

**Plan of Management Template**

N.B. This is only a suggested template and organisations are encouraged to tailor it to meet their needs

**Joint Care Worker Permit Application – Plan of Management**

**Organisation:**

Date:

**Please answer the following:**

- Number of care worker staff in your organisation providing in-home care on a regular\* basis:
- Number of vehicles in your fleet:
- Number of permits you are applying for:
- Description of the type of in-home care provided:
- Average number of in-home visits you expect to provide per week per vehicle across the City of Sydney, Leichhardt and Marrickville Council areas.

<p><b>Potential risk of permit misuse within the organisation</b> Identify potential circumstances where unauthorised permit use may occur</p>	<p><b>Rate the level of risk</b> Rare, unlikely, likely, almost certain.</p>	<p><b>Method to control this risk</b> Describe the steps taken to reduce the identified risk</p>	<p><b>Person responsible</b> Provide contact details of the person responsible for implementing and monitoring the risk control mechanism</p>
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\*in the order of approximately 60 home visits per year