



Queensland

*Commission for Children and Young People and Child
Guardian Act 2000*

Commission for Children and Young People and Child Guardian Regulation 2001

Reprinted as in force on 1 July 2011

Reprint No. 3C

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Information about this reprint

This regulation is reprinted as at 1 July 2011. The reprint shows the law as amended by all amendments that commenced on or before that day (Reprints Act 1992 s 5(c)).

The reprint includes a reference to the law by which each amendment was made—see list of legislation and list of annotations in endnotes. Also see list of legislation for any uncommenced amendments.

This page is specific to this reprint. See previous reprints for information about earlier changes made under the Reprints Act 1992. A table of reprints is included in the endnotes.

Also see endnotes for information about—

- **when provisions commenced**
- **editorial changes made in earlier reprints.**

Spelling

The spelling of certain words or phrases may be inconsistent in this reprint or with other reprints because of changes made in various editions of the Macquarie Dictionary (for example, in the dictionary, ‘lodgement’ has replaced ‘lodgment’). Variations of spelling will be updated in the next authorised reprint.

Dates shown on reprints

Reprints dated at last amendment All reprints produced on or after 1 July 2002, authorised (that is, hard copy) and unauthorised (that is, electronic), are dated as at the last date of amendment. Previously reprints were dated as at the date of publication. If an authorised reprint is dated earlier than an unauthorised version published before 1 July 2002, it means the legislation was not further amended and the reprint date is the commencement of the last amendment.

If the date of an authorised reprint is the same as the date shown for an unauthorised version previously published, it merely means that the unauthorised version was published before the authorised version. Also, any revised edition of the previously published unauthorised version will have the same date as that version.

Replacement reprint date If the date of an authorised reprint is the same as the date shown on another authorised reprint it means that one is the replacement of the other.



Queensland

Commission for Children and Young People and Child Guardian Regulation 2001

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Commission for Children and Young People and Child Guardian Regulation 2001

[as amended by all amendments that commenced on or before 1 July 2011]

1 Short title

This regulation may be cited as the *Commission for Children and Young People and Child Guardian Regulation 2001*.

2 Definitions

The dictionary in schedule 5 defines particular words used in this regulation.

3 Matters to be included in risk management strategies—Act, ss 171 and 172

- (1) For sections 171(1)(b) and 172(b) of the Act, the matters that must be included in a person's risk management strategy are as follows—
- (a) a statement about commitment to the safety and wellbeing of children and the protection of children from harm;
 - (b) a code of conduct for interacting with children and young people;
 - (c) procedures for recruiting, selecting, training and managing persons engaged or proposed to be engaged by the person, as the procedures relate to the safety and wellbeing of children and the protection of children from harm;
 - (d) policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines;
 - (e) a plan for managing breaches of the risk management strategy;

[s 3]

- (f) policies and procedures for compliance with chapter 8 of the Act, including—
 - (i) implementing and reviewing the risk management strategy; and
 - (ii) keeping a written record, in relation to matters under chapter 8 of the Act, about each person (*engaged person*) engaged by the person, for example—
 - (A) whether or not the person considers the person must apply for a prescribed notice or exemption notice about the engaged person; and
 - (B) whether or not a prescribed notice application or an exemption notice application has been made by the person about the engaged person; and
 - (C) if a positive notice has been issued for the engaged person—the date of expiry of the notice;
 - (g) risk management plans for high risk activities and special events;
 - (h) strategies for communication and support, including—
 - (i) written information for parents and persons engaged by the person that includes details of the person's risk management strategy or where the strategy can be accessed; and
 - (ii) training materials for persons engaged by the person to—
 - (A) help identify risks of harm and how to handle disclosures or suspicions of harm; and
 - (B) outline the person's risk management strategy.
- (2) In this section—

risk management strategy means a written strategy required to be developed and implemented under section 171 or 172 of the Act.

4 Documents relating to proof of identity—Act, sch 7, def *proof of identity documents*

- (1) This section prescribes, for the Act, schedule 7, definition *proof of identity documents*, the documents relating to the identity of a person (the *identified person*) that must be sighted by a certifying person.
- (2) The certifying person must sight any of the following for the identified person—
 - (a) 2 primary identification documents;
 - (b) 1 primary identification document and 1 secondary identification document;
 - (c) a document or documents that the commissioner notifies the certifying person is sufficient to establish the identified person's identity.
- (3) If the certifying person sights documents under subsection (2)(a) or (b), the documents must show, between them, the following—
 - (a) the identified person's full name;
 - (b) the identified person's date of birth;
 - (c) the identified person's signature.
- (4) If the identified person's name in a document sighted under subsection (2) differs from the identified person's current name, the certifying person also must sight—
 - (a) an official document evidencing the identified person's change of name; or
 - (b) a document the commissioner considers provides sufficient evidence of the identified person's change of name.

[s 5]

Examples for subsection (4)(a) of an official document evidencing a change of name—

marriage certificate, deed poll

(5) In this section—

certifying person means—

- (a) an employer or proposed employer; or
- (b) an education provider; or
- (c) a prescribed person.

primary identification document means a document mentioned in schedule 1.

secondary identification document means a document mentioned in schedule 2.

5 Record or disclosure of confidential information—Act, s 385

- (1) For section 385(4)(d) of the Act, a person may, for a purpose related to the administration of chapter 8 of the Act (including as applied by section 36 of the Act), make a record of, or disclose, the following confidential information—
 - (a) whether there is a current prescribed notice application about a person under section 200 or 212 of the Act;
 - (b) whether there is a current exemption notice application about a person under section 261 or 273 of the Act;
 - (c) whether a person has a valid positive notice or a valid exemption notice.

Example—

A person may disclose information to a parent who is seeking to engage a person running a regulated business about whether the person has a valid positive notice.

(2) In this section—

current—

- (a) for a prescribed notice application—means a prescribed notice application that has not been withdrawn or

decided; or

- (b) for an exemption notice application—means an exemption notice application that has not been withdrawn or decided.

valid—

- (a) for a positive notice—means a current positive notice that has not been suspended; or
- (b) for a positive exemption notice—means a current positive exemption notice that has not been suspended.

6 Usual functions of employment—Act, sch 1, s 15

Schedule 3 sets out whether a function of employment is a usual function of employment for the functions and provisions of the Act mentioned in the schedule.

7 Fees

The fees payable under the Act are stated in schedule 4.

Schedule 1 Primary identification documents

section 4

- birth certificate
- citizenship certificate or notice of citizenship
- current Australian or overseas passport
- current document evidencing permanent residency status
- current driver licence containing the person's photograph
- current proof of age card

Schedule 2 Secondary identification documents

section 4

- current identification card issued by the Commonwealth or a State as evidence of the person's entitlement to a financial benefit

Examples—

- 1 Commonwealth seniors health card
 - 2 health care card
 - 3 medicare card
 - 4 pensioner concession card
 - 5 repatriation health card
- current account card, or current credit card, issued by a financial institution, that contains the person's name and signature
 - passbook issued by a financial institution that shows the passbook's last entry to be less than 6 months before the passbook is sighted
 - recent account statement issued by a financial institution
 - current crowd controller's licence, private investigator's licence or security officer's licence issued under the *Security Providers Act 1993*
 - current gaming machine licence issued under the *Gaming Machine Act 1991*
 - current licence issued under the *Weapons Act 1990*
 - current positive notice blue card
 - current positive exemption notice

Schedule 2

- current student identification card containing the person's photograph and signature that is issued by an educational institution
- recent notice of assessment issued under the *Income Tax Assessment Act 1997* (Cwlth)

Schedule 3 Usual functions of employment

section 6

1 Child accommodation services

- (1) For the Act, schedule 1, section 9, a function of employment is not a usual function of employment if—
- (a) the employment is organised by a school or a recognised body; and
 - (b) the employee performs the function—
 - (i) as a volunteer; and
 - (ii) not more than twice in the same year; and
 - (iii) for a period that is, or for periods that are each, 10 days or less.
- (2) In this section—

recognised body means a charity registered under the *Collections Act 1966*, a corporation or an incorporated association.

2 Performing functions at an event or as a guest

- (1) For the Act, schedule 1, part 1, other than section 9, a function of employment is not a usual function of employment if it is performed—
- (a) as a volunteer; and
 - (b) not more than twice in the same year; and
 - (c) for a period that is, or for periods that are each, 10 days or less; and
 - (d) by the employee—
 - (i) at an event attended by more than 100 people that is organised at a State or national level in relation to a sporting, cultural or skill based activity by a

Schedule 3

school or a recognised body if the recognised body is—

- (A) operating at a State or national level in Australia; or
- (B) representing (at a State or national level) associations, clubs or other organisations, including, for example, an organisation that is a peak body for other clubs in an area; or

Examples for subparagraph (i)—

- Australian sporting championships organised by a national sporting organisation
- a national gathering of members of State based organisations for cultural or sporting development

- (ii) as a guest of a school or a recognised body for the purpose of observing, or supplying information or entertainment to, 10 or more people; and

Examples for subparagraph (ii)—

- a teacher from another country observing students as a guest of a school
- a worker telling students about the worker's occupation

- (e) in a situation where the employee is unlikely to be physically present with a child without another person who is an adult also being present.

- (2) In this section—

recognised body means a charity registered under the *Collections Act 1966*, a corporation or an incorporated association.

Schedule 4 Fees

section 7

	\$
1 Fee for an application for an eligibility declaration (Act, s 178)	72.50
2 Fee for a prescribed notice application relating to regulated employment (Act, s 200)—	
(a) if the application is about a person proposing to be, or continue being, employed in regulated employment as a volunteer	nil
(b) otherwise	72.50
3 Fee for a prescribed notice application relating to a regulated business (Act, s 212)—	
(a) if the application is about a person proposing to carry on, or continue carrying on, a regulated business, other than for financial reward.	nil
(b) otherwise	72.50
4 Fee for an application for cancellation of a negative notice (Act, s 236)	72.50
5 Fee for an application for replacement of a positive notice, positive notice blue card or positive exemption notice (Act, s 347)	11.00
6 Fee for the commissioner giving, and the college of teachers obtaining, information under the <i>Education (Queensland College of Teachers) Act 2005</i> , s 15D	11.55

Schedule 5 Dictionary

section 2

birth certificate—

- (a) includes a current birth card issued by the New South Wales Registry of Births Deaths and Marriages; but
- (b) does not include a commemorative birth certificate under the *Births, Deaths and Marriages Registration Act 2003*, section 44(11).

citizenship certificate means a certificate, declaration or other instrument of a person's nationality issued under the repealed *Australian Citizenship Act 1948* (Cwlth).

Editor's note—

Australian Citizenship Act 1948 (Cwlth)—now see *Australian Citizenship Act 2007* (Cwlth)

current, for a document, means that at the time the document is sighted, the document has not expired or been cancelled.

document evidencing permanent residency status means a document issued by the department in which the *Migration Act 1958* (Cwlth) is administered as evidence of the person's status as a permanent resident of Australia.

driver licence means—

- (a) a driver licence under the *Transport Operations (Road Use Management) Act 1995*; or
- (b) a learner licence under the *Transport Operations (Road Use Management) Act 1995*.

educational institution means—

- (a) an education provider; or
- (b) a school; or
- (c) an entity established or recognised, for educational purposes, under an Act or law of the Commonwealth or another State.

notice of citizenship means a notice given under the *Australian Citizenship Act 2007* (Cwlth), section 37 stating that a person is an Australian citizen at a particular time.

proof of age card means a card issued by any of the following that includes proof of a person's age—

- (a) the department in which the *Transport Operations (Road Use Management) Act 1995* is administered;
- (b) an entity of the government of another State performing functions similar to the department in which the *Transport Operations (Road Use Management) Act 1995* is administered;
- (c) an entity of the government of a foreign country.

Example for paragraph (a)—

18+ card

recent, for a document, means the issuing date of the document is less than 6 months before the document is sighted.

Endnotes

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2 Date to which amendments incorporated

This is the reprint date mentioned in the Reprints Act 1992, section 5(c). Accordingly, this reprint includes all amendments that commenced operation on or before 1 July 2011. Future amendments of the Commission for Children and Young People and Child Guardian Regulation 2001 may be made in accordance with this reprint under the Reprints Act 1992, section 49.

3 Key

Key to abbreviations in list of legislation and annotations

Key	Explanation	Key	Explanation
AIA	= Acts Interpretation Act 1954	(prev)	= previously
amd	= amended	proc	= proclamation
amdt	= amendment	prov	= provision
ch	= chapter	pt	= part
def	= definition	pubd	= published
div	= division	R[X]	= Reprint No. [X]
exp	= expires/expired	RA	= Reprints Act 1992
gaz	= gazette	reloc	= relocated
hdg	= heading	renum	= renumbered
ins	= inserted	rep	= repealed
lap	= lapsed	(retro)	= retrospectively
notfd	= notified	rv	= revised edition
num	= numbered	s	= section
o in c	= order in council	sch	= schedule
om	= omitted	sdiv	= subdivision
orig	= original	SIA	= Statutory Instruments Act 1992
p	= page	SIR	= Statutory Instruments Regulation 2002
para	= paragraph	SL	= subordinate legislation
prec	= preceding	sub	= substituted
pres	= present	unnum	= unnumbered
prev	= previous		

4 Table of reprints

Reprints are issued for both future and past effective dates. For the most up-to-date table of reprints, see the reprint with the latest effective date.

If a reprint number includes a letter of the alphabet, the reprint was released in unauthorised, electronic form only.

Reprint No.	Amendments to	Effective	Reprint date
1	none	1 May 2001	1 June 2001

Reprint No.	Amendments included	Effective	Notes
1A	2005 SL No. 303	16 December 2005	
1B	2006 SL No. 102	31 May 2006	
1C	2006 SL No. 102	1 January 2007	
1D	—	31 May 2007	prov exp 30 May 2007
1E	2008 SL No. 138	2 June 2008	
1F	2008 SL No. 138	1 July 2008	
2	2008 SL No. 336	17 October 2008	
2A	2009 SL No. 96	1 July 2009	
3	2010 SL No. 54	1 April 2010	

Endnotes

Reprint No.	Amendments included	Effective	Notes
3A rv	2010 SL No. 54 2010 SL No. 168	1 July 2010	
3B	2010 SL No. 291	15 October 2010	
3C	2011 SL No. 83	1 July 2011	

5 List of legislation

Commission for Children and Young People and Child Guardian Regulation 2001 SL No. 35 (prev Commission for Children and Young People Regulation 2001)

made by the Governor in Council on 19 April 2001
notfd gaz 20 April 2001 pp 1610–11
ss 1–2 commenced on date of notification
remaining provisions commenced 1 May 2001 (see s 2)
[exp 1 September 2011](#) (see SIA s 54)

Note—The expiry date may have changed since this reprint was published. See the latest reprint of the SIR for any change.

amending legislation—

Commission for Children and Young People Amendment Regulation (No. 1) 2005 SL No. 303

notfd gaz 16 December 2005 pp 1490–6
commenced on date of notification
Note—An explanatory note was prepared.

Commission for Children and Young People Amendment Regulation (No. 1) 2006 SL No. 102

notfd gaz 26 May 2006 pp 340–3
ss 1–2 commenced on date of notification
s 5 commenced 1 January 2007 (see s 2(2))
remaining provisions commenced 31 May 2006 (see s 2(1))
Note—An explanatory note was prepared.

Commission for Children and Young People and Child Guardian Amendment Regulation (No. 1) 2008 SL No. 138

notfd gaz 30 May 2008 pp 674–6
ss 1–2 commenced on date of notification
ss 3, 5 commenced 2 June 2008 (see s 2(1))
remaining provision commenced 1 July 2008 (see s 2(2))

Commission for Children and Young People and Child Guardian Amendment Regulation (No. 2) 2008 SL No. 336

notfd gaz 17 October 2008 pp 966–7
commenced on date of notification

Commission for Children and Young People and Child Guardian Amendment Regulation (No. 1) 2009 SL No. 96

notfd gaz 19 June 2009 pp 707–11
 ss 1–2 commenced on date of notification
 remaining provisions commenced 1 July 2009 (see s 2)

Criminal History Screening Legislation Amendment Regulation (No. 1) 2010 SL No. 54 pts 1–2

notfd gaz 26 March 2010 pp 722–4
 ss 1–2 commenced on date of notification
 s 9 commenced 1 July 2010 (see s 2(2))
 remaining provisions commenced 1 April 2010 (see s 2(1))

Commission for Children and Young People and Child Guardian Amendment Regulation (No. 1) 2010 SL No. 168

notfd gaz 1 July 2010 pp 921–2
 ss 1–2 commenced on date of notification
 remaining provisions commenced 1 July 2010 (see s 2)

Commission for Children and Young People and Child Guardian Amendment Regulation (No. 2) 2010 SL No. 291

notfd gaz 15 October 2010 pp 431–2
 commenced on date of notification

Commission for Children and Young People and Child Guardian Amendment Regulation (No. 1) 2011 SL No. 83

notfd gaz 10 June 2011 pp 380–1
 ss 1–2 commenced on date of notification
 remaining provisions commenced 1 July 2011 (see s 2)
 Note—An explanatory note was prepared.

6 List of annotations**Short title**

s 1 amd 2006 SL No. 102 s 4

Definitions

s 2 sub 2010 SL No. 54 s 4

Matters to be included in risk management strategies—Act, ss 171 and 172

s 3 sub 2010 SL No. 54 s 4

Matters to be included in risk management strategies—Act, s 99G(4)

s 3A ins 2006 SL No. 102 s 5
 om 2010 SL No. 54 s 4

Documents relating to proof of identity—Act, sch 7, def “proof of identity documents”

prov hdg amd 2010 SL No. 291 s 3(1)
 s 4 sub 2008 SL No. 138 s 4

Endnotes

amd 2009 SL No. 96 s 4
sub 2010 SL No. 54 s 4
amd 2006 SL No. 102 s 10; 2010 SL No. 54 s 10(4) (reloc defs from prev sch
3); 2010 SL No. 291 s 3(2)–(3)

Record or disclosure of confidential information—Act, s 385

s 5 sub 2008 SL No. 138 s 4
amd 2009 SL No. 96 s 5
sub 2010 SL No. 54 s 4

Application fee for replacement positive notice or positive notice blue card—Act, s 120

s 5A ins 2008 SL No. 138 s 4
amd 2009 SL No. 96 s 6
om 2010 SL No. 54 s 4

Application fee for eligibility declaration—Act, s 120F

s 5B ins 2008 SL No. 138 s 5
amd 2009 SL No. 96 s 7
om 2010 SL No. 54 s 4

Usual functions of employment—Act, sch 1, s 15

prov hdg amd 2006 SL No. 102 s 6(1)
s 6 amd 2006 SL No. 102 s 6(2)–(4)
sub 2010 SL No. 54 s 4

Fees

s 7 amd 2006 SL No. 102 s 7
sub 2010 SL No. 54 s 4

Record or disclosure of confidential information—Act, s 153

s 7A ins 2008 SL No. 336 s 3
om 2010 SL No. 54 s 4

When fee for a volunteer becomes payable

s 8 ins 2005 SL No. 303 s 3
sub 2010 SL No. 54 s 4
om 2010 SL No. 291 s 4

Transitional provision relating to change in documents required for proof of identity under s 6 or 7

s 9 ins 2006 SL No. 102 s 8
exp 30 May 2007 (see s 9(4))

SCHEDULE 1—PRIMARY IDENTIFICATION DOCUMENTS

sch hdg amd 2010 SL No. 54 s 5(1)
sch 1 sub 2006 SL No. 102 s 9
amd 2010 SL No. 54 s 5(2)

SCHEDULE 2—SECONDARY IDENTIFICATION DOCUMENTS

sch hdg amd 2010 SL No. 54 s 6(1)
sch 2 sub 2006 SL No. 102 s 9
amd 2010 SL No. 54 s 6(2)

SCHEDULE 3—USUAL FUNCTIONS OF EMPLOYMENT

(prev sch 2A) ins 2005 SL No. 303 s 4
amd 2010 SL No. 54 s 7(1)–(2)
renum 2010 SL No. 54 s 7(3)

SCHEDULE 4—FEES

ins 2010 SL No. 54 s 8
amd 2010 SL No. 54 s 9; 2010 SL No. 168 s 4; 2010 SL No. 291 s 5; 2011 SL
No. 83 s 4

SCHEDULE 5—DICTIONARY

sch hdg sub 2006 SL No. 102 s 10

amd 2010 SL No. 54 s 10(1)

sch 5

(prev sch 3) renum 2010 SL No. 54 s 10(5)

def “**Australian driver licence**” om 2006 SL No. 102 s 10

def “**Australian electoral roll**” om 2006 SL No. 102 s 10

def “**birth certificate**” sub 2006 SL No. 102 s 10

def “**citizenship certificate**” sub 2006 SL No. 102 s 10

amd 2010 SL No. 54 s 10(2)

def “**consular identity document**” om 2006 SL No. 102 s 10

def “**current**” ins 2006 SL No. 102 s 10

def “**document evidencing electoral enrolment**” om 2006 SL No. 102 s 10

def “**document evidencing permanent residency status**” ins 2006 SL No.
102 s 10

def “**driver licence**” ins 2006 SL No. 102 s 10

def “**educational institution**” ins 2006 SL No. 102 s 10

def “**international travel document**” om 2006 SL No. 102 s 10

def “**member of a consular post**” om 2006 SL No. 102 s 10

def “**notice of citizenship**” ins 2010 SL No. 54 s 10(3)

def “**proof of age card**” ins 2006 SL No. 102 s 10

def “**recent**” sub 2006 SL No. 102 s 10