Appendix 14.3

Approved Manager Authorisation Form

This this form is to be used by people seeking authorisation as an Approved Manager of an Assisted Boarding House.

|  |  |
| --- | --- |
| Name of Proposed Manager: |  |
| Address |  |
| Suburb |  | State |  | Postcode |  |
| Phone |  | Fax |  |
| Mobile |  | Email |  |
| Does the Proposed Manager hold: |
| 1. Tertiary Qualifications (degree or diploma) in social work, health or community work? YES NO

 Details: |
|  |
|  |
|  |
| 1. Relevant experience in the management of Assisted Boarding Houses or Licensed Residential Centres? YES NO

Details: |
|  |
|  |
|  |
| Please note that if you answered NO both 1. and 2. above, the proposed manager will not be considered suitable for appointment. See *Boarding House Regulation 2013*, Schedule 1 Standard 3 for more information. |
| To support the approval of the Proposed Manager please provide further information to demonstrate the individual’s capacity and experience to provide appropriate accommodation and services to additional needs residents, and to exercise overall supervision of an Assisted Boarding House. You may wish to provide copies of:* certificates or statements of attainment for relevant courses
* written references from former or current employers
* a statutory declaration from the individual where documents are not immediately available.

*Please do not send original documents as they will not be returned.* |
| For each Proposed Manager you must also submit a completed and signed:* **National Police Check (Attachment A)**
* **Referee Check Form (Attachment B)**
 |

|  |  |
| --- | --- |
| Proposed Manager Name |  |
| Proposed Manager Signature |  |
| Date |  |

|  |  |
| --- | --- |
| Licensee Name |  |
| Licensee Signature |  |
| Date |  |

Please forward the completed copy of this form (with attachments) by email to AssistedBoardingHouses@facs.nsw.gov.au

* + 1. Attachment A – Police Check

The NSW Police Force provides an opportunity for NSW residents aged 14 years and above to apply for a National Police Check for the purpose of employment, visa, adoption, student placement, admission as a lawyer and volunteer in a commonwealth supported aged care facility. National Police Checks start from $50, clear results within an hour.

The website link to the online application form is:

<https://portal.police.nsw.gov.au/s/policecheck-definition?reportType=CP_PoliceCheck>

* + 1. Attachment B – Referee Check Form

This form is to be used by people seeking authorisation as a Licensee or Approved Manager of an Assisted Boarding House.

|  |  |
| --- | --- |
| **Name of person requesting authorisation** |  |
| **Proposed position:** Licensee / Manager / Both (please circle) |
| I give approval for DCJ to contact the people listed below to seek information relating to my suitability to operate an Assisted Boarding House. |
| Signature |  | Date |  |
|  |
| **Referee One Details** |
| Name |  |
| Relationship to person named above |  |
| Address |  |
| Suburb |  | State |  | Postcode |  |
| Phone |  |  |  |
| Mobile |  | Email |  |
| **Referee Two Details** |
| Name |  |
| Relationship to person named above |  |
| Address |  |
| Suburb |  | State |  | Postcode |  |
| Phone |  |  |  |
| Mobile |  | Email |  |