



# Commonwealth Standard Grant Agreement

between the Commonwealth represented by

**Department of Industry, Innovation and Science**

and

**<Grantee>**

NB: This is an example standard grant agreement intended for use with the Smart Cities and Suburbs Program. The Commonwealth reserves the option to amend or adjust the form of the grant agreement.

## Contents

Grant Agreement <grant number> .....	3
Parties to this Agreement .....	3
Background .....	3
Scope of this Agreement .....	4
Grant Details [grant number] .....	5
A. Purpose of the Grant .....	5
B. Activity .....	5
C. Duration of the Grant .....	6
D. Payment of the Grant .....	6
E. Reporting .....	6
F. Party representatives and address for notices .....	7
G. Activity Material .....	8
Supplementary Terms .....	9
Schedule 1: Commonwealth Standard Grant Conditions .....	14
Signatures .....	23
Commonwealth.....	23
Grantee.....	23
Schedule 2 Reporting templates .....	25

## Grant Agreement <grant number>

Once completed, this document, together with each set of Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

### Parties to this Agreement

#### The Grantee

<b>Full legal name of Grantee</b>	<insert details>
<b>Legal entity type (e.g. individual, incorporated association, company, partnership, etc)</b>	<insert details>
<b>Trading or business name</b>	<insert details>
<b>Any relevant licence, registration or provider number</b>	<insert details>
<b>Australian Business Number (ABN) or other entity identifiers</b>	<insert details>
<b>Australian Company Number (ACN)</b>	<insert details>
<b>Registered for Goods and Services Tax (GST)?</b>	<insert details>
<b>Date from which GST registration was effective?</b>	<insert details>
<b>Registered office (physical/postal)</b>	<insert details>
<b>Relevant business place (if different)</b>	<insert details>
<b>Telephone</b>	<insert details>
<b>Email</b>	<insert details>

#### The Commonwealth

The Commonwealth of Australia represented by the  
Department of Industry, Innovation and Science  
of 10 Binara Street CANBERRA ACT 2600  
ABN 74 599 608 295

### Background

The Commonwealth has agreed to enter this Agreement under which the Commonwealth will provide the Grantee with one Grant for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use the Grant and undertake the Activity in accordance with this Agreement and the relevant Grant Details.

## Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the Standard Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

## Grant Details [grant number]

### A. Purpose of the Grant

The purpose of the Grant is to support projects that apply smart technology, data-driven decision making and people-focused design to deliver economic, social and environmental benefits in metropolitan and regional urban centres. Projects will deliver innovative solutions that transform the local government sector, advance community goals and address the needs of residents. The program will help to establish smart city innovation eco-systems and move Australia towards a global leadership position in smart city solutions.

This Grant is being provided as part of the Smart Cities and Suburbs Program Round 2.

The program aims to:

- improve the liveability and sustainability of cities, suburbs and towns through the application of smart technology solutions to economic, social and environmental challenges
- increase openly available public and private data sets to support citizen engagement, unlock innovation, and create new business opportunities
- increase innovation and capability in local governments through collaboration and smart city innovation ecosystem development
- contribute to development of smart city standards and improvement of regulation impacting the roll-out and use of smart technology.

### B. Activity

The Activity is made up of your Project and all eligible project activities as specified in these Grant Details.

<Describe the Project, i.e. what the grantee will spend the grant funds doing. It is important to include enough detail to allow the Commonwealth to judge whether what the grantee is doing/spending the grant funds on falls within the approved scope. Use the following headings

- Project scope and description, including key eligible activities
- Project outcomes>

The Project will [add any program specifics if applicable e.g. needs to be located in a particular region].

In undertaking the Activity, the Grantee must comply with the requirements of the Grant Opportunity Guidelines (as in force from time-to-time).

You must notify us about events relating to the Project and provide an opportunity for the Minister or their representative to attend.

You must ensure the security of all material, both physical infrastructure and data, resulting from your project.

Unless restricted by law, you are required to have any data created from your project freely available and accessible on data.gov.au or on an agreed alternate publicly-accessible platform. This data must comply with all relevant legislation (including privacy legislation) at the time of collection and publishing. As part of your reporting requirements you must provide regular project

updates on the Digital Marketplace's Smart Cities collaboration Platform (<https://marketplace.service.gov.au/collaborate>).

### C. Duration of the Grant

The Activity starts on [earliest start date is the date of the letter of offer] and ends on [insert date/event that provides sufficient time for completing all outstanding activities under the agreement, including final payment. Cannot be before project end date, the date you have met your final reporting obligations including final payment, the Completion Date.

#### Activity Schedule

No.	Title and description	Due date
1	Project start date	<dd/mm/yyyy>
2	<title and description of milestone, include key activities and basis for determining that milestone has been achieved>	<dd/mm/yyyy>
3	<title and description of milestone, include key activities and basis for determining that milestone has been achieved>	<dd/mm/yyyy>
4	Project end date	<dd/mm/yyyy>

### D. Payment of the Grant

The total amount of the Grant is [grant amount] (plus GST if applicable).

The Grant will be provided at up to 50 per cent of eligible expenditure as defined in the Grant Opportunity Guidelines subject to satisfactory progress towards milestones and availability of Program funds.

The Grant will be paid in accordance with clause ST2.

An initial payment will be made on execution of the grant agreement covering up to the first six months of eligible expenditure. Subsequent payments will be paid in arrears based on your achievement of activities and your eligible expenditure. Payments are subject to satisfactory progress on the Project and compliance by the Grantee with its obligations under this Agreement.

A final payment of at least 10 per cent of the Grant will be withheld until the Grantee submits a satisfactory final report demonstrating end of Project reporting obligations have been met.

#### Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

### E. Reporting

The Grantee agrees to provide the following reports to the Commonwealth representative in accordance with the Reporting Templates (Schedule 2).

Report type	Period start date	Period end date	Agreed evidence	Due date
<e.g. Progress>	<project start date>	<dd/mm/yyyy>	<agreed evidence>	<period end date + 30 days>
[e.g. Progress]	<dd/mm/yyyy>	<dd/mm/yyyy>	[agreed evidence]	<period end date + 30 days>
[e.g. Progress]	<dd/mm/yyyy>	<dd/mm/yyyy>	[agreed evidence]	<period end date + 30 days>
End of Project	<dd/mm/yyyy>	<project end date>	Satisfactory report certifying completion of the project by the grantee's authorised representative	project end date + 30 days
Independent audit report	[project start date]	[project end date]	Satisfactory report completed by independent auditor	project end date + 30 days

During the Agreement period, we may ask you for ad-hoc reports on your project. You must provide these reports in the timeframes notified by the Commonwealth.

## F. Party representatives and address for notices

### Grantee's representative and address

Grantee's representative name	[insert details]
Position	[insert details]
Postal/physical address(es)	[insert details]
Business hours telephone	[insert details]
Mobile	[insert details]
E-mail	[insert details]

### Commonwealth representative and address

Name of representative	[insert details of AusIndustry representative]
Position	[insert details]
Postal/physical address(es)	[insert details]
Business hours telephone	[insert details]
Mobile	[insert details]
E-mail	[insert details]

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The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

## G. Activity Material

Not applicable

## Supplementary Terms

### ST1. Other contributions

ST1.1 In this Agreement, Other Contributions means the financial contributions other than the Grant set out in the following table:

Contributor	Nature of Contribution	Amount (GST exclusive)	Timing
[insert Grantee or name of third party providing the Other Contribution]	[insert description of contribution, e.g., cash, access to equipment, secondment of personnel etc]	\$[insert amount]	[insert date or Milestone to which the Other Contribution relates]
		\$	

ST1.2 The Grantee agrees to provide, or to ensure the provision of, the Other Contributions and to use them to undertake the Activity. If the Other Contributions are not provided in accordance with this clause, then the Commonwealth may:

- (a) suspend payment of the Grant until the Other Contributions are provided; or
- (b) terminate this Agreement in accordance with clause 19 of this Agreement.

### ST2. Activity budget

ST2.1 The Grantee agrees to use the Grant and undertake the Activity consistently with the activity budget in the following table:

Eligible expenditure item	Estimated expenditure 2018-19	Estimated expenditure 2019-20	Total
Labour costs	\$<amount>	\$<amount>	\$<total amount>
Contractor costs	\$<amount>	\$<amount>	\$<total amount>
Intellectual property and technology acquisition	\$<amount>	\$<amount>	\$<total amount>
Travel costs	\$<amount>	\$<amount>	\$<total amount>
Other costs	\$<amount>	\$<amount>	\$<total amount>
Total project costs	\$<total cost>	\$<total cost>	\$<total cost>

Figures in the above table are GST inclusive amounts less GST credits that can be claimed in relation to the expenditure.

ST2.2 Subject to sufficient appropriation being available, the Grant will be paid up to the Annual Capped Amounts over the financial years specified in the following table.

### **Annual Capped Amounts**

Financial year	Annual capped amount (GST excl)
2018-19	\$<amount>
2019-20	\$<amount>
Total	\$<total grant amount>

ST2.3 The Commonwealth is not required to make a payment if it would result in the amount paid in a financial year exceeding the Annual Capped Amount for that financial year specified in the table under clause ST2.2.

ST2.4 In accordance with the activity budget under clause ST2.1, the Annual Capped Amounts may not be exceeded unless the Commonwealth specifically approves an increase of that amount under clause ST2.7.

ST2.5 Subject to this clause, the Grantee may reallocate expenditure in respect of categories of expenditure in the activity budget, provided it does not materially change the Activity, any Milestone(s) set out in this Agreement, or cause the Grantee to be in breach of any of its obligations under this Agreement.

ST2.6 The Grantee must give the Commonwealth by:

- (a) 1 February each financial year; or
- (b) at any time the Grantee wishes to request a variation to any one or more of the Annual Capped Amounts; or
- (c) if otherwise requested by the Commonwealth,

a revised activity budget in a form acceptable to the Commonwealth. The revised Activity Budget must clearly identify any proposed changes, including of any proposed changes to the Annual Capped Amounts, and explain the reasons for the proposed changes.

ST2.7 The Commonwealth may, at its discretion, approve or reject a revised activity budget provided under clause ST2.6 and/or any proposed changes to the Annual Capped Amounts. The Commonwealth's approval may be granted subject to conditions.

ST2.8 If a revised activity budget and any proposed changes to the Annual Capped Amounts are approved by the Commonwealth, then it will become the activity budget and, if relevant, the Annual Capped Amounts will be adjusted accordingly.

### **ST3. Intellectual property in Activity Material**

Not applicable

### **ST4. Access/monitoring/inspection**

ST4.1 The Grantee agrees to give the Commonwealth, or any persons authorised in writing by the Commonwealth:

- (a) access to premises where the Activity is being performed and/or where Material relating to the Activity is kept within the time period specified in a Commonwealth notice; and
- (b) permission to inspect and take copies of any Material relevant to the Activity.

ST4.2 The Auditor-General and any information officer under the *Australian Information Commissioner Act 2010* (Cth) (including their delegates) are persons authorised for the purposes of clause ST4.1.

ST4.3 This clause ST4 does not detract from the statutory powers of the Auditor-General or an Information Officer (including their delegates).

## ST5. Equipment and assets

Not applicable

## ST6. Specified personnel

Not applicable

## ST7. Relevant qualifications, checks, licences or skills

Not applicable

## ST8. Commonwealth material

Not applicable

## ST9. Jurisdiction

ST9.1 This Agreement is governed by the law of the Australian Capital Territory.

## ST10. Grantee trustee of trust

Not applicable

## ST11. Fraud

ST11.1 In this Agreement, Fraud means dishonestly obtaining a benefit, or causing a loss, by deception or other means, and includes alleged, attempted, suspected or detected fraud.

ST11.2 The Grantee must ensure its personnel and subcontractors do not engage in any Fraud in relation to the Activity.

ST11.3 If the Grantee becomes aware of:

- (a) any Fraud in relation to the performance of the Activity; or
- (b) any other Fraud that has had or may have an effect on the performance of the Activity;

then it must within 5 business days report the matter to the Commonwealth and all appropriate law enforcement and regulatory agencies.

ST11.4 The Grantee must, at its own cost, investigate any Fraud referred to in clause ST11.3 in accordance with the Australian Government Investigations Standards available at [www.ag.gov.au](http://www.ag.gov.au).

ST11.5 The Commonwealth may, at its discretion, investigate any Fraud in relation to the Activity. The Grantee agrees to co-operate and provide all reasonable assistance at its own cost with any such investigation.

ST11.6 This clause survives the termination or expiry of the Agreement.

## ST12. Step-in rights

Not applicable

## ST13. Grant administrator

Not applicable

## ST14. Management Adviser

Not applicable

## ST15. Indemnities

ST15.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

ST15.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

## ST16. Compliance with legislation

ST16.1 In this Agreement:

**Legislation** means a provision of a statute or subordinate legislation of the Commonwealth, or of a State, Territory or local authority

ST16.2 The Grantee agrees to comply with all Legislation applicable to its performance of this Agreement.

ST16.3 The Grantee agrees, in carrying out its obligations under this Agreement, to comply with any of the Commonwealth's policies as notified, referred or made available by the Commonwealth to the Grantee (including by reference to an internet site).

ST16.4 In carrying out the Activity, the Grantee must comply with the following applicable policies/laws:

(a) Not applicable

## ST17. Work health and safety

ST17.1 The Grantee agrees to ensure that it complies at all times with all applicable work health and safety legislative and regulatory requirements and any additional work health and safety requirements set out in the Grant Details.

ST17.2 If requested by the Commonwealth, the Grantee agrees to provide copies of its work health and safety management plans and processes and such other details of the arrangements it has in place to meet the requirements referred to in clause ST17.1.

ST17.3 When using the Commonwealth's premises or facilities, the Grantee agrees to comply with all reasonable directions and procedures relating to work health and safety and security in effect at those premises or in regard to those facilities, as notified by the Commonwealth or as might reasonably be inferred from the use to which the premises or facilities are being put.

## ST18. Transition

Not applicable

## ST19. Corporate Governance

ST19.1 The Grantee warrants that nothing in its constitution conflicts with its obligations under this Agreement.

ST19.2 The Grantee agrees to provide a copy of its constitution to the Commonwealth upon request and inform the Commonwealth whenever there is a change in the Grantee's constitution, structure or management.

## **ST20. Counterparts**

ST20.1 This Agreement may be executed in any number of counterparts. All counterparts, taken together, constitute one instrument. A Party may execute this Agreement by signing any counterpart.

## Schedule 1: Commonwealth Standard Grant Conditions

### 1. Undertaking the Activity

1.1 The Grantee agrees to undertake the Activity for the purpose of the Grant in accordance with this Agreement.

1.2 The Grantee is fully responsible for the Activity and for ensuring the performance of all its obligations under this Agreement in accordance with all relevant laws. The Grantee will not be relieved of that responsibility because of:

- (a) the grant or withholding of any approval or the exercise or non-exercise of any right by the Commonwealth; or
- (b) any payment to, or withholding of any payment from, the Grantee under this Agreement.

### 2. Payment of the Grant

2.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.

2.2 Notwithstanding any other provision of this Agreement, the Commonwealth may by notice withhold payment of any amount of the Grant and/or take any other action specified in the Supplementary Terms if it reasonably believes that:

- (a) the Grantee has not complied with this Agreement
- (b) the Grantee is unlikely to be able to perform the Activity or manage the Grant in accordance with this Agreement; or
- (c) there is a serious concern relating to this Agreement that requires investigation.

2.3 A notice under clause 2.2 will contain the reasons any action taken under clause 2.2 and, where relevant, the steps the Grantee can take to address those reasons.

2.4 The Commonwealth will only be obliged to pay the withheld amount once the Grantee has addressed the reasons contained in a notice under clause 2.2 to the Commonwealth's reasonable satisfaction.

### 3. Acknowledgements

3.1 The Grantee agrees not to make any public announcement, including by social media, in connection with the awarding of the Grant without the Commonwealth's prior written approval.

3.2 The Grantee agrees to acknowledge the Commonwealth's support in all Material, publications and promotional and advertising materials published in connection with this Agreement. The Commonwealth may notify the Grantee of the form of acknowledgement that the Grantee is to use.

### 4. Notices

4.1 Each Party agrees to promptly notify the other Party of anything reasonably likely to adversely affect the undertaking of the Activity, management of the Grant or its performance of any of its other requirements under this Agreement.

4.2 A notice given by a Party under this Agreement must be in writing and addressed to the other Party's representative as set out in the Grant Details or as most recently updated by notice

given in accordance with this clause.

## 5. Relationship between the Parties

5.1 A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

## 6. Subcontracting

6.1 The Grantee is responsible for the performance of its obligations under this Agreement, including in relation to any tasks undertaken by subcontractors.

6.2 The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

## 7. Conflict of interest

7.1 Other than those which have already been disclosed to the Commonwealth, the Grantee warrants that, to the best of its knowledge, at the date of this Agreement, neither it nor its officers have any actual, perceived or potential conflicts of interest in relation to the Activity.

7.2 If during the term of the Agreement, any actual, perceived or potential conflict arises or there is any material change to a previously disclosed conflict of interest, the Grantee agrees to:

- (a) notify the Commonwealth promptly and make full disclosure of all relevant information relating to the conflict; and
- (b) take any steps the Commonwealth reasonably requires to resolve or otherwise deal with that conflict.

## 8. Variation, assignment and waiver

8.1 This Agreement may be varied in writing only, signed by both Parties.

8.2 The Grantee cannot assign its obligations, and agrees not to assign its rights, under this Agreement without the Commonwealth's prior approval.

8.3 The Grantee agrees not to enter into negotiations with any other person for the purposes of entering into an arrangement that will require novation of, or involve any assignment of rights under, this Agreement without first consulting the Commonwealth.

8.4 A waiver by a Party of any of its rights under this Agreement is only effective if it is in a signed written notice to the other Party and then only to the extent specified in that notice.

## 9. Taxes, duties and government charges

9.1 The Grantee agrees to pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement, except as provided by this Agreement.

9.2 If Goods and Services Tax (GST) is payable by a supplier on any supply made under this Agreement, the recipient of the supply will pay to the supplier an amount equal to the GST payable on the supply, in addition to and at the same time that the consideration for the supply is to be provided under this Agreement.

9.3 The Parties acknowledge and agree that they each:

- (a) are registered for GST purposes;

- (b) have quoted their Australian Business Number to the other; and
- (c) must notify the other of any changes to the matters covered by this clause.

9.4 The Grantee agrees that the Commonwealth will issue it with a recipient created tax invoices for any taxable supplies it makes under this Agreement.

9.5 The Grantee agrees not to issue tax invoices in respect of any taxable supplies.

9.6 If the Grantee is not, or not required to be, registered for GST, then:

- (a) clauses 9.3(a), 9.4 and 9.5 do not apply; and
- (b) the Grantee agrees to notify the Commonwealth in writing within 7 days of becoming registered for GST if during the term of the Agreement it becomes, or is required to become, registered for GST.

## 10. Spending the Grant

10.1 The Grantee agrees to spend the Grant for the purpose of performing the Activity and otherwise in accordance with this Agreement.

10.2 Within 30 days after the Project End Date, the Grantee agrees to provide the Commonwealth with an independently audited financial acquittal report verifying that the Grant has been spent in accordance with this Agreement.

10.3 The reports under clause 10.2 must be audited by:

- (a) a Registered Company Auditor registered under the *Corporations Act 2001* (Cth); or
- (b) a certified Practising Accountant; or
- (c) a member of the Institute of Public Accountants; or
- (d) a member of Chartered Accountants Australia and New Zealand;

who is not a principal member, shareholder, officer or employee of the Grantee or a related body corporate.

## 11. Repayment

11.1 If any amount of the Grant:

- (a) has been spent other than in accordance with this Agreement; or
  - (b) is additional to the requirements of the Activity
- then the Commonwealth may, by written notice:
- (c) require the Grantee to repay that amount to the Commonwealth;
  - (d) require the Grantee to deal with that amount as directed by the Commonwealth; or
  - (e) deduct the amount from subsequent payments of the Grant or amounts payable under another agreement between the Grantee and the Commonwealth.

11.2 If the Commonwealth issues a notice under this Agreement requiring the Grantee to repay a Grant amount:

- (a) the Grantee must do so within the time period specified in the notice;
- (b) the Grantee must pay interest on any part of the amount that is outstanding at the end of the time period specified in the notice until the outstanding amount is repaid in

full; and

- (c) the Commonwealth may recover the amount and any interest under this Agreement as a debt due to the Commonwealth without further proof of the debt being required.

## 12. Record keeping

- 12.1 The Grantee agrees to keep financial accounts and other records that:
  - (a) detail and document the conduct and management of the Activity;
  - (b) identify the receipt and expenditure of the Grant [and any Other Contributions] separately within the Grantee's accounts and records so that at all times the Grant is identifiable;
  - (c) enable all receipts and payments related to the Activity to be identified and reported.

12.2 The Grantee agrees to keep the records for five years after the Completion Date or such other time specified in the Grant Details and provide copies of the records to the Commonwealth upon request.

## 13. Reporting and liaison

13.1 The Grantee agrees to provide the Reporting Material specified in the Grant Details to the Commonwealth.

13.2 In addition to the obligations in clause 13.1, the Grantee agrees to:

- (a) liaise with and provide information to the Commonwealth as reasonably required by the Commonwealth; and
- (b) comply with the Commonwealth's reasonable requests, directions, or monitoring requirements,

in relation to the Activity.

13.3 If the Commonwealth acting reasonably has concerns regarding the performance of the Activity or the management of the Grant, the Commonwealth may by written notice require the Grantee to provide one or more additional reports, containing the information and by the date(s) specified in the notice.

13.4 The Grantee acknowledges that the giving of false or misleading information to the Commonwealth is a serious offence under the *Criminal Code Act 1995* (Cth).

## 14. Privacy

- 14.1 When dealing with Personal Information in carrying out the Activity, the Grantee agrees:
  - (a) to comply with the requirements of the *Privacy Act 1988* (Cth);
  - (b) not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle;
  - (c) to ensure that any of the Grantee's subcontractors or personnel who deal with Personal Information for the purposes of this Agreement are aware of the requirements of the *Privacy Act 1988* (Cth) and the Grantee's obligations under this clause;
  - (d) to immediately notify the Commonwealth if the Grantee becomes aware of an actual or possible breach of this clause by the Grantee or any of the Grantee's

subcontractors or personnel.

14.2 In carrying out the Activity, the Grantee agrees not to send any Personal Information outside of Australia without the Commonwealth's prior written approval. The Commonwealth may impose any conditions it considers appropriate when giving its approval.

## 15. Confidentiality

15.1 The Parties agree not to disclose each other's confidential information without the other Party's prior written consent unless required or authorised by law or Parliament to disclose.

15.2 The Commonwealth may disclose the Grantee's confidential information where;

- (a) the Commonwealth is providing information about the Activity or Grant in accordance with Commonwealth accountability and reporting requirements;
- (b) the Commonwealth is disclosing the information to a Minister of the Australian Government, a House or Committee of the Commonwealth Parliament; or
- (c) the Commonwealth is disclosing the information to its personnel or another Commonwealth agency where this serves the Commonwealth's legitimate interests.

## 16. Insurance

16.1 The Grantee agrees to maintain adequate insurance for as long as any obligations remain in connection with this Agreement and provide proof of insurance to the Commonwealth upon request.

## 17. Intellectual property

17.1 The Grantee owns the Intellectual Property Rights in Material created by the Grantee as a result of undertaking the Activity.

17.2 The Grantee provides the Commonwealth a permanent, non-exclusive, irrevocable, royalty-free licence to use, modify, communicate, publish, adapt and sub-license the Reporting Material for Commonwealth Purposes.

17.3 The licence in clause 17.2 does not apply to Activity Material.

17.4 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

## 18. Dispute resolution

18.1 The Parties agree not to initiate legal proceedings in relation to a dispute arising under this Agreement unless they have first tried and failed to resolve the dispute by negotiation.

18.2 Unless clause 18.3 applies, the Parties agree to continue to perform their respective obligations under this Agreement when a dispute exists.

18.3 The Parties may agree to suspend performance of the Agreement pending resolution of the dispute.

18.4 Failing settlement by negotiation in accordance with clause 18.1, the Parties may agree to refer the dispute to an independent third person with power to intervene and direct some form of resolution, in which case the Parties will be bound by that resolution. If the Parties do not agree to refer the dispute to an independent third person, either Party may initiate legal proceedings.

18.5 Each Party will bear their own costs in complying with this clause 18, and the Parties will

share equally the cost of any independent third person engaged under clause 18.4.

18.6 The procedure for dispute resolution under this clause does not apply to any action relating to termination, cancellation or urgent interlocutory relief.

## 19. Reduction, Suspension and Termination

### 19.1 Reduction in scope of agreement for fault

19.1.1 If the Grantee does not comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is incapable of remedy, or if the Grantee has failed to comply with a notice to remedy, the Commonwealth may by written notice reduce the scope of the Agreement.

19.1.2 The Grantee agrees, on receipt of the notice of reduction, to:

- (a) stop or reduce the performance of the Grantee's obligations as specified in the notice;
- (b) take all available steps to minimise loss resulting from the reduction;
- (c) continue performing any part of the Activity or the Agreement not affected by the notice if requested to do so by the Commonwealth;
- (d) report on, and return any part of the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

19.1.3 In the event of reduction under clause 19.1.1, the amount of the Grant will be reduced in proportion to the reduction in the scope of the Agreement.

### 19.2 Suspension

19.2.1 If:

- (a) the Grantee does not comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is capable of remedy
- (b) the Commonwealth reasonably believes that the Grantee is unlikely to be able to perform the Activity or manage the Grant in accordance with this Agreement; or
- (c) the Commonwealth reasonably believes that there is a serious concern relating to this Agreement that requires investigation;

the Commonwealth may by written notice:

- (d) immediately suspend the Grantee from further performance of the Agreement (including expenditure of the Grant); and/or
- (e) require that the non-compliance be remedied, or the investigation be completed, within the time specified in the notice.

19.2.2 If the Grantee:

- (a) remedies the non-compliance or inability specified in the notice to the Commonwealth's reasonable satisfaction, or the Commonwealth reasonably concludes that the concern is unsubstantiated, the Commonwealth may direct the Grantee to recommence performing the Activity; or
- (b) fails to remedy the non-compliance or inability within the time specified, or the Commonwealth reasonably concludes that the concern is likely to be substantiated, the Commonwealth may reduce the scope of the Agreement in accordance with

clause 19.1 or terminate the Agreement immediately by giving a second notice in accordance with clause 19.3.

### **19.3 Termination for fault**

19.3.1 The Commonwealth may terminate this Agreement by notice where the Grantee has:

- (a) failed to comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is incapable of remedy or where clause 19.2.2(b) applies
- (b) provided false or misleading statements in relation to the Grant; or
- (c) become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

19.3.2 The Grantee agrees, on receipt of the notice of termination, to:

- (a) stop the performance of the Grantee's obligations;
- (b) take all available steps to minimise loss resulting from the termination; and
- (c) report on, and return any part of the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

## **20. Cancellation or reduction for convenience**

20.1 The Commonwealth may cancel or reduce the scope of this Agreement by notice, due to:

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee which the Commonwealth reasonably believes will negatively affect the Grantee's ability to comply with this Agreement.

20.2 On receipt of a notice of reduction or cancellation under this clause, the Grantee agrees to:

- (a) stop or reduce the performance of the Grantee's obligations as specified in the notice; and
- (b) take all available steps to minimise loss resulting from that reduction or cancellation; and
- (c) continue performing any part of the Activity or the Agreement not affected by the notice if requested to do so by the Commonwealth;
- (d) report on, and return any part of the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

20.3 In the event of reduction or cancellation under this clause, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and
- (b) reimburse any reasonable and substantiated expenses the Grantee unavoidably incurs that relate directly and entirely to the reduction in scope or cancellation of the Agreement.

20.4 In the event of reduction, the amount of the Grant will be reduced in proportion to the reduction in the scope of the Agreement.

20.5 The Commonwealth's liability to pay any amount under this clause is:

- (a) subject to the Grantee's compliance with this Agreement; and
  - (b) limited to an amount that when added to all other amounts already paid under the Agreement will not exceed the total amount of the Grant.
- 20.6 The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee but for the cancellation or reduction in scope of the Agreement under clause 20.1.
- 20.7 The Commonwealth will act reasonably in exercising its rights under this clause.

## 21. Survival

- 21.1 The following clauses survive termination, cancellation or expiry of this Agreement:
- clause 10 (Spending the Grant);
  - clause 11 (Repayment);
  - clause 12 (Record keeping);
  - clause 13 (Reporting);
  - clause 14 (Privacy);
  - clause 15 (Confidentiality);
  - clause 16 (Insurance)
  - clause 17 (Intellectual property);
  - Clause 19 (Reduction, Suspension and Termination);
  - clause 21 (Survival);
  - clause 22 (Definitions);
  - clause ST15 (Indemnities); and
  - any other clause which expressly or by implication from its nature is meant to survive.

## 22. Definitions

- 22.1 In this Agreement, unless the contrary appears:
- **Activity** means the activities described in the Grant Details.
  - **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.
  - **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth Standard Grant Conditions and any other document referenced or incorporated in the Grant Details.
  - **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988* (Cth).
  - **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.
  - **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.

- **Commonwealth Standard Grant Conditions** means this document.
- **Commonwealth Purposes** includes the following:
  - (a) the Commonwealth verifying and assessing funding proposals, including a grant application;
  - (b) the Commonwealth administering, monitoring, reporting on, auditing, publicising and evaluating a grant program or exercising its rights under this Agreement;
  - (c) the Commonwealth preparing, managing, reporting on, auditing and evaluating agreements, including this Agreement;
  - (d) the Commonwealth developing and publishing policies, programs, guidelines and reports, including Commonwealth annual reports;
- but in all cases:
- (e) excludes the commercialisation (being for-profit use) of the Material by the Commonwealth.
- **Completion Date** means the date or event specified in the Grant Details.
- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material.
- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee for the Activity as specified in the Grant Details and includes any interest earned on that money.
- **Grantee** means the legal entity other than the Commonwealth specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Grant Details** means the document titled Grant Details that forms part of this Agreement.
- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968* (Cth)).
- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the Grantee or the Commonwealth.
- **Personal Information** has the same meaning as in the *Privacy Act 1988* (Cth).
- **Records** includes documents, information and data stored by any means and all copies and extracts of the same.
- **Reporting Material** means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in this Agreement, including the Grant Details, and includes any Existing Material that is incorporated in or supplied with the Reporting Material.

## Signatures

Executed as an agreement:

Commonwealth

Signed for and on behalf of the Commonwealth of Australia as represented by the Department of Industry, Innovation and Science

<b>Name</b> (print)	
<b>Position</b> (print)	
<b>Signature</b>	
<b>Date</b>	
<b>Witness name</b> (print)	
<b>Signature</b>	
<b>Date</b>	

## Grantee

<b>Name</b> (print)	
<b>Position</b> (print)	
<b>Signature</b>	
<b>Date</b>	
<b>Witness name</b> (print)	

For Official Use Only

<b>Signature</b>	
<b>Date</b>	

## Schedule 2 Reporting templates

### Appendix 1

#### Smart Cities and Suburbs Program - progress report

Submit your completed report to [smartcitiesandsuburbs@industry.gov.au](mailto:smartcitiesandsuburbs@industry.gov.au).

The amount of detail you provide in this report should be commensurate with the project size, complexity and grant amount.

Grantee name	[organisation name]
Project title	[project title]
Project number	[project number]
Reporting period	[reporting period start date] to [reporting period end date]

#### 1. Project progress

- a. Complete the following table, updating for all milestones shown in [the Activity Schedule of] your grant agreement. Add rows as required. [If your project does not have milestones, leave this section blank.]

No	Milestone description	Agreed completion date	Actual /anticipated completion date	Milestone progress (%) complete) at end of reporting period
1.	[milestone 1 name]	dd/mm/yy		
2.	[milestone 2 name]	dd/mm/yy		
3.	[milestone 3 name]	dd/mm/yy		
4.	[milestone 4 name]	dd/mm/yy		

- b. Describe the eligible activities you completed during this reporting period, including your achievement of/progress against milestones and any outcomes achieved. If applicable, comment on why your progress is delayed.

- c. Attach any agreed evidence required with this report to demonstrate your progress to date. List the attached documents below against the relevant activity/s. If you do not have any evidence due with this report, you can enter n/a.

--	--	--

- d. Is the overall project proceeding in line with your project plan and grant agreement?  yes  no

If no, identify any changes or anticipated issues. Comment on any impacts on project timing and outcomes and how you expect to manage these.

--	--	--

- e. Are there any planned events relating to the project that you are required to notify us about in accordance with your agreement?  yes  no

If yes, please provide details of the event including date, time, purpose of the event and key stakeholders expected to attend.

--	--	--

## 2. Eligible expenditure summary

- a. Complete the following table to show:
- i. total [eligible] expenditure incurred on the project prior to this reporting period
  - ii. [eligible] expenditure incurred in this reporting period
  - iii. estimated [eligible] expenditure for the remainder of the project.

All expenditure should be GST inclusive, less GST credits you can claim. We may ask you to provide evidence of costs incurred.

Refer to the Smart Cities and Suburbs Round 2 guidelines or contact us if you have any questions about eligible expenditure.

Expenditure items	Total expenditure incurred prior to this reporting period [dd/mm/yy to dd/mm/yy]	Expenditure incurred for this reporting period [dd/mm/yy to dd/mm/yy]	Estimated expenditure next reporting period [dd/mm/yy to dd/mm/yy]	Estimate for remaining reporting periods in current financial year 2018/19 (if applicable)	Estimated total expenditure in 2019/20	Total estimate for the project
Labour costs	\$	\$	\$	\$	\$	\$
Contractor costs	\$	\$	\$	\$	\$	\$
Intellectual property and technology acquisition	\$	\$	\$	\$	\$	\$
Travel costs	\$	\$	\$	\$	\$	\$
Other costs	\$	\$	\$	\$	\$	\$
<b>Total project costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

- b. Attach evidence of total eligible expenditure incurred for this reporting period/the project to date. List the attached documents below against the relevant expenditure items.

- c. Briefly explain the reason for any changes between the forecast and actual expenditure for the current reporting period, and any significant changes to the forecast budget for the remainder of the project.

- d. Is the project expenditure broadly in line with the activity budget in the  yes  no grant agreement?

If no, explain the reasons.

### 3. Project funding

- a. Complete the following table for all cash contributions to your project in the reporting period. This includes your own contributions as well as any contributions from government (except this grant), project partners or others. Insert rows as required.

Contributor	Total
	\$
	\$
Total	\$

### 4. Bank account details

Have your bank account details changed since your last payment?  yes  no

If yes, we will provide you with a form to complete your new bank details.

### 5. Certification

I .....being a person duly authorised by the grantee hereby certify that:

- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- the activities identified above are for the purposes stated in the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including the need to keep the Commonwealth informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.

- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

Signed .....Date

[Position/ title]

SAMPLE

## Appendix 2

### Smart Cities and Suburbs Program - end of project report

Submit your completed report to [smartcitiesandsuburbs@industry.gov.au](mailto:smartcitiesandsuburbs@industry.gov.au).

The amount of detail you provide in this report should be commensurate with the project size, complexity and grant amount.

Grantee name	[organisation name]
Project title	[project title]
Project number	[project number]
Reporting period	[project start date] to [project end date]

#### 1. Project achievements

1. Complete the following table, updating for all milestones shown in the Activity Schedule of your grant agreement. Add rows as required.

No	Milestone description	Agreed completion date	Actual /anticipated completion date	Milestone progress (%) complete) by the project end date
(a)	[milestone 1 name]	dd/mm/yy		
(b)	[milestone 2 name]	dd/mm/yy		
(c)	[milestone 3 name]	dd/mm/yy		
(d)	[milestone 4 name]	dd/mm/yy		

2. Briefly outline the project milestones and activities completed by the project end date. If applicable, comment on why all milestones/activities were not completed by the project end date.

3. Attach any agreed evidence required with this report to demonstrate progress or successful completion of your project. List the attached documents below against the relevant activity/s.

4. Were there any planned events relating to the project that you are required to notify us about in accordance with your agreement?  yes  no

If yes, provide details of the event including date, time, purpose of the event and key stakeholders expected to attend.

## 2. Project outcomes

### a. Outline the project outcomes

- b. Do the achieved project outcomes align with those specified in the grant agreement?  yes  no

If no, explain why.

c. Briefly describe how the project achieved one or more of the following:

- improved the liveability and sustainability of cities, suburbs and towns through the application of smart technology solutions to economic, social and environmental challenges
- increased openly available public and private data sets to support citizen engagement, unlock innovation, and create new business opportunities
- increased innovation and capability in local governments through collaboration and smart city innovation ecosystem development
- contributed to development of smart city standards and improvement of regulation impacting the roll-out and use of smart technology

d. Deployment: What types of technology has your project deployed? How is the technology being applied?

Type/s:  
Application/s:

e. Innovation: Please indicate how the application of technology (knowledge, software or hardware) is innovative as defined by the Grant Opportunity (section 5.1). The application of smart technology is (select the one that best describes the technology applied to your project):

- New to the organisation, local government area or city
- New to the region
- New to the country

- Entirely new
- Extending an existing smart technology in a novel way
- Delivering outcomes not previously realised in the community

5. Data: How is your project using data and/or making it available? (Choose one or more)

- By making data sets open

Describe how:

- By generating, storing, communicating and processing data

Describe how:

- By analysing and presenting data to support improved governance and decision making

Describe how:

- By creating new tools for key stakeholders (e.g. citizens)

Describe how:

- Other

Describe how:

6. Standards and regulation: How is your project using standards and/or addressing regulatory issues? What regulatory barriers did you come across and what did you do as a consequence? Has any change occurred to the regulations or standards as a consequence?

Standards:

Regulations:

7. Explain how your project will continue to have an impact now that the grant project has finished. Include any relevant feedback received from participants or flow on benefits you expect.

### 3. Total eligible project expenditure

- a. Complete the following table, showing the total actual [eligible] expenditure incurred on the project. All expenditure should be GST inclusive, less GST credits you can claim. We may ask you to provide evidence of costs incurred.

Refer to the grant opportunity guidelines or contact us if you have any questions about eligible expenditure.

Eligible expenditure items	Total
Labour costs	\$
Contractor costs	\$
Intellectual property and technology acquisition	\$
Travel costs	\$
Other costs	\$
Total project	\$

- b. Attach evidence of total eligible expenditure incurred for this reporting period/the project.  
List the attached documents below against the relevant expenditure items

- c. Was the expenditure incurred in accordance with the activity budget in  yes  no the grant agreement?

If no, explain the reason for a project underspend or overspend, or any other significant changes to the budget.

### 4. Project funding

- a. Complete the following table for all cash contributions to your project. This includes your own contributions as well as any contributions from government (except this grant), project partners or others. Insert rows as required.

Contributor	Total
	\$
	\$
Total	\$

### 5. Updated business indicators

- a. Complete the following table for your organisation.

These fields are mandatory and entering \$0 is acceptable if applicable. If they clearly do not apply to your organisation you may enter n/a (not applicable).

Recent trading performance	Latest complete financial year [yyyy-yy]
Sales revenue (turnover)	\$
Export revenue	\$
R&D expenditure	\$
Taxable income	\$
Number of employees including working proprietors and salaried directors (headcount)	
Number of independent contractors (headcount)	

## 6. Bank account details

Have your bank account details changed since your last payment?  yes  no

If yes, we will provide you with a form to complete your new bank details.

## 7. Certification

I .....being a person duly authorised by the grantee hereby certify that:

the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).

the grant was spent in accordance with the grant agreement.

I am aware of the grantee's obligations under their grant agreement, including survival clauses.

I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

Signed .....Date

[Position/ title]

## Appendix 3

### Smart Cities and Suburbs - Independent audit report

#### Background

These templates assist grant recipients (and their auditors) to understand the audit requirements under a Smart Cities and Suburbs Program grant agreement. For further information contact us on 13 28 46 or at [business.gov.au](http://business.gov.au).

All Smart Cities and Suburbs Program grant recipients enter into a grant agreement with the Commonwealth. Under this grant agreement, when an independent audit report is required the grant recipient must provide us with:

- a statement of grant income and expenditure against the expenditure categories under the grant agreement (attachment A)
- an independent audit report on the statement of grant income and expenditure (attachment B)
- certification of certain matters by the auditor (attachment C).

You can find additional information on Smart Cities and Suburbs Program at [business.gov.au](http://business.gov.au) or by calling us on 13 28 46.

#### Eligible expenditure

Advice on eligible expenditure for projects under the Smart Cities and Suburbs Program can be found in grant opportunity guidelines. These guidelines are revised from time to time and therefore more than one version of the document may exist. For Smart Cities and Suburbs Program grant recipients, the relevant guidelines are those that were effective at the time the application was accepted.

It is essential that grant recipients and their auditors understand the Smart Cities and Suburbs Program eligible expenditure requirements because these determine whether, and the extent to which, certain costs are reportable and claimable.

The amount of grant funding we approve is based on the grant recipient's estimated eligible expenditure, as provided in their application. However, the grant funding any grant recipient is ultimately entitled to receive is determined against actual eligible expenditure incurred and paid for on the project. The grant amount specified in the grant agreement is the **maximum** amount the grant recipient may be paid.

The expenditure reported in the 'statement of grant income and expenditure' at attachment A must represent actual 'eligible expenditure' paid on the project during that period.

## Attachment A – Statement of grant income and expenditure

### Smart Cities and Suburbs

Project number	[project number]
Grant recipient	[organisation]
Project title	[project title]
Reporting period start date	[project start date or other reporting period start date]
Reporting period end date	[project end date or other reporting period end date]

This statement of grant income and expenditure must be prepared by the grant recipient and contain the following:

- Statement of funds, grant recipient contributions and other financial assistance\*
- Statement of eligible expenditure\*
- Notes to the statement of eligible expenditure, explaining the basis of compilation
- Certification by directors of the grant recipient

\*We will compare this information to that detailed in the grant agreement.

#### 1. Statement of funds, grant recipient contributions and other financial assistance

Complete the following table for all cash [and in-kind] contributions for your project for the period in question, including

- the Smart Cities and Suburbs Program grant
- other government funding
- your own contributions
- partner or other third party contributions
- any additional private sector funding.

Insert rows as required.

Contributor	Cash amount (GST excl)	[Estimated in-kind amount (GST excl)]	Total (GST excl)
[Program name] grant	\$[enter amount]	\$[enter amount]	\$[enter amount]
Grant recipient	\$[enter amount]	\$[enter amount]	\$[enter amount]
[enter contributor]	\$[enter amount]	\$[enter amount]	\$[enter amount]
[enter contributor]	\$[enter amount]	\$[enter amount]	\$[enter amount]
<b>Total</b>	<b>\$[enter amount]</b>	<b>\$[enter amount]</b>	<b>\$[enter amount]</b>

## 2. Statement of eligible expenditure

You must provide detail of the eligible expenditure that has been incurred and paid for during the reporting period in the 'Statement of eligible expenditure' spreadsheet.

Comment on any variance between the expenditure items and amounts detailed in the grant agreement and the actual items and amounts detailed in the attached statement of eligible expenditure.

[enter details]

## 3. Note to the statement of eligible expenditure.

### 3.1. Eligible expenditure

The eligible expenditure as reported in the statement of eligible expenditure is in accordance with the [program name] program guidelines.

### 3.2. Basis of compilation

This statement of eligible expenditure has been prepared to meet the requirements of the grant agreement between [enter grant recipient name] and the Commonwealth represented by the Department of Industry, Innovation and Science. Significant accounting policies applied in the compilation of the statement of grant income and expenditure include the following:

[enter details]

4. Certification by directors [if not director, replace with appropriate equivalent]

[Grant recipient name]

[Project number]

For the period [dd/ mm/yyyy] to [dd/ mm/yyyy]

We confirm that, to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

**Statement of grant income and expenditure**

- a. We have fulfilled our responsibilities for the preparation of the statement of grant income and expenditure in accordance with the cash basis of accounting and the terms of the grant agreement with the Commonwealth, represented by the Department of Industry, Innovation and Science dated [enter date]; in particular, the statement of grant income and expenditure presents fairly in accordance therewith.
- b. All events subsequent to the date of the statement of grant income and expenditure which require adjustment or disclosure so as to present fairly the statement of grant income and expenditure, have been adjusted or disclosed.
- c. [Where applicable] The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the statement of grant income and expenditure as a whole. A list of the uncorrected misstatements is attached to this representation letter.
- d. That all grant recipient contributions and other financial assistance were spent for the purpose of the project and in accordance with the grant agreement and that the grant recipient has complied with the grant agreement and relevant accounting policies.
- e. That salaries and allowances paid to persons involved in the project are in accordance with any applicable award or agreement in force under any relevant law on industrial or workplace relations.

Signature .....

Name [enter name]

Director

Date [dd/mm/yyyy]

Signature .....

Name [enter name]

Director

Date [dd/mm/yyyy]

**5. For Auditor use only**

I certify that this statement of grant income and expenditure is the one used to prepare my independent audit report dated [enter date] for the Department of Industry, Innovation and Science.

Signature .....

Name [enter name]

Position [enter position]

Auditor's employer [enter employer name]

Date [dd/mm/yyyy]

## Attachment B - Independent audit report

### Background for auditors

The purpose of the independent audit report is to provide us with an auditor's opinion on the grant recipient's statement of grant income and expenditure. The statement of grant income and expenditure is prepared by the grant recipient to correspond with the expenditure reported to the department by the grant recipient for the same period, in the process of claiming grant payments.

The independent audit report must be prepared by a person who is an approved auditor.

An approved auditor is a person who is:

- a. registered as a company auditor under the *Corporations Act 2001* or an appropriately qualified member of Chartered Accountants Australia and New Zealand, or of CPA Australia or the Institute of Public Accountants; and
- b. not a principal, member, shareholder, officer, agent, subcontractor or employee of the grant recipient or of a related body corporate or a Connected Entity.

The audit should be undertaken and reported in accordance with Australian Auditing Standards.

The independent audit report must follow the required format and include any qualification regarding the matters on which the auditor provides an opinion. We may follow up any qualifications with the grant recipient or auditor. The independent audit report must be submitted on the auditor's letterhead.

Auditors must comply with the professional requirements of Chartered Accountants Australia and New Zealand, CPA Australia and the Institute of Public Accountants in the conduct of their audit.

If the auditor forms an opinion that the statement of grant income and expenditure does not give a true and fair view of the eligible expenditure for the period, the independent audit report should be qualified and the error quantified in the qualification section of the independent audit report.

The required independent audit report format follows.

## Auditor's report

Independent audit report in relation to [grant recipient name]'s statement of grant income and expenditure to the Commonwealth, represented by the Department of Industry, Innovation and Science (the department).

We have audited:

- a. the accompanying statement of grant income and expenditure of [grant recipient name] for the period [dd/mm/yyyy] to [dd/mm/yyyy], a summary of significant accounting policies and other explanatory information, and management's attestation statement thereon (together "the financial statement"). The financial statement has been prepared by management using the cash basis of accounting described in note 3.2 to the financial statement; and
- b. [grant recipient name]'s compliance with the terms of the grant agreement between [grant recipient name] and the Commonwealth dated [date of agreement] for the period [dd/mm/yyyy] to [dd/mm/yyyy] (the grant agreement).

We have:

- a. reviewed [grant recipient name]'s statement of labour costs in support of its claim of eligible expenditure[; and]
- b. performed limited assurance procedures on [grant recipient name]'s statement of employee numbers under the grant agreement].

### *Management's responsibility*

Management is responsible for:

- a. the preparation and fair presentation of the financial statement in accordance with the basis of accounting described in note 3.2, this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in accordance with the grant agreement;
- b. compliance with the terms of the grant agreement;
- c. the preparation of the statement of employee numbers and labour costs in support of eligible expenditure; and
- d. such internal control as management determines is necessary to:
  - i enable the preparation of the financial statement and the statement of [employee numbers and ]labour costs that are free from material misstatement, whether due to fraud or error; and
  - ii enable compliance with the terms of the grant agreement.

### *Auditor's responsibility*

Our responsibilities are:

- a. To express an opinion, based on our audit, on:
  - i the financial statement; and
  - ii [Grant recipient name]'s compliance, in all material respects, with the terms of the grant agreement; and

- b. To conclude based on:
  - i our review procedures, on the statement of labour costs; and
  - ii our limited assurance procedures on the statement of employee numbers.

We conducted our audit of the financial statement in accordance with Australian Auditing Standards; our audit of compliance with the grant agreement in accordance with ASAE 3100, our review of the statement of labour costs in accordance with ASRE 2405[; and our limited assurance procedures on employee numbers in accordance with ASAE 3000]. The applicable Standards require that we comply with relevant ethical requirements and plan and perform our work to:

- a. obtain reasonable assurance about whether the financial statement is free from material misstatement and that [grant recipient name] has complied, in all material respects, with the terms of the grant agreement; and
- b. obtain limited assurance as to whether anything has come to our attention that causes us to believe that the statements of employee numbers and labour costs are materially misstated.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement and about the grant recipient's compliance with the grant agreement. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the grant recipient's preparation and fair presentation of the financial statement, and to the grant recipient's compliance with the grant agreement, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the grant recipient's internal control. An audit also includes evaluating the appropriateness of accounting policies used by management, as well as evaluating the overall presentation of the financial statement.

A review consists of making enquiries and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion on the statement of labour costs.

A limited assurance engagement undertaken in respect of the statement of employee numbers, in accordance with ASAE 3000 involves [level of detail about procedures to be determined by the auditor]. The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement; and consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion, review and limited assurance conclusions.

#### *Opinion*

In our opinion:

- a. the financial statement presents fairly, in all material respects, the grant income and expenditure of [grant recipient name] for the period [dd/mm/yyyy] to [dd/mm/yyyy] in

- accordance with the cash basis of accounting described in note 3.2 and the terms of the grant agreement, dated [date of agreement], with the Commonwealth; and
- b. [Grant recipient name] has complied, in all material respects, with the requirements of the grant agreement between the organisation and the Commonwealth dated [date of agreement], for the period [dd/mm/yyyy] to [dd/mm/yyyy].

*Basis of Accounting and Restriction on Distribution*

Without modifying our opinion, we draw attention to note 3.2 to the financial statement, which describes the basis of accounting. The financial statement is prepared to provide information to the department in accordance with the grant agreement, dated [date of agreement]. As a result, the financial statement may not be suitable for another purpose.

*Use of Report*

This report has been prepared for [Grant recipient name] and the department in accordance with the requirements of the grant agreement between [grant recipient name] and the Commonwealth, dated [date of agreement]. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than [grant recipient name] and the department, or for any purpose other than that for which it was prepared.

*Conclusions*

Based on:

- a. Our review, which is not an audit, nothing has come to our attention that causes us to believe that the statement of labour costs in the period [dd/mm/yyyy] to [dd/mm/yyyy] is not, in all material respects, fairly presented in accordance with the grant agreement dated [date of agreement] with the Commonwealth[; and]
- b. The procedures we have performed and the evidence we have obtained, nothing has come to our attention that causes us to believe that the statement of employee numbers as at [dd/mm/yyyy] is not prepared, in all material respects, in accordance with the grant agreement dated [date of agreement] with the Commonwealth].

Auditor's signature .....

Name [enter name]

Auditor's employer [enter employer name]

Employer's address [enter address]

Qualifications [enter qualification]

Position [enter position]

Date [dd/mm/yyyy]

## Attachment C - Certification of certain matters by the auditor

The department also requires a certification of certain matters by the auditor in addition to the independent audit report. This should be submitted with the statement of grant income and expenditure and independent audit report.

The auditor who signs this certification must also initial and date a copy of the grant recipient's statement of eligible expenditure. The department will not accept an independent audit report that lacks this attachment.

The required format of certification is on the following page.

[print on auditor letterhead]

[addressee]

Department of Industry, Innovation and Science  
GPO Box 2013  
Canberra ACT 2601

I understand that the Commonwealth, represented by the Department Industry, Innovation and Science and [grant recipient name] have entered into a grant agreement for the provision of financial assistance under the [program name] to the grant recipient for the project. A condition of funding under the grant agreement is that the grant recipient provides a statement of grant income and expenditure certifying that expenditure on approved project items has been incurred within the relevant audit period and paid in accordance with the program guidelines, and is supportable by appropriate documentation.

In fulfilment of the condition, I hereby certify that:

- a. I am a member of Chartered Accountants Australia and New Zealand/ CPA Australia/ the Institute of Public Accountants (as a Public Practice Certified Member).
- b. I have prepared the independent audit report on [grant recipient name]'s, statement of grant income and expenditure in accordance with the details of the grant agreement between the grant recipient and the Commonwealth, project no [project no] dated [dd/mm/yyyy].
- c. I have reviewed the grant agreement between the grant recipient and the Commonwealth, project no [project no] dated [dd/mm/yyyy], and related program guidelines and understand the requirements pertaining to financial reporting and eligible expenditure contained therein.
- d. I have signed the attached copy of [grant recipient name]'s statement of eligible expenditure that I used to prepare the independent audit report.
- e. I have complied with the professional independence requirements of Chartered Accountants Australia and New Zealand/ CPA Australia/the Institute of Public Accountants. I specifically certify that I:
  - i am not, and have not been, a director, office holder, or employee of [grant recipient name] or related body corporate of [grant recipient name]
  - ii have not been previously engaged by [grant recipient name] for the purpose of preparing their [program name] application or any report required under the grant agreement
  - iii have no financial interest in [grant recipient name].

Signature .....

Name [enter name]

Qualifications [enter qualification]

For Official Use Only

Position [enter position]

Date [dd/mm/yyyy]