

# Alternative Learning Services

## Delivery Agreement



**Queensland  
Government**

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North Coast Region

Department of  
Education, Training & Employment

**Alternative Learning Services Delivery Agreement**

This **AGREEMENT** is made on 23 January 2013

**BETWEEN**

The State of Queensland  
(represented by the Department of Education, Training and Employment)  
acting through the North Coast Region

**AND**

Deception Bay Flexible Learning Centre

**The Parties Agree**

**1. Definitions**

- **Achievement Report** means the report referred to in Schedule 4.
- **Agreement** means this document and all Schedules and Annexures to this document.
- **Approved Form** means the format in Schedule 5.
- **Community Partner** means the Community Partner that will deliver the services.
- **DETE** means the Department of Education, Training and Employment.
- **Director-General** means the Director-General of the Department of Education, Training and Employment.
- **Disengaged Youth** means 15-17 year old youth substantially disengaged from education, vocational education and training or work in the calendar year in which they undertake the services funded under this agreement.
- **Establishment** means on signing of the Agreement
- **Financial Acquittal Report** means the report referred to in Scheduled 6.
- **Funds** mean the financial assistance provided by the Department of Education and Training for expenditure on the services as set out in Schedule 2.
- **Intellectual Property Rights** means all present and future rights in relation to copyright, trade marks, designs, patents or other proprietary rights, trade, business or company names, rights regarding preservation and disclosure of trade secrets and confidential information, or any rights to registration of such rights whether created or existing before or after the date of this agreement, and whether existing in Australia or otherwise.
- **Participation Report** means the report referred to in Schedule 4.
- **Partnering School** means the state school identified in Schedule 1.
- **Principal** means the principal of the Partnering School.
- **RD** means the Regional Director of the Regional Office identified in Schedule 1.
- **Services** mean the programs as set out in Schedule 3.
- **SET Plan** is the Senior Education and Training Plans that are an individualised education, training and career plan for each disengaged 15-17 year old youth. Such plans aim to help guide the participants through the Senior Phase of Learning, mapping out for them their desired study, training and work pathways needed to achieve positive results.
- **Transition Plan** is the next part of the pathway for the disengaged 15-17 year old youth which is identified at the completion of the services that has the aim of outlining the next stage in the disengaged 15-17 year old youth desired study, training and work pathways and what they need to do to achieve same.

**2. Background**

- A.** This agreement recognises the service expectations and outlines the operating principles Between DETE (acting through the RD and the Partnering School) and the Community Partner. It details a shared commitment to how the parties will actively participate in:
1. re-engaging 15-17 year old youth who are currently disengaged from education, training or work;
  2. creating more learning options for these disengaged 15-17 year old youth; and
  3. demonstrating leadership in the development of stronger community partnerships to provide learning solutions for such youth.
- B.** This Agreement illustrates how DETE is putting into effect the commitment of Government to provide flexible opportunities for disengaged 15-17 year old youth to access the skills they need to contribute to the community increasing their levels of attainment and transition.
- C.** The purpose of this Agreement is to establish the:
1. responsibilities of the parties in achieving the Government's objectives in relation to re-engaging disengaged 15-17 year old youth in learning;
  2. specific performance outcomes to be achieved in relation to re-engaging disengaged 15-17 year old youth in the community;
  3. performance measurement, time lines and methods of reporting to be used during the term of this agreement; and
  4. specific resource allocation and activities to be undertaken during the term of this Agreement.
- D.** The objectives of this agreement are to:
1. facilitate the participation of disengaged 15-17 year old youth in learning, thereby increasing the overall participation rate of disengaged 15-17 year old youth;
  2. investigate innovative models of provision of the services to disengaged 15-17 year old youth involving community partnerships in the delivery of education and training outcomes;
  3. use discretionary resources flexibly and efficiently to better meet the learning needs of disengaged 15-17 year old youth; and
  4. ensure that the performance reporting system facilitates reporting on the participation and achievement of participants involved in the services funded under this Agreement.

**3. Term of Agreement**

- 3.1 This agreement starts on the day the parties sign the Agreement and ends on 14 December 2013 unless terminated earlier in accordance with this Agreement.
- 3.2 If this Agreement is not executed by both parties on the same date this Agreement shall commence on the latter of the dates of execution.
- 3.3 The Agreement may be extended for a further period but must be negotiated with all parties.
- 3.4 DE TE will act through the RD, the Principal and the Partnering School in implementing this agreement.

**4. Development and Supply of Services**

- 4.1 The Community Partner will work with the RD in developing and providing the services which will include the SET Plan and the Transition Plan. The Community Partner will implement such changes as the Principal considers appropriate to ensure the quality of the services.
- 4.2 The RD will continuously monitor the progress and performance of participants to ensure the quality of the services.
- 4.3 The Community Partner will also conduct ongoing monitoring and evaluation of the services and following consultation with the Principal will make such changes as are necessary to ensure the quality of the services.
- 4.4 The RD will monitor the effectiveness of education and/or training services for disengage 15-17 year old youth in their region.
- 4.5 The RD may change Schedule 3 from time to time to ensure the services remain the highest quality. The RD will notify the Community Partner of such changes 7 days prior to making the changes so that the Community Partner can implement such changes.
- 4.6 If at any time during the term of this Agreement the RD determines that the services provided are not effective in meeting the learning needs of the disengaged 15-17 year old youth, the RD may terminate this Agreement by giving 4 weeks notice in writing to the Community Partner.

**5. Right to Information**

5.1 The parties acknowledge and agree that:

- (a) the Right to Information Act 2009 ("RTI Act") provides members of the public with a legally enforceable right to access documents held by the Department and requires that documents be disclosed upon request, unless the documents are exempt or their disclosure would, on balance, be contrary to public interest;
- (b) this Agreement and information relating to this Agreement is potentially subject to disclosure under the RTI Act or generally by the Department;
- (c) in connection with this Agreement, if disclosure under the RTI Act or general disclosure of information provided by the Supplier would be of substantial concern to the Supplier, this should be indicated in writing to the Department, however, the Department does not represent or guarantee that this Agreement or any information provided by the Supplier will be protected or restricted from disclosure by the Department and nothing in this clause will be construed as providing any such representation or guarantee;
- (d) notwithstanding any other provision of this Agreement, the Department is entitled to publish details of this Agreement on its website or the website of another Queensland government agency such as the Queensland Government Chief Procurement Office website, including (but not limited to) the following details:
  - (i) name and address of the Department and the Supplier;
  - (ii) description of the goods and/or services supplied under this Agreement;
  - (iii) Agreement value;
  - (iv) commencement date and/or award date of this Agreement;
  - (v) procurement method used; and
- e) in this clause, terms used have the same meaning assigned to them in the RTI Act.

**6. Personal Information**

6.1 If the Supplier collects or has access to Personal Information in order to provide the Services, the Supplier must:

- (a) comply with Parts 1 and 3 of the Information Privacy Act 2009 ("IP Act") in relation to the discharge of its obligations under this Agreement as if it were the Department in accordance with clause 35 of the IP Act;
- (b) ensure that Personal Information is protected against loss and against unauthorised access, use, modification, disclosure or other misuse;
- (c) not use Personal Information other than for the purposes of the provision of the Services, unless required or authorised by law;

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- (d) not disclose Personal Information unless required or authorised by law;
- (e) not transfer Personal Information outside Australia without the consent of the Department;
- (f) ensure that only authorised Personnel have access to Personal Information and that access to Personal Information is restricted to those of its Personnel who require access in order to perform their duties and that its Personnel do not access, use or disclose Personal Information otherwise than in the performance of their duties;
- (g) immediately notify the Department if the Supplier becomes aware that a disclosure of Personal Information is or may be required or authorised by law;
- (h) make its employees, agents and subcontractors aware of the Supplier's obligations under this clause and obtain on request by the Department, an executed deed of privacy in a form reasonably acceptable to the Department from its Personnel and any sub-contractor engaged in the performance of the Services under this Agreement;
- (i) comply with such other privacy and security measures as the Department reasonably advises the Supplier in writing from time to time and with any direction in writing by the Department to disclose or amend a document held or under the control of the Supplier in connection with this Agreement; and
- (j) fully co-operate with the Department to enable the Department to respond to applications for access to, or amendment of, a document containing an individual's Personal Information and in relation to privacy complaints.

6.2 The Supplier must immediately notify the Department upon becoming aware of any breach of the immediately preceding sub-clause.

6.3 The Supplier must:

- (a) keep the Department fully informed in relation to any enforcement of the Supplier's obligations under the IP Act, including any compliance notices issued to the Supplier and in relation to privacy complaints in connection with this Agreement; and
- (b) provide copies of all correspondence, requests for access, notices, complaints, orders and other documents in relation to any breach or enforcement of the Supplier's obligations under the IP Act in connection with this Agreement immediately upon receipt or creation of the same (as the case may be).

6.4 The Supplier indemnifies and keeps indemnified the Department and its officers, employees and agents against any claim, action, proceeding, demand, liability, obligation, costs, loss, damages and expenses, which may be brought against or incurred by the Department arising from or in connection with:

- (a) any breach by the Supplier, or its officers, employees or sub-

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contractors, of this clause; or

- (b) any unlawful or negligent act or omission of the Supplier, or its officers, employees or sub-contractors, in connection with the performance or purported performance of the Supplier's obligations under this clause.

6.5 The Supplier will ensure that its permitted sub-contractors who collect or have access to Personal Information comply with obligations the same as those imposed on the Supplier under this clause.

6.6 In this clause, terms used have the same meaning assigned to them in the IP Act (unless otherwise expressly defined in this Agreement).

### E. Responsibilities of the Community Partner

7.1 The Community Partner acknowledges that it:

- (a) Is responsible for the safety of the disengaged 15-17 year old youth and staff during the time they are involved in the services either at the Community Partner's Venue or any other place;
- (b) Is responsible to ensure that the disengaged 15-17 year old youth are effectively supervised;
- (c) Is responsible for the industrial entitlements of staff that the Community Partner engages for the provision of the services;
- (d) Has an obligation for all employees to hold a current issued by the Commission for Children and Young and Child Guardian which indicates that a person is eligible to work with children and young people in Queensland, pursuant to the *Commission for Young People and Child Guardian Act 2000*.
- (e) Will ensure that policies and procedures are in place demonstrating legislative and policy obligations to young people including working with children checks for volunteers and other relevant staff, incident management strategies and student protection and will make available such documentation to the RD and the Principal when requested;
- (f) Will enrol disengaged 15-17 year old youth at school;
- (g) Will allow the RD to observe its operations including the delivery of the services; and
- (h) Will allow the RD to conduct interviews with anyone involved in the delivery of services provided reasonable advance notice is provided.



**8. Provisions of Reports by Community Partner**

8.1 The Community Partner will submit to the Principal the following reports:

- (a) Engagement Report
- (b) Achievement Report
- (c) Attendance Report (all stages or when requested), and
- (d) Financial Acquittal Report.

Such reports will be in accordance with Schedules 4, 5 and 6.

**9. Responsibilities of the Department**

9.1 The RD will be responsible for ensuring that the disengaged 15-27 year old youth:

- (a) Are enrolled in the services;
- (b) Are not able to be absorbed into existing service educational programs; and
- (c) Require an alternative learning program

**10. Payment of Funds**

10.1 DETE will pay to the Community Partner the payment of funds for the provision of the services.

10.2 The funds will be in accordance with schedule 2.

10.3 The funds must be used by the Community Partner from seeking alternative funding sources for the services beyond the DETE.

**11. Alternative Funding Sources**

11.1 This Agreement does not prohibit the Community Partner from seeking alternative funding sources for the services beyond the DETE.

**12. Intellectual Property and Confidentiality**

Title to and Intellectual Property in any material generated as a result of this Agreement vests in DETE on its creation without need of further assurance. In these circumstances DETE will grant the Community Partner a non-exclusive, royalty-free licence to exercise the Intellectual Property to the extent necessary to perform the Services under this Agreement.

Where the Community Partner owns any Intellectual Property (either existing or developed as part of this program) they grant DETE a permanent, irrevocable, non-exclusive, royalty-free licence to exercise the Intellectual Property to the extent necessary under this Agreement and for the internal purposes of government.

**13. Insurance**

13.1 The Community Partner must take out a public liability policy of insurance for an amount of not less than ten million dollars (\$10m) per occurrence with an insurer approved by DETE.

13.2 The public liability policy of insurance must note the rights and interests of DETE in this Agreement including those set out in Clause 13 of this Agreement.

13.3 The Community Partner must maintain the policy during the term of this Agreement. The policy must contain an undertaking by the insurer to notify DETE in writing not less than 30 days prior to any material change in terms, cancellation or other termination of the policies.

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### 14. Indemnity

- 14.1 The Community Partner will be liable for loss or damage (including personal injury whether or not resulting in death) suffered by DETE, its employees, contractors and agent, arising out of the unlawful or negligent acts or omissions of the Community Partner in the course of the performance (or attempted or purported performance) of the Services under this Agreement.
- 14.2 The Community Partner releases and indemnifies DETE and all its employees, contractors and agents, from and against all actions, proceedings, claims and demands which may be brought or made against any of them by any person, including the Community Partner.
- 14.3 This clause survives the term of the agreement.

### 15. Disputes

- 15.1 The RD and the Community Partner will endeavour to resolve any dispute that may arise in connection with this Agreement.
- 15.2 If the dispute cannot be resolve between the Principal, the RD and the Community Partner the dispute will then be determined by the Director-General or nominee.

### 16. Liaison

- 16.1 The parties are encouraged to initiate discussions regarding the Agreement, where necessary, at the earliest possible time.
- 16.2 The parties nominate the following persons as contact officers for ongoing liaison and administration of the Agreement.

#### Department

#### Curriculum Manager

Name

s78B(2)(c) Invalde a Person's Privacy

Address

North Coast Region, Mike Ahern Centre; Floor 5/12 First Avenue  
Maroochydore 4558

Telephone Number

s78B(2)(c) Invalde a Person's Privacy

Email Address

#### Community Partner

#### Deception bay Flexible Learning Centre

Name

s78B(2)(c) Invalde a Person's Privacy

Address

Crm Grosvenor and Silver Street Deception Bay 4508

Telephone Number

s78B(2)(c) Invalde a Person's Privacy

Email Address

### 17. Variations to Agreement

- 17.1 Subject to Clause 4.5 any variation to this Agreement must be in writing and signed by the parties.

### 18. Review of Services

- 18.1 The RD or nominee will conduct a review of the services to monitor the effectiveness of the program for the purpose of determining whether DETE will extend the Agreement.
- 18.2 The Community Partner will participate in this review of the services.
- 18.3 This review will be conducted towards both the end of semester 1, 2013 and semester 2, 2013 – at a time convenient to both parties.

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18.4 This review will take into account the:

- (a) Quality of the delivery of the services;
- (b) Achievement of services milestone; and
- (c) Appropriateness of continuing these services as a priority for meeting the needs of disengaged 15-17 year old youth in their region.

18.5 The RD will notify the Provider of the results of the review.

18.6 On the basis of the review results, the RD will determine whether the Agreement will be extended or will terminate. If the Agreement is extended, the RD and the Community Partner must agree of any variations that will be included in the extension to the Agreement. Region will prepare the extension Agreement for execution by the parties.

18.7 If the Agreement is to be terminated, the RD will provide 4 weeks notice in writing to the Community Partner.

### **19. Severability**

19.1 In the event that any part of the terms or conditions of this Agreement is determined to be invalid, unlawful or unenforceable wholly or to any lesser extent, such term or condition to the extent that it is invalid, unlawful or unenforceable will be severed from the remaining terms and conditions and the remaining terms and conditions will continue to be valid and enforceable to the fullest extent permitted by law.

### **20. Costs**

20.1 Each party must pay its own costs of and incidental to the negotiation, preparation and execution of this Agreement.

### **21. Assignment**

21.1 Neither party may assign their rights and obligations under this Agreement without the prior written consent of the other party.

### **22. Entire Agreement**

22.1 This Agreement constitutes the entire agreement between the parties. Any prior arrangements, agreements, warranties, representations or undertakings are superseded.

## Execution

For and on behalf of an authorised representative  
of the State of Queensland through the  
Department of Education, Training and Employment  
by

s78B(2)(c) Invalde a Person's Privacy

[Redacted Signature]

Regional Director

in the presence of:

s78B(2)(c) Invalde a Person's Privacy

(witness s78B(2)(c) Invalde a Person's Privacy)

(witness signature)

Date 27-11-12

For and on Behalf of the

by

s78B(2)(c) Invalde a Person's Privacy

who is duly authorised

in the presence of:

s78B(2)(c) Invalde a Person's Privacy

(witness name)

s78B(2)(c) Invalde a Person's Privacy

(witness signature)

Date 18/12/12

Signature

Signature

## **SCHEDULE 1**

### **Regional Office**

North Coast Region  
Mike Ahern Centre – Floor 5/12 First Avenue  
Maroochydore QLD 4558

For all correspondence please  
send to DETE Mailing Address

Attention:

s79B(2)(c) Inade a Person's Privacy

PO Box 5489 Maroochydore BC QLD 4558

Deception Bay Flexible Learning Centre

## SCHEDULE 2

### Funds and Performance Based Payments

#### Part 1 – Funds

- 1.1 Funds will be payable to the Community Partner based on performance and outcomes at key milestones in the delivery of the service as follows:
- (a) on **Establishment** of the Agreement;
  - (b) on confirmation of **Engagement** of disengaged 15-17 year old youth in the services through the submission of an Engagement Report; and
  - (c) on confirmation of **Achievement** of disengaged 15-17 year old youth in the services to completion through the submission of the Achievement Report.
- 1.2 Payment will be by electronic funds transfer on receipt of a valid tax invoice. The Community Partner will provide to the Principal all relevant details to enable these transfers to be effected.
- 1.3 Total funds payable under this agreement are = 2 x FTE

#### Part 2 – Performance Standard and Funding Schedule

##### 2.1 Funding Schedule

2013 School Year

First & Final Payment – Established , Engagement & Achievement - March 2013	The amount of (2 x FTE) being 100% of the total value of the funds payable to the Partner will be paid upon confirmation that the disengaged 15-17 year old youth are enrolled and attending the Services and that SET Plans have been developed for the targeted number of disengaged 15-17 year old youth. Reports in June and November will confirm that students are continuing to succeed in their program.
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#### Notes:

1. Programs that are approved to run for more than one year will be reviewed annually.
2. Delivery Agreement with Community Partner is limited to 100% of the total funding agreement.
3. Payments will be made on a pro-rata basis where actual participant numbers are less than targeted/approved participant numbers.

**SCHEDULE 3**

**Services**

## **SCHEDULE 4**

### **Reporting**

#### **Part 1**

**1.1 Engagement Report**

On the DATE DUE in Part 2 – time lines, the Community Partner will provide an Engagement Report in the Approved Form, confirming enrolment, attendance and establishment of the SET Plans with all disengaged 15-17 year old youth targeted through this Agreement. An Attendance Report will contain information on the retention of participants.

**1.2 Achievement Report**

On the DATE DUE in Part 2 – time lines, the Community Partner will provide an Achievement Report in the Approved Form. This report will be provided at the completion of the delivery of the services and will contain information relating to participation learning outputs. An Attendance Report will contain information on the retention of participants to completion.

**1.3 The Approved Form in Accordance with Schedule 5 will be used.**

This Approved Form may be changed by region at any time during the term of the Agreement. Any changes to the Approved Form will be notified to the Community Partner by the RD or nominee with a reasonable time.

**1.4 Financial Acquittal Report**

The Community Partner will provide the Financial Acquittal Report in accordance with Schedule 6.

#### **Part 2 – Time Lines**

Agreement Signed	23/03/2013
Provision of Participation Report ( and Attendance Report)	30/04/2013
Provision of Achievement Report (and Attendance Report)	31/07/2013 & 7/12/2013
Financial Acquittal Report	31/12/2013



## CHEDULE 5

### Approved Form

The attached Data Collection Tool is the Approved Form.

Field	Option 1	Option 2	Option 3	Option 4	Option 5
Surname					
First Name					
DOB					
Age at Enrolment					
LUI Number					
Last Know School					
Referred By					
Exemption Required	Yes	No			
Exemption Granted	Yes	No			
Reason for Disengagement	Family Issue	School Issues	Personal Issues	Health Issues	Other
Nominal Year Level	9	10	11	12	
SET PLAN Interview	Yes	No			
SET Plan Developed	Yes	No			
Educational Goal	Complete Yr 10	Complete Yr 11	Complete Yr 12	Complete VET qualification	
Transition Goal	Return to School	Enrol in TAFE	Undertake a Traineeship/Apprenticeship	Gain P/T work	Gain F/T work
Subject 1					
Subject 2					
Subject 3					
Subject 4					
VET Qualification					
Will Undertake Work Placement	Yes	No	N/A		
Personal Development Program	Yes	No			
Personal Development Program Details					
Educational Goal Met	Yes	No			
Transitional Goal Met	Yes	No			
Subject 1 Completed	Yes	No			
Subject 2 Completed	Yes	No			
Subject 3 Completed	Yes	No			
Subject 4 Completed	Yes	No			
VET Qualification Completed	Yes	No			
Work Placement Successful	Yes	No	N/A		
Personal Development Program Completed	Yes	No			
% of Nominal Days attended					

## **SCHEDULE 6**

### **Financial Acquittal Report**

1. The community Partner must provide the Financial Acquittal Report that shows expenditure against allocation. This report is to be prepared by the accounting officer of the Community Partner in the format currently used by the Community Partner and approved by its auditors.
2. The Financial Acquittal Report must be certified by the authorised officer of the Community Partner, that the funds have been used for the purposes for which they were provided.
3. The Financial Acquittal Report must be submitted as outlined in the Funding Agreement.

## RESOURCE 2

### Community Partner Checklist

This is **not** for submission as part of your Alternative learning Services Funding Proposal but may be a useful document to be retained by the region.

If your program involves partnering with a Community Partner you need to be aware of a range of requirements. The following checklist may be of assistance when considering a partnership arrangement. Areas covered in the checklist include the legal status of the proposed community partner, legislative requirements for working with children, and other legal and financial details.

#### 1. Organisational Details

Schools, TAFE Queensland Institutes and other government agencies are automatically eligible to receive funds. Other organisations are eligible to receive grants if they are:

- Incorporated under the *Association Incorporation Act 1981* (Qld).
- Incorporated under the *Corporations Act 2001* (Cwth) (with non-profit objects).
- Incorporated under the *Cooperatives Act 1997* (Qld).
- Established under the *Local Government Act 1993* (Qld).
- Incorporated under the *Aboriginal Councils and Associations Act 1976* (Cwth).
- Incorporated under the *Community Services (Aborigines) Act 1984* (Qld)
- Incorporated under the *Community Services (Torres Strait) Act 1984* (Qld)
- Issued with letters patent under the repealed *Religions, Education and Charitable Institutions Act 1861* (Qld)
- Established, constituted or incorporated under an Act of Parliament (other than an Act mentioned above) and have non-profit objects. Organisations falling into this category will only receive funding if they are approved to do so by the Minister for Education and the Arts.
- A commercial company that provides services that meet DET's priorities and outcomes for clients. Organisations falling into this category will only receive funding if they are approved to do so by the Minister for Education and the Arts.

### Community Partner Checklist

#### 2. Legal and Financial Details – Community Partner

A record of the following information will be required.

Legal Name: TRUSTEES OF THE CHRISTIAN BROTHERS (QUEENSLAND)

Trading or Business name (if applicable): DECEPTION BAY FLEXIBLE LEARNING CENTRE

Australian Business Number (ABN): 38 961 317 851  
*(Companies without an ABN should record their ACN)*

GST Registered?  Yes  No

Postal Address of Organisation: PO Box 1059, Indooroopilly Q4068

Registered Business Address (PO Box will not be accepted) CNR GROSVENOR TERRACE & SILVER ST,

Registered Training Organisation's/ Corporation's provider code (if applicable): DECEPTION BA7

#### 3. Legal and Financial Details – Community Partner

Please confirm if you or your organisation has experienced (or is currently experiencing) any of the following circumstances. DETE will seek further information where affirmative responses are provided.

Prior business failure, liquidation (winding up/receivership/ administration, bankruptcy)  Yes  No

Directors that are undischarged bankrupts under the Bankruptcy Act 1966 (Cwth)  Yes  No

Legal action commenced against the corporation and/or its directors (whether successful or not) within the three year period prior to the signing of this form  Yes  No

Compliant with the Standards for Registered Training Organisations under the Australian Quality Training Framework.  Yes  No  Not Applicable

### Community Partner Checklist

#### 4. Workplace Health and Safety/Vocational Education, Training and Employment/Industrial Relations Judgements

The registered training organisation/corporation must identify if any orders or judgements have been made against it and/or its directors within the last three years under the:

Workplace Health and Safety Act 1995 (Qld) or equivalent states/territories legislation

Yes  No

Vocational Education, Training and Employment Act 2000 (Qld), and/or Training and Employment Act 2000 (Qld)

Yes  No  Not Applicable

Industrial Relations Act 1999 (Qld)

Yes  No

#### 5. Insurance Details

You will require the expiry dates of:

Current WorkCover Insurance

30 JUNE 2013

Current Public Liability Insurance

31 OCTOBER 2013

Insert the maximum amount payable for each insured event under the public liability insurance policy

\$ 50 MILLION

#### 6. Working with Children

Are you in regulated employment for the purposes of the Commission for Children and Young People Act 2000 (Cwth)?

Yes  No

Is your business a regulated business?

Yes  No

Do officers/employees of your organisation have a suitability notice or blue card?

Yes  No

If not, have officers/employees of your organisation applied for a suitability notice or a blue card?

Yes  No

Are you or officers in your organisation, the subject of a complaint or investigation by the Children's Commission?

Yes  No

Have you, or officers in your organisation, been the subject of any disciplinary action involving children?

Yes  No

