



WA Bike Month 2025

Grant Agreement Contract

Contents

WA Bike Month 2025	1
1. Definitions	3
3. Grant details.....	4
4. Grantee	4
5. Event details	4
6. Terms and Conditions	5
7. Purpose.....	5
8. Term of Agreement	5
9. Variations	5
10. Service providers	5
11. Acknowledgements and use of logos	5
12. Promotion.....	5
13. Grantee's obligations	6
14 Termination	6
15 Risk management	7
16 Indemnity and liability.....	7
17 Grant acquittal.....	8
18 Grant payment	8
19 GST.....	9
20 <i>Freedom of Information Act 1992 and Financial Management Act 2006</i>	10
21 Confidentiality	10
22 Freedom of information	10
23 Government audit	10
24 Entire agreement	10
25 Nominated Officers	11
Schedule 1 – WA Bike Month 2025 Risk Assessment Guide and Form.....	13
Risk Assessment Plan Guidelines	14
WA Bike Month Risk Assessment Form	16
Schedule 2 – RCTI Agreement	18

1. Definitions

In this Agreement, unless the context otherwise requires:

Agreement means this WA Bike Month 2025 Grant Agreement.

Auditor General means the Auditor General for the State of Western Australia.

WA Bike Month 2025 Grant means a grant disbursed by the Department of Transport (Grantor) under its grant program described in clause 3.

Confidential Information includes, but is not limited to, any information relating to business affairs and processes of the Parties, obtained by virtue of this Agreement, which would not otherwise be available to the general public and all information marked as confidential as well as information which, by its nature, is confidential, is known to be confidential or which the Party receiving the information from the other Party ought to have known was confidential and includes all such information that may be in the possession of the Party's employees, agents and contractors.

Department of Transport and DoT means the State Government Department of that name of 140 William Street Perth.

Event includes the event name, location and date, and brief description of the event as outlined in the table in clause 5. As part of WA Bike Month, the Event will encourage more Western Australians to ride a bike for transport, fun and a healthier lifestyle.

Grant means a WA Bike Month 2025 Grant paid by the Grantor to organisations or groups (Grantee) under this Agreement.

Grantee means the grant recipient who is the organisation or group awarded the Grant payment as specified in clause 4.

Grantor means the Chief Executive Officer (i.e., the Director General) of the Department of Transport.

Grant Acquittal Form means the OmniStar online form that the Grantee is required to submit under clauses 17.

GST means the goods and services tax applicable to any taxable supplies as determined by the GST Act.

GST Act means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and, where the context permits, includes the Commissioner of Taxation's goods and services tax rulings and determinations and any other written law dealing with GST applying for the time being in the State of Western Australia.

Local Event means a funding grant of up to \$2,000 to the Grantee to hold a bike riding event that is open to the public with an anticipated attendance of between 50 and 100 people.

Major Event means a funding grant of up to \$5,000 to the Grantee to hold a large-scale flagship bike riding event that is open to the public with an anticipated attendance of between 100 and 500 people.

Nominated Officer means the officer nominated to receive notices and other correspondence under clause 25.

Party means the Grantor or the Grantee as the context requires, and **Parties** means both of them.

RAC is a WA Bike Month partner that has contributed grants and packages up to the value of \$25,000 available in 2025.

WA Bike Month Grant Agreement Contract

Please complete and return this Grant Agreement within 10 business days of being notified of outcome to the Grantor via wabikemonth@transport.wa.gov.au. Clearly legible scanned copies are acceptable.

This Grant Agreement is between the Grantor and the Grantee as detailed below.

3. Grant details

Grant category	
Grant amount (ex. GST)	
Grant reference number ¹	

4. Grantee

Name of entity	
Name of contact person	
Position title	
Postal address	
Phone	
Email	
ABN	
Registered for GST (Y/N)	

5. Event details

Event name	
Event location(s)	
Event date(s)	

¹ NB: Number provided by the Department of Transport

6. Terms and Conditions

By accepting this grant offer, the Grantee agrees to the following Terms and Conditions:

7. Purpose

WA Bike Month is a grants program aimed at promoting and encouraging people of all ages and abilities to ride bikes for transport, fun and a healthier lifestyle.

The purpose of this Agreement is to set out the terms and conditions under which the Grantor has agreed to provide the Grant to the Grantee.

The Grantee will use the Grant funds solely in accordance with the approved purpose as set out above and in compliance with the terms and conditions set out below.

The Grantor is responsible for the administration and provision of the Grant and the WA Bike Month program to the Grantee.

8. Term of Agreement

The Term of this Agreement is from the date it is executed to its termination or when all obligations under it have been carried out, whichever is later.

9. Variations

This Agreement may only be varied, which includes variations to Event details or format, in writing duly executed by the Parties.

10. Service providers

The Grantor employs third-party contractors to support the delivery of WA Bike Month. Grantees acknowledge that any entity acting on behalf of the Grantor cannot be employed, provide support, advice or contribute as a third-party provider for Grantee Events, as this poses a conflict of interest risk.

11. Acknowledgements and use of logos

- 11.1 The WA Bike Month co-badged logo, which may include the DoT, WA Bike Month and RAC logos, must only be used in promotions in accordance with clauses 12.
- 11.2 The Grantor may review or audit promotional material and activities associated with the Event, including specific uses of logos.
- 11.3 WA Bike Month, DoT and RAC must be acknowledged during any speeches or presentations at funded Events.

12. Promotion

It is recommended and preferred that all Grantees use the promotional material available via the downloadable content section of the WA Bike Month webpage. It is anticipated that a range of templates will be available including pre-approved and editable templates.

- 12.1. The Grantee must submit the promotional material to the Grantor via wabikemonth@transport.wa.gov.au. Items submitted for review should be provided to the Grantor as early as possible, or at least two weeks prior to the Event date.

- 12.2. It is recommended that the Grantees for Major Events and Local Events allocate at least 10 per cent of its overall budget to promoting their Event. This can include, but is not limited to:
- (i) paid social media and online advertising; and
 - (ii) printing and distribution of posters and flyers.
- 12.3. It is recommended that the Grantee create a Facebook event page and invite the Grantor (via the [WA Bike Month Facebook page](#)) to co-host this page.
- 12.4. The Grantor may also promote the Event through their respective newsletters and social media platforms.
- 12.5. The Grantor may use other promotional opportunities available for the Event, such as contacting local media.
- 12.6. It is the responsibility of the Grantee to ensure that photography and/or videography permission has been sought from attendees prior to use in promotion and acquittal documentation, and that photographed subjects are aware that photos may be provided to DoT or other relevant third parties for promotional purposes.

13. Grantee's obligations

- 13.1 If the cost of event expenses of the Event exceeds the Grant, the Grantee is to pay all excess costs including GST. The Grantor will be under no obligation to make any additional payment beyond the Grant.
- 13.2 The Grantee is to carry out the Event in accordance with all relevant laws and standards, including Australian Standards.
- 13.3 The Grantee must liaise with the relevant authorities about the installation of any infrastructure required and obtain any relevant approvals.
- 13.4 The Grantee is to:
- (i) Keep and maintain proper, accurate, complete and up-to-date records relating to the Event of all work undertaken and monies expended.
 - (ii) Ensure its records enable all income and expenditure related to the Event be identified in its accounts.
 - (iii) Keep and maintain accurate, complete and up-to-date records of communications and events that affect, relate to or impact on the management or delivery of the Event for a period of at least two years from the date of Grant Acquittal.
 - (iv) Ensure that all records that relate to the Event are available for inspection upon the Grantor's request.

14 Termination

- 14.1 The Grantor may terminate this Agreement at any time at the Grantor's absolute discretion and the Grantor will cease to have any obligation to the Grantee.
- 14.2 Any unspent Grant funds, or Grant funds not expended in accordance with this Grant Deed, will be retained by the Grantor and may be offered to other Grantees on the waitlist.
- 14.3 If the Grantee breaches any of the conditions, the Grantor may:
- (i) suspend performance of the Grantor's obligations until such time as the Grantor is satisfied in its absolute discretion that the Grantee has remedied the breach; or
 - (ii) terminate this Agreement by providing notice and then this Agreement is terminated from the date specified in that notice.

14.4 If the Grantor terminates this Agreement, the Grantor will have no further obligation to pay the Grantee the Grant or any part of the Grant which has not yet been paid to the Grantee.

14.5 If:

- (i) the Grantee has spent any part of the Grant funding other than in accordance with this Agreement or the purposes for which it was granted; or
- (ii) the Grantee has misled the Grantor in any manner whatsoever, including but not limited to the use of Grant or inaccurate statements made on the Grant application, the Grant Agreement, or any other forms or records, then the Grantee must immediately repay to the Grantor all Grant funds and this amount can be recovered as a debt from the Grantee to the Grantor.

15 Risk management

15.1 The Grantee must use the Risk Assessment Guide and Form (see Schedule 1) to consider a range of scenarios they will need to plan and insure for prior to their Event.

15.2 Grantees are required to complete a full risk assessment in relation to the Event and submit it with this Grant Agreement.

15.3 By signing this Grant Agreement, the Grantee warrants that they have and will maintain sufficient and proportionate insurance coverage including:

- (i) public liability insurance;
- (ii) motor vehicle insurance for any vehicles it uses in the Event; and
- (iii) any other forms of insurance that are necessary to address the risks specific to the Event

from a reputable and solvent insurer approved by the Grantor.

15.4 The Grantee must ensure that all premiums for insurance policies and renewals of the policy are current at the time of signing this Agreement and at the Event.

15.5 The minimum Public Liability Insurance that the Grantee shall hold is \$5,000,000.

15.6 The Grantee will provide copies of all policies, certificates of currency and receipts for premiums in connection with all insurance cover referred to above with the Grant application.

15.7 If an incident occurs during the Event, an incident report must be completed and provided to the Grantor along with all other relevant documentation.

16 Indemnity and liability

16.1 The Grantor does not take responsibility for safety of the Event, nor any person attending or involved with the Event.

16.2 The Grantor does not take or accept any liability for personal injury and/or damage to property during the Event.

16.3 The Grantor does not accept liability for damage or disruption incurred for works carried out by third party contractors in connection with or related to the Event.

16.4 The Grantee hereby indemnifies the Grantor and any department, agency, instrumentality or emanation of the State (and any Minister, officer or employee of any of them) from all:

- (i) actions;
- (ii) claims;

- (iii) cost of event expenses;
- (iv) proceedings;
- (v) suits; and
- (vi) demands

whatsoever, which may at any time be brought, maintained or made against them or any of them in respect of any:

- (i) loss whatsoever;
- (ii) injury or damage of, or to, any kind of property or thing;
- (iii) act or omission or breach of the law; and
- (iv) death of, or injury or illness sustained by, any person

arising out of, or relating to, whether directly or indirectly, this Agreement, the Grant, the Event or any act, neglect, omission or default by the Grantee, or anyone employed or engaged by the Grantee or Grantor.

17 Grant acquittal

17.1 The DoT Grants system (OmniStar) will be used to submit the Grant Acquittal Forms. This will require the Grantee to submit information about its Event including:

- (i) an overview of the Event and its outcomes;
- (ii) financial records including copies of invoices and payment receipts detailing how the WA Bike Month Grant was used;
- (iii) photographs taken during the Event;
- (iv) promotional materials used for the Event (e.g. posters, flyers, website posts) before, during and after the Event;
- (v) details of media coverage;
- (vi) details of any grants from third parties, including the names and contact details of all third parties providing grants, as well as the amounts and obligations required of the Grantee in relation to those third-party grants; and
- (vii) Grantee feedback about program successes and suggestions for improvement.

17.2 Any materials provided may be used by the Grantor and/or for future promotion of WA Bike Month or cycling in Western Australia. DoT photography and/or videography permission forms will be made available by the Grantor. It is the responsibility of the Grantee to ensure that permission is sought from attendees appearing in photographs and videos. Completed forms must be submitted with all photography/videography provided.

17.3 The Grantee must retain all receipts for audit purposes, and it is a condition of this Grant that the Grantee is to provide receipts to the Grantor upon request.

18 Grant payment

18.1 To allow the timely payment of Grant funds after the WA Bike Month Event, the Grantee must complete the Grant Acquittal Form via the Grantor's grants system (OmniStar). Clause 17 sets out further detailed requirements for the Grant Acquittal Form.

18.2 Grantees must also complete and return an E110 Supplier Creation/Maintenance Form provided by the Grantor.

- 18.3 After the Grant Acquittal Form has been received, the Grantor will review the acquittal information and confirm the Grant amount.
- 18.4 **Grantees registered for GST** agree that:
- (i) the Grantee *must not* issue a tax invoice to the Grantor for the Grant amount;
 - (ii) the Department of Transport will issue a Recipient Created Tax Invoice (RCTI) to the Grantee for the Grant amount;
 - (iii) the RCTI will be issued pursuant to a RCTI Agreement (Schedule 2), which will be embedded in the RCTI;
- 18.5 **Grantees not registered for GST** must issue an invoice for the confirmed Grant amount. The invoice must:
- (i) state the Grantee's name
 - (ii) state the Grantee's Australian Business Number (ABN), if it has one.
 - (iii) be made out to:
Accounts Payable
Department of Transport
GPO Box C102
Perth WA 6839
 - (iv) be issued via email to the following email addresses:
payables@transport.wa.gov.au
with a (cc) copy to:
wabikemonth@transport.wa.gov.au
 - (v) contain the following description:
"WA Bike Month 2025 Grant - *[Insert name of WA Bike Month 2025 event]*"
- 18.6 Invoices will be settled and the Grant paid once all Grant terms and conditions have been satisfied and the Grantor has received a completed online acquittal form from the Grantee in accordance with clause 17.
- 18.7 Any unspent Grant funds, or Grant funds not expended in accordance with this Grant Deed, will be retained by the Grantor and may be offered to other Grantees on the reserve list or be repurposed at the Grantor's discretion.

19 GST

- 19.1 If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant shall be exclusive of GST.
- 19.2 The Grantor must pay the GST on any taxable supply by the Grantee under this agreement and is responsible for ensuring that a RCTI is issued to the Grantee (per Section 18.4) which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
- 19.3 For those Grantees **registered for GST**, the final Grant amount is calculated as the cost of event expenses (excluding GST), capped at the pre-approved Grant amount, plus 10 per cent GST on this amount.
- 19.4 For those Grantees **not registered for GST**, the final Grant amount is calculated as the cost of event expenses (including any GST incurred by the Grantee on expenses) with no GST component on the Grant amount, capped at the pre-approved Grant amount.

20 Freedom of Information Act 1992 and Financial Management Act 2006

- 20.1 The Grantee acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* and that DoT may publicly disclose information in relation to this Agreement, including its terms and the details of the Grantee.
- 20.2 The parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006* (FMA) are not limited or affected by this Agreement.
- 20.3 The Grantee must allow the Auditor General, or an authorised representative, to have access to and examine the financial records and other information concerning this Agreement.

21 Confidentiality

The Parties are to treat as confidential any Confidential Information or other information that comes into their possession in relation to each other as a result of this Agreement, and will not disclose this information to any person other than those of its employees, officers, agents and legal and financial advisers who legitimately and reasonably require such Confidential Information in order to properly discharge the duties:

- (i) which they were employed or engaged to discharge; or
- (ii) which they would ordinarily and reasonably be expected to discharge on account of such employment or engagement unless:
- (iii) required under or pursuant to a provision of a statute, law, regulation, local law, or ordinance in operation in Australia from time to time; or
- (iv) required by virtue of an order or request on the part of the Parliament of the State or by Court or Tribunal of the relevant jurisdiction.

22 Freedom of information

The Grantee acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* (FMA) and that the Grantor may publicly disclose information in relation to this Agreement, including its terms and the details of the Grantee.

23 Government audit

- 23.1 The Parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the FMA are not limited or affected by this Agreement. In addition, the relevant Minister's requirements to report to parliament under the FMA are not fettered by this Agreement.
- 23.2 The Grantee is to allow the Grantor, Auditor General or an authorised representative of either of these, to have access to and examine the Grantee's records and information concerning this Agreement.

24 Entire agreement

This Agreement is the entire agreement between the Parties and supersedes all prior communications, negotiations, arrangements and agreements, whether oral or written, between the Parties with respect to the subject matter.

25 Nominated Officers

- 25.1 Each Party is to have a Nominated Officer as set out below to receive notices and other communications and is to immediately inform the other Party of any changes to the Nominated Officer or to their contact details.
- 25.2 Each Party is to send any written notice or other written communication (digital or hardcopy) to the other Party's Nominated Officer which must be either hand delivered, sent by prepaid post or by email to the Nominated Officer.

Nominated Officer Grantee		Nominated Officer Grantor	
Name		Name	
Title		Title	
Contact number		Contact number	
Contact email		Contact email	
Address		Address	

SIGNED AS A DEED BY THE PARTIES:

Signature of Grantor:

The CEOs delegate
Executive Director Urban Mobility

print name

Dated: day of

In the presence of

Date

Name and Position Title

Signature

Signature of Grantee:

[Signature of Principal of the Grantee]

print name and title

Dated: day of

In the presence of

Date

Name and Position Title

Signature

Schedule 1 – WA Bike Month 2025 Risk Assessment Guide and Form

This Risk Assessment Guide is to help you consider a range of scenarios you may need to plan for prior to your WA Bike Month event. This is not an exhaustive list of issues, and all events will differ from each other. Please ensure that you are prepared to respond to unusual or unexpected situations that may arise.

The form attached to this guide must be submitted as part of your Grant Agreement Contract.

1. If you are using **volunteers**, you must ensure they are briefed to respond to situations such as lost children, health problems such as heart failure, food poisoning, exhaustion or dehydration.
2. Brief all volunteers on how/when to **call an ambulance** or other help, if necessary.
3. **Volunteers must be clearly identifiable** with light, bright or reflective uniform clothing.
4. **The route** (if relevant) needs to be checked prior to the event to ensure it is safe, debris free and adequately signposted.
5. Provide and encourage the use of adequate **sun protection** by participants and volunteers.
6. If the event is being held on a **public road or shared path**, you must contact Main Roads WA or your local authority to ensure your event complies with the **Traffic Management for Events – Code of Practice**.
7. Check that **no other event** is planned for the same date and location as your event.
8. **Provide adequate signage** (e.g. route, toilet, first aid) and **bike parking** for participants and other event attendees.
9. Carefully consider the **start/finish location** and the possible need for catering facilities, toilets, lighting, stewarding and security, etc.
10. Consider the need to establish a **medical response unit** in attendance or first aid post/s. Having a mobile first aid facility is desirable. Ensure participants and volunteers know how to gain access to these facilities.
11. Check the forecast for hot weather and ensure adequate **water** is provided for participants and staff/volunteers to suit the conditions.
12. Ensure **transport** is available for those who may be unable to complete the event, including transport for the participants' equipment.
13. Ensure provisions are made for the **disposal of rubbish during and after the event**.
14. Consideration should be given to allowing access for all so that **people with disability or special requirements** can participate and enjoy the event.
15. Consider whether **public liability insurance** is necessary for the event.
16. Ensure adequate rest stops/facilities are allowed for along the route and within the timing of the event. Remember, children and seniors may require regular rest periods.
17. In case of **event cancellation**, a process to inform participants will need to be devised.

Risk Assessment Plan Guidelines

Please read this information to find out how you can manage the risks of your event.

What is risk?

Risk is the chance of something happening that will impact negatively upon the event.

Why do we need to manage risk?

Managing risks helps to protect the safety of people and property during your event and to eliminate or minimise injury.

When do we need to manage risk?

It is important that risks are managed at all times.

How do you assess the risk?

When completing the Risk Assessment Plan below, you need to assess the risk. For each hazard, use the legends to identify the consequence rating and likelihood of the risk occurring to determine the risk.

Term	Definition
Inherent risk	Anything that may or could happen that is considered detrimental to the event activities, participants, organisers or spectators.
Control	Controls are measures currently in place at the time of assessment to reduce the likelihood and/or consequence of the risk.
Treatment Action Plan	A plan formulated for the selected treatments to ensure they are fully and properly implemented.
Residual risk level	A final rating of the level of risk, determined by the consequence multiplied by the likelihood, after all controls have been put in place.

Heat map	Likelihood				
Consequence	Rare 1	Unlikely 2	Possible 3	Likely 4	Almost certain 5
Catastrophic 5	Medium risk (5)	High risk (10)	Very high risk (15)	Very high risk (20)	Very high risk (25)
Major 4	Low risk (4)	Medium risk (8)	High risk (12)	Very high risk (16)	Very high risk (20)
Moderate 3	Low risk (3)	Medium risk (6)	Medium risk (9)	High risk (12)	Very high risk (15)
Minor 2	Low risk (2)	Low risk (4)	Medium risk (6)	Medium risk (8)	High risk (10)
Insignificant 1	Low risk (1)	Low risk (2)	Low risk (3)	Low risk (4)	Medium risk (5)

Consequence rating		
Level	Descriptor	
5	Catastrophic	One or more fatalities or severe injuries - hospitalisation. Front page media. Likely financial and legal implications.
4	Major	Significant injuries requiring hospital treatment. Media attention. Possible financial and legal implications.
3	Moderate	Medical treatment injury. May appear in the media. Possible adverse publicity. Minor financial and legal implications.
2	Minor	Minor injuries requiring First Aid treatment. Unlikely to appear in the media. Little or no adverse publicity.
1	Insignificant	Minor incident or injury. Little or no media attention. No adverse publicity.

Likelihood rating		
Level	Descriptor	
5	Almost certain	It is expected to occur during this event.
4	Likely	Will probably occur during this event (once per year).
3	Possible	Might occur (perhaps every 2 – 5 years).
2	Unlikely	Could occur (perhaps every 5 – 10 years).
1	Rare	No recorded event may occur at some time.

Risk acceptance criteria	
Low risk (1-6)	Risk is generally acceptable for the event to proceed.
Medium risk (7-9)	Risk is acceptable with adequate controls for the event to proceed.
High risk (10-25)	Risk may be acceptable with controls. Implement a treatment action plan to reduce risks.
Very high risk (16-25)	Risk is not acceptable and attention is required before continuing with the event. Implement a treatment action plan to reduce risks.

WA Bike Month Risk Assessment Form

Event name:				Date of event:				
Location:				Organisation:				
Date of assessment:				Assessment conducted by (name):				
Inherent risk (What can happen if no controls are in place)	Consequence	Likelihood	Inherent risk level (Level #)	Controls implemented (List of measures to prevent an incident occurring)	Consequence (with controls)	Likelihood (with controls)	Residual risk level (Level #)	Treatment action plans (List of measures to reduce the degree of harm if an accident occurs)
	Choose an item.	Choose an item.	Choose a level		Choose an item.	Choose an item.	Choose a level	
	Choose an item.	Choose an item.	Choose a level		Choose an item.	Choose an item.	Choose a level	
	Choose an item.	Choose an item.	Choose a level		Choose an item.	Choose an item.	Choose a level	
	Choose an item.	Choose an item.	Choose a level		Choose an item.	Choose an item.	Choose a level	

OFFICIAL

Inherent risk (What can happen if no controls are in place)	Consequence	Likelihood	Inherent risk level (Level #)	Controls implemented (List of measures to prevent an incident occurring)	Consequence (with controls)	Likelihood (with controls)	Residual risk level (Level #)	Treatment action plans (List of measures to reduce the degree of harm if an accident occurs)
	Choose an item.	Choose an item.	Choose a level		Choose an item.	Choose an item.	Choose a level	
	Choose an item.	Choose an item.	Choose a level		Choose an item.	Choose an item.	Choose a level	

Schedule 2 – RCTI Agreement

Note: supplier means Grantee, in the context of the terms of the RCTI agreement

RCTI Agreement

- The Department of Transport (Department) and the supplier declare that this agreement applies to suppliers to which this tax invoice relates.
- The Department can issue tax invoices in respect of these supplies.
- The supplier will not issue tax invoices in respect of these supplies.
- The supplier acknowledges that it is registered for GST and that it will notify the Department if it ceases to be registered.
- The Department acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered for GST.
- Acceptance of this RCTI constitutes acceptance of the terms of this written agreement.
- Both parties to this supply agree that they are parties to an RCTI agreement.
- The supplier agrees to notify the Department if the supplier does not wish to accept the proposed agreement within 21 days of receiving this document.