

# Operational Procedures

Department of Communities

Disability Services Queensland

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

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**Date of approval:** 30 May 2007  
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**Office:** Program Management Directorate  
**Help Contact:** Office for Children 3224 4557

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## Purpose:

These procedures provide guidelines for the collection and provision of register information as outlined in section 171 of the *Child Care Act 2002*.

## Process:

### 1. What is included in the Register?

The register must show the following particulars, for each licence issued under the *Child Care Act 2002* (Section 171):

- the particulars stated on the licence; and
- whether the licence is in force; and
- for a centre based service that was being lawfully conducted without a licence before 1 September 2003, whether the licensee has ever given to the chief executive a written certificate from a building certifier stating that the child care centre complies with the Building Act requirements and, if so, the day on which the certificate was given; and
- for a licence for a centre based service operated in a child care centre for which an exemption under section 188 is in force, the details of the exemption; and
- for a licence that is no longer in force, the day on which it stopped being in force.

### 2. Accessing register information

An application for register information can be made by contacting the Child Care Information Service and paying a fee as outlined below. Alternatively limited information about child care services in Queensland (excluding licence details) is available at no cost by accessing the departmental website –

[www.communities.qld.gov.au/childcare](http://www.communities.qld.gov.au/childcare) or by contacting the Child Care Information Service on 3224 4225 (in Brisbane) or 1800 637 711 (freecall outside Brisbane). A request for information can also be made by emailing [ccis@communities.qld.gov.au](mailto:ccis@communities.qld.gov.au)

### 3. Cost

The cost of obtaining full register information is prescribed in Schedule 3 of the *Child Care Regulation 2003*. In addition a schedule of fees for partial register information has been developed to recoup administrative costs. The fee for each individual request will vary. Information about fees is available on the application form or by contacting the Child Care Information Service on 3224 4225 (in Brisbane) or 1800 637 711 (freecall outside Brisbane). There is no cost for State government departments.

The fees listed below are provided as a guide only and include GST. Upon receipt of a completed application form, an officer will provide a fee quote within 5 working days based on the information requested. The fee is dependent on the number of pages for Full Register Reports or the number of services for Partial Register Reports.

## Full Register Report

0 - 40 pages            Free  
each additional page \$0.50c

## Partial Register Report (mailing lists)

0 - 50 services            Free  
51 – 250 services        \$50  
251 – 500 services       \$100  
501 – 750 services       \$200  
751 – 1000 services      \$300  
1001 + services          \$400

### **4. Form of the Register**

The register information can be provided in a range of formats. The range includes hard copy; excel spreadsheet; or viewing the register at a departmental office. The applicant must specify the required format.

Only the particulars kept in the register will be provided except for partial register reports where additional information based on service type can be provided if requested.

The register information is available in the following parts:

Full Register Report – displays complete details as recorded on both “In Force” and “Not In Force” licences as outlined in Section 171 of the *Child Care Act 2002*.

Partial Register Report – displays specific details as recorded on “In Force” licences only. This report includes service details (service name and physical address), licensee details (licensee name and contact address), core service type and maximum capacity only.

All register reports can be provided based on licence type (Centre Based or Home Based) or by service type (Long Day Care, Limited Hours Care, Kindergarten, Family Day Care or School Age Care). The reports can also be provided based on regions.

### **5. Privacy considerations**

The *Child Care Act 2002* requires the register to be kept and allows the disclosure of register details. The department collates register details from information provided by licensees of child care services as part of the licensing process and from information provided through the annual child care census.

Personal information in relation to persons requesting child care register information shall be collected, stored, used and disclosed in accordance with the department’s information privacy policy.

## **Links**

### **Policy**

Register – Child Care Act 2002

### **Procedures**

Licensing child care services (433-1)

Licensing home based services (464-1)

Licensing centre based school age care services (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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