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| **Description: S:\Consistent Practice and Support\(DET) Insignia Blue Left Aligned.jpg** | **Notification of Change of Director or Officer of a Body Corporate Licensee of a Children’s Service**  ***Children’s Services Act 1996, Children’s Services Regulations 2009*** |

# About this notification

* The Secretary or Delegate of the Department of Education and Training (the Department) must be notified of all changes in persons who manage or exercise control over a children’s service.
* This form should be used to advise the Department in accordance with your obligations under section 32 of the *Children’s Services Act 1996.*
* Notification must be forwarded to the Department within 30 days if a person ceases to be or is appointed as:
  + a director of a body corporate (company, incorporated association, cooperative, partnership, corporation) which is a licensee of the children’s service; or
  + an officer of a body corporate (company, incorporated association, cooperative, partnership, corporation) which is a licensee who may exercise control over the operation of the children’s service.
* You should only complete the parts of the form which relate to the information you need to provide.
* The declaration must be signed on completion of the form.

# Documents you must provide with this form

* If any person nominated in this form as a director or an officer who will or may exercise control over the operation of the children’s service has not previously been determined as fit and proper by the Secretary or Delegate of the Department within the last 5 years, a completed *Determination of Fit and Proper Person* form for that person.
* If any person nominated in this form as a director or an officer who will or may exercise control over the operation of the children’s service has previously been determined as fit and proper by the Secretary or Delegate of the Department within the last 5 years but there have been material changes to the information provided to the Department, a letter detailing the material changes, indicating the person(s) to whom the changes relate.
* If there has been a change in directors of a company, a full Australian Securities and Investment Commission company extract, not more than 6 months old, showing the company’s status, address of principal place of business and all directors and company officers.
* If there has been a change in the incorporated association elected members, a copy of the resolution passed at the committee of management meeting.
* If there has been a change in the director/s, principal executive officer or secretary of a cooperative, a copy of the Notice of Appointment.
* If there has been a change of persons within a corporation, a copy of the reporting structure.
* If there has been a change within a partnership, a copy of the new the deed of partnership.

# Further information

* Further information about operating a children’s service is available at [www.education.vic.gov.au](http://www.education.vic.gov.au/) or by contacting the Service Administration and Support Unit by email: [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au) or telephone 1300 307 415

**Privacy** The Secretary to the Department of Education and Training is committed to responsible and fair handling of personal information, consistent with the *Information Privacy Act 2001 (Vic),* the *Health Records Act 2001 (Vic)* and other statutory obligations including obligations under the *Children’s Services Act 1996 (Vic)*. The Department of Education and Training may need to disclose your personal information to other State and Commonwealth agencies to check or confirm the information you have provided. You can request access to or update your personal information by contacting us. Our information privacy policy is available at [www.education.vic.gov.au.](http://www.education.vic.gov.au/)

**CS 21**

Version (01/11/11)

# Licensee details

### Children’s service licence number

1. **Full name of licensee**
2. **Postal address of licensee**

Building name (if applicable)

Unit, floor, street number and street name or PO box Suburb/Town State Postcode

# Children’s service details

### Name of children’s service

1. **Address of children’s service** (P.O. boxes cannot be accepted)

Unit, floor, street number and street name Suburb/Town State Postcode

VIC

### Postal address of children’s service

Same as postal address in question **3** Same as address in question **5** Different postal address specified below Building name (if applicable)

Unit, floor, street number and street name or PO box Suburb/Town State Postcode

Email address Daytime telephone number Fax number

1. **In which Local Government Area is the service located?** (e.g. Port Phillip, Swan Hill)

# Persons who have ceased to be a director or officer of the body corporate

### Provide details about each person who has ceased to be a director or officer of the body corporate.

If more than 10 persons have ceased, photocopy this page as needed or attach a separate list titled ‘Persons who have ceased to exercise control over or manage the service’.

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| **Specify what role the person has**  **ceased to play**  **(e.g. company director)** | **Name of the person** | **Date ceased in role** |
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# Persons who have been appointed to be a director or officer of the body corporate

1. **Provide details about each newly appointed director or officer of the body corporate who will or may exercise management or control over the operation of the children’s service.** These persons must be determined as fit and proper by the Secretary or Delegate of the Department.

### Also list each newly appointed director or officer who will not exercise management or control over the operation of

**the children’s service**.

If more than 8 directors/officers, photocopy this page as needed or attach separate lists titled ‘Directors/Officers in Management or Control’ and ‘Directors/Officers Not Exercising Management or Control’.

### Directors/Officers newly appointed who will or may exercise management or control over the operation of the children’s service

Title Family Name Given names Date of birth

Role of newly appointed director/officer (e.g. company director) Date appointed to role

Title Family Name Given names Date of birth

Role of newly appointed director/officer Date appointed to role

Title Family Name Given names Date of birth

Role of newly appointed director/officer Date appointed to role

Title Family Name Given names Date of birth

Role of newly appointed director/officer Date appointed to role

### Directors/Officers newly appointed who will not exercise management or control over the operation of the children’s service

Title Family Name Given names Date of birth

Role of newly appointed director/officer (e.g. company director) Date appointed to role

Title Family Name Given names Date of birth

Role of newly appointed director/officer Date appointed to role

Title Family Name Given names Date of birth

Role of newly appointed director/officer Date appointed to role

Title Family Name Given names Date of birth

Role of newly appointed director/officer Date appointed to role

1. **Has any newly appointed Director/Officer also been appointed to represent the body corporate licensee? If so, please provide details.** This is the person the body corporate appoints in relation to the licence and the operation of the children’s service. This person will be the main point of contact for the Department and others in dealing with the licensee.

Title (Mr, Mrs, etc) Family Name Given names

Daytime telephone number After hours emergency contact number Fax number

Email address

Representative’s postal address

Same as licensee’s postal address in question **3** Same as children’s service premises address in question **5**

Same as children’s service postal address in question **6** Different postal address specified below Building name (if applicable)

Unit, floor, street number and street name or PO box Suburb/Town State Postcode

If the representative is unavailable, who is an alternative contact person?

Title (Mr, Mrs, etc) Family Name Given names

Daytime telephone number After hours emergency contact number Fax number

Email address

# Contact person for correspondence

### Provide the details of the person who will be the contact for any enquiries about this notification.

Title (Mr, Mrs, etc) Family Name Given names

Email address Business hours telephone number Fax number

Postal address

Same as licensee’s postal address in question **3** Same as children’s service premises address in question **5**

Same as children’s service postal address in question **6** Different postal address specified below Building name (if applicable)

Unit, floor, street number and street name or PO box Suburb/Town State Postcode

# Declaration and signature

### I declare that:

* + the information in this notification and any attachments are true and correct;
  + all newly appointed persons who will or may exercise management or control over the children’s service have been listed in this notification;
  + with regard to licensees and body corporate directors/officers who have been determined as fit and proper persons by the Secretary or Delegate of the Department within the previous 5 years, there have been no material changes to the information provided to the Secretary or Delegate of the Department regarding the previous fit and proper determination or information regarding any such changes has been provided with this notification;
  + the representative named in this application is properly appointed by the body corporate as its representative for the children’s service; and
  + the body corporate has sufficient finances to operate the children’s service and meet it debts and this notification is signed in accordance with the rules governing the body corporate legal entity.

### Who must sign:

Company: Two directors of the company, or a director and company secretary, or if sole proprietor the sole director. Incorporated association: The Public Officer and one other member of the management committee.

Cooperative: Two directors of the cooperative, or a director and one other officer of the cooperative.

Partnership: A managing partner who is authorised to sign on behalf of the partnership. This signature binds all partners. Corporation/ Government School Council: Signed in accordance with rules of the corporation/council.

Signature Printed name Position Date

*X*

Signature Printed name Position Date

## X

**Document checklist**

You must provide the following documents as part of your application.

If there has been a change in directors of a company, a full ASIC company extract, not more than 6 months old, showing the company’s status, address of principal place of business and director and company officers.

If there has been a change in the elected members of an incorporated association, a copy of the resolution passed at the committee of management meeting.

If there has been a change in the director/s, principal executive officer or secretary of a cooperative, a copy of the Notice of Appointment.

If there has been a change of persons within a corporation, a copy of the reporting structure. If there has been a change within a partnership, the deed of partnership.

If there is a current determination by the Secretary or Delegate of the Department that a newly appointed director or officer is a fit

and proper person, but there have been material changes to the information provided to the Department regarding the determination:

a letter detailing the material changes, indicating the person(s) to whom the changes relate.

If there is no current determination by the Secretary or Delegate of the Department that a newly appointed director or officer is a fit and proper person:

a completed *Determination of Fit and Proper Person* application form for all directors or officers of the body corporate who will or may exercise management or control over the children’s service.

# What to do next

### Attach documents

* Make sure you have attached all relevant documents specified in the document checklist or your application will be delayed.

### Lodge your application

* By posting to: Department of Education and Training

Quality Assessment and Regulation Division

Service Administration and Support Unit GPO Box 4367 Melbourne Victoria 3001

# What happens then

* You will receive an acknowledgement that your form has been received. You may need to provide further information.
* If any change occurs in the information you have provided in your application, you must notify the Department of Education and Training as soon as possible.
* If the representative of the body corporate licensee has changed, or the persons appointed to exercise control over the service have changed*,* you will receive an amended Certificate of Names that must be displayed at the children’s service in accordance with regulation 40 of the *Children’s Services Regulations 2009*.