

Nomination Form

Head of organisation for the Reportable Conduct Scheme

Nominating a head of organisation

This form should be used by an organisation covered by the Reportable Conduct Scheme to nominate a person to be the head of the organisation for the purposes of the scheme, pursuant to section 3(1)(c)(iii) of the *Child Wellbeing and Safety Act 2005*.

The nominated head of the organisation will be required to notify the Commission for Children and Young People of reportable allegations and investigate these allegations, among other responsibilities.

Before lodging your nomination

Before lodging an application, please consider your organisation's governance. You must be satisfied that there is no Chief Executive Officer (CEO), principal officer or equivalent position in your organisation. The Commission cannot approve a nominated head if a person is performing these roles.

If there is no CEO, principal officer or equivalent, the organisation may nominate a person to be their 'head'.

In deciding who to nominate, organisations should consider whether the nominee:

- is an appropriately senior person in the organisation
- can fulfil the responsibilities of the head of organisation
- is located in Victoria
- consents to the nomination.

Lodging this nomination form

Please complete this form and email a signed and scanned copy (with any attachments) to reportable.conduct@ccyp.vic.gov.au.

After lodging your nomination

The Commission will respond by email to confirm receipt of the application and will consider the nomination.

The Commission will confirm in writing if it:

- approves the nominee, or
- intends to refuse the nominee.

A notice of intention to refuse will outline the Commission's views on the nomination and give the organisation 10 business days to respond. A notice of intention to refuse may be given either where the Commission needs more information or where it considers that the nominee is not appropriate. The Commission will consider any further information or response to that notice, then proceed to approve or refuse the nomination and confirm its decision in writing.

This process can take up to 30 business days or more, depending on the information needed. A person is not a head of organisation until the Commission has approved the nomination.

Refused nominations

A decision by the Commission to refuse a nomination is not subject to internal review or review by the Victorian Civil and Administrative Tribunal. If the Commission refuses a nomination, organisations should seek independent legal advice about identifying options for review on a point of law by the Supreme Court of Victoria. The Minister for Families and Children also has some powers to prescribe the head of the organisation.



Integrity of the nomination

It is an offence under section 16ZF of the *Child Wellbeing and Safety Act 2005* (Vic) for a person to knowingly give information that is false or misleading to the Commission.

Privacy

The Commission uses this form to collect information, including personal information, before deciding whether to approve a person to be the head for the purposes of the scheme and to fulfil other functions under the scheme. If all or part of the information requested in this form is not provided, the Commission may not be able to approve the nomination. The Commission's privacy policy is available on our website at <https://ccyp.vic.gov.au/about-the-commission/privacy-policy/>



Head of organisation nomination form

Please complete this form by either typing responses in this form or print and use a pen and block letters.

Part A – Nominee’s details

1. Full name

2. Date of birth

3. What is the title of the nominee’s position in the organisation?

4. Street address for the nominee’s usual place of residence or business

5. Nominee’s contact details

Telephone:	
Email:	
Postal address: (if different from their usual place of residence or business)	

Part B – Organisation’s details

6. Full name of the organisation making the nomination

7. Does the organisation support the nomination? You may wish to include supporting documents that evidence the endorsement (e.g. minutes of a board meeting or annual general meeting).

- Yes.
 No.

Part C – Supporting statement

8. Why should the Commission approve the nominee? If you need more space, please attach extra pages.



Part D – Supporting documents

9. The following documents may be relevant to the Commission’s consideration of the nomination. Please mark the boxes below to indicate whether copies of any of the following documents are attached to this form:

- The nominee’s position description, statement of duties, or other documents describing their role
- Your organisation chart
- Documents that show the organisation’s current processes for responding to and reporting suspected child abuse
- Documents that show any changes to the organisation’s processes for responding to and reporting suspected child abuse that will be made if the nominee is approved
- Certified copies of official government-issued documents that confirm the nominee’s identity (e.g. passport, drivers licence, working with children check card)
- Other (please specify)

Part E – Declaration

I declare that:

- I am aware that my organisation has nominated me to be their head for the purposes of the Reportable Conduct Scheme.
- I accept the nomination as head for the purposes of the Reportable Conduct Scheme.
- I have read and considered the Commission’s *Information Sheet 3 – Responsibilities of the head of an organisation*.
- If the Commission approves this nomination, I understand and accept that I will assume all of the responsibilities of a head for the purposes of the Reportable Conduct Scheme, including that I must:
 1. ensure that my organisation takes a preventative approach to keeping children safe
 2. ensure that my organisation has systems in place to enable anyone to notify me of reportable allegations made against an ‘employee’ of the organisation
 3. ensure that my organisation has systems in place to allow other people to notify the Commission if a reportable allegation is made about my conduct
 4. ensure that my organisation has clearly defined and developed investigation processes
 5. ensure that the Commission is notified and updated on reportable allegations concerning my organisation’s ‘employees’
 6. investigate reportable allegations made against ‘employees’ of my organisation.
- I understand that I may be criminally liable in the event that the Commission is not notified of a reportable allegation made against an employee of my organisation.
- I will notify the Commission if at any time my details change or I cease my current position in the organisation.
- That this nomination form and its contents are true and correct to the best of my knowledge, information and belief and that this nomination has been validly made.

Signature of the person making this declaration
(the Nominee):

Signature of witness
(aged 18 years or over):

Nominee’s Name:	Witness’s name:
Date signed:	Date signed:

