



Fact sheet

Multiservice business operators and board member requirements

This fact sheet provides blue card information for organisations who provide multiple child-related regulated services and explains the blue card process for board members and directors who operate a regulated business that already have a blue card or are applying for one.

Note for Auditors

When a blue card is issued, only a Paid (P), Volunteer (V) or Exemption (E) card will be issued to the holder. There is no Business Operator card. Read on to understand why.

The blue card process for board members and directors

Existing card holders: Updating your card (volunteer/paid)

If you are an existing **volunteer blue card holder** complete the [Volunteer to Business transfer application...](#)

If you are an existing **paid blue card holder** complete the [Notification of change for self-employed persons](#)

If you are not receiving a financial reward as a board member or director, you will not have to pay for your application. You will not need nor receive a new blue card as you are an existing card holder.



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The blue card process for board members and directors (cont.)

New card holders: Option 1 – apply online

First register for an online account – [Register here...](#)

Once registered, you will be prompted to continue with your application, as follows.

Step 1: Type of child related work – select ‘*Business Operator*’

Step 2: Add new child-related business details

Select the relevant business categories (see table overleaf for examples):

Add new child-related business details

Questions / fields marked * are mandatory

1 Add CRA — 2 Business details — 3 Personal details — 4 Previous names

Please select the category of child-related business that you are proposing to start or continue.
If you are not sure which category to choose, then please see our website for more information on [child-related business categories](#) or [contact us](#) for further information.

* Please select the category of child-related business you are proposing to start or continue

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Regulated businesses

Category of regulated business	Board operations examples
Authorised person as defined in the <i>Education (Accreditation of Non-State Schools) Act 2017</i>	Non-State School Accreditation Board. Director of a corporation, which is the governing body of an accredited or proposed non-state school
Child accommodation services including home stays	Operating a service where a child accommodation service is provided under funding by the Australian Government or the Department of Education
Child care – contractor	E.g. contractor entering a child care premises when child-related services are being conducted
Child care services and similar businesses	E.g. au pair, babysitter, nanny
Director of a corporation	Which is the governing body of an accredited or proposed non-state school
Disability Services	Provides disability services or NDIS supports or services to a child with disability
Education and care services (child care service-approved provider)	Childcare centre, outside school hours care or kindergarten
Education programs conducted outside school	suspended or excluded students or flexible arrangements under the <i>Education (General Provisions) Act 2006</i>
Health, counselling and support services	Support and counselling services for youth
Licensed care services under the <i>Child Protection Act 1999</i>	Provides care for children under the Department of Child Safety, Seniors and Disability Services
Licensed care services – Contractor	Entering a licensed care facility e.g. maintenance of facility
Operators of hostels for rural children	Hostels for children other than a residential facility
Private teaching, coaching and tutoring	Education learning, musical or fitness classes
Religious representatives	Services provided as a religious organisation i.e. Sunday school or youth service
Sport and active recreation	Sporting or learning activities

Step 3: Do you receive payment or financial reward for your child-related business?

Board members and directors are only required to pay for their blue card if they are a paid for their role or receive another form of financial reward.

Board members who volunteer their time or only receive reimbursements for out-of-pocket expenses do not need to pay for their blue card.

* Are you receiving a financial reward for your child-related business?

Yes No

This excludes reimbursement of out of pocket expenses.

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Step 4: Enter your business details



Step 5: Do you run any other child-related businesses?



If so, select YES under ‘Do you propose to start or continue running any other child-related businesses?’ Then add the business/es by clicking ‘add another child-related business activity’.

Step 6: Enter personal details and read and sign declaration

Step 7: Enter payment details

These details are only required if you selected YES to the question ‘are you receiving a financial reward for your child-related business?’



