

Agreement

This agreement is between West Wimmera Shire Council and (insert applicant's name), the applicant.

The applicant agrees to satisfactorily complete all works listed in the Schedule of Works and West Wimmera Shire Council will pay the applicant a grant of (insert grant sum inclusive of GST).

Schedule of works

Works
(list of agreed works)

Total cost of works (inclusive of GST) = \$ _____ (insert agreed grant sum)

Payment of grant

The grant sum will be paid subject to the following:

- The Schedule of Works is completed within 6 months from the date of this agreement.
- Completion of all items listed in the Schedule of Works.
- All works comply with the materials and colours listed in the Schedule of Works.
- Inspection by West Wimmera Shire Council to confirm that all works have been satisfactorily completed.
- The presentation of a receipt from the licensed contract (insert company name) showing the Schedule of Works fully paid.
- The presentation of a Tax Invoice with ABN number from (insert applicant's name) made out to West Wimmera Shire Council for the sum of (insert grant sum) inclusive of GST.
- Compliance with the West Wimmera Shire Council Streetscape Scheme Grant Terms and Conditions.

Name _____ Signature _____

Name David Leahy, Chief Executive Officer Signature _____

Date _____



Terms and conditions

In making a grant application under this program, you are agreeing to comply with the following terms and conditions:

13. The applicant is to submit a completed application form including all supporting information ie. description of proposed works and owner's consent.
14. Only one grant application is lodged per property, however a number of business owners may jointly make a combined application.
15. The applicant must obtain all necessary planning approvals before commencement of the works.
16. Two quotes from licensed contractors are to be submitted with the application.
17. Works are to be undertaken by a licensed contractor.
18. The applicant must agree to provide a minimum of 50% of the cost of the project or higher if 50% of the costs of works exceed Council's maximum grant contribution of \$1,500 (inclusive of GST).
19. The applicant is to enter into an agreement with Council listing the agreed schedule of works and grant sum (inclusive of GST).
20. Works should not commence until the applicant has signed the agreement with Council.
21. Applicants will be required to remove any illegal signage as part of the facade improvements.
22. Works approved for grant funding are to be completed within 6 months from the date the agreement with Council is signed or grant funds will be reallocated.
23. Any overrun in costs is not the responsibility of Council and extra funds will not be granted.

OHS Requirements

24. Works are to be carried out in accordance with the Victorian Occupational Health and Safety Act 2004, the Victorian Electricity Safety Act 1998, the Victorian Electricity Safety (Installations) Regulations 2009 and other legislation as required

Specifically the applicant, building owner and licensed contractor must:

- Accord with the Occupational Health and Safety Amendments Regulations 2014, Australian Standards or Codes where they exist.
- Not obstruct and or hinder movement of persons on footpaths or roadways eg. ladders and scaffolds etc. Traffic management for construction or maintenance work is to be in accordance with the requirements of the Rode Management Act 2004 and related Regulations.
- Should a temporary road or footpath closure be required, a Council application for a temporary road or footpath closure must be completed at least ten days before the work is started.
- Not allow items such as drop sheets, ladders, trestles etc. to be a trip hazard for passers-by or motorists.
- Ensure that if any work is required to be done near electrical wiring that this work is completed strictly in accordance with the Victorian Electricity Safety (Installations) Regulations 2009 the Code of Practice on Electrical Safety for Work on or Near High Voltage Electrical Apparatus (the Blue Book 2012) to prevent electrocution or serious injury.
- Ensure the structural integrity of any awnings or structures if work is to be conducted on or from those places.
- Ensure the structural integrity of any ornamental work eg. stone/brick rosettes, figurines etc. prior to beatification work commencing.
- Ensure when working above ground to inspect roof / awnings or access points for brittle sheets eg. fibreglass etc. to prevent persons falling through.

- Ensure that any asbestos content of a facade or structure is appropriately handled and managed – reference to WorkSafe Victoria for information on safe handling of asbestos products is essential.
- Ensure that no asbestos cement surfaces are water blasted to prepare the surfaces for painting.
- Ensure that proper access and egress is provided to work areas above ground eg. ladders should extend 1 metre above landing point; ladders used at a ratio of 4:1 etc.
- Do not work within 2 metres of an unprotected edge – if this is not possible then temporary handrails, fences to be erected to prevent falls or if not practicable, harnesses must be used.
- Arrange to have information sheets available (Material Safety Data Sheets) on chemicals used in beautification works eg. Paint stripper and paints in general. MSDS's are available from the manufacturer and are generally available on the internet on the manufacturer's website.

