



## Declaration of Outputs and Outcomes Compliance for Funded Organisations

Organisation: [insert name of organisation]

I the undersigned, in my/our capacity as [insert title] of [insert name of organisation] declare that [insert name of organisation] has complied with the terms and conditions, and delivered the contracted services, of the Service Agreement, as read with the General Provisions for the Purchase of Community Services by Public Authorities:

Service Agreement Type	Outputs delivered in full	All funding was utilised for the purpose for which it was allocated or, authority to use it otherwise was received	Outcomes have been met in full	Compliance period, insert financial year or specific timeframe
<b>Individually Funded Services</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Family Support Services</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Disability Professional Services - Targeted</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Disability Professional Services - Comprehensive</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Recreation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Advocacy</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Please note:

- Outputs are defined as the contracted services covered in the individual plans, or in the case of Disability Professional Services (DPS) the contracted services detailed in the service agreement.
- By end of June every year, service providers are required to enter information in the Annual Client and Service Data Collection (ACDC) on the number of Individual Plan Service Sections that have been started, reviewed and completed within specified time frames. Individuals Plans are compulsory and a start and review date must be recorded, with the exception of DPS - where detailed in their service agreement, DPS

providers submit a performance report. Outcomes are not met if reporting on Individual Plans has not been undertaken within the specified timeframe recorded in ACDC.

Service Agreement Type	Explanatory note (if required):
Individually Funded Services	
Family Support Services	
Disability Professional Services - Targeted	
Disability Professional Services - Comprehensive	
Recreation	
Advocacy	

I have no knowledge of any significant operational, financial, strategic and/or governance contract risk that would impact negatively on the Department for Communities, Disability Services, [insert name of organisation] or people with disability. Furthermore, I undertake to inform the Department for Communities, Disability Services of any significant operational, financial, strategic and/or governance organisational change.

In the event that [insert name of organisation] is not able to comply fully, a comprehensive explanatory report will accompany this Declaration.

I am aware that under Section 13 of the General Provisions for the Purchase of Community Services by Public Authorities, Service Providers must keep their own records to support this declaration and allow the Disability Services and/or or the Office of the Auditor General access to these records if requested.

.....  
Signed, [Insert title]

Date: Insert <dd/mm/yyyy>

Please email the signed completed form to [funding@dsc.wa.gov.au](mailto:funding@dsc.wa.gov.au)

Reporting forms can be found at <http://www.disability.wa.gov.au/disability-service-providers-/for-disability-service-providers/>