



AUSTRALIAN CAPITAL TERRITORY

DEED OF GRANT

Dated

Parties

AUSTRALIAN CAPITAL TERRITORY

**[INSERT FULL NAME OF RECIPIENT
INCL. ACN IF COMPANY OR ABN]**

**TUNE UP CANBERRA PROGRAM
STAGE ONE – TUNE UP REPORT**

Prepared by

[Insert Agency]
[Insert Address 1]
[Insert Address 2]
[Insert Address 3]
Ph: [Insert]
Fax: [Insert]
Ref: ACTGS (RA): 618024

Version

Draft 30 July 2010

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PARTIES: **AUSTRALIAN CAPITAL TERRITORY**, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth) (**Territory**) represented by the ACT Planning and Land Authority (ACTPLA).

[INSERT FULL NAME, INCLUDING ACN FOR A COMPANY OR ABN FOR OTHER ORGANISATION AND CHECK IT IS A LEGAL ENTITY] of [Insert address (of registered office if for a company)] (**Recipient**).

RECITALS

The Territory has agreed to make and the Recipient has agreed to accept the Grant for the purpose of the Funded Activity on the terms and conditions of this Deed.

IT IS AGREED by the parties as follows.

1. Interpretation

1.1 Definitions

The following definitions apply in this Deed, unless the context otherwise requires.

Building means the Class 5 building owned by the Recipient and the subject of the Tune Up Report.

Contact Officer means, in relation to each party, the representatives whose names and contact details are specified in **Schedule 1 Item 5**, or as notified in writing from time to time by one party to the other.

Funded Activity means the activity described in **Schedule 2**.

Grant means the amount specified in **Schedule 1, Item 2** and any interest accruing on that amount after it has been paid to the Recipient.

Grant Material means all material created, written or otherwise brought into existence as part of, or for the purpose of carrying out the Funded Activity including all reports (whether in draft or final form), documents, equipment, information and data stored by any means..

Grant Period means the period specified in **Schedule 1, Item 1**.

GST	has the same meaning as it has in the GST Act.
GST Act	means the <i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cwlth).
Invoice	means an invoice that: <ul style="list-style-type: none"> (1) if GST is payable in respect of any taxable supply made under this Deed, is a valid tax invoice for the purposes of the GST Act; (2) clearly sets out the details of the Funded Activity undertaken or to be undertaken and the amount that is due for payment, is correctly calculated and is in respect of the Funded Activity; (3) sets out or is accompanied by any other details or reports required under this Deed; and (4) is rendered at the times specified in Schedule 1, Item 2 (if any) and addressed to the Territory's Contract Officer.
Items of Eligible Expenditure	means the items of expenditure as set out in Schedule 2, Part B .
Program	means the Tune Up Canberra program.
Program Guidelines	means the Tune Up Canberra program guidelines as issued by the Territory from time to time.
Special Condition	means any provision set out in Schedule 3 .
Stage One Application	means all information provided by the Recipient in relation to its application for stage one Program funding.
Territory	means: <ul style="list-style-type: none"> (1) when used in a geographical sense, the Australian Capital Territory; and (2) when used in any other sense, the body politic established by section 7 of the <i>Australian Capital Territory (Self-Government) Act 1988</i> (Cwlth).

Tune Up Report means a report as specified in **Schedule 2, Part A, Item 1(2)**.

1.2 General

In this Deed, unless a contrary intention is expressed:

- (1) references to “Recipient” includes any employees, agents or subcontractors of the Recipient;
- (2) references to legislation or to provisions in legislation include references to amendments or re-enactments of them and to all regulations and instruments issued under the legislation;
- (3) words importing a gender include the others; words in the singular number include the plural and vice versa; and where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;
- (4) “include” is not to be construed as a word of limitation;
- (5) headings have no effect on the interpretation of the provisions; and
- (6) an obligation imposed by this Deed on more than one person binds them jointly and severally.

2. Payment and Use of Grant and Recipient’s contribution

2.1 Payment of Grant

The Territory must pay the Recipient the Grant following its receipt of an Invoice and otherwise in accordance with **Schedule 1, Item 2**.

2.2 Use of Grant and Recipient’s contribution

The Recipient must:

- (1) use the Grant only for the Funded Activity and for meeting the costs of Items of Eligible Expenditure;
- (2) undertake the Funded Activity diligently and otherwise in accordance with this Deed;
- (3) complete the Funded Activity by the end of the Grant Period; and
- (4) expend its own funds undertaking the Funded Activity and meeting the costs of Items of Eligible Expenditure in an amount equal to the amount of the Grant.

2.3 Acknowledgements

The Recipient acknowledges that the Territory is providing the Grant to achieve the aims of the Program, which are to:

- (1) encourage owners of Class 5 office buildings with a gross floor area exceeding 500 square metres to improve the energy and water efficiency of those buildings;
- (2) increase knowledge about how the energy and water efficiency of commercial office buildings in the ACT can be improved; and
- (3) demonstrate that energy and water efficiency improvements are economically viable and will provide significant ongoing environmental and cost benefits.

3. Grant Period

This Deed is for the Grant Period unless extended or terminated under the provisions of this Deed.

4. Separate accounting for Grant

4.1 Separately account for Grant

The Recipient must, within its accounting system, account for the Grant separately from any other funds of the Recipient.

5. GST

If the Recipient is registered or required to be registered for GST under the GST Act, the Territory will, on receipt of an Invoice, pay to the Recipient an amount equal to the GST under the GST Act lawfully payable by the Recipient in respect of supplies to the Territory that are taxable supplies under the GST Act.

6. Records

6.1 Obligation to keep records

The Recipient must:

- (1) keep all records necessary to substantiate expenditure of the Grant in compliance with applicable laws;
- (2) provide a complete and detailed record and explanation of:
 - (a) expenditure of the Grant,

- (b) other money received and spent on the Funded Activity,
- (c) the progress of the Funded Activity, and
- (d) any other records in respect of the Funded Activity,

that the Territory may reasonably require from time to time; and

- (3) retain the records referred to in this clause for at least 7 years following the completion of the Funded Activity or the expiration or termination of this Deed, whichever occurs first.

6.2 Access

- (1) To audit the Recipient's compliance with this Deed, the Territory may, at reasonable times and on reasonable notice, enter the Recipient's premises and inspect the records kept by the Recipient and the progress of the Funded Activity.
- (2) The Recipient must:
 - (a) give the Territory access to those facilities and such assistance as may reasonably be necessary to enable the Territory to conduct an audit under **clause 6.2(1)**, and
 - (b) permit the Territory, at its own cost, to take copies of any records which it reasonably considers relevant to its audit.

6.3 Territory's Auditor-General

Any of the Territory's rights under this **clause 6** may be exercised by the Territory's Auditor-General, her delegate or any relevantly qualified person engaged to perform any functions of the Auditor-General.

7. Reporting of progress and expenditure

7.1 Progress reports

The Recipient must provide written reports to the Territory relating to the progress of the Funded Activity and expenditure of the Grant in the manner and at the times required in **Schedule 1, Item 3**.

7.2 Other notifications

The Recipient must keep the Territory reasonably informed about all matters which are likely to materially and adversely affect the timing, scope or cost of the Funded Activity or the Recipient's ability to carry on or complete the Funded Activity in accordance with this Deed.

8. Acknowledgement of Funding

8.1 Acknowledgement of Territory support

The Recipient must in relation to the Funded Activity:

- (1) acknowledge the support of the Territory in any public event, media release or media coverage; and
- (2) include an acknowledgement in the form set out in **Schedule 1, Item 6** in all documents, brochures, books, articles, newsletters, other artistic works or literary works or advertising.

8.2 Other obligations

The Recipient must:

- (1) in relation to the material referred to in **clause 8.1(2)**, promptly provide to the Territory:
 - (a) if requested by the Territory, a draft of that material at least 10 days prior to publishing or printing, and
 - (b) a copy of that material; and
- (2) on reasonable notice, invite the Territory to participate in any public event, media release or media coverage related to the Funded Activity.

9. Intellectual Property Rights

9.1 Ownership of Grant Material

Ownership of all Grant Material, including any intellectual property rights, vests on its creation in the Recipient.

9.2 Licence to Territory

The Recipient grants to the Territory an irrevocable, non-exclusive, royalty-free licence to use the intellectual property in the Grant Material.

9.3 Meaning of “use”

For the purpose of **clause 9**, “use” includes supply, reproduce, publish, perform, communicate, broadcast, adapt and copy; for any purpose.

9.4 The Recipient must ensure that it obtains from the consultant engaged to prepare the Tune Up Report, either ownership of the copyright in or a license in respect of the Tune Up Report which enables the Recipient to grant the license in clause 9.5 and give the permission in clause 9.6.

9.5 The Recipient grants to the Territory a license to copy for internal purposes

and to circulate internally the Tune Up Report.

9.6 The Recipient permits the Territory to use the information in the Tune Up Report in publicly available reports.

9.7 The Recipient warrants that it has the capacity to grant the licence in clause 9.5 and give the permission in clause 9.6.

10. Insurance and Indemnity

10.1 Recipient's insurance

The Recipient must effect and maintain for the Grant Period:

- (1) all insurance coverage required by it by law;
- (2) public liability insurance with coverage in the amount of not less than the amount specified in **Schedule 1, Item 4(1)** in respect of each claim, including voluntary workers insurance cover if volunteers are engaged by the Recipient; and
- (3) any other insurance specified in **Schedule 1, Item 4(2)**,

with an insurer having a Standard and Poor's or Best's Rating A- or better and must produce evidence of that insurance as required by the Territory.

10.2 Indemnity

The Recipient indemnifies the Territory, its employees and agents against liability in respect of all claims, costs and expenses in relation to all loss, damage, injury or death to persons or property caused by the Recipient, its employees, agents or contractors in connection with the use of the Grant or the conduct of the Funded Activity except to the extent that the Territory caused the relevant loss, damage or injury.

11. Termination of Grant

11.1 Breach

The Territory may terminate this Deed at any time by written notice to the Recipient, if the Recipient:

- (1) is or becomes bankrupt or insolvent, enters into voluntary administration or makes any arrangement with its creditors or takes advantage of any statute for the relief of insolvent debtors;
- (2) fails to:
 - (a) commence the Funded Activity in a timely manner,

- (b) undertake the Funded Activity diligently, or
- (c) meet any timeframes specified in this Deed; or
- (3) commits any other breach of a provision of this Deed, where that breach:
 - (a) if capable of being remedied, is not remedied within the period specified in a written notice by the Territory, or
 - (b) is not capable of being remedied.

11.2 Termination or reduction of funding for any reason

The Territory may, at any time by written notice to the Recipient, terminate this Deed or reduce the funding for the Funded Activity for any reason, and in that event the Recipient must:

- (1) in the event of termination, comply with the notice and **clause 12**; or
- (2) in the event of a reduction in funding, continue to undertake the Funded Activity in accordance with the notice.

11.3 No prejudice

Nothing in this **clause 11** prejudices any other rights or remedies of the Territory in respect of any breach of this Deed.

12. Refund of Grant

12.1 Eligibility for the Grant

The Territory has assessed the Recipient as eligible for the Grant on the basis of the Recipient's Stage One Application and the criteria in the Program Guidelines. Where any information in the Stage One Application relied upon by the Territory to assess the Recipient's eligibility is found to be misleading or incorrect, the Territory may, by written notice, require the Recipient to refund the Grant to the Territory immediately. Upon the giving of such notice, the amount of the Grant paid to the Recipient will be a debt due and payable to the Territory.

12.2 Repayment of unacquitted funds

At the end of the Grant Period, or earlier termination of this Deed, the Recipient must:

- (1) unless otherwise required under this Deed, within 30 days, provide the Territory with a statement of expenditure of the whole of the Grant; and
- (2) promptly repay any or all of the Grant that remains unacquitted.

12.3 Meaning of unacquitted funds

For the purposes of **clause 12.1**, the Grant remains unacquitted if it:

- (1) is not spent and is not contractually committed to be spent; or
- (2) has been spent in breach of this Deed.

13. Dispute Resolution

13.1 Negotiation and Mediation of Dispute

- (1) If a difference or dispute (**Dispute**) arises in relation to this Deed, then either party may give written notice to the other that a Dispute exists, which specifies details of the Dispute, and the parties agree that they will endeavour to resolve the Dispute by negotiations, or, if the Dispute has not been resolved within 28 days of the issue of the notice, undertake a mediation process.
- (2) If a mediation process is undertaken in accordance with **clause 13.1(1)** the mediator will be an independent mediator agreed by the parties or, failing agreement, nominated by the chairperson of The Institute of Arbitrators and Mediators Australia, ACT Chapter. Unless otherwise agreed, the parties will equally share the costs of the engagement of the mediator.

13.2 No prejudice

Nothing in this **clause 13** will prejudice the rights of either party to institute proceedings to enforce the Deed or to seek injunctive or urgent declaratory relief in respect of any Dispute.

14. Variation

14.1 Variation to Deed

This Deed may only be varied by the written agreement of the parties prior to the expiration of the Grant Period.

15. General

15.1 No assignment

The Recipient must not assign the whole or any part of this Deed without the prior written consent of the Territory. If the Territory gives its consent, the Territory may impose any conditions.

15.2 Conflict of interest

The Recipient warrants that at the start of the Grant Period no conflict of

interest exists or is likely to arise in the performance of the Funded Activity and of its other obligations under this Deed and must, if a conflict or risk of conflict of interest arises during the Grant Period, notify the Territory immediately in writing and comply with any requirement of the Territory to eliminate or otherwise deal with that conflict or risk.

15.3 No employment, partnership or agency relationship

Nothing in this Deed constitutes the Recipient, or its employees, agents or subcontractors as employees, partners or agents of the Territory or creates any employment, partnership or agency for any purpose and the Recipient must not represent itself, and must ensure its employees, agents and subcontractors do not represent themselves, as being employees, partners or agents of the Territory.

15.4 Entire Agreement

This Deed comprises the entire agreement between the parties in relation to the Grant and the Funded Activity and supersedes any prior representations, negotiations, writings, memoranda and agreements.

15.5 Severability

Any provision of this Deed that is illegal, void or unenforceable will not form part of this Deed to the extent of that illegality, voidness or unenforceability. The remaining provisions of this Deed will not be invalidated by an illegal, void or unenforceable provision.

15.6 No waiver

Failure or omission by the Territory at any time to enforce or require strict or timely compliance with any provision of this Deed will not affect or impair that provision in any way or the rights and remedies that the Territory may have in respect of that provision.

15.7 Compliance with laws and governing law

- (1) The Recipient must comply with the laws from time to time in force in the Territory in performing the Funded Activity.
- (2) This Deed is governed by and construed in accordance with the law for the time being in force in the Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Territory.

15.8 Notices

Any notice, including any other communication, required to be given or sent to either party under this Deed must be in writing and given to the relevant Contact Officer. A notice will be deemed to have been given:

- (1) if delivered by hand, on delivery;

- (2) if sent by prepaid mail, on the expiration of two days after the date on which it was sent;
- (3) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or
- (4) if sent by electronic mail, on the other party's acknowledgment of receipt by any means.

15.9 Forms and statements

The Territory may reasonably require any form, record or statement required under this Deed to be in a particular form.

15.10 Special Conditions

In the event of any inconsistency between any Special Condition and any other provision of this Deed then, to the extent of any inconsistency, the Special Condition will prevail.

15.11 Survival of clauses

Clauses 6, 7.1, 9.2, 10.2 and 12 will survive the expiration or earlier termination of this Deed.

SCHEDULE 1

GRANT DETAILS

Item Grant Period

1. *See clauses 1.1 and 3*

Item Grant

2. *See clauses 1.1 and 2.1*

12 Weeks from the date of this Deed.

(1) Grant amount:

Up to a maximum of [Insert \$amount applied for] (GST inclusive) calculated as 50 per cent of the cost of the quotation accepted by the Recipient (or contract price) and payable for the preparation of a Tune Up Report.

(2) The Grant is payable by the following instalments. Invoices may only be rendered in accordance with the following.

Amount	When Invoice may be rendered
80% of the Grant	Upon delivery by the Recipient to the Territory of a copy of: (a) the quotation from a consultant which has been accepted by the Recipient (or copy of a relevant contract between the Recipient and consultant) for the preparation of a Tune Up Report; and (b) certificates of currency for the insurance coverage required of the engaged consultant under Schedule 3, Item 1.
20% of the Grant	Upon acceptance by the Territory of a copy of: (c) the completed Tune Up Report; (d) the consultant's receipt or invoice provided to the Recipient in respect of provision of the Tune Up Report; and

	(e) an itemised statement of expenditure of the Grant, and the Recipient's own funds on the Funded Activity.
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(3) Except if otherwise stated in this Deed, the Grant is:

- (a) payable within 30 days of receipt by the Territory of an Invoice; and
- (b) inclusive of GST and all other taxes, duties and charges.

**Item Reporting and
3. Acquittal**

See clause 7.1

The Recipient must provide the following reports and documents to the Territory in the time frames specified as follows:

(1) a copy of the completed Tune Up Report.	Before expiration of the Grant Period.
(2) a copy of the consultant's receipt or invoice provided to the Recipient in respect of provision of the Tune Up Report.	Before expiration of the Grant Period.
(3) an itemised statement of the Recipient's expenditure of the Grant, and the Recipient's own funds on the Funded Activity.	Before expiration of the Grant Period.

**Item Other insurance
4. requirements**

See clause 10.1

- (1) Professional Indemnity Insurance: \$5 million
- (2) Other Insurance: Not used.

**Item Contact Officers
5.**

See clauses 1.1 and 15.8

For the Territory:

[Insert name of Contract Officer]
[Insert contact details – address and facsimile]

For the Recipient:

[Insert name of Contract Officer]

[Insert contact details – address and facsimile]

Item Form of
6. Acknowledgement

See clause 8.1

The applicant is to include the following acknowledgement in all documents, brochures, books, articles, newsletters, other artistic works or literary works or advertising “*with assistance from the ACT Government under the Tune Up Canberra Program*”.

The applicant is to give the ACT Planning and Land Authority Contact Officer three (3) business days notice before any public event, media release or media coverage so that the Contact Officer can nominate an ACT Government representative to attend if deemed necessary.

SCHEDULE 2

PART A. THE FUNDED ACTIVITY

Item 1. Tune Up Report

- (1) The Recipient must engage an independent and appropriately qualified consultant to prepare a Tune Up Report for the Recipient's Building.
- (2) The Tune Up Report must include:
 - (a) a baseline measurement of the Building's energy and/or water consumption efficiency (Baseline) using one or more of either:
 - (i) the National Australian Built Environment Rating System (NABERS), a performance-based rating system for existing buildings which measures their operational impacts on the environment and managed as a national initiative by the NSW Department of Environment, Climate Change and Water;
 - (ii) Green Star, a comprehensive, national, voluntary environmental rating system that evaluates the environmental design and construction of buildings and is managed by the Green Building Council of Australia;
 - (iii) heating, cooling and/or water bills for the whole Building for the previous 12 months;as tools for assessing the Building's performance;
 - (b) recommendations for capital works to improve the Building's energy and/or water use efficiency;
 - (c) a projection of what energy and water savings can be made; and
 - (d) the estimated cost of achieving these energy and water savings through undertaking the capital works.

PART B. ITEMS OF ELIGIBLE EXPENDITURE

Item 1. Eligible Expenditure

- (1) The Grant must be used to pay fees of the consultant engaged to prepare the Tune Up Report.
- (2) The Grant must not be used for activities or projects:
 - (a) commenced before the date of this Deed,

- (b) that do not occur in the Territory.
- (3) The Grant must not be used to pay for, amongst other things:
- (a) obtaining NABERS or Green Star rating assessments of the Building, but if relied upon as the Baseline in the Tune Up Report, this information must be supplied in the Tune Up Report;
 - (b) work undertaken by the Recipient or its employees;
 - (c) salary or administration costs of the Recipient or its employees;
 - (d) any travel or accommodation costs;
 - (e) the cost of preparing the Program application, or the Reporting and Acquittal requirements under this Deed;
 - (f) contracts, hire purchase, lease or rental agreements applying beyond the Grant Period; or
 - (g) the core business of the Recipient including any general business overheads.

SCHEDULE 3

SPECIAL CONDITIONS

See clauses 1.1 and 15.10

Item 1. Consultant's Insurance

(1) The Recipient must ensure the consultant engaged to prepare the Tune Up Report effects and maintains for the Grant Period:

- (a) all insurance coverage required by it by law;
- (b) professional indemnity insurance with coverage in the amount of \$5 million in respect of each claim and in the annual aggregate;

with an insurer having a Standard and Poor's or Best's Rating A- or better and must provide evidence of that insurance as required by the Territory.

SIGNED AS A DEED ON 20

SIGNED for and on behalf of the)
AUSTRALIAN CAPITAL TERRITORY)
in the presence of:) Signature of Territory delegate

.....
Signature of witness Print name

.....
Print name

SIGNED for and on behalf of)
[NAME & ACN OF RECIPIENT] in the)
presence of:) Signature of Recipient or authorised
officer*
*delete whichever is not applicable (see note below)

.....
Signature of witness Print name and position

.....
Print name Signature of second authorised officer*
*see note below

.....
Print name and position



Note:

- Date: Must be dated on the date the last party signs the Deed or, if signed counterparts of the Deed are exchanged, the date of exchange. Also date the cover page.
- Individual: Must be signed by the individual Recipient and witnessed.
- Incorporated Association: Must be signed in accordance with the Recipient’s constitution, which may or may not require the common seal to be affixed. As a minimum, 2 authorised officers must sign.
- Company: Must be signed in accordance with section 127 of the *Corporations Act 2001* (Cwlth), for example, by 2 directors or a director and a secretary. Common seal may be affixed if required under the Recipient’s constitution.