms upon the departure of that guest. The cost of these additional cleaners will be paid for by the department.

While we will try to let you know as soon as possible the number and dates of expected arrivals, we appreciate your patience on this given the circumstances.

If you have any questions please contact Unni Menon on [Personal Information]@djpr.vic.gov.au

Regards

Unni Menon

Executive Director

Department of Jobs, Precincts and Regions

Level 7, 1 Spring Street, Melbourne, 3000

Personal Information

E: Personal Information@djpr.vic.gov.au

djpr.vic.gov.au



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Terms and Conditions

1. Term

- 1.1 This Agreement is made between the Department and the Supplier and begins on the Commencement Date and continues until the later of:
- (a) the Completion Date; or
 - (b) the date by which the Supplier satisfactorily completes all its obligations under this Agreement,
- unless extended in accordance with clause 1.2 or terminated earlier in accordance with its terms (**Term**).
- 1.2 The Department may elect, by notice in writing to the Supplier to extend the Term of this Agreement for one or more further periods as specified in the Option Periods.
- 1.3 Any such further term or terms will be on the same terms and conditions as this Agreement (excluding, in respect of the final further period, this clause 1.3).

2. Supplier's Obligations

- 2.1 The Supplier must:
- (a) ensure the Rooms are available for the exclusive use of the Department and/or the Department's nominee/s (**Department's Nominee**) for the duration of the Term (**Booking Period**);
 - (b) not permit or allow any other bookings to be made in respect of, or permit any person other than the Department's Nominee, to stay in the Rooms during the Booking Period;
 - (c) provide the Rooms in accordance with the terms of this Agreement and any reasonable directions given by the Department from time to time;
 - (d) subject to clause 2.1(e), ensure that each Room is thoroughly cleaned and disinfected at a minimum:
 - (i) prior to the commencement of each Department's Nominee's stay; and
 - (ii) as soon as practicable following the conclusion of each Department Nominee's stay,
 to a standard consistent with the most recent recommended public health standards in respect of COVID-19;
 - (e) if there is a confirmed case of COVID-19 in any of the Department's Nominees, allow the Department's representatives to enter the Supplier's premises in order to undertake specialised cleaning of the relevant Room. For the avoidance of doubt, these specialised cleaning services will be at the cost of the Department;
 - (f) provide cleaning products for each Room, on request, so that the Department's Nominee is able to clean the Room themselves during their occupation of the Room;
 - (g) provide the Rooms and all ancillary services associated with someone occupying a Room, including but not limited to cleaning services (**Services**), in a timely and efficient manner exercising due care, skill and judgement and at all times act in accordance with the highest professional principles and the

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standards of a competent professional provider of services similar to the Services being provided under this Agreement;

- (h) and will be responsible for, ensuring that before its officers, employees, agents, contractors and sub-contractors perform the Services they receive:
- (i) adequate training in security, workplace health and safety, customer service and risk management; and
 - (ii) are provided with personal protective equipment in accordance with the relevant public health standards, including but not limited to in relation to COVID-19;
- (i) use appropriately skilled and qualified personnel to provide the Services;
- (j) cooperate with and regular liaise with the Department including but not limited to:
- (i) immediately notifying the Department of any issues in relation to the provision of the Rooms and/or Services, including but not limited to anything which may create a risk that the accommodation service will cease to be provided such as staff unavailability, financial distress, or known exposure or infection of COVID-19; and
 - (ii) providing reports to the Department as and when requested;
- (k) have a business continuity plan that includes:
- (i) contingency arrangements should any staff, agent, contractor, or sub-contractor become unavailable during the Booking Period; and
 - (ii) consideration of occupational and safety for staff, agents, contractors and sub-contractors if there is exposure or infection of COVID-19.
- (l) on and from the Commencement Date and for 7 years after the end of this Agreement have appropriate insurance coverage for its operation and business risks with an insurer approved under the *Insurance Act 1973* (Cth) and must provide proof of this insurance coverage upon request by the Department;
- (m) ensure that during the Booking Period the Rooms are clear of all items in the mini bar and other luxury items such as robes and slippers;
- (n) ensure that drinking water, wifi and other in room entertainment is available in the Rooms for use at no additional cost to the Department or the Department's Nominee; and
- (o) provide three reasonable meals a day to each of the Department's Nominees. The preparation and service of food must be done in accordance with recommended health standards including in relation to COVID-19;
- (p) permit any security staff arranged for by the Department to be present at the Supplier's premises as is required to ensure the Department's Nominee remains in isolation. For the avoidance of doubt the cost of the Department's security will be borne by the Department; and
- (q) make arrangements directly with the Department's Nominee in respect of any additional services such as laundry services, car parking and in-room telephone

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calls and the Supplier agrees that the Department is not responsible for and will not be charged for any fees or costs associated with these additional services.

3. Payment of Fees

- 3.1 In consideration of the performance by the Supplier of its obligations arising under this Agreement, and upon submission of a valid tax invoice, the Department will pay monthly in advance an amount equal to the Daily Rate times the number of days in the following calendar month.

4. Confidentiality

- 4.1 The Supplier must not disclose or permit the disclosure of any of the Department's Confidential Information without written permission from the Department, except:
- (a) to the Department;
 - (b) where required under this Agreement including to the Supplier's legal and financial advisers on a confidential basis;
 - (c) where the information disclosed is already in the public domain other than due to a breach of this Agreement; or
 - (d) where the disclosure is required by Law.
- 4.2 For the purpose of clause 4.1, Confidential Information means details of the terms and conditions contained in this Agreement and all other confidential or commercially sensitive information provided by the Department to the Supplier in the context of this Agreement.

5. Negation of Employment

- 5.1 The Supplier is engaged as an independent contractor and nothing in this Agreement will be deemed to constitute the Supplier as an agent or employee of the Department, and the Supplier will not have any authority to incur and must not incur any obligation or make or purport to make any representation on behalf of the Department except with the express written instructions of the Department.
- 5.2 The Supplier is responsible for all matters requisite as employer or otherwise in relation to any employees, contractors, subcontractors, agents and other third parties who are engaged by the Supplier.

6. Damage to Rooms

- 6.1 The Department will be responsible for any damage done to the Rooms and/or the property of the Supplier during the Booking Period which is a direct result of the actions of the Department or the Department's Nominee, except to the extent that such damage is a result of normal wear and tear.

7. Indemnity and Release

- 7.1 The Supplier releases and indemnifies, and will at all times keep the Department and each of its officers, employees, agents, contractors and sub-contractors indemnified, against any liability, loss, damages, cost or expense (including legal and settlement costs determined on a full indemnity basis) incurred by the Department arising out of, or in any way connected with:

- (a) personal injury, including sickness and death (including but not limited to in relation to exposure to or infection from COVID-19);
- (b) any threatening behaviour from the Department's Nominee;
- (c) property damage; or
- (d) third party claims (including but not limited to in relation to exposure to or infection from COVID-19);

caused, contributed to or brought about by an act or omission of the Supplier or any of its officers, employees, agents, contractors and sub-contractors, including without limitation:

- (a) wilful misconduct;
- (b) a negligent or unlawful act or omission;
- (c) fraud;
- (d) a breach of physical security;
- (e) a breach of this Agreement; or
- (f) a breach of an obligation of confidence or privacy (whether arising under this Agreement or otherwise).

7.2 The Supplier's liability to indemnify the Department under clause 7.1 is reduced to the extent that any unlawful or negligent act or omission of the Department or its officers, employees, agents, contractors and sub-contractors contributed to the liability, loss, damage, cost or expense.

8. Privacy

8.1 The Supplier acknowledges and agrees that it will be bound by the Information Privacy Principles, Health Privacy Principles and/or any applicable code of practice as the Department may have approved under the *Privacy and Data Protection Act 2014 (Vic)* (together the **Privacy Obligations**) with respect to any act done or practice engaged in by the Supplier for the purposes of this Agreement in the same way and to the same extent as the Department would have been bound by the Privacy Obligations in respect of that act or practice had it been directly done or engaged in by the Department.

8.2 For the purpose of clause 8.1,

- (a) **Health Privacy Principles** means the principles so identified and set out in the *Health Records Act 2001 (Vic)*; and
- (b) **Information Privacy Principles** means the principles so identified and set out in the *Privacy and Data Protection Act 2014 (Vic)*.

9. Termination for convenience

9.1 The Department may at any time, upon giving fourteen (14) days' notice in writing to the Supplier, terminate the Agreement or reduce the number of Rooms being provided under this Agreement.

9.2 If the Department has served a notice under clause 9.1, the Department will only be liable to pay the Supplier for:

- (a) where a notice of termination has been given, the Rooms up to the date of termination; and
- (b) where a notice to reduce the number of Rooms has been provided, the Fees on the original amount of Rooms up to the effective date of the notice and after the effective date of the notice, the Fees based on the reduced amount of Rooms as notified in the notice,

provided always that the Supplier will not be entitled to any other compensation whatsoever in respect of the termination of this Agreement or reduction in scope, including for loss of prospective profits or income foregone whether with respect to the Rooms and/or Services under this Agreement or otherwise.

- 9.3 If the Department has served a notice pursuant to clause 9.1, the Supplier must, on demand by the Department, repay to the Department such monies advanced or paid to the Supplier in respect of which at the date of such notice, the Supplier has not yet provided the Rooms and/or performed the Services.

10. Termination for breach

- 10.1 The Department may terminate with immediate effect by giving notice in writing to the Supplier, if the Supplier:

- (a) fails to provide any of the Rooms and/or Services in accordance with this Agreement;
- (b) breaches any provision of the Agreement; or
- (c) or any of its employees, contractors, subcontractors, agents and other third parties who are engaged by the Supplier commits fraud, dishonesty, or any other serious misconduct,

upon which such termination the Department will pay the Supplier for the Rooms provided in accordance with this Agreement up to the date of the termination and the Department has no other liability to the Supplier in relation to that termination.

11. Subcontractors

- 11.1 The Supplier must not engage subcontractors to conduct the whole or any part of the Services without the prior written approval of the Department.

- 11.2 If the Department has given written approval and the Supplier subcontracts the performance of any part of the Services, the Supplier remains fully responsible for:

- (a) all acts and omissions of its subcontractors as if they were the acts or omissions of the Supplier; and
- (b) carrying out the Services and complying with all obligations under this Agreement.

12. General

- 12.1 **(Governing Law & Jurisdiction)** This Agreement will be governed by the laws of the State of Victoria and the parties submit themselves to the jurisdiction of the courts in the State of Victoria.

- 12.2 **(Survival)** Each of clauses 4, 7 and 8 survive the termination or expiry of this Agreement.

12.3 **(Counterparts)** This Agreement may be executed in one or more counterparts, each of which, once executed, will be deemed to be an original and together will constitute one and the same instrument.

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Department of Jobs, Precincts and Regions

AGREEMENT FOR THE PROVISION OF ACCOMMODATION

Department: The State of Victoria (**State**) acting through its Department of Jobs, Precincts and Regions (**Department**)

Supplier: Name **[insert legal name for hotel]** (**Supplier**)

ABN **[inset details]**

Address 10-14 Eastern Beach Road, Geelong

Bank Account Details **[insert details]**

Supplier's Representative Name **[Personal Information]** Director of Sales & Marketing

Supplier's Representative Email

[Personal Information]@novotelgeelong.com.au

Hotel: **Novotel Geelong**

Number of Rooms: 10 x Standard Twin Room with Balcony – 2 x single beds; 67 x Standard King Room with Balcony – 1 x King bed (the King beds can be split into 2 single beds if required); 2 x Accessible Twin Room – 2 x single beds; 3 x Accessible Queen Room – 1 x Queen bed; 5 x Superior King Room with Balcony – this room has a King size bed with pull-out sofa bed; 9 x Superior Queen Room with Bay View – 1 x King bed; 4 x Superior King Room with Bay View – this room has a King size bed with pull-out sofa bed

(100 Rooms)

Commencement Date: 28 March 2020

Completion Date: 28 April 2020 (31 nights in total)

Option Period(s): Two (2) terms of one (1) calendar month each, at the Department's absolute discretion (**Option Periods**)

Fees: A flat rate of \$150 (GST inclusive) per Room per night (**Daily Rate**) being a total of \$465,000 (GST inclusive) (**Total Fees**) for the initial period from the Commencement Date to the Completion Date.

Executed as an agreement

Executed by an authorised signatory for and on behalf of the State of Victoria

.....
Signature of authorised representative

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.....

Name and title of authorised representative

Date:.....

Executed by a duly authorised representative for and on behalf of *[insert name of Supplier]*

.....

Signature of authorised representative

In the presence of

.....

Name and title of authorised representative

.....

...

Signature of witness

By signing this Agreement, the signatory warrants that the signatory is duly authorised to sign this Agreement for and on behalf of

[insert name of Supplier]

.....

Name of witness

Date:.....

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Property name	No. of Rooms	Rate per Night (GST Inc) \$	Confirmation status	Date Available to take people in	Requires Security Arrangements from State	Requires Cleaning arrangements from state	Requires Catering Requirements from state
Four Point by Sheraton, Melbourne Docklands	250	\$150.0	Confirmed	28/03/2020	YES	YES	NO
Mercure Welcome Melbourne	380	\$150.0	Confirmed	28/03/2020	YES	NO	NO
Crown Group	700	\$150.0	Confirmed	28/03/2020	NO	TBC	NO
Holiday Inn Melbourne Airport	180	\$150.0	Confirmed	28/03/2020	YES	TBC	NO
Mid City Hotel Ballarat	60	\$150.0	Confirmed	28/03/2020	YES	TBC	NO
Parkroyal Melbourne Airport	190	\$150.0	Confirmed	28/03/2020	YES	TBC	NO
All Seasons Resort Hotel Bendigo	66	\$150.0	Confirmed	28/03/2020	YES	NO	NO
Vibe Hotel Marysville	80	\$150.0	Confirmed	28/03/2020	YES	NO	NO
Available today	1906						
Novotel Melbourne on Collins	330	\$150.0	Confirmed	29/03/2020	YES	NO	NO
Travelodge Hotel Melbourne Southbank	260	\$150.0	Confirmed	29/03/2020	YES	YES	NO
Travelodge Hotel Melbourne Docklands	286	\$150.0	Confirmed	29/03/2020	YES	YES	NO
Crowne Plaza Melbourne	400	\$150.0	Confirmed	29/03/2020	YES	TBC	NO
Novotel Melbourne Glen Waverley	190	\$150.0	Confirmed	29/03/2020	YES	TBC	NO
Stamford Plaza Hotel	280	\$150.0	Confirmed	29/03/2020	YES	TBC	NO

Property name	Room Details
Four Point by Sheraton, Melbourne Docklands	15 family suites available
Mercure Welcome Melbourne	20 family appropriate rooms Door in between rooms which can be unlocked to allow family (by booking 2 rooms)
Crown Group	Crown Promenade - 3 sets of interconnecting rooms in each floor (23 floors), 1 disabled room per floor Crown Metropol - 4 sets of interconnecting rooms in each floor (28 floors)
Holiday Inn Melbourne Airport	95 twin rooms (2 double beds, max 4 people); remaining rooms are either Queen or King (2 adults)
Mid City Hotel Ballarat	15 x Standard Queen room (1xQueen bed - 2pax), 21 x Standard Twin room (1xQueen 1x single 2-3 pax), 16 x (Corner King/Smart King/Exutive Suit (1xKing - 2pax), 2 x Triple Room (3xSingle 3pax), 6 x Family (1xQueen 2xSingle 3-4 pax)
Parkroyal Melbourne Airport	
All Seasons Resort Hotel Bendigo	49 x (Deluxe/Spa Suite rooms 1 Queen/King bed), 15 Deluxe Triple (1xQueen & 1xSingle), 2 bedroom Family Suite (2xQueen & 2xSingles)
Vibe Hotel Marysville	1 bedroom
Available today	
Novotel Melbourne on Collins	111 family size rooms (2 adult + 2 children) Remainder open for single/double
Travelodge Hotel Melbourne Southbank	11 king rooms with disabled access
Travelodge Hotel Melbourne Docklands	11 king rooms with disabled access rest are all normal king rooms
Crowne Plaza Melbourne	Various
Novotel Melbourne Glen Waverley	45 rooms suitable for family
Stamford Plaza Hotel	1 or 2 bedroom apartments with kitchenettes

Property name	Additional Comments
Four Point by Sheraton, Melbourne Docklands	200 Clean rooms available 28/03/2020? 50 dirty available 29/03/2020
Mercure Welcome Melbourne	Hotel requires notice if people are arriving today ASAP to prepare dinner. Requires industrial clean if person staying in room has COVID-19
Crown Group	Crown Group to provide their own security
Holiday Inn Melbourne Airport	<ul style="list-style-type: none"> •120 accommodation rooms available - 28/03/2020-14/04/2020 •170 accommodation rooms available - 15/04/2020-30/04/2020 •180 accommodation rooms available - 01/05/2020-31/05/2020
Mid City Hotel Ballarat	
Parkroyal Melbourne Airport	
All Seasons Resort Hotel Bendigo	
Vibe Hotel Marysville	
Available today	
Novotel Melbourne on Collins	Requires security - camera's available on all floors Requires industrial clean if person staying in room has COVID-19
Travelodge Hotel Melbourne Southbank	not accepting more than 2 people per room
Travelodge Hotel Melbourne Docklands	not accepting more than 2 people per room
Crowne Plaza Melbourne	
Novotel Melbourne Glen Waverley	
Stamford Plaza Hotel	Needs assistance with security

Property name	No. of Rooms	Rate per Night (GST Inc) \$	Confirmation status	Date Available to take people in	Requires Security Arrangements from State	Requires Cleaning arrangements from state	Requires Catering Requirements from state
Pan Pacific Melbourne	370	\$140.0	Confirmed	TBC	YES	TBC	NO
Novotel Geelong	108	\$120.0	Confirmed	TBC	YES	NO	NO
Available tomorrow	2224						
Total	4130						

Property name	Room Details
Pan Pacific Melbourne	280 King rooms (2 adults); 45 Family Rooms (1 Queen and 1 King Single); 30 Twin Guest Room (2 King Single); 15 2 Bedroom Suite (2 x King - 4 adults in total))
Novotel Geelong	10 x Standard Twin Room with Balcony – 2 x single beds, 74 x Standard King Room with Balcony – 1 x King bed (the King beds can be split into 2 single beds if required), 2 x Accessible Twin Room – 2 x single beds, 3 x Accessible Queen Room – 1 x Queen bed, 5 x Superior King Room with Balcony – this room has a King size bed with pull-out sofa bed, 10 x Superior Queen Room with Bay View – 1 x King bed, 4 x Superior King Room with Bay View – this room has a King size bed with pull-out sofa bed
Available tomorrow	
Total	

Property name	Additional Comments
Pan Pacific Melbourne	
Novotel Geelong	Have asked about can we provide security and if we provide masks and other safety equipment for staff.
Available tomorrow	
Total	

From: Unni Menon (DEDJTR)
Sent: Sat, 28 Mar 2020 10:43:34 +1100
To: Claire Febey (DEDJTR);Alex Kamenev (DEDJTR);David Clements (DEDJTR);Katrina Currie (DEDJTR);Cameron Nolan (DEDJTR)
Cc: Personal Information (DEDJTR)
Subject: Available Hotels and Requirement for 3rd Party Contractor Supply of Security/Catering/Cleaning
Attachments: Summary of Confirmed for Unni.xlsx
Importance: High

Hi all

FYI- I have attached a summary snapshot of of which hotels are available in the short term, and 3rd party cleaning, security and catering requirements

David and Katrina- need to speak to one of you re security needs

Cheers

Unni

Property name	No. of Rooms	Rate per Night (GST Inc) \$	Confirmation status	Date Available to take people in	Requires Security Arrangements from State	Requires Cleaning arrangements from state	Requires Catering Requirements from state	Room Details	Additional Comments
Four Point by Sheraton, Melbourne Docklands	250	\$150.00	Confirmed	28/03/2020	YES	YES	NO	15 family suites available	200 Clean rooms available 28/03/2020? 50 dirty available 29/03/2020
Mercure Welcome Melbourne	380	\$150.00	Confirmed	28/03/2020	YES	NO	NO	20 family appropriate rooms Door in between rooms which can be unlocked to allow family (by booking 2	Hotel requires notice if people are arriving today ASAP to prepare dinner. Requires industrial clean if person staying in room has COVID-19

								rooms)	
Crown Group	700	\$150.00	Confirmed	28/03/2020	NO	TBC	NO	Crown Promenade - 3 sets of interconnecting rooms in each floor (23 floors), 1 disabled room per floor Crown Metropolis - 4 sets of interconnecting rooms in each floor (28 floors)	Crown Group to provide their own security
Holiday Inn Melbourne Airport	180	\$150.00	Confirmed	28/03/2020	YES	TBC	NO	95 twin rooms (2 double beds, max 4 people) ; remaining rooms are either Queen or King (2 adults)	<ul style="list-style-type: none"> •120 accommodation rooms available - 28/03/2020-14/04/2020 •170 accommodation rooms available - 15/04/2020-30/04/2020 •180 accommod

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									ation rooms available - 01/05/202 0- 31/05/202 0
Mid City Hotel Ballarat	60	\$150. 0	Confir med	28/03/2 020	YES				15 x Standar d Queen room (1xQue en bed - 2pax), 21 x Standar d Twin room (1xQue en 1x single 2-3 pax), 16 x (Corner King/S mart King/Ex utive Suit (1xKing - 2pax), 2 x Triple Room (3xSingl e 3pax), 6 x Family (1xQue en 2xSingl e 3-4 pax)
Parkroya l Melbour ne Airport	190	\$150. 0	Confir med	28/03/2 020	YES	TBC	NO		

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All Seasons Resort Hotel Bendigo	66	\$150.0	Confirmed	28/03/2020	YES	NO	NO	49 x (Deluxe /Spa Suite rooms 1 Queen/King bed), 15 Deluxe Triple (1xQueen & 1xSingle), 2 bedroom Family Suite (2xQueen & 2xSingles)	
Vibe Hotel Marysville	80	\$150.0	Confirmed	28/03/2020	YES	NO	NO	1 bedroom	
Available today	1906								
Novotel Melbourne on Collins	330	\$150.0	Confirmed	29/03/2020	YES	NO	NO	111 family size rooms (2 adult + 2 children) Remainder open for single/double	Requires security - camera's available on all floors Requires industrial clean if person staying in room has COVID-19
Travelodge Hotel Melbourne Southbank	260	\$150.0	Confirmed	29/03/2020	YES	YES	NO	11 king rooms with disabled access	not accepting more than 2 people per room

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Travelodge Hotel Melbourne Docklands	286	\$150.00	Confirmed	29/03/2020	YES	YES	NO	11 king rooms with disabled access rest are all normal king rooms	not accepting more than 2 people per room
Crowne Plaza Melbourne	400	\$150.00	Confirmed	29/03/2020	YES	TBC	NO	Various	
Novotel Melbourne Glen Waverley	190	\$150.00	Confirmed	29/03/2020	YES	TBC	NO	45 rooms suitable for family	
Stamford Plaza Hotel	280	\$150.00	Confirmed	29/03/2020	YES	TBC	NO	1 or 2 bedroom apartments with kitchenettes	Needs assistance with security
Pan Pacific Melbourne	370	\$140.00	Confirmed	TBC	YES	TBC	NO	280 King rooms (2 adults); 45 Family Rooms (1 Queen and 1 King Single); 30 Twin Guest Room (2 King Single); 15 2 Bedroom Suite (2 x King - 4	

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								adults in total))	
Novotel Geelong	108	\$120.00	Confirmed	TBC	YES	NO	NO	10 x Standard Twin Room with Balcony – 2 x single beds, 74 x Standard King Room with Balcony – 1 x King bed (the King beds can be split into 2 single beds if required), 2 x Accessible Twin Room – 2 x single beds, 3 x Accessible Queen Room – 1 x Queen bed, 5 x Superior King Room with Balcony	Have asked about can we provide security and if we provide masks and other safety equipment for staff.

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From: Personal Information (DEDJTR)
 Sent: Saturday, 28 March 2020 10:25 AM
 To: Unni Menon (DEDJTR) <Personal Information@ecodev.vic.gov.au>
 Subject: Table for confirmed hotels confirmed available today

Hi Unni

Attached is spreadsheet at table summarising as requested – noting we are still waiting for a reply from some hotels regarding this..

Property name	No. of Rooms	Rate per Night (GST Inc) \$	Confirmation status	Date Available to take people in	Room Details	Additional Comments
Four Point by Sheraton, Melbourne Docklands	250	\$150.0	Confirmed	28/03/2020	15 family suites available	200 Clean rooms available 28/03/2020? 50 dirty available 29/03/2020
Mercure WELCOME Melbourne	380	\$150.0	Confirmed	28/03/2020	20 family appropriate rooms Door in between rooms which can be unlocked to allow family (by booking 2 rooms)	Hotel requires notice if people are arriving today ASAP to prepare dinner. Requires industrial clean if person staying in room has COVID-19
Crown	700	\$150.0	Confirmed	28/03/	Crown Promenade - 3 sets of interconnecting rooms in each	Crown Group to provide their own security

n Group			ed	2020	floor (23 floors), 1 disabled room per floor Crown Metropol - 4 sets of interconnecting rooms in each floor (28 floors)	
Holiday Inn Melbourne Airport	180	\$150.0	Confirmed	28/03/2020	95 twin rooms (2 double beds, max 4 people); remaining rooms are either Queen or King (2 adults)	<ul style="list-style-type: none"> •120 accommodation rooms available - 28/03/2020-14/04/2020 •170 accommodation rooms available - 15/04/2020-30/04/2020 •180 accommodation rooms available - 01/05/2020-31/05/2020
Mid City Hotel Ballarat	60	\$150.0	Confirmed	28/03/2020	15 x Standard Queen room (1xQueen bed - 2pax), 21 x Standard Twin room (1xQueen 1x single 2-3 pax), 16 x (Corner King/Smart King/Exutive Suit (1xKing - 2pax), 2 x Triple Room (3xSingle 3pax), 6 x Family (1xQueen 2xSingle 3-4 pax)	
Parakroyal Melbourne Airport	190	\$150.0	Confirmed	28/03/2020		
All Seasons Resort Hotel Bendigo	66	\$150.0	Confirmed	28/03/2020	49 x (Deluxe/Spa Suite rooms 1 Queen/King bed), 15 Deluxe Triple (1xQueen & 1xSingle), 2 bedroom Family Suite (2xQueen & 2xSingles)	
Vibe Hotel	80	\$150.0	Confirmed	28/03/2020	1 bedroom	

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Marysville						
Available today	1906					
Novotel Melbourne on Collins	330	\$150.0	Confirmed	29/03/2020	111 family size rooms (2 adult + 2 children) Remainder open for single/double	Requires security - camera's available on all floors Requires industrial clean if person staying in room has COVID-19
Travelodge Hotel Melbourne Southbank	260	\$150.0	Confirmed	29/03/2020	11 king rooms with disabled access	not accepting more than 2 people per room
Travelodge Hotel Melbourne Docklands	286	\$150.0	Confirmed	29/03/2020	11 king rooms with disabled access rest are all normal king rooms	not accepting more than 2 people per room
Crow	400	\$150.0	Confirmed	29/03/	Various	

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ne Plaza Melbourne			ed	2020		
No votel Melbourne Glen Waverley	190	\$150.0	Confirmed	29/03/2020	45 rooms suitable for family	
Stamford Plaza Hotel	280	\$150.0	Confirmed	29/03/2020	1 or 2 bedroom apartments with kitchenettes	Needs assistance with security
Pacific Melbourne	370	\$140.0	Confirmed	TBC	280 King rooms (2 adults); 45 Family Rooms (1 Queen and 1 King Single); 30 Twin Guest Room (2 King Single); 15 2 Bedroom Suite (2 x King - 4 adults in total))	
No votel Geelong	108	\$120.0	Confirmed	TBC	10 x Standard Twin Room with Balcony – 2 x single beds, 74 x Standard King Room with Balcony – 1 x King bed (the King beds can be split into 2 single beds if required), 2 x Accessible Twin Room – 2 x single beds, 3 x Accessible Queen Room – 1 x Queen bed, 5 x Superior King Room with Balcony – this room has a King size bed with pull-out sofa bed, 10 x Superior Queen Room with Bay View – 1 x King bed, 4 x Superior King Room with Bay View – this room has a King size bed with pull-out sofa	Have asked about can we provide security and if we provide masks and other safety equipment for staff.

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					bed	
Av ail abl e to mo rro w	22 24					
Tot al	41 30					

Kind Regards

Personal Informati

Senior Finance Business Partner, Investment and Procurement
Department of Jobs, Precincts and Regions
 Level 13, 1 Spring Street, Melbourne, Victoria Australia 3000

Personal Information

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From: [Personal Information] (DEDJTR)
Sent: Fri, 27 Mar 2020 22:34:58 +1100
To: Unni Menon (DEDJTR); [Personal Information] (DEDJTR)
Subject: Agreement for the provision of accommodation
Attachments: Accomodation Terms and Conditions.pdf, Schedule to the Agreement for the provision of accomodation.docx

Dear team,

Attached is latest version of the Agreement for the provision of Accommodation.

It consists of two parts:

1. The schedule. This is where you enter the details of eg the hotel, the price etc. This will get sent to the hotel as a word version and the hotel can then fill in the required details like bank account etc.
2. The terms and conditions. [Privilege]

We will arrange an authorisation from Simon for someone (ie one or two named people or positions) to send the confirmation email to each hotel. This email will attach the contract for the hotel to complete the details, sign and return.

Each person can start preparing the relevant schedule for their designated hotels using the attached schedule.

[Privilege]

[Privilege]

[Privilege]

Kind regards,

[Personal Information]

Principal Solicitor | Legal and Legislation, Corporate Services
Department of Jobs, Precincts and Regions
 Level 8, 1 Spring Street, Melbourne, Victoria Australia 3000
 [Personal Information] [@ecodev.vic.gov.au](mailto:[Personal Information]@ecodev.vic.gov.au)

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Terms and Conditions

1. Term

- 1.1 This Agreement is made between the Department and the Supplier and begins on the Commencement Date and continues until the later of:
- (a) the Completion Date; or
 - (b) the date by which the Supplier satisfactorily completes all its obligations under this Agreement,
- unless extended in accordance with clause 1.2 or terminated earlier in accordance with its terms (**Term**).
- 1.2 The Department may elect, by notice in writing to the Supplier to extend the Term of this Agreement for one or more further periods as specified in the Option Periods.
- 1.3 Any such further term or terms will be on the same terms and conditions as this Agreement (excluding, in respect of the final further period, this clause 1.3).

2. Supplier's Obligations

2.1 The Supplier must:

- (a) ensure the Rooms are available for the exclusive use of the Department and/or the Department's nominee/s (**Department's Nominee**) for the duration of the Term (**Booking Period**);
- (b) not permit or allow any other bookings to be made in respect of, or permit any person other than the Department's Nominee, to stay in the Rooms during the Booking Period;
- (c) provide the Rooms in accordance with the terms of this Agreement and any reasonable directions given by the Department from time to time;
- (d) ensure that each Room is thoroughly cleaned and disinfected at a minimum:
 - (i) prior to the commencement of each Department's Nominee's stay; and
 - (ii) as soon as practicable following the conclusion of each Department Nominee's stay,
 to a standard consistent with the most recent recommended public health standards in respect of COVID-19;
- (e) provide cleaning products for each Room, on request, so that the Department's Nominee is able to clean the Room themselves during their occupation of the Room;
- (f) provide the Rooms and all ancillary services associated with someone occupying a Room, including but not limited to cleaning services (**Services**), in a timely and efficient manner exercising due care, skill and judgement and at all times act in accordance with the highest professional principles and the standards of a competent professional provider of services similar to the Services being provided under this Agreement;
- (g) and will be responsible for, ensuring that before its officers, employees, agents, contractors and sub-contractors perform the Services they receive:

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- (i) adequate training in security, workplace health and safety, customer service and risk management; and
 - (ii) are provided with personal protective equipment in accordance with the relevant public health standards, including but not limited to in relation to COVID-19;
- (h) use appropriately skilled and qualified personnel to provide the Services;
- (i) cooperate with and regular liaise with the Department including but not limited to:
- (i) immediately notifying the Department of any issues in relation to the provision of the Rooms and/or Services, including but not limited to anything which may create a risk that the accommodation service will cease to be provided such as staff unavailability, financial distress, or known exposure or infection of COVID-19; and
 - (ii) providing reports to the Department as and when requested;
- (j) have a business continuity plan that includes:
- (i) contingency arrangements should any staff, agent, contractor, or sub-contractor become unavailable during the Booking Period; and
 - (ii) consideration of occupational and safety for staff, agents, contractors and sub-contractors if there is exposure or infection of COVID-19.
- (k) on and from the Commencement Date and for 7 years after the end of this Agreement have appropriate insurance coverage for its operation and business risks with an insurer approved under the *Insurance Act 1973* (Cth) and must provide proof of this insurance coverage upon request by the Department;
- (l) ensure that during the Booking Period the Rooms are clear of all items in the mini bar and other luxury items such as robes and slippers;
- (m) ensure that drinking water, wifi and other in room entertainment is available in the Rooms for use at no additional cost to the Department or the Department's Nominee; and
- (n) provide three reasonable meals a day to each of the Department's Nominees. The preparation and service of food must be done in accordance with recommended health standards including in relation to COVID-19;
- (o) permit any security staff arranged for by the Department to be present at the Supplier's premises as is required to ensure the Department's Nominee remains in isolation. For the avoidance of doubt the cost of the Department's security will be borne by the Department;
- (p) make arrangements directly with the Department's Nominee in respect of any additional services such as laundry services, car parking and in-room telephone calls and the Supplier agrees that the Department is not responsible for and will not be charged for any fees or costs associated with these additional services.

3. Payment of Fees

- 3.1 In consideration of the performance by the Supplier of its obligations arising under this Agreement, and upon submission of a valid tax invoice, the Department will pay

monthly in advance an amount equal to the Daily Rate times the number of days in the following calendar month.

4. Confidentiality

4.1 The Supplier must not disclose or permit the disclosure of any of the Department's Confidential Information without written permission from the Department, except:

- (a) to the Department;
- (b) where required under this Agreement including to the Supplier's legal and financial advisers on a confidential basis;
- (c) where the information disclosed is already in the public domain other than due to a breach of this Agreement; or
- (d) where the disclosure is required by Law.

4.2 For the purpose of clause 4.1, Confidential Information means details of the terms and conditions contained in this Agreement and all other confidential or commercially sensitive information provided by the Department to the Supplier in the context of this Agreement.

5. Negation of Employment

5.1 The Supplier is engaged as an independent contractor and nothing in this Agreement will be deemed to constitute the Supplier as an agent or employee of the Department, and the Supplier will not have any authority to incur and must not incur any obligation or make or purport to make any representation on behalf of the Department except with the express written instructions of the Department.

5.2 The Supplier is responsible for all matters requisite as employer or otherwise in relation to any employees, contractors, subcontractors, agents and other third parties who are engaged by the Supplier.

6. Damage to Rooms

6.1 The Department will be responsible for any damage done to the Rooms and/or the property of the Supplier during the Booking Period which is a direct result of the actions of the Department or the Department's Nominee, except to the extent that such damage is a result of normal wear and tear.

7. Indemnity and Release

7.1 The Supplier releases and indemnifies, and will at all times keep the Department and each of its officers, employees, agents, contractors and sub-contractors indemnified, against any liability, loss, damages, cost or expense (including legal and settlement costs determined on a full indemnity basis) incurred by the Department arising out of, or in any way connected with:

- (a) personal injury, including sickness and death (including but not limited to in relation to exposure to or infection from COVID-19);
- (b) any threatening behaviour from the Department's Nominee;
- (c) property damage; or
- (d) third party claims (including but not limited to in relation to exposure to or infection from COVID-19);

caused, contributed to or brought about by an act or omission of the Supplier or any of its officers, employees, agents, contractors and sub-contractors, including without limitation:

- (a) wilful misconduct;
- (b) a negligent or unlawful act or omission;
- (c) fraud;
- (d) a breach of physical security;
- (e) a breach of this Agreement; or
- (f) a breach of an obligation of confidence or privacy (whether arising under this Agreement or otherwise).

7.2 The Supplier's liability to indemnify the Department under clause 7.1 is reduced to the extent that any unlawful or negligent act or omission of the Department or its officers, employees, agents, contractors and sub-contractors contributed to the liability, loss, damage, cost or expense.

8. Privacy

8.1 The Supplier acknowledges and agrees that it will be bound by the Information Privacy Principles, Health Privacy Principles and/or any applicable code of practice as the Department may have approved under the *Privacy and Data Protection Act 2014 (Vic)* (together the **Privacy Obligations**) with respect to any act done or practice engaged in by the Supplier for the purposes of this Agreement in the same way and to the same extent as the Department would have been bound by the Privacy Obligations in respect of that act or practice had it been directly done or engaged in by the Department.

8.2 For the purpose of clause 8.1,

- (a) **Health Privacy Principles** means the principles so identified and set out in the *Health Records Act 2001 (Vic)*; and
- (b) **Information Privacy Principles** means the principles so identified and set out in the *Privacy and Data Protection Act 2014 (Vic)*.

9. Termination for convenience

9.1 The Department may at any time, upon giving fourteen (14) days' notice in writing to the Supplier, terminate the Agreement or reduce the number of Rooms being provided under this Agreement.

9.2 If the Department has served a notice under clause 9.1, the Department will only be liable to pay the Supplier for:

- (a) where a notice of termination has been given, the Rooms up to the date of termination; and
- (b) where a notice to reduce the number of Rooms has been provided, the Fees on the original amount of Rooms up to the effective date of the notice and after the effective date of the notice, the Fees based on the reduced amount of Rooms as notified in the notice,

provided always that the Supplier will not be entitled to any other compensation whatsoever in respect of the termination of this Agreement or reduction in scope,

including for loss of prospective profits or income foregone whether with respect to the Rooms and/or Services under this Agreement or otherwise.

- 9.3 If the Department has served a notice pursuant to clause 9.1, the Supplier must, on demand by the Department, repay to the Department such monies advanced or paid to the Supplier in respect of which at the date of such notice, the Supplier has not yet provided the Rooms and/or performed the Services.

10. Termination for breach

- 10.1 The Department may terminate with immediate effect by giving notice in writing to the Supplier, if the Supplier:

- (a) fails to provide any of the Rooms and/or Services in accordance with this Agreement;
- (b) breaches any provision of the Agreement; or
- (c) or any of its employees, contractors, subcontractors, agents and other third parties who are engaged by the Supplier commits fraud, dishonesty, or any other serious misconduct,

upon which such termination the Department will pay the Supplier for the Rooms provided in accordance with this Agreement up to the date of the termination and the Department has no other liability to the Supplier in relation to that termination.

11. Subcontractors

- 11.1 The Supplier must not engage subcontractors to conduct the whole or any part of the Services without the prior written approval of the Department.

- 11.2 If the Department has given written approval and the Supplier subcontracts the performance of any part of the Services, the Supplier remains fully responsible for:

- (a) all acts and omissions of its subcontractors as if they were the acts or omissions of the Supplier; and
- (b) carrying out the Services and complying with all obligations under this Agreement.

12. General

- 12.1 **(Governing Law & Jurisdiction)** This Agreement will be governed by the laws of the State of Victoria and the parties submit themselves to the jurisdiction of the courts in the State of Victoria.

- 12.2 **(Survival)** Each of clauses 4, 7 and 8 survive the termination or expiry of this Agreement.

- 12.3 **(Counterparts)** This Agreement may be executed in one or more counterparts, each of which, once executed, will be deemed to be an original and together will constitute one and the same instrument.

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Department of Jobs, Precincts and Regions

AGREEMENT FOR THE PROVISION OF ACCOMMODATION

Department: The State of Victoria (**State**) acting through its Department of Jobs, Precincts and Regions (**Department**)

Supplier: Name *[insert legal name for hotel]* (**Supplier**)
 ABN *[insert details]*
 Address *[insert details]*
 Bank Account Details *[insert details]*
 Supplier's Representative Name *[insert details]*
 Supplier's Representative Email *[insert details]*

Hotel: *[insert common usage name for hotel]*

Number of Rooms: *[insert number of rooms and type of room being booked under this Agreement, including how many can accompany each type room]* (**Rooms**)

Commencement Date: *[insert date from which the booking will start]*

Completion Date: *[insert date that the booking will end]* ([x] nights in total)

Option Period(s): Two (2) terms of one (1) calendar month each, at the Department's absolute discretion (**Option Periods**)

Fees: A flat rate of \$[x] (GST inclusive) per Room per night (**Daily Rate**) being a total of \$[x] (GST inclusive) (**Total Fees**) for the initial period from the Commencement Date to the Completion Date.

Executed as an agreement

Executed by an authorised signatory for and on behalf of the State of Victoria

.....
 Signature of authorised representative

.....
 Name and title of authorised representative

Date:.....

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Executed by a duly authorised representative for and on behalf of *[insert name of Supplier]*

.....
Signature of authorised representative

In the presence of

.....
Name and title of authorised representative

.....
...

Signature of witness

By signing this Agreement, the signatory warrants that the signatory is duly authorised to sign this Agreement for and on behalf of

.....
Name of witness

[insert name of Supplier]

Date:.....

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From: [Personal Information] (DEDJTR)
Sent: Fri, 27 Mar 2020 22:40:58 +1100
To: [Personal Information] (DEDJTR)
Cc: Unni Menon (DEDJTR)
Subject: RE: Table with costings

Thanks [Personal Information]

My earlier email must have crossed paths, but the Holiday Inn Melbourne Airport has now agreed to \$150 per room. Details below. Can you please update the table accordingly.

Holiday Inn Melbourne Airport has now confirmed \$150 per room including 3 meals.

The number of rooms is below:

- We have 120 accommodation rooms available - 28/03/2020-14/04/2020
- We have 170 accommodation rooms available - 15/04/2020-30/04/2020
- We have 180 accommodation rooms available - 01/05/2020-31/05/2020

Kind regards,

[Personal Information]

Principal Solicitor | Legal and Legislation, Corporate Services

Department of Jobs, Precincts and Regions

Level 8, 1 Spring Street, Melbourne, Victoria Australia 3000

[Personal Information]

[\[Personal Information\]@ecodev.vic.gov.au](mailto:[Personal Information]@ecodev.vic.gov.au)

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From: [Personal Information] (DEDJTR) [Personal Information]@ecodev.vic.gov.au>
Sent: Friday, 27 March 2020 10:18 PM
To: [Personal Information] (DEDJTR) [Personal Information]@ecodev.vic.gov.au>
Cc: Unni Menon (DEDJTR) [Personal Information]@ecodev.vic.gov.au>
Subject: Table with costings

Hi [Personal Info]

Attached is the table with the costs for the hotels GST exclusive. I spoke to [Personal] and he advised that Simon is keen to get this done and could have the sub-delegation / authority to enter into an agreement with quick turn around. With this in mind – (Unni) is tomorrow morning ok to get his signature so we can start giving out the letters of engagement/ contracts?

Let me know if you have guys any queries.

Kind Regards

[Personal Information]

Senior Finance Business Partner, Investment and Procurement
Department of Jobs, Precincts and Regions
Level 13, 1 Spring Street, Melbourne, Victoria Australia 3000

[Personal Information]

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From: Unni Menon (DEDJTR)
Sent: Sat, 28 Mar 2020 09:22:23 +1100
To: [Personal Information] (DEDJTR)
Subject: FW: Authorisation for Simon for booking hotels
Attachments: Schedule to the Agreement for the provision of accomodation.docx, Accomodation Terms and Conditions.pdf
Importance: High

From: [Personal Information] (DEDJTR) [Personal Information]@ecodev.vic.gov.au>
Sent: Saturday, 28 March 2020 9:02 AM
To: Unni Menon (DEDJTR) [Personal Information]@ecodev.vic.gov.au>; [Personal Information] (DEDJTR) [Personal Information]@ecodev.vic.gov.au>
Cc: [Personal Information] (DEDJTR) [Personal Information]@ecodev.vic.gov.au>
Subject: Authorisation for Simon for booking hotels
Importance: High

Dear Unni and [Personal Information]

Privilege

Dear Simon

In accordance with your request to make arrangements with hotels for returning international travellers and vulnerable community members to be accommodated in isolation for 14 days, 31 hotels as listed in the attached Excel Spreadsheet, are agreeable to enter into such arrangements.

We are seeking your authorisation to send confirmation emails with attached contract (in the form attached to this email). More particularly, we are seeking that you issue an authorisation to the following effect -

I authorise [insert one or two names or position descriptions] to:

- (i) send emails on my behalf to the hotels listed in the attached spreadsheet confirming that the department wishes to book the number of rooms identified in the attached spreadsheet, at the agreed rates (as specified in the spreadsheet) subject to the department's terms and conditions;
- (ii) agree/sign the contract and any associated documents to confirm the above bookings; and

- (iii) make payments in accordance with these arrangements.

If you agree to proceeding with the above arrangement, it would be appreciated if you were able to confirm your agreement by return email, authorising the department to proceed on this basis.

Kind regards,

Personal Information

Principal Solicitor | Legal and Legislation, Corporate Services
Department of Jobs, Precincts and Regions

Level 8, 1 Spring Street, Melbourne, Victoria Australia 3000

Personal Information

[@ecodev.vic.gov.au](mailto:ecodev.vic.gov.au)

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Department of Jobs, Precincts and Regions

AGREEMENT FOR THE PROVISION OF ACCOMMODATION

Department: The State of Victoria (**State**) acting through its Department of Jobs, Precincts and Regions (**Department**)

Supplier: Name *[insert legal name for hotel]* (**Supplier**)
 ABN *[insert details]*
 Address *[insert details]*
 Bank Account Details *[insert details]*
 Supplier’s Representative Name *[insert details]*
 Supplier’s Representative Email *[insert details]*

Hotel: *[insert common usage name for hotel]*

Number of Rooms: *[insert number of rooms and type of room being booked under this Agreement, including how many can accompany each type room]* (**Rooms**)

Commencement Date: *[insert date from which the booking will start]*

Completion Date: *[insert date that the booking will end]* ([x] nights in total)

Option Period(s): Two (2) terms of one (1) calendar month each, at the Department’s absolute discretion (**Option Periods**)

Fees: A flat rate of \$[x] (GST inclusive) per Room per night (**Daily Rate**) being a total of \$[x] (GST inclusive) (**Total Fees**) for the initial period from the Commencement Date to the Completion Date.

Executed as an agreement

Executed by an authorised signatory for and on behalf of the State of Victoria

.....
 Signature of authorised representative

.....
 Name and title of authorised representative

Date:.....

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Executed by a duly authorised representative for and on behalf of *[insert name of Supplier]*

.....
Signature of authorised representative

In the presence of

.....
Name and title of authorised representative

.....
...

Signature of witness

By signing this Agreement, the signatory warrants that the signatory is duly authorised to sign this Agreement for and on behalf of

.....
Name of witness

[insert name of Supplier]

Date:.....

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Terms and Conditions

1. Term

- 1.1 This Agreement is made between the Department and the Supplier and begins on the Commencement Date and continues until the later of:
- the Completion Date; or
 - the date by which the Supplier satisfactorily completes all its obligations under this Agreement,
- unless extended in accordance with clause 1.2 or terminated earlier in accordance with its terms (**Term**).
- 1.2 The Department may elect, by notice in writing to the Supplier to extend the Term of this Agreement for one or more further periods as specified in the Option Periods.
- 1.3 Any such further term or terms will be on the same terms and conditions as this Agreement (excluding, in respect of the final further period, this clause 1.3).

2. Supplier's Obligations

2.1 The Supplier must:

- ensure the Rooms are available for the exclusive use of the Department and/or the Department's nominee/s (**Department's Nominee**) for the duration of the Term (**Booking Period**);
- not permit or allow any other bookings to be made in respect of, or permit any person other than the Department's Nominee, to stay in the Rooms during the Booking Period;
- provide the Rooms in accordance with the terms of this Agreement and any reasonable directions given by the Department from time to time;
- ensure that each Room is thoroughly cleaned and disinfected at a minimum:
 - prior to the commencement of each Department's Nominee's stay; and
 - as soon as practicable following the conclusion of each Department Nominee's stay,to a standard consistent with the most recent recommended public health standards in respect of COVID-19;
- provide cleaning products for each Room, on request, so that the Department's Nominee is able to clean the Room themselves during their occupation of the Room;
- provide the Rooms and all ancillary services associated with someone occupying a Room, including but not limited to cleaning services (**Services**), in a timely and efficient manner exercising due care, skill and judgement and at all times act in accordance with the highest professional principles and the standards of a competent professional provider of services similar to the Services being provided under this Agreement;
- and will be responsible for, ensuring that before its officers, employees, agents, contractors and sub-contractors perform the Services they receive:

- (i) adequate training in security, workplace health and safety, customer service and risk management; and
 - (ii) are provided with personal protective equipment in accordance with the relevant public health standards, including but not limited to in relation to COVID-19;
- (h) use appropriately skilled and qualified personnel to provide the Services;
- (i) cooperate with and regular liaise with the Department including but not limited to:
- (i) immediately notifying the Department of any issues in relation to the provision of the Rooms and/or Services, including but not limited to anything which may create a risk that the accommodation service will cease to be provided such as staff unavailability, financial distress, or known exposure or infection of COVID-19; and
 - (ii) providing reports to the Department as and when requested;
- (j) have a business continuity plan that includes:
- (i) contingency arrangements should any staff, agent, contractor, or sub-contractor become unavailable during the Booking Period; and
 - (ii) consideration of occupational and safety for staff, agents, contractors and sub-contractors if there is exposure or infection of COVID-19.
- (k) on and from the Commencement Date and for 7 years after the end of this Agreement have appropriate insurance coverage for its operation and business risks with an insurer approved under the *Insurance Act 1973* (Cth) and must provide proof of this insurance coverage upon request by the Department;
- (l) ensure that during the Booking Period the Rooms are clear of all items in the mini bar and other luxury items such as robes and slippers;
- (m) ensure that drinking water, wifi and other in room entertainment is available in the Rooms for use at no additional cost to the Department or the Department's Nominee; and
- (n) provide three reasonable meals a day to each of the Department's Nominees. The preparation and service of food must be done in accordance with recommended health standards including in relation to COVID-19;
- (o) permit any security staff arranged for by the Department to be present at the Supplier's premises as is required to ensure the Department's Nominee remains in isolation. For the avoidance of doubt the cost of the Department's security will be borne by the Department;
- (p) make arrangements directly with the Department's Nominee in respect of any additional services such as laundry services, car parking and in-room telephone calls and the Supplier agrees that the Department is not responsible for and will not be charged for any fees or costs associated with these additional services.

3. Payment of Fees

- 3.1 In consideration of the performance by the Supplier of its obligations arising under this Agreement, and upon submission of a valid tax invoice, the Department will pay

monthly in advance an amount equal to the Daily Rate times the number of days in the following calendar month.

4. Confidentiality

4.1 The Supplier must not disclose or permit the disclosure of any of the Department's Confidential Information without written permission from the Department, except:

- (a) to the Department;
- (b) where required under this Agreement including to the Supplier's legal and financial advisers on a confidential basis;
- (c) where the information disclosed is already in the public domain other than due to a breach of this Agreement; or
- (d) where the disclosure is required by Law.

4.2 For the purpose of clause 4.1, Confidential Information means details of the terms and conditions contained in this Agreement and all other confidential or commercially sensitive information provided by the Department to the Supplier in the context of this Agreement.

5. Negation of Employment

5.1 The Supplier is engaged as an independent contractor and nothing in this Agreement will be deemed to constitute the Supplier as an agent or employee of the Department, and the Supplier will not have any authority to incur and must not incur any obligation or make or purport to make any representation on behalf of the Department except with the express written instructions of the Department.

5.2 The Supplier is responsible for all matters requisite as employer or otherwise in relation to any employees, contractors, subcontractors, agents and other third parties who are engaged by the Supplier.

6. Damage to Rooms

6.1 The Department will be responsible for any damage done to the Rooms and/or the property of the Supplier during the Booking Period which is a direct result of the actions of the Department or the Department's Nominee, except to the extent that such damage is a result of normal wear and tear.

7. Indemnity and Release

7.1 The Supplier releases and indemnifies, and will at all times keep the Department and each of its officers, employees, agents, contractors and sub-contractors indemnified, against any liability, loss, damages, cost or expense (including legal and settlement costs determined on a full indemnity basis) incurred by the Department arising out of, or in any way connected with:

- (a) personal injury, including sickness and death (including but not limited to in relation to exposure to or infection from COVID-19);
- (b) any threatening behaviour from the Department's Nominee;
- (c) property damage; or
- (d) third party claims (including but not limited to in relation to exposure to or infection from COVID-19);

caused, contributed to or brought about by an act or omission of the Supplier or any of its officers, employees, agents, contractors and sub-contractors, including without limitation:

- (a) wilful misconduct;
- (b) a negligent or unlawful act or omission;
- (c) fraud;
- (d) a breach of physical security;
- (e) a breach of this Agreement; or
- (f) a breach of an obligation of confidence or privacy (whether arising under this Agreement or otherwise).

7.2 The Supplier's liability to indemnify the Department under clause 7.1 is reduced to the extent that any unlawful or negligent act or omission of the Department or its officers, employees, agents, contractors and sub-contractors contributed to the liability, loss, damage, cost or expense.

8. Privacy

8.1 The Supplier acknowledges and agrees that it will be bound by the Information Privacy Principles, Health Privacy Principles and/or any applicable code of practice as the Department may have approved under the *Privacy and Data Protection Act 2014 (Vic)* (together the **Privacy Obligations**) with respect to any act done or practice engaged in by the Supplier for the purposes of this Agreement in the same way and to the same extent as the Department would have been bound by the Privacy Obligations in respect of that act or practice had it been directly done or engaged in by the Department.

8.2 For the purpose of clause 8.1,

- (a) **Health Privacy Principles** means the principles so identified and set out in the *Health Records Act 2001 (Vic)*; and
- (b) **Information Privacy Principles** means the principles so identified and set out in the *Privacy and Data Protection Act 2014 (Vic)*.

9. Termination for convenience

9.1 The Department may at any time, upon giving fourteen (14) days' notice in writing to the Supplier, terminate the Agreement or reduce the number of Rooms being provided under this Agreement.

9.2 If the Department has served a notice under clause 9.1, the Department will only be liable to pay the Supplier for:

- (a) where a notice of termination has been given, the Rooms up to the date of termination; and
- (b) where a notice to reduce the number of Rooms has been provided, the Fees on the original amount of Rooms up to the effective date of the notice and after the effective date of the notice, the Fees based on the reduced amount of Rooms as notified in the notice,

provided always that the Supplier will not be entitled to any other compensation whatsoever in respect of the termination of this Agreement or reduction in scope,

including for loss of prospective profits or income foregone whether with respect to the Rooms and/or Services under this Agreement or otherwise.

- 9.3 If the Department has served a notice pursuant to clause 9.1, the Supplier must, on demand by the Department, repay to the Department such monies advanced or paid to the Supplier in respect of which at the date of such notice, the Supplier has not yet provided the Rooms and/or performed the Services.

10. Termination for breach

- 10.1 The Department may terminate with immediate effect by giving notice in writing to the Supplier, if the Supplier:

- (a) fails to provide any of the Rooms and/or Services in accordance with this Agreement;
- (b) breaches any provision of the Agreement; or
- (c) or any of its employees, contractors, subcontractors, agents and other third parties who are engaged by the Supplier commits fraud, dishonesty, or any other serious misconduct,

upon which such termination the Department will pay the Supplier for the Rooms provided in accordance with this Agreement up to the date of the termination and the Department has no other liability to the Supplier in relation to that termination.

11. Subcontractors

- 11.1 The Supplier must not engage subcontractors to conduct the whole or any part of the Services without the prior written approval of the Department.

- 11.2 If the Department has given written approval and the Supplier subcontracts the performance of any part of the Services, the Supplier remains fully responsible for:

- (a) all acts and omissions of its subcontractors as if they were the acts or omissions of the Supplier; and
- (b) carrying out the Services and complying with all obligations under this Agreement.

12. General

- 12.1 **(Governing Law & Jurisdiction)** This Agreement will be governed by the laws of the State of Victoria and the parties submit themselves to the jurisdiction of the courts in the State of Victoria.

- 12.2 **(Survival)** Each of clauses 4, 7 and 8 survive the termination or expiry of this Agreement.

- 12.3 **(Counterparts)** This Agreement may be executed in one or more counterparts, each of which, once executed, will be deemed to be an original and together will constitute one and the same instrument.

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 DJPR RESERVES ITS RIGHTS TO PII, LIP AND/OR PIVACY CLAIMS PROVIDED TO ANY OTHER PARTY WITHOUT DJPR APPROVAL.

From: Unni Menon (DEDJTR)
Sent: Sat, 28 Mar 2020 11:27:07 +1100
To: Simon Phemister (DEDJTR)
Cc: [Personal Information] (DEDJTR); [Personal Information] (DEDJTR)
Subject: For Your Urgent Review and Approval Please
Attachments: Schedule to the Agreement for the provision of accomodation.docx, Accomodation Terms and Conditions.pdf, Table with Costings of Hotel Accommodation.xlsx
Importance: High

Hi Simon

WE are now formalising contractual arrangements with securing hotel room inventory.

In accordance with your request to make arrangements with hotels for returning international travellers and vulnerable community members to be accommodated in isolation for 14 days, 31 hotels as listed in the attached Excel Spreadsheet, are agreeable to enter into such arrangements.

We are seeking your authorisation to send confirmation emails with attached contract (in the form attached to this email). More particularly, we are seeking that you issue an authorisation to the following effect –

I authorise Unni Menon and [Personal Information] to:

- i. send emails on my behalf to the hotels listed in the attached spreadsheet confirming that the department wishes to book the number of rooms identified in the attached spreadsheet, at the agreed rates (as specified in the spreadsheet) subject to the department's terms and conditions;
- ii. agree/sign the contract and any associated documents to confirm the above bookings; and
- iii. make payments in accordance with these arrangements.

If you agree to proceeding with the above arrangement, it would be appreciated if you were able to confirm your agreement by return email, authorising the department to proceed on this basis.

Regards

Unni Menon
Executive Director

Department of Jobs, Precincts and Regions

[Personal Information]

[Personal Information]

djpr.vic.gov.au



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DJPR RESERVES ITS RIGHTS TO PII, LPP AND/OR PRIVACY CLAIMS



Department of Jobs, Precincts and Regions

AGREEMENT FOR THE PROVISION OF ACCOMMODATION

Department: The State of Victoria (**State**) acting through its Department of Jobs, Precincts and Regions (**Department**)

Supplier: Name *[insert legal name for hotel]* (**Supplier**)
 ABN *[insert details]*
 Address *[insert details]*
 Bank Account Details *[insert details]*
 Supplier's Representative Name *[insert details]*
 Supplier's Representative Email *[insert details]*

Hotel: *[insert common usage name for hotel]*

Number of Rooms: *[insert number of rooms and type of room being booked under this Agreement, including how many can accompany each type room]* (**Rooms**)

Commencement Date: *[insert date from which the booking will start]*

Completion Date: *[insert date that the booking will end]* ([x] nights in total)

Option Period(s): Two (2) terms of one (1) calendar month each, at the Department's absolute discretion (**Option Periods**)

Fees: A flat rate of \$[x] (GST inclusive) per Room per night (**Daily Rate**) being a total of \$[x] (GST inclusive) (**Total Fees**) for the initial period from the Commencement Date to the Completion Date.

Executed as an agreement

Executed by an authorised signatory for and on behalf of the State of Victoria

.....
 Signature of authorised representative

.....
 Name and title of authorised representative

Date:.....

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 DJPR RESERVES ALL RIGHTS TO PII, LPP AND OTHER INFORMATION CLAIMS

Executed by a duly authorised representative for and on behalf of *[insert name of Supplier]*

.....
Signature of authorised representative

In the presence of

.....
Name and title of authorised representative

.....
...

Signature of witness

By signing this Agreement, the signatory warrants that the signatory is duly authorised to sign this Agreement for and on behalf of

.....
Name of witness

[insert name of Supplier]

Date:.....

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DJPR RESERVES ITS RIGHTS TO PII, LPP AND/OR PRIVACY CLAIMS

Terms and Conditions

1. Term

- 1.1 This Agreement is made between the Department and the Supplier and begins on the Commencement Date and continues until the later of:
- the Completion Date; or
 - the date by which the Supplier satisfactorily completes all its obligations under this Agreement,
- unless extended in accordance with clause 1.2 or terminated earlier in accordance with its terms (**Term**).
- 1.2 The Department may elect, by notice in writing to the Supplier to extend the Term of this Agreement for one or more further periods as specified in the Option Periods.
- 1.3 Any such further term or terms will be on the same terms and conditions as this Agreement (excluding, in respect of the final further period, this clause 1.3).

2. Supplier's Obligations

- 2.1 The Supplier must:
- ensure the Rooms are available for the exclusive use of the Department and/or the Department's nominee/s (**Department's Nominee**) for the duration of the Term (**Booking Period**);
 - not permit or allow any other bookings to be made in respect of, or permit any person other than the Department's Nominee, to stay in the Rooms during the Booking Period;
 - provide the Rooms in accordance with the terms of this Agreement and any reasonable directions given by the Department from time to time;
 - ensure that each Room is thoroughly cleaned and disinfected at a minimum:
 - prior to the commencement of each Department's Nominee's stay; and
 - as soon as practicable following the conclusion of each Department Nominee's stay,to a standard consistent with the most recent recommended public health standards in respect of COVID-19;
 - provide cleaning products for each Room, on request, so that the Department's Nominee is able to clean the Room themselves during their occupation of the Room;
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 - and will be responsible for, ensuring that before its officers, employees, agents, contractors and sub-contractors perform the Services they receive:

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- (n) provide three reasonable meals a day to each of the Department's Nominees. The preparation and service of food must be done in accordance with recommended health standards including in relation to COVID-19;
- (o) permit any security staff arranged for by the Department to be present at the Supplier's premises as is required to ensure the Department's Nominee remains in isolation. For the avoidance of doubt the cost of the Department's security will be borne by the Department;
- (p) make arrangements directly with the Department's Nominee in respect of any additional services such as laundry services, car parking and in-room telephone calls and the Supplier agrees that the Department is not responsible for and will not be charged for any fees or costs associated with these additional services.

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monthly in advance an amount equal to the Daily Rate times the number of days in the following calendar month.

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- (b) where required under this Agreement including to the Supplier's legal and financial advisers on a confidential basis;
- (c) where the information disclosed is already in the public domain other than due to a breach of this Agreement; or
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caused, contributed to or brought about by an act or omission of the Supplier or any of its officers, employees, agents, contractors and sub-contractors, including without limitation:

- (a) wilful misconduct;
- (b) a negligent or unlawful act or omission;
- (c) fraud;
- (d) a breach of physical security;
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provided always that the Supplier will not be entitled to any other compensation whatsoever in respect of the termination of this Agreement or reduction in scope,

including for loss of prospective profits or income foregone whether with respect to the Rooms and/or Services under this Agreement or otherwise.

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Property name	No. of Rooms	Rate per Night (GST excl) \$	1 Month \$'m (GST Excl)	Option to Extend	
				2 Months \$'m (GST Excl)	3 Months \$'m (GST Excl)
Confirmed Rates (inclusive of GST)					
Four Point by Sheraton, Melbourne Docklands	250	\$136.36	1.050	2.073	3.130
Mercure Welcome Melbourne	380	\$136.36	1.606	3.161	4.767
Novotel Melbourne on Collins	330	\$136.36	1.395	2.745	4.140
Pan Pacific Melbourne	370	\$127.27	1.460	2.873	4.332
Crown Promenade Melbourne	200	\$136.36	0.845	1.664	2.509
Crowne Plaza Melbourne	400	\$136.36	1.691	3.327	5.018
Crown Metropol Melbourne	500	\$136.36	2.114	4.159	6.273
ParkRoyal Melbourne Airport	190	\$136.36	0.803	1.580	2.384
Holiday Inn Melbourne Airport	180	\$136.36	0.599	1.406	2.841
Novotel Melbourne Glen Waverley	190	\$136.36	0.803	1.580	2.384
Mid City Hotel Ballarat	60	\$136.36	0.254	0.499	0.753
All Seasons Resort Hotel Bendigo	66	\$136.36	0.279	0.549	0.828
Travelodge Hotel Melbourne Southbank	260	\$136.36	1.099	2.163	3.262
Travelodge Hotel Melbourne Docklands	286	\$136.36	1.209	2.379	3.588
Stamford Plaza Hotel	280	\$136.36	1.184	2.329	3.513
Hyatt Place Melbourne, Essendon Fields	150	\$136.36	0.634	1.248	1.882
Peppers, The Sands Torquay	66	\$136.36	0.279	0.549	0.828
Rydges Geelong	120	\$136.36	0.507	0.998	1.505
Novotel Geelong	108	\$109.09	0.365	0.719	1.084
Vibe Hotel Marysville	80	\$136.36	0.338	0.665	1.004
Total Venues with Confirmed Rates			18.514	36.666	56.024
Rates to be confirmed (upto maximum of \$150 inc GST)					
Bell Tower Inn	50	\$136.36	0.211	0.416	0.627
Aitken Hill	120	\$136.36	0.507	0.998	1.505
Total Venues with Rates to be Confirmed			0.719	1.414	2.133
Total Venues			19.233	38.080	58.156

From: Simon Phemister (DEDJTR)
Sent: Sat, 28 Mar 2020 13:42:34 +1100
To: Unni Menon (DEDJTR)
Cc: [Personal Information] (DEDJTR)
Subject: Re: UPDATED -: For Your Urgent Review and Approval Please

Approved. Thanks team

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From: Unni Menon (DEDJTR) [Personal Information]@ecodev.vic.gov.au>
Sent: Saturday, March 28, 2020 1:26:43 PM
To: Simon Phemister (DEDJTR) [Personal Information]@ecodev.vic.gov.au>
Cc: [Personal Information] (DEDJTR) [Personal Information]@ecodev.vic.gov.au>
Subject: UPDATED -: For Your Urgent Review and Approval Please

Hi Simon

We are now formalising contractual arrangements with securing hotel room inventory. I have now consulted with AHA([Personal Info] who is happy with our list(I have now added another 4 x properties that AHA wanted on the list).

In accordance with your request to make arrangements with hotels for returning international travellers and vulnerable community members to be accommodated in isolation for 14 days, 31 hotels as listed in the attached Excel Spreadsheet, are agreeable to enter into such arrangements.

We are seeking your authorisation to send confirmation emails with attached contract (in the form attached to this email). More particularly, we are seeking that you issue an authorisation to the following effect –

I authorise Unni Menon and [Personal Information] to:

- i. send emails on my behalf to the hotels listed in the attached spreadsheet confirming that the department wishes to book the number of rooms identified in the attached spreadsheet, at the agreed rates (as specified in the spreadsheet) subject to the department's terms and conditions;
- ii. agree/sign the contract and any associated documents to confirm the above bookings;
and
- iii. make payments in accordance with these arrangements.

If you agree to proceeding with the above arrangement, it would be appreciated if you were able to confirm your agreement by return email, authorising the department to proceed on this basis.

Regards

Unni Menon
Executive Director

Department of Jobs, Precincts and Regions
Level 7, 1 Spring Street, Melbourne, 3000

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From: Claire Febey (DEDJTR)
Sent: Sat, 4 Apr 2020 13:06:26 +1100
To: 'SCC-Vic (State Controller Health'
Cc: Andrea C Spiteri (DHHS);Braedan J Hogan (DHHS);Jason Helps (DHHS)
Subject: Hotel contracts & approach to site selection
Attachments: All Seasons Resort Hotel Agreement Signed.pdf, Batman Hill Agreement Signed.pdf, Bell Tower Inn - Schedule to the Agreement Signed.pdf, Crowne Plaza Agreement Signed.pdf, Four Points Melbourne Agreement Signed.pdf, Holiday Inn Melbourne Airport Schedule to the Agreement Signed.pdf, Mecure Welcome Melbourne Agreement Signed.pdf, Melbourne Marriott Hotel - Schedule to the Agreement Signed.pdf, Mid City Ballarat Schedule to the Agreement Signed.pdf, Novotel Geelong -Agreement Signed.pdf, Novotel Glen Waverley Agreement Signed.pdf, Novotel Melbourne on Collins Agreement Signed.pdf, Pan Pacific Schedule to the Agreement Signed.pdf, Park Royal Melb Airport Schedule to the Agreement Signed.pdf, Peppers the Sands Resort, Torquay Agreement Signed.pdf, Rydges Carlton Agreement Signed.pdf, Signed Agreement - Rydges Geelong.pdf, Travelodge Docklands Agreement Signed.pdf, Travelodge Southbank Agreement Signed .pdf, Vibe Hotel Marysville - Schedule to the Agreement for the provision of accomodation.pdf, Zagames House Agreement Signed.pdf

Colleagues

Please see attached contracts currently held with hotels.

I committed to sending these to you earlier this week, my apologies for the delay.

Quarantine

Following our call just now can I please ask that State Control convene a meeting on Monday to:

- Be briefed on how site assessment and selection has been happening to date (by DJPR); and
- Outline how you will take leadership of this process moving forward with DJPR as the support agency.

Broader hotel use

Can I also request your advice on the decision-maker for the selection of hotels for broader purposes.

We had some great conversations with Andrea and Braedan this week and activated Rydges as a property that will take confirmed COVID-19 cases from the community (e.g. family violence context, no other appropriate place to self-isolate).

It has just been flagged with me that there has been some exploration today (with Personal Info I think) as to whether Rydges can be repurposed for health workers.

I would be grateful for your advice on whether State Control will also lead and coordinate all discussions regarding broader hotel allocation.

I will also act as the central point for DJPR on this work (supported by Unni Menon and Personal Info Personal Info) to ensure we are coordinated across quarantine and other hotel uses.

Thanks in advance

Claire.

Claire Febey

Executive Director, Priority Projects Unit | Office of the Secretary

Department of Jobs, Precincts and Regions

Level 36, 121 Exhibition St, Melbourne, Victoria Australia 3000

Personal Information



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Department of Jobs, Precincts and Regions

Briefing for Secretary

Subject	Request for \$10 million financial delegation for the Emergency Controller position to manage self-isolation accommodation program during the COVID-19 pandemic
Decision date	Urgent in relation to the COVID-19 Pandemic emergency solution

Core message

Financial delegation of \$10 million is required for the newly created position of Emergency Controller to manage the self-isolation accommodation program in response to the COVID-19 pandemic. Unni Menon, Executive Director and Personal Information, Director, Economic Projects are appointed to the role of Emergency Controller for the duration of the COVID-19 pandemic.

Electronically evidenced by	Name	Date	Position	Phone no.
<i>Name and details appear only after authorisation has been electronically evidenced</i>				
Accountable Executive Officer	Kevin Lee (DJPR)	09/04/2020 05:29 PM	Chief Financial Officer	0383927572
Recommender	Penelope McKay (DJPR)	09/04/2020 05:58 PM	Deputy Secretary	0383928001
Notified of recommendation	[Notify of recommendation full name and title]			

Recommendation/s

That you:

- a) Approve financial delegation of \$10 million for the newly created Emergency Controller position to manage the Self-isolation accommodation program. Approved
 Not Approved
- b) Approve the appointment of Unni Menon, Executive Director to the role of Emergency Controller for the duration of the COVID-19 pandemic. Please Discuss

Electronically evidenced by	Name	Date	Position
<i>Name and details appear only after authorisation has been electronically evidenced</i>			
Decision made by	Simon Phemister (DJPR)	09/04/2020 07:05 PM	Secretary

To be notified of your decision:	[Notify of decision full name and title]
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Finance and Procurement			
REQUESTED 	DJPR REF: BSEC-2-20-3550	MINISTERIAL REF:	DATE DUE IN MO: N/A if not relevant

Key information

1. To meet the requirements of managing the Self Isolation accommodation program, Financial Management recommends the creation of an Emergency Controller position with \$10 million delegation to allow the timely payment of large volume invoices.
2. The program requires the Emergency Controller to contract hotels for the provision of accommodation for people required to self-isolate. To meet the requirement of managing the program, a financial delegation of \$10 million is required for the position of Emergency Controller for the program.
3. Unni Menon, Executive Director and [Personal Information], Director, Economic Projects will be temporarily appointed as the Emergency Controllers for the duration of the emergency. They will be rostered to this role and their delegations set-up in the Oracle System for timely payment of invoices.
4. In consultation with the business area, Financial Management supports this request and as per Direction 3.3 (b) of the Standing Directions 2018, now seeks your approval.
5. Upon your approval, the execution of the financial delegation will occur by an email from the business area to the Financial Assurance and Accounting (FAA) team via tax.compliance@djpr.vic.gov.au.
6. FAA team will set up the financial delegation for Unni Menon and [Personal Information] for the period that they will be in the Emergency Controller position advised by the business area.
7. The Instrument of Financial Delegation will also be updated to align with this request following your approval.

Financial Implications

8. Are there any financial implications associated with this matter?

Yes

No

Electronically evidenced by	Name		Position	
	<i>Name and details appear only after authorisation has been electronically evidenced</i>			
Lead Author	[Personal Information]	(DJPR)	Manager Financial Assurance and Accounting Advice	