Landowner Minor Works Contract

Understanding your contract

Thank you for participating in this North Coast Local Land Services project and agreeing to implement on-ground works on your property.

The Landowner Minor Works Contract is an agreement between yourself and North Coast Local Land Services to receive funding to carry out specific tasks and actions that will deliver broader natural resource condition or agricultural productivity outcomes on your property.

It is important that you read through the contract carefully and understand each section.

A summary of each section is provided below:

Cover page

This includes:
- the legal entity the contract is with
- the title of the project
- an agreement number
- the amount of funding from North Coast Local Land Services

Contract details

All the relevant contact details for North Coast Local Land Services and you, the landowner, as well as the property are included in this section. There is also a brief description of the project’s objectives. The project’s completion and expiry dates are included here.

It is important to note that these contracts last for five years.

Terms of project

This section contains all the Terms and Condition clauses for this contract. It is important that you read through each one and if you have any questions, contact your North Coast Local Land Services contract manager for more information.

Execution clauses & signature blocks

There are a range of different options available for signing your contract depending on how your business is structured. Only the relevant one will be included in your final contract.

Schedule A – Project scope of works

In conjunction with your local North Coast Local Land Services contract manager, you will plan the works together so that they achieve outcomes beneficial to you as a landowner and that also improve the health and productivity of your land. Most funding is only available to support a specified range of activities. More details are provided on this in Understanding the Administration Process.
Schedule B – Maintenance & monitoring

All on-ground works funded by North Coast Local Land Services require maintenance and monitoring for a period of five years from contract commencement. These activities will be negotiated with your contract manager and will be specific to the type of on-ground works being implemented on your property.

Schedule C – Site map

Your contract manager will create a project map for your property that provides enough detail to show the location and type of on-ground works to be carried out on your property.

Schedule D – Special conditions

These conditions will be negotiated with your contract manager and will be specific to the type of on-ground works being implemented on your property.

Understanding the administration process

Negotiating the project scope of works

This is a collaborative process between you and North Coast Local Land Services. Each task that is needed to successfully carry out your project will be listed in the work plan table. There should be enough detail so that each party is clear on what has to be done, by whom and when it is due to be completed.

Projects should be designed so that there is no undue stress placed on landowners and each task can be successfully completed.

Once you have negotiated a complete Project Scope of Works, this schedule will be included in a final contract for you to sign.

North Coast Local Land Services contribution to the project

This is the Local Land Services Grant Budget column in the Project Scope of Works table work plan. It details how much funding North Coast Local Land Services will contribute to each individual task of the work plan to complete the project.

Grantee contribution

Each project that is funded by North Coast Local Land Services will require a contribution from you (The Grantee). This is represented in the table as a financial value, and can be a cash contribution or the in-kind value of any activities you carry out to ensure the project is a success.

Due dates

This is when each task in the work plan is due for completion. Each date is negotiated with your local contract manager. It is important to keep in touch with your contract manager about project progress and to let your contract manager know as early as possible if a task cannot be completed by the due date.

Payments and payment dates

This is when North Coast Local Land Services will make payments to you following the submission of your invoice. There may be more than one payment depending on the scope of your project and its value.

What are the measureable project outputs?

These are specific reportable outputs directly linked to the funding provided for your project. North Coast Local Land Services is required to collate and report against these outputs.

Receiving your payments

Signing Your Landowner Minor Works Contract

When all the details for your contract have been finalised, you will receive two copies of your contract to sign. Sign and return one copy to North Coast Local Land Services.
Supplier financial details form

If you have never received any payments from North Coast Local Land Services, you will need to complete this form. Your contract manager can supply you with one.

What is a purchase order?

The Purchase Order outlines the payment schedule for your project and when payments will be made. It has a unique number that must be included on every invoice you submit.

How do I receive a payment?

Once you complete relevant works and your report has been approved, you can only receive a payment by submitting a Tax Invoice. This invoice must be emailed to supplier.invoices@industry.nsw.gov.au and include all your details including bank details, the Purchase Order number and details about the payment.

Reporting and project monitoring

Site inspections & progress reports

Your contract manager will visit you to look at the progress of your project and help address any issues that may have arisen. The contract manager can provide advice to help you implement a successful and effective project.

Depending on the scope of your project and its value, you may be required to submit one or more written Progress Reports. Your contract manager can provide advice to assist you through that process.

Final reports

A Final Report is required at completion of all funded activities. It will be completed by you with assistance from your contract manager. It will include all the details about the works completed and also provides you with an opportunity to provide feedback on the project and your involvement.

More information

Contact your local North Coast Local Land Services contract manager.

© State of New South Wales through Local Land Services 2016. The information contained in this publication is based on knowledge and understanding at the time of writing July 2016. However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of Local Land Services or the user’s independent adviser. For updates go to www.lls.nsw.gov.au.