

# *Master Agreement*

between the

State of Queensland through the Department of Housing  
and Public Works

and

[Provider name]



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# Master Agreement

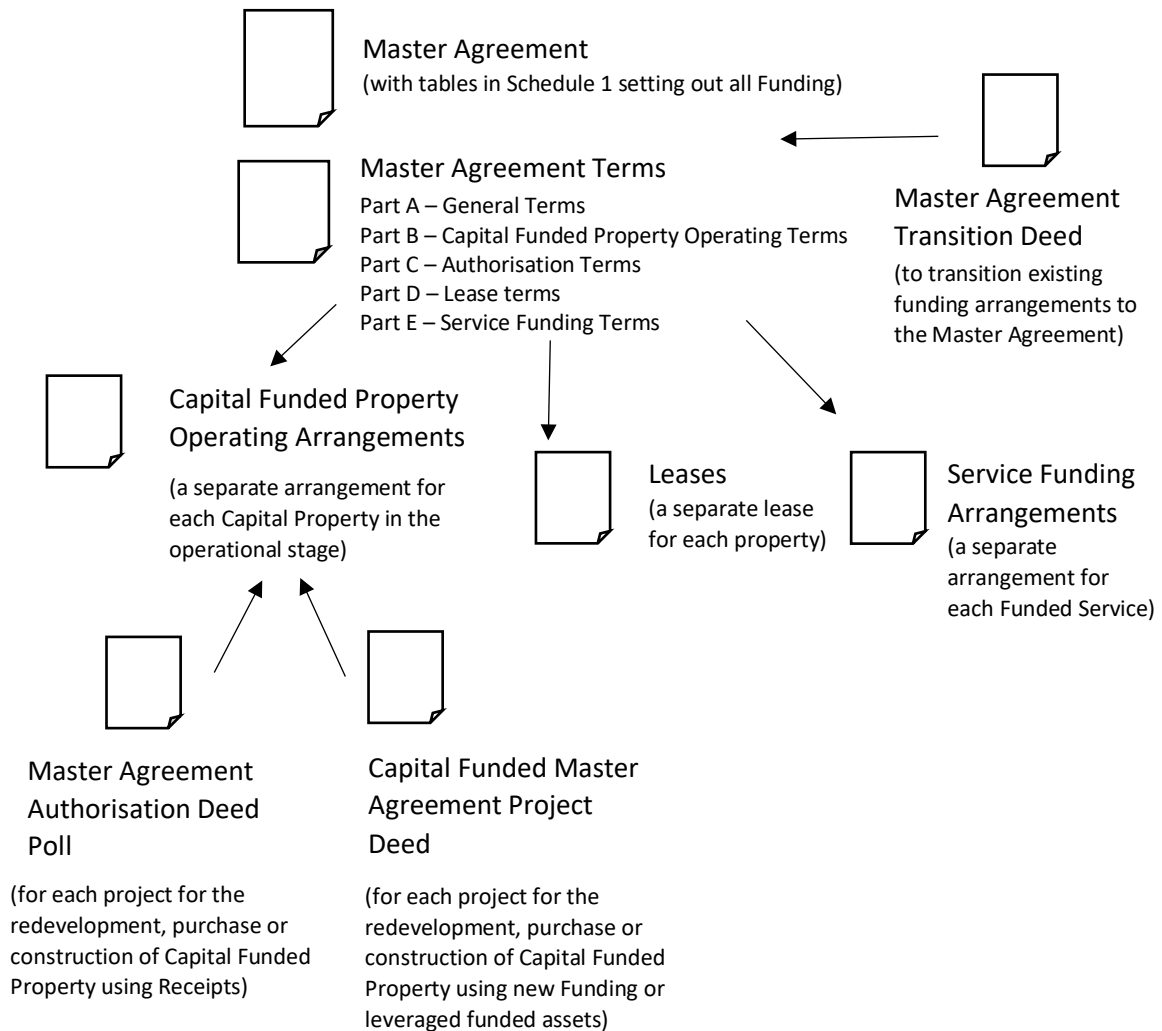
BETWEEN:           STATE OF QUEENSLAND through the Department of Housing and  
                          Public Works  
**(State)**

AND:                [Provider name and ACN/ABN/ICN]  
**(Provider)**

## Background

- A     Section 25 of the Act provides that the chief executive may enter into a funding agreement with an entity for giving funding to the entity and that the funding agreement may include the terms the chief executive considers appropriate.
- B     Under section 24 of the Act, the purpose of funding an entity is to enable the entity to provide Housing Services in ways that best achieve the objects of the Act. The main objects of the Act stated in section 4 are to improve the access of Queenslanders to safe, secure, appropriate and affordable housing and to help build sustainable communities.
- C     The Provider is a Registered Provider or Exempt Provider and a funded provider under the Act and is subject to requirements set out in the Act and Regulation.
- D     The State and the Provider have agreed to enter into this Master Agreement that sets out the terms on which the State will provide funding for Capital Funded Properties, Lease Properties and Service Funding.
- E     This Master Agreement incorporates the Master Terms, which include general terms that apply to all Funding provided by the State and separate terms that apply to Funding for Capital Funded Properties, Lease Properties and Service Funding.
- F     The Funding the State provides to the Provider under this Master Agreement is set out in:
- (a)   Schedule 1, as amended from time to time:
    - (i)   Part 1 - Capital Funded Properties
    - (ii)  Part 2 - Lease Properties
    - (iii) Part 3 – Service Funding
  - (b)   Attachment 1 – Active Master Agreement Authorisation Deed Polls
  - (c)   Attachment 2 – Active Capital Funded Master Agreement Project Deeds
- G     The *Master Agreement* suite of documents includes:
- (a)   Master Agreement (with Agreement Particulars and Schedules);
  - (b)   Master Agreement Terms;

- (c) Master Agreement Authorisation Deed Poll;
- (d) Capital Funded Master Agreement Project Deed; and
- (e) Master Agreement Transition Deed.



## Formation of Master Agreement

The parties agree to enter into the Master Agreement comprising:

- this Master Agreement document and all schedules and annexures to it; and
- the Master Agreement Terms available on the Queensland Government website.

# Agreement Particulars

## Item 1 State contact

<b>Attention:</b>	<b>Name:</b>	Click or tap here to enter text.
	<b>Position:</b>	Click or tap here to enter text.
<b>Telephone:</b>	Click or tap here to enter text.	
<b>Address:</b>	Click or tap here to enter text.	
<b>Email:</b>	Click or tap here to enter text.	

## Item 2 Provider contact

<b>Attention:</b>	<b>Name:</b>	Click or tap here to enter text.
	<b>Position:</b>	Click or tap here to enter text.
<b>Telephone:</b>	Click or tap here to enter text.	
<b>Address:</b>	Click or tap here to enter text.	
<b>Email:</b>	Click or tap here to enter text.	

## Item 3 Reports

<b>Community Housing Annual Financial Returns</b>	
Submit to:	<a href="mailto:HHSProgramsFinancialAnalysis@housing.qld.gov.au">HHSProgramsFinancialAnalysis@housing.qld.gov.au</a>
Period:	Each Financial Year
Due date:	31 October, following the end of each financial year
Contents:	Information about Social Housing in the template form provided by the State from time to time.
<b>Financial acquittals</b>	
Submit to:	<a href="mailto:HHSProgramsFinancialAnalysis@housing.qld.gov.au">HHSProgramsFinancialAnalysis@housing.qld.gov.au</a>
Period:	Each Financial Year
Due date:	31 October, following the end of each financial year

Contents:	A statement itemising Funding receipts and expenditure in the template form provided by the State from time to time. Note: This is in addition to the Project acquittal required under the Delivery Kit.
<b>Audit Report and Audited Financial Statements</b>	
Submit to:	<a href="mailto:HHSPProgramsFinancialAnalysis@housing.qld.gov.au">HHSPProgramsFinancialAnalysis@housing.qld.gov.au</a>
Period:	Each Financial Year
Due date:	31 October, following the end of each financial year
Contents:	Audited annual statement prepared in accordance with the Australian Accounting Standards comprising the following documents: a. Statement of profit and loss and other comprehensive income b. Statement of financial position c. Statement of changes in equity d. Statement of cashflows e. Notes to and forming part of the financial statement f. Directors' statement/declaration g. Independent audit report, and h. Asset register in relation to Funded Personal Property (where applicable).
<b>Australian Institute of Health and Welfare: Community Housing National Data Collection Survey</b>	
Submit to:	Address specified in the survey.
Period:	Each Financial Year
Due date:	By 31 July, following the end of each financial year
Contents:	Survey in the format provided by the Australian Institute of Health and Welfare.
<b>Annual Reconciliation of Funded Property Report</b>	
Submit to:	<a href="mailto:HHSPProgramsFinancialAnalysis@housing.qld.gov.au">HHSPProgramsFinancialAnalysis@housing.qld.gov.au</a>
Period:	Each Financial Year
Due Date:	31 October, following end of each financial year
Contents:	A report in the template form determined by the State from time to time for Community Housing Assets comprising information about: a. Capital Funded Properties and Lease Properties; and b. annual inspection of Lease Properties.

<b>Strategic Portfolio Statement</b>	
Submit to:	<a href="mailto:HHSPProgramsFinancialAnalysis@housing.qld.gov.au">HHSPProgramsFinancialAnalysis@housing.qld.gov.au</a>
Period:	As stated in the Social Housing Policy
Due Date:	An initial Strategic Portfolio Statement must be provided upon commencement of the Master Agreement and updated annually.
Contents:	<p>A report in the template form determined by the State from time to time to support planning activities, particularly in relation to the use of Funding and Proceeds of Sale to grow social housing investment.</p> <p>The Strategic Portfolio Statement must include:</p> <ul style="list-style-type: none"> <li>• planned growth of housing stock</li> <li>• proposed use of current funding</li> <li>• early identification of any potential sale of stock</li> <li>• strategies to rehouse existing tenants, if applicable</li> <li>• proposed use of any proceeds from asset sales.</li> </ul>

# Schedule 1

Schedule 1: Part 1 - Capital Funded Property																									
Capital Funded Properties																									
State Reference ID #	Right of First Refusal Period Start Date	Address	Lot Plan	CT Reference	State Funded Contribution (includes Funded receipts)	Financier	Leveraged Financier Contribution	Provider Contribution	Provider Offset Percentage	HAID ID Ref #	Mortgage Reference ID	SH Dwelling Count	Specified Policy Setting	Funded Purpose (Project Use)	Total Project Cost	Special Conditions	Notes								
																Annexure xxxx	refer to Project Deed 6.3.205								
<b>TOTALS</b>																									

Proceeds of Sale			
State Reference ID #	Property	Proceeds of Sale	Sale Date

Schedule 1: Part 2 - Leased Properties									
Leased Properties									
State Reference ID #	Address / Premises	Lot on Plan	CT Reference	Commencement Date	End Date	SH Dwelling Count	Specified Policy Setting	Benchmark Condition	Special Conditions
Property 1									<b>Example</b> By-laws attached for use of property Approved for caretaker, or particular target group
Property 2									
Property 3									
<b>TOTALS</b>									

## Schedule 1: Part 3 - Service Funding Details

### Service Funding Details

State Reference ID #	Specified Policy Setting/Service Funding Requirements/ Program	Service Start Date	Service End Date	Description of Services	Service outlets	Service Type	Service Users/ Target Group	GST	Total Funding <i>GST exclusive</i>	Funding Per Year 1 <i>GST exclusive</i>	Funding Per Year 2 <i>GST exclusive</i>	Funding Per Year 3 <i>GST exclusive</i>	Funding Per Year 4 <i>GST exclusive</i>	Funding Per Year 5 <i>GST exclusive</i>
<b>TOTALS</b>								\$	\$	\$	\$	\$	\$	

State Reference ID #	Geographic Catchment Area	Operating Hours	Afterhours arrangements	Private Headlease property quota	Deliverables (Outputs)	Home Maintenance (Hours)	Information & Referral (Hours)	Performance Measures	Additional reporting	Special Conditions

# Attachment 1 – Active Master Agreement Authorisation Deed Polls



# Attachment 2 – Active Capital Funded Master Agreement Project Deeds



# EXECUTED AS AN AGREEMENT by the parties on the dates set out below

**EXECUTED** on behalf of the **STATE OF QUEENSLAND THROUGH THE DEPARTMENT OF HOUSING AND PUBLIC WORKS** by:

.....  
*(full name)*

.....  
*(designation)*

a duly authorised delegate of the Director-General in the presence of:

.....  
*(print name of witness)*

.....  
*(signature of witness)*

.....  
*(signature)*

..... / ..... / .....  
*(date)*

**EXECUTED** by [Click or tap here to enter text.](#) in accordance with s 127 of the *Corporations Act 2001* (Cth) by:

.....  
*(print name of director)*

.....  
*(print name of director/ secretary)*

.....  
*(signature of director)*

.....  
*(signature of director/ secretary)*

..... / ..... / .....  
*(date)*