



Department of Planning and Environment

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Dated **xxx <month> 2023**

Funding Agreement

Regional Housing Strategic Planning Fund Round 2

<Council> <Project name>

Crown in right of the State of New South Wales acting through the Department of Planning and Environment (ABN 20 770 707 468)

<Council name> Council a body politic of the State constituted under the *Local Government Act 1993* (ABN **XXXXX**)

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This Funding Agreement is dated **xxx <month> 2023**

Parties:

Department

The Crown in right of the State of New South Wales acting through the Department of Planning and Environment (ABN 20 770 707 468) of Level 11, 4 Parramatta Square, 12 Darcy Street, Parramatta NSW 2150.

Recipient

<Council name> Council a body politic of the State constituted under the *Local Government Act 1993* (ABN **XXX**) of **<address>**.

Introduction:

- A** The NSW Government has established the Regional Housing Strategic Planning Fund (Planning Fund) which aims to support regional councils in planning for housing supply to meet local community needs.
- B** The Planning Fund addresses the need for improved upfront strategic planning, including investment in technical studies to resolve barriers to new housing earlier in the planning process. This will ensure subsequent planning assessments and processes can be streamlined and rezoned land is practical and feasible to develop.
- C** The Recipient has nominated the Project for funding through the Planning Fund and has made an application to the Department.
- D** The Department has agreed to provide the Funding from the Planning Fund to the Recipient to facilitate the carrying out of the Project by the Recipient.
- E** The objective of this Agreement is to document the agreed outcomes for the Project including Milestones and timing for payment of the Funding and completion of the Project, including Project Completion.
- F** The parties also agree that in the event that part of the Funding is not required or used by the Recipient for the Project, those unspent funds will be returned to the Department.
- G** The Department agrees to provide, and the Recipient agrees to accept, the Funding in accordance with the terms of this Agreement.

It is agreed:

In consideration of the mutual promises contained in this Agreement, the parties to this Funding Agreement agree as follows:

1. Definitions and interpretation

1.1 Definitions

In this Agreement, unless the context clearly indicates otherwise:

ABN means (Australian Business Number) as set out in section 41 of the *A New Tax System (Australian Business Number) Act 1999* (Cth);

Agreement means this document and includes any Schedules and Annexures;

Agreement Details means those details in Schedule 1 of this Agreement;

Annexure means any annexure to a Schedule;

Asset means any item of property, purchased, leased, hired, financed, created or otherwise brought into existence either wholly or in part with use of the Funding, but excludes any Intellectual Property Rights;

Australian Accounting Standards refers to the standards of that name maintained by the Australian Accounting Standards Board created by section 226 of the *Australian Securities and Investments Commission Act 2001* (Cth);

Australian Auditing Standards refers to the standards made by the Auditing and Assurance Standards Board created by section 227A of the *Australian Securities and Investments Commission Act 2001* (Cth);

Australian Privacy Principle has the same meaning as it has in the *Privacy Act 1988* (Cth);

Business Day means any day that is not a Saturday, Sunday, gazetted public holiday or bank holiday in Sydney, New South Wales, and concludes at 5 pm on that day;

Confidential Information means:

- (a) terms of this Agreement and all confidential information, Material and technology disclosed or provided in any form by any party to any other party in connection with the subject matter of this Agreement;
- (b) the information (if any) described in Item 7 of the Agreement Details; and
- (c) information that the parties agree in writing after the Date of this Agreement is confidential information for the purposes of this Agreement;

Copyright Material has the same meaning as it has in the *Copyright Act 1968* (Cth);

Date of this Agreement means the date written on page 1 of this Agreement, or if no date is written there, then the date on which the Agreement is signed by the last party;

Department where the context permits, includes officers, delegates, employees and agents and successors of the Department of Planning and Environment (ABN 20 770 707 468);

Department Material means any Material:

- (a) provided by the Department to the Recipient for the purposes of this Agreement; or
- (b) derived at any time from the Material referred to in paragraph (a);

Dispose means to sell, licence, lease or sublease, or otherwise transfer or give up ownership or the right to occupy or use, or to enter into an agreement to do any of the preceding acts and "Disposal" means the method of so disposing;

Existing Material means all Material in existence prior to the Date of this Agreement;

- (a) incorporated in;
- (b) supplied with, or as part of; or

(c) required to be supplied with, or as part of,
the Project Material;

Financial Year means each period from 1 July to the following 30 June occurring during the Term, or any part of such a period occurring at the beginning or end of the Term;

Funding means the amount or amounts payable by the Department under this Agreement as specified in Item 5 of the Agreement Details;

Funding Acknowledgement Guidelines means the NSW Government Premier and Cabinet Grants Administration Guide dated September 2022 available at <https://www.nsw.gov.au/grants-and-funding/grants-administration-guide>;

GST has the meaning that it has in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);

Information Privacy Principle has the meaning given in the *Privacy and Personal Information Protection Act 1998* (NSW);

Intellectual Property Rights includes:

- (a) all copyright (including rights in relation to phonograms and broadcasts);
- (b) all rights in relation to inventions, plant varieties, trademarks (including service marks), designs, circuit layouts;
- (c) all other rights resulting from intellectual activity in the industrial, scientific literary or artistic fields; and
- (d) Moral Rights;

Law includes:

- (a) Acts of the Commonwealth and the State(s) and Territory(s) in which the Project will be undertaken, and any other relevant State or Territory;
- (b) ordinances, regulations, by-laws, orders and proclamations or other instruments of legal effect made under those Acts referred to in paragraph (a);
- (c) directions by any person exercising statutory powers regarding the Recipient or the Project; and
- (d) all the requirements, standard, approvals, licences, registrations or permits of any government (including local government) department, authority, agency or regulatory body that apply to the Project,

whether currently in force or coming into force on or after the Date of this Agreement;

Material means anything in relation to which Intellectual Property Rights arise;

Milestone means a milestone or stage of completion of the Project as set out in Schedule 5;

Tri-monthly Update Report means the report to be provided by the Recipient to the Department on a monthly basis in accordance with the provisions of Schedule 3;

Moral Rights has the same meaning as the *Copyright Act 1968*

Notice has the meaning in clause 20.1;

Personnel means:

- (a) in relation to the Recipient – any natural person who is an officer, employee, agent, or professional advisor of the Recipient or its subcontractors; and
- (b) in relation to the Department – any natural person who is an officer, employee, agent or professional advisor of the Department;

Privacy Law means the *Privacy Act 1988* (Cth), the *Privacy Regulations 2013* (Cth), the Australian Privacy Principles, the Information Privacy Principles, the *Privacy and Personal Information Protection Act 1998* (NSW), the *Privacy and Personal Information Protection Regulations 2014* (NSW);

Project means the Project described in Item 1 of the Agreement Details and includes the provision of the Project Material to the Department;

Project Acquittal Report means a report to be provided by the Recipient to the Department following completion of the Project, including Project Completion in accordance with the provisions of Schedule 3;

Project Commencement Date means the date set out in Item 2 of the Agreement Details;

Project Completion takes its meaning from Schedule 5;

Project Completion Date means the date set out in Item 3 of the Agreement Details as the Project Completion Date;

Project Location means the locations set out in Item 9 of the Agreement Details;

Project Material means any Material:

- (a) created by the Recipient for the purpose of this Agreement;
- (b) provided or required to be provided to the Department under the Agreement; or
- (c) derived at any time from the Material referred to in paragraphs (a) or (b), and includes:
 - (d) any Existing Material incorporated in the Material referred to in paragraphs (a) or (b) above;
 - (e) any Promotional Material;
 - (f) any Monthly Update Report;
 - (g) the Project Acquittal Report; and
 - (h) the Procurement Certificate;

Project Objectives means the objectives of the Project described in Item 4 of the Agreement Details;

Project Period means the period specified in Item 3 of the Agreement Details during which the Project must be completed;

Project Plan means the project plan referred to in clause 4.4 and annexed to this Agreement at Annexure A, as amended from time to time;

Program means the program under which the Department is able to provide Funding to the Recipient as further described at Item 8 of the Agreement Details;

Promotional Material means any photo, artist impression, video or any other promotional material relating to the Project reasonably required by the Department;

Recipient includes, where the context permits, the officers, employees, agents, volunteers and subcontractors, and successors of the Recipient;

Records includes documents, information and data stored by any means and all copies and extracts of the same;

Schedule means a schedule to this Agreement and may include Annexures and incorporate other documents by reference;

Term refers to the period described in clause 2 of this Agreement;

Third Party Interest means any legal or equitable right, interest, power or remedy in favour of any person other than the Department or the Recipient in connection with this Agreement, including any right of possession, receivership, control or power of sale, and any mortgage, charge, security or other interest; and

Unexpended Funding means any part of the Funding that is unspent or uncommitted.

1.2 Interpretation

In this Agreement, unless the context clearly indicates otherwise:

- (a) a reference to **this Agreement** or another document means this agreement or that other document and any document which varies, supplements, replaces, assigns or novates this agreement or that other document;
- (b) a reference to **legislation** or a **legislative provision** includes any statutory modification or substitution of that legislation or legislative provision and any subordinate legislation issued under that legislation or legislative provision;
- (c) a reference to a **body** or **authority** which ceases to exist is a reference to either a body or authority that the parties agree to substitute for the named body or authority or, failing agreement, to a body or authority having substantially the same objects as the named body or authority;
- (d) a reference to the **introduction**, a **clause**, **schedule** or **annexure** is a reference to the introduction, a clause, a schedule or an annexure to or of this agreement;
- (e) **clause headings** and the **table of contents** are inserted for convenience only and do not form part of this agreement;
- (f) the **introduction**, **schedules** (if any) and **annexures** (if any) form part of this agreement;
- (g) the **introduction** accurately sets out the circumstances in which the parties have entered into this agreement;
- (h) a reference to a **person** includes a natural person, corporation, statutory corporation, partnership, the Crown or any other organisation or legal entity;
- (i) a reference to a **natural person** includes their personal representatives, successors and permitted assigns;

- (j) a reference to a **corporation** includes its successors and permitted assigns;
- (k) **related** or **subsidiary** in respect of a corporation has the same meaning given to that term in the Corporations Act;
- (l) a reference to a right or obligation of a party is a reference to a right or obligation of that party under this agreement;
- (m) an **obligation** or **warranty** on the part of 2 or more persons binds them jointly and severally and an obligation or warranty in favour of 2 or more persons benefits them jointly and severally;
- (n) a reference to a **breach of warranty** includes that warranty not being complete, true or accurate;
- (o) a requirement to do any thing includes a requirement to cause that thing to be done and a requirement not to do any thing includes a requirement to prevent that thing being done;
- (p) **including** and **includes** are not words of limitation;
- (q) the words **at any time** mean at any time and from time to time;
- (r) a reference to a time is to that time in New South Wales;
- (s) a word that is derived from a defined word has a corresponding meaning;
- (t) **monetary amounts** are expressed in Australian dollars;
- (u) the singular includes the plural and vice-versa;
- (v) words importing one gender include all other genders; and
- (w) a reference to a thing includes each part of that thing.

1.3 Construction

Neither this Agreement nor any part of it is to be construed against a party on the basis that the party or its lawyers were responsible for its drafting.

2. Term

The Term of this Agreement commences on the Date of the Agreement and, unless terminated earlier, it expires on the day on which the Recipient provides the Project Acquittal Report and the Procurement Certificate to the Department.

3. Provision of Funding

3.1 Payment of Funding

- (a) Subject to sufficient funds being available, and compliance by the Recipient with this Agreement, the Department agrees to provide the Recipient with the Funding at the times and in the manner specified in Schedule 2.
- (b) The Department is not responsible for the provision of additional money to meet any expenditure in excess of the Funding.

4. Project

4.1 Project Requirements

The Recipient must:

- (a) use the Funding to complete the Project and for no other purpose;
- (b) commence the Project no later than the Project Commencement Date; and
- (c) complete the Project Completion by the Project Completion Date.

4.2 Conduct of Project

The Recipient agrees to carry out the Project:

- (a) to achieve the Project Objectives and for no other purpose;
- (b) to meet the Milestones in accordance with clause 4.3;
- (c) in an efficient, effective, economical and ethical manner;
- (d) diligently and to a high standard;
- (e) in accordance with this Agreement, including the Project Plan; and
- (f) in accordance with all applicable Laws.

4.3 Milestones

The Recipient must complete, to the satisfaction of the Department:

- (a) each Milestone; and
- (b) each obligation or requirement imposed by each Milestone, on or before the date specified for the completion of that Milestone in Schedule 5.

4.4 Standard Conditions

The Recipient must complete, to the satisfaction of the Department:

- (a) each Standard Condition; and
- (b) each action, obligation or requirement imposed by each Standard Condition, on or before the date specified for the completion of that action, obligation or requirement imposed by the Standard Condition in Schedule 4.

4.5 Project Plan

- (a) The Recipient must provide the Project Plan to the Department by **<date>**.
- (b) The Project Plan must be jointly agreed between the Department and the Recipient. If for any reason the parties do not jointly agree on the terms or form of the Project Plan, the Recipient must comply with a Project Plan as reasonably required by the Department.
- (c) The Recipient must carry out the Project in accordance with the Project Plan.
- (d) The Department and the Recipient acknowledge that the Project Plan may be varied in

accordance with clause 22.3.

4.6 Recipient Obligations

- (a) The Recipient agrees to:
 - (i) liaise with and provide information, any reports or other documents to the Department as reasonably requested by the Department, including at any Milestones; and
 - (ii) comply with all of the Department's reasonable requests, directions, monitoring or reporting requirements.
- (b) In relation to conducting a review and final evaluation of the Program, the Recipient agrees to:
 - (i) respond to all of the Department's reasonable requests; and
 - (ii) provide any information the Department reasonably requires.
- (c) The Recipient agrees to provide to the Department written Monthly Update Reports, a Project Acquittal Report and a Procurement Certificate in the manner specified in Schedule 3.
- (d) Each of the parties may nominate, from time to time, a person who has authority to receive and sign Notices and written communications for each of them under this Agreement and accept any request or direction in relation to the Project.

4.7 Responsibility of the Recipient

The Recipient is fully responsible for the performance of the Project and for ensuring compliance with the requirements of this Agreement, and will not be relieved of that responsibility because of any:

- (a) involvement by the Department in the performance of the Project;
- (b) subcontracting of the Project; or
- (c) payment of any amount of Funding to the Recipient.

4.8 Records

The Recipient agree to comply with all obligations under, and reasonable directions from the Department in respect of, the *State Records Act 1998 (NSW)* and the *State Records Regulation 2015 (NSW)*.

5. Subcontractors

5.1 Recipient may subcontract

- (a) The Recipient is fully responsible for the performance of the Recipient's obligations under this Agreement and may subcontract any part of its obligations under this Agreement.
- (b) The Recipient must have a written contract with each of the Recipient's subcontractors (**subcontract**) and ensure that each subcontract is consistent with, and allows the Recipient to give effect to, the Recipient's obligations under this Agreement.

- (c) The Recipient is responsible for ensuring the suitability of a subcontractor for the work proposed to be carried out.
- (d) The Recipient must ensure that its subcontractors comply with the relevant terms of this Agreement and do not do anything, or omit to do anything, which if done or omitted to be done by the Recipient would be a breach of the Recipient's obligations under this Agreement.
- (e) The Recipient shall be deemed to be responsible for any and all breaches of this Agreement committed by its subcontractors as if the Recipient had breached the Agreement itself.

6. Taxes, duties and government charges

- (a) The Recipient agrees to pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement.

7. Debt and Interest

- (a) In this clause 7, 'Interest' means interest calculated at an interest rate equal to the general interest charge rate for a day pursuant to section 8AAD of the *Taxation Administration Act 1953* (Cth), on a daily compounding basis.
- (b) The Recipient agrees, upon request of the Department, to pay any amount owed or payable to the Department or which the Department is entitled to recover from the Recipient under this Agreement, including if demanded by the Department any Interest, as a debt due by the Recipient without further proof of the debt by the Department being necessary. Such payment is without prejudice to any other rights available to the Department under the Agreement, under statute, at law or in equity.
- (c) If the Department notifies the Recipient that an amount is to be refunded or otherwise paid to the Department and the amount is not refunded or paid within 20 Business Days, or as otherwise notified by the Department, the Recipient agrees to pay Interest, unless the Department notifies the Recipient otherwise, on the amount outstanding after the expiry of the date it was due, until the amount is paid in full.
- (d) In respect to any obligation the Recipient may have under this Agreement to pay the Department any Interest, the Recipient agrees that the Interest represents a reasonable pre-estimate of the loss incurred by the Department.

8. GST

8.1 Definitions

Words used in this clause that are defined in the GST Law have the meaning given in that legislation.

8.2 Consideration is GST-exclusive

Unless otherwise specified, all amounts payable under this Agreement are exclusive of GST and must be calculated with regard to GST.

8.3 GST payable on taxable supply

- (a) If a supply made under this Agreement is a taxable supply, the recipient of that taxable supply (**Recipient**) must, in addition to any other consideration, pay to the party making the taxable supply (**Supplier**) the amount of GST in respect of the supply.
- (b) The Recipient will only be required to pay an amount of GST to the Supplier if and when the Supplier provides a valid tax invoice to the Recipient in respect of the taxable supply.
- (c) If there is an adjustment to a taxable supply made under this Agreement then the Supplier must provide an adjustment note to the Recipient.
- (d) The amount of a party's entitlement under this Agreement to recovery or compensation for any of its costs, expenses or liabilities is reduced by the input tax credits to which that party is entitled in respect of those costs, expenses or liabilities.

9. Management Funding

9.1 Account and financial records

- (a) The Recipient agrees to ensure that the Funding is held in an account in the Recipient's name and which the Recipient solely controls, with an authorised deposit-taking institution authorised under the *Banking Act 1959* (Cth) to carry on banking business in Australia and that is an account that complies with any other reasonable requirements of the Department.
- (b) The Recipient agrees to:
 - (i) keep financial accounts and Records relating to the Funding and Project that identify:
 - (A) all receipts and payments related to the Funding and Project; and
 - (B) all interest earned on the Funding.
 - (ii) unless otherwise notified by the Department, prepare financial statements for the Project in accordance with Australian Accounting Standards including:
 - (A) a register of the Assets created, acquired, written-off or Disposed of during the Financial Year to date; and
 - (B) arrange for the audit of those accounts and Records in accordance with Australian Auditing Standards.

9.2 Refunds of unexpended and misspent Funds

- (a) Without limiting the Department's rights under this Agreement, the Department may by Notice in writing recover all or part of the Funding from the Recipient (as a debt due and payable on demand) in any of the circumstances set out below in Column A in the table below, but only to the extent set out in in the Column B in the table below:

	Column A: Circumstance in which some or all of the Funding may be recovered by the Department	Column B: Extent to which some or all of the Funding may be recovered by the Department
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1.	The Recipient is paid more than the Funding as specified in this Agreement.	Only to the extent of the amount of overpayment.
2.	The Recipient has incorrectly claimed some or all of the Funding.	Only to the extent part or all of the Funding has been incorrectly paid to the Recipient.
3.	The Recipient abandons the Project.	Repayment of the Funding in full.
4.	There is Unexpended Funding at the Project Completion Date.	Only to the extent of any Unexpended Funding.
5.	If this Agreement is terminated for any other reason not listed above and in accordance with clause 17.	Repayment of the Funding in full.
6.	The Department, in its discretion, determines that the Project carried out ceases to be viable during the Project Period.	Repayment of part or all of the Funding.
7.	The Department, in its discretion, determines that the Project completed, including Project Completion did not achieve the scope of the Project.	Repayment of part or all of the Funding.

- (b) If the Department exercises the right to require the repayment of all or part of the Funding in accordance with clause 9.2(a), the Recipient must repay:
- (i) the full amount of the Funding; or
 - (ii) the part of the Funding that is the subject of the Notice,
- within the period (which must be reasonable in the circumstances) specified in the written Notice.
- (c) In addition to the Department's right under clause 9.2(a)(4) above, if the cost of the completed Project, including Project Completion is less than the Funding, the Department may by a Notice require the Recipient to otherwise deal with the Unexpended Funding in accordance with any conditions that the Department considers appropriate, including conditions relating to the ongoing use and expenditure by the Recipient of that amount for particular goals or objectives associated with the Project.
- (d) This clause survives termination or expiry of this Agreement.

10. Statutory Approvals

- (a) The Recipient must obtain all necessary statutory approvals in relation to the Project, and the Recipient must give the Department, within six months after the Date of this Agreement, satisfactory written evidence that these statutory approvals have been obtained.
- (b) If the Recipient does not comply with the requirement in subclause 10(a), the Department may at the Department's sole discretion terminate this Agreement in accordance with clause 17.1.

11. Records & Audit

11.1 Keeping Records

The Recipient must create and maintain full and accurate accounts and Records of the conduct of the Project including, without limitation, all:

- (a) progress against the Milestones; and
- (b) receipt and use of Funding.

11.2 Retention of Records

The Recipient agrees to create and maintain Records and accounts under clause 11.1 and retain them for a period of no less than seven years after the end of the Term.

11.3 Audit

- (a) The Department may at its expense and in its discretion conduct an audit of the Recipient's compliance with this Agreement.
- (b) The Department or a person commissioned by the Department will give the Recipient prior notice of its requirements in relation to an audit and endeavour to minimise disruption and interference to the Recipient's performance of its obligations under this Agreement.
- (c) The Recipient must co-operate fully with the audit, including permitting the person conducting the audit to inspect and make copies of the Recipient's Records and materials relevant to the Project and the performance of this Agreement.
- (d) Except where otherwise determined by the Department, the Recipient is responsible for its own costs of participating in or conducting an audit and such costs are not to be paid out of the Funding.
- (e) The Recipient must promptly take any reasonable action required by the Department to rectify any error, non-compliance or inaccuracy identified in an audit in relation to the Project or the Recipient's performance of this Agreement.
- (f) The Recipient is not entitled to any delay costs or other costs or expenses of whatever nature relating in any way to an audit.
- (g) Where the Department directs, the Recipient must not further spend nor make any further commitment to spend any amount of Funding until such time as the audit has been completed and the Department has confirmed in writing that any action required under clause 11(e) has been taken.

12. Confidential information

12.1 Obligation

- (a) Subject to this clause 12, each party must maintain in confidence all Confidential Information and ensure that the Confidential Information is kept confidential.
- (b) The Recipient agrees to secure all of the Department's Confidential Information against loss and unauthorised access, use, modification or disclosure.

12.2 Written Undertakings

The Recipient must, on request by the Department at any time, arrange for:

- (a) its Personnel; or
- (b) any person with a Third Party Interest,

to give a written undertaking in a form acceptable to the Department relating to the use and non-disclosure of the Department's Confidential Information.

12.3 Exceptions to confidentiality

The obligations on the parties under this clause 12 will not be taken to have been breached to the extent that the Confidential Information:

- (a) is required to be disclosed by Law to disclose, in which case the disclosing party must immediately notify the other party of the requirement and must take lawful steps and permit the opposition or restriction of the disclosure to preserve, as far as possible, the confidentiality of the Confidential Information;
- (b) is disclosed by a party to its Personnel solely in order to comply with obligations, or to exercise rights, under this Agreement;
- (c) is disclosed to a party's internal management Personnel, solely to enable effective management or auditing of Agreement-related activities;
- (d) is disclosed by the Department to the responsible Minister;
- (e) is disclosed by the Department, in response to a request by a House or a Committee of the Parliament of New South Wales or the Commonwealth of Australia;
- (f) is shared by the Department (including other agencies), where this serves the Department's, the Crown in right of the State of New South Wales, or the Commonwealth of Australia's legitimate interests;
- (g) is in or enters the public domain for reasons other than a breach of this Agreement; or
- (h) is disclosed to its professional advisers to obtain professional advice.

12.4 Obligation to notify

Where a party discloses Confidential Information to another person pursuant to clause 12.3 the disclosing party must notify the receiving person that the information is confidential.

12.5 Period of Confidentiality

The obligations under this clause 12 will continue, notwithstanding the expiry or termination of this Agreement until the Confidential Information is in the public domain.

12.6 Survival of clause

This clause 12 will survive the termination of this Agreement.

13. Privacy

13.1 Privacy Obligations

- (a) The Recipient agrees, in conducting the Project:
 - (i) not to do any act or engage in any practice which, if done or engaged in by the Department, would be a breach of a Privacy Law;
 - (ii) to comply with the Privacy Law; and
 - (iii) to comply with any directions, guidelines, determinations or recommendations of the Department, to the extent that they are consistent with the Privacy Law.
- (b) The Recipient agrees to notify the Department immediately if it becomes aware of a breach or possible breach of any of its obligations under this clause 13.1.
- (c) The provisions of this clause 13.1 survive the termination or expiration of this Agreement.

13.2 No reduction in Privacy Obligations

The obligations in clause 12 do not detract from any of the Recipient's obligations under the Privacy Law or under clause 13.1.

14. Acknowledgement and publicity

14.1 Acknowledgement of support

- (a) Unless otherwise notified by the Department, the Recipient agrees, in all publications, promotional and advertising Materials, public announcements, promotional plaques and activities by the Recipient or on the Recipient's behalf in relation to the Project, or any products, processes or inventions developed as a result of it, to acknowledge the financial and other support the Recipient has received from the New South Wales Government in accordance with the Funding Acknowledgement Guidelines, or as otherwise approved by the Department prior to its use.
- (b) Where the Recipient has been provided with Funding to produce any publication, a copy of the publication must, on request, be provided to the Department.
- (c) The Recipient must provide the Department with no less than 30 Business Days' Notice of any proposed publications, promotional and advertising Materials or public announcements and activities by the Recipient in connection to the Project.
- (d) If a Notice is issued under subclause (c) above, the recipient must:
 - (i) provide the Department with all such information as reasonably required by the Department regarding the time and date of the proposed publications, promotional and advertising Materials or public announcements and activities; and
 - (ii) do such things as required to allow a representative of the Department to attend or participate in (including making an announcement at any public announcement or activity) which the Department may choose to do so in its absolute discretion.

14.2 Right to publicise Funding and the Project

- (a) The Recipient will provide to the Department Promotional Material to enable the Department to publicise, promote and report on the Project. The Recipient shall be solely

responsible for obtaining all necessary Intellectual Property Rights for the Department's use of the Promotional Material.

- (b) The Department reserves the right to use the Promotional Material to publicise, promote and report on the Project and/or awarding of Funding to the Recipient. The Department may do (but is not limited to doing) this by including the Recipient's name, the amount of the Funding given to the Recipient, the date the Agreement commences and its term, and the title, location, purpose and a brief description of the Project in media releases, general announcements about the Funding, annual reports or through any other means as determined by the Department.
- (c) The Recipient agrees to grant to (or will procure for) the Department a permanent, irrevocable, royalty-free, worldwide, non-exclusive, transferable licence (including a right of sublicense) to use, reproduce, exploit, communicate, adapt and distribute the Promotional Material for the purpose provided in subclause (a).
- (d) The Department may in its discretion and where it is practicable to do so, give a Notice to the Recipient of any such publication under subclause (b).
- (e) This clause survives termination or expiry of this Agreement.

14.3 Removal of promotional material

- (a) If the Department:
 - (i) terminates this Agreement under clause 17.1; or
 - (ii) otherwise determines in its absolute discretion that the Project is not consistent with the Project Objectives,

the Department may, by a Notice to the Recipient, request the Recipient to remove any promotional Material and the Recipient must immediately comply with such request.

15. Liability and Insurance

15.1 Insurance

- (a) The Recipient must take out and maintain during the Term all appropriate insurance policies including, but not limited to:
 - (i) workers compensation insurance as required by Law for all persons involved in the delivery of the Project.
 - (ii) public liability insurance to the value of not less than \$20 million in respect of each and every occurrence and unlimited in the aggregate for any one period of cover.
 - (iii) insurance over all Assets used in connection with the Project funded or partly funded by the Funding, for their full replacement value.
- (b) On request by the Department, the Recipient must provide a copy of valid and current certificates of currency for the insurance and/or a warranty from its insurer that the policy extends to the Department and covers potential liability arising under this Agreement.
- (c) The Recipient must not do, permit or suffer any act, matter or thing or omission whereby the policy referred to in this clause may be vitiated, rendered void or voidable.

15.2 Proportionate liability regime

To the extent permitted by Law, the operation of any legislative proportionate liability regime is excluded in relation to any claim against the Recipient under or in connection with this Agreement.

15.3 Indemnity

- (a) The Recipient indemnifies the Department from and against any:
- (i) cost or liability incurred by the Department;
 - (ii) loss of or damage to property of the Department; or
 - (iii) loss or expense incurred by the Department in dealing with any claim against it, including legal costs and expenses on a solicitor/own client basis and the cost of time spent, resources used, or disbursements paid by the Department,
- arising from:
- (iv) any breach by the Recipient of the Agreement;
 - (v) any act or omission involving fault by the Recipient in connection with this Agreement;
 - (vi) the use of Assets; or
 - (vii) the use by the Department of the Project Material, including any claims by third parties about the ownership or right to use the Intellectual Property Rights in the Project Material.
- (b) The Recipient's liability to indemnify the Department under subclause (a) above will be reduced proportionately to the extent that any act or omission involving fault on the part of the Department or its Personnel contributed to the relevant cost, liability, loss, damage or expense.
- (c) The right of the Department to be indemnified under this clause 15.3 is in addition to, and not exclusive of, any other right, power or remedy provided by Law, but the Department is not entitled to be compensated in excess of the amount of the relevant cost, liability, loss, damage or expense.
- (d) In this clause 15.3, "fault" means any negligent or unlawful act or omission or wilful misconduct.

16. Dispute Resolution

16.1 Procedure for dispute resolution

The parties agree that a dispute arising under this Agreement will be dealt with as follows, and that, subject to clause 16.4, neither party will commence legal proceedings in relation to that dispute until this procedure is completed:

- (a) the party claiming that there is a dispute will give the other party a Notice setting out the nature of the dispute;
- (b) within five Business Days (or such other period as agreed by the parties in writing) each party will nominate a senior representative not having any prior involvement in the dispute;

- (c) the senior representatives will try to settle the dispute in good faith by direct negotiation between them;
- (d) failing settlement within a further 10 Business Days or such other period as agreed by the parties in writing (or failure of one or both parties to nominate a senior representative within the period set out in subclause (b) above), the parties may agree to refer the dispute to an independent third person with power:
 - (i) to intervene and direct some form of resolution, in which case the parties will be bound by that resolution; or
 - (ii) to mediate and recommend some form of non-binding resolution;
- (e) the parties will co-operate fully with any process instigated under subclause (d) in order to achieve a speedy resolution; and
- (f) if the parties have been unable to agree to refer the dispute to an independent third person, or they have agreed and a resolution is not reached within a further 20 Business Days (or such other period as the parties may agree in writing), either party may commence legal proceedings.

16.2 Costs

Each party will bear its own costs of complying with this clause 16, and the parties will bear equally the cost of any third person engaged under subclause 16.1(d).

16.3 Continued performance

Despite the existence of a dispute, the Recipient will (unless requested in writing by the Department not to do so) continue to perform the Recipient's obligations under this Agreement.

16.4 Application of clause

This clause 16 does not apply to:

- (a) legal proceedings by either party for urgent interlocutory relief; or
- (b) action by the Department under or purportedly under clauses 3, 9 or 17.

17. Termination

17.1 Termination for fault

- (a) If the Recipient does not comply with any of its obligations under this Agreement, then the Department:
 - (i) if it considers that the non-compliance is not capable of remedy – may by a Notice terminate this Agreement immediately;
 - (ii) if it considers that the non-compliance is capable of remedy – may, by a Notice require that the non-compliance be remedied within the time specified in the Notice, and if not remedied within that time, may terminate this Agreement immediately by giving a second Notice.
- (b) The Department may also by a Notice terminate this Agreement immediately if:

- (i) in relation to this Agreement, the Recipient breaches any Law of the Commonwealth of Australia, or of a State or Territory;
- (ii) another clause of this Agreement allows for termination under this clause 17.1; or
- (iii) the Department is satisfied that any statement made in the Recipient's application for Funding is false or misleading in a way which would have affected the original decision to approve the Funding.

17.2 Preservation of other rights

Clause 17.1 does not limit or exclude any of the Department's other rights under this Agreement.

18. Assignment

This Agreement is personal to each party and neither party may assign the rights or benefits of this Agreement to any person.

19. General Warranties

Each party warrants to each other party that this Agreement creates legal, valid and binding obligations, enforceable against the relevant party in accordance with its terms.

20. Notices

20.1 Notices

Any notice, demand, consent, approval, request or other communication to be given under this Agreement (**Notice**) must be:

- (a) in writing;
- (b) given to the following contact person:
 - (i) in the case of the Department, that person specified in Item 12 of the Agreement Details, or other person as notified by the Department; or
 - (ii) in the case of the Recipient, that person specified in Item 13 of the Agreement Details, or other person as notified by the Recipient;
- (c) served in accordance with clause 20.2; and
- (d) unless this Agreement provides otherwise, in English.

20.2 Service of Notices

- (a) A Notice under this Agreement is only effective if it is in writing, and addressed as follows:
 - (i) if given by the Recipient to the Department – addressed to the Department at the Address for Service specified in Item 10 of the Agreement Details, or other address as notified by the Department; or
 - (ii) if given by the Department to the Recipient – given by the Department and addressed as specified in Item 11 of the Agreement Details, or other address as notified by the Recipient.
- (b) A Notice must be given at the recipient's Address for Service by being:

- (i) hand delivered;
 - (ii) sent by electronic mail; or
 - (iii) sent by prepaid mail within Australia.
- (c) A Notice is given if:
- (i) hand delivered, on the date of delivery;
 - (ii) sent by electronic mail, on the date of delivery unless an automated response is received by the receiver advising that the email has not been received by the recipient;
 - (iii) sent by prepaid mail within Australia, on the date that is 2 Business Days after the date of posting.
- (d) If a Notice is received:
- (i) after 5:00 pm on any Business Day; or
 - (ii) on a day that is not a Business Day,
- it is deemed to be received at 9:00 am on the next Business Day for the purposes of this clause 20.

21. Work Health and Safety

21.1 Compliance with Work Health and Safety Law

Where required, the Recipient agrees to comply with:

- (a) all Laws relating to work health and safety including (but not limited to), the *Work Health and Safety Act 2011* (NSW) and the *Work Health and Safety Regulation 2017* (NSW); and
- (b) all reasonable directions from the Department or its Personnel in relation to work health and safety.

22. General provisions

22.1 Inconsistency

If there is any inconsistency between provisions of this Agreement then the order of precedence will be:

- (a) **clause 1 to clause 22**; then
- (b) any **Schedules**; then
- (c) any **Annexures**.

22.2 Entire agreement

This Agreement constitutes the entire agreement between the parties regarding the matters set out in it and supersedes any prior representations, understandings or arrangements made between the parties, whether orally or in writing.

22.3 Variation

Unless provided in Schedule 6, This Agreement or any of the matters outlined in the Schedules or Annexures to this Agreement must not be varied except by a later written document executed by all parties.

22.4 Waiver

A right created by this Agreement cannot be waived except in writing signed by the party entitled to that right. Delay by a party in exercising a right does not constitute a waiver of that right, nor will a waiver (either wholly or in part) by a party of a right operate as a subsequent waiver of the same right or of any other right of that party.

22.5 Conflicts of Interest

- (a) The Recipient must not do anything to bring itself into a situation where it has a conflict of interest with the Department.
- (b) Where the Recipient identifies that there is a conflict of interest between itself and the Department (whether actual, perceived or potential) it must:
 - (i) immediately notify the Department;
 - (ii) take proactive steps to mitigate the impact of the conflict of interest;
 - (iii) take steps to remove or manage the conflict of interest; and
 - (iv) do whatever the Department reasonably requests of it to remove or manage the conflict.
- (c) Where the conflict of interest is unable to be managed to the satisfaction of the Department then the Department may terminate this Agreement, such termination to be treated as it if were a termination for cause under clause 17.1 of this Agreement.

22.6 Further assurances

Each party must promptly execute all documents and do every thing necessary or desirable to give full effect to the arrangements contained in this Agreement.

22.7 Time for doing acts

- (a) If:
 - (i) the time for doing any act or thing required to be done; or
 - (ii) a Notice period specified in this Agreement,
 expires on a day other than a Business Day, the time for doing that act or thing or the expiration of that Notice period is extended until the following Business Day.
- (b) If any act or thing required to be done is done after 5 pm on the specified day, it is taken to have been done on the following Business Day.

22.8 Governing law and jurisdiction

- (a) The Laws applicable in New South Wales govern this Agreement.

- (b) The parties submit to the non-exclusive jurisdiction of the courts of New South Wales and any courts competent to hear appeals from those courts.

22.9 Severance

If any clause or part of any clause is in any way unenforceable, invalid or illegal, it is to be read down so as to be enforceable, valid and legal. If this is not possible, the clause (or where possible, the offending part) is to be severed from this Agreement without affecting the enforceability, validity or legality of the remaining clauses (or parts of those clauses) which will continue in full force and effect.

22.10 Preservation of existing rights

The expiration or termination of this Agreement does not affect any right that has accrued to a party before the expiration or termination date.

22.11 No merger

Any right or obligation of any party that is expressed to operate or have effect on or after the completion, expiration or termination of this Agreement for any reason, will not merge on the occurrence of that event but will remain in full force and effect.

22.12 Counterparts

This Agreement may be executed in any number of counterparts. All counterparts taken together constitute one instrument. Delivery of this Agreement by email constitutes an effective mode of delivery.

22.13 Relationship of parties

Unless otherwise stated:

- (a) nothing in this Agreement creates a joint venture, partnership, or the relationship of principal and agent, or employee and employer between the parties; and
- (b) no party has the authority to bind any other party by any representation, declaration or admission, or to make any contract or commitment on behalf of any other party or to pledge any other party's credit.

22.14 Legal expenses

Each party must pay its own legal costs and disbursements in connection with the negotiation, preparation, execution and carrying into effect of this Agreement.

Execution page

Executed as a deed

Signed, sealed and delivered for and on behalf of **the Crown in right of the State of New South Wales acting through the Department of Planning and Environment** (ABN 20 770 707 468) by its Authorised Officer but not so as to incur any personal liability in the presence of:

.....
Signature of Witness

.....
Signature of Authorised Officer

.....
Name of Witness

.....
Name and position of Authorised Officer

Signed, sealed and delivered for and on behalf of <council name> **Council** (ABN XXX) by its Authorised Officer:

.....
Signature of Witness

.....
Signature of Council Authorised Officer

.....
Name of Witness

.....
Name of Authorised Officer

Schedule 1 Agreement Details

	Item	Detail
1.	Project and Description	
2.	Project Commencement Date	
3.	Project Period Project Completion Date	
4.	Project Objectives	
5.	Funding	
6.	Capital Works	
7.	Project Location	
8.	Department Address for Service	
9.	Recipient Address for Service	
10.	Department Contact Person	
11.	Recipient Contact Person	

Schedule 2 Funding

1. The Department will provide, or enable the provision of, the Funding to the Recipient in accordance with Schedule 5.
2. The Recipient agrees to receive the Funding in accordance with, and subject to the terms of this Agreement.
3. Prior to the Department making any payment of the Funding to the Recipient, the Recipient agrees to provide the Department with:
 - (a) a valid tax invoice (including itemisation of the GST component) in accordance with the following requirements:
 - (i) be addressed to the Department;
 - (ii) prominently be identified as "Tax Invoice"; and
 - (iii) contain:
 - (A) the Recipient's name;
 - (B) the Recipient's ABN;
 - (C) the name of Project;
 - (D) the amount of Funding requested;
 - (E) the GST component (listed separately to the amount requested); and
 - (F) the total amount of Funding requested.

Schedule 3 Reporting Requirements

Tri-monthly Update Report

1. The Recipient must provide a tri-monthly Update Report to the Department. The tri-monthly Update Report must be provided, regardless of progress in carrying out the Project.
2. Each tri-monthly Update Report for the purposes of this Schedule 3 must be in a format agreed to by both parties to this Agreement, including the extent to which (and the times at which) Milestones described in Schedule 5 have been completed, and whether the relevant outputs or outcomes in the table have been realised. Any major changes to the Project and any major issues arising out of the Project are to be outlined.
3. Each tri-monthly Update Report must be endorsed by an appropriate representative of the Recipient before being provided to the Department.
4. The Recipient must provide the Department with any additional reports it requests.

Project Acquittal Report

1. The Recipient must provide to the Department within 3 months after the actual completion of Project Completion, a Project Acquittal Report in the form required by the Department.
2. The Project Acquittal Report must include:
 - (a) when the Project, including Project Completion was completed;
 - (b) an itemised breakdown and details of the actual cost of the Project, including a tabulated and indexed folder of tax invoices for, and documentary evidence of the payment of, each component of the Project;
 - (c) the date the works comprised in the Project were made available for use by the local community,and any other information required by the Department.
3. The Project Acquittal Report must be endorsed by the Recipient's Authorised Officer before being provided to the Department.

Schedule 4 - Standard Conditions

Condition no	Condition	Action
1	To acknowledge the financial support the Recipient has received from the New South Wales Government.	The Recipient to acknowledge the Departments funding in accordance with the Funding Acknowledgement Guidelines for any communications material.

Schedule 5 Project Milestones

Date of completion	Milestone	Amount of Funding
	Milestone 1	\$
	Milestone 2	\$
	Milestone 3	\$
	Milestone 4	\$
	Milestone 5	\$
	Milestone 6	\$
	Milestone 7	\$
	Milestone 8	\$
	Milestone 9 Submission to Department of Project Acquittal Report	\$

Schedule 6 Variation Schedule

Both parties acknowledge and agree that:

- the following clauses of this Agreement may be varied by completing the schedule below:
 - Schedule 1 Agreement Details
 - Schedule 5 Project Milestones
- on and from the relevant Effective Date, the Clause is varied to as shown in the second column, 'Amended Clause':

Clause	Amended Clause	Effective Date	Department's Authorised Officer	Recipient's Authorised Officer

Annexure A – Project Plan

DRAFT TEMPLATE