



Department for
Communities
Child Care Licensing
and Standards Unit

Licence No.									
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File No.									
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Managerial officer statement

—For body corporate outside school hours care licence applications—

Child Care Services Act 2007

Child Care Services (Outside School Hours Care) Regulations 2006

1st Floor, 111 Wellington Street, East Perth WA 6004

Tel. (08) 6210 3333 (Metro) Tel. 1800 199 383 (Freecall STD) Fax. (08) 6210 3300

- Each Managerial officer must complete a Managerial officer statement.
- Use this Managerial officer statement in conjunction with the main licence application:
 - for an outside school hours care service for school age children, and
 - the licence applicant is a **body corporate**.
- All relevant details and attachments in this statement must be completed and received by the Department for Communities **with** the main licence application before it will be lodged and then assessed.
- To help you complete this statement more easily and accurately, please use the accompanying *Help Guide: How to renew a child care licence*.
- You must answer every section of this application. Where a box is provided, please indicate your answer with either a tick (☑) or a cross (☒).

SECTION 1: Application details

- 1.1 Full legal name of body corporate or public authority applying for the licence renewal
- 1.2 ABN (Australian Business Number) for the above entity
- 1.3 The name of the child care service the licence application relates
- 1.4 Street address of the child care service

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 No ABN available

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Address Suburb/Town

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Postcode

SECTION 2: Managerial officer details

Refer to section 3 of the Child Care Services Act 2007(the Act) for a definition of managerial officer.

- 2.1 Give your full name and title
- 2.2 Please indicate which criterion of the definition given in section 3 of the Act you satisfy to be known as a managerial officer

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Title	Given & middle names	Surname
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s3(a) — director or secretary
 s3(b) — member of the committee of the association
 s3(c) — shareholder with 50% or more the issued shares
 s3(d) — any other person, in the opinion of the CEO, with influence or is in a position to do so

Licence or equivalent authority cancelled

- 2.3 Have you been issued a licence or equivalent authority that has been cancelled in the 5 years before the date of this application?
- 2.4 Give the details of the licence or equivalent authority cancelled.

Yes → Go to 2.4 No → Go to 2.5

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Title of licence or equivalent authority

...../...../.....

Date of cancellation Licence or equivalent authority number

IMPORTANT — Equivalent authority' is defined in section 3 of the Child Care Services Act 2007.

SECTION 2: Managerial officer statement (cont'd)

Criminal record check

2.5 Please attach your National Police Certificate. *(Help guide, p27).* Document attached

2.6 Since the issue of the above certificate, have you been charged with or convicted of any prescribed offence listed in the Regulations? *(Help guide, p27)* Yes → Go to 2.7 No → Go to 2.8

2.7 If yes, please give details

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2.8 Please attach a copy of your Working with Children card. Please record the number and expiry date of your WWC card. *(Help guide, p28).* Document attached

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...../...../.....
 Current assessment notice number Current assessment notice expiry date

SECTION 3: Checklist

Please use the checklist below to ensure your application is complete. Attach copies of supporting documents. Please **DO NOT SEND ORIGINALS**. *Incomplete applications will be returned to the licence renewal applicant.*

3.1 I confirm I have attached the following documents that this application told me to provide:

- copy of National Police Certificate (Q2.5) Yes No Reason Not applicable
- copy of Working with Children card(Q2.8) Yes No Reason Not applicable

SECTION 4: Declaration & privacy statement

Your signature must be witnessed by an authorised witness* *(*Help guide, p22).*

Declaration

I declare that:

- all the information given in this statement, including any attachments, is true and correct
- I am aware penalties may be imposed in accordance with section 49 of the *Child Care Services Act 2007* for knowingly providing any false or misleading information in connection with this statement.

Privacy statement

The Department for Communities needs the information you provide in your application to help assess whether you are fit and proper to be involved in the provision of a child care service in Western Australia. Your personal information will be handled with care and will only be used for the above stated purpose.

— PLEASE KEEP A PHOTOCOPY OF THIS APPLICATION —
 — FOR YOUR RECORDS —

...../...../.....
 Signature Print name Date

Signed in the presence of —

.....
 Signature of authorised witness Print name of authorised witness

...../...../.....
 Qualification as an authorised witness Date

Space for common seal
 where applicable