Memorandum

|  |  |
| --- | --- |
| **TO** | <Name><Insert Director Community Services OR Director Operations OR DCJ Principal Officer, XYZ District> |
| **FROM** | **<Insert name>** |
| **DATE** | **<Insert date>** |
| **SUBJECT** | **Request for Permission for <Insert Child/Young Person’s name> to relocate to <Jurisdiction> under s79, Children and Young Persons (Care and Protection) Act 1998** |

**Key reasons for request:**

* DCJ is seeking permission for <Insert Child/Young Person’sname> (<ChildStory ref>) to live in <jurisdiction> on an ongoing basis from <date>
* <Has the Interstate Practice Prompt Tool been utilised to support your decision to place this child interstate? Y/N, If not, why not?>
* <Provide brief reason why the Child/Young Person has moved, or is to move, interstate>
* <Indicate whether the interstate placement will meet the Child/Young Person’s short term/long term needs and identified permanency goal>
* <Consultation: who has been consulted in relation to this request? What are their views? An Aboriginal consult required for Aboriginal and Torres Strait Islander children. >
* For Aboriginal and Torres Strait Islander children provide details about how the Aboriginal family and community have participated in this decision and if endorsement has been received from the local Aboriginal Community Controlled Mechanism as per the ACMP Rules and Practice guidance.
* <Insert any other relevant information to support request>, mention if the QAMT has been completed>.
* Child/Young Person’s name>’s OOHC case plan is attached to ChildStory at <ChildStory Record Reference>.

**Recommendation**

The Principal Officer or Director to grant <Insert prospective OR retrospective> permission on the template (below) for <Insert CYP name> to live interstate.

Permission to Move a Child in OOHC Interstate

I <insert name>, as the <Insert District Principal Officer / Director Community Services / Director Operations> of <insert District>, grant permission for <Insert CYP name/s>, who is subject to NSW Children’s Court Orders granting Parental Responsibility to the Minister, to move interstate.

Interstate Practice Prompt tool used to support decision (Y/N) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Endorsement/Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Caseworker |  |  |  |
| Manager Casework |  |  |  |
| Manager Client Services |  |  |  |
| Director/Principal Officer |  |  |  |

**APPROVED/NOT APPROVED: PRINCIPAL OFFICER/DIRECTOR**