



# Queensland Education and Care Service Nominee Notification

(Section 114 of the *Education and Care Services Act 2013*)

*This form is for use by approved providers of education and care services approved under the Education and Care Services Act.*

**Please read the following information before completing and submitting this nominee notification.**

Under section 114 of the *Education and Care Services Act 2013* (ECS Act) approved providers must appoint and continue to have a nominee for each approved Queensland education and care service.

Approved providers need to notify the Department in writing of the name and contact details of the nominee for each approved service.

The nominee is the point of contact between the Department and the service. No other responsibilities are attached to the nominee role.

Failure to appoint a nominee and to notify the Department of the appointment may result in a financial penalty.

Visit the Department's website at [www.earlychildhood.qld.gov.au/ecs](http://www.earlychildhood.qld.gov.au/ecs) or contact your local regional office for more information about the obligations of approved providers under the ECS Act.

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## Important

- Please ensure that the information you provide in this form is complete and correct.
- Please write clearly in BLOCK LETTERS in black ink. Do not use correction fluid. The signatory should initial any corrections to this form.
- If you are the licensee of more than one Queensland education and care service, submit one form for each service.

## Privacy Statement

The Department is committed to ensuring that all actions taken in the administration of the Education and Care Services Act are in compliance with the Information Privacy Principles of the *Information Privacy Act 2009* (Qld).

The Department is collecting the information provided on this form for the purpose of communicating with Queensland approved services under the ECS Act.

**The Department and the Queensland Government may publish information collected on this form in accordance with the ECS Act.**



**PART A: APPROVED PROVIDER**

1. Name of approved provider

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2. Provider approval number

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3. Name of service

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4. Contact details of approved provider

*(Please provide your contact details in case the Department needs to contact you to clarify information provided on this form)*

Title	First name	Last name
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Phone number	Mobile number
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Email

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**PART B: NOMINEE**

*(Reminder: an approved provider must appoint a nominee to be the point of contact between the Department and the service. A nominee must be an adult and may be a supervisor at a Queensland education and care service. An approved provider may also be the nominee.)*

Title	First name
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Last name	Date of birth
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Mobile number	Phone number
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Email

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Postal address (Address line 1)

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(Address line 2)	Suburb
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State/Territory	Postcode
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## LOGGING THE NOTIFICATION

Please lodge the notification by mailing or emailing the completed form to:

Address: Regulation, Assessment and Service Quality  
Early Childhood and Community Engagement Division  
Department of Education and Training  
PO Box 15033  
CITY EAST QLD 4002  
Email: [ecis@dete.qld.gov.au](mailto:ecis@dete.qld.gov.au)

## ENQUIRIES

Contact your local regional office for more information on the ECS Act. Find the contact details for regional offices on the Queensland Government website at [www.qld.gov.au/education/childcare/contacts/pages/regional.html](http://www.qld.gov.au/education/childcare/contacts/pages/regional.html).

For more information, contact the department on 13 QGOV (13 74 68\*) or email [ECSEnquiries@dete.qld.gov.au](mailto:ECSEnquiries@dete.qld.gov.au).

\*Calls from mobiles charged at applicable rates.