

Particulars

(Events, Products or Minor Assets)

Version 1.0

THE PARTIES

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

and

Funded Organisation	
ABN/ACN	
Org. 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	
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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	

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
[report]			

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 Agreement – 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.