



DCP Licensing

Frequently asked questions

Licensing application process





Fit and Proper Assessments

All Organisations/Individuals who are seeking to provide Foster Care Agency services OR Children Residential care facilities **must** complete the Fit and Proper process prior to the application process.

Organisational or Individual?

Service providers need to decide who will be the licence responsible entity.

The Organisation can be nominated as a whole, OR one individual can be nominated to be the licence responsible person. This decision is not dependent on the size or structure of your organisation; it is dependent on how the organisation wishes to distribute the responsibility of licence legislative requirements and internal governance.

Submitting as an ORGANISATION

Complete and submit page 3 of the Fit and Proper application form and provide supporting documentation as listed.

AND

Complete and submit page 4 to 7 of the Fit and Proper application form and provide supporting documentation as listed for each Executive Officer of the organisation (Board members, Executive Directors, Directors).

Submitting as an INDIVIDUAL – one responsible person from the organisation

Complete page 4 to 7 of the Fit and Proper application form and provide supporting documentation as listed for the one nominated individual.

How to submit forms

Email all completed forms and attachments to DCPLicensing@sa.gov.au

Post all completed forms and attachments to:

Department for Child Protection
Licencing Services
GPO Box 1072
ADELAIDE SA 5001

***incomplete applications and/or missing attachments will not be progressed*



Who can certify?

Authorised witnesses

For a list of authorised witnesses to certify documents, please refer to “authorised statutory declaration witnesses” at [Authorised witnesses | Attorney-General's Department \(agd.sa.gov.au\)](https://www.agd.sa.gov.au).

Working with Children Checks (WWCC)

Who needs one?

Everyone completing a form as part of the Fit and Proper process requires a South Australian WWCC. This includes all Executive Officers applying under Organisational Fit and Proper.

WWCC applications and details can be found at [SA.GOV.AU - Working with Children Checks \(www.sa.gov.au\)](https://www.sa.gov.au)

Why?

- Section 105 3(c) of the *Children and Young People (Safety) Act 2017*: [Children and Young People \(Safety\) Act 2017 \(legislation.sa.gov.au\)](https://www.legislation.sa.gov.au)
- Section 6 of the *Child Safety (Prohibited Persons) Act 2016* – Meaning of child-related work and work with children describes parameters of accommodation and residential services for children as required persons who must have a WWCC. [Child Safety \(Prohibited Persons\) Act 2016 \(legislation.sa.gov.au\)](https://www.legislation.sa.gov.au)

National Police Clearance (NPC)

Do I need one if I have a WWCC?

Yes.

WWCCs and NPCs are clearances and information that are not one of the same. A WWCC heavily focuses on the appropriateness of someone being suitable to interact and make decisions that affect children.

A NPC identifies all convicted criminal history of a person (at a point in time).

While assessment of criminal history is a part of the WWCC process (and continually monitored), risk assessment is completed on relevance to child related work/interaction/relevant decision making.

A NPC speaks to the individual’s criminal history in a holistic way and not focused on one component. For example, espionage or fraud would be considered as high risk for someone to be a licence holder, especially when contracted with the Department.



Disclosable court outcomes

Individuals may have traffic records that are not necessarily a criminal conviction. Due to the time of offence, it may still be disclosed on a NPC.

For anything that appears on your NPC, please ensure question 1 on the Fit and Proper application form (Individual) is marked as 'yes'.



Organisational Level Assessments

All Organisations and/or Individuals who have successfully undertaken the Fit and Proper process and wish to continue to progress to being licensed for Foster Care Agency services or Children Residential care Facilities, must complete the Organisational Level Assessment.

This requirement attracts a three (3) yearly renewal process.

What are the compliance requirements?

All compliance requirements can be found in the 'Organisational level assessment tool' document published on the DCP website under 'Licensing'.

What do I submit to DCP?

An 'Organisational level assessment application form' will need to be completed and submitted to the DCP Licensing Unit.

All supporting documentation addressing all compliance requirements as listed in the 'Organisational level assessment tool' needs to accompany the submission.

What if the files are too large to email?

The Licensing Unit will accept files in a USB via post or in person.

Post:

Department for Child Protection
Licencing Services
GPO Box 1072
ADELAIDE SA 5001

In person:

Please contact (08) 8226 6964 to arrange a time to meet a Licensing and Compliance Officer at
31 Flinders Street
Adelaide SA 5000

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Agency Level Assessment

Organisations or Individuals must have had successfully undergone both the Fit and Proper assessment process AND the Organisational level assessment prior to applying for a Foster Care or Kinship Care Agency licence.

What type of licence is this for?

For organisations seeking to provide Family Based Care services to the community, they will be required to undergo this process to obtain either a;

- Foster Care Agency Licence
- Kinship Care Agency Licence

How to apply?

Complete pages 1 and 3 (page 2 is not required) in the 'Facility or agency licence application form'.

Attachments listed on page 3 are to be provided when submitting the application form.

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How is an assessment organised?

A Licensing and Compliance Officer will contact your agency to organise a time and date that suits both parties.

How long will the assessment take?

The assessment process generally takes around 2-3 hours. Timings may vary depending on the information provided prior to assessment date and the availability of information the Licensing and Compliance Officer has access to on the day.



Facility Level Safety Check

Organisations or Individuals must have had successfully undergone both the Fit and Proper assessment process AND the Organisational level assessment prior to applying for a Children’s Residential Facility Licence.

What type of licence is this for?

For organisations that are seeking to provide children residential care services to the community, they will be required to undergo this process to obtain a;

- Children’s Residential Facility Licence

How to apply?

Complete the ‘Facility or agency licence application form’.

Attachments listed on page 2 are to be provided when submitting the application form.

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How is an assessment organised?

A Licensing and Compliance Officer will contact your agency to organise a time and date that suits both parties.

How long will the assessment take?

The assessment process generally takes around 3-4hours. Timings may vary depending on the information provided prior to assessment date and the availability of information the Licensing and Compliance Officer has access to on the day.