

Non-State Schools Accreditation Board

Special assistance school – Notice of intention to use temporary site

Education (Accreditation of Non-State Schools) Act 2017

Section 50

Form TSAS-F1

Legislative background

The *Education (Accreditation of Non-State Schools) Act 2017* (the 'Accreditation Act') and the *Education (Accreditation of Non-State Schools) Regulation 2017* (the 'Accreditation Regulation') establish a legislative framework for accreditation and eligibility for government funding of Queensland non-State schools.

The Accreditation Act provides for the establishment of the Non-State Schools Accreditation Board (the 'Board'). The Board is an independent statutory authority that regulates non-State schooling in Queensland. Its responsibilities include making decisions on the accreditation and eligibility for government funding of non-State schools and changes in accreditation attributes of non-State schools, as well as monitoring governance arrangements and compliance with accreditation criteria.

Privacy information

Information about the collection of personal information on this application form can be found in Section 3 of this form.

Important information

This form 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.

Applicants need to ensure that this form is completed fully and correctly, and that it addresses and complies with requirements of:

- the Accreditation Act
- the Accreditation Regulation and
- any other relevant documents published by the Non-State Schools Accreditation Board.

The Accreditation Act and Accreditation Regulation can be accessed at the Queensland Parliamentary Counsel website at <https://www.legislation.qld.gov.au/OQPChome.htm>.

Sections 47 to 53 of the Accreditation Act provides for special assistance school temporary sites.

Under section 50 of the Accreditation Act, 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.

The individual making the declaration on this form for the governing body will be contacted in the first instance if any information submitted on this form requires attention or clarification.

Please ensure the information is presented clearly. Attachments **must** be labelled with the corresponding attachment number and the title of the related item from the form. This ensures that, in the event that the Board has to contact you regarding the form, we are able to refer to the appropriate page/section. To attach a document, click on the icon  located to the left of the attachment number.

The Board may require an applicant to provide further supporting information or documents.

On commencement of the temporary site a school must comply with the temporary site criteria under sections 21 to 24 of the Regulation as well as the accreditation criteria outlined in Part 2 of the Regulation.

Lodgement

The governing body can submit the completed form and supporting documentation via [NSSAB Online Services](#).

1. School details

1.1 Name of governing body	Enter the name of the governing body.
1.2 Name of school	Enter the name of the school.
1.3 Address(es) of the accredited special assistance site(s) for the school	What is the address(es) of the accredited special assistance site(s) for the school.
Address 1	
Address 2	
Address 3	
 Attachment 1.3 A	[Optional] If there is insufficient space, attach documentation with additional addresses.

2. Temporary site details

2.1 Address of temporary site	Enter the address of the temporary special assistance site.
2.2 Reason(s) for temporary site	Enter the reason the school needs to provide special assistance at a temporary site.
 Attachment 2.2 A	[Optional] If there is insufficient space, attach documentation supporting your statement.
2.3 Date of commencement	Enter the date of commencement of special assistance at the temporary site.
2.4 Date anticipated for stopping	Enter the date anticipated for stopping special assistance at the temporary site.

2.5 Temporary site occupancy	<i>Provide the following details and documentation relating to the land and buildings.</i>	
 Attachment 2.5 A	[Required] Attach documentation demonstrating that the school is entitled to occupy the temporary site for educational purposes? This documentation may include evidence of ownership of the site, lease arrangement or Memorandum of Understanding.	
2.6 Land and buildings	<i>A school must comply with the requirements of any Act and other law relating to land use, and building and workplace health and safety.</i>	
Zoning	Has the site been zoned by the local authority for educational purposes? No	
Zoning Timeline	If no, please advise the timeline for seeking zoning and other land-use consent and necessary approvals by the appropriate local government authority or authorities.	
 Attachment 2.6 A	Date	Event
	[Optional] If there are insufficient rows for the timeline, attach documentation showing additional events other than the ones indicated above. Note: The governing body must provide evidence to the Board that all land and building approvals are in place prior to commencement of the temporary site.	
	Will the temporary site be co-located with other occupants? No	
	If yes, provide an explanation and outline what measures the school will take to ensure the health and safety of the relevant students at the temporary site.	
 Attachment 2.6 B	[Optional] If there is insufficient space, attach documentation supporting your statement.	
 Attachment 2.6 C	[Required] Provide a marked up plan showing the size of the land, location and description of the buildings and facilities for the temporary site(s). If the temporary site is to be co-located and/or used by other occupants provide in the plan a clear indication of the safety measures that will be undertaken to ensure the health and safety of students e.g. separation of student toilet facilities. The plan does not need to be professionally drafted but must be sufficient to show the size of the buildings and the location of the all the facilities for staff and students.	

3. Privacy information

This form collects information to enable the Non-State Schools Accreditation Board to acknowledge the intention for a non-State special assistance school to provide special assistance at a temporary site, on a temporary basis under the *Education (Accreditation of Non-State Schools) Act 2017*.

Certain data collected in this form is 'personal information' within the meaning of the Queensland Government *Information Privacy Act 2009*, which deals with the collection and handling of such information by government agencies.

This form collects personal information about:

- a person authorised by the incorporated governing body to act for and on its behalf for the purpose of processing the application.

The information collected in this form may be disclosed to the following entities:

- the Queensland Minister for Education;
- the Director-General of Education;
- the Office of Non-State Education and other relevant areas of the Queensland Department of Education and Training; and
- authorised persons appointed under the Accreditation Act.

In the event that the person submitting the form is providing personal information on behalf of someone else, it is the governing body's or school's responsibility to ensure that the person has the correct information and authority to submit the information.

Any personal information provided as part of a governing body or school will be shared amongst other registered users of that governing body or school.

Certain information collected in this form may also be published on the Board's website (www.nssab.qld.edu.au) and under Open data (data.qld.gov.au) if suitable for release. In other instances, the information collected in this form can be disclosed without further consent where authorised or required by law.

4. Declaration

4.1 Authorised person and declaration	<i>The person authorised by the governing body (the applicant) to act for, and on its behalf, for example the chairperson or secretary, is to complete the declaration and provide the contact details requested below.</i> <i>The authorised person as identified in the 'Declaration' will be contacted on the details provided if any information submitted in this application requires attention/ clarification.</i>
Declaration	☐ I declare that the information provided in this form is, to the best of my knowledge, true and correct. ☐ I declare that the school: (i) needs to provide special assistance at the temporary site for the reasons stated above; and (ii) will comply with the temporary site criteria while special assistance is provided at the site.
Full name	
Position in relation to governing body	
Telephone number(s)	
Email address	
Date	

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