

Your Advice

“Outlining the range of documents child care centres are required to provide to Government compliance offices during routine spot checks.”



**Childcare
Queensland**

CQ FACT SHEET

Legislative advice and updates

Childcare Queensland keeps members informed about current and proposed legislative issues that affect the industry. Childcare Queensland prepares submissions for which members have the opportunity to raise issues and submit comments and concerns about existing and proposed legislation.

The major relevant legislation for Child Care Centres:

Federal Government Legislation

- Child Care Payments Act 1997
- Child Care Payments (Consequential Amendments and Transitional Provisions) Act 1997
- Childcare Rebate Act 1993 C2004A04667 (No. 112, 1993)
- Child Care Act 1972 C2006C00590 (No. 121, 1972)

Department of Family, Community Services and Indigenous Affairs (FaCSIA) Spot Checks

Government compliance spot checks occur in all childcare centres. Child care centres are required to provide compliance officers with the following documents:

- Statements of child care usage
- FAO/Centrelink assessment notices
- Exceptional circumstances – claims for increased eligible hours and/or special CCB forms and evidence in support of claims for special CCB

- Children at risk – application for increased eligible hours and/or special CCB forms
- Attendance records
- Allowable absence records
- Documentation supporting approved absences
- Enrolment forms
- CCB statements for payment summaries
- Copies of receipts for fees paid by parents
- Any documentation related to any of the above that supports each customer's CCB entitlements
- Information on compliance spot checks is available at www.facsia.gov.au/internet/facsinternet.nsf/childcare/benefit_payment_compliance.htm

FaCSIA Compliance officers will provide you with photo identification and a letter of authority to conduct the review. Before commencing the review you will be asked to sign a form consenting to the entry of officers.

Childcare Queensland advises members to be fully prepared for spot checks, including revising the CCB handbook.

Federal Government Legislation

- Child Care Act 2002
- Child Care Regulation 2003

This is general information provided to Childcare Queensland members, we recommend that you seek professional advice concerning your individual circumstances.

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