# **Service Order for Fee for Service Engagement**

# [insert contract reference number and Purchase Order number]

## *Instructions on how to use this template:*

* *Italicised blue text is instructional and should be deleted before signature*
* [Highlighted text] *indicates that details need to be inserted by the drafter*

## Appointment

Oranga Tamariki appoints the Provider to deliver the Services described in this Service Order and the Provider accepts that appointment.

### Parts of the Agreement

The documents forming the Agreement between the parties are:

1. This **Service Order**,
2. The Oranga Tamariki **Standard Terms and Conditions, Fee for Service**, including Attachment 1 – Requirements for Children’s Workers and Caregivers,
3. If this Service Order is for the provision of Contingent Workers to fill positions as Approved Youth Worker – Residence in an Oranga Tamariki Youth Justice Residence, the **Agreement for Contingent Workers in Residences** [insert contract number] (the Agreement Details and Description of Service), and
4. If the Services involve the provision of Shared Care, the [Shared Care Service Specification.](https://www.orangatamariki.govt.nz/assets/Uploads/Working-with-children/Information-for-providers/Service-Specifications/Shared-Care-Service-Specification-December-2023.pdf)

### How to read the Agreement

* Together the above documents (as applicable) form the whole Agreement.
* Any Provider terms and conditions do not apply.
* Words starting with capital letters have a special meaning, as given in the Definitions sections of the documents forming the Agreement.

### Signing the Agreement

The Agreement is properly signed if each party signs the same copy, or separate identical copies, including electronic copies, of this Service Order.

# Acceptance

In signing this Service Order each party acknowledges that it has read and agrees to be bound by it.

| Signed for and on behalf of Oranga Tamariki: | | | Signed for and on behalf of the Provider: | | |
| --- | --- | --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) | | |
| Name: | Insert name | Name: | | Insert name |
| Position: | Insert position | Position: | | Insert position |
| Date: | Select date | Date | | Select date |

## *If this Service Order is for the provision of Shared Care or Resource Workers, complete Table 1 and delete Table 2.*

## *If this Service Order is for the provision of Contingent Workers in Youth Justice Residences, delete Tabel 1 and complete Table 2.*

|  |  |  |
| --- | --- | --- |
| **Table 1: Service Order details for Shared Care and Resource Workers** | | |
| **Key contacts for this Service Order** | **Oranga Tamariki**  [Name]  [Position]  [email]  [phone] | **Provider**  [Name]  [Position]  [email]  [phone] |
| **Start and End Dates** | **Start Date**  This Service Order commences on the earlier of:   * [insert date]; and * the date that the Provider commences providing the Services.   **End Date**  This Service Order ends on [insert planned End Date] unless extended by mutually agreed Variation or terminated in accordance with the Standard Terms and Conditions, Fee for Service. | |
| **Child[ren] or young person[s]** | [insert relevant information] | |
| **Approved Personnel** | [insert names] | |
| **Service summary** | [insert details of the Services that will be provided]  *Note: it is important to ensure that the description describes both parties’ expectations of what will be provided, how, and when, in order to reduce the potential for disputes* | |
| **Transport** | If the Services require the Approved Personnel to transport the child(ren) or young person(s), the Provider must ensure that the Approved Personnel understand and comply with relevant Oranga Tamariki policies. See: [Escorting tamariki and rangatahi](https://practice.orangatamariki.govt.nz/policy/escorting-tamariki-and-rangatahi/) (<https://practice.orangatamariki.govt.nz/policy/escorting-tamariki-and-rangatahi/>)and[Travel](https://practice.orangatamariki.govt.nz/policy/travel/) (<https://practice.orangatamariki.govt.nz/policy/travel/>) | |
| **Charges** | | |
| **Fees** | *Bednight Rates are payable where the Provider is providing Care Staff; Hourly Rates apply where the Provider is providing Resource Workers. Refer to the Oranga Tamariki Rate Cards for maximums.*   |  |  | | --- | --- | | **Bednight Rate** | $[insert] | | **Hourly Rate** | $[insert] | | |
| **Accommodation Rate**  *Payable where the Services involve the provision of Shared Care and the parties have agreed that the Provider is responsible for providing accommodation. Rates should be agreed with Infrastructure.* | $[insert] per [week/month] | |
| **Mileage Rate** | |  |  | | --- | --- | | **Kilometres per week, per child or young person** | **Mileage Rate** | | Up to 40 | $0 (included in Bednight Rate or Hourly Rate) | | 40 to 140 | $0.79 cents per kilometre | | Over 140 | $0.30 cents per kilometre | | One off or infrequent long-distance travel | $42.00 per day plus petrol |   See also: [caregiver-travel-costs-fact-sheet-and-scenarios.pdf (orangatamariki.govt.nz)](https://practice.orangatamariki.govt.nz/assets/policies/caregiver-travel-costs-fact-sheet-and-scenarios.pdf) | |
| **Extraordinary Costs** | *Extraordinary Costs are a specific amount to meet actual and demonstrable costs in excess of the Bednight Rate or Hourly Rate that are necessary for the Provider to meet the reasonable needs of the child(ren) or young person(s) being cared for. Extraordinary Costs are, by their nature, exceptional.*   |  |  | | --- | --- | | **Description of need** | **Cost** | | [Describe the need that is to be met by the payment of Extraordinary Costs] | $[insert] | | |

|  |  |  |
| --- | --- | --- |
| **Table 2: Service Order details for Contingent Workers in Youth Justice Residences** | | |
| **Key contacts for this Service Order** | **Oranga Tamariki**  [Name]  [Position]  [email]  [phone] | **Provider**  [Name]  [Position]  [email]  [phone] |
| **Start and End Dates** | **Start Date**  This Service Order commences on the earlier of:   * [insert date]; and * the date that the Provider commences providing the Services.   **End Date**  This Service Order ends on the earlier of:   * the timeframe for filling the vacancy expires, and no Candidate has been assigned; or * in relation to any Permanent Assignment, a Candidate is employed by Oranga Tamariki; and/or * in relation to any Temporary Assignment, the term of the Candidate's Assignment expires; or * either Party cancels the Service Order in accordance with the terms of the Agreement. | |
| **Youth Justice Residence** | [Residence name and address] | |
| **Number of Contingent Workers required** | [insert number of vacancies that need to be filled] | |
| **Shifts** | [Explain the combination of day and night shifts that need to be filled] | |
| **Type of Assignment** | [insert number] of Temporary Assignments  and  [insert number] of Permanent Assignments  **Is this a conversion to Permanent Assignment for a Candidate previously on Temporary Assignment?** Yes/No  *If yes, the Permanent Placement Fee will be adjusted by the Conversion Discount* | |
| **Timeframe to fill vacancy/ies** | [insert timeframe] | |
| **Preferred start date** | [insert start date] | |
| **Term of Temporary Assignment/s** | From [insert start date] to [insert end date] | |
| **Hourly Rate**  For Temporary Assignments only | |  |  |  | | --- | --- | --- | | **Day rate** | **Night rate** | **Public holiday rate** | | $48.25 | $48.25 | $90.50 | | |
| **Annual salary**  For Permanent Assignments only | [insert] | |
| **Placement Fees**  For Permanent Assignments only | Up to 15% of annual salary, payable as follows:  1. Half when the Candidate is Provisionally Approved; and  2. The remaining half payable if the Candidate becomes an Approved Youth Worker – Residence. | |
| **Conversion discount**  Only applicable if this Service Order is to convert a Temporary Assignment to a Permanent Assignment | |  |  | | --- | --- | | **Length of time engaged as Temporary** | **% Discount off Placement Fee** | | 0-3 months | 0% | | Over 3 months to 6 months | 25% | | Over 6 months to 9 months | 50% | | Over 9 months to 12 months | 75% | | Over 12 months | 100% (no Placement Fee payable) | | |
| **Attachments** | Attachment A Youth Worker – Residence Position Description *Please attach*  Attachment B Conflict of Interest and Confidentiality Declaration *Please attach* | |