

# Schedules

## Interim Home Based Carer Subsidy Programme (Nanny Pilot Programme)

Agreement number [*insert*]

Schedule number [*insert*]

Department of Social Services  
and

[*insert service provider name*]

Version 6.0      19 August 2015

Note: These Schedules must be read and interpreted in conjunction with the Terms and Conditions for the Interim Home Based Carer Subsidy Programme (Nanny Pilot Programme) Grant Agreement. Words or phrases defined in the Terms and Conditions carry the same meaning in these Schedules.

## Schedule 1 Agreement Details

Item number	Description	Clause Reference	Details
1.	“You”, “Your”	49.1(b)	<p>[insert name of Service Provider]</p> <p>[insert street address]</p> <p>[insert ACN]</p> <p>[insert ABN]</p>
2.	<b>Commencement Date</b>	2.1 and 49.2	[insert date Agreement is to commence eg, dd/mm/yy]
3.	<b>Completion Date</b>	2.1 and 49.2	31 March 2018
4.	<b>Activity Start Date</b>	2.2 and 49.2	[insert date Activity is to commence eg, dd/mm/yy]
5.	<b>Activity End Date</b>	2.2 and 49.2	31 December 2017
6.	<b>Programme Guidelines</b>	46 and 49.2	Interim Home Based Carer Subsidy Programme (Nanny Pilot Programme) Guidelines
7.	<b>Policy and requirements</b>	N/A	[You must list any specific WHS policies, or other policies applicable to the programme or the service provider]
8.	<b>Subcontractors</b>	36 and 49.2	<p>[You must include a full description (i.e. full name and ABN) of all subcontractors (if any) approved by the department as at the agreement start date, to undertake part of the activity, on behalf of the grant recipient. You must include any special terms and conditions that the department wishes to impose on those subcontractors as well as the specified activities they will be involved in.</p> <p>If no subcontractors are approved at the time of execution of the agreement, you must enter the words "None Specified" where</p>

Item number	Description	Clause Reference	Details
			<p><i>instructed to do so below.</i></p> <p><b>The following Subcontractors are required to undertake the Activity/ies as indicated:</b></p> <p><i>Enter list of subcontractors as instructed above <b>OR</b> enter <b>None specified</b></i></p>
9.	<b>Specified Personnel</b>	37 and 49.2	<p><i>[insert names and positions of Specified Personnel who are authorised to access the Data Capture System and submit Period of Care data.]</i></p>
10.	<b>Assets</b>	19 and 49.2	<p>No Assets to be acquired with this Funding.</p>
11.	<b>Insurance</b>	29	<p><b>You must maintain all insurances appropriate for the Activity and the Region allocated to you, including:</b></p> <ul style="list-style-type: none"> <li>• Public liability insurance; and</li> <li>• Workers compensation insurance for all persons employed by you, including Nannies, but not including Nannies engaged by Subcontractors; and</li> <li>• Any other insurances required by law.</li> </ul>
12.	<b>Confidential Information</b>	23	<p><i>[You must list any Commonwealth, departmental or grant recipient documents which are confidential and the period of confidentiality</i></p> <p><b>Our confidential information is:</b></p> <p><i>Enter list of confidential documents <b>OR</b> <b>None Specified</b></i></p>

Item number	Description	Clause Reference	Details
			<b>OR</b> <b>Your confidential information is:</b> <i>Enter list of confidential documents</i> <b>OR</b> <b>None Specified]</b>
13.	<b>Address for Notices</b>	47	<b>Us:</b> <i>[insert name and position of person to receive notices]</i> <i>[insert postal address]</i> <i>[insert physical address]</i> <i>[insert facsimile number]</i> <b>You:</b> <i>[insert name and position of person to receive notices]</i> <i>[insert postal address]</i> <i>[insert physical address]</i> <i>[insert facsimile number]</i>
14.	<b>Region</b>	8 and 49.2	<i>[insert details of geographic region allocated to service provider]</i>

## Schedule 2 Activity

### Item 1 - Outcomes

The Nanny Pilot Programme aims to assess the provision of assistance to families who are having difficulties accessing mainstream child care to enable them to maintain or increase their workforce commitments. Information on changes to families' workforce participation during the programme will be gathered and measured and form part of the programme evaluation. The programme will also collect information on a range of factors including, but not limited to, the demand, supply, usage and characteristics of participants.

The programme and its evaluation will inform consideration of how care in the family home could be supported beyond the pilot period. The outcomes of the evaluation will also assist in determining appropriate regulatory requirements for service providers, nannies and families for any future programmes.

The Nanny Pilot Programme will also provide the Government with quantifiable data on the nanny workforce, including nannies' qualification levels, families' patterns of usage and the types of service providers that offer nannies for families. It will also provide information on the characteristics of families who may use nannies, including their income, location, workforce participation, preference for full time or part time care, and the ages of children cared for by a nanny. As part of the evaluation process, data will be collected on the average hourly cost of home based care and whether the ability to attract a subsidy makes care in the child's home affordable for families. Despite nannies being a care choice used by many families, there is currently little data available regarding the nanny workforce.

### Item 2 - Your obligation to prioritise placement of Nannies (clause 7)

1. Within 10 Business Days of receiving notification from us that a Family has been prioritised to participate in the Activity you must:
  - (a) Contact the Family; and
  - (b) Advise the Family that prior to you being able to offer the Family a Nanny you must:
    - (i) Meet in-person with at least one parent or carer;
    - (ii) Obtain a copy of a current record of vaccination for all children to whom care will be provided in connection with the Activity;
    - (iii) Inspect the place where care is to take place; and
    - (iv) Enter an agreement with the Family.
2. Where practicable you must prioritise the placement of Nannies with Families in the order of priority that we indicate to you.

### Item 3 - Eligibility requirements of a Family to enter an agreement with you (clause 6.2(c))

A Family will be eligible to enter an agreement with you in connection with the Activity if all of the following requirements, and the requirements specified in Item 4 are met:

1. You must have received notification from us that the Family has been prioritised to participate in the Activity.

2. You must meet in person with at least one parent or carer from the Family to discuss the care requirements of the Family.
3. You must inspect the place where care is to take place and determine it is a safe and suitable environment for a Nanny to undertake their duties.

**Item 4 – Vaccination requirements for a Family to enter an agreement with you (clause 6.2(c))**

A Family will be eligible to enter an agreement with you in connection with the Activity if:

1. The Family provides to you a current record of vaccination for all children to whom care will be provided; and
2. The record indicates that each child meets the immunisation requirements specified in Section 6 of the *A New Tax System (Family Assistance) Act 1999* (Cth), or any other immunisation requirement specified by us from time to time.

**Item 5 - Requirements of agreement between you and a Family (clause 6.2(b))**

The agreement between you and a Family must include the following minimum requirements:

1. The full name and date of birth of the child/ren to who care will be provided in connection with the Activity. The children identified in the agreement must be same children you have received notice from us as being prioritised to participate in the Activity.
2. The address/es where care will be provided in connection with the Activity.
3. The approximate number of hours of care per week to be provided by you in connection with the Activity.
4. The fees that you will charge the Family for Periods of Care provided by you during the Activity Period.
5. That you will deduct the relevant Subsidy amount from each invoice rendered to the Family for a Period of Care.
6. The duties to be performed by the Nanny in connection with the Activity, and that the Nanny will not to perform the following duties in connection with the Activity:
  - (a) Supervise school-aged children undertaking home schooling or distance education programmes; or
  - (b) Undertake cleaning, shopping or household duties for a Family unless directly related to the care of the child/ren.
7. That you will use your best endeavours to offer the Family a choice of three Nannies each time a Nanny is placed with the Family.
8. That the choice of Nanny is solely the decision of the Family.
9. That you will offer the Family a replacement Nanny in the event that the usual Nanny is unable to provide care.
10. That the Family must notify you of a Change in Circumstance within 10 Business Days of the change occurring.
11. That the Family agrees to assist and cooperate with you and us in information gathering and evaluation activities associated with the Activity, as determined by us.
12. That the Family agrees to allow you to share information they provide to you with Nannies, us or an Authorised Person.

13. That the Family must provide to you vaccination records for all children to whom care will be provided in accordance with Item 4 of Schedule 2.
14. That the Family agrees to ensure that all information provided in connection with the Activity is truthful and accurate, including in relation to Periods of Care provided to the Family.
15. That you may recover amounts from the Family where an incorrect Subsidy amount has been paid, or where directed to do so by us, including by offsetting the amount against future Subsidy payments.
16. That provision of services to the Family in connection with the Activity is at all times subject to:
  - (a) The place of care being a safe and suitable place for the Nanny, as determined by you;
  - (b) A suitable Nanny being available;
  - (c) The Family being entitled to participate in the Activity, as determined exclusively by us.
17. The Family must immediately report all incidents of fraud or suspected fraud in relation to the Activity to the DSS Fraud Hotline by phoning 1800 133 611 or emailing fraud@dss.gov.au.
18. Your policy and procedure for managing complaints, including complaints about you and a Nanny.
19. That the Family must notify you immediately of any Serious Incident.
20. That the agreement may be terminated by you immediately for a breach of any of these requirements, or the eligibility requirements specified Item 3 and Item 4 of Schedule 2.

#### **Item 6 - Eligibility requirements of Nanny to enter an agreement with you (clause 6.1(c))**

A person will be eligible to enter an agreement with you to work as a Nanny in connection with the Activity if all of the following requirements are met.

1. The person must be at least 18 years of age.
2. The person must hold a current Working with Children Check in the State or Territory they intend to work.
3. The person must hold a current first aid qualification.
4. The person must have the relevant visa classification to allow employment on a continuous basis for 12 months or more (if applicable).
5. The person must not be related to any child/ren to whom they may provide services in connection with the Activity, including:
  - (a) A parent, grandparent, brother, sister, uncle, aunt or cousin of the child, whether of whole blood or half blood and whether that relationship arises by marriage (including a de-facto relationship) or by adoption or otherwise;
  - (b) A person with whom the child resides in a family-like relationship; or
  - (c) A person who is recognised in the child's community as having a familial role in respect of the child.

#### **Item 7 - Requirements of an agreement between you and a Nanny (clause 6.1(b))**

The agreement between you and a Nanny must include the following minimum requirements:

1. The agreement must comply with employment and workplace relations legislative requirements, including business model obligations.
2. The Nanny must agree to assist and cooperate with you and us in information gathering and evaluation activities associated with the Activity.
3. The Nanny must agree to allow you to share information they provide to you with Families, us or an Authorised Person.
4. The Nanny must agree to ensure that all information provided in connection with the Activity is truthful and accurate, including in relation to Periods of Care provided to a Family.
5. The Nanny must immediately report all incidents of fraud or suspected fraud in relation to the Activity to the DSS Fraud Hotline by phoning 1800 133 611 or emailing fraud@dss.gov.au.
6. The Nanny must immediately notify you if they become aware of a child welfare agency investigation or police investigation in relation to them or a Family to whom they are providing services in connection with the Activity.
7. The Nanny must immediately notify you if they are related to any child to whom they provide care in connection with the Activity, including:
  - (a) A parent, grandparent, brother, sister, uncle, aunt or cousin of the child, whether of whole blood or half blood and whether that relationship arises by marriage (including a de-facto relationship) or by adoption or otherwise;
  - (b) A person with whom the child resides in a family-like relationship; or
  - (c) A person who is recognised in the child's community as having a familial role in respect of the child.
8. The agreement must specify the duties to be performed by the Nanny in connection with the Activity.
9. The agreement must specify that the Nanny is not to perform the following duties in connection with the Activity:
  - (a) Supervise school-aged children undertaking home schooling or distance education programmes; or
  - (b) Undertake cleaning, shopping or household duties for a Family unless directly related to the care of the child/ren.
10. The Nanny must immediately notify you of any Serious Incident.
11. The agreement must specify your policy for professional support, development and performance management of the Nanny.
12. The Nanny must agree to adhere to your policies and procedures, including procedures for handling complaints.
13. The agreement may be terminated by you immediately for a breach of any of these requirements, or the eligibility requirements specified Item 6 of Schedule 2.

#### **Item 8 – Your obligation to enter data into Data Capture System (clause 9)**

1. For Periods of Care provided by you during the Activity Period you must:
  - (a) Submit data relating to a Period of Care provided by you to the Data Capture System within 10 Business Days of the Period of Care ending;



- (b) Ensure only Specified Personnel have access to the Data Capture System and submit Period of Care data; and
  - (c) Submit the information for each Period of Care as specified by us from time to time.
2. You must ensure the data you submit to the Data Capture System is complete, accurate and suitable for the purpose of determining the Subsidy amount payable for a Period of Care.
3. You must collect and maintain all records necessary to demonstrate that the details of a Period of Care submitted to the Data Capture System correspond to the care received by the Family, including:
  - (a) A timesheet signed by the Nanny and Family for each Period of Care, confirming the date and hours of care provided; and,
  - (b) Any other requirement specified by us from time to time.
4. You must amend or resubmit Period of Care data if directed to do so us, within the timeframe specified by us, if in our reasonable opinion this is necessary to determine the proper Subsidy amount relating to a Period of Care.

**Item 9 – Your obligation to spend Administration Fee only for certain purposes (clause 15.1(b))**

You must ensure any Administration Fee amount paid to you is only used for the following purposes unless otherwise specified in writing by us:

1. Staff salaries and on-costs which can be directly attributed to the provision of recruitment and placement of Nannies with Families.
2. Activity in the Region in accordance with the Agreement.
3. Employee training for staff that is relevant, appropriate and in line with the programme activity.
4. Operating and administration expenses directly related to the delivery services in connection with the Activity, including:
  - (a) telephones
  - (b) rent and outgoings
  - (c) computer/IT/website/software
  - (d) insurance
  - (e) utilities
  - (f) postage
  - (g) stationery and printing
  - (h) accounting and auditing
  - (i) visiting family homes.

## Schedule 3 Reporting

### Item 1 - Activity reports

You are required to provide us with the following reports and information, and any additional reports required by us from time to time, in the manner and form determined by us.

Item No.	Report	Due Date
1.1	<p><b>Care commencement date</b></p> <p>You must notify us of the date that the first Period of Care will be provided to a Family.</p> <p>By giving such notice, you also warrant that you have done the things specified in Items 2, 3, 4 and 5 in Schedule 2.</p>	Before the commencement of care.
1.2	<p><b>Exception Report</b></p> <p>In respect of Families for whom we have given you notification of prioritisation, you must provide us with a report identifying:</p> <ul style="list-style-type: none"> <li>• Families who have not entered into an agreement with you;</li> <li>• Families for whom there is not an agreed date for the first Period of Care to be provided to the Family; and</li> <li>• Families who have withdrawn from the Activity.</li> </ul>	The last Business Day of each month for the first six months after the Commencement Date, and then at such intervals as determined by us.

### Item 2 - Financial reports

You are required to provide the following reports, and any additional reports required by us from time to time, in the manner and form determined by us.

Item No.	Report	Due Date
2.1	<p><b>Financial Report</b></p> <p>You are required to provide an annual Financial Report for each financial year funded under this Agreement covering the requirements of the Activity (in accordance with clause 16 of the Terms and Conditions of this Agreement), unless we specify otherwise.</p>	31 October in each financial year.
2.2	<p><b>Administration Fee Acquittal Declaration</b></p> <p>You must provide a written declaration at the end of each quarter stating that the Administration Fee paid in advance by us in respect of that quarter was spent for the purposes outlined in the Agreement and Programme Guidelines, and in which you are required to declare unspent funds.</p>	15 March, 15 June, 15 September and 15 December in each year of the Activity Period.

### Item 3 - Evaluation reports

The following reports, and any additional reports required by us from time to time, are to be provided in the manner, form and timeframes determined by us.

Item No.	Report	Due Date
3.1	<b>Pre-implementation survey – Service Provides</b> You must complete a survey as directed by us.	December 2015
3.2	<b>Pre-implementation survey - Nannies</b> If requested to do so by us, you must ensure that: each Nanny completes a survey; and you return the completed survey to us, in accordance with our directions.	December 2015
3.3	<b>Post-implementation survey – Service Provider</b> You must complete a post-implementation survey as directed by us.	No later than November 2016
3.4	<b>Programme Evaluation – Service Provider</b> You must participate in an evaluation of the Nanny Programme if requested to do so by us or a service provider engaged by us to conduct the evaluation.	No later than November 2016
3.5	<b>Programme Evaluation - Families</b> You must arrange for a Nanny or Nannies who provide services to participate in an evaluation of the Nanny Programme if requested to do so by us, or by an Authorised Person engaged by us to conduct the evaluation.	No later than November 2016

### Item 4 - Ad hoc reports

You must provide ad-hoc reports as required by us from time to time, within the timeframe and in the manner required by us.

### Item 5 - Notifiable events

You must notify us of the following events in the manner and form prescribed by us.

Item No.	Notifiable Event	Notice timeframe
5.1	<b>Change in Circumstance</b> You must notify us if a Family notifies you, or you become aware, of any of the following changes in circumstances: <ul style="list-style-type: none"><li>▪ personal and contact details for the family;</li><li>▪ family relationship status;</li></ul>	Within 5 Business Days of you being notified or becoming aware of the change in circumstance

	<ul style="list-style-type: none"> <li>▪ care arrangements for anyone in the family's care, including children;</li> <li>▪ changes to working hours;</li> <li>▪ changes to activity hours due to study or training;</li> <li>▪ when a child receiving care from you turns 13 years of age or ceases primary schooling;</li> <li>▪ family income;</li> <li>▪ location of care provided by the Nanny;</li> <li>▪ number of children being cared for by the Nanny;</li> <li>▪ family residency status;</li> <li>▪ a child in care no longer meets immunisation requirements; and</li> <li>▪ any other matter relevant to determining the correct Subsidy amount for a Period of Care.</li> </ul>	
5.2	<p><b>Family Details Certification</b></p> <p>You must provide us with a quarterly certification to confirm that each family's details (as identified in Item 5.1 of Schedule 3) are up to date.</p>	30 March, 30 June, 30 September and 31 December in each year of the Activity Period
5.3	<p><b>Immunisation requirements</b></p> <p>You must notify us if a child does not meet the immunisation requirements specified in Section 6 of the <i>A New Tax System (Family Assistance) Act 1999</i> (Cth), or does not meet any other immunisation requirement specified by us from time to time.</p>	Within 5 Business Days
5.4	<p><b>Changes to Key Personnel</b></p> <p>You must notify us of any changes to Key Personnel.</p>	Within 5 Business Days
5.5	<p><b>Serious Incidents</b></p> <p>You must notify us of any of the following incidents concerning a child, a Nanny or the place in which care is provided:</p> <ul style="list-style-type: none"> <li>• serious harm or injury, or potential harm or injury, to a child while under the care of a Nanny during the Activity Period;</li> <li>• serious harm or injury, or potential harm or injury, to a Nanny while performing duties in connection with the Activity;</li> <li>• an incident concerning a child, a Nanny or a parent of a Family which is reported to the police or child welfare agency;</li> <li>• the place in which care is provided by the Nanny</li> </ul>	Immediately

	<p>is unsafe or no longer suitable;</p> <ul style="list-style-type: none"><li>• any other types of incidents as determined by us.</li></ul>	
--	---	--

DRAFT

## Schedule 4 Grant funds

### Item 1 - Grant components

Subject to this Agreement, the amount of Grant payable to you under this Agreement will comprise:

1. a Subsidy amount relating to Periods of Care you have provided to a Family; and
2. an Administration Fee.

### Item 2 - Payment of the Subsidy

Subject to this Agreement, within 5 Business Days of us approving Period of Care data in accordance with clause 13, we will pay to your Nominated Bank Account the amount of Subsidy as determined by us for the Period of Care.

### Item 3 - Payment of the Administration Fee

1. Subject to this Agreement, we will pay to your Nominated Bank Account the Administration Fee in 9 instalments on the payment dates set out in Table A below.
2. The amount of Administration Fee payable to you under the Agreement is to be equal to 5 per cent of the Subsidy amount paid to you in respect of Periods of Care provided by you during the Activity Period.
3. The amount of Instalment Payment 1 will be calculated as follows:  
*(Total number of Notionally Allocated Children in your Region) x (50 hours) x (13 weeks) x (\$4.62 mean subsidy rate) x 0.05.*
  - a. For the purpose of calculating Instalment Payment 1 **Notionally Allocated Children** means the number of children, as determined by us, that we forecast will be prioritised for Periods of Care in your Region during the Activity Period.
4. The amounts of Instalment Payments 2 to 8 will be calculated as follows:  
*(Total Subsidy amount paid to you for Periods of Care provided during first 9 weeks since date of previous Instalment Payment) x 1.44.*
5. The amount of Instalment Payment 9 will be calculated as follows:  
*(Total Subsidy amount paid to you for Periods of Care during the Activity Period) x 0.05 – (Total amount paid to you in Instalment Payments 1 to 8. Please note that this calculation may identify an overpayment.)*

**Table A**

Instalment Payment No.	Payment Criteria	Payment Date
1.	Signing of the Agreement by you and us.	Within 10 Business Days of this Agreement being signed by you

		and us.
2.	<p>Completion of the following matters to our satisfaction:</p> <ul style="list-style-type: none"> <li>• Provision of the Administration Fee Acquittal Declaration in accordance with Item 2.2 in Schedule 3;</li> <li>• Compliance with reporting requirements specified in Items 1, 2 and 3 in Schedule 3;</li> <li>• Participation in data and information gathering exercises, as directed by us; and</li> <li>• Participation in programme evaluation activities specified in Item 3 of Schedule 3, or such additional activities directed by us.</li> </ul>	31 March 2016
3.	<p>Completion of the following matters to our satisfaction:</p> <ul style="list-style-type: none"> <li>• Provision of the Administration Fee Acquittal Declaration in accordance with Item 2.2 in Schedule 3;</li> <li>• Compliance with reporting requirements specified in Items 1, 2 and 3 in Schedule 3;</li> <li>• Participation in data and information gathering exercises, as directed by us; and</li> <li>• Participation in programme evaluation activities specified in Item 3 of Schedule 3, or such additional activities directed by us.</li> </ul>	30 June 2016
4.	<p>Completion of the following matters to our satisfaction:</p> <ul style="list-style-type: none"> <li>• Provision of the Administration Fee Acquittal Declaration in accordance with Item 2.2 in Schedule 3;</li> <li>• Compliance with reporting requirements specified in Items 2 and 3 in Schedule 3;</li> <li>• Participation in data and information gathering exercises, as directed by us; and</li> <li>• Participation in programme evaluation activities specified in Item 3 of Schedule 3, or such additional activities directed by us.</li> </ul>	30 September 2016
5.	<p>Completion of the following matters to our satisfaction:</p> <ul style="list-style-type: none"> <li>• Acquittal of Subsidy and Administration Fee payments, including provision of the Administration Fee Acquittal Declaration in accordance with Item 2.2 in Schedule 3;</li> <li>• Compliance with reporting requirements specified in Items 2 and 3 in Schedule 3;</li> </ul>	31 December 2016

	<ul style="list-style-type: none"> <li>• Participation in data and information gathering exercises, as directed by us; and</li> <li>• Participation in programme evaluation activities specified in Item 3 of Schedule 3, or such additional activities directed by us.</li> </ul>	
6.	<p>Completion of the following matters to our satisfaction:</p> <ul style="list-style-type: none"> <li>• Provision of the Administration Fee Acquittal Declaration in accordance with Item 2.2 in Schedule 3;</li> <li>• Compliance with reporting requirements specified in Items 2 and 3 in Schedule 3;</li> <li>• Participation in data and information gathering exercises, as directed by us; and</li> <li>• Participation in programme evaluation activities specified in Item 3 of Schedule 3, or such additional activities directed by us.</li> </ul>	31 March 2017
7.	<p>Completion of the following matters to our satisfaction:</p> <ul style="list-style-type: none"> <li>• Provision of the Administration Fee Acquittal Declaration in accordance with Item 2.2 in Schedule 3;</li> <li>• Compliance with reporting requirements specified in Items 2 and 3 in Schedule 3;</li> <li>• Participation in data and information gathering exercises, as directed by us; and</li> <li>• Participation in programme evaluation activities specified in Item 3 of Schedule 3, or such additional activities directed by us.</li> </ul>	30 June 2017
8.	<p>Completion of the following matters to our satisfaction:</p> <ul style="list-style-type: none"> <li>• Provision of the Administration Fee Acquittal Declaration in accordance with Item 2.2 in Schedule 3;</li> <li>• Compliance with reporting requirements specified in Items 2 and 3 in Schedule 3;</li> <li>• Participation in data and information gathering exercises, as directed by us; and</li> <li>• Participation in programme evaluation activities specified in Item 3 of Schedule 3, or such additional activities directed by us.</li> </ul>	30 September 2017
9.	<p>Completion of the following matters to our satisfaction:</p> <ul style="list-style-type: none"> <li>• Acquittal of Subsidy and Administration Fee</li> </ul>	31 January 2018



	<p>payments, including provision of the Administration Fee Acquittal Declaration in accordance with Item 2.2 in Schedule 3;</p> <ul style="list-style-type: none"> <li>• Compliance with reporting requirements specified in Items 2 and 3 in Schedule 3;</li> <li>• Participation in data and information gathering exercises, as directed by us; and</li> </ul> <p>Participation in programme evaluation activities specified in Item 3 of Schedule 3, or such additional activities directed by us.</p>	
--	--	--

#### Item 4 – Nominated Bank Account

1. Subject to clause 15.2 of the Terms and Conditions, the Grant will be paid into the following bank account:

<b>BSB number</b>	
<b>Financial institution</b>	
<b>Account number</b>	
<b>Account name</b>	

You must notify us immediately in writing of any change to your Nominated Bank Account details.

## **Schedule 5     Fees**

*[Insert the fee policy agreed with the service provider specifying the type of fees and the maximum rates that may be charged to Families during the Activity Period]*

DRAFT

# Signatories to this Agreement

**Parties** **Commonwealth of Australia**, as represented by and acting through **The Department of Social Services ABN 36 342 015 855**, Tuggeranong Office Park, Soward Way (Cnr Athllon Drive), Greenway ACT 2900 ("**us**", "**we**" or "**our**")

and

[*Insert legal name of grant recipient*] **ABN** [*insert ABN of insert registered address*] ("**you**" or "**your**")

**Executed by the parties as an agreement on the day the last party signs, which is**

.....Day of .....Year .....

**Signed** for and on behalf of the **Commonwealth of Australia** by the relevant Delegate, represented by and acting through **The Department of Social Services ABN 36 342 015 855** in the presence of:

\_\_\_\_\_  
(Signature of Departmental Representative)  
.../.../....

\_\_\_\_\_  
(Signature of Witness) .../.../....

\_\_\_\_\_  
(Name of Departmental Representative)

\_\_\_\_\_  
(Name of Witness in full)

\_\_\_\_\_  
(Position of Departmental Representative)

[*Please choose the appropriate signature block, depending on what kind of body the Grant recipient is. You should then delete the other signature blocks that are not used*]

## Company

**Signed by** **insert name of grant recipient and ABN**, in accordance with its Constitution:

\_\_\_\_\_  
(Signature of Director) .../.../....

\_\_\_\_\_  
(Signature of other Director/Secretary) .../.../....

\_\_\_\_\_  
(Name of Director in full)

\_\_\_\_\_  
(Name of other Director/Secretary)

---

**Individual**

Signed by **insert name of grant recipient and ABN**, in the presence of:

---

(Signature of Grant Recipient)      ....../.../.....

---

(Signature of Witness)      ....../.../.....

---

(Name of Grant Recipient)

---

(Name of Witness in full)

**Partnership**

Signed by **insert name of partnership and ABN**, in the presence of:

---

(Signature of Partner)  
    ....../.../.....

---

(Signature of Witness)  
    ....../.../.....

---

(Name of Partner)

---

(Name of Witness in full)

---

**Incorporated Association**

Signed by **insert name of grant recipient and ABN** by affixing its common seal in accordance with its rules in the presence of :

---

(Signature of Public Officer)      ....../.../.....

---

(Signature of committee member/secretary) ....../.../.....

---

(Name of Public Officer)

---

(Name of committee member/secretary in full)

---

**Other**

Signed by **insert name of Party and ABN**, in the presence of:

---

(Signature of Party)      ....../.../.....

---

(Signature of Witness)      ....../.../.....

---

(Name of Party)

---

(Name of Witness in full)