

Declaration Form Licensee/Licensee Representative CBC4, CBC5 and IHCC Use Only

See the end of this form for the Department of Education's Personal Information Protection Statement.

Who completes the form?

In determining whether an applicant for a licence, or a holder of a licence, is a fit and proper person to hold a licence, the Secretary of the Department of Education must take into account a number of matters as outlined in section 15A(2) of the *Child Care Act 2001*. As part of this process, licence applicants/holders are required to provide information in this *Declaration Form*. Please note that, in some circumstances you may be required to be further assessed.

It is essential that you fully understand the legislative aspects of the role that you are taking on. Please ensure that you read the specified Information Sheets prior to signing this Declaration.

- Fitness and Propriety Information Sheet
- Duty of Care Information Sheet
- Legislative Authority and Responsibilities for Licence Applicants Information Sheet

Licensee/licensee representative

A **licensee** is the person or organisation that applies for/holds a licence to operate or provide a child care service. Please note that:

- Where the licensee is a corporate body (e.g. a company, government agency or community based management committee), the Education and Care Unit requires this body to nominate at least two **licensing representatives** for licensing purposes. Each licensee representative is to complete a Declaration Form.
- Where the licence applicant is a single owner/operator, this person must complete a Declaration Form.
- Where an employee is authorised to apply for the licence, this employee must complete a Declaration Form.

Please complete sections: 1, 2.1, 2.2, 3.1, 4.1, 4.2, 5 and 6 (for licensees)

1, 2.1, 2.2, 3.2, 4.1, 4.2, 5 and 6 (licensee representatives)

What happens to the information provided?

Information obtained through this process:

- will remain confidential, however may result in the organisation which you are representing being notified should you not receive approval as a fit and proper person. Please note that this form will be filed and may be used to collect further information at a later date.
- may be used to seek further information from agencies within this State and other States and Territories.
- will be stored in a secure location until destroyed in accordance with the *Archives Act 1983* and associated records management policies and guidelines.

Please ensure that **all** applicable sections of the form are completed.

Section 1 Personal Details

Full Name: _____

Previous Name(s): _____

Address: _____

(suburb)

(postcode)

Mobile: _____ Work: _____ Email: _____

Date of Birth: _____

Name of the child care service or service operator (organisation) for which you are applying to hold a licence **or** be a licensee representative.

Have you ever resided or worked in any other Australian State or Territory (other than Tasmania) or any other country?

Yes No If Yes, where _____

Have you ever held a licence for and/or managed a child care service in any other Australian State or Territory (other than Tasmania) or any other country?

Yes No If Yes, where _____

Have you ever worked as a child carer in any other Australian State or Territory (other than Tasmania) or any other country?

Yes No If Yes, where _____

Do you give permission for the Department of Education to seek further information from other States and Territories if necessary?

Yes No

Section 2 Qualifications and Experience

Section 15A of the *Child Care Act 2001* requires the Department to collect information on the relevant qualifications and experience of all persons specified in section 15A including the licensee/licensee representatives, persons-in-charge and responsible persons.

Please note that relevant qualifications and experience are *NOT* mandatory to fulfil the role of licensee/ licensee representative.

2.1 Qualifications of licensee/licensee representatives.

- I **have no** specific qualifications that may be relevant to the role of licensee/licensee representative or responsible person.
- I **have** qualifications that may be relevant to the role of licensee/licensee representative or responsible person. Please outline

Name of Institution	Name of Qualification	Date Awarded

2.2 Experience of licensee/licensee representatives.

- I **have not** been concerned in the provision, management or operation of a service or business which provides child care, or in the provision of child care, in Tasmania or elsewhere (i.e., I **have not** been a carer, licensee, licensee representative, been involved in the management of a service, or owned a service, etc).
- I **have** been concerned in the provision, management or operation of a service or business which provides child care, or in the provision of child care, in Tasmania or elsewhere. (i.e., I **have** been a carer, licensee, licensee representative, been involved in the management of a service, or owned a service, etc).

Please outline your experience.

Please include your current role.

Position held	Name of child care service/organisation or employer	Address and contact number of child care service/organisation or employer	Dates of employment/ involvement

If you wish to add any additional information:

Section 3 Relevant knowledge of the act, regulations and standards

Please refer to Sections 10, 11, 12 and 29 in the *Child Care Act 2001* prior to completing this section.

3.1 For licensees - (individual owner operators and employees authorised by the service operator to hold the licence)

I, _____,
(name of licence holder)

have access to the *Child Care Act 2001* and the licensing standards.

I acknowledge and accept my responsibilities as a licence holder under section 10, 11 or 12 of the *Child Care Act 2001* (as applicable) to ensure compliance:

1. with the *Child Care Act 2001* (section 29) including that, at all times during which a child is provided with child care under the licence:
 - the child is provided with a safe environment and proper and appropriate care and supervision; and
 - every reasonable precaution is taken to protect the child from hazard likely to cause injury; and
2. with the Tasmanian licensing standards (applicable to the services in which I'm involved).

(signature and date)

3.2 For licensee representatives - (where the licence is held by a community based incorporated organisation, company/partnership or government agency)

I, _____,
(name of licence holder)

have access to the *Child Care Act 2001* and the licensing standards.

On behalf of _____
(name of service operator)

I acknowledge and accept my authority and responsibility as a licence holder under section 10, 11 or 12 of the *Child Care Act 2001* (as applicable) to ensure compliance:

1. with the *Child Care Act 2001* (section 29) including that, at all times during which a child is provided with child care under the licence:
 - the child is provided with a safe environment and proper and appropriate care and supervision; and
 - every reasonable precaution is taken to protect the child from hazard likely to cause injury; and
2. with the Tasmanian licensing standards (applicable to the services in which I'm involved).

(signature and date)

Section 5 Good repute

Please provide the name and contact details of two referees who are able to attest to your good repute in regard to your character, honesty and integrity. These referees are **not** to be related to you by birth or marriage, or be a current employee or a fellow director, committee member, officer or shareholder. The Education and Care Unit will send these people a form to complete and return, in confidence, directly to the Education and Care Unit. As their comments will be taken into account in determining whether you are a fit and proper person to hold a licence or be a licensee representative, it is important that you request their permission to nominate them as referees, and discuss with them the importance of their returning the completed form to the ECU as soon as possible. This will ensure that the licensing process is not delayed.

Referee 1

Name: _____
(given name) (family name)

Address: _____

(suburb) (postcode)

Phone Number (business hours): _____ Mobile: _____

Email: _____

Referee 2

Name: _____
(given name) (family name)

Address: _____

(suburb) (postcode)

Phone Number (business hours): _____ Mobile: _____

Email: _____

Section 6

I, _____ of _____
(full name) (residential address)

declare that

- I acknowledge that the information I have supplied in this Declaration Form is true and correct.
- I agree to inform the Manager, Education and Care Unit (contact information as per the Education and Care Unit detailed below) within **seven days** of any changes occurring to the information provided in this form.
- I understand that the provision of false information or withholding information, now or in the future, may result in the withdrawal of the approval to fulfil the position of licensee/licensee representative, person-in-charge or responsible person.

Signature of Applicant: _____

Declared at _____ in the State of _____

on the _____ day of _____ 20_____

before me Commissioner for Declarations or Justice of the Peace.

Signature: _____ Name: _____

Occupation: _____ Contact Number: _____

Proof of identification of applicant (to be completed by Commissioner for Declarations or Justice of the Peace in relation to the person completing this form)

Type of identification sighted: _____

Reference number on identification: _____ (e.g. Driver’s licence, passport, photo identification)

Name of Commissioner for Declarations/Justice of the Peace: _____

Signature of Commissioner for Declarations/Justice of the Peace: _____

Date: _____

Ensure that you have completed all the sections relevant in this Declaration Form, photocopy for your own records and return the original in a sealed envelope marked “Strictly Confidential” to:

Education and Care Unit
Department of Education
GPO Box 169
HOBART TAS 7001

Department of Education Personal Information Protection Statement

Education and Care Unit, GPO Box 169, Hobart Tas 7001

Phone: 6165 5425 or 1300 135 513

Email: ecu.comment@education.tas.gov.au

All personal information (collected at any time) relating to management, staff and children will be collected from you for the purpose of obtaining and verifying details required under the *Child Care Act 2001*, Licensing Standards and related State and Australian Government Acts and Regulations, and will be used by the Department of Education to support the licensing process and for reporting on children's services at a state and national level.

Failure to provide this information may result in:

- the service being unable to be licensed, or
- approval not being granted for a person/s to hold a licence or be a licensee representative/s.

Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of the Department and other authorised agencies. Your personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

You can obtain a copy of the Department's Personal Information Protection Policy at <https://documentcentre.education.tas.gov.au>. If you wish to access your personal information, please make application as stated in the Personal Information Protection Policy.