

Children and Young People Childcare Standards Report Requirement 2009 (No 1)

Disallowable instrument DI2009–13

made under the

Children and Young People Act 2008, section 776 (Annual childcare standards report - requirements)

EXPLANATORY STATEMENT

1 Introduction and Purpose

This section outlines the purpose of the Childcare Standards Report Requirements and the application of the requirements. The Childcare Standards Report Requirements apply to Children's Policy and Regulation Unit.

2 Legal Authority and Obligations

Childcare Standards Report Requirements are made pursuant to section 776 of the *Children and Young People Act 2008*. This section allows the Minister to make requirements for the Chief Executive's annual report on licensed childcare services' compliance with the *ACT Childcare Services Standards*.

3 Authorisations and Delegations

A Childcare Standards Report is a Notifiable Instrument and must be approved by the Chief Executive and notified pursuant to the *Legislation Act*. An authorised officer must notify the report. The Director, Service and Sector Development, Office for Children, Youth and Family Support must approve all information included in a Childcare Standards Report.

4 Definitions

Operational terms used in the Childcare Standards Report Requirements Policy and Procedure are defined in this section, such as an authorised officer.

5 Principles

This section outlines the relevant legislative principles under the *Children and Young People Act 2008* that must be considered by all decision makers making decisions under the Act and all policies and procedures.

6 Policy and Procedure – summary of sections

Writing the Childcare Standards Report (section 6.1-6.3)

This section describes who may write a Childcare Standards Report, which templates to use, and who may review the report.

Timeframes (section 6.4-6.9)

This section outlines the timeframes for producing the Childcare Standards Report each year. It includes the requirement to issue Childcare Standards report Notices, and submissions from affected Proprietors pursuant to section 777 of the *Children and Young People Act 2008*.

Governance (section 6.10-6.11)

A Childcare Standards Report will be approved by the Chief Executive and notified as per the *Legislation Act*. Internal departmental governance procedures will apply to seeking Ministerial approval for the report.

Issuing a Childcare Standards Report Notice (section 6.12-6.13)

Childcare Standards Report Notices are to be posted (registered mail or express post platinum) and faxed to relevant proprietors. Appropriate record keeping procedures must be followed.

Training (section 6.14)

The Manger and Assistant Manager are responsible for ensuring Children's Policy and Regulation Unit staff are trained in this policy and procedure.

Media (6.15-6.16)

This section reflects departmental policy regarding interaction with the media. Children's Policy and Regulation Unit staff may not provide information to the media unless approved by the Chief Executive, and must direct all media enquiries to the Manager, Media and Communications, Department of Disability, Housing and Community Services.

Information, Review of Decisions and Complaints about CPRU Staff Members (section 6.17-6.20)

This section describes the key principles regarding provision of information, and review of decision and complaints mechanisms as they relate to this policy and procedure.

7 Forms and Templates

The relevant forms and templates are listed in this section.

8 Related Policies and Procedures

Policies and procedures that may relate are listed in this section.