



## Update Service Operation Details Form

Complete the relevant section(s) below only for details that need updating and return to your Department of Education (the department) state office upon completion (see attachment A for details).

Organisation Name

Organisation ID  CCB Approval ID/s

Date changes take effect

### Name Change

Complete this section if you are changing the name of your service..

Legal Name  Trading Name  Both

Current Name

New Name

If you are changing a trading name, please attach a copy of the **Certificate of Registration of a Business Name** from the relevant state government department. If the *Certificate of Registration of a Business Name* **does not contain the service's name**, also attach a copy of the **Business Name Extract**.

Please also attach a copy of your new **service approval** issued by the state regulatory authority.

### Service Location

Complete this section if you are changing the address where your service operates.

#### Reason

- Sale of premises
- Termination of the lease of the premises
- Other

#### Current Service Location

Street

Suburb

City  State  Postcode

#### New Service Location

Street

Suburb

City  State  Postcode

Please also attach a copy of your new **service approval** issued by the state regulatory authority.

## Change of Operating Hours and/or Weeks per Year

Number of operating weeks per year

Operating hours	Start time	Finish time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

## Adding or removing Key Personnel

**Definition - Key personnel** for an approved child care service include anyone who participates directly or indirectly in the decision making or management of the child care service or the legal entity (the organisation that is the Approved Operator for CCB purposes) that operates the child care service.

**Note:** Key personnel cannot query fee reduction entitlement or discuss family information on behalf of a service unless they have been officially identified to the department.

## Adding Key Personnel

Enter the details of new Key Personnel:

### Person 1

Name

Position

Email

Telephone Number  Date of Birth

### Person 2

Name

Position

Email

Telephone Number  Date of Birth

## Removing Key Personnel

Enter the details of Key Personnel to be removed:

### Person 1

Name

Position

Email

Telephone Number  Date of Birth

### Person 2

Name

Position

Email

Telephone Number  Date of Birth

## Change in suitability of Key Personnel

The service operator, staff and carers must all be suitable persons. If a change has occurred that may affect the suitability of any of these people, please include the following information.

Name

Position

Email

Telephone Number  Date of Birth

Please detail the circumstances that may affect this person's suitability.

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## Change to the Number of Places Offered

The number of places a service can provide is dependent on the state regulatory authority that issues services with approval to operate.

Number of places offered

Please also attach a copy of your **service approval** issued by the state regulatory authority.

## Change of day to day administration/management of the service

### Individual

If the management of the service has been outsourced to an **individual**, please enter their details below.

Name	<input type="text"/>		
Position	<input type="text"/>		
Email	<input type="text"/>		
Telephone Number	<input type="text"/>	Fax Number	<input type="text"/>

### Management company / organisation

If the management of the service has been outsourced to another **organisation**, please enter the details below.

Name of organisation	<input type="text"/>		
Organisation type	<input type="text"/>	ABN	<input type="text"/>
Physical address	<input type="text"/>		
Contact person name	<input type="text"/>		
Telephone number	<input type="text"/>	Fax number	<input type="text"/>
Email	<input type="text"/>		

### Authorised Persons

As the authorised persons for this service, we confirm the above details are correct. We acknowledge that providing false or misleading information is a serious offence.

Name	<input type="text"/>	
Position	<input type="text"/>	
Signed	<input type="text"/>	Date <input type="text"/>

Name	<input type="text"/>	
Position	<input type="text"/>	
Signed	<input type="text"/>	Date <input type="text"/>

**This form needs to be signed by two Authorised Persons from your organisation.**

**Authorised Persons are those persons from your organisation that have previously been identified to the department as having the authority to make changes to organisation or service details.**

## Addresses for State and Territory Offices

This form should be sent to your local state or territory office. Addresses for these offices are below. Should you wish to send these from electronically, please contact your state or territory office on 1300 363 079 and ask to speak with the Child Care Benefit Approvals team in your state or territory.

State	Address
New South Wales & Australian Capital Territory	Child Care Benefit Approvals Team Department of Education GPO Box 9880, Sydney NSW 2001
Victoria	Child Care Benefit Approvals Team Department of Education GPO Box 9880, Melbourne VIC 3001
Queensland	Child Care Benefit Approvals Team Department of Education GPO Box 9880, Brisbane QLD 4001
Western Australia	Child Care Benefit Approvals Team Department of Education GPO Box 9880, Perth WA 6848
South Australia	Child Care Benefit Approvals Team Department of Education GPO Box 9880, Adelaide SA 5001
Tasmania	Child Care Benefit Approvals Team Department of Education GPO Box 9880, Hobart TAS 7001
Northern Territory	Child Care Benefit Approvals Team Department of Education GPO Box 9880, Darwin NT 0801

On 18 September 2013, Machinery of Government changes established the Department of Education and the Department of Employment out of the former Department of Education, Employment and Workplace Relations (DEEWR). At this time the Government transferred responsibility for Indigenous programmes, policy and service delivery to the Department of the Prime Minister and Cabinet. The Department of Employment and the Department of Education will continue to deliver these programmes until the technical aspects of the transfer have been finalised.