

**<Only use for input funding>**

## **Service Agreement (Part C) – Specifications for Disability Services**

The Department of Communities (Disability Services) Service Agreement comprises three sections:

- Service Agreement (Part A) - Standard Terms of Funding
- Service Agreement (Part B) - Specific Terms of Funding
- Service Agreement (Part C) - Specifications

The Service Agreement (Part C) - Specifications is designed to document:

- Organisation and service details;
- Service descriptions;
- Funded outputs;
- Service specific additional conditions (if applicable);and
- Reporting requirements.



# **Service Agreement (Part C) – Specifications for Disability Services**

## ***Disability Services Act 2006***

### **Director-General for the Department of Communities**

Name of Funded Organisation	
ABN	
Funded Organisation number	

**Date of Commencement of Service Agreement:** [INSERT DATE]

**Date of Expiration of Service Agreement:** [INSERT DATE]

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## 1 Formation of Service Agreement

### 1.1 Parts of the Service Agreement

The following documents form the Service Agreement:

- (i) The Service Agreement (Part A) - Standard Terms of Funding  
<http://www.communityservices.qld.gov.au/department/funding/resources/documents/service-agreement-part-a-v1.pdf> , current as at 09 April 2010;
- (ii) the Service Agreement (Part B) - Specific Terms of Funding  
<http://www.communityservices.qld.gov.au/department/funding/resources/documents/service-agreement-part-b-disability-v1.pdf> current as at 09 April 2010 that specify those terms and conditions specific to the *Disability Services Act 2006*;
- (iii) this part referred to as the Service Agreement (Part C) - Specifications; and
- (iv) any other document agreed in writing by the parties varying or extending the Service Agreement.

### 1.2 Term of Service Agreement

Date of Commencement of Service Agreement: [INSERT DATE]

Date of Expiration of Service Agreement: [INSERT DATE]

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## 2 General

### 2.1 Funded organisation/service provider contact details

Contact Officer	
Position	
Postal address	
Telephone number	
Fax number	
E-mail address	

### 2.2 Service Outlet details

Service Outlet details are contained in the table in item 6.1.

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## 3 Services

### 3.1 Description of Services

The Services include funded activities specified in Item 6.1.

### 3.2 Funding area

*Not applicable, intentionally deleted*

### 3.3 Target Group/Service Users

*Not applicable, intentionally deleted.*

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## **4 Delivery of Services (one-off funding only)**

### **4.1 Service Commencement Date**

*[Insert Service Commencement Date or if Not Applicable insert the words "Not applicable, intentionally deleted"]*

### **4.2 Milestones**

Tasks	Timeframe

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## **5 Exit Strategy**

Not applicable, intentionally deleted.



## 6.2 Performance reports

You must submit to Us the reports as specified in Item 10.

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## 7 Funding Details

The Funding Details for the Services are described in item 6.

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## 8 Assets

Refer to separate assets agreement, if applicable.

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## 9 Timing of Payments

Payments of the Funding will be made in advance subject to the lodgement of all statements and reports as required by Us under the Service Agreement.

Payment	Payment Due
We will make payments to You on a quarterly basis when You have provided Your quarterly financial acquittal reports	Payment occurs within 28 days after receipt of the quarterly financial acquittal reports

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## 10 Financial statements and reports

### 10.1 Financial statements and reports

You must submit the following statements and reports to Us at the following address, during the Term of the Service Agreement. Statements and reports will be required for the following periods for each year by the following due dates:

Financial Acquittal Reports must contain the information in the form required by Us.

A Service may have been funded for part of the reporting period, either at the Date of Commencement or Date of Expiration. Where this is the case, the Financial Acquittal Reports should still be submitted for the relevant part of that reporting period.

Report	Period	Due date	To
Service performance report	Annual	Annually from the date of the commencement of the Service Agreement	Departmental Officer
DS NMDS transmissions	Quarterly	1 month after the end of the quarter	<ul style="list-style-type: none"><li>▪ On-line (ODC) – Website: <a href="https://odc.disability.qld.gov.au">https://odc.disability.qld.gov.au</a></li><li>▪ Electronic (own system) – Email: <a href="mailto:cstdanmdata@disability.qld.gov.au">cstdanmdata@disability.qld.gov.au</a></li><li>▪ Paper forms – Mail: Reply Paid 430</li></ul>

			Department of Communities GPO Box 806 BRISBANE QLD 4001
Financial Acquittal Report	Quarterly	31 October 31 January 30 April 31 July	As specified in item 10.2
Financial statements as specified in Service Agreement (Part A) – Standard Terms of Funding clause 8.1 (a) (ii)	Annual	Within 6 months of the end of Your financial year	As specified in item 10.2
Financial statements as specified in Service Agreement (Part B) – Specific Terms of Funding clause 9 (a) & 9 (b)	Annual	Within 6 months of the end of Your financial year	As specified in item 10.2

## 10.2 Address for financial statement and reports

Financial statements or reports are to be submitted to Us, by the dates shown in the above table, at the following address:-

Grants Administration Branch  
Disability Services, Department of Communities  
GPO Box 806  
BRISBANE QLD 4001

OR  
Faxed to:  
Grants Administration Branch on 32248037

OR

Emailed to:  
[dsggrants@communities.qld.gov.au](mailto:dsggrants@communities.qld.gov.au)

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## 11 Additional conditions

Where Funding is provided under any of the programs specified below You must ensure that the Services provided are in accordance with the specific program guidelines as advised.

- <List relevant programs for example PSS, ALSP, etc>

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## 12 Departmental Officer

<b>Name</b>	<i>[Insert name]</i>
<b>Position</b>	<i>[Insert position]</i>
<b>Postal address</b>	<i>[Insert postal address]</i>
<b>Telephone number</b>	<i>[Insert telephone number]</i>
<b>Fax number</b>	<i>[Insert fax number]</i>
<b>E-mail address</b>	<i>[Insert email address (if any)]</i>



# EXECUTED as an Agreement

SIGNED by *[insert name]* *[insert position]*  
as delegate for the Director-General of the  
Department of Communities

)  
)  
)  
)  
)  
)  
)

x \_\_\_\_\_  
Signature

x \_\_\_\_\_  
Signature of Witness

x \_\_\_\_\_  
Date

x \_\_\_\_\_  
Name of Witness

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(This EXECUTION CLAUSE is to be used for any NGSP that is NOT a company delete this instruction when printing)

(Delete the entire clause if the annexure clause on the next page is to be used- delete this instruction when printing)

SIGNED by *[insert name]* *[insert position]* for  
and on behalf of *[insert name of Service  
Provider]* as its duly authorised officer:

)  
)  
)  
)  
)  
)  
)

x \_\_\_\_\_  
Signature

x \_\_\_\_\_  
Signature of Witness

x \_\_\_\_\_  
Date

x \_\_\_\_\_  
Name of Witness

(This **EXECUTION CLAUSE** is for use by companies only - delete this instruction when printing)

(delete entire clause if the other annexure clause is used - delete this instruction when printing)

**SIGNED** for and on behalf of

**[NAME OF CORPORATION]**

in accordance with section 127 of the  
*Corporations Act 2001*

**x** \_\_\_\_\_  
(signature of director/secretary)

\_\_\_\_\_  
(name of director/secretary)

**x** \_\_\_\_\_  
(signature of director)

\_\_\_\_\_  
(name of director)

\_\_\_\_\_  
(date)