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## IT SERVICES - SCOPE OF WORK

### 01 Describe the work to be performed

- Design, supply, install and repair IT components and systems, including, but not limited to hardware, software, networks and perishables
- All other requirements per the Principal Scope of Works

### 02 Extra requirements to the Pre-Qualification

- WesTrac data is to be stored in Australian Servers
- Data at rest and in transit is to be encrypted
- Have a valid and current Cyber Security policy vetted by WesTrac
- Have an Access Control policy covering how information confidentiality is maintained, including what controls are in place to prevent data leakage of WesTrac private data
- Signed Confidentiality Agreements for all personnel involved for access to confidential information
- Not be linked to Huawei
- All other requirements per the Principal Scope of Works

### 03 Other Scopes of Work required or relevant to this task

- Use of hand and power tools on site

### 04 Inductions required & DMS policies and procedures required for this Scope of Work

- As per the Principal Scope of Works

### 05 Describe who supplies the materials

- The decision as to who is providing hardware and materials is to be clarified at the time the purchase order is raised, between the contracting company and the requisitioner
- The contracting company is to provide all tools necessary to complete the works
- WesTrac may, at its discretion, provide consumables or tooling that it deems necessary to complete the task

### 06 Describe how the work will be measured

- The contracting company will be measured against safety, quality, velocity, cost and people-based metrics.
- The relevant WesTrac department will conduct reviews, feedback sessions and other performance management tools it deems necessary

### 07 Describe at what point will the work be accepted

- The contracting company is to provide WesTrac a Service Entry Sheet, maintenance report, commissioning report or similar outlining works and testing completed
- The completed works will be tested and verified complete by both the contracting company and WesTrac
- The services as requested in the purchase order will be deemed to be delivered by WesTrac
- Acceptance will also be in accordance with WesTrac's Terms & Conditions or Standing Offer
- Any large discrepancies in cost to be scrutinised between both parties