

# YMCA Geelong Procedure – Application for Determination of Fit and Proper Person (PR)



Procedure Number	Date Approved	Date Last Amended	Status
YG 203-O (PR)	8/08/2018	14/05/2020	APPROVED

## About this form

- This form should be used as part of an ongoing requirement to determine fit and proper persons in the organisation.
- This form should be completed by the following persons and submitted by any new employee of the organisation holding the following responsibilities:
  - Persons with management and control of the provider - A person who is considered suitable to be involved in the administration of child care subsidies on behalf of the Australian Government and families, having regard to matters including their history of compliance with the law and responsible financial management.

## These are requirements under the:

- A New Tax System (Family Assistance) Act 1999*
- A New Tax System (Family Assistance) (Administration) Act 1999*
- Child Care Subsidy Minister's Rules 2017 (Minister's Rules)*
- Child Care Subsidy Secretary's Rules 2017 (Secretary's Rules)*
- Any other instruments (including regulations) made under the *A New Tax System (Family Assistance) Act 1999* and the *A New Tax System (Family Assistance) (Administration) Act 1999*
- Schedules 5 and 6 to the *A New Tax System (Family Assistance and Related Measures) Act 2000*.

## Documents you must include with this form

- An original copy of a National Criminal History Notification (police check). (YMCA Processed – form attached)
- A copy of any relevant children's services qualifications or certificates of completed training.
- A valid and clear WWCC (Working with Children Check)

### Details of Licensee

1. Name of licensee

### Details of person being determined as fit and proper

2. Title (Mr, Mrs, etc)  Family Name  Given names

Date of birth  Email Address  Daytime telephone number  Fax number

#### Residential address

Unit, floor, street number and street name  Suburb/Town  State  Postcode

Postal address Same as residential address  or different address specified below

Unit, floor, street number and street name  Suburb/Town  State  Postcode

3. Have you ever been known by a different name (including maiden name, married names)?

No  - Go to question 4.

Yes  - List all names previously known by

Title	Family Name	Given
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Declaration and statements by person being determined as fit and proper

### Financial declaration

4. Are you currently or have you ever been insolvent or bankrupt or had your estate assigned for the benefit of creditors?

No  - Go to question 5.

Yes  - Provide details below. Include dates, what the circumstances were that led up to the event and the outcome.

5. Are you currently or have you ever been a secretary or director or a public officer of a company placed under a receiver or official manager?

No  - Go to question 6.

Yes  - Provide details below. Include dates, what the circumstances were that led up to the event and the outcome.

6. Are you currently or have you ever been a secretary or director or a public officer of a company which has been wound up or a company which has entered into a compromise or scheme or arrangement with creditors at the time of winding up?

No  - Go to question 7.

Yes  - Provide details below. Include dates, what the circumstances were that led up to the event and the outcome.

### Charges and conviction declaration

7. In Australia or elsewhere have you ever been charged with and found guilty of an offence or do you have any charges pending against you? (excludes parking fines)

No  - Go to question 8.

Yes  - Please provide details of the charges and any findings of guilt. Include dates, whether the charge has been tried or determined, the circumstances that led up to the event and the outcome.

### Health declaration

8. Do you currently, or have you ever suffered from, any mental or physical condition that may impair your ability to exercise control over or manage the Child Care Subsidy or Additional Child Care Subsidy?

No  - Go to question 9.

**Summary of experience and qualifications**

9. Do you have any formal qualifications or work experience relevant to a children’s service?

- No  - Go to question 10.  
 Yes  - Please provide details

**Formal qualifications** (if more than 5, attach a separate sheet titled ‘Formal Qualifications’)

Name of qualification	Name of educational institution	Date awarded

**Work experience** (if more than 5, attach a separate sheet titled ‘Work Experience’)

Name of employer	Position held	Employment dates (from –to)	

**Referees**

10. You must provide the name and contact details of 2 referees. Your referees will be contacted to attest to your character, financial reputation and ability to be involved in a children’s service. These referees must be independent and not related by birth, family or relationship or a fellow director or officer, business partner, current employer or current employee.

**Referee 1**

Title (Mr, Mrs, etc)	Family Name	Given names	
Postal address			
Building name (if applicable)			
Unit, floor, street number and street name or PO box	Suburb/Town	State	Postcode
Email address	Daytime telephone number	Fax number	

**Referee 2**

Title (Mr, Mrs, etc)	Family Name	Given names	
Postal address			
Building name (if applicable)			
Unit, floor, street number and street name or PO box	Suburb/Town	State	Postcode
Email address	Daytime telephone number	Fax number	

**Identity statement and confirmation**

11. You must have your identity verified by an independent witness who does not have an interest in the YMCA. To do this you must provide your witness with a copy of at least one primary document and one secondary document listed below. They must complete this section by indicating which documents they have sighted and sign to confirm your identity.

I certify I have seen an original or certified copy of both a:

Primary Document		
Birth certificate		
Extract of entry		
Citizenship certificate		
Current passport		
Passport that has expired no more than two years ago		

AND

Secondary Document		
Driver's license		
Marriage certificate		
Deed poll notice		
Current bill (eg rates/utility)		

Signature of person confirming identity

Printed Name

Date

## National criminal history checks

12. You are required to attach to this application a National Criminal History Notification (police check) YMCA will run this, please provide details from this:

**National Criminal History Notification reference number**

**Date of issue**

**Current Assessment Notice (Working with Children) number**

**Date of expiry**

## Declaration and signature of person being determined as fit and proper

13. I declare the information provided in this form and any attachments is true and correct.

Signature

Date

## Document checklist

You must attach the following documents to this form.

- An original copy of a National Criminal History Notification (police check) run by the YMCA
- A copy of any relevant children's services qualifications or certificates of completed training
- A copy of a current Working with Children's Check
- A valid RA number related to PRODA approval

## What to do next

- Make sure you have attached all documents specified in the document checklist or the application/determination will be delayed.

## What happens then

- The information you provide will be used to determine your fit and proper status.
- If you are deemed fit and proper you will receive written confirmation of your Fit and Proper status which is valid for 5 years, unless revoked sooner.
- If any change occurs in the information you have provided in this form or while deemed fit and proper, you must notify the YMCA as soon as possible.