

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: / /

Date of Expiration of Service Agreement: / /

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 [INSERT HYPERLINK], current as at [INSERT DATE];
- (ii) the Service Agreement (Part B) - Specific Terms of Funding [INSERT HYPERLINK] current as at [INSERT DATE] 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: / /

Date of Expiration of Service Agreement: / /

1 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.

2 Services

3.1 Description of Services

The Services to be provided under the Service Agreement are [*Insert description of Services*]

The Services include the matters specified in Items 3.2 and 3.3 and the funded outputs / activities specified in Item 6.1.

3.2 Funding area

[*Insert Funding area or if Not Applicable insert the words "Not applicable, intentionally deleted"*]

3.3 Target Group/Service Users

[Insert description of Target Group / Services Users]

3 Delivery of Services

4.1 Service Commencement Date

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

4.1 Milestones

Tasks	Timeframe

4 Exit Strategy

Not applicable, intentionally deleted.

6 Funded outputs, performance measurement and reporting

6.1 Funding, Outputs, Output measures and Output reporting *(Only to be used for output based service delivery)*

Total Recurrent Funding per Financial Year \$ (Includes all recurrent individual and block funding allocations)						
Region	Service Outlet number	Output (DS NMDS code)	Output Measure	Quantity (per annum)	Minimum number of service users	Service Report Required

Service Users with Individual Funding Allocations							
Region	Service Outlet number	First name	Surname	Output (DS NMDS code)	Output Measure	Quantity (per annum)	Service Report Required

Service Users with Block Specified Funding Allocations							
Region	Service Outlet number	First name	Surname	Output (DS NMDS code)	Output Measure	Quantity (per annum)	Service Report Required

Initiative Specific Block Funding Allocations

Region	Service Outlet number	Initiative Name	Output (DS NMDS code)	Output Measure	Quantity (per annum)	Minimum number of service users	Service Report Required

Initiative Specific Individual Funding Allocations

Region	Service Outlet number	First Name	Surname	Initiative Name	Output (DS NMDS code)	Output Measure	Quantity (per annum)	Service Report Required

One-off Block Funding Allocations

Region	Service Outlet number	Start Date	End Date	Funding	Output (DS NMDS code)	Output Measure	Quantity (per one-off period)	Minimum number of service users	Service Report Required

One-off Individual Funding Allocations

Region	Service Outlet number	First Name	Surname	Start Date	End Date	Funding	Output (DS NMDS code)	Output Measure	Quantity (per one-off period)	Service Report Required

6.1 Details of Funding *(Only to be used for input-based service delivery & reporting)*

Service Provider Name _____

Service Provider Reference No _____

Region	Service Outlet Reference Number	Location and Address of Service	Funding Source	Funding (Grant) ID	Funding Type	Funding period/frequency	Service Type	Effective Start Date	End date	Amount	Service User(s)	No. of Service users

6.2 Reports *(Only to be used for output based service delivery)*

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

6.2 Performance reports *(Only to be used for input-based service delivery & reporting)*

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

7 Funding Details

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

8 Assets

Refer to separate assets agreement, if applicable.

9 Timing of Payments

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

Payment	Month of Payment

10 Financial statements and reports

10.1 Financial statements and reports *(Only to be used for output based service delivery)*

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:

Report	Period	Due date	To
DS NMDS transmissions	Quarterly	1 month after the end of the quarter	<ul style="list-style-type: none">▪ On-line (ODC) – Website: https://odc.disability.qld.gov.au▪ Electronic (own system) – Email: cstdanmdsdata@disability.qld.gov.au▪ Paper forms – Mail: Reply Paid 430 Department of Communities GPO Box 806 BRISBANE QLD 4001
Director's certificate			<ul style="list-style-type: none">▪ POQ@communities.qld.gov.au▪ Fax:

			<ul style="list-style-type: none"> ▪ Purchasing, Outputs and Quality GPO Box 806 BRISBANE QLD 4001
Service Report (only if required in Item 6.1)			<ul style="list-style-type: none"> ▪ POQ@communities.qld.gov.au ▪ Fax: ▪ Purchasing, Outputs and Quality GPO Box 806 BRISBANE QLD 4001
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

10.1 Financial statements and reports *(Only to be used for input-based service delivery & reporting)*

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"> ▪ On-line (ODC) – Website: https://odc.disability.qld.gov.au ▪ Electronic (own system) – Email: cstdanmdata@disability.qld.gov.au ▪ Paper forms – Mail: Reply Paid 430 Department of Communities GPO Box 806 BRISBANE QLD 4001
Financial Acquittal Report	Quarterly	31 October	As specified in item 10.2

		31 January 30 April 31 July	
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:
dsqgrants@communities.qld.gov.au

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 documents for example PSS manual 2009/10

12 Departmental Officer

Name	<i>[Insert name]</i>
Position	<i>[Insert position]</i>
Postal address	<i>[Insert postal address]</i>
Telephone number	<i>[Insert telephone number]</i>
Fax number	<i>[Insert fax number]</i>
E-mail address	<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

EXECUTION CLAUSE A (delete 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

EXECUTION CLAUSE – B (delete 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)