

Change in Personal Circumstances

This form enables the Nominee to:

- notify the department of changes to the personal history of the nominee, director, manager and risk assessed roles, in accordance with sections 141C and 141D(3) of the *Child Protection Act 1999* (*The Act*).
- notify the department of changes to criminal history and Blue Card/Exemption Cards and applications for all aforementioned persons, in accordance with sections 141H and 141I of *The Act*.
- notify the department of changes to child protection history for all aforementioned persons.
- notify the department of change of name or address details for all aforementioned persons.

The Nominee or their delegate must complete this form and forward it to the Child Safety Licensing Mailbox (CS_Licensing@cyjma.qld.gov.au) Department of Child Safety, Seniors and Disability Services immediately after the change.

If insufficient space is provided, please include additional information as an attachment.

Part 1: Details of Person the Change Relates to	
Position in Organisation:	<input type="checkbox"/> Nominee <input type="checkbox"/> Director <input type="checkbox"/> Manager <input type="checkbox"/> Other risk-assessed role
First Name:	<input type="text"/>
Middle Name/s:	<input type="text"/>
Family Name:	<input type="text"/>
Details of Organisation Name:	<input type="text"/>
Address:	<input type="text"/>
Suburb/Town:	<input type="text"/>
State/Territory:	Postcode: <input type="text"/>
Date of Birth: (dd/mm/yyyy):	Sex Descriptor: <input type="text"/>
Telephone Number:	Blue Card Number: <input type="text"/>
Part 2: What Does the Change Concern Relate to (tick all that apply)	
<input type="checkbox"/> Change of name	If change relates to name or address only, complete Part 3 and lodge form.
<input type="checkbox"/> Change of address	
<input type="checkbox"/> Change due to involvement with the Queensland or any interstate/international child protection agencies (child protection history)	Complete Part 4 and lodge form.
<input type="checkbox"/> Change in criminal history	
<input type="checkbox"/> Change related to Blue Card/Exemption Card or application	
<input type="checkbox"/> Change related to you being the respondent in a domestic and family violence matter	
<input type="checkbox"/> Change in traffic history (include driving under the influence of drugs or alcohol and dangerous driving only)	

Part 3: Change of Name or Address (can be completed and signed by nominee or delegate)

Change of Name

From: *First:*
Middle:
Family:

To: *First:*
Middle:
Family:

Date of Change: / /20

Change of Address

From: *Line 1:*
Line 2:
Suburb/Town:
State/Territory: *Postcode:*

To: *Line 1:*
Line 2:
Suburb/Town:
State/Territory: *Postcode:*

Date of Change: / /20

Name of Nominee:
 (or nominee delegate)

Nominee
 Email address
or
 Name and organisational role of person delegated by the nominee
 Name
 Role
 Email address

Signature:

Date:

 / /20

Part 4: Details of Change in Circumstances (must be completed and signed by nominee)

Change due to involvement with a child protection agency

Details:

*Complete once your organisation has been advised by the department that the person has been named in a Standard of Care Review/Harm Report recorded by the department.
– include date of incident, name and date of birth of child/ren, CSSC investigating, nature of incident*

or

*Complete once your organisation has been advised of the person's involvement with a child protection agency due to a personal matter unrelated to their role in the care service.
– include any relevant details provided*

Change in criminal history

Details:

Change to Blue Card/Exemption Card or application (must provide card number if applicable)

Details:

Change related to domestic/family violence matter

Details:

Change in traffic history

Details:

Name of Nominee:

Signature:

Date:

/ / 20

Part 4: Nominee's Obligations Under the Child Protection Act 1999

Personal History

The *Child Protection Act 1999* requires the nominee for a licence to immediately notify the Chief Executive of the Department of Child Safety, Seniors and Disability Services of any changes to the domestic violence history or traffic history of the nominee, director(s), manager(s), and a person who is performing a risk-assessed role.

Blue Card/Exemption Cards

The *Child Protection Act 1999* also requires the nominee to immediately provide written notice to the Department of Child Safety, Seniors and Disability Services in instances where:

- The nominee:
 - applies for a Blue Card/Exemption Card and the application is withdrawn;
 - is charged with a disqualifying offence or convicted of a serious offence;
 - has notified the Chief Executive (employment screening) of a change in police information within the meaning of the *Working with Children (Risk Management and Screening) Act 2000*.
- The nominee has received one of the following disclosures from a director(s):
 - The director has applied for Blue Card/Exemption Card and the application is withdrawn; and/or
 - The director is charged with a disqualifying offence or convicted of a serious offence; and/or
 - The director has notified the Chief Executive (employment screening) of a change in police information within the meaning of the *Working with Children (Risk Management and Screening) Act 2000*.
- The nominee becomes aware of the following in relation to a manager or person who is performing a risk-assessed role for a licensed care service operated under the licence:
 - An application for a Blue Card/Exemption Card is withdrawn; and/or
 - An application for a Blue Card/Exemption Card is made because of a change in the person's criminal history; and/or
 - The person is charged with a disqualifying offence or convicted of a serious offence; and/or
 - The person is issued with or given a Negative Notice or Negative Exemption Notice.
- The nominee has notified the Chief Executive (employment screening) of a change in police information within the meaning of the *Working with Children (Risk Management and Screening) Act 2000*.

A maximum penalty of 100 Units* may apply to nominees for failure to comply with these obligations under the *Child Protection Act 1999*.

* For value of 1 penalty unit refer to section 5 of the *Penalties and Sentences Act 1992*.

Part 5: Privacy Notice

The Department of Child Safety, Seniors and Disability Services is collecting this personal information for the purpose of assessing the ongoing suitability of the nominee or people directing, managing, or performing a risk-assessed role for a licensed care service operated under the licence.

This information is collected under *Chapter 4, Part 2, Division 7* of the *Child Protection Act 1999* and *Part 4, Division 2 and Part 8* of the *Child Protection Regulation 2023* and may be given to the Queensland Police Service, Blue Card Services, and Department of Transport and Main Roads. These agencies may pass this information to equivalent interstate or international agencies. In circumstances where an interstate or international child protection check is required, this personal information may be provided to the government agency responsible for child protection in other Australian States and Territories and also to International Social Service Australia and the New Zealand Government.

Personal information will be handled in accordance with the *Information Privacy Act 2009* (Qld).