Wicks, Susanna

From: Robson, Julie <Julie.Robson@ed.act.edu.au>
Sent: Tuesday, 4 December 2018 9:22 AM
To: Wicks, Susanna; Watson, Sarah
Subject: FW: Chapman Primary Outside of School Hour Care [SEC=UNCLASSIFIED]
Attachments: [redacted]

Good morning Susie and Sarah,

Thank you for meeting with Anne and me yesterday. As discussed, please find attached and below information re the" Afters" building at Chapman Primary.

Kind regards,

Julie Robson
Business Manager
Chapman Primary School
Perry Drive
Chapman ACT 2611
Ph: 02 61422402
ABN 48529566431

From: [redacted]
Sent: Monday, 29 October 2018 10:48 AM
To [redacted]
Cc: [redacted] Robson, Julie <Julie.Robson@ed.act.edu.au>; CPS P&C President [redacted]
Subject: Re: Chapman Primary Outside of School Hour Care [SEC=UNCLASSIFIED]

Good morning all,

Please see attached documents located which state the Afters Building is owned by the P&C:
- taskforce report 2007
- email from [redacted] 2012

Kind regards
[redacted]

On Sun, Jul 1, 2018 at 4:41 PM [redacted] wrote:

Hi Everyone,

Hope you are well and looking forward to the holidays.

Please see message below (I have also forwarded to the previous Afters committee just in case they can provide information).

From my understanding, the Afters building was built by the Chapman Primary P&C committee and that in previous years the committee tried to "sell or have the building taken over for ownership by the Department of Education and/or the Directorate" and that either the Department and/or the Directorate was not interested in purchasing or taking on the building. If anyone in a position to confirm or deny my understanding?

Also does anyone know the year that the building was built and if there are any documents or correspondence not just limited to a possible agreement with the school?

Many thanks for your time.

Regards
[redacted]
President
Chapman Primary P&C

Begin forwarded message:

From: "Robson, Julie" <Julie.Robson@ed.act.edu.au>
Subject: FW: Chapman Primary Outside of School Hour Care [SEC=UNCLASSIFIED]
Date: 29 June 2018 at 3:58:53 pm AEST
To: [redacted]

FYI

From: Wicks, Susanna [mailto:Susanna.Wicks@act.gov.au]
Sent: Friday, 29 June 2018 3:10 PM
To: Robson, Julie
Subject: RE: Chapman Primary Outside of School Hour Care [SEC=UNCLASSIFIED]

Hi Julie,

I have had a quick look into this and it appears the afterschool care building at Chapman Primary has been valued as a Directorate asset. [redacted]

In the meantime, I am hoping you can track down any correspondence between the P&C and the school that suggests there was agreement that the P&C would construct the building and provide outside of school hour care services. It would also be helpful to know when the building was constructed if you have that information on hand.

Any correspondence you might find will be helpful in determining the history and a way forward ☺

Thanks in advance and I hope you enjoy your weekend.

Kind regards,

Susie Wicks
A/g Assistant Manager – Schools Reporting and Contracts
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au

Strategic Finance | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

From: Robson, Julie [mailto:Julie.Robson@ed.act.edu.au]
Sent: Friday, 29 June 2018 2:43 PM
To: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Subject: Chapman Primary Outside of School Hour Care

Hi Susanna,

Thank you for returning my call.

As discussed, Chapman Primary Schools' P&C association coordinate the Outside of School Hour care. The building the Outside of School Hour care is provided in, was built many years ago on the school grounds by the P&C and is fully paid for and maintained by the association. It is fully accredited and meets all licencing requirements. All tradespeople conducting any work are inducted onto the site by me, with all the necessary documents provided.

From what I can remember, we have previously been advised that a Licence agreement was not required. Could you please advise if this now not the case and what process the P&C will need to follow to ensure they compliant.

Kind regards,
Julie Robson
Business Manager
Chapman Primary School
Perry Drive
Chapman ACT 2611
Ph: 02 61422402
ABN 48529566431

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

-- This email remains the property of ACT Education Directorate. This transmission and any accompanying attachments may contain confidential or legally privileged information. If you are not the intended addressee, you are notified that any use or dissemination of this email is strictly forbidden. If you have received this communication in error please notify the sender immediately and delete all copies of this message. Opinions, conclusions, views and other information in this message that do not relate to the official business of ACT Education Directorate are the views of the individual sender and shall be understood as neither given nor endorsed by ACT Education Directorate.

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

Wicks, Susanna

From: Perrin, Kristie
Sent: Tuesday, 12 February 2019 9:30 AM
To: Watson, Sarah
Subject: FW: P&C's OSHC [SEC=UNCLASSIFIED]
Attachments: OSHC Data for Project Plan v2 (Autosaved).xlsx

From: Wicks, Susanna
Sent: Tuesday, 12 February 2019 9:11 AM
To: Perrin, Kristie <Kristie.Perrin@act.gov.au>
Subject: RE: P&C's OSHC [SEC=UNCLASSIFIED]

Hi Kristie,

Please see below information regarding P&C OSHC Licences:

[redacted]

On hold:

- Chapman Primary – [redacted]

[redacted]

Cheers,
Susie

[redacted]

[redacted]

Provider details			Licence Agreement						Disclosure Statement		
School	Name of OSHC Provider	Expiry Date	Template received	Template Checked	Sent to Firm	Sent to provider	Signed copy received	Lynette signed	Signed by Lynette	Signed by provider	Comments
[redacted]											
Chapman Primary School	Chapman Primary School P&C Association Inc.	N/A	Hold								[redacted]
[redacted]											

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

This document is not released in accordance with Schedule 1, 1.2 of the *Freedom of Information Act 2016* and is out of scope of the request.

This document is not released in accordance with Schedule 1, 1.2 of the *Freedom of Information Act 2016* and is out of scope of the request.

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

This document is not released in accordance with Schedule 1, 1.2 and Section 17 of the *Freedom of Information Act 2016* Schedule 2.2(a)(ii)

Wicks, Susanna

From: Wicks, Susanna
Sent: Friday, 26 April 2019 12:15 PM
To: Muffet, Emma
Subject: RE: Chapman Primary Outside of School Hour Care [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Emma,

Thank you for your response, it is useful to know that the school only contributes to utilities. [redacted]

If you have any questions please don't hesitate to contact me.

Much appreciated,

Susie Wicks
Assistant Director | Strategic Procurement
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au
Strategic Finance and Procurement | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

From: Muffet, Emma <Emma.Muffet@ed.act.edu.au>
Sent: Thursday, 18 April 2019 5:36 PM
To: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Cc: Alston, Natalie (ACTEDU) <Natalie.Alston@ed.act.edu.au>; Simpson, Anne (ACTEDU) <Anne.Simpson@ed.act.edu.au>
Subject: RE: Chapman Primary Outside of School Hour Care [SEC=UNCLASSIFIED]

Hi Susie,

After discussion with Julie Robson it was confirmed that we do not have any records regarding After School Care here at the school.
The only contribution we have to the maintenance of that building is paying the utilities (power & water) as it is unable to be separated from the main school accounts.

Kind regards
Emma

Emma Muffet|A/g Business Manager
Phone: 02 6142 2402 | Mobile: 0439 942 698 | Email: Emma.Muffet@ed.act.edu.au
Chapman Primary School | Education | ACT Government
46 Perry Drive, Chapman ACT 2611
www.chapmanps.act.edu.au

From: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Sent: Thursday, 11 April 2019 11:21 AM

To: Muffet, Emma <Emma.Muffet@ed.act.edu.au>
Subject: RE: Chapman Primary Outside of School Hour Care [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Emma,

I am just checking in for an update on the collation of the below information.

Please don't hesitate to contact me if you have any questions.

Kind regards,

Susie Wicks
Manager | Strategic Procurement
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au
Strategic Finance and Procurement | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

From: Wicks, Susanna
Sent: Tuesday, 26 March 2019 10:53 AM
To: Muffet, Emma (ACTEDU) <Emma.Muffet@ed.act.edu.au>
Subject: FW: Chapman Primary Outside of School Hour Care [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Emma,

I have spoken to Julie regarding the below request and she has advised me that you are now acting in the Business Manager role at Chapman Primary School. I believe you are across the below request, but please let me know if you have any questions.

[redacted]

Please don't hesitate to contact me if you have any questions.

Kind regards,

Susie Wicks
Manager | Strategic Procurement
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au
Strategic Finance and Procurement | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

From: Wicks, Susanna
Sent: Tuesday, 12 March 2019 12:28 PM
To: 'Robson, Julie' <Julie.Robson@ed.act.edu.au>
Subject: RE: Chapman Primary Outside of School Hour Care [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Julie,

Thank you for providing the below details regarding the Chapman Primary OSHC building [redacted]

[redacted]

[redacted]

Please don't hesitate to contact me if you have any questions.

Kind regards,

Susie Wicks
Manager | Strategic Procurement
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au
Strategic Finance and Procurement | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

From: Robson, Julie <Julie.Robson@ed.act.edu.au>
Sent: Tuesday, 4 December 2018 9:22 AM
To: Wicks, Susanna <Susanna.Wicks@act.gov.au>; Watson, Sarah <Sarah.Watson@act.gov.au>
Subject: FW: Chapman Primary Outside of School Hour Care [SEC=UNCLASSIFIED]

Good morning Susie and Sarah,

Thank you for meeting with Anne and me yesterday. As discussed, please find attached and below information re the" Afters" building at Chapman Primary.

Kind regards,
Julie Robson

Business Manager
Chapman Primary School
Perry Drive
Chapman ACT 2611
Ph: 02 61422402
ABN 48529566431

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

This document is not released in accordance with Schedule 1, 1.2 of the *Freedom of Information Act 2016* and is out of scope of the request.

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

This document is not released in accordance with Schedule 1, 1.2 and Section 17 of the *Freedom of Information Act 2016* Schedule 2.2(a)(ii)

Wicks, Susanna

From: Wicks, Susanna
Sent: Tuesday, 13 August 2019 4:17 PM
To: Wicks, Susanna
Subject: brief points

UNCLASSIFIED For-Official-Use-Only

Brief to David re: chapman

- P&C built building for OSHC on Territory land
- [redacted]
- [redacted]
- [redacted]
- [redacted]

Susie Wicks
Assistant Director | Strategic Procurement
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au
Strategic Finance and Procurement | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

This document is not released in accordance with Schedule 1, 1.2 of the *Freedom of Information Act 2016* and is out of scope of the request.

Wicks, Susanna

From: Wicks, Susanna
Sent: Thursday, 29 August 2019 9:30 AM
To: Watson, Sarah
Subject: FW: Message from CHPP Principal (22404)

UNCLASSIFIED

Hi Sarah,

Is there any reason Anne would need to hold the meeting before signing off on a recommendation?

Cheers,
Susie

From: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Sent: Wednesday, 28 August 2019 7:53 PM
To: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Cc: [redacted]
(chapman.pcpresident@gmail.com) <chapman.pcpresident@gmail.com>
Subject: RE: Message from CHPP Principal (22404)

Thanks Susanna
I will be away from school next week [redacted] and am aware that I have to sign off on a recommendation by 1st September and need advice as to my next step.
Hope to hear from you soon
Anne

Anne Simpson
Principal
61422400

Chapman Primary School

From: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Sent: Wednesday, 28 August 2019 10:59 AM
To: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Subject: FW: Message from CHPP Principal (22404)

UNCLASSIFIED

Hi Anne,

Apologies I missed your call this morning. I am in meetings until after lunch so I wanted send you an email to let you know Sarah spoke with Allison and they agreed to reschedule the meeting once we have received an agreed position from the Exec.

We are pushing for advice this week but I will keep you updated.

Kind regards,

Susie Wicks
Assistant Director | Strategic Procurement
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au
Strategic Finance and Procurement | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

From: Cisco Unity Connection Messaging System <unityconnection@act.gov.au>
Sent: Wednesday, 28 August 2019 9:06 AM
To: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Subject: Message from CHPP Principal (22404)

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Wicks, Susanna

From: Dawson, Kathy <Kathy.Dawson@ed.act.edu.au>
Sent: Monday, 2 September 2019 10:36 AM
To: Watson, Sarah
Cc: Simpson, Anne (ACTEDU)
Subject: RE: Chapman Primary response to Procurement

Hi Sarah

[redacted]
It would be best that appointment is made to discuss this with her next week

Kind regards
Kathy

Kathy Dawson
Deputy Principal
Chapman Primary School
Ph 02 61422400

From: Watson, Sarah <Sarah.Watson@act.gov.au>
Sent: Monday, 2 September 2019 8:06 AM
To: Dawson, Kathy <Kathy.Dawson@ed.act.edu.au>
Subject: FW: Chapman Primary response to Procurement

From: Watson, Sarah
Sent: Monday, 2 September 2019 8:04 AM
To: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Subject: RE: Chapman Primary response to Procurement

Morning Anne

Thanks for sending that through. It would be good to have a chat about the ownership of the building. [redacted]

Kind regards

Sarah

From: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Sent: Friday, 30 August 2019 5:09 PM
To: EDU Strategic Procurement <EDUStrategicProcurement@act.gov.au>
Cc: Watson, Sarah <Sarah.Watson@act.gov.au>; 'Chapman President' (chapman.pcpresident@gmail.com)

<chapman.pcpresident@gmail.com>; [redacted]
Subject: Chapman Primary response to Procurement

Good afternoon
Please find attached Chapman Primary School's response to CBS
Please let me know if you require further information
Regards

Anne Simpson
Principal
61422400

Chapman
Primary School

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

[redacted]

From: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Sent: Tuesday, 3 September 2019 4:07 PM
To: Bray, Rodney <Rodney.Bray@act.gov.au>
Cc: Watson, Sarah <Sarah.Watson@act.gov.au>
Subject: FW: FOR APPROVAL - EDU19/1579 - Chapman Primary School Outside of School Hour Care (OSHC) Building

UNCLASSIFIED

Hi Rod,

Please see below feedback from David in relation to Chapman OSHC building.

Kind regards,

Susie Wicks
Assistant Director | Strategic Procurement
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au
Strategic Finance and Procurement | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

From: Matthews, David <David.Matthews@act.gov.au> **On Behalf Of** EDU, EDBSD
Sent: Tuesday, 3 September 2019 8:21 AM
To: CFO EDU Office <CFOEDUOffice@act.gov.au>; EDU, EDBSD <EDBSD.EDU@act.gov.au>
Cc: Watson, Sarah <Sarah.Watson@act.gov.au>; Wicks, Susanna <Susanna.Wicks@act.gov.au>
Subject: RE: FOR APPROVAL - EDU19/1579 - Chapman Primary School Outside of School Hour Care (OSHC) Building

UNCLASSIFIED

Approved in trim with the following note:

[redacted] Happy to further discuss. Please include item in MWB."

From: CFO EDU Office <CFOEDUOffice@act.gov.au>
Sent: Wednesday, 28 August 2019 3:07 PM
To: EDU, EDBSD <EDBSD.EDU@act.gov.au>
Cc: Watson, Sarah <Sarah.Watson@act.gov.au>; Wicks, Susanna <Susanna.Wicks@act.gov.au>
Subject: FOR APPROVAL - EDU19/1579 - Chapman Primary School Outside of School Hour Care (OSHC) Building

UNCLASSIFIED

Good morning,

Please note the following **EDU19/1579 - Chapman Primary School Outside of School Hour Care (OSHC) Building** is now ready for David's clearance.

If David can please reviewed as soon as possible and provide comments, that would be greatly appreciated.

Please note this has been approved by Lynette.

Kind regards,
`urtney

Courtney Pilicic | Executive Support Officer
Phone: 6207 8330 | Email: Courtney.Pilicic@act.gov.au
Strategic Finance | Education| ACT Government
Level 1 Annex, 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

ACT Government

EXECUTIVE BRIEF

Education Directorate

UNCLASSIFIED

To:	Executive Group Manager, Business Services	Tracking No.: Click here to enter text.
Date:	21/08/2019	
CC:	Click here to enter text.	
From:	Executive Branch Manager, Strategic Finance and Procurement	
Subject:	Chapman Primary School Outside of School Hour Care (OSHC) Building	
Critical Date:	N/A	
Critical Reason:	N/A	

Recommendation

1. [redacted] [redacted] **Please Discuss**

2. Note the information in the brief

Noted / Please Discuss

David Matthews ..../...../.....

Executive Feedback

Background

1. Block 4 Section 12 Chapman (Land), being Chapman Primary School, is the subject of a Crown lease granted to the Territory.

2. In 1998 a purpose-built facility (Facility) was constructed on the Land, to allow the Chapman Parents and Citizens Committee (P&C) to deliver OSHC services to the Chapman Primary School community.

3. [redacted]

4. [redacted]

5. [redacted]

6. [redacted]

7. [redacted]

8. [redacted]

Issues

9. A further review of Territory assets identified ambiguity in the ownership of the facility and how this uncertainty aligns with the Directorates Early Childhood Strategy (Strategy) and Centre Based Services Procurement Framework (Framework).

10. It is beneficial to the Directorate to clarify ownership of the Facility to ensure strategies are in place to manage the risks and effectively implement the Strategy and the Framework.

11. Infrastructure and Capital Works identify the following risks associated with the P&C owing a building on school land:

    - [redacted]
    - No control over things such as the state of the building, modifications being undertaken, currency of insurance, etc.

- Any modifications made to the building may impact on the school due to the Facility proximity to the school (for example, drainage works), and the P&C may not be equipped to consider implications for other buildings on site.
- It is unknown whether the Facility was constructed in accordance with the Building Code of Australia (BCA), meaning the Directorate may face additional costs to make the Facility compliant.

12. [redacted]

13. [redacted]

14. Strategic Procurement met with the P&C on 7 August 2019 to discuss the ownership of the Facility, understand the P&C's position and to negotiate future options.

15. [redacted]

16. The Directorate is in the process of organising another meeting with the P&C to discuss this matter and form an agreement on the ownership of the Facility. Prior to this meeting a Directorate position needs to be reached.

17. Strategic Procurement is seeking your direction on the negotiation position of the Directorate.

[redacted]

23. [redacted]

Financial Implications

24. [redacted]

25. [redacted]

Consultation

Consultation has occurred with the following groups:

Internal

26. Infrastructure and Capital Works – identified the risks associated with the P&C owning a building on Territory Land.

27. Chapman Primary School Principal and Business Manager – provided history on the situation and would like the matter resolved.

Cross Directorate

28. [redacted]

External

29. Chapman Primary School P&C – initial meeting to understand the P&C's position on the ownership of the Facility. Strategic Procurement to schedule a follow up meeting [redacted]

Work Health and Safety

30. [redacted]

Benefits/Sensitivities

31. [redacted]

32.

33.

Communications, media and engagement implications

34. [redacted]

Signatory Name:	Lynette Daly	Phone:	6205 2685
Action Officer:	Sarah Watson	Phone:	6205 9811

Wicks, Susanna

From: Wicks, Susanna
Sent: Thursday, 5 September 2019 12:39 PM
To: Perrin, Kristie
Cc: Watson, Sarah
Subject: FW: FOR APPROVAL - EDU19/1579 - Chapman Primary School Outside of School Hour Care (OSHC) Building

UNCLASSIFIED

Hi Kristie,

Please see words for MWB:

Chapman Primary OSHC Building

In 1998 a purpose-built facility (Facility) was constructed on the Chapman Primary School land, to allow the Chapman Parents and Citizens Committee (P&C) to deliver OSHC services to the Chapman Primary School community.

[redacted]

Let me know what you think and text me if you would like me to make any changes.

Cheers,

Susie

[redacted]

This document is not released in accordance with
Schedule 1, 1.6 of the *Freedom of Information Act 2016*

Wicks, Susanna

From: Watson, Sarah
Sent: Tuesday, 10 September 2019 9:19 AM
To: EDU, EDBSD; Matthews, David; Daly, Lynette
Subject: FOR INFORMATION - P&C prequal applications
Attachments: Dot point CBS prequal P&C Council meeting 10 Sept.docx

Dear David

Dot points on OSHC for your meeting with P&C Council (below and attached).

[redacted]

Chapman Primary School OSHC building:

- The Directorate will seek to reach agreement with the P&C Association that the building is owned by the Territory.
- The Directorate believes there are a number of high risks with the current arrangement: [redacted]
    - No control over things such as the state of the building, modifications being undertaken, currency of insurance, etc.
    - Any modifications made to the building may impact on the school due to the Facility proximity to the school (for example, drainage works), and the P&C may not be equipped to consider implications for other buildings on site.
    - It is unknown whether the Facility was constructed in accordance with the Building Code of Australia (BCA), meaning the Directorate may face additional costs to make the Facility compliant.
- The Directorate appreciates the significant investment and contribution the P&C has made and seeks to reach agreement that does not disadvantage the P&C.
- The Directorate will agree to exclusive use of the building by the P&C and that the building will be retained for the purpose of OSHC while the P&C operate the service.
- Rent will be negotiated to align with the current operating costs incurred by the P&C so they will not be at a financial disadvantage.

Please let me know if you need further information.

Kind regards

Sarah Watson
Senior Director | Strategic Procurement
Phone: 6205 9811 | Email: sarah.watson@act.gov.au
Strategic Finance | Education | ACT Government
220 Northbourne Avenue, Braddon ACT 2612 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

Please consider the environment before printing this email.

ACT Government
Education

Dot Points

Title: Out of School Hours Care Prequalification Process – P&C Associations

TRIM number:

Request date: 10 September 2019

Directorate's Response

[redacted]

Chapman Primary School OSHC building:

- The Directorate will seek to reach agreement with the P&C Association that the building is owned by the Territory.
- The Directorate believes there are a number of high risks with the current arrangement:
  - [redacted]
  - No control over things such as the state of the building, modifications being undertaken, currency of insurance, etc.
  - Any modifications made to the building may impact on the school due to the Facility proximity to the school (for example, drainage works), and the P&C may not be equipped to consider implications for other buildings on site.
  - It is unknown whether the Facility was constructed in accordance with the Building Code of Australia (BCA), meaning the Directorate may face additional costs to make the Facility compliant.
- The Directorate appreciates the significant investment and contribution the P&C has made and seeks to reach agreement that does not disadvantage the P&C.
- The Directorate will agree to exclusive use of the building by the P&C and that the building will be retained for the purpose of OSHC while the P&C operate the service.
- Rent will be negotiated to align with the current operating costs incurred by the P&C so they will not be at a financial disadvantage.

This document is not released in accordance with
Schedule 1, 1.2 of the *Freedom of Information Act 2016*

Wicks, Susanna

From: Watson, Sarah
Sent: Friday, 13 September 2019 4:56 PM
To: Simpson, Anne; kristie.perrin@act.gov.au.
Subject: RE: Chapman OSHC

UNCLASSIFIED

HI Anne

[redacted]

I can do Weds morning at 9am. [redacted]

Cheers

Sarah

From: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Sent: Friday, 13 September 2019 4:14 PM
To: kristie.perrin@act.gov.au.
Cc: Watson, Sarah <Sarah.Watson@act.gov.au>
Subject: FW: Chapman OSHC

Hi Kristie
Susanna has requested that you be contacted
I am hoping that my request can be addressed as its been a complex task to coordinate suitable time

Anne Simpson
Principal
61422400

Chapman Primary School

From: Simpson, Anne
Sent: Friday, 13 September 2019 4:11 PM
To: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Cc: Watson, Sarah (ACTGOV) <Sarah.Watson@act.gov.au>
Subject: RE: Chapman OSHC

Good afternoon Susanna
I have checked with my community members and can confirm that we could meet between 9-10.30 on Weds 18th Sept or after 2.30pm.
Could you please confirm a time asap so I can let them know re work arrangements
Kind regards
Anne

Anne Simpson

Principal
61422400

Chapman
Primary School

From: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Sent: Thursday, 12 September 2019 1:34 PM
To: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Subject: RE: Chapman OSHC

UNCLASSIFIED

Hi Anne,

Thank you for coordinating.

,fortunately Sarah has gone offline this week for [redacted] however will call you early next week to discuss the direction ☺

Kind regards,

Susie Wicks
Assistant Director | Strategic Procurement
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au
Strategic Finance and Procurement | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

From: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Sent: Thursday, 12 September 2019 10:29 AM
To: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Subject: RE: Chapman OSHC

Susie
I have discussed the possibility of meeting next Weds around lunchtime with both [redacted] (P&C) and [redacted] (Board) and am awaiting their response.

Will you be calling me today? If so what time?
Regards
Anne

Anne Simpson
Principal
61422400

Chapman
Primary School

From: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Sent: Wednesday, 11 September 2019 3:10 PM
To: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Subject: RE: Chapman OSHC

UNCLASSIFIED

Thanks Anne,

Please note [redacted] Sarah is happy to hold the meeting when she returns if there are no suitable times next week.

Unfortunately Sarah has now gone offline this week for [redacted] so we will need to postpone the phone hook-up to next week.

Kind regards,

Susie Wicks
Assistant Director | Strategic Procurement
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au
Strategic Finance and Procurement | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

From: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Sent: Monday, 9 September 2019 4:42 PM
To: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Subject: RE: Chapman OSHC

We have a P&C meeting Weds evening so I will discuss a suitable time with [redacted] P&C Pres and [redacted] Board chair then
regards

Anne Simpson
Principal
61422400

Chapman Primary School

From: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Sent: Monday, 9 September 2019 4:18 PM
To: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Subject: RE: Chapman OSHC

UNCLASSIFIED

Great, thanks Anne. I will arrange a phone meeting between those hours.

Yes, it would be great if we can meet at Chapman. Please let me know the time and day that suits you best and I will coordinate a meeting invite.

Kind regards,

Susie Wicks
Assistant Director | Strategic Procurement
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au
Strategic Finance and Procurement | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

From: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Sent: Monday, 9 September 2019 4:09 PM
To: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Subject: RE: Chapman OSHC

Good afternoon Susie
I am available between 2 and 4pm Thursday.
I am assuming that we will meet at Chapman?
Regards
Anne

Anne Simpson
Principal
61422400

Chapman
Primary School

From: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Sent: Monday, 9 September 2019 1:52 PM
To: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Subject: Chapman OSHC

UNCLASSIFIED

Hi Anne,

David Matthews has provided the Directorates position in relation to the Chapman OSHC building. Are you available anytime between 2pm and 5pm this Thursday for Sarah and I to call and discuss?

I am hoping to organise a meeting with the P&C to discuss next week during lunch hours if there is a day that suits you best, or any particular day/time that doesn't suit you.

I look forward to hearing from you.

Kind regards,

Susie Wicks
Assistant Director | Strategic Procurement
Phone + 61 2 6205 3839 | Email: Susanna.Wicks@act.gov.au
Strategic Finance and Procurement | Education | ACT Government
Level 1 220 Northbourne Avenue Braddon | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Pinterest | LinkedIn | Google+

Wicks, Susanna

From: Wicks, Susanna
Sent: Monday, 16 September 2019 11:09 AM
To: Watson, Sarah
Subject: RE: Chapman OSHC

UNCLASSIFIED

Perfect! 😊

From: Watson, Sarah <Sarah.Watson@act.gov.au>
Sent: Monday, 16 September 2019 11:04 AM
To: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Subject: RE: Chapman OSHC

UNCLASSIFIED

We are going at 9am Wed. I will go straight there and [redacted]

From: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Sent: Monday, 16 September 2019 10:42 AM
To: Watson, Sarah <Sarah.Watson@act.gov.au>
Subject: FW: Chapman OSHC

UNCLASSIFIED

Hi Sarah,

What are your thoughts meeting at 2:30pm on Wednesday?

Cheers,
Susie

From: Simpson, Anne <Anne.Simpson@ed.act.edu.au>
Sent: Friday, 13 September 2019 4:11 PM
To: Wicks, Susanna <Susanna.Wicks@act.gov.au>
Cc: Watson, Sarah <Sarah.Watson@act.gov.au>
Subject: RE: Chapman OSHC

Good afternoon Susanna
I have checked with my community members and can confirm that we could meet between 9-10.30 on Weds 18th Sept or after 2.30pm.
Could you please confirm a time asap so I can let them know re work arrangements
Kind regards
Anne

Anne Simpson
Principal
61422400