

Non-State Schools Accreditation Board  
**Special assistance school —  
Notice of intention to use  
temporary site**

**Form NSS-TS1 V1.0**

*Education (Accreditation of Non-State Schools) Act 2001*  
Section 60D

**Privacy information**

Form: NSS-TS1, *Special assistance school — Notice of intention to use temporary site*, collects information by authority of the *Education (Accreditation of Non-State Schools) Act 2001*, section 60D.

Under the *Education (Accreditation of Non-State Schools) Act 2001* and the *Education (Accreditation of Non-State Schools) Regulation 2001*, a special assistance school may provide, on a temporary basis, special assistance at a temporary site.

Information collected in this notice may be disclosed to the following:

- (i) the Minister for Education;
- (ii) officers of the Department of Education and Training; and
- (iii) assessors and auditors appointed under the *Education (Accreditation of Non-State Schools) Act 2001*.

Certain information collected in this notice may also be published under *Open Data* ([data.qld.gov.au](http://data.qld.gov.au)) if suitable for release.

The following information collected in this notice is 'personal information' within the meaning of the *Information Privacy Act 2009*:

- (i) full name, telephone number(s) and email address of the authorised person; and
- (ii) signature of the authorised person.

The information contained in this notice is subject to the *Right to Information Act 2009*.

**Important information**

1. This *Special assistance school — Notice of intention to use temporary site* (the "notice") is authorised by the *Education (Accreditation of Non-State Schools) Act 2001*, section 60D, and applies if the governing body of a non-State special assistance school intends for the school to provide, on a temporary basis, special assistance at a temporary site.
2. The *Education (Accreditation of Non-State Schools) Act 2001* provides for special assistance school temporary sites, principally under: chapter 2, part 3A; and chapter 2, part 2, division 3, subdivision 3.
3. The *Education (Accreditation of Non-State Schools) Regulation 2001* provides for special assistance school temporary sites, principally under part 2AA.
4. Section 60D prescribes the things to be provided on the notice, or to accompany the notice.
5. Section 60D requires the Non-State Schools Accreditation Board (the "Board") to notify the governing body that it has received the notice, and the other things required by that section.
6. The Board's notification will be posted by ordinary mail to the governing body at the governing body's office address held by the Board.
7. The individual making the declaration on this notice for the governing body will be contacted in the first instance if any information submitted on this notice requires attention or clarification.
8. Section 60D requires that if the governing body stops providing special assistance at the temporary site, the governing body must give the board notice, in the approved form, that the governing body has stopped providing special assistance at the temporary site.

**Lodgement**

Notices may be lodged with the **Non-State Schools Accreditation Board** via:

**Portal:** <https://secure.nssab.qld.edu.au/nos.php>

**Email:** [admin@nssab.qld.edu.au](mailto:admin@nssab.qld.edu.au)

**Post:** PO Box 15347, CITY EAST QLD 4002


**Ref:** 15/41357

## Special assistance school — Notice of intention to use temporary site

### School details

Name of governing body	
Name of school	
Address(es) of the accredited special assistance site(s) for the school	

### Temporary site details

Address of temporary site		
Reason(s) the school needs to provide special assistance at temporary site		
	(Attach if insufficient space)	
Date of commencement of special assistance at temporary site		
Date anticipated for stopping special assistance at temporary site		
Is the school entitled to occupy the temporary site	Yes    No	
	 If yes, please attach evidence the school is entitled to occupy the site	

### Declaration

<b>Authorised person and declaration</b>	The person authorised by the governing body to act on its behalf, for example, the chairperson or secretary, is to complete the declaration and provide the contact details requested below	
<i>I declare that the information provided in this notice is, to the best of my knowledge, true and correct —</i>		
Declaration	<i>(i) the school needs to provide special assistance at the temporary site for the reasons stated above, and</i> <i>(ii) the school will comply with the temporary site criteria while special assistance is provided at the site.</i>	
Full name		
Position in relation to governing body		
Telephone number(s)		
Email address		
Signature		Date