

Particulars

(Events, Products or Minor Assets)

Version 1.2

THE PARTIES

STATE OF QUEENSLAND, through the Department of Communities, Child Safety and Disability Services

and

| | |
|----------------------------|--|
| Funded Organisation | |
| ABN/ACN | |
| Org. number | |
| Agreement number | |

1. IMPORTANT INFORMATION

- (a) These Particulars must be read together with the Short Form Terms and Conditions.
- (b) Some capitalised terms used in these Particulars are defined at item 10.

2. IMPORTANT DATES

| | |
|------------------------------|--|
| Agreement Expiry Date | |
|------------------------------|--|

3. SERVICE OUTLET

| Service outlet number | Service outlet | Departmental region where service outlet is located |
|------------------------------|-----------------------|--|
| | | |

4. FUNDING

| | |
|--|---|
| Funding stream | |
| Total Funding under Agreement (excl. GST) | \$ |
| Timing of Payments | <p>[Select one option only, DELETE all other options. DELETE this text.]</p> <p>[Option 1: One instalment. DELETE this heading.]</p> <p>Payment will be made within 28 days of Your notification of Funding approval by</p> |

| | |
|--|--|
| | <p>Us and subject to the receipt of Your vendor details.</p> <p>[Option 2: More than one instalment. DELETE this heading.]</p> <p>The first annual instalment Payment will be made within 28 days of Your notification of Funding approval by Us and subject to the receipt of Your vendor details. Provided that You are up-to-date with the Reporting Requirements, each remaining annual instalment will be paid to You in advance, within 28 days after receipt of the [insert report that triggers payment].</p> |
|--|--|

5. FUNDED PURPOSE

The Funded Purpose is as specified below.

- (a) One-off Funding for purchase of assets

| Description | Funding amount one-off (excl. GST) |
|-------------|------------------------------------|
| | \$ |

- (b) Other one-off Funding for delivery of an event or product

| Description | Funding amount per annum/one-off (excl. GST) |
|-------------|--|
| | \$ |

6. REPORTING REQUIREMENTS

This item sets out the Reporting Requirements for the Funding, which must be met to Our satisfaction.

| | Reporting period and due date | Details and standard of reporting | Lodgement |
|---|---|---|-----------|
| Directors' Certification | <p>Reporting period: [insert]</p> <p>Due date: [insert]</p> | <p>You must complete and submit* the form titled '<i>Directors' Certification</i>' available on Our Website.</p> <p><i>* Note: If You have more than one Service Agreement or Short Form Agreement with Us, You are only required to complete and submit one organisational-level Directors' Certification for each reporting period.</i></p> <p>The <i>Directors' Certification</i> must be signed by two members of Your executive or management committee responsible for Your activities.</p> | [insert] |
| <i>[insert type/name of report in italics or delete this row]</i> | <p>Reporting period: [insert]</p> <p>Due date: [insert]</p> | [insert] | [insert] |

7. QUALITY STANDARDS

Not applicable

8. SPECIAL CONDITIONS INCLUDING OTHER INSURANCE

8.1 Accountability for Funding

- (a) You must maintain accurate records and accounts of expenditure in relation to the Funding.
- (b) You must provide Us with all financial information We request in relation to the Funding.
- (c) We may conduct audits of Your records and financial accounts in relation to the Funding and You must make available all information that We, or Our auditors, request in relation to any such audit.

8.2 Other Insurance

Not applicable

9. NOTICE DETAILS

9.1 Sending notices

- (a) Any notice to be given under the Agreement must be in writing and addressed and forwarded to the relevant address and contact officer set out in item 9.2, or as otherwise notified by a party to the other.
- (b) A notice may be delivered by hand, sent by post, facsimile or electronic mail to the address of the party to which it is sent and will be deemed to be received:
 - (i) if delivered by hand, on the date of delivery;
 - (ii) if sent by post within Australia, two business days after the date on which it was sent;
 - (iii) if transmitted by facsimile, upon receipt by the sender of an acknowledgment that the communication has been properly transmitted to the recipient; and
 - (iv) if transmitted by electronic mail, upon receipt by the sender of an acknowledgment that the communication has been properly transmitted to the recipient.

9.2 Address details

You

| | |
|--|--|
| Your contact officer (person and/or position) | |
| Postal address | |
| Telephone number | |
| Fax number | |
| E-mail address | |

Us

| | |
|---|--|
| Our contact officer (person and/or position) | |
| Postal address | |
| Telephone number | |
| Fax number | |
| E-mail address | |

10. DEFINITIONS FOR PARTICULARS

In these Particulars, unless otherwise stated or a contrary intention appears:

“**Our Website**” means the website at <http://www.communities.qld.gov.au> or such other website as We may from time to time notify You; and

“**Short Form Terms and Conditions**” means the document titled ‘(Short Form) Terms and Conditions’, version 1.1, published on the website at <http://www.hpw.qld.gov.au> or such other website as We may from time to time notify You.

Note: If You cannot locate the Short Form Terms and Conditions, please contact Us and We will assist You or provide You with a copy.