

Regional Job Creation Fund

Division **PWA & Regional Development**

Grantee ('You') **[Click here to enter text.](#)**

DRAFT



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Background

- A. Through the Regional Job Creation Fund, the NSW Government is supporting economic recovery and resilience by co-funding business projects that create new jobs.
- B. You have applied successfully for funding.
- C. The Department agrees to provide a Grant to you, and you agree to accept that Grant, on the terms and conditions of this Deed.
- D. The capital works component of the Project must be completed by 30 June 2022 and employment outcomes demonstrated by 30 June 2023.
- E. You acknowledge that there are serious consequences (including repayment of the funding) if you fail to complete the Project on time or the employment commitments.

SAMPLE

Details

Department	Name	The Crown in right of the State of New South Wales acting through Regional NSW (ABN 19 948 325 463)
	Division	PWA & Regional Development
	Address	Level 2, 66 Harrington St The Rocks NSW 2000

Department Authorised Officer	Name	Adam Young
	Position	A/Director, Grants Management, Evaluation & Reporting
	Address	Level 2, 66 Harrington St The Rocks NSW 2000
	Telephone	0436 823 281
	E-mail	Adam.Young1@dpc.nsw.gov.au

Grantee ('You')	Name	Click here to enter name of recipient
	Address	Click here to enter text.
	ABN	Click here to enter text.

Your Authorised Officer	Name	Click here to enter text.
	Position	Click here to enter text.
	Address	Click here to enter text.
	Telephone	Click here to enter text.
	E-mail	Click here to enter text.

Project	RJCF – [insert name of project] located at [insert location of project] . The Project is more particularly described in Schedule A- Project Plan .
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Grant	A maximum total amount of \$ [insert] (GST exclusive) payable in Instalments.
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Your Contribution (if applicable)	A maximum total amount of \$ [insert] (GST exclusive) as set out in Schedule A – Project Plan .
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Commencement Date (of the Deed)	The date that the last party executes this Deed.
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Special Conditions

SC1. COVID-19

1. Both parties acknowledge the uncertainty arising from the current pandemic COVID-19, the measures taken by State and Commonwealth Governments in relation to the emergency, and the consequential effects on daily activities (“C-19 Emergency”).
2. If either party becomes aware that its ability to comply with any of its obligations on time will be affected by the C-19 Emergency, it must, as soon as possible, give the other party a written notice which sets out:
 - a. the nature and extent of the obligations affected by the C-19 Emergency;
 - b. the ways in which the C-19 Emergency will affect its ability to perform those obligations; and
 - c. a proposal that the parties either vary the Deed to mitigate the effects of the C-19 Emergency (for example, to change time frames and/or the scope of the Project), or terminate by agreement.
3. When a party receives a notice under this clause, it must respond to the notice as soon as practicable, and the parties will attempt in good faith to reach agreement promptly to vary or terminate the Deed.
4. Despite any other provisions in this Deed, if the Department considers that, as a result of the C-19 Emergency:
 - a. there is likely to be significant delay before you will be able to complete your obligations; or
 - b. the Deed is no longer viable;the Department may terminate the Deed by notice, with effect on the date stated in the notice.
5. You release the Department from any claims in respect of termination under this clause.

SC2. Project Management

1. The Department draws your attention to your obligation under **clause 3.1(b)** to ensure that each Activity is completed within the Activity Period.
2. In addition to the Department’s rights under this Deed and at law, the Department may, at any time, notify you that the Department is concerned about how you are managing a Project.
3. The Department may recommend that you engage a subcontractor (such as Public Works Advisory) to carry out project management or other such services. That subcontract would be at your cost (with no additional funding from the Department). You would remain responsible for the subcontractor in accordance with **clause 23.2**.

SC4. Consortium

1. If you are the lead applicant for a consortium which applied for the Grant, you warrant that you have an agreement in place with the other consortium members setting out the members’ roles and responsibilities in relation to the Project. You remain solely responsible for the performance of the Project and compliance with the terms and conditions of this Deed.
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Terms and Conditions

Definitions and Term

Definitions and Interpretation

1. Interpretation

1.1 Unless the context requires otherwise, in this Deed:

- (a) the terms set out in the left hand column of the Details have the meaning ascribed to them in the right hand column of the Details;
- (b) where any time limit pursuant to this Deed falls on a day which is not a Business Day then the time limit will be deemed to have expired on the next Business Day;
- (c) a reference to a statute, regulation, ordinance or by-law will be deemed to include a reference to all statutes, regulations, ordinances or by-laws amending, consolidating or replacing same from time to time;
- (d) the meaning of general words is not limited by specific examples introduced by “including” or “for example” or similar expressions;
- (e) references to persons include bodies corporate, government agencies and vice versa;
- (f) references to the parties include references to respective directors, officers, employees and agents of the parties;
- (g) nothing in this Deed is to be interpreted against a party solely on the ground that the party put forward this Deed or any part of it; and
- (h) where an expression is defined, any other grammatical form of that expression has a corresponding meaning.

1.2 Definitions

Activity means the activity(s) described in **Schedule A – Project Plan**, which aim to fulfil one or more of the Objectives of the Project.

Activity Period means the period specified in **Schedule A – Project Plan** during which the Activity must be completed.

Business Day means any day other than a Saturday, Sunday or public holiday in New South Wales.

Capital Equipment means any item of tangible property, purchased, leased, created or otherwise brought into existence wholly, or in part, with the use of the Grant, which has at that time a value of over \$5,000 inclusive of GST, but does not include Project Material.

Claim means any cost, expense, loss, damage, claim, action, proceeding or other liability (whether in contract, tort or otherwise), however arising and includes legal costs on a full indemnity basis.

Confidential Information of a party means all trade secrets, financial information and other commercially or scientifically valuable information of whatever description and in whatever form (whether written or oral, visible or invisible) which:

- (a) is by its nature confidential;
- (b) has been designated as confidential by a party;
- (c) is capable of protection at common law or equity as confidential information; or
- (d) is derived or produced partly from the information in paragraphs (a), (b) or (c) above

but does not include information that:

- (e) is in the public domain; or
- (f) is independently known or developed by the party receiving the information other than as a result of a breach of this Deed or any other obligation of confidentiality owed by or to any other person.

Correctly Rendered Invoice means an invoice rendered in accordance with the Department's Fact Sheet.

Deed means this funding deed document and includes the Details, Special Conditions, Terms, **Schedule A – Project Plan**, **Schedule B – Reporting Requirements**, **Attachments** and any other schedules, annexures or other documents cross-referenced in this deed.

FTE means full-time equivalent based on a 35 hour week i.e. FTE equals total hours worked for that period / (35 x no. of weeks in that period).

GST Law means *A New Tax System (Goods and Services Tax) Act 1999*.

Instalments means that part of the Grant which the Department pays to you in the amounts and on the dates set out in Schedule A.

Intellectual Property or IP includes:

- (a) all rights in relation to copyright, inventions, plant varieties, trademarks, designs, patents; and
- (b) all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields including trade secrets and know-how,

but does not include Moral Rights.

Moral Rights has the same meaning as in the *Copyright Act 1968 (Cth)*.

Notice means any approvals, consents, instructions, orders, directions, statements, requests and certificates, or other communication one party gives to another party in writing under this Deed.

Objectives means the objectives of the Activities described in **Schedule A – Project Plan**, which are the agreed results you must achieve and ensure your subcontractors achieve.

Personal Information has the same meaning as in the *Privacy and Personal Information Protection Act 1998 (NSW)*.

Progress Report has the meaning given in **clause 12.1**.

Project Material means material created as part of or in performance of the Project including any documents, reports or data.

2. Term

- 2.1 This Deed will commence on the Commencement Date.
- 2.2 Unless terminated earlier, this Deed will end once you have completed the Project and complied with your employment obligations (under **clause 4**) to the Department's satisfaction and the Department has paid all Instalments due.

What you must do

3. Your general obligations

- 3.1 You must:
- (a) ensure the Grant or any Instalment is used only for the approved Project;
 - (b) ensure each Activity is completed within the Activity Period in accordance with this Deed;
 - (c) comply with the reporting requirements set out in **Schedule B**;
 - (d) comply with all Commonwealth, State and Local government laws that are relevant to the Project, this Deed, or your registration as an entity;
 - (e) comply with the RJCF Guidelines available at investregionalsw.com/RJCFund and all other policies, guidelines and reasonable directions the Department provides to you; and
 - (f) manage the Project with all due skill and care including in relation to financial management, project planning and risk management.

4. Your employment obligations

- 4.1 Before the expiry of three years from the Commencement Date, you must employ the required number of new FTE employees, as specified in the Details, to work exclusively in relation to the Project for at least six months each, and all at the same time.
- 4.2 You must provide evidence of that employment as set out in **Schedule A – Project Plan**.

5. Your Contribution

- 5.1 You must make Your Contribution (if applicable) in the amounts and within the timeframes set out in **Schedule A- Project Plan**.

6. Variation

- 6.1 If you wish to vary the Project, including any Activity or other matter set out in **Schedule A** such as:

- (a) changes to the nature of the Project or the scope of works or revised priorities for the Project; or
- (b) changes to the timeframe for delivery of the Project, including extensions to completion of Activities,

you must first make a written request to the Department and provide such information as is reasonably required by the Department.

6.2 Following your request for a variation under **clause 6.1**, the Department will consider whether to approve your request and make a decision in its sole discretion. No variation is approved unless and until the Department approves the variation in writing.

6.3 You must advise the Department immediately:

- (a) if you are unable to proceed with the Project; or
- (b) if the Project has been inactive for a period of 20 Business Days or more.

About the Grant

7. Project costs

7.1 The Grant is the maximum amount to be paid under the RJCF for the Project and you agree that:

- (a) you have prepared or reviewed the costs estimate for the Project before you signed this Deed; and
- (b) you are responsible for any costs that exceed the Grant for the Project (whether you expected to incur such costs or not at any time before or after you signed this Deed) and you must obtain any additional funding necessary to carry out the Project.

7.2 You must not spend the Grant on:

- (a) repayment of existing debts or budget deficits;
- (b) administration, operational and maintenance costs not related to the Project;
- (c) ongoing staff wages and salaries;
- (d) costs already funded by insurance or other NSW or Australian government programs; and
- (e) costs that require recurrent or ongoing funding from the NSW Government.

7.3 Where the actual cost of the Project is less than the Grant:

- (a) you must notify the Department of any unspent Grant funds before the end of the Project;
- (b) the Department may reduce the final Instalment to reflect the actual cost incurred to deliver the Project; and

- (c) you must return to the Department all Grant money paid to you that exceeds the actual cost of carrying out the Project (including any interest earned on such funds) within 28 days after completion of the Project (or termination of the Deed).

8. Paying the Grant

- 8.1 The Department will pay an Instalment for each Activity at the end of the Activity Period on condition that:
 - (a) the Department receives a Correctly Rendered Invoice from you that clearly identifies the Instalment you are claiming;
 - (b) you have provided the Department with the evidence of compliance required under **clause 12** and the Schedule(s) showing that you have performed the Activities at the times set out in the Schedules; and
 - (c) the Activities have been performed to the satisfaction of the Department.
- 8.2 The Department will pay the Instalment under **clause 8.1** within 30 days of all the conditions being satisfied under subclauses **8.1 (a), (b) and (c)**.
- 8.3 Notwithstanding **clause 8.1**, if the Department pays you an Instalment, this does not constitute an admission that the performance of the Project is in conformity with this Deed and no payment will be deemed to release you from your obligations under this Deed.

9. Withholding, Suspension, Changes to Instalments and Repayment

- 9.1 The Department may change the amount of the Instalment by issuing you with a Notice setting out the details of the changes.
- 9.2 If you are not complying with this Deed the Department may withhold or suspend payment of an Instalment until you comply with your obligations to the Department's satisfaction.
- 9.3 If the Department withholds or suspends an Instalment you must continue to perform your obligations under this Deed.
- 9.4 You must repay within 28 days of a demand being sent:
 - (a) any Instalment spent in breach of this Deed;
 - (b) all unspent Instalments;
 - (c) any overpayment
 - (d) any interest earned on any Instalment required to be repaid.
- 9.5 If you fail to complete the Project on time, or otherwise fail to comply with this Deed, you must repay to the Department an amount which the Department determines in its discretion, which may be a part of the Grant or the whole Grant. The Department may calculate the amount of repayment you must make with regard to the extent you have failed to complete the Activities.
- 9.6 The Department may set off the amount of any overpayment or claim for repayment against any future Instalment due.

9.7 Any repayment the Department claims from you under this clause will be a debt due and owing by you to the Department.

10. Holding of Grant

10.1 Each Instalment must be held in trust for the benefit of the Department from the date it is received either:

- (a) in a separate bank account used solely in connection with the Grant; or
- (b) into a general bank account provided that sufficient accounting controls are in place to track the expenditure of the Grant.

10.2 Interest earned on the Grant held in a bank account must be used solely for the purpose of the Project.

10.3 If the Project is delayed, Instalments already paid to you must be held in the bank account until:

- (a) they are applied solely for the purpose of the Project; or
- (b) they are required to be returned or repaid to the Department in accordance with the terms of this Deed.

11. GST

11.1 Unless otherwise indicated, all consideration for any supply under this Deed is exclusive of any GST imposed in relation to the supply.

11.2 If:

- (a) despite any other provision of this Deed, GST is imposed on a supply you make to the Department under this Deed; and
- (b) the Department is or will be entitled to receive an input tax credit (as defined in the GST Law) in relation to that supply,
- (c) the Department will pay you an additional amount equal to the GST imposed on that supply, at the time and in the manner payment is otherwise payable under this Deed in relation to that supply.

11.3 If you are not registered under the GST Law you will not be entitled to receive any additional amount as provided under this clause.

11.4 If for any reason the Department pays you an amount under this clause which is more than the GST imposed on the supply, you must repay the excess to the Department on demand or the Department may set off the excess against any other amounts due to you.

Material and Information

12. Reporting Requirements

Progress reports

- 12.1 You must provide the Department with written Progress Reports at the times and containing the information specified in **Schedule A – Project Plan** and **Schedule B – Reporting Requirements**.
- 12.2 If any Progress Report contains information confidential to you, you should mark the relevant parts of the Report accordingly.

Financial statements

- 12.3 You must provide financial statements of income and expenditure in respect of the Grant ('the Statements') to the Department within 60 Business Days after:
- (a) completion of the Activity or any termination of this Deed, whichever is the earliest; and
 - (b) the completion of each Financial Year in which a Grant is made.
- 12.4 The Statements must include a definitive statement as to whether:
- (a) the financial information for the Project represents the financial transactions fairly and is based on proper accounts and records; and
 - (b) the Grant was expended for the Project and in accordance with this Deed.

Financial accounts and records

- 12.5 You must keep financial accounts and records relating to the Project so as to enable:
- (a) all receipts and payments related to the Project to be identified in your accounts and reported in accordance with this Deed;
 - (b) unless notified by the Department, the preparation of financial statements in accordance with Australian Accounting Standards; and
 - (c) generation of an income and expenditure statement for each financial year of the Project with the Budget, including:
 - i. a schedule of the Capital Equipment acquired, sold, written-off or otherwise disposed of during each financial year; and
 - ii. a comparison of the income and expenditure in each financial year against the Budget; and
 - iii. the audit of those records in accordance with Australian Auditing Standards.

Other information

- 12.6 You must also provide any other information the Department reasonably requires from time to time concerning the Project.
- 12.7 You must make relevant employees and contractors available to the Department as requested from time to time, to discuss the progress of the Project and any Progress Report.
- 12.8 You agree to participate in any survey or feedback regarding the Project including one or more of the following:
- (a) a questionnaire regarding the assistance received;

- (b) a survey of the Department's service levels and the effectiveness of assistance provided;
and
- (c) a survey of Project outcomes.

13. Intellectual Property

- 13.1 Intellectual Property in all Project Material vests in you.
- 13.2 You grant the Department a permanent, non-exclusive, irrevocable, royalty-free licence to use, modify, communicate, publish, adapt and sub-licence any Project Material for the Department's purposes.

14. Confidential Information

- 14.1 Each party must maintain the confidentiality of all commercially sensitive information it receives from the other party, including the amount of the Grant, except if disclosure is required in accordance with **clause 16** (Public Announcements), **clause 17** (Disclosure of Information) or as otherwise agreed in writing.

15. Privacy

- 15.1 You will:
 - (a) ensure that Personal Information that is provided by the Department or collected by you under or in connection with this Deed is used only for the purposes of this Deed and is protected against loss, unauthorised access, use, modification and disclosure, or against other misuse;
 - (b) not disclose any Personal Information without the written consent of:
 - i. the individual to whom the Personal Information relates; or
 - ii. the Department,unless otherwise required or authorised by law;
 - (c) comply with the Information Protection Principles applying to NSW public sector agencies under the Privacy and Personal Information Protection Act 1998 (NSW) when doing any act or engaging in any practice in relation to Personal Information as if you were an agency directly subject to that Act; and
 - (d) include equivalent requirements regarding Personal Information (including this **clause 15**) in any subcontract entered into for the provision of any of the Activities under this Deed.

16. Public Announcements and Acknowledgement

- 16.1 You must:
 - (a) seek the consent of the Department prior to any public announcement about the Project;
 - (b) acknowledge the support of the Department, as directed by the Department from time to time:

- i. in any publications and public statements about the Project;
 - ii. on the home page of any web site established in connection with the Project;
 - iii. on any equipment or other facility funded wholly or in part by the Department;
 - (c) You must acknowledge the Department's support of the Project and comply with the applicable NSW Government Guidelines.
- 16.2 The Department may issue public communications and publish information about you, the Project and the Grant in media concerning the Regional Jobs Creation Fund, including in the form of press releases, case studies, promotional material and in response to media enquiries.
- 16.3 You must provide the Department with at least 15 Business Days' notice of any proposed announcements, launches or public events relating to the Project and provide an opportunity for a representative of the NSW Government to attend and speak at any launch or public event for the Project.

17. Disclosure of Information

- 17.1 You acknowledge that, under the Government Information (Public Access) Act 2009, the Department may be required to publicly disclose information about this Deed. None of the disclosure obligations require the disclosure of:
- (a) the commercial-in-confidence provisions of a contract;
 - (b) any matter that could reasonably be expected to affect public safety or security; or
 - (c) information which would be exempt from disclosure if it were the subject of an application under the Government Information (Public Access) Act 2009.
- 17.2 You may nominate any items you consider are confidential and why, to assist the Department in determining what items to disclose.

Dealing with Risk

18. Insurance

- 18.1 You must maintain, during the term of this Deed:
- (a) a broadform public liability policy of insurance to the value of at least \$20 million in respect of each claim and in the aggregate as to the number of occurrences in the policy period; and
 - (b) workers' compensation insurance as required by all relevant laws of Australia relating to workers compensation.
- 18.2 You must not do, permit or suffer any act, matter or thing or omission whereby any of the policies referred to in this clause may be vitiated, rendered void or voidable.
- 18.3 On request by the Department, you must provide a copy of valid and current certificates of currency for each or any of the policies described above.

18.4 Without limitation to **clause 18.1**, each party warrants that it has and will maintain appropriate insurance to cover any liability it may incur in relation to this Deed.

19. Indemnities

19.1 You must indemnify and keep indemnified the Department, the Crown in right of the State of New South Wales and their officers, employees and agents from and against any loss (including legal costs and expenses on a solicitor/own client basis) or liability incurred or suffered by, or made against, any of those indemnified arising directly or indirectly from any Claim by any person as a result of or in connection with:

- (a) the Grant or the use of any outcomes from the Project;
- (b) your breach of this Deed;
- (c) any unlawful or negligent act or omission by you, your employees or your subcontractors in connection with this Deed;
- (d) any illness, injury or death of any person you, your employees or your subcontractors cause or contribute to, in connection with this Deed;
- (e) any loss or damage to real or personal property you, your employees or your subcontractors cause or contribute to, in connection with this Deed; or
- (f) any act or omission by you, your employees or your subcontractors in connection with this Deed that is in infringement of any Intellectual Property, or privacy rights of the Department or any third party.

19.2 Your liability to indemnify the Department under this clause will be reduced proportionately to the extent that any negligent or unlawful act or omission by the Department, its officers, employees or agents contributed to the relevant loss or liability.

19.3 Your liability to indemnify the Department under this clause does not exclude or reduce the liability of, or benefit to, a party that may arise by operation of the common law, statute or the other terms of this Deed.

Terminating the Deed

20. Termination

20.1 Where a party has breached this Deed:

- (a) the other party may give a Notice to that party requiring it to rectify that breach within 30 days of receiving that Notice; and
- (b) if the party which received the Notice fails to rectify that breach in time, the other party may terminate this Deed immediately by giving a further Notice.

20.2 The Department may terminate this Deed by Notice, with effect on the date stated in the Notice, if:

- (a) the Department considers that you have provided intentionally misleading or incorrect information as part of the application for funding or as part of this Deed;
- (b) you use the Grant for purposes other than the Project;

- (c) the Department considers that it is necessary to terminate this Deed to protect the reputation of the Department or the NSW Government;
- (d) you breach any of the following provisions: **clause 3** (Your Obligations), **clause 10** (Holding of Grant), **clause 12** (Reporting Requirements), **clause 18** (Insurance) or **clause 23.9** (Assignment);
- (e) the Department considers the Project no longer viable;
- (f) the Department considers that there has been a material change in circumstances in your financial position, your structure or your identity; or
- (g) you become insolvent, are the subject of a debtors or creditors petition under the *Bankruptcy Act 1966*, resolve to go into administration or liquidation, or if a summons for your winding up is presented to a Court or you enter into any scheme of arrangement with your creditors.

20.3 This **clause 20** does not exclude or reduce the rights of a party to terminate the Agreement arising by operation of the common law or statute or the other terms of this Agreement.

20.4 On termination or expiry of this Deed:

- (a) accrued rights and obligations are not affected; and
- (b) the Department will pay any Instalments due (after taking into account any Instalments already made prior to that date).

Other Legal Matters

21. Dispute Resolution

- 21.1 If a dispute arises in relation to this Deed ("a Dispute"), a party must comply with this **clause 21** before starting arbitration or court proceedings except proceedings for urgent interlocutory relief.
- 21.2 A party claiming that a dispute has arisen must notify the other party in writing giving details of the dispute (Dispute Notice) in accordance with the requirements of **clause 22** (Notices).
- 21.3 Following receipt of a Dispute Notice, each party must refer the Dispute to a senior representative, who:
 - (a) does not have prior direct involvement in the Dispute; and
 - (b) has authority to negotiate and settle the Dispute.
- 21.4 If the Dispute is not resolved within 10 Business Days, from the date the Dispute Notice is received by the party to whom the Dispute Notice is given, the party which gave the Dispute Notice under **clause 21.2** must refer the Dispute for mediation by the Australian Disputes Centre Limited (ADC) for resolution in accordance with the mediation rules of the ADC.
- 21.5 If the Dispute is not resolved within 40 Business Days after referral to mediation either party may initiate proceedings in court.

21.6 Each party must pay its own costs of complying with this clause and split the costs of the mediator evenly.

22. Notices

22.1 Unless otherwise stated in this Deed, all Notices to be given under this Deed must be in writing, and hand-delivered or emailed to the Authorised Officer specified in the Details.

22.2 The receiving party will be deemed to have received the Notice as follows:

- (a) if hand delivered, on the day on which it is delivered or left at the relevant address;
- (b) if sent by email before 5.00pm on a Business Day, the first of the following occurring:
 - i. when the sender receives an automated message confirming delivery; or
 - ii. four hours after the time sent (as recorded on the device from which the sender sent the email) unless the sender receives an automated message that the email has not been delivered.
- (c) if sent by email after 5pm on a Business Day or on a day that is not a Business Day, then it will be deemed to be received on the next Business Day.

22.3 Any such mode of service will be in all respects valid notwithstanding that the party on whom service is affected may be in liquidation, bankruptcy or wound up and notwithstanding any other matter or event whatsoever.

23. General

23.1 **Survival:** The following clauses survive termination or expiry of this Deed: **clause 12** (Reporting Requirements), **clause 14** (Confidential Information), **clause 15** (Privacy), **clause 18** (Insurance), **clause 19** (Indemnities), **clause 20** (Termination), **clause 23.3** (Keeping of records), this **clause 23.1** and any other clause which by its nature is intended to survive this Deed.

23.2 **Subcontractors:** You remain fully responsible for the performance of the Project if you subcontract the performance of any part of the Project.

23.3 **Keeping of records, audit and rights of access to such records:** You:

- (a) must keep complete and accurate records and books of account with respect to your performance of the Project (the "Records"), and must retain such Records for a minimum of seven (7) years after expiry or termination of this Deed;
- (b) authorise the Department and any State or Commonwealth Government department or agency (the "Auditors") that has provided moneys to the Department for the purposes of the Project, to undertake audits, to examine and inspect, at reasonable times and on reasonable Notice, any records held by you and Records, and allow any such Records to be copied; and
- (c) provide all reasonable assistance in order for the Auditors to properly carry out the inspections and audits referred to in this clause.

- 23.4 **Conflict of Interest:** You must not carry on or be involved in any capacity in an activity or business, which may conflict with, or adversely affect, your ability to carry out your obligations under this Deed, and you will immediately notify the Department in writing if such a conflict or risk of such a conflict arises.
- 23.5 **Entire agreement:** This Deed states all the express terms agreed by the parties as to the matters referred to in this Deed. It supersedes all prior contracts, obligations, representations, conduct and understandings between the parties relating to the subject matter of this Deed.
- 23.6 **Inconsistency:** If there is any inconsistency between provisions of this Deed then the order of precedence will be:
- (a) the **Details**; then
 - (b) **Special Conditions**; then
 - (c) these **Terms and Conditions**; then
 - (d) the **Schedules**; then
 - (e) any **attachments** or documents referenced in this Deed.
- 23.7 **Negation of employment, partnership or agency:** This Deed does not create a relationship of agency, partnership, and/or employment between the parties. You must not represent yourself as being an employee or agent of the Department or as otherwise able to bind or represent the Department.
- 23.8 **Waiver:** If a party fails to exercise any of its rights under this Deed, or delays exercising those rights, that failure or delay will not operate as a waiver of those rights or any future rights or in any respect estop a party from relying on the terms of this Deed to their full force and effect. Any waiver by a party of a breach of this Deed must be in writing and will not be construed as a waiver of any further breach of the same or any other provision.
- 23.9 **Assignment:** You must not assign or novate your obligations or interests under this Deed, without the prior written consent of the Department.
- 23.10 **Counterparts:** This Deed may be signed in any number of counterparts which taken together will constitute one instrument.
- 23.11 **Governing Law:** The laws of New South Wales govern this Deed and the parties submit to the non-exclusive jurisdiction of the courts in that State.

Executed as a deed

Department

Signed, sealed and delivered for and on behalf of the Crown in right of the State of New South Wales acting through the **Department** by its authorised signatory but not so as to incur personal liability:

Signature of Authorised Signatory

Signature of Witness

Name of Authorised Signatory

Name of Witness

Position of Authorised Signatory

Address of Witness

Date

You

Signed, Sealed and delivered for on and on behalf of **[insert]** in accordance with section 127 of the *Corporations Act 2001* by:

Signature of Director (1)

Signature of Director (2)/Company Secretary

Name of Director (1)

Name of Director (2)/Company Secretary

Date

Date

Schedule A – Project Plan

Background about the Project

- XXXXXXXXXXXXX

[Attach or cross-reference any other documents which provide detail about what the recipient has to do in return for the funds]

Proposed Payment Schedule

There is an upfront payment of the Grant to you of \$XXX,XXX with X payments totalling \$XXX,XXX thereafter based on undertaking the agreed works and realisation of forecasted employment, as set out in the Table below.

Description of Activities	Evidence of compliance	Instalment (excluding GST)	Your Co-Contribution (excluding GST)	Claim Date
<p>Milestone 1</p> <ul style="list-style-type: none"> • Executed Deed • Provision of a copy of valid and current certificates of currency for each insurance policy described in clause 14 	<ul style="list-style-type: none"> • Executed Deed • Copies of certificates of currency for insurance policies 	\$XXX,XXX	\$XXX,XXX	N/A
<p>Milestone 2</p> <p>Agreed capital works completed, including:</p> <ul style="list-style-type: none"> • XXXXXXXX • XXXXXXXX • XXXXXXXX <p>Provide interim evidence of jobs growth (both</p>	<p>Expenditure evidence of XX% (\$XXX,XXX) of the total grant value directly related to the Project including:</p> <ul style="list-style-type: none"> • Statutory Declaration by authorised delegate • Financial ledger • Invoices and payment receipts for completed works • Bank records 	\$XXX,XXX	\$XXX,XXX	On or before 31/05/2022

Description of Activities	Evidence of compliance	Instalment (excluding GST)	Your Co-Contribution (excluding GST)	Claim Date
<p>construction and ongoing), including:</p> <ul style="list-style-type: none"> • Employment of XXX FTE in created positions • Information on the number of construction or temporary jobs generated during capital works • Information on the number of jobs retained in NSW and transferred from interstate 	<p>Evidence of completed works including:</p> <ul style="list-style-type: none"> • Photographs of completed capital works. • A site visit by a DRNSW officer. • A statutory declaration in the form of Attachment 1 (or such other form as the Department may notify to you), nominating current new FTE employees: employee identifier; start date; end date (if applicable); average hours worked per week for fulltime, part time and casual employees; and such other information as the Department may require. 			
<p>Milestone 3</p> <ul style="list-style-type: none"> • Evidence of achieving agreed jobs growth, including: <ul style="list-style-type: none"> ○ Employment of XXX FTE in created positions over a continuous, six-month period 	<p>Evidence of achieving agreed jobs creation, including:</p> <ul style="list-style-type: none"> • A statutory declaration in the form of Attachment 1 – Statutory Declaration (or such other form as the Department may notify to you), nominating for all of the new FTE employees: employee identifier; start date; end date (if applicable); average hours worked per week for fulltime, part time and casual employees; and such other information as the Department may require. 	N/A	N/A	On or before 31/05/2023
		Total \$XXX,XXX		

Schedule B – Reporting Requirements

1. You must provide to the Department an annual Progress Reports on the status of all on-going and completed activities for the period to which the report relates, consisting of:
 - (a) a brief description of the Activities' objective/s;
 - (b) all Activities undertaken during the reporting period;
 - (c) the status of results achieved to date from the Project;
 - (d) the amount of the funding from the Grant and what has been expended on the Activity so far; and
 - (e) any other Project information which the Department requests.
2. If the Department requires, you must use a standard Progress Report template via an online funding portal.
3. The Department may meet with you each year or at the Department's discretion, to discuss progress on the Project.
4. The Department may undertake site visits from time to time to ascertain progress of the Activities on providing reasonable notice to you.

Attachment 1 – Statutory Declaration

1. Name, address and occupation of the person making the declaration	1. I do solemnly declare that:																				
2. Set out matter declared to in numbered paragraphs	<p>2. I am authorised on behalf of [Company Name], [ABN], [ACN] to make declarations about [Company Name]</p> <p>3. The Company employed an additional [insert number] full time equivalent employees located at [insert location] for the periods shown in the table at 4.</p> <p>4. The following table sets out all of the employees employed at the Company for the [include nominated period of 6 months), commencing [DD/MM/YYYY] and ending [DD/MM/YYYY]:</p> <table border="1" data-bbox="539 757 1465 1061"> <thead> <tr> <th data-bbox="539 757 699 909">Employee Identifier</th> <th data-bbox="699 757 906 909">Commencement Date</th> <th data-bbox="906 757 1066 909">Termination Date (if applicable)</th> <th data-bbox="1066 757 1281 909">Employee status (e.g. full-time, part time or casual)</th> <th data-bbox="1281 757 1465 909">Average Hours Worked per week</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Employee Identifier	Commencement Date	Termination Date (if applicable)	Employee status (e.g. full-time, part time or casual)	Average Hours Worked per week															
Employee Identifier	Commencement Date	Termination Date (if applicable)	Employee status (e.g. full-time, part time or casual)	Average Hours Worked per week																	
3. Signature of person making the declaration	5.																				
4. Place, day, month and year	6. Delivered at [XXXXXX], on [DD], of [Month] of [Year] Before me,																				
5. Identification	<p>7. I [name of authorised witness] certify the following matters concerning the making of this statutory declaration by the person who made it: [cross out only text that does not apply]</p> <p>8. I saw the face of the person OR I did not see the face of the person because the person was wearing a mask or covering, but I am satisfied that the person had a special justification for not removing the covering, and</p> <p>9. I have known the person at least 12 months OR I have not known the person for at least 12 months, but I have confirmed the persons identity using an identification document and the document I relied on was [Describe identification document relied on]</p>																				
6. Signature of the person before whom the declaration is made (authorised witness)	10.																				

The following persons may witness a statutory declaration in New South Wales:

- a justice of the peace,
- a notary public,
- a solicitor or barrister with a current New South Wales or interstate practicing certificate;
- a commissioner of the court for taking affidavits; and
- a person by law authorised to administer an oath

Note: Falsely swearing a statutory declaration is an offence under section 25 of the Oaths Act 1900, the punishment for which is imprisonment for five years