



# Nomination Form for In Home Care Support Agency Specified Personnel

**NOTE:** This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software must be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the [Adobe website](#).

## Purpose of form

The purpose of this form is to allow an In Home Care (IHC) Support Agency to nominate suitably qualified personnel to exercise the Department of Education (the department) Secretary's specific delegated powers. Those powers are to:

- determine whether requirements prescribed by the Minister's Rules in relation to sessions of care provided by an approved IHC Service are met for the purpose of determining an individual's eligibility for CCS
- allocate IHC child care places
- reduce allocation of IHC child care places by unused or unusable places.

Nominations must include a declaration that nominees meet the criteria listed below.

Specified Personnel must be fit and proper persons.

### **When determining whether to approve Specified Personnel, we consider:**

- the background checks outlined in Section 43(2)(b), Section 43(2)(c) and Section 46 of the Minister's Rules, *excluding* a working with children check or equivalent
- evidence of activity that does not comply with criminal or civil law, including but not limited to activity related to children or indicating dishonesty or violence
- court proceedings and convictions or findings of guilt, including but not limited to activity related to children or indicating dishonesty or violence
- any past administrative decisions relating to a person's suitability to be involved in childcare
- evidence of fraud or dishonesty
- person's history of managing public funds, and past or current debts to the Commonwealth
- person's record of financial management, including instances of bankruptcy, insolvency, or external administration
- person's experience, skills, position, and role within the IHC Support Agency
- potential conflicts of interest
- other matters the department considers relevant to the person's suitability to exercise the Secretary's delegated power as outlined above.

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## Notification of decision

The department may, at its absolute discretion, approve, set conditions or limitations on approval, vary the approval, or cancel the approval of Specified Personnel.

The department will notify the IHC Support Agency of its decision in writing. Decision notices must clearly state the date of effect of this decision. A copy of the decision notice should be kept in accordance with the department's record keeping policies.

If you have any questions, please contact us at [inhomecare@education.gov.au](mailto:inhomecare@education.gov.au).

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## Details of nominee

Please provide details of the nominated Specified Personnel

Full name:

Date of birth:

Job title:

Signature:

Date:

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## Declaration by authorised officer of the IHC Support Agency

Full name:

Job title:

Signature:

Date:

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### By signing this form, you agree that you:

- have undertaken the appropriate checks, as outlined above
  - are satisfied that the nominee is a fit and proper person to act as a delegate of the Secretary
  - understand you must notify the department in writing of any notifiable event, as outlined in Section 8 of the department's Specified Personnel Policy (separately made available to IHC Support Agency personnel)
  - have received a signed conflict of interest declaration from the nominee and are satisfied that a conflict of interest does not exist.
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## Privacy notice

Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by the department for purposes connected with your proposed appointment. This information is required for us to proceed with the appointment process.

Your personal information may be disclosed to the Offices of the Ministers responsible for the department. You can get more information about the how the department will handle your personal information, including information on accessing or correcting your personal information, and how to make a complaint, in our [Privacy Policy](#).

To use the submit button above, this form must be viewed in Acrobat Reader.  
Alternatively, complete, download and email the form directly to [inhomecare@education.gov.au](mailto:inhomecare@education.gov.au).

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