

# Operational Policy

Department of Communities

Disability Services Queensland

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**Title:** Register – *Child Care Act 2002*  
**Policy No.:** 377-2  
**Category:** Child care and family support > child care

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**Date of approval:** 30 May 2007  
**Date of operation:** 2 July 2007  
**Date to be reviewed:** 1 July 2009

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**Office:** Program Management Directorate  
**Help Contact:** Office for Children 3224 4557

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## Authority:

Section 171 of the *Child Care Act 2002*

The Chief Executive must keep a register of licences. A person may inspect the register, or obtain a copy of the register or part of it.

## Objectives:

This policy provides a guide for the collection and provision of register information.

## Scope:

This policy refers to the register of licences for child care services.

## Principles:

The department will:

- conduct a consistent process for the provision of information about child care services; and
- ensure applicants are provided with information in accordance with Section 171 of the *Child Care Act 2002*.

## Policy Statement:

The Department will keep a register of licences and disclose register information as outlined in section 171 of the *Child Care Act 2002*.

## Roles and Responsibilities:

Senior Resource Officers and Community Support Officers are responsible for inputting licensing information into the database during the licensing process.

The Director, Office for Children is responsible for the collection and provision of register information.

Community Awareness and Sector Development Unit in the Office for Children is responsible for co-ordinating the applications for access to register information through the Child Care Information Service (CCIS).

## Delegations:

Director, Office for Children

## Links:

### Procedure

Register – Child Care Act 2002

## Related Policies

Licensing child care services policy (434-1) and procedure (433-1)

Licensing home based services policy (463-1) and procedure (464-1)

Licensing centre based school age care services procedure (432-2)

**Related Legislation or Standard**

*Child Care Act 2002*

*Child Care Regulation 2003*

**Related Government Guidelines or Policy**

*Freedom of Information Act 2002*

Privacy

**Forms, Standard Letters or Memorandum**

Child Care Form 26 – Application for Register Information

**Rescinded Policies**

Register – Child Care Act 2002 (377-1)

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**Director-General**