



This is an example of a Funding Agreement which is incomplete and subject to change.

Australian Government

Department of Education, Employment and Workplace Relations

Your Ref
Our Ref Application #

Name
Job Title
Company
Address Line 1
SUBURB STATE postcode

Dear [name of funding recipient representative]

Funding Agreement for the [insert name of Project] under the Australian Apprenticeships Advisers OR Mentoring Program of the Australian Apprenticeships Mentoring Package

The Department operates the Advisers OR Mentoring Program which is part of the Australian Apprenticeships Mentoring Package. The overarching aim of the Mentoring Package is to increase the retention rates of Australian Apprentices in order to improve completion rates and support the supply of skilled workers in sectors and occupations where there is a current or emerging skills need.

Through this Program, I am pleased to offer [name of Lead Organisation] a Funding Agreement to deliver [name of Project]. The Project will [details of the Project], as proposed in your application submitted in [date].

The Guidelines for this Program are available at www.australianapprenticeships.gov.au. You should monitor the website regularly for any changes.

I enclose an agreement (2 copies) which sets out details of the proposed Project. Please read the agreement carefully.

If You are able to undertake the Project on the terms and conditions set out in the agreement, You should:

1. sign on the last page of each copy of the agreement and have Your signature witnessed by another person; and
2. initial the bottom of every page in each copy of the agreement, as indicated.

Both copies of the agreement must be returned in the enclosed envelope, marked for my attention, to:

Australian Apprenticeships Reform Branch
GPO Box 9880
CANBERRA ACT 2601
[Location Code: C50MA7]



This proposal lapses if You do not return the signed and unaltered documents to me within 20 business days of the date of this letter.

The agreement will commence when the Commonwealth signs and dates the documents. One copy of the agreement will be returned to You for Your records. You must not make any commitments in anticipation of the agreement until You have confirmation from Us that We have signed the agreement.

When you receive the signed and dated agreement from the Department, please post or scan and email Your tax invoice for the initial instalment of \$(**insert amount**) (GST inclusive) as specified in item AA.1 of Schedule 2.

If you have any questions or require further information, please contact [**insert contract manager's name**] on (02) [**insert number**], or via email [**insert email address @deewr.gov.au.**]

Yours sincerely

[insert date]

3 November, 2011

— *Draft Only* —

Initials
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Australian Government

Department of Education, Employment
and Workplace Relations

Funding Agreement

between the

COMMONWEALTH OF AUSTRALIA

as represented by the

**Department of Education, Employment and Workplace
Relations**

and

[Insert Recipient's Name]

regarding funding for the **[insert Project Title]**

under the

Australian Apprenticeships **Advisers OR **Mentoring** Program**

under the

Australian Apprenticeships Mentoring Package

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3 November, 2011

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Parties

COMMONWEALTH OF AUSTRALIA ('Commonwealth, 'Us', 'We' or 'Our'), represented by and acting through the Department of Education, Employment and Workplace Relations [ABN 63 578 775 294] ('Department')

AND

[Name and details of funding recipient – refer instructions] ('You' or 'Your'), ABN [XX XXX XX XXX XXX], having its registered office at [address line 1, suburb, state, postcode].

Note: this agreement uses a number of words which are defined in the glossary in clause 33.1. Defined terms start with a capital letter, eg, Asset.

Purpose

A. The Department operates the Mentoring Package which is part of the Australian Government's *Building Australia's Future Workforce* package. The Mentoring Package comprises two grants programs, the Mentoring Program and the Australian Apprenticeships Advisers Program. These are also identified as the 'Trade Apprentice Mentoring' and 'Right Trade for You' Initiatives under the Portfolio Budget Statements 2011-12.

The overarching aim of the Mentoring Package is to increase the retention rates of Australian Apprentices in order to improve completion rates and support the supply of skilled workers in sectors and occupations where there is a current or emerging skills need.

This Funding Agreement refers to the **Advisers Program**. Under the **Advisers Program**, funding will support Apprenticeships Advisers to provide industry or occupation specific information to potential Australian Apprenticeship candidates to help them make an informed decision in choosing the right Apprenticeship pathway. The **Advisers Program** primarily targets school leavers. Projects under the **Advisers Program** could also provide information and resources to potential and existing employers of Australian Apprentices to support effective recruitment in that occupation or industry.

OR

This Funding Agreement refers to the **Mentoring Program**. Under the **Mentoring Program**, funding will support targeted mentoring to help Australian Apprentices successfully progress through their Apprenticeships. Mentoring may also involve support to their employers or supervisors to encourage a positive employment relationship and better support for Australian Apprentices. The **Mentoring Program** is targeted to Australian Apprentices who may face barriers to participation. The Mentoring Program includes a focus on support for the first year of training when Australian Apprentices are most at risk of withdrawing from their Apprenticeships.

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Guidelines are available at www.australianapprentices.gov.au.

- B. You are committed to helping achieve the **Advisers OR Mentoring** Program, through Your conduct of the Project [**insert brief description of Project consistent with the description in item C of Schedule 1.**]
- C. As a result of this commitment, We agree to support the Project by providing Funding to You, subject to the terms and conditions of this agreement.
- D. We are required by law to ensure accountability for public money, and You are required to be accountable for all Funds provided by Us.
- E. You agree to accept the Funding on the terms and conditions set out in this agreement.

1 Term of Agreement

- 1.1 This agreement commences on the Date of this Agreement and, unless terminated earlier, it expires on the Completion Date.

2 Project

- 2.1 You must carry out the Project:
- (a) at the times and in the manner specified in item C of Schedule 1;
 - (b) within the Project Period; and
 - (c) in accordance with this agreement (and any applicable Guidelines), diligently, effectively and to a high professional standard.
- 2.2 The Funding must be expended by You only for the Project.
- 2.3 You must not act in a way that may bring the Project into disrepute.
- 2.4 We are not responsible for the provision of additional money to meet any expenditure in excess of the Funds.

3 Funding

- 3.1 Subject to sufficient funds being available for the Program, and compliance by You with this agreement (including the invoicing requirements, if any, specified in item E of Schedule 1), We will provide You with the Funding at the times and in the manner specified in item AA of Schedule 2.
- 3.2 Without limiting Our rights, We may withhold or suspend any payment in whole or in part if:
- (a) You have not performed Your obligations under this agreement; or
 - (b) You have outstanding or unacquitted money under any arrangement (whether contractual or statutory) with Us.

- 3.3 If We exercise Our rights under clause 3.2, You must continue to perform any obligations under this agreement, unless We agree otherwise in writing.

4 Management of Funding

4.1 You must:

- (a) ensure that the Funds are held in an account in Your name, and which You solely control, with a bank or credit union carrying on banking business in Australia;
- (b) if specified in item F of Schedule 1, this must be an account which is:
 - (i) established solely to account for and administer, Funding provided by Us to You under this agreement; and
 - (ii) separate from Your other operational accounts;
- (c) on request from Us, provide Us and the authorised deposit-taking institution with an authority for Us to obtain all details relating to any use of the account; and
- (d) identify the receipt and expenditure of the Funds separately within Your accounting Records so that at all times the Funds are identifiable and ascertainable.

4.2 You must keep financial Records relating to the Project to enable:

- (a) all income and expenditure related to the Project to be identified in Your accounts;
- (b) the preparation of financial statements in accordance with Australian Accounting Standards; and
- (c) the audit of those Records in accordance with Australian Auditing Standards.

4.3 You must not use the Funds:

- (a) as security to obtain, or comply with, any form of loan, credit, payment or other interest; or
- (b) for the preparation of, or in the course of, any litigation.

5 Repayment of Funding

5.1 If:

- (a) at any time, an overpayment occurs, including where an invoice is found to have been incorrectly rendered after payment; or
- (b) at the Completion Date (or if this agreement is terminated earlier, the date of termination) some or all of the Funding has not been:
 - (i) spent in accordance with this agreement; or
 - (ii) acquitted to Our satisfaction,

then this amount must be repaid to Us within 20 business days of a written notice from Us, or dealt with as directed in writing by Us.

- 5.2 An overpayment may be recovered from You, including by offsetting that overpayment against any amount subsequently due to You under this agreement or any other arrangement between You and Us or between You and the Commonwealth generally.
- 5.3 If an overpayment is not repaid to Us, Interest is payable on the amount after the expiry of the 20 business days notice referred to in clause 5.1, until the amount is paid in full.
- 5.4 Any amount owed to Us under clause 5.1 and any Interest owed under clause 5.3, is recoverable by Us as a debt due to Us by You without further proof of the debt by Us.
- 5.5 An adjustment note must be provided to Us if required by the GST Act, including where You repay some or all of the Funding to Us.

6 Acknowledgment and Publicity

- 6.1 You must, in all publications, promotional and advertising materials, public announcements and activities by You or on Your behalf in relation to the Project, or any products, processes or inventions developed as a result of the Project, acknowledge the financial and other support You have received from Us, in the manner set out in item G of Schedule 1.
- 6.2 You must ensure that all advertisements, promotional activities and any other public relations matters in relation to this agreement are consistent with the requirements set out in item G of Schedule 1 and the Guidelines (if any).
- 6.3 We reserve the right to publicise and report on the awarding of Funding to You, including the amount of the Funds given to You and the title and a brief description of the Project.

7 Subcontracting

- 7.1 You must not, without Our prior written approval, subcontract the performance of any obligations under this agreement. In giving approval, We may impose terms and conditions as We think fit.
- 7.2 The subcontractors We have approved at the Date of this Agreement, and any terms and conditions relating to their use, are identified in item H of Schedule 1.
- 7.3 You are fully responsible for the performance of Your obligations under this agreement, even if You may subcontract some or all of Your obligations.
- 7.4 Despite any approval given by Us under clause 7.1, You are responsible for ensuring the suitability of a subcontractor for the work proposed to be carried out and for ensuring that the work meets the requirements of this agreement.

- 7.5 We may revoke Our approval of a subcontractor on any reasonable ground by giving written notice to You. On receipt of the notice You must, at Your own cost, promptly cease using that subcontractor and arrange their replacement with personnel or another subcontractor acceptable to Us.
- 7.6 If We withdraw Our approval of a subcontractor, You remain liable under this agreement for the past acts or omissions of Your subcontractors as if they were current subcontractors.
- 7.7 You must not enter into a subcontract under this agreement with a subcontractor named by the Director of the Equal Opportunity for Women in the Workplace Agency as an employer currently not complying with the *Equal Opportunity for Women in the Workplace Act 1999*.

8 Specified Personnel

- 8.1 You must ensure that the Specified Personnel, if any, listed in item I of Schedule 1 undertake activities on the Project in accordance with the terms of this agreement.
- 8.2 Where Specified Personnel are unable to undertake activities on the Project, You must notify Us immediately. You must, if requested by Us, provide replacement personnel acceptable to Us without additional payment and at the earliest reasonable opportunity.
- 8.3 We may give notice on reasonable grounds related to performance of the Project requiring You to remove personnel (including Specified Personnel) from work on the Project. You must, at Your own cost, promptly arrange for the removal of the personnel from work on the Project and their replacement with personnel acceptable to Us.
- 8.4 If You are unable to provide acceptable replacement personnel, We may terminate this agreement under clause 28.

9 Assets

- 9.1 You must not use the Funding to purchase or create any Asset, apart from those detailed in item J of Schedule 1, without getting Our prior written approval. Our approval may be subject to conditions. Clauses 9.3 to 9.7 apply only to Assets purchased or created with the Funding.
- 9.2 Unless it is specified in item J of Schedule 1 that We own the Asset then, subject to this clause 9, You own any Asset acquired with the Funding. If We own the Asset, clauses 9.4, 9.5 and 9.6 do not apply.
- 9.3 During the Project Period You must:
- (a) use any Asset in accordance with this agreement and for the purposes of the Project;

- (b) not encumber or dispose of any Asset, or deal with or use any Asset other than in accordance with this clause 9, without Our prior written approval;
 - (c) safeguard all Assets against theft, loss, damage, or unauthorised use;
 - (d) maintain all Assets in good working order;
 - (e) maintain all appropriate insurances for all Assets to their full replacement value, noting Our interest in the Asset under this agreement, and provide satisfactory evidence of this on request from Us;
 - (f) if required by law, maintain registration and licensing of all Assets;
 - (g) be fully responsible for, and bear all risks relating to, the use or disposal of all Assets;
 - (h) if specified in item J of Schedule 1, maintain an Assets register in the form and containing the details as described in item J of Schedule 1; and
 - (i) as and when requested by Us, provide copies of the Assets register to Us.
- 9.4 We may require You to pay to Us a proportion of the market value of an Asset which is equivalent to Our contribution to the purchase of the Asset:
- (a) if You sell or otherwise dispose of the Asset during the Project Period (which must be with Our prior written consent and subject to any conditions We may impose); or
 - (b) on completion of the Project Period or earlier termination of this agreement.
- 9.5 If You fail to make payment as required by clause 9.4, within 20 business days of receiving written notice from Us:
- (a) You must pay Us the Interest on the amount from the date it was due, for the period it remains unpaid; and
 - (b) the amount and Interest are recoverable by Us as a debt due to Us by You.
- 9.6 If any of the Assets are lost, damaged or destroyed, You must reinstate the Assets including from the proceeds of the insurance and this clause 9 continues to apply to the reinstated Assets. Any surplus from the proceeds of the insurance must be notified to Us and used and accounted for as Funding under this agreement.
- 9.7 On completion of the Project or earlier termination of this agreement We may require You to deal with Assets as We may, at Our sole discretion, direct in writing.

10 Insurance

- 10.1 You must, for as long as any obligations remain in connection with the Project, have insurance as specified in item K of Schedule 1.
- 10.2 When requested, You must provide Us, within 10 business days of the request, with evidence satisfactory to Us that You have complied with Your obligation to insure.

11 Liaison and Monitoring

11.1 You must:

- (a) liaise with and provide information to the Program Delegate, or a person nominated by the Program Delegate, as reasonably required by the Program Delegate; and
- (b) comply with all reasonable requests, directions, or monitoring requirements received from the Program Delegate.

12 Reporting

12.1 You must provide to Us progress Reports at the times and in the manner stated in item L of Schedule 1 of Your progress in undertaking the Project.

12.2 Unless clause 12.6 applies, You must provide Us with:

- (a) a certificate that all Funding received was expended for the Project and in accordance with this agreement;
- (b) an audited detailed statement of income and expenditure in respect of the Funding, which must include a definitive statement as to whether the financial accounts are true and fair, and a statement of the balance of Your account referred to in clause 4.1; and
- (c) an audit statement that the Funding was expended for the Project and in accordance with this agreement.

12.3 The certificate referred to in clause 12.2(a) and the audits referred to in clause 12.2(b) and (c) must:

- (a) contain the details, if any, described in item L of Schedule 1;
- (b) be provided to the Program Delegate within one month (or other period specified in item L of Schedule 1) of the end of the Project Period; and
- (c) at the other times specified in item L of Schedule 1, if any.

12.4 The certificate referred to in clause 12.2(a) must be provided by the person specified in item L of Schedule 1 or, if no person is specified, by Your chief executive officer, chief internal auditor or board member.

12.5 Subject to clause 12.6, the audits referred to in clause 12.2(b) and (c) must:

- (a) comply with the Australian Auditing Standards; and
- (b) be carried out by a person who is:
 - (i) registered as a company auditor under the *Corporations Act 2001*, or a member of the Institute of Chartered Accountants in Australia (who is entitled to use the letters CA or FCA), or of CPA Australia (who is entitled to use the letters CPA or FCPA) or the Institute of Public Accountants (IPA) (who is entitled to use the letters MIPA or FIPA); and

- (ii) not a principal, member, shareholder, officer or employee of You (Your holding company or a subsidiary of You or Your holding company).

12.6 If You are audited by the Auditor-General or a State or Territory Auditor-General:

- (a) for the entire term of this agreement; and
- (b) the Funding is included in the income and expenditure which is subject to the audit,

then, instead of the certificate and audits referred to in clause 12.2, You may provide Us with:

- (i) a detailed statement of income and expenditure for the Funding, which must include a definitive statement as to whether the financial accounts are true and fair, and a statement of the balance of Your account referred to in clause 4.1; and
- (ii) statement that the Funding was expended for the Project and in accordance with this agreement.

12.7 The statements referred to in clause 12.6(i) and (ii) must

- (a) be certified by:
 - (i) Your chief executive officer; and
 - (ii) the senior executive officer employed by You who has primary responsibility for managing Your audit functions; and
 - (iii) be delivered at the times and in the manner specified in clause 12.3.

13 Commonwealth Material

13.1 Subject to clause 13.4, ownership of all Commonwealth Material, including Intellectual Property Rights in that Material, remains vested at all times in Us but We grant You a licence to use, copy and reproduce that Material only for the purposes of this agreement and in accordance with any conditions or restrictions specified in item M of Schedule 1.

13.2 You must keep safely and maintain Commonwealth Material You have been given for the purposes of this agreement.

13.3 You may retain or destroy all Commonwealth Material remaining in Your possession at the end of this agreement, unless otherwise specified in item M or item P of Schedule 1.

13.4 You must not use the Commonwealth Coat of Arms for the purposes of this agreement.

14 Project Material

Ownership

- 14.1 Subject to this clause 14, You own the Project Material and the Intellectual Property Rights in Project Material immediately on their creation.
- 14.2 The Excluded Material and the Excluded IPR may be owned by You or a third party.

Licences

- 14.3 You must grant to Us (or arrange for the grant to Us of) a permanent, irrevocable, free, world wide, non-exclusive licence (including a right of sublicense) to use, reproduce, adapt and exploit the Intellectual Property Rights in the Project Material and the Excluded Material for any purpose.
- 14.4 If You are unable to obtain a licence on the terms referred to in clause 14.3, you must arrange for the grant to Us of a licence to exercise the Excluded IPR on the terms set out in item N of Schedule 1.

Use of Project Material

- 14.5 If you are an Author (either the sole or a joint Author) of any Project Material or Excluded Material, You consent to the performance of the Specified Acts by Us or any person licensed by Us to use, reproduce, adapt and exploit that Project Material or Excluded Material.
- 14.6 You agree:
- (a) to obtain from each Author (other than You) of any Project Material or Excluded Material a written consent to the performance of the Specified Acts (whether occurring before or after the consent is given) by Us or any person licensed by Us to use, reproduce, adapt and exploit that Project Material or Excluded Material; and
 - (b) upon request, to provide the executed original of each consent to Us.

General

- 14.7 You must comply with any request that We make of You at any time to bring into existence, sign, execute or otherwise deal with any document that may be necessary or desirable to give effect to this clause 14.
- 14.8 You warrant that You are entitled, or will be entitled at the relevant time, to deal with the Intellectual Property Rights in the Project Material in accordance with this clause 14.
- 14.9 If requested by Us, You must provide Us with a copy of the Project Material in the form requested by Us.

15 Disclosure of Information

15.1 Subject to clause 15.5:

- (a) You must not, without Our prior written approval, disclose any of Our Confidential Information to a third party; and
- (b) We must not, without Your prior written approval, disclose any of Your Confidential Information to a third party.

15.2 In giving written approval to disclosure, a party may impose conditions as it thinks fit, and the other party agrees to comply with the conditions.

15.3 We may at any time require You to arrange for any person engaged in, or in relation to, the performance or management of this agreement to give written undertakings, in a form required by Us, relating to the non-disclosure of Our Confidential Information.

15.4 If You receive a request under clause 15.3, You must promptly arrange for all undertakings to be given.

15.5 The obligations on the parties under this clause 15 will not be breached if information:

- (a) is disclosed by Us to the responsible Minister;
- (b) is disclosed by Us, in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia;
- (c) is authorised or required by law to be disclosed; or
- (d) is in the public domain otherwise than due to a breach of this clause 15.

15.6 Nothing in this clause 15 limits Your obligations under clause 16 or clause 18.

16 Protection of Personal Information

16.1 You agree:

- (a) to comply with the Information Privacy Principles when doing any act or engaging in any practice in relation to Personal Information for the purposes of this agreement, as if You were an agency as defined in the Privacy Act; and
- (b) to deal with Personal Information received, created or held by You for the purposes of this agreement only to fulfil Your obligations under this agreement and in accordance with any conditions or restrictions specified in item P of Schedule 1.

16.2 An act done or a practice engaged in by You or a subcontractor to meet (directly or indirectly) an obligation under this agreement:

- (a) is authorised by this clause 16 for the purposes of sub-sections 6A(2) and 6B(2) of the Privacy Act even if the act or practice is inconsistent with a National Privacy Principle or an approved privacy code (as defined in the Privacy Act) that applies to You or the subcontractor; but
- (b) is subject to the other obligations in this agreement including this clause 16.

16.3 In this clause 16, "received" includes "collected".

17 Records

17.1 You must make full and accurate Records of the conduct of the Project including progress against the Milestones (if any), the receipt and use of Funding (in accordance with Australian Accounting Standards), the acquisition of Assets and the creation of Intellectual Property Rights in Project Material.

17.2 Subject to Your obligations under clause 16, Records must be retained by You for 7 years after the end of the Project Period.

18 Access to Premises and Records

18.1 You must at all reasonable times give the Auditor-General, the Privacy Commissioner, the Program Delegate, a member of the Investigations Branch in the Department on production of photo identification, or any person authorised in writing by the Secretary:

- (a) reasonable access to:
 - (i) Your employees and equipment;
 - (ii) premises occupied by You;
 - (iii) Material; and
- (b) reasonable assistance to:
 - (i) inspect the performance of the Project;
 - (ii) to locate and inspect Material;
 - (iii) make copies of Material and remove those copies, relevant to the Project.

18.2 The rights referred to in clause 18.1 are subject to:

- (a) the provision of reasonable prior notice to You; and
- (b) Your reasonable security procedures.

18.3 If a matter is being investigated which, in the opinion of a member of the Investigations Branch in the Department, or any person authorised in writing by the Secretary, may involve an actual or apprehended breach of the law, clause 18.2(a) will not apply.

18.4 The requirement for access specified in clause 18.1 does not in any way reduce Your responsibility to perform Your obligations under this agreement.

19 Indemnity

19.1 You agree to indemnify Us against any:

- (a) loss or liability incurred by Us;
- (b) loss of or damage to Our property; or

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- (c) loss or expense incurred by Us in dealing with any claim against Us, including legal costs and expenses on a solicitor/own client basis and the cost of time spent, resources used, or disbursements paid by Us;

arising from:

- (i) any act or omission by You, or any of Your employees, agents, or subcontractors in connection with this agreement, where there was fault on the part of the person whose conduct gave rise to that liability, loss, damage, or expense;
- (ii) any breach by You or any of Your employees, agents, or subcontractors of obligations or warranties under this agreement;
- (iii) any use or disclosure by You, Your officers, employees, agents or subcontractors of Personal Information held or controlled in connection with this agreement; or
- (iv) the use by Us of the Project Material, including any claims by third parties about the ownership or right to use Intellectual Property Rights (including moral rights) in Project Material.

19.2 Your liability to indemnify Us under this clause 19 will be reduced proportionately to the extent that any fault on Our part contributed to the relevant loss, damage, expense, or liability.

19.3 Our right to be indemnified under this clause 19 is in addition to, and not exclusive of, any other right, power, or remedy provided by law, but We are not entitled to be compensated in excess of the amount of the relevant loss, damage, expense or liability.

19.4 In this clause 19, “fault” means any negligent or unlawful act or omission or wilful misconduct.

20 Conflict of Interest

20.1 You warrant that, to the best of Your knowledge after making reasonable inquiries, at the Date of this Agreement no Conflict exists or is likely to arise in the performance of Your obligations under this agreement.

20.2 If during the term of this agreement, a Conflict arises, or is likely to arise, You must:

- (a) immediately notify Us in writing of that Conflict and of the steps You propose to take to resolve or otherwise deal with the Conflict;
- (b) make full disclosure to Us of all relevant information relating to the Conflict; and
- (c) take steps as We may, if We choose to, reasonably require to resolve or otherwise deal with that Conflict.

20.3 If You fail to notify Us under this clause 20, or are unable or unwilling to resolve or deal with the Conflict as required, We may terminate this agreement under clause 28.

21 Negation of Employment, Partnership and Agency

- 21.1 You will not, by virtue of this agreement, be or for any purpose be deemed to be Our employees, partners or agents.
- 21.2 You must not represent Yourself, and must ensure that Your employees, partners, agents or sub-contractors do not represent themselves, as being Our employees, partners or agents.

22 Entire Agreement, Variation and Severance

- 22.1 This agreement records the entire agreement between the parties in relation to its subject matter.
- 22.2 Except for action We are expressly authorised to take elsewhere in this agreement, no variation of this agreement is binding unless it is agreed in writing and signed by the parties.
- 22.3 If a court or tribunal says any provision of this agreement has no effect or interprets a provision to reduce an obligation or right, this does not invalidate, or restrict the operation of, any other provision.

23 Waiver

- 23.1 If either party does not exercise (or delays in exercising) any rights under this agreement, that failure or delay does not operate as a waiver of those rights.
- 23.2 A waiver by either party of any rights does not prevent the further exercise of any right.
- 23.3 Waiver of any provision of, or right under, this agreement:
- (a) must be in writing signed by the party entitled to the benefit of that provision or right; and
 - (b) is effective only to the extent set out in the written waiver.
- 23.4 In this clause 23, 'rights' means rights or remedies provided by this agreement or at law.

24 Assignment and Novation

- 24.1 You must not assign Your rights under this agreement without prior written approval from Us.
- 24.2 You agree not to negotiate with any other person to enter into an arrangement that will require novation of this agreement without first consulting Us.

25 Incorporation

- 25.1 If You are a body corporate, You warrant that Your constitution is not inconsistent with this agreement.
- 25.2 You must notify Us if You intend to amend Your constitution in a way which affects Your ability to comply with this agreement.
- 25.3 If You alter Your constitution in a way which affects Your ability to comply with this agreement, We may terminate this agreement under clause 28.

26 Dispute Resolution

- 26.1 Subject to clause 26.3, the parties agree not to commence any legal proceedings in respect of any dispute arising under this agreement, which cannot be resolved by informal discussion, until the procedure provided by this clause 26 has been used.
- 26.2 The parties agree that any dispute arising during the course of this agreement is dealt with as follows:
- (a) the party claiming that there is a dispute will send the other party a written notice setting out the nature of the dispute;
 - (b) the parties will try to resolve the dispute through direct negotiation by persons who they have given authority to resolve the dispute;
 - (c) the parties have 10 business days from the receipt of the notice to reach a resolution or to agree that the dispute is to be submitted to mediation or some alternative dispute resolution procedure; and
- if:
- (i) there is no resolution of the dispute;
 - (ii) there is no agreement on submission of the dispute to mediation or some alternative dispute resolution procedure; or
 - (iii) there is a submission to mediation or some other form of alternative dispute resolution procedure, but there is no resolution within 15 business days of the submission, or extended time as the parties may agree in writing before the expiration of the 15 business days,
- then, either party may commence legal proceedings.
- 26.3 This clause 26 does not apply if:
- (a) either party commences legal proceedings for urgent interlocutory relief;
 - (b) action is taken by Us under clauses 5, 18, 27 or 28; or
 - (c) an authority of the Commonwealth, a State or Territory is investigating a breach or suspected breach of the law by You.
- 26.4 Despite the existence of a dispute, both parties must (unless requested in writing by the other party not to do so) continue to perform obligations under this agreement.

27 Termination With Costs and Reduction

- 27.1 We may, at any time by written notice to You, terminate this agreement in whole or reduce the scope of this agreement without prejudice to the rights, liabilities, or obligations of either party accruing prior to the date of termination. If this agreement is terminated or reduced in scope We will only be liable for:
- (a) payments under the payment provisions of this agreement that were due before the effective date of termination; and
 - (b) subject to clauses 27.3 and 27.4, any reasonable costs incurred by You and directly attributable to the termination or partial termination of this agreement.
- 27.2 Upon receipt of a notice of termination or reduction in scope You must:
- (a) stop work as specified in the notice;
 - (b) take all available steps to minimise loss resulting from that termination and to protect Commonwealth Material and Project Material; and
 - (c) continue work on any part of the Project not affected by the notice.
- 27.3 If there is a reduction in scope of the obligations under this agreement, Our liability to pay any part of the Funding will, in the absence of agreement to the contrary, abate proportionately to the reduction in the obligations under this agreement.
- 27.4 We will not be liable to pay compensation for loss of prospective profits for a termination or reduction in scope under this clause 27 or loss of any benefits that would have been conferred on You had the termination or reduction not occurred.

28 Termination For Default

- 28.1 We may immediately terminate this agreement by giving written notice to You of the termination if:
- (a) We are satisfied that any statement made in Your application for Funding is incorrect, incomplete, false or misleading in a way which may have affected:
 - (i) the original decision to approve the Funding;
 - (ii) the terms and conditions of this agreement; or
 - (iii) action taken by Us under this agreement;
 - (b) You fail to fulfil, or are in breach of any of Your obligations under this agreement (including but not limited to Your obligations under clauses 8, 20 and 25), and You do not rectify the omission or breach within 10 business days of receiving a notice in writing from Us to do so;
 - (c) You are unable to pay all Your debts when they become due;
 - (d) if You are an incorporated body:
 - (i) You fail to comply with a statutory demand within the meaning of section 459F of the *Corporations Act 2001*;

- (ii) proceedings are initiated to obtain an order for Your winding up or any shareholder, member or director convenes a meeting to consider a resolution for Your winding up;
- (iii) You come under one of the forms of external administration referred to in Chapter 5 of the *Corporations Act 2001* or equivalent provisions in other legislation, or an order has been made to place You under external administration; or
- (iv) notice is served on You or proceedings are taken to cancel Your incorporation or registration or to dissolve You as a legal entity;
- (e) if You are an individual, You become bankrupt or enter into a scheme of arrangement with creditors; or
- (f) You cease to carry on a business relevant to the performance of the Project.

29 Compliance With Laws and Our Policies

29.1 You must, in carrying out Your obligations under this agreement, comply with:

- (a) all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory or local authority; and
- (b) any of Our policies notified by Us to You in writing, including those listed in item Q of Schedule 1.

30 Applicable Law and Jurisdiction

30.1 The laws of the Australian Capital Territory apply to the interpretation of this agreement.

30.2 The parties agree to submit to the non-exclusive jurisdiction of the courts of the Australian Capital Territory in respect to any dispute under this agreement.

31 Notices

31.1 A party giving notice under this agreement must do so in writing or by Electronic Communication:

- (a) if given by You, marked for the attention of the Program Delegate specified in item BB of Schedule 2; or
- (b) if given by Us, marked for the attention of the person specified in item R of Schedule 1; and
- (c) hand delivered or sent by pre-paid post or Electronic Communication to the address of the other party specified in the schedule.

31.2 A notice given under clause 31.1 is taken to be received:

- (a) if hand delivered, on delivery;
- (b) if sent by pre-paid post, 5 business days after the date of posting; or
- (c) if sent by Electronic Communication, at the time that would be the time of receipt under the *Electronic Transactions Act 1999* if a notice was being given under a law of

the Commonwealth.

32 Survival of Clauses

- 32.1 These clauses survive the expiration or earlier termination of this agreement: 4, 5, 9, 12, 13, 14, 15, 16, 17 and 19.
- 32.2 Clauses 6 and 18 apply during this agreement and for 7 years from the end of this agreement.

33 Interpretation

- 33.1 In this agreement, unless the contrary intention appears:

‘**ABN**’ has the same meaning as it has in section 41 of the *A New Tax System (Australian Business Number) Act 1999*;

‘**Asset**’ means any item of tangible property which has a value of over \$5,000 inclusive of GST, but does not include Project Material;

‘**Auditor-General**’ means the office established under the *Auditor-General Act 1997* and includes any other entity that may, from time to time, perform the functions of that office;

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

‘**Australian Auditing Standards**’ refers to the standards prepared by the Australian Government Auditing and Assurance Standards Board created by section 227A of the *Australian Securities and Investments Commission Act 2001* and generally accepted audit practices to the extent they are not inconsistent with those standards;

‘**Author**’ means a person who is an author of any Project Material or Excluded Material for the purposes of Part IX of the *Copyright Act 1968* (Moral Rights);

‘**Co-contribution**’ refers to funding from other sources for the Project in addition to funding from the Australian Apprenticeships Mentoring Package. Co-contribution may include financial and/or in-kind.

‘**Commonwealth Coat of Arms**’ means the Commonwealth Coat of Arms as set out at *It’s an Honour – Commonwealth Coat of Arms* available at <http://www.itsanhonour.gov.au/coat-arms/index.cfm>;

‘**Commonwealth Material**’ means any Material provided by Us to You for the purposes of this agreement or which is copied from that Material, except for Project Material;

‘**Completion Date**’ means:

- (a) the date specified in item A of Schedule 1;
- (b) if no date is specified, the day after You have done all that You are required to

do under this agreement to Our satisfaction;

'Conflict' refers to a conflict of interest, or risk of a conflict of interest, or an apparent conflict of interest arising through You engaging in any activity or obtaining any interest that is likely to interfere with or restrict You in providing the Project to Us fairly and independently;

'Date of this Agreement' means the date written on the signature page of this agreement, and if no date or more than one date is written there, then the date on which this agreement is signed by the last party to do so;

'Electronic Communication' has the same meaning as it has in section 5 of the *Electronic Transactions Act 1999*;

'Excluded IPR' means the Intellectual Property Rights in the Excluded Material;

'Excluded Material' means any Material specified under the heading 'Excluded Material' in item N of Schedule 1;

'Funding' or **'Funds'** means the amount or amounts (in cash or kind) payable by Us under this agreement as specified in item AA of Schedule 2, including interest earned on that amount;

'GST' has the same meaning as it has in section 195-1 of the GST Act;

'GST Act' means the *A New Tax System (Goods and Services Tax) Act 1999*;

'Guidelines' refers to the guidelines for the Program, if any, as described in item B of Schedule 1;

'Information Privacy Principle' has the meaning given in the Privacy Act;

'Intellectual Property Rights' includes all copyright (including rights in relation to phonograms and broadcasts), all rights in relation to inventions (including patent rights), plant varieties, registered and unregistered trademarks (including service marks), registered designs, circuit layouts, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields;

'Interest' means interest calculated at an interest rate equal to the general interest charge rate for a day pursuant to section 8AAD of the *Taxation Administration Act 1953*, on a daily compounding basis;

'Material' includes documents, equipment, software (including source code and object code), goods, information and data stored by any means including all copies and extracts of the same;

'Milestone' means a stage of completion of the Project set out in item C of Schedule 1;

'Our Confidential Information' means information that:

- (a) is described in item O of Schedule 1;
- (b) We identify, by notice in writing to You after the Date of this Agreement, as

- confidential information for the purposes of this agreement; or
- (c) You know or ought to know is confidential to Us;

‘Personal Information’ has the same meaning as it has in section 6 of the Privacy Act;

‘Privacy Act’ means the *Privacy Act 1988*;

‘Privacy Commissioner’ means the Office of the Privacy Commissioner established under the Privacy Act and includes any other entity that may, from time to time, perform the functions of that Office;

‘Program’ means the part of Our operations specified in item B of Schedule 1 under which We are able to give the Funding to You;

‘Program Delegate’ means the person for the time being performing the duties of the office of the Department specified in item BB of Schedule 2 or any other person specified by the Secretary and notified in writing to You;

‘Project’ means the activity described in item C of Schedule 1, and includes the provision of Project Material specified in that item;

‘Project Material’ means;

- (a) any Material specified under the heading ‘Project Material’ in item N of Schedule 1;
- (b) any other Material produced by, or for, You in carrying out Your obligations under this agreement; and
- (c) any other Material incorporated in, or supplied with, or as part of the Material referred to in paragraphs (a) and (b);

but does not include Excluded Material;

‘Project Period’ means:

- (a) the period specified in item D of Schedule 1 during which the Project must be completed; or
- (b) if this agreement is terminated early, the period ending on the day on which the agreement terminates;

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

‘Report’ means Project Material that is provided to Us for reporting purposes on matters including the use of the Funding, whether or not Milestones have been achieved, progress reports and evaluations of the Project or obligations of this agreement, as stipulated in item L of Schedule 1;

‘Secretary’ means a person for the time being performing the duties of the office of Secretary to the Department and includes a person designated in writing by the Secretary to exercise any of the Secretary’s powers under this agreement;

'Specified Acts' means any of the following acts or omissions by or on behalf of Us:

- (a) using, reproducing, adapting or exploiting all or any part of the Project Material, with or without attribution of authorship;
- (b) supplementing the Project Material with any other Material; or
- (c) using the Project Material in a different context to that originally envisaged; but does not include false attribution of authorship;

'Specified Personnel' means the personnel (whether Your employees or subcontractors), or people with specific skills, specified in item I of Schedule 1 as personnel required to undertake the Project or any part of the work constituting the Project;

'Us', 'We' and **'Our'** includes the Commonwealth's officers, delegates, employees and agents, and Our successors;

'You' and **'Your'** includes, where the context admits, Your officers, employees, agents and subcontractors and Your successors;

'Your Confidential Information' means information that is described in item CC of Schedule 2.

33.2 In this agreement, unless the contrary intention appears:

- (a) words in the singular include the plural and vice versa;
- (b) words importing a gender include the other gender;
- (c) a reference to a person includes a partnership and a body whether corporate or otherwise;
- (d) clause headings or words in bold format are inserted for convenience only, and have no effect in limiting or extending the language of provisions;
- (e) all references to dollars are to Australian dollars;
- (f) a reference to legislation is to legislation, including any successor legislation, of the Commonwealth, as amended from time to time;
- (g) an uncertainty or ambiguity in the meaning of a provision of this agreement will not be interpreted against a party just because that party prepared the provision; and
- (h) where a word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase has a corresponding meaning.

33.3 The schedules (and annexures and documents incorporated by reference, if any) form part of this agreement.

33.4 In the event of any conflict or inconsistency between any part of:

- (a) the terms and conditions contained in the clauses of this agreement;
- (b) the schedules
- (c) the annexures, if any;
- (d) documents incorporated by reference, if any,

then the material mentioned in any one of paragraphs (a) to (d) above has precedence

over material mentioned in a subsequent paragraph, to the extent of any conflict or inconsistency.

- 33.5 For the avoidance of doubt, no right or obligation in this agreement is to be read or understood as limiting Your rights to enter into public debate or criticism of Us.

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Schedule 1 Your Obligations

A. Term of agreement (clause 1)

- A.1 The Completion Date for this agreement is [Insert date by when all obligations under the agreement must be completed].

B. Program and Guidelines (clause 2)

- B.1 The Program is the Australian Apprenticeships **Advisers OR Mentoring** Program under the Australian Apprenticeships Mentoring Package.
- B.2 Under the **Advisers Program**, funding will support Apprenticeships Advisers to provide industry or occupation specific information to potential Australian Apprenticeship candidates to help them make an informed decision in choosing the right Apprenticeship pathway. The **Advisers Program** primarily targets school leavers. Projects under the **Advisers Program** could also provide information and resources to potential and existing employers of Australian Apprentices to support effective recruitment in that occupation or industry.

OR

Under the **Mentoring Program**, funding will support targeted mentoring to help Australian Apprentices successfully progress through their Apprenticeships. Mentoring may also involve support to their employers or supervisors to encourage a positive employment relationship and better support for Australian Apprentices. The **Mentoring Program** is targeted to Australian Apprentices who may face barriers to participation. The Mentoring Program includes a focus on support for the first year of training when Australian Apprentices are most at risk of withdrawing from their Apprenticeships.

- B.3 The Guidelines which apply to the Project are entitled the **Advisers OR Mentoring** Program Guidelines under the Australian Apprenticeships Mentoring package dated [insert date] 2011 (the Guidelines). The Guidelines may be amended from time to time at our absolute discretion and the amended Guidelines will apply to the Project. We will provide you with a copy of the amended Guidelines. If there are any inconsistencies between this agreement and the Guidelines, this agreement prevails to the extent of any inconsistency. Guidelines can be found at www.australianapprenticeships.gov.au

C. Project (clause 2)

- C.1 You must undertake the Project entitled [insert name of Project] (the Project).
- C.2 You agree, in your performance of the Project to:
- (a) [Insert detailed description of Project.]
 - (b) [Include requirements to submit a Risk Management Plan and any other requirements necessary for the Project]
 - (c)

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- (d)
- (e) Identify opportunities for the Minister for Tertiary Education, Skills, Jobs and Workplace Relations, or their representative, and /or an officer from DEEWR to attend any significant event, including but not limited to launches and public forums, which is undertaken as part of this Project.

C.3 You must deliver this Project within the Project Period in accordance with the following timetable:

Milestone / stage	Date for completion	Deliverables
(a)		
(b)		

Record Keeping and Accounts

- C.4 You must ensure that You maintain the following Records and accounts:
- (f) Full and accurate financial accounts relating to the operation of the Project;
- (g) A separate line item clearly stipulating all deposits to Your account, including any Co-contributions;
- (h) A separate bank account for the Project (see item F of Schedule 1 and clause 4);
- (i) Full and accurate Reports relating to the provision of **adviser** or **mentoring** support to Australian Apprentices, including, but not limited to, information contained in Item C.2 and C.3; and
- (j) You may only use Funds in accordance with Your Project Budget below:

[Select **Advisers** or **Mentoring** Program]

Number of Australian Advisers to deliver projects	Australian Government Contribution	Co-contribution (if applicable)	Total Funding for Project (GST inc)
	\$	\$	\$
Explanation of Costs (eg staffing, administrative costs, relevant training)			

Number of Australian Apprentices to be supported	Number of Mentors to provide Mentoring Support	Average Cost per Australian Apprentice	Australian Government Contribution	Co-contribution (if applicable)	Total Funding for Project (GST inc)
		\$	\$	\$	\$
Explanation of Costs (eg staffing, administrative costs, relevant training)					

Reporting

C.5 You must deliver reports as described at item L of Schedule 1 (clause 12) of this agreement.

Liaison and Monitoring

C.6 You must:

- (a) liaise with and provide information to the Program Delegate, Program Manager or a person nominated by the Program Delegate:
 - a. in accordance with the Program Guidelines requirements; or
 - b. as reasonably required by the Program Delegate, or a person nominated by the Program Delegate; and
- (b) comply with all reasonable requests, directions, or monitoring requirements - including site visits, surveys and desk top monitoring.

C.7 We may, as part of Program monitoring, request Project Records as evidence that You have undertaken the Project, or to evaluate the Program. You must, upon request by Us, provide to Us Records including, but not limited to:

- (a) Advice on participants OR Australian Apprentices engaged at different points throughout the Project (including the number);
- (b) the number of Australian Advisers OR Mentors engaged at different points throughout the Project;
- (c) any complaints or feedback received from participants OR Australian Apprentices, their employers or other persons in relation to the Project; and/or
- (d) any other documents as set out in the Guidelines or this agreement, or as directed by the Program Delegate.

C.8 You must, if requested by Us, provide Project Records as specified by Us within the timeframe specified by Us, and in the manner specified by Us.

Your Further Obligations

C.9 You must undertake the Project in accordance with this Item C, unless We agree in writing to a prior request by You to vary the Project including but not limited to changes to:

- (a) the number of Australian Advisers OR Mentors engaged in the Project compared to the number of Australian Advisers OR Mentors contracted to deliver adviser support OR mentoring for You under Item C.2 (note that any reduction in Project size will be reflected in a commensurate reduction in the value of Funding as outlined at items AA.1 and AA.3 of Schedule 2);
- (b) the description of the Project as contained at Item C.2;
- (c) the approved Project as described in Item C.2;
- (d) the budget for the Project as described in Item C.4 (note that We are not liable to provide additional Funds if there is an increase in the cost of a Project);
- (e) the composition of Your partnerships for the Project;
- (f) the use of administrative Funds as described in Item C.4.

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- C.10 Any request to change the Project must be provided to Us in writing and include a description of the proposed change and reasons why the change is necessary. We may approve or decline the change request at Our sole discretion, or impose conditions on Our approval of the request as We deem necessary.
- C.11 Changes to the Project agreed to by Us in writing constitute a variation in accordance with clause 22.2.
- C.12 If You encounter any significant difficulties in performing the Project in accordance with this Item C, You must
- develop strategies and measures to rectify such difficulties;
 - immediately inform Us of those strategies and measures; and
 - promptly implement those strategies and measures.
- C.13 If reasonably required by Us, You must immediately modify such strategies and measures in the manner specified by Us and promptly implement the strategies and measures as modified by Us.

D. Project Period (clause 2)

- D.1 The Project commences on the Date of this Agreement and must be completed by [*insert date refer to Item C].

E. Invoice Requirements (clause 3)

- E.1 Invoices forwarded by You must be correctly addressed to the Department of Education, Employment and Workplace Relations and include the:
- (a) title of Project;
 - (b) Your name and ABN;
 - (c) name of Program Delegate;
 - (d) agreement number or date of execution;
 - (e) fees and expenses to be invoiced (including a description of the deliverables or milestones that the invoice relates to);
 - (f) bank account details for payment of the invoice by electronic funds transfer.
- E.2 Where the invoice relates to a taxable supply made under this agreement the invoice must comply with the requirements for a tax invoice, as defined in the GST Act.

F. Bank Accounts (clause 4)

- F.1 You are required to maintain a separate bank account for the Funds received by You from Us. This bank account must also to be used to manage those Funds co-contributed by You.

G. Acknowledgement and Publication (clause 6)

- G.1 We reserve the right to publicise and report on the awarding of Funds to You including the amount of Funding provided to You, the title of the Project and a description of the Project.
- G.2 You are required to acknowledge the financial and other support You have received from the Commonwealth in all publications, promotional materials and activities relating to the Project in the manner specified below:

*This [***insert project/event/product/publication**] is funded by the Australian Government Department of Education, Employment and Workplace Relations through the Australian Apprenticeships Mentoring Package.*

G.3 You must ensure that the imprint page on all publications developed under this Agreement includes the following statement:

*“The views expressed in this document are those of the **author/project team** and do not necessarily reflect the views of the Australian Government or State and Territory Governments” or “The views and opinions expressed in this document are those of the [**Your organisation’s name**] and do not necessarily reflect the views of the Australian Government or State and Territory Governments.”*

G.4 You must provide to Us, for Our records, one electronic copy and two publication quality hard copies of any final publications which You develop in accordance with this Agreement.

H. Subcontractors (clause 7)

H.1 For the Australian Apprenticeships Mentoring Package, subcontractors can also be referred to as Partner Organisations. The following subcontractor(s) is(are) approved to undertake work on the Project on the terms and conditions set out:

Name of Subcontractor	Condition of Approval
<p>[Insert name, address, telephone and facsimile numbers of subcontractor]</p>	<p>1. A written subcontract must be entered into which binds the subcontractor to all relevant terms and conditions of this agreement, including: clause 10 Insurance; clause 15 Disclosure of Information; clause 16 Protection of Personal Information; clause 17 Records clause 18 Access to Premises and Records; clause 21 Negation of Employment, Partnership and Agency; clause 27 Termination with Costs and Reduction; clause 28 Termination For Default; clause 29 Compliance with Laws and Our Policies; and the Guidelines.</p> <p>2. [Insert any other conditions of approval, e.g. the extent of the work which will be undertaken by the subcontractor or delete paragraph 2 of this condition of approval]</p>

OR

Not applicable.

I. Specified Personnel (clause 8)

I.1 The following Specified Personnel are required to undertake the work set out below:

Skills Required	Name, if applicable	Details of Work

OR

Not applicable.

J. Assets (clause 9)

J.1 Not applicable.

K. Insurance (clause 10)

K.1 You must maintain:

- (a) workers' compensation insurance for an amount required by the relevant State or Territory legislation;
- (b) public liability insurance for \$10,000,000 (ten million dollars) or more per claim;
- (c) professional indemnity insurance for \$1,000,000 (one million dollars) or more per claim.

K.2 When requested, You must provide Us, within 10 business days of the request, with evidence satisfactory to Us that You have complied with Your obligation to insure.

L. Reporting (clause 12)

L.1 You must provide Us with the following reports:

Report	Due Date

L.2 Progress Report

You are required to provide a Progress Report/s (using the template provided by Us) by the date/s specified in Item C of this Schedule. This template may request information including, but not limited to:

- (a) an update of progress made against the milestones and deliverables as identified in Item C of this Schedule up to the respective dates;
- (b) quantitative data regarding the progress of Your Project;
- (c) the identification of any difficulties encountered in the implementation and delivery of the Project and what actions have been put in place to overcome those difficulties (refer Item C.12);
- (d) a description of the impact of the Project to date and a general assessment of the effectiveness of the Project;
- (e) a progress statement of income, commitments and expenditure for the Funds against the Project Budget;
- (f) a summary of the feedback gathered from or provided by the participants involved in the Project; and

- (g) any other matter relevant to the Project that We may notify to You more than a week before the report is due.

L.3 Final Report

You must provide a Final Report (using the template provided by Us) which must include the following information:

- (a) the outcomes of the Project and any issues, internal or external, which may have impacted on Your ability to achieve expected targets and measures implemented to overcome these issues;
- (b) the benefits to the participants who were directly involved in the Project;
- (c) quantitative data regarding the progress of Your Project;
- (d) a summary of the feedback gathered from/provided by the participants involved in the Project;
- (e) the amount of other funds (i.e. co-contribution funding or that received from Partner Organisation) spent on the Project, its source and how it was used;
- (f) an analysis and evaluation of the Project and an assessment of the strengths and weaknesses of the Project;
- (g) how the Project impacted on retention rates of Australian Apprentices and supported the supply of skilled workers in sectors and occupations where there is a current or emerging skills need;
- (h) what measures have been developed and/or implemented to make the Project sustainable in the long term;
- (i) the type of media coverage and publicity achieved during the project; and
- (j) any other matter relevant to the Project We notify to You more than a week before the report is due.

L.4 Financial Report

You must provide Financial Reports as specified in Clause 12. The Financial Report must include:

- (a) a certificate that all Funding was spent on the Project. Certificates are usually provided by the recipient’s chief executive officer, chief internal auditor or board member (see Clauses 12.2(a) and 12.4);
- (b) audits by an independent external auditor (see Clauses 12.2(b) and 12.5).

M. Commonwealth Material (clause 13)

M.1 Commonwealth Material is defined in clause 33.1 of the agreement.

Option 1 – if conditions apply: (see instructions)

The following conditions apply to the use of Commonwealth Material by You:

Description of Commonwealth Material	Conditions or Restrictions on Use

You must return the following Commonwealth Material to Us or deliver it to a person nominated by us, at the end of this agreement:

[*insert description of Commonwealth Material]

OR Option 2 – if no conditions apply insert:

Not applicable.

N. Project Material (clause 14)

N.1 Not applicable.

O. Our Confidential Information (clause 15)

O.1 Not applicable.

P. Protection of Personal Information (clause 16)

P.1 In relation to Personal Information received, created or held by You for the purposes of this agreement, You agree:

Option 1 – if there is personal information:

In relation to Personal Information received, created or held by You for the purposes of this agreement, You agree:

- (a) not to use or disclose Personal Information to engage in a practice that would breach section 16F of the *Privacy Act 1988*, unless the use or disclosure is necessary to meet (directly or indirectly) an obligation under this agreement;
- (b) not to transfer Personal Information outside Australia, or to allow parties outside Australia to have access to it, without the prior written approval of the Program Delegate;
- (c) to co-operate with reasonable demands or inquiries made by the Privacy Commissioner or the Program Delegate in relation to the management of Personal Information;
- (d) to ensure that any person who You allow to access Personal Information is made aware of, and undertakes in writing, to observe the Information Privacy Principles;
- (e) to comply with policy guidelines laid down by Us or issued by the Privacy Commissioner from time to time relating to the handling of Personal Information;
- (f) if requested by Us, at the end of this agreement, to return all Records containing Personal Information to the Program Delegate, or delete or destroy those Records in the presence of a person authorised by the Program Delegate;
- (g) Your name being published in reports by the Privacy Commissioner;

You must immediately notify the Program Delegate if You become aware:

- (a) of a breach of Your obligations under clause 16;

- (b) that a disclosure of Personal Information may be required by law; or
- (c) of an approach to You by the Privacy Commissioner or by a person claiming that their privacy has been interfered with.

Note: more information about the Privacy Act and the Information Privacy Principles is available at <http://www.privacy.gov.au/act/index.html>.

OR

Option 2 – if there is no personal information insert:

No additional obligations.

Q. Compliance with Laws and Policies (clause 29)

Compliance with Laws

Q.1 You acknowledge that:

- (a) You may have obligations under the *Equal Opportunity for Women in the Workplace Act 1999* and You must comply with those obligations;
- (b) when dealing with Your employees, You must comply with the *Fair Work Act 2009*, and obligations under relevant occupational health and safety laws;
- (c) Chapter 7 of the *Criminal Code* provides for offences which attract substantial penalties, including theft of Commonwealth property and other property offences, obtaining property or financial advantage by deception, offences involving fraudulent conduct, bribery, forgery and falsification of documents;
- (d) giving false or misleading information is a serious offence under the *Criminal Code*;
- (e) the publication or communication of any fact or document by a person which has come to their knowledge or into their possession or custody by virtue of the performance of this agreement (other than a person to whom You are authorised to publish or disclose that fact or document) may be an offence under section 70 of the *Crimes Act 1914*, punishment for which may be a maximum of two years imprisonment;
- (f) in respect of data, including personal information, held in connection with this agreement, any unauthorised and intentional access, destruction, alteration, addition or impediment to access or usefulness of the data stored in any computer in the course of performing this agreement is an offence under Part 10.7 of the *Criminal Code* which may attract a substantial penalty, including imprisonment;
- (g) You are aware of the provisions of section 79 of the *Crimes Act 1914* relating to official secrets;
- (h) You are aware of Your obligations under Part 4 of the *Charter of United Nations Act 1945* and the *Charter of United Nations (Dealing with Assets) Regulations 2008*;

Note: more information about the Charter of United Nations Act and the Charter of United Nations (Terrorism and Dealing with Assets) Regulations is available at http://www.dfat.gov.au/icat/UNSC_financial_sanctions.html.

- (i) You may be subject to the provisions of the *Competition and Consumer Act 2010* and the *Archives Act 1983*.

Compliance with Policies

Q.2 You must:

- (a) when using Our premises or facilities (including information systems), comply with Our directions and procedures relating to occupational health and safety, environmental management and security (which you acknowledge may change during the term of this agreement); and
- (b) ensure that any person who will have access to official secrets within the meaning of section 79 of the *Crimes Act 1914* signs an acknowledgment that he or she is aware of the provisions of that section.

Working with Children Checks

Q.3 You must ensure that relevant people within the Project undertake appropriate working with children checks (as per jurisdiction legislation), where relevant.

Q.4 You must be familiar with state or territory legislation applicable to working with children, which may impose obligations on You. In particular, You must adhere to any requirements for the protection and reporting of the maltreatment or sexual abuse of children under the relevant state or territory legislation which includes, but is not limited to:

- *Commission for Children and Young People Act 1998 (NSW)*
- *Children and Young Persons (Care and Protection) Act 1988 (NSW)*
- *Child Protection Act 1999 (QLD)*
- *Health Act 1937 (QLD)*
- *Commission for Children and Young People Act 2000 (QLD)*
- *Child Wellbeing and Safety Act 2005 (VIC)*
- *Children, Youth and Families Act 2005 (VIC)*
- *Children's Protection Act 1993 (SA)*
- *Children, Young Persons and Their Families Act 1997 (TAS)*
- *Care and Protection of Children Act 2007 (NT)*
- *Community Welfare Act 1983 (NT)*
- *Children and Young People Act 1999 (ACT)*
- *Working with Children (Criminal Record Checking) Act 2004 (WA)*

R. Notices (clauses 8 and 31)

R.1 The person who can accept notices for You is:

Name: [*insert]
Office Address: [*insert]
Postal Address: [*insert]
Fax: [*insert]
Phone: [*insert]
Email: [*insert]

3 November, 2011

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— Draft Only —

Initials
.....

Schedule 2 Our Obligations

AA. Funding (clause 3)

AA.1 The total Funding for the Project is \$[*state total payable amount] inclusive of GST payable by the following instalments]:

Amount	Payable
\$[*amount] (GST inclusive)	
\$[*amount] (GST inclusive)	

AA.2 The Funding includes GST of \$[*insert sum].

AA.3 Subject to acceptance by Us, the date for payment is 30 days after delivery of a correctly rendered invoice to Us and after delivery of the Project or part of the Project to which the payment relates.

AA.4 If the cost of the Project exceeds the Funds We are not liable to provide any additional Funds.

AA.5 If We determine an amount of Funds has been spent not in accordance with the Project Budget at Item C.4, We may recover that amount from You in accordance with Clause 5 of this agreement.

BB. Program Delegate (clauses 11 and 31)

BB.1 The Program Delegate is:

Name:

Office Address:

Postal Address:

Phone:

Fax:

Email:

BB.2 The Contract Manager is:

Name:

Office Address:

Postal Address:

Fax:

Phone:

Email:

CC. Your Confidential Information (clause 15)

CC.1 Not applicable.

DRAFT

THIS AGREEMENT is made on the [insert date when the Commonwealth signs] day of [insert date]

SIGNED for and on behalf of)
THE COMMONWEALTH OF AUSTRALIA)
By)
)
of)
of the Department of Education,)
Employment and Workplace Relations)

In the Presence of:

.....
WITNESS

.....
Full name and occupation or profession of witness (Please print)

OR

EXECUTED BY)
[Insert company name])

..... Signature Signature

..... Full Name (Please print) Full Name (Please print)

..... Position (insert Director or Secretary) DIRECTOR
In the Presence of: Position
In the Presence of:

..... WITNESS WITNESS

.....
Please print full name and occupation or profession of witnesses above.

OR

3 November, 2011

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— Draft Only —

Initials
.....

SIGNED by)
[Insert recipient's full name, or if a partnership)
state the full names of all the partners])

In the Presence of:

.....
WITNESS

.....
Full name and occupation or profession of witness (Please print)

OR

The COMMON SEAL of [*insert full name of the incorporated association]
was affixed in accordance with its Articles of Association.

.....
Signature

.....
Full Name (Please print)

.....
Position
who by signing certifies that they have the authority to do so

In the Presence of:

.....
WITNESS

.....
Full name and occupation or profession of witness (Please print)