



## Venue Management Plan

Early Childhood Education

### Before you begin

You must read the following information before completing and submitting this form. This form is to be completed by the Approved Provider to accompany an application for service approval for a mobile education and care service, or an application for amendment of service approval to add a mobile venue or add/change a venue management plan for an approved mobile venue.

When completing of this form, please ensure to:

- write clearly in BLOCK LETTERS using a black or blue pen, or
- click on the fields to type your information
- mark relevant boxes with an X
- do not use correction fluid.

For assistance, please contact the Early Childhood Education, Information & Enquiries team on 1800 619 113.

### Your obligations

Before submitting this form, you must ensure you are familiar with your obligations under the Children (Education and Care Services) Supplementary Provisions Act 2011 and the Children (Education and Care Services) Supplementary Provisions Regulation 2019. This includes the relevant provisions of the Children (Education and Care Services) National Law (NSW) and the Education and Care Services National Regulations (the 'National Law Alignment Provisions').

You must ensure that the information you set out in this form is complete and correct. The provision of false or misleading information is an offence under the National Law Alignment Provisions. Failure to comply may result in a financial penalty.

### Privacy statement

The Regulatory Authority is committed to protecting personal information in accordance with the Privacy Act 1988 and the Australian Privacy Principles contained in the Privacy Amendment (Enhancing Privacy Protection) Act 2012. Information provided is being collected for the purposes of assessing this application and may be provided to other authorities or government agencies in accordance with the National Law Alignment Provisions. The Regulatory Authority and the Australian Government may publish information about you in accordance with the National Law Alignment Provisions.



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## For exclusions relating to the National Law Alignment Provisions:

- R80: Weekly menu
- R104: Fencing
- R105: Furniture, materials and equipment
- R106: Laundry and hygiene facilities
- R107: Space requirements – indoor space
- R108: Space requirements – outdoor space
- R109: Toilet and hygiene facilities
- R110: Ventilation and natural light
- R112: Nappy change facilities
- R113: Outdoor space – natural environment
- R114: Outdoor space – shade
- R115: Premises designed to facilitate supervision

## Provider and service details:

1. Please provide the following provider approval details:

Provider approval name	
Provider approval number	

2. Please provide the details of the mobile service (primary service/principal office location):

Service approval name	
Service approval number	
Address line 1	
Address line 2	
Suburb/town	
State/territory	

Postcode	
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3. Please provide the details of the mobile venue:

Mobile venue name	
Address line 1	
Address line 2	
Suburb/town	
State/territory	
Postcode	

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4. Please complete the table below, outlining what measures will be taken for all regulations the venue does not comply with to ensure the safety and well-being of the children that will be educated and cared for at the premises.

<b>Regulation</b> (Please note: information pertaining to family day care services or school age care have not been included in this table)	<b>Venue complies with regulation</b>	<b>If non-compliant, identify reason[s] for non-compliance</b>	<b>Venue management plan</b> Describe what measures have been put in place and how the safety and well-being of children will be ensured at the venue. Please note: Where relevant, If answered 'Not Applicable' (NA) please provide reason.
<p><b>80 Weekly menu</b></p> <p>(1) The approved provider of an education and care service that provides food and beverages (other than water) to children being educated and cared for by the service must ensure that a weekly menu—</p> <p>(a) is displayed at a place at the education and care service premises accessible to parents of children being educated and cared for by the service; and</p> <p>(b) accurately describes the food and beverages to be provided by the service each day.</p> <p>(2) A nominated supervisor of an education and care service that provides food and beverages (other than water) to children being educated and cared for by the service must ensure that a weekly menu—</p> <p>(a) is displayed at a place at the education and care service premises accessible to parents of children being educated and cared for by the service; and</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

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<b>Regulation</b> (Please note: information pertaining to family day care services or school age care have not been included in this table)	<b>Venue complies with regulation</b>	<b>If non-compliant, identify reason[s] for non-compliance</b>	<b>Venue management plan</b> Describe what measures have been put in place and how the safety and well-being of children will be ensured at the venue. Please note: Where relevant, If answered 'Not Applicable' (NA) please provide reason.
(b) accurately describes the food and beverages to be provided by the service each day.			
<b>104 Fencing</b> (1) The approved provider of an education and care service must ensure that any outdoor space used by children at the education and care service premises is enclosed by a fence or barrier that is of a height and design that children preschool age or under cannot go through, over or under it.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>105 Furniture, materials and equipment</b> The approved provider of an education and care service must ensure that each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>106 Laundry and hygiene facilities</b> (1) The approved provider of an education and care service must ensure that the service has— (a) laundry facilities or access to laundry facilities; or (b) other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering—	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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<p>that are adequate and appropriate for the needs of the service.</p> <p>(2) The approved provider of the service must ensure that laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children.</p>			
<p><b>107 Space requirements – indoor space</b></p> <p>(2) The approved provider of an education and care service must ensure that, for each child being educated and cared for by the service, the education and care service premises has at least 3.25 square metres of unencumbered indoor space.</p> <p>(3) In calculating the area of unencumbered indoor space—</p> <p>(a) the following areas are to be excluded—</p> <p>(i) any passageway or thoroughfare (including door swings);</p> <p>(ii) any toilet and hygiene facilities;</p> <p>(iii) any nappy changing area or area for preparing bottles;</p> <p>(iv) any area permanently set aside for the use or storage of cots;</p> <p>(v) any area permanently set aside for storage;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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<b>Regulation</b> (Please note: information pertaining to family day care services or school age care have not been included in this table)	<b>Venue complies with regulation</b>	<b>If non-compliant, identify reason[s] for non-compliance</b>	<b>Venue management plan</b> Describe what measures have been put in place and how the safety and well-being of children will be ensured at the venue. Please note: Where relevant, If answered 'Not Applicable' (NA) please provide reason.
(vi) any area or room for staff or administration; (vii) any other space that is not suitable for children; (b) the area of a kitchen is to be excluded, unless the kitchen is primarily to be used by children as part of an educational program provided by the service. (4) The area of a verandah may be included in calculating the area of indoor space only with the written approval of the Regulatory Authority. (5) A verandah that is included in calculating the area of outdoor space cannot be included in calculating the area of indoor space. (6) In this regulation a reference to a child does not include— (a) a child being educated or cared for in an emergency in the circumstances set out in regulation 123(5); or (b) an additional child being educated or cared for in exceptional circumstances as set out in regulation 124(5) and (6).			
<b>108 Space requirements – outdoor space</b> (2) The approved provider of an education and care service must ensure that, for each child being educated and cared for by the service, the education and care	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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<p>service premises has at least 7 square metres of unencumbered outdoor space.</p> <p>(3) In calculating the area of unencumbered outdoor space required, the following areas are to be excluded—</p> <p>(a) any pathway or thoroughfare, except where used by children as part of the education and care program;</p> <p>(b) any car parking area;</p> <p>(c) any storage shed or other storage area;</p> <p>(d) any other space that is not suitable for children.</p> <p>(4) A verandah that is included in calculating the area of indoor space cannot be included in calculating the area of outdoor space.</p> <p>(5) An area of unencumbered indoor space may be included in calculating the outdoor space of a service that provides education and care to children over preschool age if—</p> <p>(a) the Regulatory Authority has given written approval; and</p> <p>(b) that indoor space has not been included in calculating the indoor space under regulation 107.</p> <p>(6) In this regulation a reference to a child does not include—</p>			

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(a) a child being educated or cared for in an emergency in the circumstances set out in regulation 123(5); or (b) an additional child being educated or cared for in exceptional circumstances as set out in regulation 124(5) and (6).			
<b>109 Toilet and hygiene facilities</b> The approved provider of an education and care service must ensure that— (a) adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service; and (b) the location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>110 Ventilation and natural light</b> The approved provider of an education and care service must ensure that the indoor spaces used by children at the education and care service premises— (a) are well ventilated; and (b) have adequate natural light; and	<input type="checkbox"/> Yes <input type="checkbox"/> No		



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(c) are maintained at a temperature that ensures the safety and wellbeing of children.			
<b>112 Nappy change facilities</b> (1) This regulation applies if a centre-based service educates and cares for children who wear nappies. (2) The approved provider of the service must ensure that adequate and appropriate hygienic facilities are provided for nappy changing. (3) Without limiting subregulation (2), the approved provider of the service must ensure that the following are provided— (a) if any of the children are under 3 years of age, at least 1 properly constructed nappy changing bench; and (b) hand cleansing facilities for adults in the immediate vicinity of the nappy change area.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
<b>113 Outdoor space – natural environment</b>	<input type="checkbox"/> Yes		

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The approved provider of a centre-based service must ensure that the outdoor spaces provided at the education and care service premises allow children to explore and experience the natural environment.	<input type="checkbox"/> No		
<b>114 Outdoor space – shade</b> The approved provider of a centre-based service must ensure that outdoor spaces provided at the education and care service premises include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>115 Premises designed to facilitate supervision</b> The approved provider of a centre-based service must ensure that the education and care service premises (including toilets and nappy change facilities) are designed and maintained in a way that facilitates supervision of children at all times that they are being educated and cared for by the service, having regard to the need to maintain the rights and dignity of the children.	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**5. Please attach any supporting documents you would like considered with the assessment of your proposed venue management plan (e.g. photos, risk assessments etc.)**



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- Yes, I have attached supporting documentation
- No, I do not have supporting documentation



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## Approved provider

This section can only be completed by an approved person with management or control (PMC) of the service.

I,  (insert full name)  
of  (insert address)  
am  (insert position/title)

I declare that:

1. The information provided in this form (including any attachments) is true, complete and correct.
2. I have read and understood, and I agree to, the conditions and the associated material contained in this form.
3. I understand that the Department of Education will have the right (but will not be obliged) to act in reliance upon the contents of this form, including its attachments.
4. I have read and understood a provider's legal obligations under the Children (Education and Care Services) Supplementary Provisions Act 2011 and the Children (Education and Care Services) Supplementary Provisions Regulation 2019, which includes the National Law Alignment Provisions.
5. The Department of Education is authorised to verify any information provided in this form.
6. I am aware that I may be subject to penalties under the National Law Alignment Provisions if I provide false or misleading information in this form.

Signature of person making the declaration:

Signed at:

on the:

(insert location)

(insert date)



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### When you have completed this form:

**Completed forms and all associated documents can be submitted by email to:**

The NSW Department of Education, Early Childhood Education and Care at: [assessments.ececd@det.nsw.edu.au](mailto:assessments.ececd@det.nsw.edu.au)

**Additional information on approvals processes and other forms relating to your service can be found on the [Provider application process webpage](#).**

**For any enquiries:**

Please contact the Early Childhood Education, Information and Enquiries team on 1800 619 113.