



## Information Paper for the Gymea Bay Community regarding changes to OOSH Licence eligibility May 2022

### What does GBOOSH do as a service

GBOOSH provides quality BSC, ASC and Vacation Care to school aged children onsite at Gymea Bay Public School. We are approved to provide care for up to 180 children in term time and 75 children during Vacation Care.

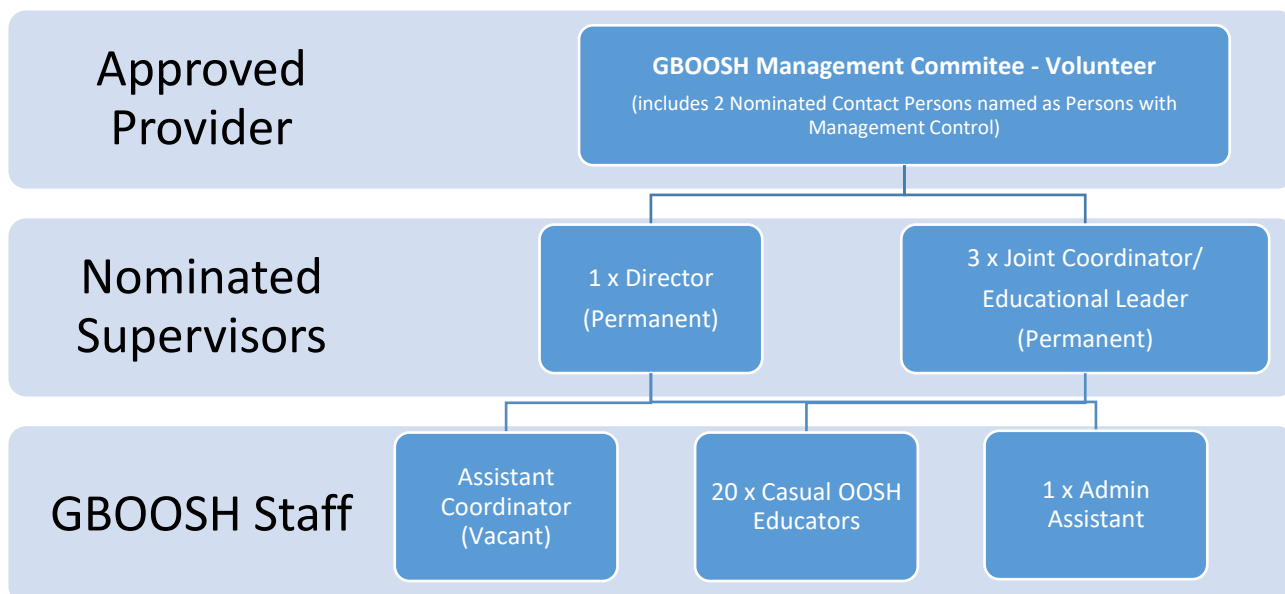
GBOOSH is a critical service for working families and we have been privileged to serve around to 250 families in a year. Mainly our enrolments draw from Gymea Bay Public School however, during vacation care we have provided care for families from St Catherine Labourne, Caringbah South, Cronulla and Kirrawee Public School. Feedback from these families has indicated they choose GBOOSH over other programs due to our reputation and the variety of activities available over the break.

GBOOSH provides breakfast, afternoon tea and lunch on special programmed days during the Vacation Care period. As a not-for-profit organisation, all funds going directly back into the service. We are well resourced which includes our own demountable building, plenty of sporting and creative resources as well as contributing to joint projects such as the shade structure outside of the GBOOSH building, installation of lighting at the GBOOSH gate and the fence for the new playground enclosure. A historical surplus is currently held in a savings account which was to be invested in a second building for the service to operate from.

We provide engaging experiences for children all year round including a diverse Vacation Care program that caters for all interests and age groups. GBOOSH also provides care for children with additional needs, accessing funding from the Inclusion Support Agency in order to better cater for the needs of these children.

Our daily program provides children with fun, stimulating activities prepared by Educators or if they wish a place to relax and hang out with friends while parents are working.

### GBOOSH internal structure:



## How staff work with Committee including role of approved provider and nominated supervisor:

**The Parent Management Committee** is made up of both position holders (Executive Members) and general members, all members have voting rights. The Committee is responsible for oversight of governance and financial matters.

They are collectively responsible for the signing of the licence agreement with the Department of Education (in consultation with the school), ensuring the service upholds its obligations with the Child Care Regulations & National Law, National Quality Framework and Child Care Subsidy. The Committee ensures these obligations are met by approving policies that support these processes and employing the GBOOSH Leaders (1 Director and 3 Coordinators) to whom they delegate many of the day-to-day tasks relevant to these obligations.

The GBOOSH leaders report to the Management Committee at least once monthly at the Management Committee Meetings. In the case of any reportable incidences or near misses, these are communicated to the name persons on Approved Provider listing as they happen.

**GBOOSH Leaders/Nominated Supervisors** currently consists of 1 Director and 3 Coordinators/Educational Leaders who oversee the day-to-day management of the service. With a shared responsibility as Nominated Supervisors the Leaders have a responsibility to ensure all staff adhere to the regulations, daily policies and procedures, staffing ratios are met and administrative requirements (programming, documentation against National Quality Standard and submission of CCS data). Our leaders have extensive knowledge and experience in child care, which combined is over 40 year's industry experience.

The GBOOSH leaders maintain their industry knowledge and keep up to date with changes to the regulations, Assessment and Rating process, CCS and other required certifications such as child protection and first aid, via professional reading, attendance at training courses or webinars.

The Director works on many administrative tasks such as:

- processing timesheets and wages,
- payment of invoices and accounts,
- recruitment, performance management and HR documents,
- development and review of policies and procedures,
- preparation of reports and papers for the Management Committee or submission to the Department,
- escalated behaviour management or incident management,
- communication with the school and management committee.

With shared responsibility as Educational Leaders, each of the Coordinators are delegated a specialised role in order to share out the responsibilities of our large OOSH service:

- Joint Coordinator/Educational Leader with a focus on Staffing Arrangements, Inclusive Programs and Risk Minimisation:
  - Review and development of risk management plans for emergency management, onsite activities, daily procedures and Vacation Care programs.
  - Preparation and submission of applications for Inclusions Support Funding and promotion of inclusive practices among staff and children.
  - Preparation and distribution of weekly rosters, approval of daily timesheets.
  - Execution of daily centre programs as session manager and responsible person.
  - Ensure Educators meet their daily roster and job responsibilities.
- Joint Coordinator/Educational Leader with a focus on Management of Children's Programs and Medical Records
  - Development, booking, costing and evaluation of Vacation Care programs.
  - Development of education programs for children which promote play, engagement and inclusion.
  - Execution of daily centre programs as session manager and responsible person.



Providing quality before school, after school and vacation care on the grounds of Gynea Bay Public School

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- Ensure Educators meet their daily roster and job responsibilities.
- Joint Coordinator/Educational Leader with a focus on Quality Improvement and Promoting Positive Culture
  - Documentation and evaluation of the centre's Quality Improvement Plan (QIP), including driving improvement and organisation of QIP meetings with staff.
  - Promoting a positive culture among staff through guidance, training and mentoring staff to assist them in understanding the centre's philosophy, vision and values.
  - Development of education programs for children which promote play, engagement and inclusion.
  - Execution of daily centre programs as session manager and responsible person.
  - Ensure Educators meet their daily roster and job responsibilities.

**GBOOSH Staff** GBOOSH employs around 20-25 casual educators depending on staff availability and attendance numbers. The key responsibilities of GBOOSH Educators is to supervise children, ensure a safe environment, as well as execute the program to engage children in meaningful play experiences and interactions.

Recently GBOOSH took on an Admin Assistant to support the leaders with increasing daily admin tasks due to increasing enrolment numbers and release the leaders to on-floor duties. This role was left vacant for some time due to low numbers over the COVID lockdown periods. Admin support is critical in maintaining records and ensuring GBOOSH is compliant with the CCS requirements, our Admin Assistant has worked in this industry for many years.

**External contractors** GBOOSH engages the following external contractors to support our team:

- Cleaners – who attend to daily cleaning of the service at night during term time as well as vacation care. These cleaners are engaged separately to those who attend to the school site cleaning.
- HR Consultant – ensure GBOOSH meets its obligations as an employer and in relation to WHS. This service provides advice and support to the Director who then uses this information to recruit employees, manage staff performance and prepare relevant HR documents.
- Accountant/Bookkeeper – firm provides support with processing wages and accounts, financial services completing end of month reconciliation, IAS & BAS preparation, closure of annual accounts in preparation for external audit.

## What are the proposed changes to the structure of OOSH services in NSW?

The Department of Education has undertaken a review of the Licence Categories to which they link the OOSH licence agreements. These are based around the management/business structure of services. According to the Department this review indicated that some aspects of the Parent Management Committee model did not fit with the requirements of the Education Act. We are yet to receive clarification on exactly where the issue lies.

The Department has advised that services currently operating under this model have 2 options:

1. Transition to management under the schools existing P&C in order to obtain an 8 year licence agreement.
2. At the expiration of their current licence agreement the service will go to public tender.

**For GBOOSH our current licence expires in October 2022. The Department has just granted a broad extension of time for services expiring in 2022, we now have until June 2023 to demonstrate GBOOSH is making a transition to the P&C model.**



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## How will this impact the OOSH and community?

### Option 1 steps and considerations:

- GBOOSH would seek legal advice on how to merge under P&C management. We would need to establish how this would affect employees, assets and current obligations.
- P&C would need to formally move to take over the management of GBOOSH and form a GBOOSH subcommittee in order to determine Approved Provider nominees.
- P&C would be required to apply for Provider Approval with the Australian Children Education and Care Quality Authority (ACECQA), as well as CCS Approval with the Department.
- Approved Provider Nominee would be required to undertake WWCC, police check and bankruptcy check to determine they are a 'fit and proper person' under National Law, in order to complete transfer of service approval, provider approval, CCS entitlement and NQS certification.
- All legal documentation including licence agreement would be prepared and need to be signed by Approved Provider Nominee.
- GBOOSH employees would need to be terminated under current entity and re-hired under a P&C ownership.
- Ownership and any assets would be transferred to the GBPS P&C.

#### The benefits of proceeding with Option 1:

- ✓ all existing staff, policies, procedures and assets are transferable to the new entity and stay within the control of the GyMEA Bay community.
- ✓ This change would almost be seamless as the centre would remain in its current building, could retain its existing resources, staff, policies and procedures.
- ✓ Families will have the assurance of knowing that their service remains a not-for-profit and they continue to play an active part in how the service is delivered.
- ✓ Any surplus funds go directly back into the service to upgrade facilities, purchase resources for the children and deliver new activities and initiative to families.
- ✓ This option also provides GBOOSH with an automatic 8 year licence agreement.

The challenge of this option is maintaining an active parent subcommittee membership and ongoing commitment from parents willing to take on the responsibilities and liabilities of the Approved Provider.

### Option 2 steps and considerations:

- GBOOSH would be put out for public tender via the NSW Department of Education, the school, a parent representative and Department representatives would be involved in the review and selection of a new operator. This would most likely be a private provider with a network of services across Australia.
- GBOOSH would seek legal advice on how to dissolve the existing organisation.
- Employees would be given notice or termination/redundancy procedures.
- Under the GBOOSH Constitution on closure of the business, all GBOOSH assets would need to be donated to a likeminded organisation as well as removal and donation/destruction of the GBOOSH building from site.
- New provider would take over the operation of all BSC, ASC and Vacation Care programs – most likely from the middle of 2023.

Some schools have selected for this option as it removes all liability and responsibility from the parent body and school community. Schools have asked for large sums of money in licence fees from private providers as they draw on the profits of multiple services under their banner.

However, from the experience of other services the negative points have been:

- × a full changeover of staff as these companies bringing in their own employees,
- × licence fees are paid to the Department of Education who determines what is dispersed to the school.
- × increased OOSH fees,



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- × reduced levels of care, resources are minimal as they may be dispersed from a head office from a pool of equipment
- × remote head office means there is less input into the program from Educators and children, and no direct contact with admin staff for accounts and booking enquiries.
- × Sessions of care may be moved offsite as the provider combines with other local branches for cost effectiveness, leaving families to travel extra distances for drop off/pick up and taking children to unfamiliar locations.
- × Frequent changeover of service provider a provider gives up tender or changes ownership.
- × If the families can't get OOSH places at the school due to the changeover, families may move to other schools who can provide this care. This has a flow on affect with school enrolment numbers, which then impacts school staffing, resources and budget allocations.

### How can families ensure GBOOSH stays a community based not-for-profit entity?

Families need to get involved as registered members of the GBPS P&C, you can do this by attending a meeting or contacting the P&C via the P&C Gynea Bay Public School Facebook Group. It is important to remember that to remain a community-based service GBOOSH not only needs your vote to merge with P&C but also needs your ongoing support. There will be times when we ask the community to come together to vote on decisions, give feedback or support a project in order to provide the ongoing care that the community needs.

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#### Links for more information:

**Australian Children's Education & Care Quality Authority**     [www.acecqa.com.au](http://www.acecqa.com.au)

#### **NSW Department of Education Early Childhood Education**

[www.education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service](http://www.education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service)

**Network of Community Activities**     <https://networkofcommunityactivities.org.au/>

#### **NSW Before and After School Care Reform Information**

[www.education.nsw.gov.au/public-schools/going-to-a-public-school/primary-schools/before-and-after-school-care/for-providers/provider-category-review#sidenavigation\\_auto](http://www.education.nsw.gov.au/public-schools/going-to-a-public-school/primary-schools/before-and-after-school-care/for-providers/provider-category-review#sidenavigation_auto)

#### **Education & Care Services National Regulations**

[www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653](http://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653)

#### **Department of Skills, Education and Employment: Family Assistance Law (CCS Legislation)**

[www.dese.gov.au/early-childhood/responsibilities-and-obligations](http://www.dese.gov.au/early-childhood/responsibilities-and-obligations)

#### **P&C Federation of NSW**

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