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| The Commissioner believes that the contractor may have breached the contract |
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| Contact the contractor to discuss the breach and any possible action (e.g. Remedial or Breach Notice) |
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| Investigate the breach including consideration of evidence and any contractor representations |
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| Breach is capable of remedy |  | Breach is not capable of remedy |
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| Consider issuing a Remedial Notice  |  | Consider issuing a Breach Notice |
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| Draft Breach Notice including all mandatory information  |
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| Obtain sign off from appropriate person |
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| Serve Breach Notice |
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| If the contractor repeats the breach that was the subject of the Breach Notice or otherwise breaches the contract resulting in either a Remedial Notice or a Breach Notice, the Commissioner has the right to terminate the contract provided that the Commissioner is satisfied that the cumulative effect of the breaches is such that the Commissioner considers that to allow the contract to continue would be prejudicial to the efficiency of the services to be provided under the contract |