

# CENTRAL LICENSING



## More children's services to benefit.

### What is central licensing?

Central licensing of children's services was introduced by the Department of Community Services (DoCS) in April 2007 as part of a series of reforms to improve the regulation of children's services.

Central licensing means that all licensing paperwork is lodged, processed and assessed by the Central Licensing team in DoCS head office in Ashfield instead of being processed locally.

Since April 2007, all NSW children's services licensees have been lodging their licensing paperwork with the Central Licensing team. The Central Licensing team has been processing and assessing authorised supervisor nominations from all licensees, as well as licence applications and notices for licensees with 20 or more children's services across two or more regions.

DoCS is now preparing to extend central licensing to all services on a staged basis, based on DoCS regions.

### Will I still receive visits from a Children's Services Adviser after my service is centrally licensed?

Children's Services Advisers will still monitor services as well as be available to answer your queries about compliance matters at your service. Central licensing will reduce paperwork demands on Children's Services Advisers, so that they can focus on working directly with services.

### When will my service be centrally licensed?

Central licensing is being introduced to all children's services across NSW over the next 12 months. The timetable is:

**1 May 2008**

Metro West and Southern children's services

**1 August 2008**

Metro South West and Northern children's services

**1 November 2008**

Metro Central and Western children's services

**1 March 2009**

Hunter and Central Coast children's services.

### What should I do with my licence applications and notices when my service is centrally licensed?

You will simply continue to send your licence applications and notices to DoCS head office:

Director  
Central Licensing  
DoCS  
Locked Bag 4028  
Ashfield NSW 2131

The applications and notices will be assessed and processed by the Central Licensing team.

### How do I apply for an approval under the Early Childhood Teacher Interim Policy when my service is centrally licensed?

Contact the Central Licensing team or your Children's Services Adviser and send an application for consideration under the ECT Interim Policy to DoCS head office. DoCS Central Licensing team will contact applicants if further information is needed.

### How do I find out more?

Service providers in a region will be invited to attend a briefing one month before central licensing begins in that region. At least one briefing will be held in every region.

DoCS will also keep service providers informed about the roll-out of central licensing by writing to services, providing briefings and via the DoCS website [www.community.nsw.gov.au](http://www.community.nsw.gov.au).

You can also contact the Central Licensing team for any licensing application queries:

**Telephone:**

**1800 619 113** (toll free) or  
**02 9716 2100**

Fax: 02 9716 2162

Email: [cslicensing@community.nsw.gov.au](mailto:cslicensing@community.nsw.gov.au)

*For specific queries about compliance issues at your service contact your Children's Services Adviser at your DoCS regional office.*