

Suitability Information Notice

Transport and Supervision Provider: Application for Approval and Authorisation



ACT
Government
Community Services

SUITABILITY INFORMATION NOTICE

This form is used to request suitability information from a person to assist the Office for Children Youth and Family Support (OCYFS) to approve and authorise a person to provide transport and supervision services to children and young people in the care of, or being supported by the Director-General.

To approve and authorise a person to provide transport and supervision services, the OCYFS must ensure that the applicant is deemed a suitable entity for the identified purpose.

The suitability information required to make this decision is gained through screening and assessment activities. These will include:

- Police Check
- Child Protection Records Check: ACT
- Self disclosure of suitability information
- Child Protection Records Check: Other jurisdiction (Where appropriate)

The information that you provide directly on this form, or provide permission to access, in the screening and assessment process is 'Suitability Information' as defined in Section 65 of the *Children and Young People Act 2008*. It is a serious criminal offence to give false or misleading information. Maximum penalty: 100 penalty units, imprisonment for one year or both (*Criminal Code 2002, Section 338*).

OCYFS will make preliminary decisions on the information you have provided. If at a later stage this is found to be incorrect or contrary to the best interest of the child or young person, the earlier decision may be altered.

If you do not provide the Suitability Information requested or do not provide the information within a stated time, OCYFS is not required to make a decision to approve and authorise you as a suitable person to provide transport and supervision services and your application will lapse.

If additional information is required to make a decision on your suitability, this may be requested through an additional request for suitability information through the issuing of another Suitability Information Notice.

If there is any change in circumstances, or information becomes known to you, that may affect the decision to approve and authorise you as a transport and supervision provider, you must advise OCYFS as soon as practicable, but not later than seven (7) days of the change occurring. Failure to comply with this requirement is an offence. Maximum penalty: 50 penalty units, imprisonment for 6 months or both.

Transport and Supervision Provider: Suitability Information (1)

Agency Details

Name of Agency and/or Program

Applicant Details

Title

Family Name

First Name

Middle Name (if applicable)

Marital Status

Are you:

Male Female

Date of Birth

Do you identify as:

- Aboriginal
 Torres Strait Islander
 Aboriginal and Torres Strait Islander
 Other – please specify

None of the Above

What language do you mainly speak?

- English
 Other – please specify

Driving License Number

Transport and Supervision Provider: Suitability Information (2)

Residence Information

Current Residential Address

Postal Address (if different from residential address)

If you have lived at a different address in the last 5 years, please provide details below, starting at the most recent address. Please attach an additional page if further space is required.

Previous residential Address 1

Previous residential Address 2

Previous residential Address 3

Previous residential address 4

Transport and Supervision Provider: Suitability Information (3)

Alternative names

Do you currently use an abbreviation/nickname/alias for your first name or surname? (Eg. Elizabeth, abbreviation Betty; William, abbreviation Bill)

- No
 Yes

If 'Yes', please provide details:

Have you ever been known by any other name/s?

- No
 Yes,

If 'Yes', please provide details:

- Name at birth
 Change following divorce
 Maiden name (before marriage)
 Married name
 Alias
 Change by certificate/deed poll
 Different first/middle name
 Change the order of your name
(Eg. known by middle name)

Family name/s

First Name/s

Middle Name/s

Place of Birth (Town/City)

State / Territory

Country

Citizenship/Residency

Transport and Supervision Provider: Suitability Information (4)

Self Disclosure by Applicant

Have you had any involvement with the OCYFS (previously Family Services) or any interstate or international child protection agency?

No Yes

If Yes, please provide details below

Have you ever been charged or convicted of a criminal offence, including driving under the influence of alcohol, in the ACT, other State/Territory or internationally?

No Yes

If Yes, please provide details

Have you ever been the applicant or respondent person in a domestic and/or family violence matter in the ACT, other State/Territory or internationally?

No Yes

If Yes, please provide details

Transport and Supervision Provider: Suitability Information (5)

Privacy Notice

The OCYFS is collecting this information, in accordance with the provision of Chapter 25 of the *Children and Young People Act 2008*. The information will only be shared when it is necessary to do so for the safety and well-being of children or young people and when it is in the best interests of children or young people to do so. Usually this can involve sharing this information with other people or organisations that are involved in providing on-going care and/or support to children or young people.

The information provided on this application form, and the information it provides access to, will be used as part of the screening process to decide whether you are suitable for the purpose of providing transport and supervision services to children and young people in the care of, or supported by the Director-General and whether you will be authorised to provide the identified services.

Suitability Information

In accordance with the *Children and Young People Act 2008*, this information is 'Suitability Information'. It is a serious criminal offence to give false or misleading information. Maximum penalty: 100 penalty units, imprisonment for one year or both (*Criminal Code 2002*, Section 338).

Authority

Sections 61, 63, 64, 65, 66 and 516 of the *Children and Young People Act 2008*.

Records Management

All information obtained in the assessment and screening process is confidential and strict records management and storing procedures are followed.

Suitable Entities Register

In applying to be approved as a suitable person for the purpose of providing transport and supervision services to children and young people in the care of, or supported by the Director-General your details and the outcome of your application will be maintained on a Suitable Entities Register that is maintained by OCYFS.

Interstate/International Checks

If an interstate and/or international child protection history check is required, some or all of this information may be given to: Department of Community Services (NSW); Department of Human Services (VIC); Department of Health Services (TAS); Department of Health and Community Services (NT); Department of Community Development (WA); Department of Child Safety (QLD); Department of Child, Youth and Family Services (NZ); International Social Services, Australian Branch.

Consent

I agree to provide the required Suitability Information, and undergo the screening and assessment processes referred to in the application. The screening will include seeking information relating to any involvement with Care and Protection Services in the ACT; and where relevant, checks with child protection services interstate or internationally.

I understand my legal obligations in the provision of Suitability Information.

I understand that I will be advised of the outcome of my application and the reasons for the decision that is made in a written Statement of Reasons.

All information that I have provided in this document is correct to the best of my knowledge.

Applicant Signature

Date

Transport and Supervision Provider: Suitability Information (6)

Department Use Only	
Child Protection Records Check	
ACT Records (Mandatory) Out of Home Care and Family Support <input type="checkbox"/> No information located in records when searched <input type="checkbox"/> Yes, information was located in records when searched and was referred to Care and Protection Services for assessment.	
Date of records checked and inclusion on suitable entities register: <input type="text"/>	Completed by: <input type="text"/>
Interstate Records (if required) Legal Services Unit <input type="checkbox"/> No information located in records when searched. <input type="checkbox"/> Yes, information was located in records when searched and was referred to Care and Protection Services for assessment.	
Date of Records check: <input type="text"/>	Completed by: <input type="text"/>