

SCHEDULE 5 - NSW HEALTH NGO GRANTS PROGRAM SERVICES

1. OVERVIEW

- (a) NSW Health supports the provision of non-emergency health related transport programs that enhance access to health care by catering for the travel needs of people who are transport disadvantaged.
- (b) NSW Health manages the policy, program and funds distribution through the 'NGO Grants Program'.
- (c) The contract management of the NGO Grants Program is administered by TfNSW on behalf of the NSW Health.

2. NGO GRANTS PROGRAM OBJECTIVES

The main objectives of the NGO Grants Program are to ('**NGO Objectives**')

- (a) improve access to health facilities for transport disadvantaged patients in order to reduce health inequality within the community;
- (b) respond to the health transport needs of patients in a consistent, strategic and efficient manner; and
- (c) respond appropriately to the cultural requirements of communities and of individual patients in order to facilitate access to health care.

3. NGO OBJECTIVES AND ACTIVITIES

3.1 NGO Objectives

The Provider must deliver the NGO Services with respect to the NGO Objectives specified in **Attachment A** 'NGO Grants Program Funding Table' to this Schedule 5.

3.2 NGO Services

The Provider must deliver the NGO Services as specified in **Attachment A** 'NGO Grants Program Funding Table'.

4. REPORTING REQUIREMENTS

4.1 NGO Grant Reporting Requirements

- (a) Each year during the Term, the Provider must provide the reports set out in the table below regarding the expenditure of the Provider's Funding issued under the NSW Health NGO Grants Program and NGO Services delivered with that Funding.
- (b) Community Transport Ministerially Approval Grant (MAG) providers are those Providers' that receive funding from the Local Health Districts to deliver health related transport and their financial reports must meet NSW Health's standards. The Provider agrees to allow NSW Health's Finance Branch to conduct financial compliance checks

in 2020-21 and 2021-22.

REPORT NAME	PERIOD COVERED BY THE REPORT	DUE DATE	DESCRIPTION AND REQUIREMENTS
Quarterly Activity Report	1 July to 30 September	15 October	Report on service delivery activities and outcomes to be provided in accordance with Attachment A 'NGO Grants Program Funding Table' to this Schedule 5.
	1 October to 31 December	15 January	
	1 January to 31 March	15 April	
	1 April to 30 June	15 July	
Annual Activity Report	1 July to 30 June	31 July	Report on service delivery activities and outcomes to be provided in accordance with Attachment A 'NGO Grants Program Funding Table' to this Schedule 5.

4.2 NGO Grants Program Governance

The Provider must attend annual meetings during the Term held in the third quarter of each Financial Year. TfNSW, NSW Health and local health district representatives will attend these annual meetings to discuss governance arrangements, service activity, service delivery and organisation issues, local matters and any other relevant matters.

4.3 Sharing of information

The Provider acknowledges and agrees that TfNSW may share all required information (relating to the NGO Services) with NSW Health.

4.4 Key Performance Indicators (KPIs)

TfNSW may review KPIs and revise KPIs during the Term of the Service Contract.

5. ADDITIONAL FINANCIAL REQUIREMENTS:

5.1 The Provider must not:

- (a) transfer or reallocate Funding between expenditure items in any budget; and
- (b) carry-over any unspent Funding from one Financial Year to the next during the Term,

except to the extent set out in this Schedule 5 and in accordance with the provisions of the funding agreement (between NSW Health and TfNSW, referred to as the '**Funding Agreement**') or with TfNSW's prior written consent.

5.2 The Provider may transfer or reallocate Funding between expenditure items in any budget during a Financial Year provided that:

- (a) the transferred/reallocated Funding does not exceed 10% (up to maximum of \$50,000) of the Funding available to the Provider for that Financial Year;
- (b) there is no material change to the NGO Services; and
- (c) the change would not cause the Provider to be in breach of its obligations under the Funding Agreement.

6. NSW HEALTH SPECIFIC REQUIREMENTS

- (a) Unless otherwise set out in this Schedule 5 or with TfNSW's prior written approval, the Provider:
 - (i) must not use the Funding to purchase Health Assets; and
 - (ii) will own or lease any Health Assets.
- (b) Where Health Assets are to form a material part of the Funding Agreement, they should be:
 - (i) identified in this Schedule 5 or budget; and
 - (ii) recorded on the assets register required by clause 13.2(e) of the Service Contract and generally protect the Provider's interest in the Health Assets.
- (c) For the purpose of this section 6, '**Health Assets**' means any non-consumable item of tangible property (including equipment, furniture, vehicles and buildings) that has a service life of more than one (1) year purchased, leased, hired, financed, created (except in the case of Intellectual Property Rights) or otherwise brought into existence either wholly or in part with use of the Funding, which has a value over \$10,000 inclusive of GST.