



# JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

<b>St 6j</b>	<b>MANAGING CONTRACTS AND FUNDING AGREEMENTS</b>
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<b>Applies to:</b>
<b>Specific responsibility:</b>

<b>Version:</b>
<b>Date approved: 5 Aug 2014</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

## POLICY STATEMENT

When Jumbunna enters a contract for services, including its agreements with funding providers, this contract forms part of Jumbunna's legal obligations. Jumbunna is committed to meeting its legal obligations and maintaining positive working relationships with contract partners. It will meet all legal obligations and funding agreement requirements in a timely and efficient manner.

Jumbunna accepts funding from government agencies for services funded by government, undertakes to meet performance targets specified in funding agreements, and to comply with reporting requirements.

The Management Committee delegates authority to the General Manager to sign any contract on behalf of the organisation, other than funding agreements and those contracts specifically requiring management signatures.

## PROCEDURES

### Contracts and agreements

- Jumbunna deals with the following types of contracts and agreements:
- Funding agreements: Initial contract is provided by the funding agency and Jumbunna reviews and negotiates on the terms and conditions proposed
- Consultant or contractor agreements: Initial contract is usually provided by Jumbunna and the consultant or contractor may negotiate on the terms and conditions
- Service agreements (e.g. equipment leasing, telephone contracts): Initial contract is provided by the supplier and Jumbunna has limited capacity to negotiate other than on the details of supply (price, timing etc).

The General Manager should ensure that any contract being signed contains:

- clear specification of the services or activities, including where relevant, goals and targets
- time frame for delivery
- agreed pricing and time frames for payment
- dispute resolution and termination mechanism

- an indication of compliance with relevant service standards and statutory requirements

Funding agreements and contractor/consultant agreements should also contain:

- performance monitoring and evaluation arrangements
- reporting requirements
- management arrangements
- insurance and indemnity arrangements
- confidentiality and intellectual property rights

### **Contract negotiation and documentation**

The General Manager will be responsible for:

- the negotiation of funding agreements and liaison with funding agencies concerning the funding agreement
- the negotiation of consultant or contractor agreements
- the negotiation of service agreements

### **Compliance management**

All contracts will be monitored for compliance by Jumbunna and by the contract partner:

- Funding agreements: the General Manager will manage compliance with funding agreement requirements and will maintain a register of funding agreements which lists any specific requirements related to governance or administration (such as insurance requirements), reporting requirements and due dates for task completion and reporting.
- Consultant or contractor agreements: The General Manager will manage the compliance requirements of contractor agreements as part of the project management process.
- Service agreements: The General Manager will manage compliance of suppliers with service agreements.

**DOCUMENTATION**

<b>Documents related to this policy</b>	
Related policies	
Forms, record keeping or other organisational documents	

<b>Policy Name:</b>	<b>Managing Contracts &amp; Funding Agreements</b>	<b>Policy Number:</b>	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		

