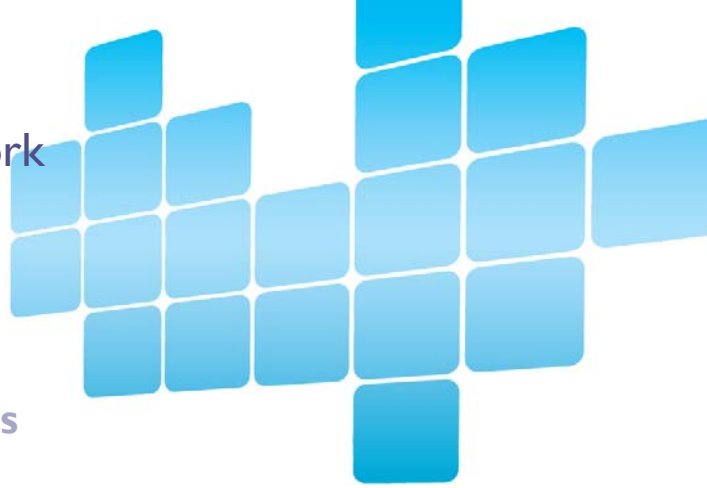


# Quality and Safety Standards Framework for Tasmania's Agency Funded Community Sector 2009-2012



## Fact Sheet First Reporting Period Requirements 1 July 2009 – 30 December 2009

### Key Dates for the First Reporting Period

- By **30 December 2009** evidence of compliance against the Fundamental Elements of Standard I: Safe Environment must be **available** (i.e. within the Organisation).
- By **31 January 2010** relevant documentation, including evidence of compliance for the Fundamental Elements of Standard I: Safe Environment and de-identified statistical data is to be **submitted** to the Office for the Community Sector.

### Completing the Self Report - Initial Workbook

- All of the questions on the white pages of the *Self Report - Initial Workbook* are required to have a documented response (if a question is not relevant to your organisation please respond by inserting 'not applicable' and then provide a brief comment outlining why the question is not applicable).
- **Succinct dot point response(s)**, to each relevant question, is all that is required.
- The questions on the shaded pages refer to the Supplementary Elements of the Generic Standards and are optional. Therefore, your organisation may choose (or not) to respond to these questions.

### What is to be submitted to the Office for the Community Sector by 31 January 2010?

- One completed *Self Report - Initial Workbook* (for the period 1 July 2009 – 31 December 2009) **or** current accreditation documentation, including the quality improvement plan; and
- Evidence of compliance against the Fundamental Elements of Standard I: Safe Environment  
Compliance requirements are available at:  
<http://www.communityexpress.dhhs.tas.gov.au/Upload/files/1208/Standard%20I%20-%20Safe%20Environment.pdf>; and
- Completed Severity Assessment Code Rated 3 or 4 Incident Statistical Data Report (for the period 1 October 2009 – 31 December 2009); and
- Completed Compliment Statistical Data Report (for the period 1 October 2009 – 31 December 2009); and
- Completed Complaint Statistical Data Report (for the period 1 October 2009 – 31 December 2009).

The documentation may be submitted either electronically or in hard copy.



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