Declaration Form  
Persons-in-Charge  
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, persons-in-charge 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

A person-in-charge of a child care service under a centre based licence is a person who:
- is physically at the centre/facility/premises where children are provided with child care by that service;
- and
- is in charge of the day-to-day running and supervision of that service /centre/facility/premises

A person-in-charge in relation to an approved registration body, (IHCC only), is the person who is directly in charge of the day-to-day running and supervision of that service.

Please complete all sections.

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.
Section 1  Personal Details

Full Name: ________________________________________________________________

Previous Name(s): __________________________________________________________

Street Address: ______________________________________________________________

__________________________________________ (suburb):           (postcode)

Postal Address: ______________________________________________________________

__________________________________________ (suburb):           (postcode)

Home Phone No: ________________ Work Phone No. ________________ Facsimile ___________

Email: __________________________________________________

Mobile: _______________________________________________             Date of Birth ___________

Name of the child care service or service operator (organisation) for which you are applying to be a person-in-charge.

__________________________________________________________

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.

2.1 Qualifications of persons-in-charge

☐ I have no approved qualification, (refer to licensing standard 2 – Carer Qualifications).

☐ I have an approved qualification, as per the licensing standards.

Please outline approved qualification, and any others that may be relevant to the role.

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<tr>
<th>Name of Institution</th>
<th>Name of Qualification</th>
<th>Date Awarded</th>
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please attach a copy of your relevant qualification(s).

2.2 Experience of persons-in-charge

☐ 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.

<table>
<thead>
<tr>
<th>Position held</th>
<th>Name of child care service/organisation or employer</th>
<th>Address and contact number of child care service/organisation or employer</th>
<th>Dates of employment/involvement</th>
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If you wish to add any additional information:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Declaration Form Person in Charge - November 2014
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 persons-in-charge

I, ____________________________________________________________, acknowledge that my role is within the definition of person in charge under the Child Care Act 2001.

I have access to the Act and the licensing standards and I acknowledge and accept my responsibilities as a person in charge and within that role will 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 4 General declarations

Please tick each statement that you are able to declare is true and provide additional information as required.

4.1

☐ I have not been charged with, or found guilty of, in Tasmania or elsewhere, within the previous 10 years, an offence punishable by a period of imprisonment.

☐ I have not been charged with, or found guilty of, or otherwise disciplined for, an offence against –
   i) The Child Care Act 2001, the regulations or the Standards; or
   ii) The Education and Care Services National Law (Tas) 2011 or any regulations made under that Law, whether that offence was committed in Tasmania or elsewhere; or
   iii) A previous Act or law that substantially corresponds to the Act, the regulations or the Standards, including the former Act, the Child Protection Act 1974 and any regulations or Standards made under either of those Acts; or
   iv) The Registration to Work with Vulnerable People Act 2013; or
   v) An enactment or law of another State or a Territory that substantially corresponds to this Act, the regulations, the Standards or another enactment or law referred to above.

☐ I have not been subject to:
   i) An order made under the former Act, the Children, Young Persons and Their Families Act 1997 or the Family Violence Act 2004; or
   ii) A restraint order made under the Justices Act 1959

☐ I have not, in Tasmania or elsewhere:
   i) Been refused a licence or other permission of any type to provide child care or provide, manage or operate a service or business which provides child care.
   ii) Had such a licence or other permission suspended or cancelled.
4.2

If you are unable to complete any section of the above declaration in 4.1, please give the particulars, in the space below, of each section that you are unable to complete and attach additional information if required.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Section 5

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, Tasmania 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  Tasmania  7001

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<th>Department of Education</th>
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<tr>
<td>Personal Information Protection Statement</td>
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Education and Care Unit, Tasmania, GPO Box 169, Hobart Tas 7001
Phone:  6133 4325 or 1300 135 513, Fax:  6233 6042
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 www.education.tas.gov.au (Search for TASED-4-1239). If you wish to access your personal information, please make application as stated in the Personal Information Protection Policy.