

Transportation notification submissions

*Note: This quick reference guide applies to **centre-based** services only. Family day care services are not required to submit transportation notifications to their regulatory authority.*

Introduction

Amended regulations for regular transportation to and from centre-based services came into effect 1st March 2023 and require approved providers to notify their regulatory authority under certain circumstances:

- Regulation 175(2)(f): A centre-based service starts providing, or arranging for, regular transportation of children for the first time.
- Regulation 175(2)(g): A centre-based service stops providing, or arranging for, regular transportation of children.
- Regulation 24(ha): An application for a centre-based service approval must include a description of any proposed regular transportation of children by or arranged by the service.

These changes assist your state or territory regulatory authority to further ensure the safety and wellbeing of children during regular transportation.

Further information on these amended regulations are available on the next slide.

The NQA ITS has been updated accordingly, as follows:

- A. The SA01/02 application form for a centre-based service approval requires indication of whether regular transportation will be provided or arranged. If it will be, the transportation is considered to be regular transportation, and a description of its provision or arrangement must be given. (See [page 3](#))
- B. The SA12 notification form for notifying changes in services allows for notification of a change in regular transportation. If your centre-based service starts or stops providing or arranging for regular transportation of children, you may use this form for notification (See [page 4](#)). Other changes to regular transportation do not need to be notified.
- C. Change of service regular transportation details can also be notified by accessing the service record through the Quick Edit function. (See [page 5](#)).

Note: You may use option B or C above to notify your regulatory authority of a change. They will both achieve the same outcome.

Prerequisites for use

Before starting to use the system, please ensure that:

- ✓ You are using any up-to-date browser
- ✓ You have a login to the NQA IT System portal: <https://public.nqaits.cecqa.gov.au/Pages/Landing.aspx>

What is regular transportation in relation to an education and care service?

This is defined as the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported. ([National Regulation 4](#)).

Information on transportation not forming part of an education and care service is detailed in an [information sheet](#). Some examples include:

- private transport provided by families and carers (i.e. carers not engaged by nor registered with an education and care service)
- transport provided and/or arranged by an entity other than the education and care approved provider, for example a school bus, and the children are not under the care of the approved provider
- transport where the education and care approved provider is providing the transport service in a capacity other than as the education and care approved provider – for example a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the education and care service also travel for practical reasons (such as in a remote or rural location)
- when a disability service picks up children and transports them to school or to an activity.

Regular transportation may look different for each service, so approved providers should consider what regular transportation is arranged or provided for each of their services to ensure the National Law and National Regulations are always complied with.

Elaboration on the regulations that require notification of regular transportation

The amended regulations apply only to centre-based services. It is mandatory to notify the regulatory authority that your service provides or arranges regular transportation, facilitated through the [NQA IT System](#). The circumstances under which an approved provider must notify the regulatory authority are:

- in a service approval application, or if the service is already approved: *within seven (7) days* of regular transportation being provided or arranged by the service. (Regulations 24(ha) and 175(2)(f))
- when the service starts or stops providing or arranging regular transportation: the approved provider must notify the regulatory authority within seven (7) days if regular transportation provided by or arranged by the service ceases (Regulation 175(2)(g)).

Notifications are not required for one-off excursions or other forms of transport.

What type of information is expected to be included in the description of the regular transportation?

The information to be provided in the notification is not legislated, however the approved provider must ensure the regulatory authority is aware of regular transportation occurring or if the regular transportation is no longer provided.

SA01/02: Service Approval for Centre-based Service



1. After logging in, on your Home page

- Go to [My Providers](#)
- Select relevant provider
- Select **New Forms**

My Providers

| Provider ID | Provider Name |
|--|---------------|
| <input type="radio"/> PR-00002745 | |
| <input checked="" type="radio"/> PR-50000874 | |

You will be taken to the New Forms page.

2. On the New Forms page

- Go down the forms list to SA01/02 to the Application for Service Approval.
- Click **Apply**.

| Form # | Form Name |
|---------|---|
| PA03 | Application for Amendment of Provider Approval |
| PA04 | Application for Voluntary Suspension of Provider Approval |
| PA05 | Notification of Surrender of Provider Approval |
| AR01 | Application for Internal Review of Reviewable Decision |
| PA08 | Notification of Change of Information About Approved Provider |
| SA01/02 | Application for Service Approval |

3. On the SA01/02 Details page

- In the Transportation section, select Yes or No to indicate whether transport is provided.
- If you select 'No', nothing more needs to be done here.

TRANSPORT PROVIDED BY SERVICE

Transport Provided * Yes No

- If you selected 'Yes', then select 'Yes' or 'No' to indicate whether the transportation is regular.
- If it is regular, a description for it is required

REGULAR TRANSPORTATION PROVIDED BY A SERVICE

Regular transportation * Yes No

Regular transportation provided by service: Regular Transportation

Description of the regular transportation *

After submission of the form, the application's confirmation PDF that follows will include the submitted transportation details.

SA12: Notification of change — Transportation



1. After logging in, on your Home page

- Go to *My Services*.
- Select relevant service.
- Click **New Forms**.

My Services

| Service ID | Service Name |
|--|--------------|
| <input type="radio"/> SE-00006212 | |
| <input type="radio"/> SE-00009594 | |
| <input checked="" type="radio"/> SE-00003726 | |

You will be taken to the New Forms page.

2. On the New Forms page

- Go down the forms list to SA12 to **Notification of Change of Information About an Approved Service**
- Click the **Notify** button.

| Form # | Form Name |
|--------|---|
| SA03 | Application for Amendment of Service Approval |
| SA06 | Application for Voluntary Suspension of Service Approval |
| SA07 | Notification of Surrender of Service Approval |
| SA08 | Application for Service or Temporary Waiver |
| SA09 | Application for Revocation of Service Waiver |
| SA12 | Notification of Change of Information About an Approved Service |



3. On the SA12 Details page

- Follow the prompts to the **DETAILS** page.
- Select **Start or stop providing regular transportation**.
- Enter the transport change details into the boxes below.

TYPE OF NOTIFICATION DETAILS

Please specify the type of notification: *

Changes to hours and days of operation of service
 Change to Approved Service contact details
 Proposed change to the centre-based service or family day care venue premises
 Service has not commenced operation within 6 months of a grant of Service Approval
 Start or stop providing regular transportation

TRANSPORTATION PROVIDED BY SERVICE

Transport Provided: * Yes No

Please provide the proposed end date: *

SUPPORTING INFORMATION

Note: Approved providers should notify the regulatory authority of any change that could impact on the health, safety and wellbeing of children attending the service.

Please describe the change: *

After submission of the form, the notification's confirmation PDF that follows will include the submitted transportation details.

Service Quick Edit function



1. After logging in, on your Home page

- Go to *My Services*.
- Select the relevant service by clicking on the service ID.

My Services

| Service ID | Service Name |
|--|--------------|
| <input type="radio"/> SE-00006212 | |
| <input type="radio"/> SE-00009594 | |
| <input checked="" type="radio"/> SE-00003726 | |

You will be taken to the Service Information page.

2. On the Service Information page

In the Transportation section, the current transport status is reflected. Click **Edit**.

REGULAR TRANSPORTATION PROVIDED BY A SERVICE

Regular transportation Yes No

Fill in the required details for your transport status and click **Proceed**.

REGULAR TRANSPORTATION PROVIDED BY A SERVICE

Regular transportation Yes No

Please provide the proposed end date *

Please describe the change *

A window will show a declaration to submit with the notifier's details. This notification goes to the regulatory Authority and its confirmation PDF will include the transportation details.

REGULAR TRANSPORTATION PROVIDED BY A SERVICE

A notification of change will now be sent on your behalf detailing the change of information. Please provide a name and email address to receive a copy of this notification. Pressing cancel will undo any changes.

Notifier's Details

Name: *

Phone Number: *

Email Address: *

* Please fill in all fields

After submission of the declaration, the notification's confirmation PDF that follows will include the updated transportation details.