



BEST PRACTICE
CONTRACTS
COASTAL MNGMT

TWEED SHIRE COUNCIL
FILE No. FLOODPLAIN MNGMT
DOC. No.
RECD 31 JUL 2008
ASSIGNED TO GARCIA-CUENCA, S
HARD COPY IMAGE

29 July 2008

The General Manager
Tweed Shire Council
PO Box 816
MURWILLUMBAH 2484

Attention: Sebastien Garcia-Cuenca

Dear Sir *Sebastien,*

RE: CONTRACT NO.: IS8-9-S-5(a)
CONTRACT NAME: Current Best Management Practices Coastal Floodplains
(Tweed)

The Northern Rivers CMA is pleased to offer you the opportunity to deliver the above project.

Enclosed are two original Contracts for the project. Please sign both copies on page 2 and return them to the address below.

Upon receipt of the signed Contracts, the CMA will sign and return your final copy of the Contract. A purchase order will be forwarded to you in due course detailing when your payments are due. When sending your invoices for payment it would be appreciated if you could please include the purchase order number on the invoice otherwise we will be unable to process it.

Please note that you will be paid according to your payment terms on your invoice. If you do not have any terms listed, our finance branch will automatically hold the payment for 30 days from date of invoice.

Please ensure that you have read and understood the terms of the contract, specifically the Special Conditions that may be relevant to this project.

The CMA looks forward to working in collaboration with you on this project. If you require any further information, please don't hesitate to contact Simon Proust on 66530111.

Yours sincerely

Handwritten signature of Simon Proust in black ink.

On behalf of:
MICHAEL PITT
General Manager



NORTHERN RIVERS CATCHMENT MANAGEMENT AUTHORITY

CONTRACT

NAME OF CONTRACT:

Current Best Management Practices Coastal Floodplains
(Tweed)

CONTRACT NO:

IS 8-9-S-5 (a)

CONTRACTOR/ORGANISATION:

Tweed Shire Council



PROJECT SERVICES CONTRACT

Contractor Details

Name of contractor organisation: Tweed Shire Council

Address: PO Box 816, Murwillumbah NSW 2484

Australian Business Number: 90 178 732 496

Are you registered for GST? Yes

Contact Person: Sebastien Garcia-Cuenca

Address : PO Box 816, Murwillumbah NSW 2484

Phone: (02) 6670 2440 **Fax:** 66702429 **e-mail:** sgarciacuenca@tweed.nsw.gov.au

Northern Rivers Catchment Management Authority

Authority's Representative: Michael Pitt

Address : PO Box 618, Grafton NSW 2460

Phone: (02) 66 42 0622 **Fax:** (02) 66 42 0640 **e-mail:** northern@cma.nsw.gov.au

Upon execution of this Contract by the Contractor and the Northern Rivers Catchment Management Authority, the Contractor agrees to perform the Project in strict accordance with the Project Specification set out Schedule 1, and any documents referred to therein, in consideration for which the Authority agrees to pay the Contractor the Contract Amount shown in Schedule 2, all subject to the terms and General Conditions of Contract and Special Conditions of Contract (if any), set out below.

Signed as an agreement by the Authority's Representative on the _____ day
of _____ 2008

<i>Signed for & on behalf of the Authority</i>	<i>Signed for & on behalf of the Contractor</i>
Signature _____	Signature _____
Name printed Michael Pitt _____	Name printed _____
Position General Manager _____	Position _____



1. Project

The Contractor shall:

- (a) ensure that the Project is performed in accordance with Schedule 1 and any Project Documents referred to therein and in accordance with the Special Conditions referred to herein;
- (b) ensure that the Project Timetable is observed;
- (c) ensure that the Project is performed by the groups/personnel (if any) who are proposed in the Project Documents;
- (d) comply with the Reporting Requirements;
- (e) report on or explain any aspect of the performance of works or other products delivered by the Contractor under the Contract, as requested by the Authority's representative;
- (f) comply with all negotiated directions and instructions issued by the Authority in relation to the Project, provided they are within the reasonable contemplation of the Project Documents;
- (g) use materials of suitable quality which are to be part of the work;
- (h) properly supervise and control the work of its employees/agents;
- (i) comply with all safety requirements notified to it by the Authority or required by law to be observed by the Contractor,

2. Payment of Contract Amount

Unless Schedules 2 or 4 provide for some other mechanism for payment of the Contract Amount, payment thereof shall be made by the Authority following the submission of tax invoices for work actually performed and/or expenses actually incurred and shall be accompanied by an itemised statement of same.

3. Contractor's Records

The Contractor must:

- (a) maintain financial receipt and expenditure details; Project related correspondence and other Project materials;
- (b) permit the Authority's officers and agents to inspect (and if necessary be supplied with copies of) all Contractor's accounts and other documents including any tender documents, relating to the Project; and
- (c) comply with all reasonable requests by the Authority for other information and particulars concerning the Project.

4a. Assignment

The Contractor agrees to undertake and complete the Project itself. This Contract is not assignable, except where a project document referred to in Schedule 1 identifies a



subcontractor to perform certain project tasks. Where such name appears the Authority approves the use of such subcontractor(s) to perform such tasks.

4b. Change of Principal

If the Principal in this Agreement (i.e. the Authority) is reconstituted, renamed or replaced or if its powers or functions in respect of the performance of this Agreement are transferred to another entity, this Agreement is deemed to refer to that new entity as Principal.

5. Insurance

The Contractor, before commencing the Project, must hold or effect policies of insurance appropriate to the Project. Such policies of insurance shall cover:

- (i) Workers' Compensation;
- (ii) Public Liability insurance to an amount of AUD \$10 million and Voluntary Workers Insurance;
- (iii) loss of or damage to any component works being undertaken as a part of or comprising the Works, any temporary works and all materials, construction plant and other things that are brought onto the Work Location Site by or on behalf of the Contractor, to an insured amount not less than the Works Cost;

and promptly produce to the CMA evidence of the insurances held whenever requested to do so.

6. Responsibility for Project

- (a) The Project shall be undertaken at the Contractor's risk.
- (b) The Contractor shall not be liable for any instruction/directions, standards, criteria, professional structural works designs or benchmarks (policies) notified in writing by the Authority with which the Contractor must comply.
- (c) Contractors and landholders are reminded to check their WorkCover responsibilities regarding people at project sites.

The nominated Contractor's Representative may be altered in accordance with Section 9 of this contract.

7. Failure to Perform the Project

- (a) If in the opinion of the Authority the Contractor has failed to perform the Project or strictly comply with its Reporting Requirements in accordance with this Contract (Schedule 5) the Authority may serve a notice on the Contractor specifying the term of the Contract or Project Document or Reporting Requirement not complied with.
- (b) If the Contractor fails to remedy any matter set out in such notice the Authority may, at its absolute discretion:
 - (i) withhold any payment of the Contract Amount or part thereof; or
 - (ii) terminate this Contract.

8. Delay

- (a) Should the Contractor become aware of anything that will or may cause the Project not to be completed by any completion date stated in the Project Specification or Project



Timetable (Schedule 3) then the Contractor shall notify the Authority's Representative immediately and submit in writing a request for an extension of the time for completion.

- (b) Should the Contractor fail to proceed with the Project promptly, or, without the approval of the Authority, suspend the progress of the Project or abandon the Project, the Authority may terminate the Contract. Notwithstanding this, which includes an attempt to resolve the issue by both parties, the Authority reserves the right to terminate the Contract if the Project is not completed by the completion date.

9. Variations

Where it is proposed by either party to make a variation to the Project Specifications, that party shall notify the other in writing. Work on the variation(s) shall not proceed until both parties have approved the variation(s) and the Schedules have been amended in accordance with the approval.

10. Cost Overruns

The Authority will not pay any amount in addition to the Contract Amount set out in Schedule 2 unless prior approval for such payment, in writing, is obtained from the Authority. Such approval may be given or withheld in the Authority's absolute discretion and if given may be subject to conditions.

11. Termination

- (a) Either party may terminate the whole or any part of this Contract at any time by 28 days written notice addressed to the Contractor or Authority and such termination shall not expose either party to any claim for damages by reason of that termination.
- (b) Upon any termination of this Contract, the Authority will only be liable to pay the Contractor for work satisfactorily completed at the date of termination and the Contractor is to return any over-payment. The Authority may request the Contractor in writing to repay such over-payment, together with interest at the District Court debt rate for the time being. If the Contractor fails to repay all money and interest, the Authority may recover them in any appropriate court as a debt due to the Crown.
- (c) Nothing herein shall affect either party's common law rights to terminate the Contract on account of a repudiation by either party and recover damages.

12. Service of Notices

Any written notice or demand provided for in this Contract may be served on the Contractor by ordinary prepaid post, facsimile or e-mail to the Contractor Contact's address shown on the face of this Contract.

13. Authority's Representative

The Authority's Representative nominated under this Contract shall have the following duties:

- (a) oversee the performance of the Contractor under this Contract;
- (b) serve any notice referred to in the Contract;
- (c) receive and consider reports to be provided by the Contractor under this Contract;
- (d) maintain liaison (including considering reasonable requests) with the Contractor under the provisions of this Contract and otherwise act for the Authority hereunder.



14. Publicity and Publications

The Contractor acknowledges and agrees that, as this is a Northern Rivers CMA project, all publicity and publications with respect to the Project will be approved by the Northern Rivers CMA Contract Contact before printing and release.

The Contractor agrees to actively acknowledge and promote the Authority's Project and all publicity and/or publications produced as part of the Project must be prominently branded with the Northern Rivers CMA logo and referenced as follows:

The [project name] project of the Northern Rivers Catchment Management Authority (CMA) has been undertaken by [organisation] through funding from the Australian and NSW Government.

The Contractor must provide copies of all material produced as part of the Project to the General Manager of the Northern Rivers CMA, as well as an electronic copy to northern@cma.nsw.gov.au for use on the CMA website.

The Contractor must ensure that any communication activity, including publications, articles, newsletters, field days and signs relating to the Project, acknowledges that it has received Australian and/or NSW Government funding and displays the agreed generic logo or branding, unless agreed otherwise.

The Contractor must ensure that all photos used in project publicity and/or publications have received consent from the individuals (especially minors) through a "Photo Release Form".

15. Goods and Services Tax

- (a) In this clause the expressions "consideration", "GST", "GST Law", "recipient", "supply", "adjustment note", "adjustment event", "input tax credit" and "tax invoice" have the meanings given to those expressions in the A New Tax System (Goods and Services Tax) Act 1999. A reference to a party to this Contract includes a reference to that party's "representative member" as defined in the above Act.
- (b) The Contractor may recover from the Authority any GST payable in relation to this Contract. The amount of any GST shall be paid at the same time as the consideration is paid for the supply to which it relates.
- (c) Unless expressly stated otherwise, the contract amounts or other consideration specified payable from the Authority to the Contractor are inclusive of GST at the GST rate prevailing at the Contract date. If the GST rate is varied during the currency of the Contract, the GST inclusive amount may be varied to reflect those changes.

In the imposition of GST or any subsequent change in the GST law is accompanied by an abolition or reduction in any existing taxes, duties, excises or statutory charges the consideration payable by the Authority shall be reduced by the same proportion as the reduction in the Contractor's cost. The Authority may request that the Contractor provide it with all reasonable evidence necessary to demonstrate compliance with this clause.



All invoices or claims submitted by the Contractor under this Contract will be accompanied by a tax invoice. The Authority is not required to pay any amount on account of GST until this requirement has been complied with.

- (d) Where an adjustment event occurs in relation to any supply under this Contract, the supplier must provide an adjustment note to the other party within 14 days after that adjustment event.
- (e) To the extent the Authority is liable under this Contract to reimburse the Contractor for any costs that the Contractor has incurred with a third party, the Authority will only be liable to reimburse the Contractor for the amount of those costs less any input tax credit the Contractor is entitled to.

If the GST applies to any supply made by the Authority under this Contract, the Contractor will pay an amount on account of that GST liability to the Authority within 14 days of being provided with a tax invoice.

Unless expressly stated otherwise all monetary specification limits (eg insurance) in the Contract are exclusive of GST.

16. Intellectual Property

- (a) Subject to any agreement between the Authority and the Contractor to the contrary, the title to and intellectual property rights in any material arising from the Contractor's performance of the Contract vests solely upon its creation in the Contractor.
- (b) The Contractor grants to the Authority non-exclusive, perpetual, royalty free licence (including a right to sub-licence) to use such material.
- (c) Clause 16(b) will not affect any pre-existing IP rights of any material, information or services provided by any party. Where this contract generates or provides material containing pre-existing IP material and a right to pre-existing material cannot be licenced, the licence as a minimum must enable the Authority to make contract material available to third parties and/or in the public domain. By signing this agreement, the contractor agrees to such a minimum licence.
- (d) Crown copyright rules apply to material developed by or on behalf of the Crown. For example, data collected or derived from existing State held data will remain considered Crown copyright.
- (e) The Contractor must provide data products which comprise or are a component of the Contract Material with metadata (documentation about data) that meets the most recent standards specified by ANZLIC (www.anzlic.org.au) – the Spatial Information Council.
- (f) The NRCMA can provide Lot and DP information when required. This information is only to be used for the purposes of the contract and not for any other purposes during or subsequent to the contract period.

17. Privacy

Both parties agree to comply with the Information Privacy principles set out in section 14 of the Privacy and Personal Information Protection Act 1998 and to comply as far as practicable with any policy guidelines set down by the Authority relating to the handling of personal information.

18. Dispute Resolution



NEW SOUTH WALES

Any dispute or difference ("dispute") arising out of or in connection with this contract must be resolved as follows:

- (a) The parties will cooperate with each other and use their best endeavours to resolve by mutual agreement any differences between them and all other difficulties which may arise from time to time relating to this Contract.
- (b) If a dispute is not resolved through the above procedure the parties must then refer the dispute to mediation by a qualified Mediator agreed to by the parties.
- (c) The Mediation Referral commences when any party gives written notice to the other(s) specifying the dispute and requiring its resolution under this clause.
- (d) Each party must continue to perform this Contract notwithstanding the existence of a dispute or any proceedings under this clause.

19. Key Persons

- (a) The contractor must use its best endeavours to ensure that where persons are named either in the application or work plan, those individuals are engaged in the performance of the role identified.
- (b) The contractor shall notify the Authority immediately if a person named in the documents ceases to be engaged in the performance of the role and shall forthwith provide details of similarly qualified or experienced substitutes for that person.
- (c) Any substitute for a person named must be approved by the Authority before commencing work, however in this regard the Authority must not unreasonably withhold its approval.
- (d) If the Authority does not approve of a substitute or if no substitute is put forth by the Contractor for approval then the Authority may regard the Contractor as in default of this agreement.

20. Term of Agreement

The term of this agreement shall be for the period specified in Schedule 3 – Project Timetable.



SPECIAL CONDITIONS

There are no special conditions with this contract



NEW SOUTH WALES

SCHEDULE 1 – PROJECT SPECIFICATION

Project Description

Acid Sulfate Soils have been identified as a priority in the Northern Rivers CMA Catchment Action Plan (CAP) on the regions coastal floodplains due to the potential for ASS runoff. This project aim is to implement current best management practices which include the reintroduction of natural wetting and drying cycles, modification of floodgates and farm drainage systems, together with capacity building activities. This project addresses *Management Target L2 – Acid Sulfate Soils* for the Soils and Land Resources Theme of the NRCMA Catchment Action Plan.

Project Outcomes

The following outcomes should be delivered within the project area, through implementation of the **Project Work Plan** attached as **Appendix 1**:-

1. Reduction of acid sulfate soils (ASS) products from NRCMA floodplain landscapes.
2. Adoption of farmers implementing current ASS Best Management Practices (BMP)
3. Increased No of landholders and increased community awareness and understanding of ASS/NRM sustainable management practises of the floodplain

Project outputs

- 1 water control structure modified, maintained and actively managed.
- 800m of drains modified, maintained and actively managed
- 300 ha of floodplain landscape under active management
- An agreement negotiated with the landholder/manager to implement on-ground works and provide maintenance as required for an agreed period into the future.
- 2 community capacity building products highlighting the project outcomes
- Leverage additional investment towards flood-plain NRM outcomes

SCHEDULE 2 – CONTRACT AMOUNT

A total amount of \$45,000 + \$4,500 (GST) will be paid to the Contractor by the Authority to satisfactorily complete the project by achieving the Project Outcomes through delivery of Project Outputs as specified in the Project Work Plan

SCHEDULE 3 - PROJECT TIMETABLE

Start Date: The date the contract is signed by the authority's representative

Completion date: 12th June 2008



SCHEDULE 4 - PAYMENT SCHEDULE

Payment will be available in instalments as follows:

1st Payment – Following the contract being signed by both parties a payment of \$20,000 (+ \$2,000 GST) will be processed. The payment will be based on the contractor's tax invoice, which must be forwarded to the Grafton office, as detailed below.

2nd Payment– Upon satisfactory acceptance of a Progress Report due 31st January 2009 (see Schedule 5) a payment of \$ 20,000 (+ \$2,000 GST) will be processed. The payment will be based on the contractor's tax invoice, which must be forwarded to the Grafton office, as detailed below. **DUE 31st January 2009**

Final Payment – Upon satisfactory acceptance of the Final Report due 12th June 2009 (as outlined in Schedule 5) a final payment of \$5,000 (+ \$500 GST) will be processed. The payment will be based on the contractor's tax invoice, which must be forwarded to the Grafton office, as detailed below. **DUE 12th June 2009**

INVOICING

The Northern Rivers Catchment Management Authority will forward you a Purchase Order once your contract has been processed. This purchase order will list all your payments and note the date your payments are due. When sending us your Invoices please ensure the relevant Purchase Order Number is noted on the invoice otherwise the invoice will be unable to be processed.

All invoices are to be forwarded to:

Northern Rivers Catchment Management Authority
PO Box 618
Grafton NSW 2460

SCHEDULE 5 – REPORTING REQUIREMENTS

Your NRCMA contact for this project is:-

Simon Proust
Northern Rivers Catchment Management Authority
PO Box 1417 Coffs Harbour 2450

Progress report

The contractor will be required to provide the Authority's Representative with Progress Reports demonstrating satisfactory progress in the delivery of project Outputs as specified in the Project Work Plan (Appendix 1). Reports must be submitted using the template provided (Appendix 2). All publicity releases should be included. Progress reports should be addressed to the above Contract Contact.

Final Report

The Contractor is required to provide the Authority's Representative with two original hard



copies of a Final Report using the attached Final Report Template and also one in electronic form (emailed, CD etc). Visual presentation of information, where relevant, as maps, graphs, figures and photographs, is desirable in the Final Report.

Utilising the **Appendix 3** template the Final Report must include the following –

1. Project Administration
2. Summary of Project Outputs
3. Final Report – Project Work Plan – a fully completed Project Work Plan including Project Tasks, Outputs and Achievements.
4. Final Report – Financial Information – an auditable financial record of the project, including in-kind contributions and additional funds obtained
5. Final Report – Project Evaluation - an evaluation of the project including achievement of outcomes, identification of any problems, further work required, and any recommendations to improve future projects.
6. Declaration
7. Three copies of project reports, photos, maps, media releases, communications material and any other product developed or produced throughout the project.

The **Final Report** is to be forwarded to the Contract Contact (see above). Once approved, the Grafton office will release your payment.

Reporting of On-Ground Works Undertaken

The contractor must record, by the Completion date (Schedule 3), location and output information for any on-ground works undertaken during the project, using the reporting template and guidelines provided by the NRCMA Contract Contact.

Unsatisfactory Reports

If any report is deemed to be unsatisfactory by the Authority, the Contractor will be contacted by the Authority's Representative or his nominee to discuss areas of concern and appropriate action. Reports should then be amended and resubmitted on a date agreed to by both parties.

Auditing of Projects

As part of the NRCMA's monitoring and evaluation of projects we have an auditing process in place that monitors a small number of projects on an annual basis.



APPENDIX 1 – WORK PLAN

Project Brief Number:	IS 8-9-5	Project Title:	Current Best Management Coastal Floodplains (Tweed)		
Contractor:	Tweed Shire Council				
Contract Number:	IS 8-9-S-5(a)	Contract Title:	Current Best Management Coastal Floodplains (Tweed)		
(1) Project Outcomes					
<p>3. Reduction of acid sulfate soils (ASS) products from NRCMA floodplain landscapes.</p> <p>4. Adoption of farmers implementing ASS best management practices</p> <p>Increased No of landholders and increased community awareness and understanding of ASS/NRM sustainable management practises of the floodplain</p>					
Project Tasks					
Task No.	(2) Task Description	(3) Outcomes Linked	(4) Partnerships	(5) Budget \$	(6) Planned Complete on Date
1	Identify Stakeholder Needs	2,3	Sugar Industry, BSES, Individual landholders, DPI	1,000	30 Aug 08
2	Priority sites and issues identified	2,3	Sugar Industry, BSES, Individual landholders, DPI	1,000	30 Sep 08
3	A communication plan, including media and training days will be developed and implemented	2,3	Sugar Industry, BSES, Individual landholders, DPI, general community	2,000	30 May 09
4	Manage delivery of On-ground works	1,2,3	Sugar Industry, BSES, Individual landholders, DPI	8,000	30 May 09
5	On-ground works – construction, contracts	1,2,3	Sugar Industry, BSES, Individual landholders, DPI	30,000	30 May 09
6	Monitor & evaluate project	1,2,3	Sugar Industry, BSES, Individual landholders	2000	30 May 09
7	Progress report	3	NRCMA	500	30 Jan 09
8	Final Report	3	NRCMA	500	12 Jun 08



Measurable Project Outputs						
Output Code	Output Description	Measure 1	Measure 2	Outcomes Linked	Tasks Linked	Planned Delivery Date
P5.1	Needs analysis exercise with Sugar Industry	1		2,3	1	30 Aug 08
OG10.3	Floodgate modified, maintained and actively managed	1 floodgate	800m Length of drain improved	1,2,3	2,5,6	30 May 09
OG 9.3	additional Ha of the floodplain adopting accepted industry Best Management Practise	300Ha	n/a	1,2,3	1,2,5	30 May 09
OG1.2	An agreement negotiated with the landholder/manager to implement on ground works and provide maintenance as required for an agreed period into the future	4	n/a	1,2,3	1,2,5	30 May 09
CB1.4	Community capacity building products highlighting the project outcomes	2	n/a	2,3	4	30 May 09
	Leverage additional investment towards floodplain NRM outcomes	\$10,000		1,2,3		30 May 09



**APPENDIX 2
PROGRESS REPORT FOR CMA PROJECTS**

Northern Rivers Catchment Management Authority

Progress Report No 1

CONTRACT TITLE: Current Best Management Practices Coastal Floodplains (Tweed)

CONTRACT NO.: IS-8-9-S- 5(a)

CONTRACTOR'S CONTACT: Sebastein Garcia - Cuenca

CONTRACTOR: Tweed Shire Council

1. Comments on Project progress

Provide an overall statement on; any relevant problems or impediments to project implementation, including achievement of Outcomes.



NEW SOUTH WALES

3. Declaration:

I declare that I am an authorised representative of the recipient organisation, that the information given on this form is complete and correct, and that expenditure of funds paid under the Contract has been solely on the project and in accordance with the terms of the Project Services Contract.

Name (please print)		
Position in Organisation		Phone E-mail
Signature		Date

Once completed, please submit this Progress Report and any accompanying /supporting information to the following NRCMA Contact person by the due date:

<u>Insert CMA Contract Contact Officer details here:</u>	
Name	Simon Proust
Phone	02 6653011
E-mail	PO Box 1417 Coffs Harbour 2450

Office use only

CMA Contract Contact Comments/Recommendation

Signed
Date



Appendix 3
FINAL REPORT FOR CMA PROJECTS
Northern Rivers Catchment Management Authority (NRCMA)

CONTRACT TITLE: Current BMP Coastal Floodplains (Tweed)

CONTRACT NO.: IS-8-9-S- 5(a)

CONTRACTOR'S CONTACT: Sebastein Garcia - Cuenca

CONTRACTOR: Tweed Shire Council

PROJECT DURATION: 1st August 2008 Finish: 12th June 2009

1. PROJECT OUTCOMES & EVALUATION

OUTCOME <i>(Insert from contract schedule 1)</i>	COMMENT <i>(Describe the level of success, the results of any outcome evaluations conducted and any problems found in achieving the desired outcomes)</i>

Describe any insight or innovation gained from the project that could be used for future projects

List any recommendations you would make to improve delivery of a project like this in the future



4. Landholder Agreements: (f applicable):

Have all landholder management agreements, as specified in the contract special conditions, been forwarded to the NRCMA General Manager? (yes/no-why not?)

5. Declaration:

I declare that I am an authorised representative of the recipient organisation, that the information given on this form is complete and correct, and that expenditure of funds paid under the Contract has been solely on the project and in accordance with the terms of the Project Services Contract.

Name (please print)		
Position in Organisation		Phone E-mail
Signature		Date

Once completed, please submit this Final Report and any accompanying /supporting information to the following NRCMA Contact person by the due date:

<u>Insert CMA Contract Contact Officer details here:</u>	
Name	Simon Proust
Phone	02 6653011
E-mail	PO Box 1417 Coffs Harbour 2450

