

# 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).

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

9. 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
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Role of newly appointed director/officer (e.g. company director)	Date appointed to role
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title	Family Name	Given names	Date of birth
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Role of newly appointed director/officer	Date appointed to role
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title	Family Name	Given names	Date of birth
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Role of newly appointed director/officer	Date appointed to role
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title	Family Name	Given names	Date of birth
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Role of newly appointed director/officer	Date appointed to role
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

### 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
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Role of newly appointed director/officer (e.g. company director)	Date appointed to role
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title	Family Name	Given names	Date of birth
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Role of newly appointed director/officer	Date appointed to role
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title	Family Name	Given names	Date of birth
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Role of newly appointed director/officer	Date appointed to role
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title	Family Name	Given names	Date of birth
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Role of newly appointed director/officer	Date appointed to role
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

10. **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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Daytime telephone number	After hours emergency contact number	Fax number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address			
<input type="text"/>			
Representative's postal address			
Same as licensee's postal address in question 3 <input type="checkbox"/>		Same as children's service premises address in question 5 <input type="checkbox"/>	
Same as children's service postal address in question 6 <input type="checkbox"/>		Different postal address specified below <input type="checkbox"/>	
Building name (if applicable)			
<input type="text"/>			
Unit, floor, street number and street name or PO box	Suburb/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If the representative is unavailable, who is an alternative contact person?			
Title (Mr, Mrs, etc)	Family Name	Given names	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Daytime telephone number	After hours emergency contact number	Fax number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address			
<input type="text"/>			

## Contact person for correspondence

11. **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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Business hours telephone number	Fax number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Postal address			
Same as licensee's postal address in question 3 <input type="checkbox"/>		Same as children's service premises address in question 5 <input type="checkbox"/>	
Same as children's service postal address in question 6 <input type="checkbox"/>		Different postal address specified below <input type="checkbox"/>	
Building name (if applicable)			
<input type="text"/>			
Unit, floor, street number and street name or PO box	Suburb/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Declaration and signature

12. **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 its 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*.