

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, Educational Leadership, 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 preschool 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, Educational Leadership, managed by the local Asset Management Unit and approved by School Infrastructure NSW.

STAGE 1 INITIAL INVESTIGATIONS

Step	Action	Procedure Reference	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, Educational Leadership given support?	4.8	Principal	Yes

STAGE 1 INITIAL INVESTIGATION

Step	Action	Procedure Reference	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		
	<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? 	3.8	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? 		AMU	Yes
	<ul style="list-style-type: none"> ■ has the maximum occupancy for the space been calculated? 		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 ECE 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 ECE 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 ECE 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 9	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	AMU	Yes

STAGE 2 IDENTIFYING NEEDS AND DEMAND

Step	Action	Procedure Reference	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? 		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? 		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? 		Principal	Yes
14	Evaluation Criteria <ul style="list-style-type: none"> have evaluation criteria been determined? has overall weighting of criteria been determined? 		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? 		Principal/AMU AMU	Yes Yes
16	Managing Tender Process <ul style="list-style-type: none"> have any queries/ clarification during tender been responded to as required? 		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? 		Principal Principal/TET	Yes 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? 		Principal/TET Principal/TET Principal	Yes Yes 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? 		Principal/TET Principal/TET Principal/TET	Yes Yes Yes

STAGE 3 TENDER PROCESS

Step	Action	Procedure Reference	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/ECE	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 ECE been contacted for approval? 	4.2	Principal/ECE	Yes
	<ul style="list-style-type: none"> does the person signing the lease or licence have the authority to do so? 		Principal/AMU	Yes
	<ul style="list-style-type: none"> has the document been forwarded to School Infrastructure NSW for signing and filing? 		Principal/AMU	Yes

STAGE 4 POST TENDER REQUIREMENTS

21	When required, have unsuccessful tenders been debriefed?		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? 		Principal	Yes
	<ul style="list-style-type: none"> have current copies of insurance, licence and registration as required been submitted and filed? 		Principal	Yes
23	During the lease/licence period:			
	<ul style="list-style-type: none"> have any complaints received been dealt with or escalated appropriately? 		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? 		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? 		Principal/AMU	Yes

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