

## **Guide to Completing the Notice of Intention to Obtain a Certificate of Compliance against the National Standards for Disability Services**

All Australian Government funded Disability Employment Services and Australian Disability Enterprises must be independently certified against the National Standards for Disability Services as legislated in the *Disability Services Act* (1986).

The Australian Government Department of Social Services (DSS) administers the Quality Strategy for Disability Employment Services and Australian Disability Enterprises.

Newly funded organisations are required to obtain a certificate of compliance no later than 12 months after the grant of financial assistance is approved. Failure to obtain a certificate of compliance within this time frame will result in revocation of Australian Government funding.

Newly funded organisations must complete the **Notice of Intention to Obtain a Certificate of Compliance against the National Standards for Disability Services** form and submit it to DSS.

Please return to:

*Include name*  
Manager, Disability Services  
DSS, *Include details of State (eg, Victoria Office)*  
GPO Box 9820  
*City, State and postcode*

The form is only valid when endorsed by the DSS delegate.

The timeframe for obtaining a certificate of compliance **must** be no later than 12 months after the grant of financial assistance is approved.

The person completing the form must be an authorised officer of the organisation and with authority to sign a funding deed/agreement on behalf of the organisation.

All areas of the form must be completed. A copy of the endorsed form will be provided to the funding department and to the organisation.

Amendments to agreed dates will only be approved in consultation with the funding department.



**Australian Government**  
**Department of Social Services**

**NOTICE OF INTENTION TO OBTAIN A CERTIFICATE OF COMPLIANCE AGAINST THE NATIONAL STANDARDS FOR DISABILITY SERVICES**

**ORGANISATION DETAILS**

**Legal name:**

**Address:**

**Contact Person:**

**Position:**

**Telephone:**

**Facsimile:**

**Email:**

**OUTLET/SITE DETAILS:** (please attach a separate sheet listing details if required)

<b>Type*</b>	<b>Name</b>	<b>Outlet/Site Address</b>
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\* Please specify if ADE (Australian Disability Enterprise), ESS (DES Employment Support Service) or DMS (DES Disability Management Service)

**STATEMENT OF INTENTION:**

It is the intention of this organisation to seek and obtain a Certificate of Compliance against the National Standards for Disability Services according to the requirements of the *Disability Services Act (1986)*. The timeframe for obtaining a certificate of compliance must be no later than 12 months after the grant of financial assistance is approved. I understand failure to achieve certification within this timeframe will result in revocation of funding. The outlets/sites listed above will be included on the Certificate of Compliance.

**Signature of Authorised Person:**

Organisational Seal (if applicable):

**Name and Position:**

**Date:**

**AUTHORISATION BY DSS DELEGATE**

This Notice of Intention to Obtain a Certificate of Compliance against the National Standards for Disability Services is endorsed on behalf of the Minister for Social Services.

**Delegate Signature:**

**Position:**

Manager, Disability and Carers

**Date:**