

Application for Approval as Manager of a Supported Residential Facility

APPLICATION FOR APPROVAL AS MANAGER OF A SUPPORTED RESIDENTIAL FACILITY

Supported Residential Facilities Act 1992

I, _____ (Full Name of Proprietor)
_____, (Business Name)
of _____ (Full Address)
hereby apply for approval for _____ (Full Name of Proposed Manager)
of _____ (Full Address)
as Manager of _____ (Name of Supported residential Facility)
Signed (Proprietor) _____ Date: _____

Manager's Consent

I, _____ (Full Name of Proposed Manager)
agree to act as Manager for _____ (Name of Supported residential Facility)
Signed (Manager) _____ Date: _____

1. **Referees.** Please provide the names, addresses and telephone numbers of two referees able to be consulted about the proposed Manager's character and recent employment/business history.

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2. Please give details of Supported Residential Facilities, or similar facilities, in which the proposed Manager has been or is currently employed (include the name and address of any facilities and the number of hours per week of employment).

Where the proposed Manager has owned or managed a facility elsewhere in Australia, a reference should be obtained from the licensing authority.

3. Has the proposed Manager, or any partners, company, or community organisation with which the proposed Manager is involved, been subject to any warnings or cancellation of licence proceedings with any licensing authority in South Australia or elsewhere? If so, please give details.

4. Has the proposed Manager been convicted of any offence relevant to the care of people requiring personal care services? If so, please give details.

Note that licensing authorities are empowered to obtain a police check on all proposed Managers

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I Attach Hereto:-

1. Supportive evidence of my current qualification/s.
2. Council requires prospective managers to have completed, or be willing to undertake, Certificate IV in Community Services training.
3. References of previous experience or training – two references
4. Current Police Clearance.
5. Any other information which may assist the Council in consideration of the application, including the qualifications and experience of other persons who will be involved in operating or managing the facility and their role.

Where the Manager is absent for a period exceeding seven (7) days, the licensee shall appoint, subject to approval of the licensing authority, an Acting Manager whom must be appointed or otherwise assume the duties of the office of manager.

Note: Responsibilities of a manager are listed under Regulation 16 *Supported Residential Facilities Regulations 2009*

NOTES The Manager of a Supported Residential Facility must take overall responsibility for the day to day management of the facility and, in particular, must:-

- a) ensure the proper oversight and care of the residents of the facility and ensure that personal care services are provided in accordance with each resident's needs;
- b) ensure that the facility, and any furnishings, fittings, and equipment within the facility, are kept clean and safe, and in good repair;
- c) maintain reasonable records for the purposes of the Act and Regulations;
- d) ensure that the facility is adequately staffed at all times in order to ensure the proper care and safety of residents;
- e) ensure that the facility is under the proper supervision of a competent person when he or she is not in attendance at the facility;
- f) where the Manager is absent for a period exceeding seven (7) days, ensure that a person approved by the licensing authority, is appointed as Acting Manager;
- g) an Acting Manager should not act for a period exceeding three consecutive months;
- h) Maintain a register of staff which includes, in relation to each member of staff: • his or her full name, residential address, telephone number and date of birth, and • any qualifications held by the staff member;
- i) maintain a staff roster;
- j) not allow or permit the number of residents at any one time to exceed the number determined by Council and set out in the licence;
- k) comply with any other requirement of the Act, Regulations and Guidelines.

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