

Notification requirements

Event	Timeframe	Regulations (R) & Act(A)
Change in approved provider name	Within 14 days of event or becoming aware of event	R 174(1) A 173(1)(a)& (3)
Appointment or removal of person with management or control of service	Within 14 days of event or becoming aware of event	R 174(1) A 173(1)(b)& (3)
Failure to commence operating within 6 months of approval	Within 14 days of event or becoming aware of event	R 174(1) A 173(1)©& (3)
Notification that working with children card or teacher registration has been suspended or cancelled, or of disciplinary proceedings under education law	Within 7 days of event or becoming aware of event	R 174(2) A 173(2)(a) & (4)
Nominated supervisor no longer employed by service or withdraws consent to perform role	Within 7 days of event or becoming aware of event	R 174(2) A 173(2)(b) & (4)
Change to Nominated Supervisor	7 days before commencement of if not possible, not more than 14 days after the certified supervisor commences as the nominated supervisor	R 35 A 56
Notice of change of name or mailing address of certified supervisor	Within 7 days of the change	A 115(3), 121
Notice of change of circumstances of certified supervisor	Within 7 days of the change	A 121
Proposed change to premises	Within 7 days of event or becoming aware of event	R 174(2) A 173(2)(c) & (4)
Service ceases to operate	Within 7 days of event or becoming aware of event	R 174(2) A 173(2)(d) & (4)
Transfer of service approval (eg on sale of service)	At least 42 days before transfer	R 174(2), 59 A 173(2) & (4), 36
Change to fitness and proprietary of approved provider	Within 7 days of event or becoming aware of event	R 176 A 174 (1)(a) & (3)
Change of address or contact details of approved provider	Within 7 days of event or becoming aware of event	R 175(1)(a) & (3), 176(1) A 174(1)(b)
Appointment of receivers, liquidators, administrators or any other matter affecting financial viability of service	Within 7 days of event or becoming aware of event	R 175(1)(b)& (3), 176(1) A 174(1)(b)
Death of approved provider	Within 7 days of the death	A 39
Serious incident	Within 24 hours of the death of a child Within 24 hours of any other serious incident or becoming aware of incident	R 12, 176(2)(a) A 174(2)(a) & (4)
Complaints about the health, safety or wellbeing of children at the service	Within 24 hours of the complaint	R 176(2)(b) A 174(2)(b)
Change to hours and days of operation	Within 7 days of event or becoming aware of event	R 175(2)(a) & (4), 176(2)© A 174(2)©
Incident that requires service to close, or reduce the number of children	Within 7 days of event or becoming aware of event	R 175(2)(b) & (4), 176(2)© A 174(2)©
Any circumstance that poses a risk to the health, safety or wellbeing of children at the service	Within 7 days of event or becoming aware of event	R 175(2)(c) & 4, 176(2)© A 174(2)©
Attendance of any child being cared for in emergency	Within 24 hours of the commencement of a child being cared for in an emergency	R 175(2)(ca) & (4), 176(2)(ba),123(5) A 174(2)(c)