



**Australian Government**

**Department of Social Services**

# **Commonwealth Standard Grant Agreement**

between  
the Commonwealth represented by  
Department of Social Services

and

**[Program Schedule Organisation Legal  
Name]**

For Information Only

## Grant Agreement [Agreement Id]

Once completed, this document, together with each set of Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

### Parties to this Agreement

#### The Grantee

Full legal name of Grantee	[Program Schedule Organisation Legal Name]
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	[Program Schedule Organisation Party Type]
Trading or business name	[Program Schedule Organisation Trading Name]
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	[Program Schedule Organisation ABN]
Registered for Goods and Services Tax (GST)	
Date from which GST registration was effective	[Program Schedule Organisation GST flag]
Registered office (physical)	[Program Schedule Organisation Physical Address]
Relevant business place (if different)	
Telephone	[Program Schedule Legal Organisation Phone Number]
Fax	[Program Schedule Legal Organisation Fax Number]
Email	[Program Schedule Organisation General Email]

#### The Commonwealth

The Commonwealth of Australia represented by Department of Social Services  
71 Athllon Drive, GREENWAY ACT 2900  
ABN 36 342 015 855

#### Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

## Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms from the Clause Bank (if any);
- (c) the Standard Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire Agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, Agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

For Information Only

## Grant Details

Organisation ID:	[Program Schedule Organisation ID]
Agreement ID:	[Agreement ID]
Schedule ID:	[Program Schedule ID]

### A. Purpose of the Grant

The purpose of the Grant is to:

Provide assistance, support and services for people with disability and carers.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Disability and Carer Support program.

For Information Only

## Carer Gateway Regional Delivery Partner - [Activity ID]

### B. Activity

The Integrated Carer Support Service (ICSS) focuses on services designed specifically for carers. It is designed to make the Government's carer supports and services easier to navigate and more accessible, but more importantly it is designed to increase the Australian Government's investment in services proven to improve a carer's quality of life and ability to perform their caring role.

This Activity implements Phase 2 of ICSS - the commencement of a network of Carer Gateway Regional Delivery Partners (RDPs), which will deliver services across a defined region, with an establishment period to help carers access new and improved local and targeted services including:

- needs assessment and planning;
- in-person and phone-based coaching, counselling and in person peer support;
- information and advice;
- targeted financial support packages with a focus on supporting employment, education, respite access and transport;
- access to emergency crisis support; and
- assistance with navigating relevant, local services available to carers through federal, state and local government and non-government providers, including the National Disability Insurance Scheme, My Aged Care and palliative care.

The Activity also requires the Grantee to:

- conduct outreach activities, and link to social, health, education, community and cultural groups, to better understand regional and rural needs, and
- establish a regional presence to support the entire designated service area. This presence may be achieved through a mobile workforce and/or service outlets for the purposes of delivering those Activities with an in-person component. Service Area Planning must be undertaken each year.

The Grantee is required to provide all of the following services:

1. **Intake, Needs Assessment and Carer Support Planning** – Undertake an intake and needs assessment process for the carer (consistent with DSS' specified process and tools) in order to determine the services which best suit the needs of individual carers. Upon completing a needs assessment process, prepare and provide the carer with a Carer Support Plan.
2. **In Person Peer Support** – a free facilitated peer support forum specifically designed to assist carers to connect with people in similar circumstances; learn from peers through the sharing of lived experiences; and aid in decreasing carer strain through the connection and sharing of personal stories and experiences.
3. **In-Person Counselling** – a free counselling service for carers who are experiencing difficulties with anxiety, stress, depression and low mood as a result of their caring role. The service must assist carers to manage their own health in order to remain effective in their caring role and avoid crisis events through in-person counselling sessions with a professional counsellor (in line with the in-person counselling guidelines developed by the Department).
4. **In-person Carer coaching** – a free psycho-educational service specifically designed to assist carers to acquire the skills and resilience needed in their caring role.

5. **Carer Directed Support** – a consumer directed approach to supporting carers in their caring role by providing a package of financial assistance. It gives carers a greater say and more control over the design and delivery of the support provided to them and the person/s they care for.
6. **Emergency Respite Care** – is designed to offer support to carers who are experiencing an urgent, unplanned and imminent event that temporarily restricts their ability to continue caring when no other services are available.
7. **Service Area Planning and Outreach** – undertake mapping of the services which exist in your service area which are of benefit to carers. Undertake promotional and profile raising activities which aim to reduce the barriers which prevent disconnected or hidden potential service users and carers accessing the services they need.
8. **Establishment** – one-off activities to ensure its operational readiness to deliver Activities.
9. **Transition** – one-off activity to support the transition of Activities on expiry or in the event of termination of the DSS Grant Agreement.
10. **Online Peer Support and Digital Counselling** – actively promoting these services to clients which will be delivered through the Carer Gateway by third party providers.
11. **Carer Gateway Website** – actively promote and assist carers in accessing the Carer Gateway Website.

As part of delivering the services above you can use the Grant to pay for:

- resources, operational policies and infrastructure to establish your business model;
- operating the business model in a way that maximises contribution to the outcomes the Australian Government is seeking to achieve through its commissioning of the ICSS;
- staff salaries and on-costs that can be directly attributed to the provision of Activities in your allocated service area;
- employee training for paid and unpaid staff including Committee and Board members; and
- operating and administration expenses directly related to the delivery of Activities. Examples include:
  - computer/ IT/website/software;
  - insurance;
  - utilities;
  - postage;
  - stationery and printing;
  - accounting and auditing;
  - travel/accommodation costs for domestic travel for staff directly relating to the delivery of services;
  - assets as defined in the Terms and Conditions that can be reasonably attributed to meeting agreement deliverables; and
  - up to ten per cent of the Grant can be used to invest in continuous improvement activities (such as trialling new services that will contribute to the ICSS outcomes).

## **Establishment**

You must undertake establishment Activity as set out in the agreed Establishment Plan during the period between this execution of this Agreement and 30 September 2019. Payment of the second milestone (September 2019 payment) will not occur until the Department is satisfied you have met the requirements of Establishment set out in the Carer Gateway RDP Operating Model.

## **Important requirements**

You must comply with:

- Carer Gateway RDP Operating Model;
- Department of Social Services Departmental Policies\*;
- the relevant Guidelines\*;
- the Data Exchange Protocols\*; and
- any other service compliance requirements applicable for the Activities you are funded to deliver.

\*Any or all of these may be amended by us from time to time. If we amend these we will notify you in writing at least one month prior to the changes coming into effect. The latest version can be found on the Department of Social Services website <https://www.dss.gov.au/>.

You must ensure that cultural and linguistic diversity is not a barrier for people targeted by this Activity, by providing access to language services where appropriate.

## **Data Exchange Reporting**

You are required to provide client level data and service delivery information from all recipients of this Activity in accordance with the [Data Exchange Protocols](#).

You must provide the data required within the Data Exchange through an approved mechanism as outlined in the Data Exchange Protocols.

You are required to finalise the submission of data within the Data Exchange for each reporting period within 30 days of the reporting period ceasing, as set out in the reporting schedule below.

For this Activity, participation in the “partnership approach” is a requirement of funding. By participating, you agree to provide some additional information in exchange for the receipt of regular and relevant reports. The main focus of the partnership approach is collecting information about the outcomes achieved by clients as a result of service delivery. The partnership approach also includes some extended data items that provide additional information about client demographics, needs and circumstances.

## **Activity Work Plan**

The detailed deliverables and activities you will undertake to fulfil this Activity must be provided as part of your Activity Work Plan, to be developed in consultation with, and provided to the Department as specified in Item E. Once mutually agreed the Activity Work Plan will form part of the Agreement. You are required to report against any performance measures set out in the Activity Work Plan within 30 days of the reporting period ceasing.

## **Outlet Locations**

You must advise us of the outlet locations for this Activity within 3 months of the execution of this Agreement. Thereafter, you must advise us of any changes to outlet locations annually through the Activity Work Plan Report as detailed in Item E.

## Service Areas

You must provide services across the service area as outlined in the table below.

Where you are funded for more than one service area, and you have met the requirements within one of these service areas, you may shift all or part of any remaining funds to another service area you support under this Activity. You must advise us of resource attributions annually through the Activity Work Plan Report as detailed in Item E.

## Use of Location, Service Information and Attributed Funding Information

The information listed below on location, service area and any attributed DSS funding amounts will be used by us to provide reports, by region, on DSS's funding.

The information may be published on a Commonwealth website.

## Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
Number of clients assisted	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Number of events / service instances delivered	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of participants from priority target groups	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of clients achieving individual goals related to independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of clients achieving improved independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Activities are completed according to scope, quality, timeframes and budget defined in the Activity Work Plan.	The Department and you agree that the Activity Work Plan has been completed as specified or, in case of divergence, to a satisfactory standard.



## Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1.	[Activity Location Type/Subtype]	[Organisation/Venue Name]	[Organisation/Venue Address]

## Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1.	[Service Area Type]	[Service Area Value]

## C. Duration of the Grant

The Activity starts on 1 July 2019.

The Activity (other than the provision of any final reports) ends on 30 June 2024, which is the Activity's Completion Date.

The Agreement ends on 30 November 2024 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

## D. Payment of the Grant

The total amount of the Grant is [Overall Agreement Value for all financial years]\* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2019-20	[Overall Agreement Value]
2020-21	[Overall Agreement Value]
2021-22	[Overall Agreement Value]
2022-23	[Overall Agreement Value]
2023-24	[Overall Agreement Value]

\*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the *Banking Act 1959 (Cth)* to carry on banking business in Australia.

The Grantee's nominated bank account into which the grant is to be paid is:

BSB Number	[Activity Bank Account BSB Number]
Financial Institution	[Activity Bank Account Financial Institution]
Account Number	[Activity Bank Account]
Account Name	[Activity Bank Account Name]

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
First Payment of 2019-20 funds	On execution	\$	\$	\$
Second payment of 2019-20 funds	30 September 2019	\$	\$	\$
Third payment of 2019-20 funds	2 December 2019	\$	\$	\$
Half yearly payment of 2020-21 funds	14 July 2020	\$	\$	\$
Half yearly payment of 2020-21 funds	1 December 2020	\$	\$	\$
Half yearly payment of 2021-22 funds	13 July 2021	\$	\$	\$
Half yearly payment of 2021-22 funds	1 December 2021	\$	\$	\$
Half yearly payment of 2022-23 funds	12 July 2022	\$	\$	\$
Half yearly payment of 2022-23 funds	1 December 2022	\$	\$	\$
Half yearly payment of 2023-24 funds	11 July 2023	\$	\$	\$
Half yearly payment of 2023-24 funds	1 December 2023	\$	\$	\$
<b>Total Amount</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

## Invoicing

None Specified

## Taxes, duties and government charges

GST Provisions – you are a Government Related Entity

D.1 In this clause:

- (a) the term '**GST Act**' means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);
- (b) the terms '**supply**', '**supplier**', '**taxable supply**', '**tax invoice**', '**GST**', '**input tax credit**' and '**decreasing adjustment**' have the same meaning as given in the GST Act; and
- (c) '**receiver of the supply**' has the same meaning as the term 'recipient' has in the GST Act.

D.2 The parties have entered into this Agreement on the understanding that:

- (a) the parties are both 'government related entities' as defined in the GST Act; and either:
  - (b) the payment of the Grant:
    - (i) is covered by an appropriation under an Australian law; and
    - (ii) is calculated on the basis that the sum of the Grant and anything else that you receive from us in connection with, or in response to, or for the inducement of that

supply under this Agreement, or a related supply does not exceed your anticipated or actual costs of making those supplies; or

- (c) the payment of the Grant is a kind of payment specified in regulations made for the purposes of s.9-17 of the GST Act.
- D.3 On the basis of the matter described in clause D.2, the parties rely on s.9-17 of the GST Act for no GST being imposed in connection with a supply made under this Agreement.
- D.4 You must pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement, except as provided by this clause.
- D.5 If, despite clauses D.2 and D.3, one party ('**supplier**') makes a taxable supply to the other party ('**receiver of the supply**') under this Agreement the receiver of the supply will pay without set-off, on provision of a tax invoice, an additional amount to the supplier equal to the GST imposed on the supply in question.
- D.6 No party may claim or retain from the other party any amount in relation to a supply made under this Agreement for which the first party can obtain an input tax credit or decreasing adjustment.
- D.7 The parties acknowledge and agree that each Party:
  - (a) has quoted its Australian Business Number to the other; and
  - (b) must tell the other of any changes to the matters covered by this clause.
- D.8 This clause survives the expiry or termination of this Agreement or any aspect of it.

OR

GST Provisions – you are registered or required to be registered for GST

- D.1. In this clause:
  - (a) the term '**GST Act**' means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);
  - (b) the terms '**supply**', '**supplier**', '**taxable supply**', '**tax invoice**', '**GST**', '**input tax credit**', '**decreasing adjustment**' and '**adjustment note**' have the same meaning as given in the GST Act; and
  - (c) the term '**RCTI**' means a 'recipient created tax invoice' as defined in the GST Act. For the purpose of this Agreement, an RCTI is a tax invoice belonging to a class of tax invoices that the Australian Commissioner of Taxation has determined in writing may be issued by the receiver of the supply; and
  - (d) '**receiver of the supply**' has the same meaning as the term 'recipient' has in the GST Act.
- D.2 You must pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement, except as provided by this clause.
- D.3 If one party ('**supplier**') makes a taxable supply to the other party ('**receiver of the supply**') under this Agreement the receiver of the supply will pay without set-off, on provision of a tax invoice or RCTI, an additional amount to the supplier equal to the GST imposed on the supply in question.
- D.4 If an amount on account of GST has been included in the consideration for a supply under this Agreement, the amount of GST is as specified in this Item D.
- D.5 If an amount on account of GST has been included in the consideration for a supply under this Agreement and the supply is not a taxable supply for any reason, the supplier must, on demand, refund the amount paid on account of GST to the receiver of the supply.
- D.6 No party may claim or retain from the other party any amount in relation to a supply made under this Agreement for which the first party can obtain an input tax credit or decreasing adjustment.
- D.7 The parties acknowledge and agree that each party:
  - (a) is registered for GST purposes;

- (b) has quoted its Australian Business Number to the other; and
- (c) must tell the other of any changes to the matters covered by this clause.
- D.8 We (as the receiver of the supply) will issue RCTI(s) and any adjustment notes for any taxable supplies you make to us under this Agreement within 28 days of us determining the value of the taxable supplies in question.
- D.9 You must not issue tax invoices or adjustment notes for taxable supplies you make to us under this Agreement.
- D.10 Both parties must comply with the determination scheduled to GST Ruling 2000/10.
- D.11 We will not issue RCTI(s) or adjustment notes for taxable supplies you make to us under this Agreement at any time that either Party fails to comply with any of the requirements in clauses D.7 to D.11.

## E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Activity Work Plan	Output-level detail for the funded Activity negotiated with DSS and captured in an Activity Work Plan as per Item E.2	15 August 2019
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2020
Activity Work Plan	Output-level detail for the funded Activity negotiated with DSS and captured in an Activity Work Plan as per Item E.2	30 June 2020
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2020
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2020
Financial Acquittal Report	Financial Acquittal from 1 July 2019 to 30 June 2020 as per Item E.4	31 October 2020
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2021
Activity Work Plan	Output-level detail for the funded Activity negotiated with DSS and captured in an Activity Work Plan as per Item E.2	30 June 2021
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2021

<b>Milestone</b>	<b>Information to be included</b>	<b>Due Date</b>
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2021
Financial Acquittal Report	Financial Acquittal from 1 July 2020 to 30 June 2021 as per Item E.4	31 October 2021
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2022
Activity Work Plan	Output-level detail for the funded Activity negotiated with DSS and captured in an Activity Work Plan as per Item E.2	30 June 2022
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2022
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2022
Financial Acquittal Report	Financial Acquittal from 1 July 2021 to 30 June 2022 as per Item E.4	31 October 2022
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2023
Activity Work Plan	Output-level detail for the funded Activity negotiated with DSS and captured in an Activity Work Plan as per Item E.2	30 June 2023
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2023
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2023
Financial Acquittal Report	Financial Acquittal from 1 July 2022 to 30 June 2023 as per Item E.4	31 October 2023
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2024
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2024

Milestone	Information to be included	Due Date
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2024
Financial Acquittal Report	Financial Acquittal from 1 July 2023 to 30 June 2024 as per Item E.4	31 October 2024

## E.1 Performance Reports

### Data Exchange Reports

You must provide client and service delivery information to the Department of Social Services (DSS) via the Data Exchange in accordance with the Data Exchange Protocols, within 30 days of the completion of a reporting period, as outlined in Item E.

For this Activity, you are required to participate in the Partnership Approach.

The Data Exchange Protocols can be found on the [DEX website](#).

### E.2 Activity Work Plan

The Activity Work Plan will be negotiated between you and us annually during the life of the Agreement. Using our Activity Work Plan template it will specify the Activity Details, deliverables, timeframes for delivery and measures of achievement.

It may include a budget or other administrative controls intended to help manage Activity risks.

### E.3 Annual Report

None Specified

### E.4 Accounting for the Grant

A Financial Declaration must be submitted for each financial year funded under this Grant Agreement. A Financial Declaration is a certification from the Grantee stating that funds were spent for the purpose provided as outlined in the Grant Agreement and in-which the Grantee is required to declare unspent funds. The Financial Declaration must be certified by your Board, the Chief Executive Officer or one of your officers, with authority to do so verifying that you have spent the funding on the Activity in accordance with the Grant Agreement.

### E.5 Other Reports

#### Activity Work Plan Report

For the purposes of this Agreement, Activity Work Plan Report means a document to be completed by you, on a template or system provided by us. The preferable way to submit the Report would be through the Grant Recipients Services Portal when it becomes available.

The Activity Work Plan Report template asks for progress on requirements in the Activity Work Plan for the reporting period including any compliance requirements.

## F. Party representatives and address for notices

### Grantee's representative and address

<b>Grantee's representative name</b>	[Activity Primary Contact Title Name]
<b>Position</b>	[Activity Primary Contact Position Title]
<b>Postal/physical address(es)</b>	[Activity Primary Contact Postal Address]
<b>Business hours telephone</b>	[Activity Contact Phone Telephone Number]
<b>Mobile</b>	
<b>Fax</b>	
<b>E-mail</b>	[Activity Primary Contact Email]

### Commonwealth representative and address

<b>Name of representative</b>	[Activity Manager Name]
<b>Position</b>	[Activity Manager Job Title]
<b>Postal/physical address(es)</b>	[Activity Managing Office Address (from LOV High value)]
<b>Business hours telephone</b>	[Activity Manager Work Phone]
<b>Mobile</b>	[Activity Manager Phone Mobile Number]
<b>Fax</b>	[Activity Manager Fax Mobile Number]
<b>E-mail</b>	[Activity Manager Email]

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

## G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

None Specified

## Signatories

Organisation ID:	[PS Org ID]
Agreement ID:	[PS Agreement ID]

### Executed as an Agreement

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

_____	_____
(Name of Departmental Representative)	(Signature of Departmental Representative)
_____	...../...../.....
(Position of Departmental Representative)	
_____	_____
(Name of Witness in full)	(Signature of Witness)
	...../...../.....

Signed for and on behalf of [Program Schedule Organisation Legal Name], ABN [Program Schedule Organisation ABN] in accordance with its rules, and who warrants that he/she is authorised to sign this Agreement:

_____	_____
(Name and position held by Signatory)	(Signature)
	...../...../.....
_____	_____
(Name and position held by second Signatory/Name of Witness)	(Signature of second Signatory/Witness)
	...../...../.....



## Notes about the signature block

- If you are an incorporated association, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness. Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required.
- If you are an **individual**, you must sign in the presence of a witness.
- If you are a university, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required.

For Information Only