

Manager's statement

June 2018

About this form

This form must be completed by the proposed manager of a supported residential service (SRS) in relation to the proprietor's application to the Department of Health and Human Services to employ a person to manage the SRS.

- section 67 of the *Supported Residential Services (Private Proprietors) Act 2010* (the Act) provides that a proprietor must employ a person to manage the SRS if at any time the proprietor, or in the case of a proprietor that is a body corporate any of the directors, is not ordinarily on site to carry out, direct or undertake the day the day operation of the SRS.
- section 68(1) of the Act provides that if a proprietor employs a person to manage a SRS for the purposes of section 67 or for any other reason, the proprietor must apply to the Department of Health and Human Services (the department) for approval of the person as a suitable person to be a manager of an SRS within 7 days of that employment.
- section 68(2) of the Act provides that an application under section 68(1) must contain the prescribed information and be accompanied by the prescribed documents.
- Regulation 21 of the *Supported Residential Services (Private Proprietors) Regulations 2012* (the Regulations) provides that the prescribed information and prescribed documents for an application for approval of a person as a suitable person to be a manager of a SRS are set out in Schedule 6 of the Regulations.

I confirm that I have provided the applicant (proprietor or potential proprietor) with the prescribed information and documentation as set out in Schedule 6 of the Regulations in relation to the proprietor's application for me to become the manager of _____ SRS.

I confirm I:

will be employed or may be employed as a manager to carry out, direct or undertake the day to day operation of the SRS.

I have agreed to advise the proprietor of _____ SRS within 7 days of becoming aware of any changes to the prescribed information or prescribed documentation as set out in Schedule 6 of the Regulations.

Signature:

Date:

Print name:

Collection notice for personal information

The Department of Health and Human Services (the department) is committed to protecting your privacy. The department collects and handles personal and health information in the application for approval of a person to manage an SRS for the purposes of assessing your suitability and understanding of the *Supported Residential Services (Private Proprietors) Act 2010* (the Act) and Supported Residential Services (Private Proprietors) Regulations 2012 (the Regulations).

The Act and the Regulations require applications to include personal and health information and sensitive information such as details of any findings of guilt or charges and a criminal record check.

Who may DHHS share your personal information with?

In order to verify whether you meet the criteria for the application, we may share your personal information with other agencies. For example we may verify the references you provided. If required or authorised by or under law, we may disclose your personal information in accordance with the information privacy principles.

If you do not provide us with the prescribed information and documents requested we will not be able to determine the application.

For more information, please refer to the department's privacy policy or visit our website on www.dhhs.vic.gov.au/privacy.

You may access your personal information that you provide to the department. The department can be contacted on 1300 650 172 or by emailing srs.registration@dhhs.vic.gov.au or you may contact the department's Information Sharing and Privacy team in Legal Services by emailing privacy@dhhs.vic.gov.au.