



Australian Government
Department of Health and Ageing

Chronic Disease Self-management/ Lifestyle and Risk Modification Grants ITA: 193/0809 APPLICATION GUIDELINES

Applications close:
Thursday 19 March 2009
5pm Local Canberra Time

Only information supplied on this template will be considered. Applications must not exceed 30 pages in total (use Arial 11 point font). Do not include URLs (web-addresses) as information on the associated websites will not be considered.

You must forward the original application including supporting documents, plus five (5) unbound (i.e. not stapled) full copies (single sided), plus an electronic copy (word format on CD rom or memory stick) by application close to:

Mail address: Chronic Disease Self-management/Lifestyle and Risk
Modification Grants
Locked Bag 3004
or WODEN ACT 2606

Delivery Address: Chronic Disease Self-management/Lifestyle and Risk
Modification Grants
Locked Bag 3004
Woden Post Office
Furzer Street
WODEN ACT 2606

Late Applications will NOT be accepted.

Fax and E-mail Applications will NOT be accepted.

Applications must NOT be couriered to the Department of Health and Ageing.

All enquires relating to this Grant Application process should be directed by email to cdsmgrants2009@health.gov.au.

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1. Glossary

ABHI	Australian Better Health Initiative
ABN	Australian Business Number
CDSM	Chronic Disease Self Management
CHC08	CHC08 Community Services Training
COAG	Council of Australian Governments
CPD	Continuing Professional Development
GST	Goods and Services Tax
IPL	Inter-professional Learning
NCDS	National Chronic Disease Strategy
PAR	Performance Assessment Rating
SCHI	Sharing Health Care Initiative
VET	Vocational and Education Training

2. Definitions of Chronic Condition Self-Management and Related Terms

A list of definitions of Chronic Condition Self-management and related terms is available on page 7 of *Capabilities for Supporting Prevention and Chronic Condition Self-Management: A Resource for Educators of Primary Health Care Professionals* which is available as part of this application package.

3. Purpose

The Department of Health and Ageing (the Department) is inviting organisations to submit applications for a project that will support chronic disease self-management particularly through lifestyle and risk modification.

The grants will be funded through three strands:

Strand 1 – Education of health professionals in chronic disease self-management. Grants for Strand 1 will be funded through the Australian Better Health Initiative for a period of one year. Projects must be completed by 30 May 2010. For Information in relation to Strand 1 see page 10.

Strand 2 – Embedding chronic disease self-management into the health professional curriculum. Grants for Strand 2 will be funded through the Australian Better Health Initiative for a period of one year. Projects must be completed by 30 May 2010. For Information in relation to Strand 2 see page 11.

Strand 3 – Education of consumers in chronic disease self-management and lifestyle risk factor modification. Grants for Strand 3 will be funded under the Sharing Health Care Initiative for a period of one year. Projects must be completed by 30 May 2010. For Information in relation to Strand 3 see page 12.

Applicants can tender project applications under one or multiple strands

This is a competitive process aimed at identifying a number of successful applications which meet the Department's objectives for this project, and represent good value for money. Each application will be subject to an assessment process from which a number of applications will be identified as successful. Unsuccessful organisations will be notified once the assessment process is fully completed.

NOT ALL APPLICATIONS WILL BE FUNDED

4. Background

The Australian health care system has been predominately oriented to respond to acute conditions (such as injury and infectious diseases), and short term responses. However, the growing burden of chronic disease in Australia has driven a shift in health service delivery from acute care, to a proactive, multi-disciplinary care system, with an increased focus on preventing and managing chronic disease.

The National Chronic Disease Strategy (NCDS) was endorsed by Health Ministers' in 2005, and provides the strategic policy direction for chronic disease prevention and management in Australia. Information regarding the NCDS can be found at <http://www.health.gov.au/internet/main/publishing.nsf/Content/pq-ncds>.

The announcement of the **Australian Better Health Initiative** (ABHI) in February 2006 by the Council of Australian Governments (COAG) responded to the NCDS action areas, with a range of initiatives across the five ABHI priority areas. 'Encouraging active patient self-management of chronic disease' and 'supporting lifestyle and risk modification' are two elements under the ABHI action plan (**Attachment A**).

The **Sharing Health Care Initiative** (SHCI), announced in the 1999-2000 Federal Budget as part of the Enhanced Primary Care Package, and continued in the 2003-2004 and 2006-2007 Federal Budgets, ensures that more Australians with chronic diseases are provided with the lifestyle information and strategies that they need to manage their conditions on a day to day basis.

The SHCI complements the ABHI. While the SHCI works to increase an individual's understanding and management of their own chronic disease, parts of the ABHI are working to strengthen the capacity of the healthcare workforce to foster and support self-management in the community.

Projects will build on existing activity within the Department which provide education and training opportunities to improve the capacity of the primary health care workforce, by integrating the principles of chronic disease self-management and self-management support into daily practice.

The Department has commissioned a publication to provide a framework upon which educators who provide chronic disease self-management support training and education to primary health care professionals may build their courses. The **'Capabilities for supporting Prevention and Chronic Condition Self-management: A resource for educators of primary health care professionals'** is available to download as part of this funding package.

The CHC08 Community Services Training Package was endorsed on 10 December 2008. This Training Package includes the **'Chronic Disease self-management skill set'** which provides a set of skills to workers which enable them to assist clients with self-management of their chronic disease. The skill set includes the following three units of competency; 1. CHCICS406A **Support client self-management**; 2. CHCICS407A **Support positive lifestyle** and 3. CHCICS408A **Provide support to people with Chronic Disease**. Information on these competencies can be found via the Community Services and Health Industry Skills Council on (02) 9270 6600 or admin@cshisc.com.au or on the CHC08 Training Package on the National Training Information Service site (www.ntis.gov.au).

5. Amount of Funding

One-off grants of between \$20,000 and \$200,000 per annum (GST exclusive) are available. Applications for funding amounts outside this range will not be considered. Applicants should note there is limited funding available, that this is a competitive funding round and **not all proposals will receive funding**.

It is anticipated that funding will be offered to successful organisations by mid 2009. Successful applicants will have some details of their project (e.g. project outline, amount of funding and the name of the organisation) posted on the Department's website.

6. Project Requirements

The successful projects must:

- ensure that implementation is consistent with the overall direction of the NCDS;
- reflect the intention of ABHI and SHCI;
- meet the requirements of Strand 1, 2 or 3 as applicable;
- where appropriate involve academic institutions, health care organisations and other agencies (professional and consumer) as partners;
- where appropriate include primary health care providers from medical, nursing and allied health disciplines;
- provide regular progress reports, and a final report on the outcomes of the project to the Department;
- include a financial accounting of the project;
- agree to provide a presentation if required by the Department; and
- agree to work with an independent evaluator.

7. Categories of projects that will not be funded

- Capital works – excluding refurbishment, equipment purchases and related activities that are an essential element within a project that otherwise meets the selection criteria.
- Conferences, seminars, competitions, camps, expos or festivals that do not have a clear path or linkage to the provision of health and lifestyle benefits for the community, unless they are an integral element in a project which otherwise meets the aims of the grant.

8. Costs that will not be funded

Funding will not be provided for the following categories of project costs:

- projects or activities that duplicate existing resources or initiatives;
- projects or activities that provide health service delivery;
- long-term, recurrent or ongoing funding of routine service delivery costs;
- activities that assist only a sole individual with no impact on the wider community;
- purchase of vehicles and capital costs;
- costs for backfilling for staff attending training courses; and
- overseas travel.

9. Financial Viability

All non-government, private sector organisations and universities **MUST** provide one copy of an audited financial statement for the previous financial year OR an audited profit/loss statement for the previous financial year.

10. Who can apply?

Only incorporated bodies are eligible to apply for funding under this program. The types of organisations and agencies that may apply for funding include:

- charitable organisations;
- non-government health care providers;
- government funded health care providers;
- aged care providers;
- local community groups;
- universities;
- professional organisations;
- registered training organisations; and
- vocational education institutions.

Applicants should ensure that they are eligible to enter into a Funding Agreement with the Australian Government Department of Health and Ageing before submitting their application. A copy of the Department's Standard Funding Agreement is at **Attachment B**.

Partnerships between organisations undertaking a project are encouraged. If more than one organisation will be involved in the project, one agency must be identified as the Lead Organisation and an authorised representative of this organisation must sign the Application Form.

This Lead Organisation receives the funding, and assumes legal responsibility for delivering the services in Australia as outlined in the Schedule of the Standard Funding Agreement. This Lead Organisation must therefore be a legal entity able to enter into an Agreement with the Commonwealth, represented through the Department.

11. How will the applications be assessed?

Projects which employ innovative education and learning methods will be looked upon favourably, as will projects that target 'harder to reach' populations within the community, such as Aboriginal and Torres Strait Islander peoples and people from culturally and linguistically diverse backgrounds.

Proposals will be assessed by a panel of Departmental officers against the assessment criteria outlined on page 14. Successful proposals will be those that complete the project proposal to a high standard, within the required timeframe and budget, represent good value for money, and which best address the assessment criteria.

12. Performance Assessment Rating

At the conclusion of each project, the Department will undertake a formal evaluation of the organisation's performance to inform the assessment and/or management of future projects. This evaluation is a Performance Assessment Rating (PAR), and occurs in two parts. Organisations will be provided with an initial draft rating and will be given the opportunity to respond. This response will be considered as part of the assessment process to determine the final PAR. The organisation will receive their final rating and may subsequently supply additional information for consideration at any time to complement the final PAR documentation held by the Department.

13. Agreement

The successful organisation will be required to sign a Standard Funding Agreement with the Commonwealth, represented by the Department. A number of payments will be made throughout the project. These payments will generally be based on the provision of quality deliverables (such as progress reports) to the Department.

For a copy of the Standard Funding Agreement see **Attachment B**. ***Please note that this is not a contract between the Applicant and the Commonwealth and should not be construed as giving rise to any contractual obligations, expressed or implied.*** It is a draft of the conditions of the Funding Agreement only, and has been provided for your information only.

The successful organisation will be taken to accept the draft conditions of the Standard Funding Agreement unless the applicant specifies otherwise. If an organisation **does not wish to accept the draft conditions** of the Standard Funding Agreement they **MUST** give reasons in writing at the time of the submission of the application and provide the Department with the proposed alternative wording for consideration. This invitation does **not** imply that any proposed amendments to the Funding Agreement will be accepted.

14. Insurance

The Australian Government requirements for insurance are specified in Clause 22 – *Insurance* of the Standard Funding Agreement.

Organisations must have the following levels of insurance and indemnity coverage in place for this project at time of submitting a proposal:

- workers compensation to an amount required by law;
- public liability for Strands 1 and 2 for an amount of not less than \$10 million;
- public liability for Strand 3 for an amount not less than \$20 million; and
- professional indemnity for an amount of not less than \$10 million.

15. Taxation and Payment Methods

Successful applicants will need to consider taxation arrangements surrounding invoices and method of payment. Organisations that have an Australian Business Number (ABN) and are registered for GST are required to submit a tax invoice (including the GST component) before funds can be forwarded. Organisations that have an ABN, but are not registered for GST are required to submit an invoice to receive payment.

16. How to apply

Applicants must complete the appropriate application form/s to apply for funding for this grant. Application forms can be obtained by registering on the tenders and grants page of the Department's website at: <http://www.health.gov.au/tenders>. The completed form/s must be posted or delivered to:

Mail address: Chronic Disease Self-management/Lifestyle and Risk
Modification Grants
Locked Bag 3004
or
WODEN ACT 2606

Delivery Address: Chronic Disease Self-management/Lifestyle and Risk
Modification Grants
Locked Bag 3004
Woden Post Office
Furzer Street
WODEN ACT 2606

Applications delivered to the Department's Tender Box will **NOT** be accepted.

Before submitting your proposal/s, applicants MUST ensure all necessary information has been provided by completing the application checklist on page 18 of the Application for Funding document.

All enquires relating to this Grant Application process should be directed by email to cdsmgrants2009@health.gov.au.

17.

STRAND 1
EDUCATION OF HEALTH PROFESSIONALS IN
CHRONIC DISEASE SELF-MANAGEMENT

Aims

- strengthen the capacity of the existing workforce to support chronic disease self-management and lifestyle and risk modification in the community;
- increase the number of primary health care providers who have the knowledge, skills and attitudes required for inter-professional practice and collaborative patient-centred care;
- facilitate networking and the sharing of information and ideas between primary health care providers to demonstrate how their roles interrelate; and
- promote an environment which respects and supports the contributions of primary health care providers from different disciplines to improve collaborative patient centred care.

Outcomes

- increased capacity of the existing workforce to support self-management in the community;
- increased number of primary health care providers with the knowledge, skills and attitudes required for collaborative patient-centred care;
- improved care planning and decision support tools;
- provision of more collaborative, patient-centred care to people with chronic and complex conditions;
- improved safety, quality of care, and health outcomes for patients.

Suggested Activities

Applicants may consider undertaking the following activities to achieve the project objectives. Types of activities that may be undertaken include, but are not limited to:

- Delivery of Community Services Training (CHC08).
- Development and implementation of training modules which focus on the core skills needed for health care providers to practice chronic disease self-management and self-management support. These may cover topics such as inter-professional learning, communication strategies, team building skills, standards of care and patient involvement, care planning or decision support tools.
- Pilot of training modules to identify the suitability of the training content, format and delivery mechanisms.
- Training primary health care workers in motivational interviewing, goal setting and problem solving, particularly around barriers to healthy behaviours.
- Training health professionals to assist patients to identify self-management strategies that are suitable for their individual needs.

18.

STRAND 2

EMBEDDING CHRONIC DISEASE SELF-MANAGEMENT INTO HEALTH PROFESSIONAL CURRICULUM

Aim

Embed the principles of Chronic Disease Self-management (CDSM) and CDSM support into education programs for current and future primary health care professionals.

Outcomes

- ensure sustainable CDSM education by embedding the principles of CDSM and CDSM support into education programs;
- increase awareness and understanding of the primary health care workforce and their educators of the principles of CDSM;
- increase the number of primary health care providers with the knowledge, skills and attitudes required for collaborative patient-centred care and self-management in the community;
- increase the skills and capacity of the primary health care workforce to support self-management in the community; and
- improve safety, quality of care and health outcomes for patients.

Suggested Activities

Applicants may consider undertaking the following activities to achieve the project objectives. Types of activities that may be undertaken include, but are not limited to:

- Review current accreditation of university course requirements against capabilities framework to develop and implement programs and processes to ensure that universities teach CDSM knowledge, skills and practices to their future members.
- Review and upgrade the content of their continuing professional development (CPD) programs to include appropriate CDSM skills training, including development of new training tools and programs.
- Review and upgrade content of tertiary education curriculum to integrate CDSM into course requirements.
- Develop CDSM courses or training programs for CPD programs with appropriate incentives for uptake.
- Develop CDSM courses for tertiary education requirements.
- Clinical placement program managers to support the up-skilling of student supervisors to ensure that they are able to apply CDSM theory into practice.

19.

STRAND 3

EDUCATION OF CONSUMERS IN CHRONIC DISEASE SELF-MANAGEMENT AND LIFESTYLE RISK FACTOR MODIFICATION

Aims

- Expand the range and reach of quality chronic disease self-management (CDSM) interventions and supports available to people with chronic diseases, and to their carers and families (i.e. the consumer).
- Continue to build the evidence-base on the efficacy of CDSM interventions.

Outcomes

- Increase the awareness and understanding of CDSM by consumers.
- Improve a consumer's effectiveness in managing their chronic disease, sense of well-being, and health outcomes.
- Have an appropriate impact on the consumer's health service usage.

Suggested activities

Applicants may consider undertaking the following activities to achieve the program's objectives. The development and implementation of activities that may be undertaken include, but are not limited to:

- Strategies for improving the understanding and awareness of self-management for people with a chronic disease, their carers and families, and their engagement with multidisciplinary health professionals to develop a patient-centred care approach.
- Strategies to overcome the barriers and enable consumers to engage in self-management, taking into consideration risk modification, motivators for healthy behaviour, and self-management support provided by multidisciplinary health professionals.
- Strategies to achieve longer-term participation by consumers in self-management (i.e. following collaboration with a health professional on an individual care plan and/or after participating in a CDSM intervention), and longer-term health outcomes.
- Innovative marketing approach to increase the awareness of CDSM in Australia, highlighting the principles and benefits of self-management, and targeting the harder-to-reach population groups.
- Innovative use of existing technology (e.g. telehealth, Internet) to effectively deliver CDSM interventions in a range of settings (e.g. urban, rural and remote) and/or population groups (targeting the harder-to-reach population groups and/or groups not effectively served by existing interventions). Take into account the variety of evidenced-based interventions currently available in Australia and different modes of delivering these interventions.
- Tailor existing CDSM interventions to address the needs of harder-to-reach population groups and/or groups who are not effectively served by existing CDSM interventions. The guiding principles should be easily tailored and transferable to other interventions.

- Develop and implement strategies for introducing existing CDSM interventions into a range of other settings (i.e. in addition to the hospital or health centre, consider the work place, in an individual's home, or other appropriate community setting).
- Strategies into an existing CDSM intervention to address depression and pain management, concurrently with co-morbidity (people with three or more chronic conditions). The guiding principles should be easily tailored and transferable to other interventions.
- Peer support networks for people with a chronic disease, their carers and families supporting self-management activities, taking into account different ways of providing support (e.g. face-to-face, telephone, Internet, individual, group, locally-based, state-based).
- Training programs for consumer advocates in CDSM.

Target groups

- Harder-to-reach populations groups in the Australian community such as, but are not limited to:
 - people from culturally and linguistically diverse populations;
 - people experiencing socio-economic disadvantage;
 - children and adolescents; and
 - Aboriginal and Torres Strait Islander peoples.
- The needs of groups who are not effectively served by existing CDSM interventions, including, but are not limited to:
 - young people;
 - men;
 - people with physical or cognitive impairments; and
 - carers.

20.

ASSESSMENT CRITERIA

The assessment criteria to be used by the selection panel when assessing applications is as follows:

ASSESSMENT CRITERION 1 - Meeting Program Objectives (50% weighting)

- 2.1.A. Description of project
- 2.1.B. Project Objectives
- 2.1.C. Meeting program priority areas
- 2.1.D. Project plan
- 2.1.E. Budget/Value for money

ASSESSMENT CRITERION 2 – ABILITY (30% weighting)

- 2.2.A. Project Management
- 2.2.B. Financial Management
- 2.2.C. Organisational Support/Capacity
- 2.2.D. Monitoring and Reporting
- 2.2.E. Referees

ASSESSMENT CRITERION 3 – SUSTAINABILITY (20% weighting)

2.3.A The applicant can demonstrate that the proposed project outcomes are sustainable and can be continued after the grant funding is expended.

COUNCIL OF AUSTRALIAN GOVERNMENTS' MEETING - 10 FEBRUARY 2006

BETTER HEALTH FOR ALL AUSTRALIANS

ACTION PLAN

PROMOTING GOOD HEALTH, PREVENTION AND EARLY INTERVENTION:

From 1 July 2006, governments will commence implementation of a four-year, \$500 million, national program called the **Australian Better Health Initiative** to start to refocus the health system to promote good health and reduce the burden of chronic disease. The initiative will include the following elements:

1. **promoting healthy lifestyles**, includes addressing issues across alcohol use, nutrition, smoking and physical activity, with the following initial priorities:-
 - aligning efforts across jurisdictions in the provision of chronic disease prevention interventions,
 - a rolling national social marketing campaign on prevention, commencing with promotion of healthy eating and physical activity,
 - implementing nationally-consistent minimum school canteen guidelines across Australia based on 'A National Healthy School Canteen Framework', and
 - school-based programs and local community programs, on a jurisdictional basis, to create environments that facilitate and support healthy lifestyle changes;
2. **supporting the early detection of lifestyle risks and chronic disease** through a *Well Person's Health Check* available nationally for people around 45 years old, for those with one or more identifiable risks that lead to chronic disease and will commence November 2006;
3. **supporting lifestyle and risk modification** through referral to services that assist people wanting to make changes to their lifestyle. Referrals would follow a clinical assessment, such as the new *Well Person's Health Check*. Assistance could include nutritional advice, promoting physical activity, weight management, support to give up smoking, and counselling. This will include education and training support for providers;
4. **encouraging active patient self-management of chronic disease** with services ranging from group based face-to-face courses, to telephone counselling and mentoring, or motivational counselling. Services are likely to be delivered by a range of providers, including both State and Territory Governments and non-government organisations. This will also include education and training for primary health care providers; and
5. **improving the integration and coordination of care**, which will particularly benefit people with chronic diseases, including people with a mental illness. Includes:-
 - providing incentive funds to improve the integration of services between medical services, public community health services, allied health services and non-governmental organisations, and
 - reforming cancer services by supporting case conferencing for cancer specialists through the Commonwealth Medicare Benefits Schedule (commencing November 2006), and improving state health care coordination services for cancer patients.

IMPROVING CARE AND SUPPORT IN THE COMMUNITY, INCLUDING IN RURAL AND REMOTE AUSTRALIA

1. Governments will establish a **National Health Call Centre Network**, that will enable people anywhere in Australia to access information and advice from nurse-based telephone services. The Network will commence taking calls from July 2007 and aim to achieve national coverage within four years. The Network will:
 - operate 24 hours a day, seven days a week;
 - include the delivery of mental health services as an integral element;
 - have the capacity to assist in emergency services;
 - assist all Australians, and will be particularly beneficial for people in rural and remote Australia; and
 - have its outcomes and effectiveness evaluated.
2. By December 2007, governments will provide more timely and consistent assessments for frail older people requiring care services and their carers by improving and strengthening **the Aged Care Assessment Program** and will simplify entry points and improve eligibility and assessment processes for the **Home and Community Care Program**.
3. From July 2006, governments will establish new arrangements **addressing the challenges of service delivery in rural and remote Australia**, involving:
 - providing more primary health care services in small rural and remote towns with a shortage of General Practitioners, with the agreement of the local primary care practitioners. This will be done through an extension of the Commonwealth's Medicare arrangements to pay for non-admitted services, including those provided by salaried primary care practitioners, and by State and Territory Governments providing support and other assistance to improve and enhance primary care services in these areas to ensure a net gain in services;
 - improving the flexibility for health service planning at the local community level by consolidating funding for nominated rural health programs in selected localities; and
 - improving the use of health-related information and communications technology in rural/remote areas through the Commonwealth's existing *Clever Networks Program*.

IMPROVING PEOPLE'S CARE IN HOSPITALS AND IN RESIDENTIAL SETTINGS

1. From July 2006, governments will implement a new joint Commonwealth, State and Territory program to start to **reduce the number of younger people with disabilities living in nursing homes**. The program will include:
 - offering younger people with disabilities in residential aged care homes a care needs assessment;
 - negotiating and providing appropriate alternative long-term care options, where it can be made available and this is what clients choose;
 - developing and establishing new services and care options, including improved services within nursing homes; and
 - reducing future admissions of younger people with disabilities to residential aged care.

The initial priority of the program will be for people under 50 years of age.

2. From July 2006 a new four year program will commence to **assist older public patients who no longer require acute care or rehabilitation and are in hospital waiting for residential aged care** by:
 - providing more appropriate care for long-stay older patients in public hospitals, particularly in rural areas;

- improving the capacity of rural hospitals to provide more age friendly services, including through making capital improvements such as establishing new multi-purpose services;
- reducing avoidable or premature admission of older people to hospitals; and
- assisting older public patients requiring long-term care to take up appropriate care options.

STRENGTHENING THE HEALTH SYSTEM AND ITS INFRASTRUCTURE

- 1 . Governments acknowledge the crucial role that health professionals play in ensuring that Australians receive high-quality health care and the need to **effectively use our skilled health workforce**. In response to the Productivity Commission Report on Health Workforce, governments have agreed:
 - to increase governments' collaborative effort regarding retention of health staff;
 - to endorse the National Health Workforce Strategic Framework with a biennial review and report to COAG on progress with implementation of the Framework;
 - that all broad institutional Health Workforce Frameworks should make explicit provision to consider the particular workforce requirements of rural and remote areas, and the particular workforce requirements of groups with special needs including indigenous Australians, people with mental illness, people with disabilities and those requiring aged care; and
 - that Senior Officials will undertake further work in relation to the remaining key recommendations of the Productivity Commission and report to COAG in mid-2006 on further action that governments could take in regard to health workforce, having consulted with key stakeholders.
- 2 . From February 2006, governments will **accelerate work on a national electronic health records system** to improve safety for patients and increase efficiency for health care providers by developing the capacity for health providers, with their patient's consent, to communicate safely and securely with each other electronically about patients and their health. This requires:
 - developing, implementing and operating systems for an individual health identifier, a healthcare provider identifier and agreed clinical terminologies; and
 - promoting compliance with nationally-agreed standards in future government procurement related to electronic health systems and in areas of healthcare receiving government funding.



STANDARD FUNDING AGREEMENT

between the

COMMONWEALTH OF AUSTRALIA

as represented by the

Department of Health and Ageing
ABN 83 605 426 759

and

[Insert Participant's name and ABN]

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SCHEDULE

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THIS Agreement is made

between the

COMMONWEALTH OF AUSTRALIA ('the Commonwealth'), as represented by the Department of Health and Ageing ('the Department') ABN 83 605 426 759

and

[insert name and registered address of Participant] ABN *[insert number]* *[insert description of legal entity – see commentary for assistance]* ('the Participant').

RECITALS:

- A. The Commonwealth has developed the *[insert name of Program]* Program.
- B. The objectives and outcomes of the Program are to *[insert details of objectives and outcomes of Program]*.
- C. The Participant has fully informed itself of all aspects of the work required to be performed for the purposes of the Project and has submitted a proposal entitled *[insert title of Participant's proposal]* dated *[insert date of proposal]*.
- D. The Participant is committed to helping to achieve the objectives and outcomes of the Program through the conduct of the Project.
- E. The Commonwealth has agreed to fund the Participant to perform the Project in support of the Program on the following terms and conditions.

THE PARTIES AGREE as follows:

1. Interpretation

1.1 In this Agreement, unless the contrary intention appears:

'Agreement' means this document and includes the Schedule and any Attachments or Annexures;

'Agreement Period' means the period described in clause 2.1;

'Aim of the Project' means the Project's objectives and outcomes described in Item A;

'Approved Auditor' means a person who is:

- (a) registered as a company auditor under the *Corporations Act 2001* or an appropriately qualified member of the Institute of Chartered Accountants in Australia, or of CPA Australia or the National Institute of Accountants; and
- (b) not a principal, member, shareholder, office holder or employee of the Participant;

'Asset' means:

- (a) items identified in Item I; or
- (b) an item of tangible property purchased or leased either wholly or in part with the use of the Funds, with a value at the time of acquisition of \$5,000 or more, inclusive of GST,

but does not include Project Material;

‘Auditor-General’ means the office established under the *Auditor-General Act 1997* and includes any other person that may, from time to time, perform the functions of that office;

‘Australian Accounting Standards’ means the standards of that name maintained by the Australian Accounting Standards Board created by section 226 of the *Australian Securities and Investments Commission Act 2001*;

‘Australian Auditing Standards’ means the standards set by the Auditor-General under section 24 of the *Auditor-General Act 1997* and generally accepted audit practices to the extent they are not inconsistent with such standards;

‘Budget’ means the budget as specified in Item B for expenditure of the Funds and such Other Contributions as have been identified as at the Date of this Agreement, for the purposes of conducting the Project or performing obligations under this Agreement;

‘Business Day’ means, in relation to the doing of any action in a place, any day other than a Saturday, Sunday, or public holiday in that place;

‘Committed’ at a particular date means Funds that the Participant is contractually obliged to pay to a third party in respect of any part of the activities making up the Project or the Final Report and that can be identified in a written contractual arrangement with that third party;

‘Commonwealth’ means the Commonwealth of Australia as represented by any department or agency of the Commonwealth which is from time to time responsible for the administration of this Agreement;

‘Commonwealth Material’ means any Material:

- (a) provided by the Commonwealth to the Participant for the purposes of this Agreement; or
- (b) copied or derived at any time from the Material referred to in paragraph (a);

‘Completion Date’ means the date that is 60 Business Days after the Commonwealth has received the Final Report and all deliverables required under this Agreement;

‘Confidential Information’ means information that:

- (a) is by its nature confidential;
- (b) is designated by the Commonwealth as being confidential; or
- (c) the Participant knows or ought to know is confidential;

but does not include information that:

- (d) is or becomes public knowledge, other than by breach of this Agreement or by any other unlawful means;
- (e) is in the possession of the Participant without restriction in relation to disclosure before the date of receipt from the Commonwealth; or
- (f) has been independently developed or acquired by the Participant;

‘Conflict’ means any conflict of interest, any risk of a conflict of interest and any apparent conflict of interest arising through the Participant (or the Participant Personnel) engaging in any activity or obtaining any interest that is likely to conflict with or restrict the Participant in performing the Project fairly and independently;

‘Date of this Agreement’ means the date on which this Agreement is signed by the last Party to do so;

‘Depreciated’ means the amount representing the same reduced value of an Asset as calculated for income tax purposes under, and in accordance with, the *Income Tax Assessment Act 1997*;

‘End of Financial Year Report’ means the Report to be provided to the Commonwealth in accordance with clause 11.5;

‘Existing Material’ means all Material in existence prior to the commencement of this Agreement that is:

- (a) incorporated in;
- (b) supplied with, or as part of; or
- (c) required to be supplied with, or as part of,

the Project Material and includes Material identified as Existing Material in Item F but excludes Commonwealth Material;

‘Final Report’ means the Report to be provided to the Commonwealth in accordance with clause 11.4;

‘Funds’ means the amount or part thereof payable by the Commonwealth as specified in Item E;

‘Government Agency’ means:

- (a) a body corporate or an unincorporated body established or constituted for a public purpose by Commonwealth legislation, or an instrument made under that legislation;
- (b) a body established by the Governor-General or by a Minister of State of the Commonwealth, including departments; or
- (c) an incorporated company over which the Commonwealth exercises control;

‘Guidelines’ means the guidelines for the Program, if any, as described in Item L;

‘Intellectual Property’ means all copyright (including rights in relation to phonograms and broadcasts), all rights in relation to inventions (including patent rights), plant varieties, registered and unregistered trade marks (including service marks), registered and unregistered designs, circuit layouts, know-how and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields;

‘Interest’ means interest calculated at the 90 day bank-accepted bill rate (available from the Reserve Bank of Australia) less 10 basis points;

‘Law’ means any applicable statute, regulation, by-law, ordinance or subordinate legislation in force from time to time anywhere in Australia, whether made by a State, Territory, the Commonwealth, or a local government, and includes the common law as applicable from time to time;

‘Liaison Officers’ means the persons or position holders specified in Item G or any substitute notified in writing to the other Party;

‘Material’ means documents, records, software (including source code and object code), goods, images, information and data stored by any means including all copies and extracts of the same;

‘Moral Rights’ includes the following rights of an author of copyright Material:

- (a) the right of attribution of authorship;

- (b) the right of integrity of authorship; and
- (c) the right not to have authorship falsely attributed;

‘Ombudsman’ means the office established under the *Ombudsman Act 1976* and includes any other person that may, from time to time, perform the functions of that office;

‘Other Contributions’ means financial or in-kind resources (with in-kind resources valued at market rates) from third parties or the Participant for the Project, other than the Funds;

‘Participant Personnel’ means:

- (a) officers, employees, agents or subcontractors of the Participant; and
- (b) officers, employees, agents or subcontractors of the Participant’s subcontractors;

engaged in the performance of the Project, and includes:

- (c) Specified Personnel; and
- (d) those individuals (if any) engaged in the performance of the Project on a voluntary basis by the Participant or its subcontractors;

‘Party’ means a party to this Agreement;

‘Personal Information’ means information or an opinion (including information or an opinion forming part of a database) whether true or not, and whether recorded in a material form or not, about a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion;

‘Privacy Commissioner’ means the office established under the *Privacy Act 1988* and includes any other person that may, from time to time, perform the functions of that office;

‘Program’ means that part of the operations of the Commonwealth identified in the Recitals under which Funds are provided to the Participant;

‘Progress Report’ means a Report of the Participant’s progress in undertaking the Project to be provided to the Commonwealth in accordance with clause 11.3;

‘Project’ means the activities described in Item A and the provision of all Project Material, excluding the Final Report;

‘Project Material’ means all Material, excluding Commonwealth Material that is:

- (a) brought into existence for the purpose of this Agreement; or
- (b) incorporated in, supplied or required to be supplied along with the Material referred to in paragraph (a); and

including the Project Material described at Item F;

‘Project Period’ means the period specified in Item C during which the Project must be completed;

‘Report’ means Material provided to the Commonwealth in accordance with clause 11 including any Progress Reports, End of Financial Year Reports and the Final Report;

‘Specified Personnel’ means Participant Personnel specified in Item M;

‘Standards’ means the standards for performance of the Project as specified in Item L; and

‘Unspent’ at a particular date means Funds that have not been spent or Committed by the Participant.

1.2 In this Agreement, unless the contrary intention appears:

- (a) words in the singular include the plural and words in the plural include the singular;
- (b) words importing a gender include any other gender;
- (c) words importing persons include a partnership and a body whether corporate or otherwise;
- (d) clause headings are inserted for convenient reference only and have no effect in limiting or extending the language of provisions to which they refer;
- (e) all references to dollars are to Australian dollars;
- (f) where any word or phrase is given a defined meaning, any other form of that word or phrase has a corresponding meaning;
- (g) an uncertainty or ambiguity in the meaning of a provision of this Agreement will not be interpreted against a Party just because that Party prepared the provision;
- (h) a reference to any statute or other legislation (whether primary or subordinate) is to a statute or other legislation of the Commonwealth as amended from time to time;
- (i) a reference to the word ‘including’ in any form is not to be construed or interpreted as a word of limitation; and
- (j) a reference to a ‘Recital’ is to the Recitals of this Agreement, a reference to a ‘clause’ is to a clause in this Agreement, a reference to ‘Item’ is to an Item in the Schedule to this Agreement, a reference to ‘Schedule’ is to the Schedule to this Agreement and a reference to ‘Annexures’ or ‘Attachments’ is a references to documents attached to this Agreement.

1.3 If there is any conflict or inconsistency between:

- (a) the terms and conditions contained in the clauses of this Agreement and any part of the Schedule, then the terms and conditions of the clauses will prevail to the extent of the conflict or inconsistency;
- (b) the terms and conditions contained in the clauses of this Agreement and any part of the Annexures or Attachments (if any), then the terms and conditions of the clauses will prevail to the extent of the conflict or inconsistency; and
- (c) any part of the Schedule and any part of the Annexures or Attachments (if any), then the Schedule will prevail to the extent of the conflict or inconsistency.

1.4 The laws of the Australian Capital Territory apply to this Agreement. The Parties agree to submit to the non-exclusive jurisdiction of the courts of the Australian Capital Territory in respect of any dispute under this Agreement.

1.5 This Agreement records the entire agreement between the Parties in relation to its subject matter.

- 1.6 Subject to clauses 3 and 18, no variation of this Agreement is binding unless agreed in writing between the Parties.
- 1.7 Any reading down or severance of a particular provision does not affect the other provisions of this Agreement.
- 1.8 A waiver of any provision of this Agreement must be in writing.
- 1.9 No waiver of a term or condition of this Agreement will operate as a waiver of another breach of the same or of any other term or condition contained in this Agreement.
- 1.10 If a Party does not exercise, or delays in exercising, any of its rights under this Agreement or at Law, that failure or delay does not operate as a waiver of those rights.
- 1.11 A single or partial exercise by a Party of any of its rights under this Agreement or at Law does not prevent the further exercise of any right.
- 1.12 The Participant must not assign its rights under this Agreement without prior approval in writing from the Commonwealth.

2. AGREEMENT PERIOD

- 2.1 This Agreement commences on the Date of this Agreement and, unless terminated earlier, expires on the Completion Date.

3. FUNDING FOR THE PROJECT

- 3.1 Subject to Parliamentary appropriation and to the provisions of this Agreement, the Commonwealth agrees to pay the Funds to the Participant in accordance with the payment schedule specified in Item E.

- 3.2 The funding to be contributed by the Commonwealth for the performance of this Agreement by the Participant will not exceed the amount of Funds specified in Item E.

- 3.3 The Commonwealth may at its discretion:

- (a) defer,
- (b) reduce; or
- (c) not make a payment of Funds

where it forms the reasonable opinion that the full payment is not properly required by the Participant because of Project surpluses or underspends.

- 3.4 Without limiting its rights, the Commonwealth may at its discretion:

- (a) defer;
- (b) reduce; or
- (c) not make a payment of Funds

until the Participant has performed all of its obligations that are required to be performed up to the date of that payment under this Agreement.

- 3.5 The Participant agrees to submit invoices for payment of the Funds in the manner specified in Item E. The amount of the invoice will not exceed the amount of Funds properly required by the Participant for its use in relation to the performance of this Agreement up to the date of the next invoice.

4. OTHER CONTRIBUTIONS

- 4.1 The Participant must notify the Commonwealth in writing within 10 Business Days of receipt, or allocation to the Project by the Participant, of the amount, source and proposed use of any Other Contribution not already identified in the Budget.

5. TAXES, DUTIES AND GOVERNMENT CHARGES

- 5.1 Subject to this clause, all taxes, duties and government charges ('Taxes') imposed or levied in Australia or overseas in connection with this Agreement must be paid by the Participant, or as the Participant might arrange.
- 5.2 Without limiting clause 5.1, the Participant must pay Goods and Services Tax ('GST') on the goods, services and other supplies made under this Agreement ('the supplies') to the extent that they are taxable supplies within the meaning of the *A New Tax System (Goods and Services Tax) Act 1999* ('the GST Act').
- 5.3 In relation to any GST payable under clause 5.2, the Participant must issue the Commonwealth with a tax invoice in accordance with the GST Act.
- 5.4 The Participant warrants it is registered in accordance with the GST Act and agrees to remain registered during the Agreement Period.

6. Conduct of the Project

- 6.1 In consideration of the provision of the Funds, the Participant must:
- (a) use the Funds only for the performance of this Agreement;
 - (b) perform the Project according to the Budget, within the Project Period and according to the terms and conditions specified in this Agreement (including any applicable Guidelines and Standards);
 - (c) perform all aspects of the Project (including achieving the Aim of the Project) as specified in Item A; and
 - (d) endeavour in good faith to ensure that all work undertaken under this Agreement is in support of the objectives and outcomes of the Program described in Recital B.

7. SUBCONTRACTING

- 7.1 The Participant agrees that:
- (a) it will not subcontract the performance of any part of the Project without the prior approval in writing of the Commonwealth; and
 - (b) the subcontractors, if any, specified in Item A will perform work in relation to the Project in accordance with this Agreement and are approved by the Commonwealth to do so.
- 7.2 The Commonwealth may impose any terms and conditions it considers appropriate when giving its approval under clause 7.1(a).
- 7.3 Where a subcontractor specified in Item A or approved by the Commonwealth under clause 7.1(a) is unable to perform the work, the Participant agrees to notify the Commonwealth immediately.
- 7.4 Where clause 7.3 applies, the Commonwealth may request the Participant to secure a replacement subcontractor acceptable to the Commonwealth at no additional cost and at the earliest opportunity.
- 7.5 If the Participant does not comply with any request made under clause 7.4 the Commonwealth may terminate this Agreement in accordance with clause 18.

- 7.6 In respect of subcontractors listed in Item A or approved by the Commonwealth under this clause, the Participant must ensure that:
- (a) the subcontract facilitates compliance by the Participant with its obligations under this Agreement;
 - (b) the subcontract will not conflict with or detract from the rights and entitlements of the Commonwealth under this Agreement;
 - (c) the other party to the subcontract has the necessary relevant expertise and the appropriate types and amounts of insurance to perform work in relation to the Project;
 - (d) the subcontract contains all the relevant terms of this Agreement including those relating to subcontracting, intellectual property, audit and access, privacy, confidentiality, warranties and indemnities, disclosure and termination and in particular that the Participant has a right to terminate the subcontract on terms no less favourable than those accorded the Commonwealth by clause 18, in the event of this Agreement being terminated;
 - (e) the other party to the subcontract acknowledges that it may be considered a 'Commonwealth service provider' for the purposes of the *Ombudsman Act 1976* and subject to investigation by the Ombudsman under that Act and that the Commonwealth will not be liable for the cost of any such investigation by the Ombudsman in connection with the subject matter of the subcontract or the subject matter of this Agreement;
 - (f) the other party to the subcontract is prohibited from further subcontracting the Project without the prior written approval of the Commonwealth; and
 - (g) if requested, the Participant will promptly provide a copy of the relevant subcontract to the Commonwealth.

8. SPECIFIED PERSONNEL AND PARTICIPANT PERSONNEL

- 8.1 The Participant agrees that the Specified Personnel will perform the activities specified in Item M.
- 8.2 Where Specified Personnel are unable to perform the activities, the Participant must notify the Commonwealth immediately.
- 8.3 The Commonwealth may, at its absolute discretion, request the Participant to remove Participant Personnel (including Specified Personnel) from activities in relation to this Agreement.
- 8.4 Where clauses 8.2 or 8.3 apply, the Commonwealth may request the Participant to provide replacement personnel acceptable to the Commonwealth at no additional cost and at the earliest opportunity.
- 8.5 If the Participant does not comply with any request made under clause 8.4, the Commonwealth may terminate this Agreement in accordance with clause 18.

9. RESPONSIBILITY OF PARTICIPANT

- 9.1 The Participant agrees to be fully responsible for the performance of the Project and for ensuring compliance with the requirements of this Agreement, and will not be relieved of that responsibility because of any:
- (a) involvement by the Commonwealth in the performance of the Project;

- (b) payment made to the Participant on account of the Project;
- (c) subcontracting of the Project; or
- (d) acceptance by the Commonwealth of replacement personnel.

10. MANAGEMENT OF FUNDS AND BANK ACCOUNT

- 10.1 The Participant must maintain a bank account controlled solely by the Participant to hold the Funds and immediately deposit all Funds received into that account.
- 10.2 The Participant must notify the Commonwealth of the identifying details of the bank account.
- 10.3 The Participant must use and deal with any interest earned on the Funds as if the money earned were part of the Funds.
- 10.4 The Participant must not Commit any part of the Funds for expenditure that is likely to occur after the end of the Agreement Period.
- 10.5 If in the opinion of the Commonwealth the Participant fails to provide Reports that comply with clause 11, the Commonwealth may, in its absolute discretion, and without in any way limiting the other rights the Commonwealth has under this Agreement or at law or in equity, require the Participant to:
 - (i) open and maintain a separate bank account controlled solely by the Participant for the Funds;
 - (ii) transfer the Funds and interest earned on those Funds into that bank account;
 - (iii) notify the Commonwealth of the identifying details of the bank account; and
 - (iv) ensure that the bank account shall not contain any moneys other than the Funds and interest earned on the Funds.

11. RECORDS AND REPORTS

- 11.1 The Participant must keep comprehensive written records of the conduct of the Project including performance against Guidelines and Standards, progress against the Aim of the Project and the objectives and outcomes of the Program described in Recital B, the creation of Project Material and the acquisition of Assets.
- 11.2 The Participant must keep financial records relating to the Project so as to enable:
 - all income and expenditure related to the Project to be identified in the Participant's accounts;
 - the preparation of financial statements in accordance with Australian Accounting Standards; and
 - the audit of these records in accordance with Australian Auditing Standards.

Progress Reports

- 11.3 In accordance with the timetable specified in Item D, the Participant must provide to the Commonwealth written Progress Reports which must include:
 - (a) a description of actual performance against the Guidelines and Standards and the Aim of the Project;
 - (b) information on whether the Aim of the Project is being achieved and if not, why not;

- (c) a version of the Project Material produced to the date of the Progress Report, if requested by the Commonwealth;
- (d) a statement of the balance of the Funds in the bank account referred to in clause 10.1;
- (e) a statement of how much the Participant needs to meet current liabilities under legal commitments entered into by the Participant for the performance of this Agreement; and
- (f) any other requirements specified in Item D.

Final Report

11.4 On the date specified in Item D or within 20 Business Days of the date of any early termination of this Agreement, the Participant must provide to the Commonwealth a written Final Report which must include:

- (a) a comprehensive report on actual performance against the Guidelines and Standards and the Aim of the Project and whether the Aim of the Project was achieved and, if not, why not;
- (b) an audited detailed statement of receipts and expenditure in respect of the Funds prepared by an Approved Auditor in compliance with the Australian Auditing Standards which must include a definitive statement as to whether the financial accounts are complete and accurate, and a statement of the balance of the Funds in the bank account referred to in clause 10.1;
- (c) a statement of how much (if any) the Participant needs from the final payment to meet current liabilities under legal commitments entered into by the Participant for the performance of this Agreement;
- (d) a certificate provided by the Chief Executive Officer or Chief Financial Officer of the Participant, or a person authorised by the Participant to execute documents and legally bind it by their execution, confirming that:
 - (i) the Funds and Other Contributions received were spent for the purpose of the Project and in accordance with this Agreement and that the Participant has complied with this Agreement;
 - (ii) salaries and allowances paid to persons involved in the Project are in accordance with any applicable award or agreement in force under any relevant Law on industrial or workplace relations; and
 - (iii) at the time the Final Report is provided to the Commonwealth, the Participant is able to pay all its debts as and when they fall due.

In preparing the certificate required under this paragraph (d), the Participant should have regard to clause 25.2 of this Agreement; and

- (e) any other requirements specified in Item D.

End of Financial Year Report

11.5 If specified in Item D, the Participant must, in addition to the Reports required under clauses 11.3 and 11.4, provide to the Commonwealth a written End of Financial Year Report by the date specified in Item D which must include:

- (a) an audited detailed statement of receipts and expenditure in respect of the Funds prepared by an Approved Auditor in compliance with the Australian Auditing Standards which must include a definitive statement as to whether the

financial accounts are complete and accurate, and a statement of the balance of the Funds in the bank account referred to in clause 10.1;

- (b) a description of actual performance against the Guidelines and Standards and the Aim of the Project;
- (c) information on whether the Aim of the Project is being achieved and if not, why not;
- (d) a version of the Project Material produced to the date of the End of Financial Year Report, if requested by the Commonwealth;
- (e) a statement of how much the Participant needs to meet current liabilities under legal commitments entered into by the Participant for the performance of this Agreement; and
- (f) any other requirements specified in Item D.

Other Reports

- 11.6 The Participant must provide any other Reports or documents specified in Item D by the date specified.

12. LIAISON

- 12.1 The Participant must liaise with and report to the Commonwealth as reasonably required by the Commonwealth for the purposes of this Agreement.
- 12.2 Upon receipt of written notice, the Participant must within the time-frame specified in the notice, or within a reasonable time-frame if no time-frame is specified in the notice, provide any information in relation to the Project requested by the Commonwealth for the purposes of this Agreement, including monitoring and evaluation.

13. ACCESS TO PREMISES AND MATERIALS

- 13.1 The Participant must give the Auditor-General, the Privacy Commissioner, the Ombudsman and persons authorised in writing by the Commonwealth (referred to in this clause collectively as 'those permitted') access to premises at which records and Materials associated with this Agreement are stored or work under the Project is undertaken.
- 13.2 The Participant must give to those permitted access in order to be able to inspect and copy Materials, in the Participant's possession or control, for the purposes associated with this Agreement or any review of performance under this Agreement. The Participant must also give those permitted access to any Assets, wherever they may be located, and reasonable access to the Participant Personnel for the same purpose.
- 13.3 The rights referred to in clause 13.1 are, wherever practicable, subject to:
- (a) the provision of reasonable prior notice by the Commonwealth (except where the Commonwealth believes that there is an actual or apprehended breach of the Law);
 - (b) access being sought during reasonable times (except where the Commonwealth believes that there is an actual or apprehended breach of the Law); and
 - (c) the Participant's reasonable security procedures.

- 13.4 The Participant agrees to provide all assistance reasonably requested by the Commonwealth in respect of any inquiry into or concerning the Project or this Agreement.
- 13.5 The Participant must ensure that any subcontract entered into for the purposes of this Agreement contains an equivalent clause allowing those permitted to have access as specified in this clause.
- 13.6 Nothing in this Agreement limits or restricts in any way any duly authorised function, power, right or entitlement of the Auditor-General, the Privacy Commissioner or the Ombudsman, or their respective delegates. The rights of the Commonwealth under this Agreement are in addition to any other duly authorised power, right or entitlement of the Auditor-General, the Privacy Commissioner or the Ombudsman, or their respective delegates.
- 13.7 This clause survives the expiration or early termination of this Agreement for a period of seven years.

14. PROJECT MATERIAL AND INTELLECTUAL PROPERTY

- 14.1 Any Intellectual Property rights and title to, or in relation to, the Project Material will vest, upon creation, in the Participant.
- 14.2 The Participant grants to the Commonwealth a perpetual, irrevocable, royalty-free and licence fee-free, world-wide, non-exclusive licence (including a right of sub-licence) to use, reproduce, modify, adapt, publish, perform, broadcast, communicate, commercialise and exploit the Intellectual Property in the Project Material.
- 14.3 This clause does not affect the ownership of any Intellectual Property in any Existing Material. However, the Participant grants, or undertakes to arrange for a third party to grant to the Commonwealth, a perpetual, irrevocable, royalty-free and licence fee-free, world-wide, non-exclusive licence (including a right of sub-licence) to use, reproduce, modify, adapt, publish, perform, broadcast, communicate, commercialise and exploit the Intellectual Property in the Existing Material but only in conjunction with the other Project Material.
- 14.4 The Participant warrants that anything done by the Participant in the course of the Project, including in developing the Reports, will not infringe the Intellectual Property rights of any person.
- 14.5 For this clause, the 'Specified Acts' relating to Moral Rights means any of the following classes or types of acts or omissions by or on behalf of the Commonwealth:
 - (a) using, reproducing, modifying, adapting, publishing, performing, broadcasting, communicating, commercialising or exploiting all or any part of the Project Material, with or without attribution of authorship;
 - (b) supplementing the Project Material with any other Material; and
 - (c) using the Project Material in a different context to that originally envisaged, but does not include false attribution of authorship.
- 14.6 The Participant must use its best endeavours to ensure that:
 - (a) where there is no consent already in place, a written consent will be given by the author of any Project Material to the Specified Acts (whether occurring

before or after the consent is given) which extends directly or indirectly to the performance of the Specified Acts by the Commonwealth or any person claiming under or through the Commonwealth; and

- (b) where there is no consent already in place, a written consent will be given by the author of any Existing Material to the Specified Acts (whether occurring before or after the consent is given) which extends directly or indirectly for the Commonwealth's benefit in relation to the Commonwealth's licensed use of the Existing Material.

- 14.7 Intellectual Property rights and title to, or in relation to, Commonwealth Material remains vested at all times in the Commonwealth.
- 14.8 The Commonwealth grants to the Participant a royalty-free and licence fee-free, world-wide, non-exclusive licence (including a limited right of sub-licence to sub-licence to a subcontractor specified in Item A or approved by the Commonwealth under clause 7) to use, reproduce, modify, adapt, publish, perform, broadcast and communicate the Intellectual Property in the Commonwealth Material for the purposes of the Project. The Participant agrees to ensure that all Intellectual Property in Commonwealth Material is used strictly in accordance with any conditions or restrictions specified by the Commonwealth.
- 14.9 As part of the Final Report if specified in Item D, or on the early termination of this Agreement, the Participant must deliver a complete copy of the Project Material and all of the Commonwealth Material to the Commonwealth, or deal with it as otherwise directed by the Commonwealth.
- 14.10 This clause survives expiration or early termination of this Agreement.

15. ACKNOWLEDGMENT AND PUBLICATIONS

- 15.1 The Participant must acknowledge the financial and other support it has received from the Commonwealth:
 - (a) in all publications, promotional and advertising materials, public announcements and activities by it or on its behalf in relation to the Project or any products, processes or inventions developed as a result of the Project; and
 - (b) in the form specified in Item H or, if not specified in Item H, then in a form approved by the Commonwealth prior to its use.
- 15.2 Where the Participant has been provided with Funds to produce any publication, the Participant must, on completion of the Project Period, provide the Commonwealth with the number of copies of the publication specified in Item F.
- 15.3 This clause survives the expiration or early termination of this Agreement for a period of seven years.

16. ASSETS

- 16.1 During the Agreement Period the Participant must use Assets only for performance of this Agreement.
- 16.2 The Participant must:
 - (a) not encumber or dispose of any Asset, or deal with or use any Asset other than in accordance with this clause, without the prior written approval of the Commonwealth;
 - (b) hold all Assets securely and safeguard them against theft, loss, damage or unauthorised use;

- (c) maintain all Assets in good working order;
 - (d) maintain all appropriate insurances in respect of any Assets;
 - (e) be fully responsible for, and bear all risks arising in relation to, the use or disposal of any Asset;
 - (f) maintain a register of all Assets recording the date of purchase or lease, the purchase or lease price, Asset description including serial number, Asset location, the proportion of the Funds used to create or acquire the Asset, the Depreciated value of the Asset and (where relevant) details of Asset disposal including the sale price; and
 - (g) as and when requested, provide copies of the register of Assets to the Commonwealth.
- 16.3 The Participant must obtain prior agreement in writing from the Commonwealth before selling or otherwise disposing of an Asset during the Agreement Period. If, at the time of the sale or disposal, the Asset has not been fully Depreciated the Participant must, at the option of the Commonwealth:
- (a) pay to the Commonwealth within 20 Business Days of the date of the sale or disposal, an amount equal to the proportion of the value of the Asset following Depreciation that is equivalent to the proportion of the purchase price of the Asset that was funded from the Funds;
 - (b) pay to the Commonwealth within 20 Business Days of the date of the sale or disposal, the proceeds of the sale or disposal, less an amount equal to the sum of the Participant's proportionate contribution to the purchase price of the Asset and the Participant's reasonable costs of sale or disposal of the Asset; or
 - (c) use the amount specified in (a) or (b) above for a purpose approved in writing by the Commonwealth.
- 16.4 If, on the expiration or early termination of this Agreement, an Asset has not been fully Depreciated the Participant must, at the option of the Commonwealth:
- (a) pay to the Commonwealth within 20 Business Days after expiry or early termination of this Agreement, an amount equal to the proportion of the value of the Asset following Depreciation that is equivalent to the proportion of the purchase price of the Asset that was funded from the Funds;
 - (b) sell the Asset for the best price reasonably obtainable and pay to the Commonwealth within 20 Business Days of the date of sale the proceeds of sale, less an amount equal to the sum of the Participant's proportionate contribution to the purchase price of the Asset and the Participant's reasonable costs of disposal of the Asset; or
 - (c) use the Asset on such terms and conditions as may be approved in writing by the Commonwealth.
- 16.5 If the Participant fails to make payment as required by either clause 16.3 or 16.4:
- (a) the Participant must pay the Commonwealth Interest on the relevant amount from the date it was due, for the period it remains unpaid; and
 - (b) the relevant amount, and Interest owed under this clause will be recoverable by the Commonwealth as a debt due to the Commonwealth by the Participant.
- 16.6 This clause survives the expiration or early termination of this Agreement.

17. NEGATION OF EMPLOYMENT, PARTNERSHIP AND AGENCY

- 17.1 The Participant is not by virtue of this Agreement, or for any purpose, an employee, partner or agent of the Commonwealth, or invested with any power or authority to bind or represent the Commonwealth.
- 17.2 The Participant must not represent itself, and must use its best endeavours to ensure that the Participant Personnel do not represent themselves, as being an officer, employee, partner or agent of the Commonwealth, or as otherwise able to bind or represent the Commonwealth.

18. SUSPENSION AND TERMINATION

- 18.1 If:
- (a) the Commonwealth is satisfied on reasonable grounds that the terms and conditions of this Agreement have not been complied with by the Participant;
 - (b) the Commonwealth is satisfied on reasonable grounds that the Participant is unable or unwilling to satisfy the terms of this Agreement;
 - (c) the Commonwealth, by notice in writing, requests the Participant to take action to meet a timeframe or perform an activity in accordance with this Agreement and, after 10 Business Days from the date of the notice (or such longer period as is specified in the notice), the Participant has failed to take such action;
 - (d) the Commonwealth is satisfied on reasonable grounds that any statement made by the Participant is incorrect or incomplete in a way which would have affected the original decision to approve the Funds for the Project;
 - (e) the Commonwealth is not satisfied on reasonable grounds that the purposes and activities of the Participant remain compatible with:
 - (i) the Aim of the Project; or
 - (ii) the objectives and outcomes of the Program as specified in Recital B;
 - (f) the Commonwealth is satisfied on reasonable grounds that a Report given by the Participant is not complete or accurate;
 - (g) the Participant:
 - (i) becomes bankrupt or insolvent or is wound-up;
 - (ii) makes an assignment of its estate for the benefit of creditors or enters into any arrangement or composition with its creditors or has a receiver, manager or administrator appointed on behalf of debenture holders or creditors; or
 - (iii) goes into liquidation or passes a resolution to go into liquidation or becomes subject to any petition or proceedings in a court for its compulsory winding-up or becomes subject to the supervision of a court either voluntarily or otherwise; or
 - (iv) suffers any execution against its assets having adverse effect on its ability to perform the Agreement; or
 - (v) anything analogous to, or of a similar effect to anything described above under the Law occurs in respect of the Participant; or

- (h) the Participant, by notice in writing given to the Commonwealth, withdraws from this Agreement; or
 - (i) the Commonwealth considers it appropriate for any other reason, the Commonwealth may, by written notice to the Participant, terminate this Agreement or require the Participant to immediately suspend dealings with the Funds.
- 18.2 For the avoidance of doubt, the Commonwealth has an unfettered discretion to terminate this Agreement in accordance with clause 18.1(i).
- 18.3 If this Agreement is terminated in accordance with clause 18.1(i), the Commonwealth will only be liable for any reasonable costs (excluding, without limitation, loss of prospective income or profits) unavoidably incurred by the Participant, which are directly attributable to the termination. The Commonwealth will not be liable to pay any amount in excess of the amount of Funds remaining unpaid under this Agreement at the date of termination.
- 18.4 On termination of this Agreement, or for the duration of any suspension of dealings with the Funds, the Participant must hold the Funds in utmost good faith for use only in accordance with the directions of the Commonwealth and will cease all other dealings with the Funds.
- 18.5 The Commonwealth may end the suspension of dealings with the Funds by written notice to the Participant, subject to such preconditions (including variations to this Agreement) which the Commonwealth may require.
- 18.6 Subject to clause 18.3, the Commonwealth will not be obliged to pay any part of the Funds to the Participant after the termination of this Agreement or during any period of suspension of dealings with the Funds.
- 18.7 Except as provided in this clause, the Commonwealth will not come under any liability to the Participant for termination of this Agreement in accordance with clause 18.1.
- 18.8 If a purported termination for cause by the Commonwealth under any of clauses 18.1(a) to (h) is determined by a competent authority not to be properly a termination for cause, then that termination by the Commonwealth will be deemed to be a termination for convenience under clause 18.1(i) which termination has effect from the date of the notice of termination referred to in clause 18.1.

19. REPAYMENT OF FUNDS

- 19.1 If:
- (a) on the expiry or any early termination of this Agreement, any Funds:
 - (i) remain Unspent; or
 - (ii) cannot, by reconciliation between the accounts and records maintained by the Participant (as reported to the Commonwealth by the Participant in any of the financial statements referred to in clause 11) and the Budget, be shown to the reasonable satisfaction of the Commonwealth to have been spent or Committed in accordance with this Agreement; or
 - (b) at any time the Commonwealth forms the reasonable opinion that any Funds have been used, spent or Committed by the Participant other than in accordance with this Agreement, the Commonwealth may by written notice to the Participant require the Participant to repay that part of the Funds, and the Participant must repay to the Commonwealth the amount specified in the notice, within 20 Business Days of the date of the notice.

- 19.2 If the Participant fails to repay the Funds in accordance with a notice issued under clause 19.1:
- (a) the Participant must pay the Commonwealth Interest on the amount specified in the notice from the date it was due, for the period it remains unpaid; and
 - (b) the amount specified in the notice, and Interest owed under this clause will be recoverable by the Commonwealth as a debt due to the Commonwealth by the Participant.
- 19.3 The Participant acknowledges that Interest payable under clause 19.2(a) represents a reasonable pre-estimate of the loss incurred by the Commonwealth as a result of the loss of investment opportunity for, or the reasonable cost of borrowing other money in place of, the amount which should have been repaid.
- 19.4 This clause survives the expiration or early termination of this Agreement.

20. INDEMNITY

- 20.1 To the extent permitted by Law, the operation of any legislative proportionate liability regime is excluded in relation to any claim against the Participant under or in connection with this Agreement.
- 20.2 The Participant agrees to indemnify the Commonwealth, its officers, employees and agents from and against any:
- (a) loss or liability incurred by the Commonwealth;
 - (b) loss of or damage to property of the Commonwealth; or
 - (c) loss or expense incurred by the Commonwealth in dealing with any claim against it including legal costs and expenses on a solicitor/own client basis and the cost of time spent, resources used or disbursements paid by the Commonwealth,
- arising from:
- (d) any act or omission by the Participant or the Participant Personnel in connection with this Agreement, where there was fault (including, any negligent or otherwise tortious act or omission) on the part of the person whose conduct gave rise to that liability, loss, damage or expense; or
 - (e) any breach by the Participant of its obligations or warranties under this Agreement.
- 20.3 The Participant's liability to indemnify the Commonwealth under clause 20.2 will be reduced proportionately to the extent that any negligent or other tortious act or omission of the Commonwealth contributed to the relevant liability, loss, damage, or expense.
- 20.4 The right of the Commonwealth to be indemnified under this clause:
- (a) is in addition to, and not exclusive of, any other right, power or remedy provided by Law; and
 - (b) does not entitle the Commonwealth to be compensated in excess of the amount of the relevant liability, loss, damage, or expense.
- 20.5 This clause survives the expiration or early termination of this Agreement.

21. INSURANCE

- 21.1 The Participant warrants that it has taken out or will take out, and will maintain for the period specified in clause 21.2 or 21.3 as applicable, all appropriate types and amounts of insurance to cover the Participant's obligations under this Agreement, including those which survive its expiration or early termination, which insurance must include the types and corresponding amounts of insurance specified in Item J.
- 21.2 If the Participant takes out a 'claims made policy', which requires all claims and any fact situation or circumstance that might result in a claim to be notified within the period of insurance, the Participant must maintain the policy during the term of this Agreement and a policy in like terms for 7 years after the expiry or early termination of this Agreement.
- 21.3 If the Participant takes out an 'occurrence' policy, which requires the circumstances to which a claim relates to occur during the period of insurance whilst the notification of event can occur at any time subsequently, the Participant must maintain the policy during the term of this Agreement.
- 21.4 The Participant must, on request, promptly provide to the Commonwealth any relevant insurance policies or certificates of currency for inspection.
- 21.5 This clause survives the expiration or early termination of this Agreement.

22. CONFIDENTIALITY

- 22.1 The Participant agrees not to disclose to any person other than the Commonwealth any Confidential Information relating to this Agreement or the Project without prior approval in writing from the Commonwealth.
- 22.2 The Commonwealth may impose any conditions it considers appropriate when giving its approval under clause 22.1 and the Participant agrees to comply with those conditions.
- 22.3 The Commonwealth may at any time by notice in writing to the Participant, require the Participant to give, and to arrange for the Participant Personnel to give, written undertakings, in a form required by the Commonwealth, relating to the non-disclosure of Confidential Information.
- 22.4 If the Participant receives a request under clause 22.3, it agrees to promptly arrange for all such undertakings to be given.
- 22.5 The obligations on the Participant under this clause will not be taken to have been breached where the information referred to is required by Law to be disclosed.
- 22.6 The Commonwealth gives no undertaking to treat Participant information, or this Agreement, as confidential. The Participant acknowledges that the Commonwealth may disclose information relevant to this Agreement, or this Agreement itself, to any person:
- (a) to the extent required by Law or by a lawful requirement of any government or governmental body, authority or agency;
 - (b) if required in connection with legal proceedings;
 - (c) for public accountability reasons, including disclosure on request to other Government Agencies, and a request for information by Parliament or a Parliamentary Committee or a Commonwealth Minister; or
 - (d) for any other requirement of the Commonwealth.

22.7 The obligations contained in this clause are in addition to those specified in clause 23 and will survive the expiration or early termination of this Agreement.

23. PROTECTION OF PERSONAL INFORMATION

23.1 This clause applies only where the Participant deals with Personal Information when, and for the purpose of, performing this Agreement.

23.2 In this clause, the terms:

- (a) agency;
- (b) approved privacy code (APC);
- (c) contracted service provider;
- (d) Information Privacy Principles (IPPs);
- (e) National Privacy Principles (NPPs);
- (f) health service; and
- (g) health information;

have the same meaning as they have in section 6 of the *Privacy Act 1988* ('the Privacy Act') and 'subcontract' and other grammatical forms of that word have the meaning given in section 95B(4) of the Privacy Act.

23.3 The Participant acknowledges that it may be treated as a contracted service provider and agrees in respect of performing this Agreement:

- (a) to use or disclose Personal Information obtained during the course of performing this Agreement, only for the purposes of this Agreement;
- (b) not to do any act or engage in any practice which if done or engaged in by an agency, would be a breach of an IPP;
- (c) to carry out and discharge the obligations contained in the IPPs as if it were an agency;
- (d) to notify individuals whose Personal Information the Participant holds, that complaints about acts or practices of the Participant may be investigated by the Privacy Commissioner who has power to award compensation against the Participant in appropriate circumstances;
- (e) not to use or disclose Personal Information or engage in an act or practice that would breach section 16F (direct marketing) of the Privacy Act, an NPP (particularly NPPs 7 to 10) or an APC where that section, NPP or APC is applicable to the Participant, unless:
 - (i) in the case of section 16F, the use or disclosure is necessary, directly or indirectly, in the performance of the Project under this Agreement; or
 - (ii) in the case of an NPP or an APC, the activity or practice is authorised by this Agreement and engaged in for the purpose of performing this Agreement, and the activity or practice is inconsistent with the NPP or APC;
- (f) to comply with any request under section 95C of the Privacy Act (relating to disclosure of any provisions of this Agreement (if any) that are inconsistent with an NPP or an APC binding on a Parties to this Agreement);

- (g) to immediately notify the Commonwealth if the Participant becomes aware of a breach or possible breach of any of the obligations contained in, or referred to in this clause, whether by the Participant or any subcontractor;
 - (h) to comply with any directions, guidelines, determinations or recommendations of the Privacy Commissioner to the extent that they are consistent with the requirements of this clause; and
 - (i) to ensure that any officers, employees or agents of the Participant who are required to deal with Personal Information for the purposes of this Agreement are made aware of the obligations of the Participant specified in this clause.
- 23.4 The Participant agrees to ensure that any subcontract entered into for the purpose of fulfilling its obligations under this Agreement imposes on the subcontractor the same obligations as the Participant has under this clause, including the requirement in relation to subcontracts.
- 23.5 The Commonwealth may at any time by notice in writing to the Participant require the Participant to give, and to arrange for the Participant Personnel to give, undertakings in writing, in a form required by the Commonwealth, relating to the non-disclosure of Personal Information.
- 23.6 If the Participant receives a request under clause 23.5, it agrees to promptly arrange for all such undertakings to be given.
- 23.7 The Participant agrees to indemnify the Commonwealth in respect of any loss, liability or expense suffered or incurred by the Commonwealth which arises directly or indirectly from a breach of any of the obligations of the Participant under this clause, or a subcontractor under the subcontract provisions referred to in clause 23.4.
- 23.8 The Participant's obligations under this clause are in addition to, and do not restrict, any obligations it may have under the Privacy Act or any privacy codes or privacy principles contained in, authorised by or registered under any Law including any such privacy codes or principles that would apply to the Participant but for the application of this clause.
- 23.9 Notwithstanding any other provision in this clause, where the Participant provides a health service to an individual it will:
- (a) comply with the NPPs in relation to the use and disclosure of health information about the individual; and
 - (b) transfer health information to another health service provider when directed to do so by the Commonwealth.
- 23.10 This clause survives expiration or early termination of this Agreement.

24. CONFLICT OF INTEREST

- 24.1 The Participant warrants that, to the best of its knowledge after making diligent inquiry, at the date of signing this Agreement no Conflict exists or is likely to arise in the performance of obligations under this Agreement by the Participant, or by the Participant Personnel.
- 24.2 If during the Agreement Period, a Conflict arises, or appears likely to arise, in respect of the Participant or any of the Participant Personnel, the Participant must:

- (a) immediately notify the Commonwealth in writing of the Conflict making a full disclosure of all relevant information relating to the Conflict and setting out the steps the Participant proposes to take to resolve or otherwise deal with the Conflict; and
 - (b) take such steps as have been proposed by the Participant, or at the discretion of the Commonwealth, take such steps as the Commonwealth may reasonably require to resolve or otherwise deal with the Conflict.
- 24.3 If the Participant fails to notify the Commonwealth under this clause, or is unable or unwilling to resolve or deal with the Conflict as required, the Commonwealth may terminate this Agreement in accordance with clause 18.1(a), (b) or (d).
- 24.4 The Participant agrees that it will not, and will use its best endeavours to ensure that any Participant Personnel do not, engage in any activity or obtain any interest during the course of this Agreement that is likely to conflict with or restrict the Participant in performing the Project fairly and independently.

25. COMPLIANCE WITH LAW AND POLICIES

- 25.1 The Participant must, in carrying out this Agreement, comply with:
 - (a) the provisions of any Law including the *Crimes Act 1914*, *Criminal Code Act 1995*, *Racial Discrimination Act 1975*, *Sex Discrimination Act 1984*, *Disability Discrimination Act 1992*, *Equal Opportunity for Women in the Workplace Act 1999*, *Age Discrimination Act 2004*, *Ombudsman Act 1976* and *Auditor-General Act 1997*;
 - (b) any policies notified to the Participant in writing, or listed in Item K.
- 25.2 The Participant acknowledges that under section 137.1 of the Schedule to the *Criminal Code Act 1995*, giving false or misleading information to the Commonwealth is a serious offence.
- 25.3 Without limiting the effect of clause 17, the Participant must comply with, and require Participant Personnel to comply with, the behaviours specified in the Code of Conduct in section 13 of the *Public Service Act 1999*.
- 25.4 Subject to clauses 22 and 23, no right or obligation in this Agreement is to be read or understood as limiting the Participant's rights to enter into public debate or criticism of the Commonwealth, its agencies, officers, employees or agents.

26. DISPUTE RESOLUTION

- 26.1 Subject to clause 26.3, the Parties agree not to commence any legal proceedings in respect of any dispute arising under this Agreement which has not been resolved by informal discussion, until the procedure provided by this clause has been followed.
- 26.2 The Parties agree that any dispute arising during the course of this Agreement will be dealt with as follows:
 - (a) the Party claiming that there is a dispute will send the other a written notice setting out the nature of the dispute;
 - (b) the Parties will try to resolve the dispute through direct negotiation, including by referring the matter to persons who have authority to intervene and direct some form of resolution;
 - (c) the Parties have 10 Business Days from the date of the notice to reach a resolution or to agree that the dispute is to be submitted to mediation or some alternative dispute resolution procedure; and

- (d) if:
 - (i) there is no resolution of the dispute;
 - (ii) there is no agreement on submission of the dispute to mediation or some alternative dispute resolution procedure; or
 - (iii) there is a submission to mediation or some other form of alternative dispute resolution procedure, but there is no resolution within 15 Business Days of the submission, or such extended time as the Parties may agree in writing before the expiration of the 15 Business Days,

then, either Party may commence legal proceedings.

26.3 This clause does not apply to the following circumstances, where:

- (a) either Party commences legal proceedings for urgent interlocutory relief;
- (b) action is taken by the Commonwealth under, or purportedly under, clauses 3, 13, 18 or 19; or
- (c) an authority of the Commonwealth, a State or Territory is investigating a breach or suspected breach of the Law by the Participant.

26.4 Despite the existence of a dispute, both Parties must (unless requested in writing by the other Party not to do so) continue to perform their respective obligations under this Agreement.

27. PARTICIPANT WARRANTIES

27.1 The Participant represents and warrants to the Commonwealth that:

- (a) it will promptly notify and fully disclose to the Commonwealth in writing any event or occurrence actual or threatened arising during the Agreement Period which could have an adverse effect on the Participant's ability to perform any of its obligations under this Agreement;
- (b) it has full power and authority to enter into, perform and observe its obligations under this Agreement;
- (c) the execution, delivery and performance of this Agreement has been duly and validly authorised by the Participant;
- (d) it will promptly notify and fully disclose to the Commonwealth in writing if
 - (i) it becomes insolvent or is wound up;
 - (ii) it makes an assignment of its estate for the benefit of creditors or enters into any arrangement or composition with its creditors or has a receiver, manager or administrator appointed on behalf of creditors;
 - (iii) it goes into liquidation or passes a resolution to go into liquidation, or becomes subject to any petition or proceedings in a court for its compulsory winding up or becomes subject to the supervision of a court or regulatory authority, either voluntarily or otherwise;
 - (iv) it suffers any execution against its assets;
 - (v) anything analogous to, or of a similar effect to anything described above under the Law occurs in respect of the Participant;
- (e) the unconditional execution and delivery of, and compliance with its obligations by it under this Agreement do not:

- (i) contravene any Law to which it or any of its property is subject or any order or directive from a Government Agency binding on it or any of its property;
 - (ii) contravene its constituent documents;
 - (iii) contravene any agreement or instrument to which it is a party;
 - (iv) contravene any obligation of it to any other person; or
 - (v) require it to make any payment or delivery in respect of any financial indebtedness before the scheduled date for that payment or delivery;
- (f) no litigation, arbitration, mediation, conciliation or proceedings including any investigations, are taking place, pending, or are threatened against the Participant which could have an adverse effect upon either the Participant's capacity to perform its obligations under this Agreement or the Participant's reputation;
- (g) unless otherwise disclosed in this Agreement, it is not entering into this Agreement as trustee of any trust or settlement;
- (h) it has not made any false declaration in respect of any current or past dealings with the Commonwealth or any Government Agency, including in any tender or application process or in any agreement;
- (i) it has had no significant deficiency in the performance of any substantive requirement or obligation under any prior agreement with the Commonwealth or any Government Agency;
- (j) it has, and will continue to have and to use, the skills, qualifications and experience, to perform the Project in an efficient and controlled manner with a high degree of quality and responsiveness and to a standard that complies with this Agreement;
- (k) it has and will continue to have the necessary resources, including financial resources, to perform the Project and will use those resources to perform the Project.

27.2 The Participant acknowledges that the Commonwealth in entering into this Agreement is relying on the warranties and representations contained in this Agreement.

27.3 Each representation and warranty survives the execution of this Agreement.

28. NOTICES

28.1 A Party giving notice under this Agreement must do so in writing that is:

- (a) directed to the Party's address specified in Item G marked for the attention of the Liaison Officer; and
- (b) hand delivered or sent by pre-paid post or facsimile to that address.

28.2 A notice given in accordance with clause 28.1 is received:

- (a) if hand delivered, on delivery;
- (b) if sent by pre-paid post, on the third Business Day after the date of posting;
- (c) if sent by facsimile, at the time the sender receives notification that the notice has been transmitted satisfactorily.

SCHEDULE

A. PROJECT, AIM OF THE PROJECT and SUBCONTRACTORS

B. BUDGET

C. PROJECT PERIOD

Project Period

D. REPORTS

Progress Reports

Timetable for provision of Progress Reports:

Additional information to be provided with Progress Reports (if any):

Final Report

Timetable for provision of Final Report:

Additional information to be provided with Final Report (if any):

End of Financial Year Report(s)

Timetable for provision of End of Financial Year Report(s), if required:

Additional information to be provided with End of Financial Year Report(s) (if any):

E. FUNDS AND INVOICE REQUIREMENTS

F. PROJECT MATERIAL and EXISTING MATERIAL

Project Material

Number of copies of publications to be provided to the Commonwealth

Existing Material

G. LIAISON OFFICERS

Commonwealth's Liaison Officer

The Commonwealth's Liaison Officer is the person holding, occupying or performing the duties of ***[insert name of position]***. This position is currently occupied by ***[insert name of person]*** available at the following address:

***[insert street address,
postal address; and
fax number]***

and available on the following telephone number and email address:

[insert telephone and email].

Participant's Liaison Officer

The Participant's Liaison Officer is ***[insert name of person]*** available at the following address:

***[insert street address,
postal address; and
fax number]***

and available on the following telephone number and email address:

[insert telephone and email].

H. ACKNOWLEDGEMENT

I. ASSETS

J. INSURANCE

K. COMPLIANCE WITH LAWS AND POLICIES

L. GUIDELINES AND STANDARDS

Guidelines for the Program

Standards for performance of the Project

M. SPECIFIED PERSONNEL

This Funding Agreement is **SIGNED** as an agreement.

SIGNED for and on behalf of the **COMMONWEALTH OF AUSTRALIA** acting through the Department of Health and Ageing ABN 83 605 426 759 on:

Date

by:

Printed name of signatory

Signature

Position of signatory

in the presence of:

Printed name of witness

Signature of witness

SIGNED by *[You will need to insert the appropriate signature block according to the type of legal entity. This signature block is only appropriate when the Participant is a company incorporated under the Corporations Act.]*

_____ *Name of Participant (ABN)* on

Date

by:

Printed name of Director

Signature of Director

and:

Printed name of Director/Secretary

Signature of Director/Secretary