



Department for Communities

Child Care Licensing and Standards Unit

Licence No.

File No.

Managerial officer statement

—For body corporate child care licence applications—

Child Care Services Act 2007

Child Care Services (Child 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:
 - a **new licence** for a child care service for children predominantly below school age up to the commencement of a secondary school program, 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 apply for 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

No ABN available

1.3 The name of the child care service the licence application relates

1.4 Street address of the child care service

Address

Suburb/Town

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

Title Given & middle names Surname

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

- 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?

Yes → Go to 2.4 No → Go to 2.5

2.4 Give the details of the licence or equivalent authority cancelled.

Title of licence or equivalent authority

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

Date of cancellation

Licence or equivalent authority number

SECTION 2: Managerial officer statement (cont'd)

Criminal record check

2.5 Please attach your National Police Certificate. *(Help guide, p28).* 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, p28)* Yes → Go to 2.7 No → Go to 2.8

2.7 If yes, please give details. Attach a separate piece of paper if necessary.

2.8 Please attach a copy of your Working with Children current assessment notice. Please record the number and expiry date of your WWC Card *(Help guide, p29).* 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. **Incomplete applications will be returned to the licence renewal applicant.** Attach copies of supporting documents. Please **DO NOT SEND ORIGINALS.**

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 WWC card (Q2.8) Yes No Reason Not applicable

SECTION 4: Declaration & privacy statement

Your signature must be witnessed by an authorised witness* *(*Help guide, p26).*

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.

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

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.

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

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