|  |  |  |
| --- | --- | --- |
| Communities and Justice | | |
| Service provider declaration for corporate-level accountability 2022–2023 | 17 July 2023 | |
| For service providers delivering funded contracts | |  |

|  |  |
| --- | --- |
| Service provider name | <organisation name> |
| Service provider ID  This can be obtained from the DCJ Contracting Portal |  |

1. As authorised representatives of <organisation name>, and subject to the exceptions listed in paragraph 4:
   1. we confirm that our governing body is aware that we have submitted the information and documents requested by the Department of Communities and Justice (DCJ) to satisfy the requirements of corporate-level accountability;
   2. we confirm that our organisation has submitted all financial information and documents requested by DCJ; and
   3. we warrant that the information and documents submitted to DCJ are true and correct.
2. We confirm, subject to the exceptions listed in paragraph 4, that our organisation:
   1. is a going concern;
   2. has the capacity and capability to continue to deliver the services agreed in the contract(s) with DCJ; and
   3. will be able to pay its debts as and when they become due.
3. In addition, we confirm that our organisation is aware of and is complying with its obligations under the contract with DCJ, and shall ensure, subject to the exceptions listed in paragraph 4:
   1. if required based on the services being provided, our organisation maintains the requisite and up-to-date recognition by a regulator[[1]](#footnote-1) to deliver the services agreed in the contract(s) with DCJ;
   2. we comply with the NSW *Work Health and Safety Act 2011* and the NSW *Work Health and Safety Regulation 2017*;
   3. we have taken all reasonable steps to ensure our all staff[[2]](#footnote-2) are aware of, and comply with their work health and safety responsibilities when delivering the services agreed in the contract(s) with DCJ;
   4. we maintain relevant and adequate levels of insurance to satisfy the insurance provisions agreed in the contract(s) with DCJ;
   5. we comply with:
      1. the NSW *Privacy and Personal Information Protection Act 1998*; and
      2. the *Privacy Act 1988 (Cth)* if relevant, based on the value of the contract(s) with DCJ; and
      3. the NSW *Health Records and Information Privacy Act 2022* if applicable to the services agreed in the contract(s) with DCJ;
   6. we have taken all reasonable steps to ensure our staff[[3]](#footnote-3) are aware of, and comply with their privacy responsibilities when delivering the services agreed in the contract(s) with DCJ;
   7. we comply with all obligations and requirements for information security agreed in the contract(s) and/or specified in DCJ’s [policy for maintaining secure information and notifying us of information security incidents](https://www.facs.nsw.gov.au/providers/working-with-us/working-with-you/information-security), including adherence to relevant legislation and standards;
   8. all staff3 who deliver the services contracted by DCJ have the requisite skills, qualifications and training, knowledge and experience, and meet all other requirements for staff as agreed in our contract(s) with DCJ. We shall keep copies of relevant documentary evidence in their employment files;
   9. if required based on the services being provided, all applicable staff3 have the requisite and up-to-date recognition by a regulator[[4]](#footnote-4) to deliver the services, and we shall keep copies of them in their employment files; and
   10. if providing child-related services, the following individuals have requisite and up-to-date clearances:
       1. staff3 involved in child-related services have a Working With Children Check from the NSW Office of the Children’s Guardian and, if required, a National Police Certificate from the NSW Police Force, and;
       2. if required, members of the governing body have a Working With Children Check from the NSW Office of the Children’s Guardian;

and we shall keep copies of them on file.

1. We comply with the statements in paragraphs 1, 2 and 3 of this declaration, subject to the following exceptions:

|  |  |  |
| --- | --- | --- |
| Paragraph | Exception | Reason for exception |
| <Eg. 2b.> | If you have no exceptions, clear the contents of this row and write ‘None’ in this column.  Otherwise, complete the columns as indicated.  <State the exception(s) to this paragraph> | <Provide an explanation> |

Please use the signature block that applies to your organisation. Note that each person signing for the organisation must be an [authorised or delegated signatory](https://www.facs.nsw.gov.au/providers/funded/resources/authorised-signatories).

#### Signature block for organisations with multiple authorised signatories

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Name |
|  |  |  |
| Position |  | Position |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Date |  | Date |

#### Signature block for organisations with one authorised signatory

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Witness name |
|  |  |  |
| Position |  |  |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Date |  | Date |

1. Recognition by a regulator includes an accreditation, certification, registration or licence. [↑](#footnote-ref-1)
2. ‘Staff’ means all employees, volunteers, contractors and agency personnel. [↑](#footnote-ref-2)
3. ‘Staff’ means all employees, volunteers, contractors and agency personnel. [↑](#footnote-ref-3)
4. Recognition by a regulator includes an accreditation, certification, registration or licence. [↑](#footnote-ref-4)