



# Deed of Agreement

for the provision of a grant from the

## NSW Environmental Trust

(in partnership with the NSW Environment Protection Authority)

**Waste Less, Recycle More**

Organics Collections grants program

## DEED OF AGREEMENT

GRANT NUMBER: «ApplicationNumber»  
GRANTEE: «AppOrganisationName»  
PROJECT: «ProjectTitle»

**THIS DEED** is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20xx.

### BETWEEN

**NSW ENVIRONMENTAL TRUST** (ABN 81 134 983 977) of 12 Darcy Street Parramatta **acting for and on behalf of the Crown in right of the State of New South Wales ('The Trust')**

### AND

«OrganisationName» (ABN «ABNAppOrg») of «PostalAddress1» «PostalSuburb» «PostalState» «PostalPostcode» (the '**Recipient**').

### RECITALS

- a. In February 2013, the NSW Government announced the five-year \$465.7 million *Waste Less Recycle More* initiative in response to the findings of an independent review of the Waste and Environment Levy. The Waste and Environment Levy is legislated under the *Protection of the Environment Operations Act 1997* which requires licensed waste facilities in NSW to pay a contribution for each tonne of waste received for disposal at the facility. The levy is the key policy used to drive waste avoidance and resource recovery by providing an economic incentive to reduce waste disposal and stimulate investment and innovation in resource recovery technologies. The *Waste Less Recycle More* initiative represents the refocussing of waste levy funding to support new and innovative waste and recycling programs that will deliver long-term change.
- b. In 2017, the NSW Government extended the Waste Less, Recycle More initiative until 2020-21. Over nine years, this initiative will allocate \$802 million to stimulate new investment and transform waste and recycling in NSW. It includes grant programs for local government, business, industry and the community, delivered by the NSW Environmental Trust and NSW Environmental Trust and the NSW Environment Protection Authority.
- c. A major part of the *Waste Less Recycle More* initiative is the *Waste and Recycling Infrastructure Package* which supports the *Organics Infrastructure Fund*. Key components of the *Organics Infrastructure Fund* and programs are:
  - Organics Infrastructure (Large and Small) Grants Program
  - **Organics Collections Grants Program (this program)**
  - Love Food Hate Waste (Food Waste Avoidance Education) Grants Program that supports projects with Love Food Hate Waste (LFHW) partners
- d. The Organics Collections Grants Program new or enhanced local government food, garden or food and garden kerbside collections systems.
- e. The Recipient has submitted an application for a grant from the *Organics Collections Grants Program*, which is attached as Attachment A to this Deed.
- f. The NSW Environmental Trust approved a grant from the *Organics Collections Grants Program* to the Recipient to fund all or part of the cost of this application and the Minister for the Environment has certified the expenditure in accordance with Section 8 of the *Environmental Trust Act 1998*.

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# Operative provisions

## 1. Interpretation

### 1.1. Definitions

#### 1.1.1. In this Deed, except where the context otherwise requires:

<b>Applicable objective</b>	has the meaning set out in Item 13 of Schedule 1
<b>Attachment</b>	means an attachment to this Deed
<b>Budget</b>	means the budget contained in Schedule 2
<b>Business day</b>	means the day which is not a Saturday, Sunday or public holiday in Sydney, NSW
<b>Commencement date</b>	means the date specified in Item 2 of Schedule 1
<b>Completion date</b>	means the date on which the project must be completed, which is the date specified in the second column of Schedule 3
<b>Confidential information</b>	means any information that is by its nature confidential; and a. is designated by a Party as confidential and is described in Item 6 of Schedule 1; or b. a Party knows or ought to know is confidential; but c. does not include information which is or becomes public knowledge other than by breach of this Deed
<b>Creditable acquisition</b>	has the same meaning given to it in GST law
<b>Deed</b>	means this agreement including the Schedules and Attachments
<b>Final evaluation report</b>	means the final report to be provided to the Trust by the Recipient under clause 7.2
<b>Grant</b>	means the grant specified in Item 4 of Schedule 1
<b>Grants Management System</b>	(GMS) means the online grant application and project management system used by the Trust for this Program
<b>GST</b>	means a tax, levy, duty, charge, or deduction imposed by the GST law calculated by reference to the value of anything supplied but does not include any related additional tax, interest, penalty, fine, or other charge imposed in relation to the late or incorrect payment of GST
<b>GST law</b>	means <i>A New Tax System (Goods &amp; Services Tax) Act 1999</i> , related legislation and any delegated legislation made pursuant to such legislation
<b>Independent auditor's report</b>	means the certification set out in Schedule 5
<b>Input tax credit</b>	has the same meaning given to it in GST law
<b>Instalment</b>	means an instalment of the Grant
<b>Intellectual property</b>	includes patent, know-how, copyright, design, semi-conductor or circuit layout rights, trade mark, trade, business or company names or other proprietary rights and any rights to registration of such rights, whether created before or after the Commencement Date in Australia or elsewhere
<b>Milestone</b>	is a significant event in the project that signals the commencement and/or completion of some part of the project, or a stage at which agreed parts of the Project will be completed as specified in Schedule 3
<b>Milestone date</b>	means the date which a Milestone is to be achieved, as set out in the second column of Schedule 3
<b>Milestone report</b>	means a report of the work carried out by the Recipient to achieve a Milestone as required under clause 7.2 of this Deed
<b>Moral rights</b>	means the right of integrity of authorship, the right of attribution of authorship and the right not to have authorship falsely attributed, more particularly as conferred by the <i>Copyright Act 1968</i> (Cth), and rights of a similar nature anywhere in the world whether existing at the Commencement Date or which may come into existence on or after the Commencement Date
<b>Party</b>	means a party to this Deed

<b>Project</b>	means the project described in the, with the title set out in Item 3 of Schedule 1 and Attachment A to this Deed
<b>Project materials</b>	means all material created by or on the Recipient's behalf for the purpose of the project, including documents, software and data stored by any means
<b>Project measures report</b>	means a report on project outputs as required under clause 7.2 of this Deed
<b>Recipient's application</b>	means the Recipient's application for a grant from the Organics Collections Grants Program which is Attachment A to this Deed
<b>Reports</b>	means the reports required to be prepared by the Recipient in accordance with clause 7.2
<b>Schedule</b>	means a schedule to this Deed
<b>Special conditions</b>	means any additional conditions applicable to the Project, set out in Item 10 of Schedule 1
<b>Supply</b>	has the same meaning given to it in the GST law
<b>Supporting documentation</b>	means the relevant supporting documentation, as specified in Item 5 of Schedule 1
<b>Tax invoice</b>	means a request for payment that meets the requirements specified in Item 11 of Schedule 1
<b>Taxable supply</b>	has the meaning given to it in the GST law
<b>Term</b>	means the duration of this Deed as set out in Item 2 of Schedule 1 or until the date on which this Deed is terminated, whichever occurs first
<b>Work Plan</b>	means the project plan containing the Budget, Milestones and Project Measures contained in the Grants Management System
<b>Work Plan Variation Request</b>	Means a written request to change the Budget, Milestones and/or Project Measures in the Work Plan contained in the Grants Management System
<b>Work Plan Variation Response</b>	Means a response by the Trust to a Work Plan Variation Request

## 1.2. Interpretation

### 1.2.1. In this Deed, except where the context otherwise requires:

- a. A singular word includes the plural, and vice versa.
- b. A word which suggests one gender includes the other gender.
- c. If a word is defined, another part of speech has a corresponding meaning.
- d. Any person or company shall mean and include the legal personal representative, successor in title, and permitted assigns of such person or company as the circumstances may require.
- e. Words and expressions importing natural persons include partnerships, bodies corporate, associations and governmental and local authorities and agents.
- f. A reference to legislation (including subordinate legislation) is to legislation in force from time to time.
- g. A Party to this Deed includes a permitted assignee or permitted substitute of that Party.

### 1.2.2. Headings are for convenience only and do not affect interpretation.

### 1.2.3. No rule of construction operates to the detriment of a party only because that party was responsible for the preparation of this Deed or any part of it.

### 1.2.4. If a day on or by which a Party must do something under this Deed is not a Business Day, the Party must do it on or by the next Business Day.

### 1.2.5. Monetary references are references to Australian currency.

### 1.2.6. If the Recipient is comprised of more than one person, each of the Recipient's obligations will bind those persons jointly and severally and will be enforceable against the Recipient jointly and severally.

## 2. Term of the deed

2.1.1. This Deed commences on the Commencement Date and continues for the Term.

Sample

### **3. Provision of grant**

- 3.1.1. The Trust will pay the Grant for the Project to the Recipient in accordance with and subject to the terms of this Deed.
- 3.1.2. The Grant is payable in instalments.

### **4. Claiming a payment**

- 4.1. Payment of each instalment of the Grant is conditional upon the:
  - a. Recipient meeting each and every obligation imposed on the Recipient in relation to that particular Milestones to the satisfaction of the Trust; and
  - b. Recipient submitting the Supporting Documentation specified in Item 5 of Schedule 1 in a form satisfactory to the Trust
- 4.2. Subject to this Deed and satisfaction of clause 4.1, the Trust will pay each Instalment to the Recipient on or before the payment date specified in the second column of Schedule 3.
- 4.3. The Parties acknowledge that payments of instalments under this clause 4 are made in order to assist the Recipient in progressing with the project and are conditional upon completion of the entire Project. In the event that the Recipient becomes unable or unwilling to complete the Project some or all of the payments made under this clause 4 are refundable in accordance with clause 5.4.

### **5. Use of the grant**

- 5.1. Expenditure of the grant
  - 5.1.1. The Recipient must use the Grant solely for the purpose of carrying out the Project in accordance with the Deed.
  - 5.1.2. The Recipient must not enter into any arrangements or commitments in relation to the Project that are incompatible or inconsistent with the purpose of the Grant.
- 5.2. Budget
  - 5.2.1. The Recipient must spend the Grant in accordance with the Budget unless otherwise approved in writing by the Trust.
- 5.3. Delayed or inactive projects
  - 5.3.1. The Recipient must notify the Trust immediately if the:
    - a. Project will not commence within 60 days of the Commencement Date; or
    - b. Project has been inactive for a period of 60 days or more
- 5.4. Repayment of the grant
  - 5.4.1. The Recipient must immediately (or within such time as may be otherwise agreed) repay to the Trust any part of the Grant spent other than in accordance with this Deed.
  - 5.4.2. The Recipient must, within 14 days of the termination of this Deed, repay to the Trust any part (or if required by the Trust, the whole) of the Grant which has been paid to the Recipient and not already spent or held as a liability by the Recipient.
  - 5.4.3. The Recipient acknowledges that:
    - a. where the Recipient is unable, or fails for any reason (including but not limited to insolvency or liquidation of the Recipient or termination of the Deed under clause 20) to complete all of the Project in its entirety by the Completion Date or any other date agreed by the Parties; and
    - b. any portion of the Project already completed does not, in the absence of further action by the Recipient, achieve the Applicable Objective

The Trust may require the Recipient to repay that portion of any Grant money already paid to the Recipient that is, in the Trust's opinion, attributable to the portion of the Project which did not achieve the Applicable Objective.

The obligation to repay any Grant money paid applies even where such payments were made in respect of milestones for which the particular milestone obligations had been completed at the time of the payment.
  - 5.4.4. Any money repayable to the Trust under clause 5.4 is a debt due to the Trust.

## 5.5. Bank account

- 5.5.1. The Recipient must establish and maintain a separate interest-bearing account at a financial institution operating in Australia to process and record all Grant receipts and expenditure, unless the Recipient demonstrates to the satisfaction of the Trust that adequate internal controls are in place within an existing interest-bearing account operating in Australia to enable identification of Grant receipts and expenditure.
- 5.5.2. The Recipient must provide written notice to the Trust of the details of the bank account used to process and record all Grant receipts and expenditure at or before the time the Recipient provides the Trust with an initial Tax Invoice.

## 5.6. Interest

- 5.6.1. Interest earned on the Grant becomes part of the Grant and must be used by the Recipient for the Project in accordance with the terms of this Deed, unless otherwise agreed by the Trust. Unspent interest shall be returned to the Trust at the end of the grant.

# 6. Performance of the project

## 6.1. General

- 6.1.1. The Recipient must carry out the Project in accordance with the:
  - a. Application Form (Attachment A);
  - b. committed expenditure as set out in the Budget (Schedule 2);
  - c. Milestones and Payments Schedule (Schedule 3);
  - d. any Special Conditions as detailed in Schedule 1, Item 10 of this Deed;
  - e. requirements and eligibility criteria outlined in the *Guidelines for Applicants* issued for the applicable funding round; and
  - f. any directions given by the Trust until the expiry or termination of this Deed

## 6.2. Sub-contractors

- 6.2.1. The Recipient may sub-contract all or part of the conduct of the Project to a sub-contractor subject to the prior written approval of the Trust.
- 6.2.2. The Recipient will be responsible for ensuring the suitability of any sub-contractor for the work proposed to be carried out by them and that all work carried out by them meets the requirements of this Deed. Any approval to sub-contract given by the Trust under clause 6.2.1 does not relieve the Recipient from any of the Recipient's obligations or liabilities under this Deed.

## 6.3. Monitoring and evaluation

- 6.3.1. The Trust will monitor and evaluate the Project against the:
  - a. Milestones;
  - b. Budget;
  - c. Project Measures Report; and
  - d. Recipient's compliance with this Deed
- 6.3.2. The Recipient:
  - a. acknowledges that the Trust will maintain regular contact with the Recipient to monitor the implementation of the Project and the Deed
  - b. agrees to co-operate with the Trust in the performance of this role

# 7. Milestones and reports

## 7.1. Compliance with milestones

- 7.1.1. The Recipient must achieve each Milestone by the relevant Milestone Date.
- 7.1.2. The Recipient must complete the Project by the Completion Date.

## 7.2. Reports

- 7.2.1. The Recipient must prepare and submit to the Trust, through the Grants Management System:



- a. a Milestone Report in relation to each Milestone at the frequency and times specified in Item 12 of Schedule 1
- b. the Final Evaluation Report within the time specified in Item 12 of Schedule 1
- c. the Project Measures Report, as part of the Work Plan, prepared in accordance with Schedule 5 at the frequency and times specified in Item 12 of Schedule 1
- d. if delays are likely to be incurred in achieving Milestone Dates, a status report no later than five business days prior to the Milestone Date. The Report is to set out reasons for the proposed delay, any revision to Milestone Dates and proposed action to be taken by the Recipient that will minimise the impact of the delay
- e. a Financial Report, as part of the Work Plan, at the frequency and times specified in Item 12 of Schedule 1; and
- f. any other written reports specified in Item 12 of Schedule 1 at the frequency and times specified in that item

### 7.3. Form of reports

- 7.3.1. The Recipient must prepare the Reports in accordance with any format specified in Schedule 5.
- 7.3.2. The form of Reports and the manner of submission may be varied from time to time by the Trust by written notice to the Recipient.

### 7.4. Independent verification of reports

- 7.4.1. The Recipient must arrange for:
  - a. the Financial Report to accompany the Final Evaluation Report to be audited by a qualified public or chartered accountant and for the person conducting the audit to complete an Independent Auditor's Report. Unless the Recipient obtains the prior written approval of the Trust, the qualified accountant should not be one of the Recipient's officers or employees
  - b. an independent third person acceptable to the Trust to verify any information contained in a Report if the Trust considers that there is a significant error, omission or anomaly in the Report
- 7.4.2. The Recipient must promptly provide all assistance and information required by the independent verifier for the purpose of verifying information in a Report.
- 7.4.3. Except where otherwise determined by the Trust, the Recipient is responsible for:
  - a. its own costs in providing assistance and information under clause 7.4.2; and
  - b. the costs of the independent auditor or verifier under clause 7.4.1 and such costs are not to be paid out of the Grant

## 8. Records

- 8.1. The Recipient must ensure that adequate financial and operational records and registers, including those specified or referred to in Schedule 4, are kept and maintained while carrying out the Project.
- 8.2. The Recipient must retain the records referred to in clause 8.1 throughout the Term and for seven (7) years after the expiry, or termination, of this Deed.

## 9. Inspection

- 9.1. The Recipient agrees that the Trust may visit the Project at any reasonable time, upon giving the Recipient reasonable notice.

## 10. Audit

- 10.1. An audit of any aspect of the Project or the Recipient's compliance with this Deed may be conducted at any time by the Trust or any person authorised by the Trust.
- 10.2. The Recipient must co-operate fully with an audit, including:
  - a. granting the person conducting the audit reasonable access to the Recipient's premises, the Recipient's records and all materials relevant to the Project and the performance of this Deed

- b. 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 Deed; and
  - c. making available on request at no additional cost to the person conducting the audit reasonable facilities to enable a legible reproduction to be created of the Recipient's records and materials stored on a medium other than in writing
- 10.3. The Trust must give the Recipient reasonable notice of its requirements in relation to an audit and use its reasonable endeavours to minimise disruption and interference to the Recipient's performance of its obligations under this Deed arising from an audit.
- 10.4. Except where otherwise determined by the Trust, the Recipient is responsible for its own costs of participating in an audit and such costs are not to be paid out of the Grant.
- 10.5. The Recipient must promptly take any reasonable action required by the Trust to rectify any error, non-compliance or inaccuracy identified in an audit in relation to the Project or the Recipient's performance of this Deed.
- 10.6. The Recipient is not entitled to any delay costs or other costs or expenses of whatever nature relating in any way to an audit.

## **11. Research and surveys**

- 11.1. The Recipient is required to participate and contribute to requests for the provision of statistical and program information for the purpose of research and surveys conducted by the Trust or an authorised representative. No such request will require the breach of any duty of confidentiality owed by the Recipient to clients.
- 11.2. The Recipient is required to participate and contribute to requests for the provision of statistical and program information as required by the NSW Environmental Trust and the NSW Environment Protection Authority (EPA) and must enter into a separate agreement with the EPA to provide ongoing project data as required.

## **12. Compliance with the law**

- 12.1. The Recipient must:
- a. obtain and hold all rights, licences and consents required to conduct the Project and otherwise fulfil the Recipient's obligations under the Deed
  - b. comply with all applicable standards, laws, regulations and policies in relation to the Project, including any standards, laws, regulations or policies specified in Item 7 of Schedule 1; and
  - c. not do anything that would cause the Trust to breach its obligations under any law

## **13. Publicity**

- 13.1. Acknowledgement
- 13.1.1. The Recipient must acknowledge the financial support it has received or will receive from the *Waste Less, Recycle More* initiative's, *Organics Collections Grants Program* under this Deed in all public statements about the Project.
- 13.2. Form of acknowledgement
- 13.2.1. The form of the acknowledgement must comply with the terms set out in Item 8 of Schedule 1.
- 13.3. Publicity by the Trust
- 13.3.1. The Trust and/or the NSW Environment Protection Authority may publicise the awarding of the Grant at any time after it is awarded, including the:
- a. Recipient's name;
  - b. amount of the Grant; and
  - c. title and description of the Project and the results of the Project

## **14. Intellectual property**

- 14.1. Ownership of intellectual property
- 14.1.1. Any Intellectual Property in all project materials created by the Recipient in the performance of the Project will be retained by the Recipient, or relevant third parties, as the case may be.

- 14.2. Grant of licence
  - 14.2.1. The Recipient grants, and will ensure third parties grant, to the Trust, without cost, a non-exclusive, irrevocable, royalty free and transferable licence to use, reproduce, communicate to the public and adapt for the Trust's own purposes all Intellectual Property in the Project Materials.
- 14.3. Moral rights
  - 14.3.1. The Recipient must hold, or obtain, consents from all authors of the Project Materials to the Recipient's and the Trust's use and adaptation, without restriction and without any requirement to attribute the Project Materials to its authors.
- 14.4. Copies of project materials
  - 14.4.1. If Project Materials are produced for publication as part of the Project, then three (3) copies of these Project Materials shall be submitted to the Trust with the Final Evaluation Report as specified in Item 12 of Schedule 1. Electronic copies in accessible formats shall be provided to the Trust of all Project Materials.

## **15. Indemnity**

- 15.1. Recipient's indemnity
  - 15.1.1. The Recipient must at all times indemnify, hold harmless and defend the Trust and its officers, employees and agents ('those indemnified') from and against liability or loss (including reasonable legal costs and expenses), which may be suffered or incurred by any of those indemnified by reason of or in connection with:
    - a. any infringement or alleged infringement of any Intellectual Property (including Moral Rights) arising from the activities of the Project other than any Intellectual Property supplied by the Trust; and
    - b. any unlawful, wrongful, wilful or negligent act or omission of the Recipient or the Recipient's officers, employees, agents, contractors and volunteers
- 15.2. Reduction of indemnity
  - 15.2.1. The Recipient's liability to indemnify those indemnified under this Deed shall be reduced proportionally to the extent that any unlawful, wrongful, wilful or negligent act or omission of those indemnified caused or contributed to the liability or loss.
- 15.3. Continuing obligation
  - 15.3.1. The indemnity in this clause is a continuing obligation of the Recipient separate and independent of any of the Recipient's other responsibilities and will continue beyond the Term.

## **16. Insurance**

- 16.1. Obligation to insure
  - 16.1.1. The Recipient must ensure that insurance policies specified in Item 9 of Schedule 1 are taken out and maintained with a reputable insurance company throughout the Term.
- 16.2. Production of policies
  - 16.2.1. The Recipient must on request, produce satisfactory evidence to the Trust that any or all of the insurance policies required under this Deed are current.
- 16.3. Additional terms
  - 16.3.1. The Recipient must comply with the terms and conditions relating to insurance set out in Item 9 of Schedule 1.

## **17. Confidentiality**

- 17.1. Obligation to keep confidential
  - 17.1.1. The Trust and the Recipient must keep confidential and not allow, make or cause any disclosure of or in relation to confidential information without the prior written consent of the other Party.
- 17.2. Limited disclosure
  - 17.2.1. The obligations on the Parties under clause 17.1.1 will not be taken to have been breached to the extent that confidential information:

- a. is disclosed by a Party to its legal and other professional advisers, auditors, contractors, consultants or employees in order to comply with obligations, or to exercise rights, under this Deed
- b. is disclosed to a Party's internal management personnel to enable effective management or auditing of contract-related activities
- c. is disclosed by the Trust to a Minister of the Crown in right of the state of New South Wales
- d. is disclosed by the Trust in response to a resolution of a House of the Parliament of New South Wales calling for the production of the confidential information
- e. is shared by the Trust with an agency or instrumentality of the state of New South Wales, where reasonably necessary for the exercise of public official functions of that agency or instrumentality
- f. is shared by the Trust with the EPA for the purposes of implementing the Waste Less Recycle More initiative
- g. is authorised or required by law (including under this Deed) to be disclosed; or
- h. is in the public domain otherwise than due to a breach of clause 17.1.1

**17.3. Obligations on disclosure**

**17.3.1. Where a Party discloses confidential information to another person:**

- a. pursuant to clauses 17.2.1 (a), (b), (e) or (f), the disclosing Party must:
  - i. notify the receiving person that the information is confidential information; and
  - ii. not provide the information unless the receiving person agrees to keep the information confidential; or
- b. pursuant to clauses 17.2.1 (c) and (d), the disclosing party must notify the receiving party that the information is confidential information

**17.4. Additional confidential information**

**17.4.1.** The Parties may agree in writing after the date of this Deed that certain additional information is to constitute confidential information for the purposes of this Deed.

**17.4.2.** Where the Parties agree in writing after the date of this Deed that certain additional information is to constitute Confidential Information for the purposes of this Deed, this documentation is incorporated into, and becomes part of this Deed, on the date by which both Parties have signed this documentation.

**17.5. Period of confidentiality**

**17.5.1.** The obligations under clause 17.3.1 continue, notwithstanding the expiry or termination of this Contract:

- a. in relation to an item of information described in Item 6 of Schedule 1, for the period set out in that schedule in respect of that item; and
- b. in relation to any information which the Parties agree in writing after the date of this Contract is to constitute confidential information for the purposes of this Contract, for the period agreed by the Parties in writing in respect of that information

## **18. Security**

- 18.1.** The Trust may give notice to the Recipient requiring the Recipient to provide security in relation to and for an amount not more than the Grant, over the relevant assets of the Project or the Project itself, for the purpose of securing the Recipient's obligations to repay the Grant under clause 5.4.1 or clause 5.4.2.
- 18.2.** The form of the security is to be agreed between the Parties after the Trust gives notice under clause 22. If agreement is not reached within 30 days after the Trust gives notice, the Recipient must grant security in the form required by the Trust.
- 18.3.** The Parties acknowledge that any such security granted under this clause will rank second in priority to any security granted to any financial institution providing finance to the Recipient in relation to the Project.

## 19. Variation

### 19.1. Variations requires written agreement

- 19.1.1. Other than as permitted by clause 19.2, this Agreement may only be varied by a further agreement signed by the Parties.

### 19.2. Variations to the Work Plan

- 19.2.1. The Grantee may request a variation to the Work Plan by making a written request to the Trust via the Grants Management System, setting out details of the proposed change, the reasons for the proposed change and attaching a copy of the proposed new Work Plan (**Work Plan Variation Request**).
- 19.2.2. The Trust may either approve or reject the Work Plan Variation Request by notice to the Grantee (**Work Plan Variation Response**).
- 19.2.3. Where the Trust approves the Work Plan Variation Request, the Work Plan is taken to be varied as set out in the Work Plan Variation Request and that approval. The variation takes effect from the date of the Work Plan Variation Response.
- 19.2.4. If a Work Plan Variation Request is not approved by the Trust within 60 Business Days of the Grantee issuing it to the Trust, the Variation Request is deemed to have been rejected.

## 20. Termination

- 20.1. The Trust may immediately terminate this Deed by written notice served on the Recipient if any one or more of the following occurs:
  - a. The Recipient breaches a provision of this Deed; and
    - i. the Recipient fails to remedy that breach within the period specified in a notice from the Trust requesting the Recipient to remedy the breach; or
    - ii. the breach is not capable of being remedied;
  - b. The Recipient, if a natural person, is declared bankrupt or bankruptcy proceedings are commenced against it, dies, ceases to be of full legal capacity or otherwise becomes incapable of managing its own affairs;
  - c. The Recipient resolves to go into liquidation or has a summons for the Recipient winding up presented to a Court or enters into any scheme or arrangement with the Recipient creditors under the *Corporations Act (Cth)* or any applicable insolvency law or an administrator, liquidator receiver or official manager is appointed under the *Corporations Act (Cth)* or any applicable insolvency law.
- 20.2. The following clauses of this Deed survive termination: clause 5 (Use of the Grant), clause 8 (Records), clause 13 (Publicity), clause 14 (Intellectual Property), clause 15 (Indemnity), clause 16 (Insurance), clause 17 (Confidentiality), and any other provision of this Deed which by its nature should survive termination shall survive termination, expiry or repudiation of this Deed.

## 21. Dispute resolution

### 21.1. Method of dispute resolution

- 21.1.1. The Parties agree that any dispute arising under this Deed will be dealt with as follows:
  - a. A Party claiming that a dispute has arisen must give written notice of the dispute to the other Party.
  - b. The Parties will seek to resolve the dispute.
  - c. If the dispute is not resolved within a fourteen (14) day period (or within such further period as the Parties agree in writing), then the dispute is to be referred to the Australian Dispute Centre (ADC) for mediation.
  - d. The mediation is to be conducted in accordance with the ADC Mediation Guidelines which set out the procedures to be adopted, the process of selection of the mediator and the costs involved.
  - e. If the dispute is not settled within 28 days (or such other period as agreed to in writing between the parties) after appointment of the mediator, or if no mediator is appointed within 28 days of the referral of the dispute to

mediation, the parties may pursue any other procedure available at law for the resolution of the dispute.

21.2. Obligation to continue performance

21.2.1. The Parties must continue performing their obligations under this Deed while the dispute is being resolved, to the extent practicable to do so.

21.3. No court proceedings

21.3.1. A Party must attempt to settle any dispute in relation to this Deed in accordance with this clause 21 (Dispute Resolution) before resorting to court proceedings or other dispute resolution process.

21.3.2. Nothing in this clause 21 (Dispute Resolution) will prevent either party from seeking urgent interlocutory relief.

## 22. Notices

22.1. How to give notice

22.1.1. A notice, consent or other communication under this Deed is only effective if it is:

- a. in writing, signed by or on behalf of the person giving it
- b. directed to the representative of the other party as set out in Item 1 of Schedule 1; and
- c. forwarded to the address, facsimile number or the email address of that representative as set out in Item 1 of Schedule 1

22.2. When a notice is given

22.2.1. A notice, consent or other communication that complies with this clause is regarded as given and received:

- a. in the case of delivery in person – when delivered to the Recipient's address for service and a signature received as evidence of delivery
- b. in the case of delivery by post – within three (3) Business Days of posting;
- c. in the case of delivery by facsimile – at the time of dispatch if the sender receives a transmission report which confirms that the facsimile was sent in its entirety to the facsimile number of the Recipient; or
- d. in the case of delivery by email – on receipt of confirmation by the sender that the Recipient has received the email

22.3. Delivery late in the day

22.3.1. Notwithstanding the provisions of this clause 22 (Notices), if delivery or receipt of a communication is on a day which is not a Business Day in the place to which the communication is sent or is later than 5pm (local time in that place) it will be deemed to have been duly given or made at 9am (local time in that place) on the next Business Day in that place.

## 23. Assignment

23.1. The Recipient must not assign, charge or otherwise deal with the benefit of this Deed, without the prior written consent of the Trust. For the purposes of this Deed, any change of control in the shareholding of the Recipient will be deemed to be an assignment by the Recipient.

## 24. GST

24.1. Notwithstanding any other provision of this Deed, if any Supply by one Party to the other pursuant to this Deed is deemed to be a Taxable Supply for the purposes of the GST law and that Party is or becomes liable to pay GST in respect of such Supply:

- a. the Grant will, subject to clauses 24.1(b), 24.2, 24.3 and 24.4, be increased (if GST is payable by the Recipient) or decreased (if GST is payable by the Trust) by any such GST liability provided the Supply is deemed to be a Creditable Acquisition so that the party who is the recipient of the Supply is or will be entitled to receive an Input Tax Credit; and
- b. the Party liable for payment of GST must issue to the party who is the recipient of the Supply a tax invoice in respect of such Taxable Supply

24.2. Any invoice rendered in connection with a Taxable Supply under this Deed must conform to the requirements of a tax invoice under the GST law.

- 24.3. The Recipient warrants and undertakes that at the time any Supply on which GST is imposed is made by it to the Trust under this Deed, it is or will be registered under the GST law. If the Trust requests written evidence of registration, the Recipient must promptly produce evidence satisfactory to the Trust.
- 24.4. The Recipient agrees and acknowledges that in the event it is not registered under the GST law it will not in any circumstances be entitled to receive the increase in the Grant in accordance with clause 24.1.1 by any amount of GST liability.

**Note:**

Previously grants had to be specifically covered by appropriation but now the 'specifically' has been removed. This has the effect as indicated below:

Removal of the 'specifically covered' requirement.

The term 'specifically covered' in subsection 9-15(3)(c) is not included in the new law. This ensures the following:

- a. The government related entity supplier does not need to be specified under the terms of the appropriation (either by name or as part of a class of entities). All that is required is for the terms of the appropriation to state the purpose for which funds are appropriated.
- b. The terms of the appropriation do not need to be restricted to government related entities. This is particularly useful for universities and schools where the terms of the appropriation often include private entities as eligible for the funding.

All Environmental Trust funds used for making grants have been appropriated for the purposes of making such grants by the Environmental Trust, which has an established role in distributing money for environmental purposes.

In accordance with the ATO advice the Environmental Trust will not be adding GST to any grant made to a government agency and that government agency will no longer be liable to the ATO for GST for receipt of the grant from the Trust.

If the Recipient is a government organisation invoices for the grant instalments will need to be issued excluding GST.

## **25. General**

### **25.1. Governing law**

- 25.1.1. This Deed is governed by the law in force in the State of New South Wales.
- 25.1.2. Each Party submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in the State of New South Wales, and the courts of appeal therefrom.

### **25.2. Non-waiver**

- 25.2.1. No failure or delay by the Trust in exercising any right power or remedy under this Deed, and no course of dealing or grant by the Trust to the Recipient of any time or other consideration, will operate as a waiver of the breach or a default by the Recipient. Any waiver by the Trust of a breach of this Deed will not be construed as a waiver of any further breach of the same or any other provision.

### **25.3. Entire agreement**

- 25.3.1. This Deed contains the entire agreement between the Parties about its subject matter. Any previous understanding, agreement, representation or warranty relating to that subject matter is replaced by this Deed and has no further effect.
- 25.3.2. Any right that a person may have under this Deed is in addition to, and does not replace or limit, any other right that the person may have.
- 25.3.3. Any provision of this Deed which is unenforceable or partly unenforceable is, where possible, to be severed to the extent necessary to make this Deed enforceable, unless this would materially change the intended effect of this Deed.

### **25.4. Operation of indemnities**

- 25.4.1. Each indemnity in this Deed survives the expiry or termination of this Deed.
- 25.4.2. A Party may recover a payment under an indemnity in this Deed before it makes the payment.

### **25.5. Consents**

- 25.5.1. Where this Deed contemplates that the Trust may agree or consent to something (however it is described), the Trust may:

- a. agree or consent, or not agree or consent, in its absolute discretion
- b. agree or consent subject to conditions
- c. unless this Deed expressly contemplates otherwise

25.6. Inconsistency

- 25.6.1. In the event of an inconsistency between the terms of this Deed, for the purpose only of resolving the inconsistency, the documents that comprise this Deed are to be considered in the following order of decreasing priority:
- a. the operative provisions of this Deed
  - b. the Schedules; and
  - c. Attachment A

25.7. Conflict of interest

- 25.7.1. The Recipient warrants that at the date of this Deed, no conflict of interest exists or is likely to arise in relation to execution of this Deed or its subject matter. The Recipient undertake to notify the Trust, in writing, immediately upon becoming aware of the existence, or possibility, of a conflict of interest and agrees to comply with any reasonable directions of the Trust to appropriately manage the conflict of interest, within the time frame stipulated by the Trust in writing.

25.8. Relationship

- 25.8.1. Nothing in this Deed is intended to create a partnership, joint venture or agency relationship between the parties.
- 25.8.2. The Recipient shall not hold the Recipient itself out to be an employee, partner, agent or representative of the Trust.
- 25.8.3. All work performed by the Recipient and all contracts made by the Recipient to carry out the Project shall be performed and made by the Recipient as principal and not as agent for the Trust. In all dealings in relation to the Project the Recipient shall act solely on the Recipient's own account.



## Execution of Agreement

### Acceptance of terms and conditions by the recipient:

Signed for and on behalf of «Organisationname»	
ABN: «ABNAppOrg»	
by.....	.....
	(signature)
position title.....	
(person authorised to enter into agreements)	
in the presence of .....	.....
(insert name of witness not a party to this Deed)	(signature of witness)
and by .....	.....
	(signature of second signatory)
position title.....	
(person authorised to enter into agreements)	
in the presence of .....	.....
(insert name of witness not a party to this Deed)	(signature of witness)

### Approved by the NSW Environmental Trust:

Signed for and on behalf of the Trustees of the NSW Environmental Trust, but not so as to incur any personal liability	
By	
Tina Bidese	
Director Grants	.....
NSW Environmental Trust	signature
Department of Planning, Industry and Environment	
In the presence .....	.....
(insert name of witness)	signature of witness

# Schedule 1: Deed details

This Schedule forms part of the Deed between the Trust and the Recipient.

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## Item 1 Contact details

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<b>The Trust</b>	contact name:	Simone Thomas, Manager Waste Grants
	contact address:	4 Parramatta Square, 12 Darcy Street, PARRAMATTA NSW 2150
	contact telephone:	(02) 8837 6093
	contact email:	<a href="mailto:waste.recycling@environmentaltrust.nsw.gov.au">waste.recycling@environmentaltrust.nsw.gov.au</a>
<b>Recipient</b>	contact name:	«ContactTitle» «ContactFirstName» «ContactLastName»
	contact address:	«PostalAddress1», «PostalSuburb» «PostalState» «PostalPostCode»
	contact telephone:	«ContactPhone»
	contact email:	«ContactEmail»

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## Item 2 Term

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<b>Commencement date</b>	The date upon which the Parties sign this Deed.
<b>Duration</b>	The Deed continues until the date on which the Recipient is notified that the Trust accepts the Final Evaluation Report.
<b>Milestones</b>	The Recipient must meet each Milestone by the Milestone Date specified in Schedule 3.

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## Item 3 Project title

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«ProjectTitle»

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## Item 4 Funding

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### Grant

The total amount of the Grant will be up to **\$«AmountApproved»** payable in instalments as specified in Schedule 3.

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## Item 5 Supporting documentation

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The Recipient is required to provide to the Trust the following Documentation in support of a claim for payment of:

### First instalment:

- bank account details (BSB Number, Account Name and Account Number)
- completed Tax Invoice (as specified in Item 11)
- Updated Project Measures (estimates) as part of the Work Plan
- any other documentation requested by the Trust by notice in writing

### Subsequent instalments:

- completed Tax Invoice
- Milestone Report
- Financial Report, as part of the Work Plan
- any other documentation requested by the Trust by notice in writing

### Final instalment:

- a. completed Tax Invoice
- b. Final Evaluation Report
- c. Financial Report, as part of the Work Plan
- d. Final Project Measures, as part of the Work Plan
- e. Independent Auditor's Report
- f. any other documentation requested by the Trust by notice in writing

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## Item 6 Confidential information

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Nil.

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## Item 7 Specified laws and regulations, standards, policy and statements

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The Recipient must maintain compliance with all planning and environmental laws, regulatory and policy requirements in NSW.

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## Item 8 Publicity

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### Additional terms

The Recipient must acknowledge the NSW Government's funding contribution in any public statements or written material regarding the project.

### Use of an acknowledgement statement

Any publicity material relating to the project including brochures, signage, advertising and invitations must use the acknowledgement statement:

*'This project is supported by the Environmental Trust as part of the  
NSW Environment Protection Authority's Waste Less, Recycle More initiative, funded from the waste levy.'*

### Use of logos

The Recipient must use the appropriate NSW Government logos in any publicity material related to the project including, but not limited to, brochures, signage, advertising and invitations.

The [approved logo format](#) and publishing requirements to acknowledge this grant are found on the Trust's website.

The colour versions are preferred. The black-and-white or contrast version may be used where colour reproduction is not available or appropriate. The logos must not be altered in any way.

### Approvals

The Recipient must obtain prior written approval from the Trust for the content of any publicity material related to the project, including the first media release announcing this funding. The support of the NSW Government and the funding source must be acknowledged in this and all related media releases.

### Submission of publicity materials with Reports

A copy of all press releases and related media, promotional publications, printed and electronic material and documentation related to the project must be provided to the Trust with Milestone Reports as they are produced and with the Final Evaluation Report.

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## Item 9 Insurance

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### 1 Insurance policies

- a. adequate broad form public liability insurance to cover, as a minimum, all of the Recipient's obligations and liabilities under this Deed;
- b. workers' compensation insurance in accordance with applicable legislation in respect of all of the Recipient's employees; and
- c. where appropriate, professional indemnity insurance

### 2 Additional terms

- a. The minimum cover for public liability insurance is \$20,000,000.
- b. The minimum cover for professional indemnity insurance (if applicable) is \$5,000,000.

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## Item 10 Special conditions

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1. The Trust is unable to provide ongoing funds including through the Organics Collections Grants Program. The Recipient accepts that the Grant is non-recurrent.
2. Your organisation, project partner or related organisation:
  - a. Will not transport nor arrange transport of waste generated in NSW for disposal out of NSW at any time if there is at the time of transport, a lawful recycling or disposal facility for that waste within NSW.
  - b. For waste generated in NSW for recycling shall be sorted and readied for the market within NSW.
  - c. Timing shall commence from the date you applied for this grant.

Organisations with operations close to the border to any other Australian State or Territory, are exempt if they hold a current NSW EPA waste transport exemption licence allowing disposal of NSW generated waste outside of NSW.
3. The Recipient shall provide to the Trust evidence that a suitably licensed facility has been contracted to receive the material before the collections commence.
4. Australian Standard Colours must be used for bins purchased with grant funds.
5. If ventilated caddies are purchased with grant funding, the Recipient commits to supplying liners for three years.
6. Where audits are paid for with grant funds:
  - a. The design of audits must follow the Guidelines for Conducting Household Kerbside Residual Waste, Recycling and Garden Organics
  - b. Audit reports and raw data sheets are to be provided to the EPA upon request.
7. Educational activities
  - a. An education and communication plan for the project covering before, during and after the organic systems change must be provided to the EPA for approval prior to implementation.
  - b. Council commits to continuing education to assist residents to effectively use the organics systems.
  - c. All activities must include food waste avoidance messaging. Education activities related to the changed organics recycling service must include food waste avoidance messaging. If Love Food Hate Waste (LFHW) branding is used, obtain approval from the EPA for the use of LFHW messaging or artwork. Allow 10 days approval period from request.
8. Only eligible items will be funded by the Trust and the total amount of the funding will be reduced should claimed items be determined ineligible.
9. The approved budget may be reduced proportionately to any reduction in your committed contribution as stated in the Budget (Schedule 2) and grant application.
10. The approved budget may be reduced proportionally, or repayment of grant funds may be required if the project described in the Application (Attachment A) is not implemented by the end of the funding period.
11. The Recipient must submit any media articles to the Trust and the EPA for approval 1 month prior to use.
12. The Recipient must invite the Trust and the EPA to any launch/opening providing at least 1 months' notice.
13. The Recipient must provide photographic images that can be used in either web or print quality of their project, providing permission to utilise those images for both in Trust and the EPA promotional material.
14. The Recipient must ensure appropriate permission from the individuals appearing in photographs associated with this project has been obtained, enabling them to be used by the Trust and the EPA in promotional material.
15. The Recipient must respond to any requests for data relating to this project from the Trust or the EPA.
16. The Recipient must participate in the overall funding program evaluation if required.

17. **Probity:** The Trust places high importance on the integrity and transparency of program and project governance. It is vital that this project is delivered in accordance with legal and regulatory requirements, as well as other accepted governance and project management standards. Value for money in project delivery is also a significant priority for the Trust.
18. **Procurement:** To conform to relevant governance and probity standards, the Trust requires you to follow NSW Government procurement procedures. This relates to all major budget items, such as the purchase of materials, or the engagement of contractors or consultants.

All contractors (including consultants) must be chosen on their merits and ability to effectively deliver the work. It is required that you will select contractors or consultants using a competitive process. This may be subject to audit by the Trust, and so all procurement documentation should be retained by you.

As an example: for any contract in excess of \$30,000, you must secure a minimum of three written tenders/quotations. Also, unless selected through an open competitive process, the value of work to any single contractor (or consultant) must not exceed \$30,000 in total during life of the funded project.

It is also expected that if an applicant uses the services of a contractor or consultant to assist in the development of an application, that contractor or consultant would be excluded from tendering or quoting for work on the successful project, as they would have an unfair advantage.

The conditions of tendering shall be the same for each tenderer on any particular tender process and all tenders must comply with the NSW Government Code of Practice for Procurement (2005).

19. **Third part assistance:** While you are encouraged to seek collaboration from other project partners, and it is acknowledged that they may seek the services of contractors or consultants, careful consideration is required around any commercial relationships. Applicants are welcome to seek Third Party assistance to develop their project, however, any costs associated with this service will not be reimbursed using Trust funding and applicants will need to provide details of the financial and contractual arrangements it has with Third Parties. The Trust is aware of many examples where a Third Party's rates or charges have been significantly above market rate or they have insisted on successful Recipients using preferred suppliers. The Trust needs applicants to be transparent about their arrangements with consultants so that it can be certain you are not being taken advantage of, that projects are as cost effective as possible and that the possibility of actual or perceived fraud or corruption is minimised.
20. «Special\_Cond\_1»
21. «Special\_Cond\_2»
22. «Special\_Cond\_3»
23. «Special\_Cond\_4»
24. «Special\_Cond\_5»
25. «Special\_Cond\_6»
26. «Special\_Cond\_7»

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## Item 11 Tax invoice

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1. All Tax Invoices must:
  - a. be clearly addressed to Waste Grant Programs, NSW Environmental Trust
  - b. be emailed to [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au)
  - c. be fully completed
  - d. be signed by a person authorised by the Recipient
  - e. display prominently the words 'Tax Invoice'
2. All Tax Invoices must contain the following information:
  - a. the grant reference number and name of the project
  - b. the Recipient's name
  - c. the Recipient's ABN
  - d. the instalment number
  - e. the amount requested
  - f. the GST component (listed separately to the amount requested, if applicable)
  - g. the total amount requested

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## Item 12 Reports

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The Recipient must prepare and submit to the Trust the Reports meeting the description and requirements specified below.

Report name	Description	Frequency and date required
Milestone Report	A report of the work performed by the Recipient to achieve a Milestone. Milestone reports must be submitted via the Grants Management System. Refer to Schedule 5.	A Milestone Report is required in relation to each Milestone (excluding Milestone 1). Each Milestone Report is to be submitted to the Trust within 5 business days of the applicable milestone date.
Financial Report	A Financial Report of the Grant. Financial Reports must be submitted via the Grants Management System. Refer to Schedule 5.	A Financial Report is required to be submitted to the Trust: a. with the Milestone Reports b. with the Final Evaluation Report
Project Measures Report	A report detailing the project outputs. Project Measures Reports must be submitted via the Grants Management System. The report is to be prepared in accordance with Schedule 5 and is to include an explanation of any significant variation from projected outputs, where requested by the Trust.	A Project Measures Report is required to be submitted to the Trust with the Final Evaluation Report
Final Evaluation Report	A summary report documenting completion of the Project in the format set out in Schedule 5. Final Evaluation Reports must be submitted via the Grants Management System. The following documents must be attached to the Final Evaluation Report: a. completed Financial Report prepared in the format set out in Schedule 5 b. independently completed Independent Auditor's Report prepared in the format set out in Schedule 5 c. completed Project Measures Report detailing the project outputs d. electronic copies of all materials	The Final Evaluation Report is to be submitted to the Trust within 14 days of the earlier of the: a. completion of the Project; or b. termination of this Deed  All unspent Grant monies must be returned to the Trust with the Final Evaluation Report either by: a. cheque submitted with the Final Evaluation Report; or b. electronic funds transfer directly to the Trust bank account on the same day as the Final Evaluation Report is submitted to the Trust

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## Item 13 Applicable objectives

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The objective of the Project is to assist in the implementation of new or enhanced food and organics collection systems for households and businesses.

## Schedule 2: Budget

This Schedule forms part of the Deed between the Trust and the Recipient.

Milestone No.	Milestone	Activity No.	Activities	Description	Trust Funds	Grantee Contribution		Total
						Cash	In-Kind	
1	Signing of the Deed of Agreement	1						
Sub-Total								
2	Development of Educational Program	1						
		2						
		3						
		4						
		5						
		6						
Sub-Total								
3	Implementation	1						
		2						
		3						
		4						
		5						
Sub-Total								
4	Post service commencement review	1						
		2						
		3						
Sub-Total								
TOTAL PROJECT								

## Schedule 3: Milestone and payments

This Schedule forms part of the Deed between the Trust and the Recipient.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
<b>Milestone 1</b> Signing of Deed of Agreement			<b>Milestone 1 Report</b> <i>including:</i> <ul style="list-style-type: none"> <li>Signed Deed of Agreement</li> <li>Any documentation required as a special condition</li> <li>Project Measures Report (projections)</li> <li>Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column).</li> </ul>
<b>Milestone 2</b> Education and communication plan			<b>Milestone 2 Report</b> <i>including:</i> <ul style="list-style-type: none"> <li>Evidence that your Education and Communication plan has been approved by the EPA.</li> <li>Copies of tax invoices/quotes from bin suppliers and assembly contractors.</li> <li>Copies of tax invoices/quotes from all other related service providers, suppliers, contractors.</li> <li>Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column).</li> </ul>
<b>Milestone 3</b> Implementation report			<b>Milestone 3 Report</b> <i>including:</i> <ul style="list-style-type: none"> <li>Evidence of educational materials provided to residents.</li> <li>Documentation supporting implementation of project (e.g. delivery of bins, start of collections, photos, videos etc.).</li> <li>Description of service commencement</li> <li>Copies of tax invoices/quotes from bin suppliers and assembly contractors.</li> <li>Copies of tax invoices/quotes from all other related service providers, suppliers, contractors.</li> <li>Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column).</li> </ul>
<b>Final Evaluation Report</b> Six-month post service commencement (nine months for MUD trials)			<b>Final Evaluation Report</b> <i>including:</i> <ul style="list-style-type: none"> <li>Documentation supporting completion of project (e.g. delivery of bins, start of collections, photos, videos etc.).</li> <li>Case study for projects involving MUDs</li> <li>Project Measures Report (final).</li> <li>Copies of tax invoices/quotes from all other related service providers, suppliers, contractors.</li> <li>Tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column).</li> </ul>
<b>Total funding requested</b>		<b>\$«Amount Approved»</b>	



## Schedule 4: Records

This Schedule forms part of the Deed between the Trust and the Recipient.

- a. The Recipient must provide to the Trust a copy of the Recipient constitution or memorandum and Articles of Association, if requested.
- b. The Recipient is required to maintain minimum organisational records (including accounting and financial records) under the various forms of incorporation legislation in external scrutiny of the organisation's yearly activities.
- c. The Recipient is required to maintain a complete set of accounting records and financial records, including:

### Accounting records

- Cash Book
- Bank Deposit Book
- Cheque Butts
- Petty Cash Book (kept on Imprest system)
- Pre-numbered Official Receipt Book
- Monthly Bank Reconciliation of Cash Book
- Documentation of all Expenditure with evidence of approval (e.g. Management Committee of Officers as authorised under the organisation's approved constitution)
- Wages Records/Time Sheets (where staff is employed)

The above may be encompassed in an adequate computerised accounting system.

### Financial records

- Balance Sheet
- Profit & Loss Statement or Receipts and Payments
- Cash Flow Statement
- Assets/Inventory Register

# Schedule 5: Format of reports

This Schedule forms part of the Deed between the Trust and the Recipient.

The Recipient must prepare and submit to the Trust Milestone Reports and the Final Evaluation Report using the Grants Management System. The times and frequency for submitting the Reports are specified in Schedule 3. The Trust may from time to time vary the format of reports and manner of submission by written notice to the Recipient.

## A. Format of Milestone and Final Evaluation Reports

Milestone and final evaluation reports will provide a summary of the activities undertaken during the reporting period and will include detail of any special conditions if applied to the project.

**Note:** The actual outcomes for the Final Evaluation Report shall include the Project Measures Report, that details the project outputs attained during and after project completion and include an explanation of any significant variation from forecast project outcomes and outputs.

The Final Evaluation Report shall include detail of the project outcomes against all sections of the Application (Attachment A). The report shall address the following as a minimum:

- Was the plan achieved?
- If not, why not, under or over expectations?
- What if anything would you do differently?
- How will you share what you have learnt in this project with others or adopt into other projects?
- Project Impacts:
  - Sustainability – design, construction processes, materials and operation
  - Economic
  - Social

The Final Evaluation Report must be certified by a person duly authorised by the Recipient to certify that:

- a. the information contained in the report is true and correct
- b. the expenditure of the Grant received to date has been solely on the Project; and
- c. there is no matter or circumstances of which I am aware, that would constitute a breach by the Recipient of any term of the Deed of Agreement between the Trust and the Recipient dated (*insert date*)

## B. Format of Financial Reports

Financial Reports are submitted via the Grants Management System as part of the Work Plan together with all supporting invoices, purchase orders, remittances and contracts.

Statement of expenditure must be certified by a person duly authorised by the Recipient to certify that:

- a. all the Project expenditure identified above has been expended solely on the Project and for the purposes stated in the Deed of Agreement and any approved variations to it in accordance with the requirements and eligibility criteria outlined in the Guidelines for Applicants issued for the applicable funding round and
- b. the amount unexpended above (Surplus) has been refunded to the Trust (only applies to Final Evaluation Report)

### **Independent auditor's report**

Final Financial Report must be certified by an independent auditor (or in the case of state and local government entities, certified by the CFO) that:

- 1 the Financial Report is in accordance with relevant proper accounts and records; and
- 2 those conditions of the Deed of Agreement that impose limitations and restrictions on expenditure of money have been complied with and expenditure and contributions are in accordance with the requirements and eligibility criteria outlined in the Guidelines for Applicants issued for the applicable funding round, Deed of Agreement and any approved variations to it.

### **C. Format of Project Measures Report**

The Project Measures form part of the Deed of Agreement between the Trust and the Recipient. Project Measures must be updated as part of Milestone 1 requirements. Final Project Measures must be reported with the Final Evaluation Report. Project Measures Reports are submitted via the Grants Management System as part of the Work Plan.

## Attachment A – Application Form

This attachment forms part of the Deed of Agreement between the Trust and the Recipient.

Sample