

Out of School Hours Care

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Licence/Lease Checklist

Establishing an Out of School Hours Care (OSHC) service is covered under the Department's **Community Use of School Facilities Policy**. The following checklist summarises the actions for school principals and Department staff.

It is recommended that principals discuss plans for children's services with the Director, Public Schools NSW, and the **local Asset Management Unit**.

A formal agreement is required for all OOSH/OSHC services, whether they are provided by not-for-profit or for-profit operators. A licence or lease agreement negotiated between the Department and the operator must be completed before

the operation of a Long Day Care Centre, Non- Government Pre-School or Out of School Hours Care (OSHC) Service can commence. Principals should consult with their local Asset Management Unit and seek a written approval for a new/renewal agreement.

Principals are not required to proceed to tender where a proposed service provider is a school-based parent operated service. All OOSH/OSHC leases and licences should be supported by the school community and the Director, Public Schools NSW, managed by the local Asset Management Unit and approved by Asset Management Directorate.

STAGE 1 INITIAL INVESTIGATIONS

Step	Action	Procedure Reference	Guide for the Selection of Community Users	Responsibility	Check
1	Are you aware of a demand for OSHC services in your school community? For example, have you been approached by parents or community members?	2.3		Principal	Yes
2	Have you been approached by an OSHC service provider? Note that there will still need to be compliance with this process unless the organisation is a school-based parent operated (such as the P&C). If a school based parent-operated service, steps 13 to 19 and step 21 are not required.	4.1		Principal	Yes
3	Contact Local Asset Management Unit (AMU) with information gathered	4.8		Principal	Yes
4	Has Network of Community Activities been contacted for assistance?	4.3		Principal	Yes
5	Has the Director, Public Schools NSW given support?	4.8		Principal	Yes

STAGE 1 INITIAL INVESTIGATION

Step	Action	Procedure Reference	Guide for the Selection of Community Users	Responsibility	Check
6	Potential Space: Has an assessment of the proposed space been made? Note that this step may take place at the same time as Step 9	4.5	1.4		
	<ul style="list-style-type: none"> will there be any significant impact on the operation of any other groups with higher priority or with an agreement in place? 	3.7		Principal	No If yes, a different space is required.
	<ul style="list-style-type: none"> has the floor area of the proposed space been calculated from AMS Web? 		1.4	AMU	Yes
	<ul style="list-style-type: none"> has the maximum occupancy for the space been calculated? 		1.4	AMU	Yes
	<ul style="list-style-type: none"> has AMU been consulted to see if the accommodation is suitable e.g. compliance with relevant standards for proposed use, access to toilets, safe and secure etc. 	4.8		Principal/AMU	Yes
	<ul style="list-style-type: none"> have ECEC been consulted for assistance? 	4.8		Principal	Yes
	<ul style="list-style-type: none"> has AMU been consulted to see if proposed use may conflict with future enrolment/ use / development/ maintenance at the school? 	4.8		Principal/AMU	Yes
	<ul style="list-style-type: none"> have ECEC been consulted for assistance? 	4.8		Principal	Yes
	<ul style="list-style-type: none"> has AMU been consulted to see if proposed use may conflict with future enrolment/ use / development/ maintenance at the school? 	4.8		Principal/AMU	Yes
	<ul style="list-style-type: none"> will Authority consent be required? 	4.5		AMU	Yes
	<ul style="list-style-type: none"> has a risk assessment been completed? Has Work Health & Safety Directorate been contacted for assistance? 	2.6		AMU	Yes
7	Have lease/licence fees been calculated by the local AMU?	4.6		AMU	Yes
8	Are you aware of current standards and regulatory requirements for children's services? Contact ECEC for further information.	4.2		Principal	Yes

STAGE 2 IDENTIFYING NEEDS AND DEMAND

9	Have consultation/surveys been undertaken? Consult with P&C and school community.	4.3		Principal	Yes
	<ul style="list-style-type: none"> identify Stakeholders 	4.3		Principal	Yes
	<ul style="list-style-type: none"> do the principal and stakeholders agree to proceed with use of the facility? 	4.3		Principal	Yes
	<ul style="list-style-type: none"> does the principal consider that the application has merit? Has the application been referred to AMU? 	4.8		Principal/AMU	Yes refer to AMU
10	Revenue forecast:				
	<ul style="list-style-type: none"> has the forecast rent been calculated 	4.6	2.2	AMU	Yes

STAGE 2 IDENTIFYING NEEDS AND DEMAND

Step	Action	Procedure Reference	Guide for the Selection of Community Users	Responsibility	Check
11	Statement of requirements <ul style="list-style-type: none"> have the principal and stakeholders developed a Statement of Requirements (scope) for the proposed use? 		2.3	Principal	Yes
12	Agreement on implementation time –line: <ul style="list-style-type: none"> has the principal and stakeholders developed an agreed implementation time frame? 		2.4	Principal	Yes

STAGE 3 TENDER PROCESS

13	Request for tender documents <ul style="list-style-type: none"> have all parts of the Request for Tender documents been prepared and reviewed? 		3.1	Principal	Yes
14	Evaluation Criteria <ul style="list-style-type: none"> have evaluation criteria been determined? has overall weighting of criteria been determined? 		3.2	Principal	Yes
15	Tender Advertisement <ul style="list-style-type: none"> has AMU been contacted to advertise tender through e-tendering? is the advertised title of the proposed service compliant? 		3.3	Principal/AMU	Yes
16	Managing Tender Process <ul style="list-style-type: none"> have any queries/ clarification during tender been responded to as required? 		3.4	Principal/AMU	Yes
17	Tender Evaluation Team (TET) <ul style="list-style-type: none"> has a Tender Evaluation Team been organised before tender opening? have all members of the TET or any other participant in the tender process signed the Code of Conduct document? 		3.5	Principal	Yes
18	Tender Evaluation Plan (TEP) <ul style="list-style-type: none"> are the Evaluation Criteria consistent with Request for Tender (RFT) documents? has a TEP been prepared and signed by all TET members? has AMU approved the TEP? 		3.6	Principal/TET	Yes
19	Tender Evaluation Report <ul style="list-style-type: none"> have any non-compliant submissions been clarified or set aside? has each submission been assessed and scored against the Tender Evaluation Plan (TEP)? as a result of the assessment, has a definitive tender submission been identified and report completed accordingly? 		3.7	Principal/TET	Yes

STAGE 3 TENDER PROCESS

Step	Action	Procedure Reference	Guide for the Selection of Community Users	Responsibility	Check
20	Contract Award and Execution of Agreement				
	<ul style="list-style-type: none"> Has Legal Services Directorate been contacted to draft the lease or licence? 	4.8		AMU/ Legal Services Directorate	Yes
	<ul style="list-style-type: none"> have or will Working with Children Checks been supplied and/or has Child Protection Declaration for children related services/ or involving children been submitted and approved prior to signing the lease/licence? 	2.4		Principal/ AMU/ECEC	Yes
	<ul style="list-style-type: none"> does or will the chosen provider have proper policies and procedures in place prior to signing the lease/licence? 	4.4			Yes
	<ul style="list-style-type: none"> have ECEC been contacted for approval? 	4.2		Principal/ECEC	Yes
	<ul style="list-style-type: none"> does the person signing the lease or licence have the authority to do so? 		3.8	Principal/AMU	Yes
	<ul style="list-style-type: none"> has the document been forwarded to Asset Management Directorate for signing and filing? 		3.8	Principal/AMU	Yes

STAGE 4 POST TENDER REQUIREMENTS

21	When required, have unsuccessful tenders been debriefed?		4.1	Principal	Yes
22	Before the lease/licence starts:				
	<ul style="list-style-type: none"> have clear lines of communication been established between contractor and school? 	4.8		Principal	Yes
	<ul style="list-style-type: none"> has a Security Deposit as per lease/licence been collected? 	10.4		Principal	Yes
	<ul style="list-style-type: none"> has a copy of the agreement been filed in the school's record system? 		4.2	Principal	Yes
	<ul style="list-style-type: none"> have current copies of insurance, licence and registration as required been submitted and filed? 		4.2	Principal	Yes
23	During the lease/licence period:				
	<ul style="list-style-type: none"> have any complaints received been dealt with or escalated appropriately? 		4.3	Principal	Yes
	<ul style="list-style-type: none"> have meetings been conducted in accordance with the lease/licence? 			Principal	Yes
	<ul style="list-style-type: none"> have the school and AMU been notified of any changes of circumstance from the operator? 		4.4	Principal/AMU	Yes
	<ul style="list-style-type: none"> have you discussed with AMU any options at least 6 months prior to expiry of agreement? 		4.5	Principal/AMU	Yes

Note here the date of expiry of the lease/licence: _____