



Transferring an OSHC to a P&C Association

THIS PRESENTATION COVERS

P&C Associations considering taking on an OSHC service

While it covers the overall process, it does not specifically cover what is required of a parent run service

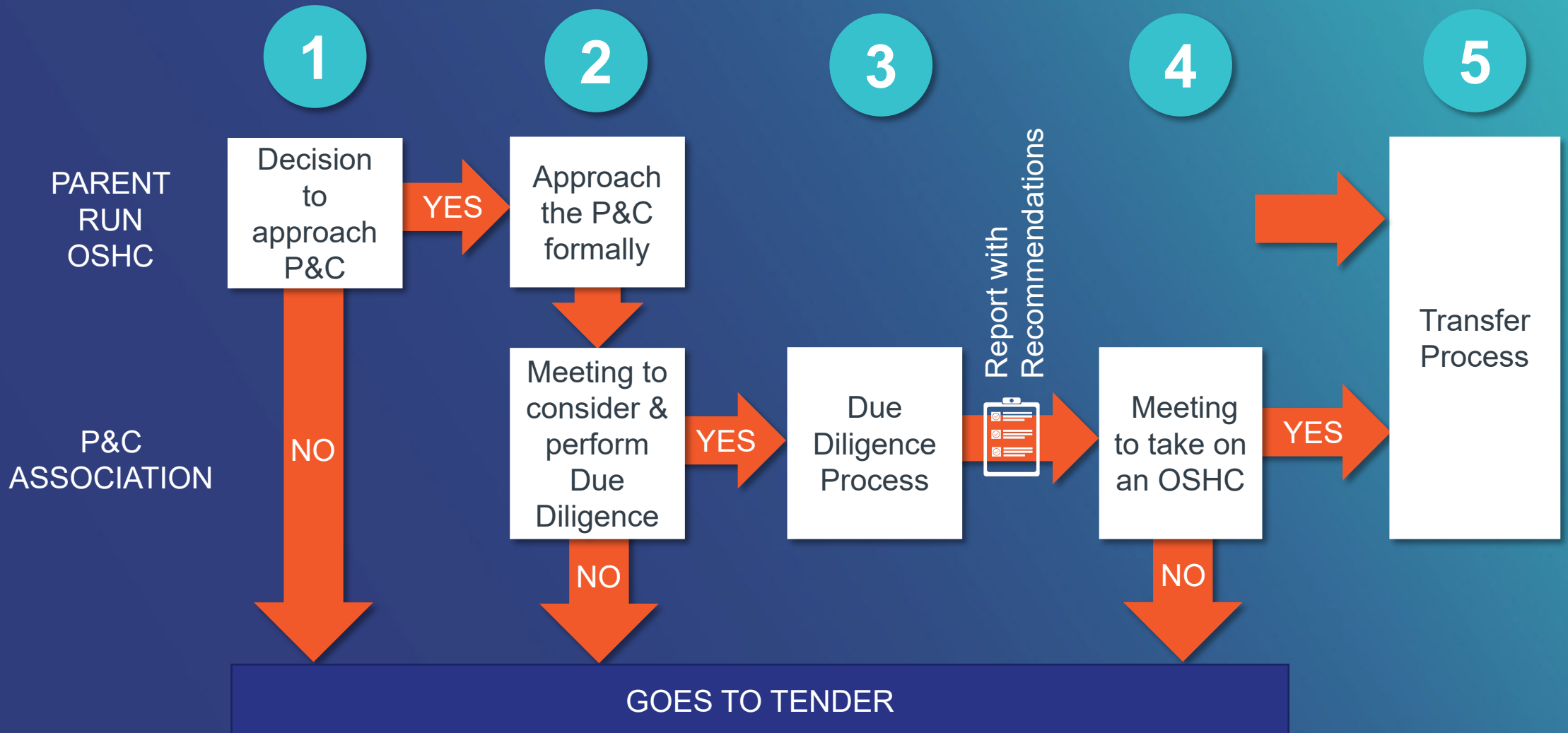
**THE
PROCESS**

**DUE
DILIGENCE**

TRANSFER

GOVERNANCE

THE OVERALL PROCESS



**PARENT MANAGEMENT
COMMITTEES DECISION**
(Completely separate from P&C)

GO TO TENDER



**APPROACH
the P&C**

1. COMMUNITY NEED

2. VALID BUSINESS CASE

3. DUE DILIGENCE



**NO
OBLIGATION**

THE DUE DILIGENCE PROCESS

DECISION TO PERFORM DUE DILIGENCE



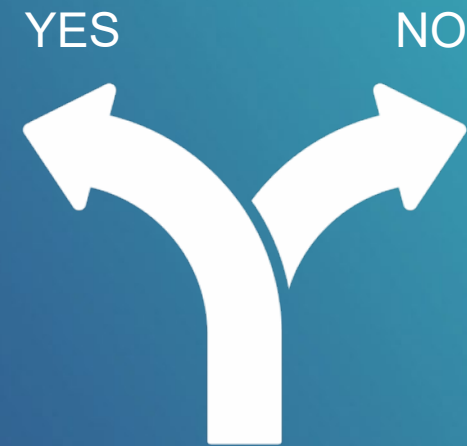
**SET
TERMS**



**GET
QUOTES**



P&C MEETING



**MAKE A
DECISION**

DUE DILIGENCE PROCESS

1



IDENTIFY AND DEAL WITH POTENTIAL OR
ACTUAL CONFLICTS OF INTEREST AND
DECIDE HOW TO DEAL WITH IT

Office Bearers or Executive
members on the Parent
Management Committee

Members with children at the
service

Members with direct or family
links to businesses or
services that may benefit

2



Engage a CPA or Chartered Accountant to produce a special purpose report

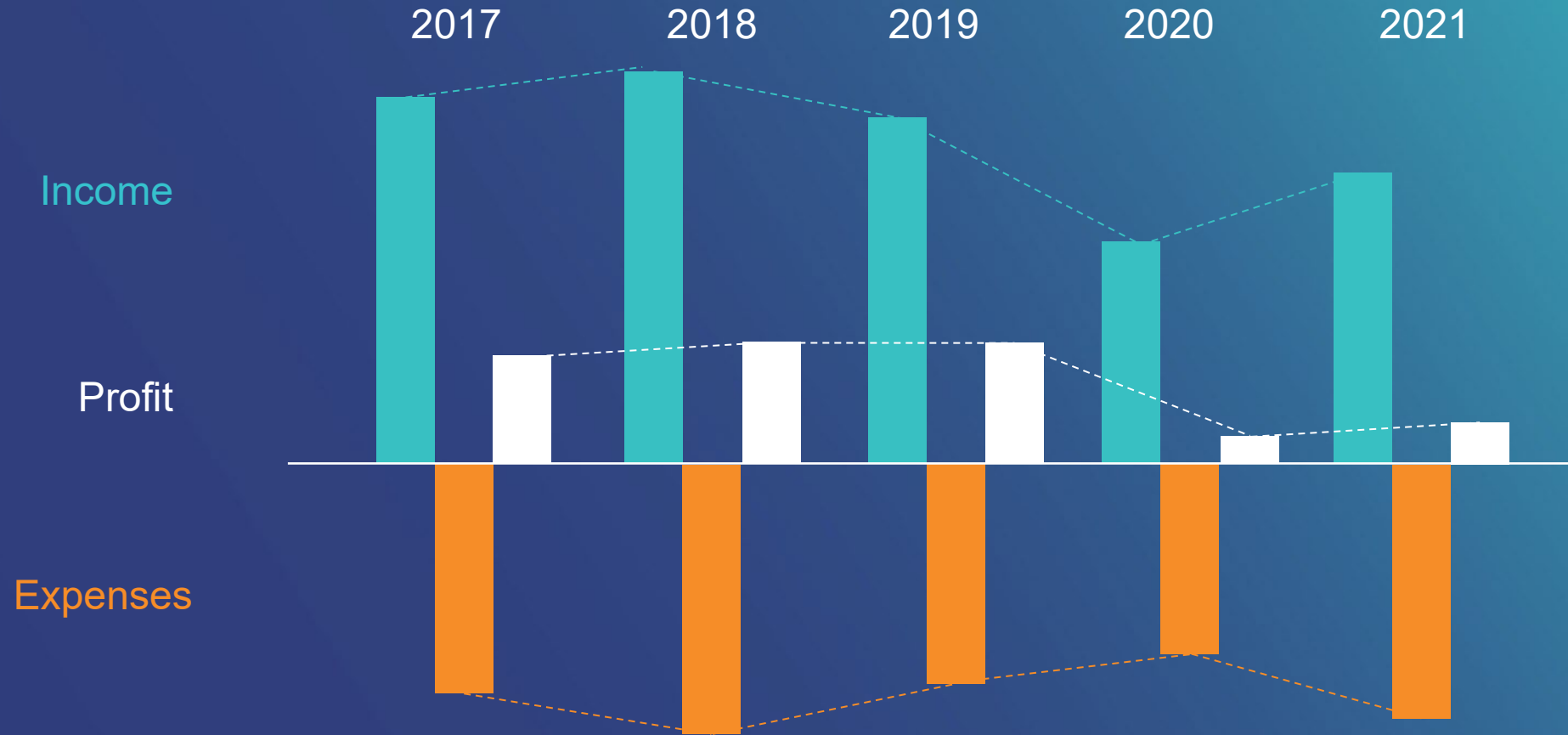
**Financial Viability (assets and income)
Debts & Liabilities
Value & condition of physical assets
Contracts, licenses or agreements
Staff remuneration levels**

Examine 3 years prior to COVID

Consider an audit if issues are found

Must be undertaken and paid for by P&C for fairness and transparency

DUE DILIGENCE PROCESS



3



Investigate and make recommendations for

- Existing Staff & recruitment
- Regulatory
 - National law & regulations
 - Licensing (use of premises)
 - Child protection (WWCC & reporting)
 - Record storage
- Set-up costs
 - legal
 - regulatory
 - insurance
 - provisioning

4



GOVERNANCE

Investigate and make recommendations for

- **Management model: Sub-committee OR direct**
- **By-laws and rules**
- **Financial control**
- **Reporting**
- **Child protection**
- **Engagement**

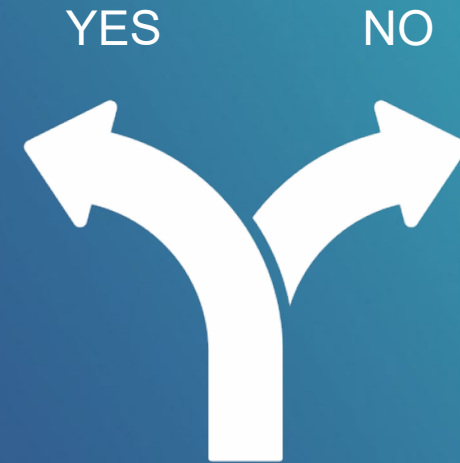
DECISION TO TAKE ON AN OSHC



**DUE
DILIGENCE
REPORT**



P&C MEETING



DECISION

YOU'VE DECIDED TO TAKE ON AN OSHC SERVICE

WHAT NEXT?

AGREEMENT



Physical & financial assets

Staff

Timing

Responsibilities

(A generic template is available, but it is suggested that legal advice is still sought)



APPROVALS

1

Register with the National Quality Agenda IT System

Portal for providers to view, lodge and pay

www.acecqa.gov.au/national-quality-agenda-it-system



APPROVALS

2

APPLY FOR PROVIDER STATUS

Apply via the NQA IT System

Application assessed by NSW DoE

Constitution + Incorporation Certificate + AGM Minutes

Office Bearers – current WWCC
national criminal history check

Evidence of management capability (P&C)



APPROVALS

3

TRANSFER of PROVIDER

- Submit a service transfer notification through the NQA ITS portal
- Requires joint written notice from both providers at least 42 days before the transfer is to be undertaken



APPROVALS

4

APPLY FOR CCS STATUS

- Register with PRODA (Provider Digital Access) including any staff that will use the CCS System
- Apply for CCS approval through PEP (Provider Entry Point)
- When approved you can continue to use PEP or use approved third party software
- P&C must have CCS approval for the service before the service start date



APPROVALS

5

LICENSE FOR THE USE OF PREMISES

(Managed by School Infrastructure NSW)

A license is required for the use of school premises
Specifies access and operational requirements

6



GOVERNANCE

- Management Structure
- Rules & Processes
- Reporting
- Financial control



CHILD PROTECTION

- P&C Processes
- Mandatory Reporting
- Additional Requirements

INSURANCE

- Public liability
- Molestation
- Vacation Care
- Cash/Property

GOVERNANCE

Understanding the Differences

GOVERNANCE DIFFERENCES



KEY DIFFERENCES



PARENT RUN
OSCH
ASSOCIATION

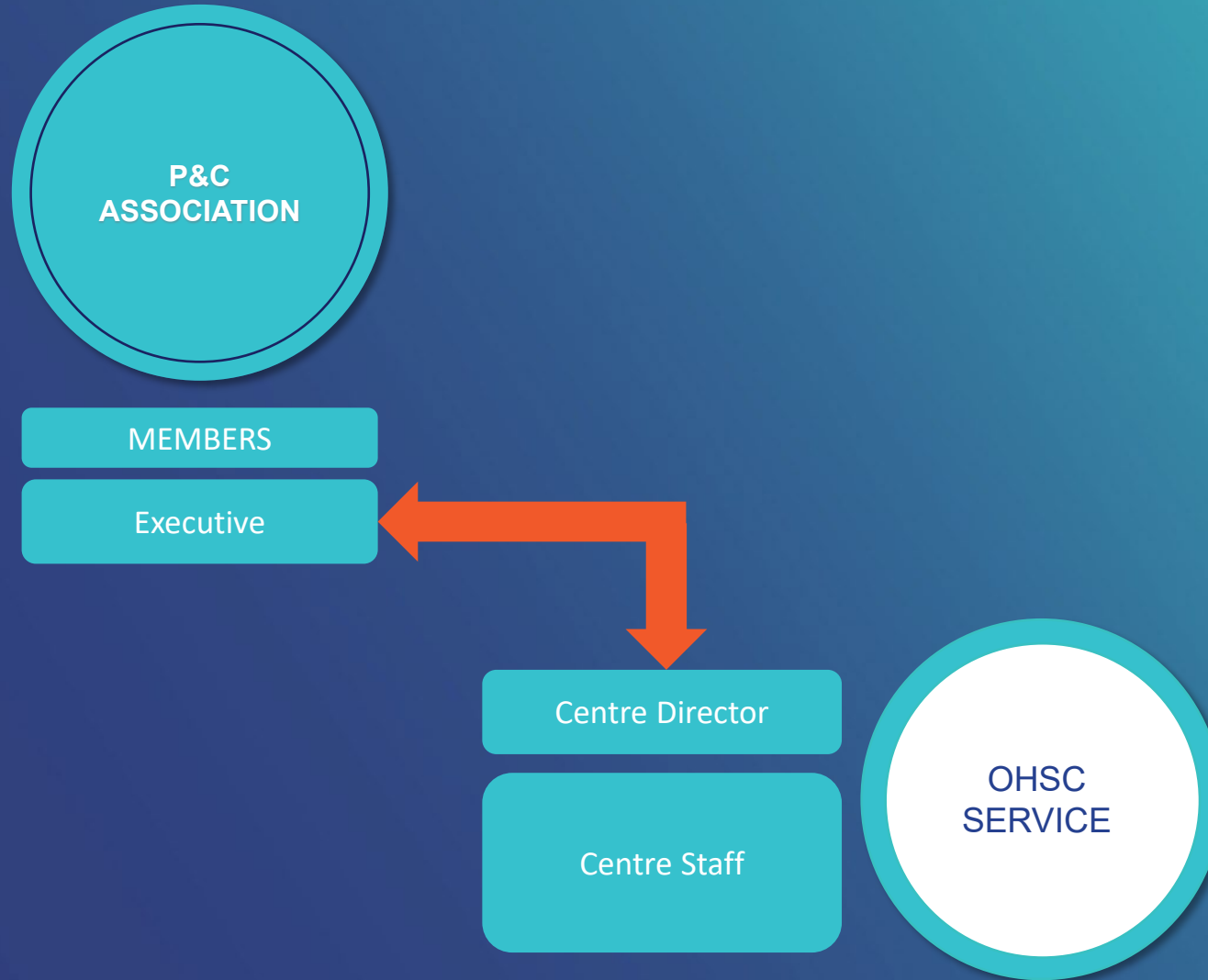
- Constitution can be changed
- Minimum of 3 meetings per year
- Runs only one entity
- Purpose is to support the OSHC
- Funds go back into the service
- PMC make decisions
- Application for membership
- No restrictions on signatories (2 to sign)
- Audited accounts lodged with Fair Trading
- Committee elected at AGM



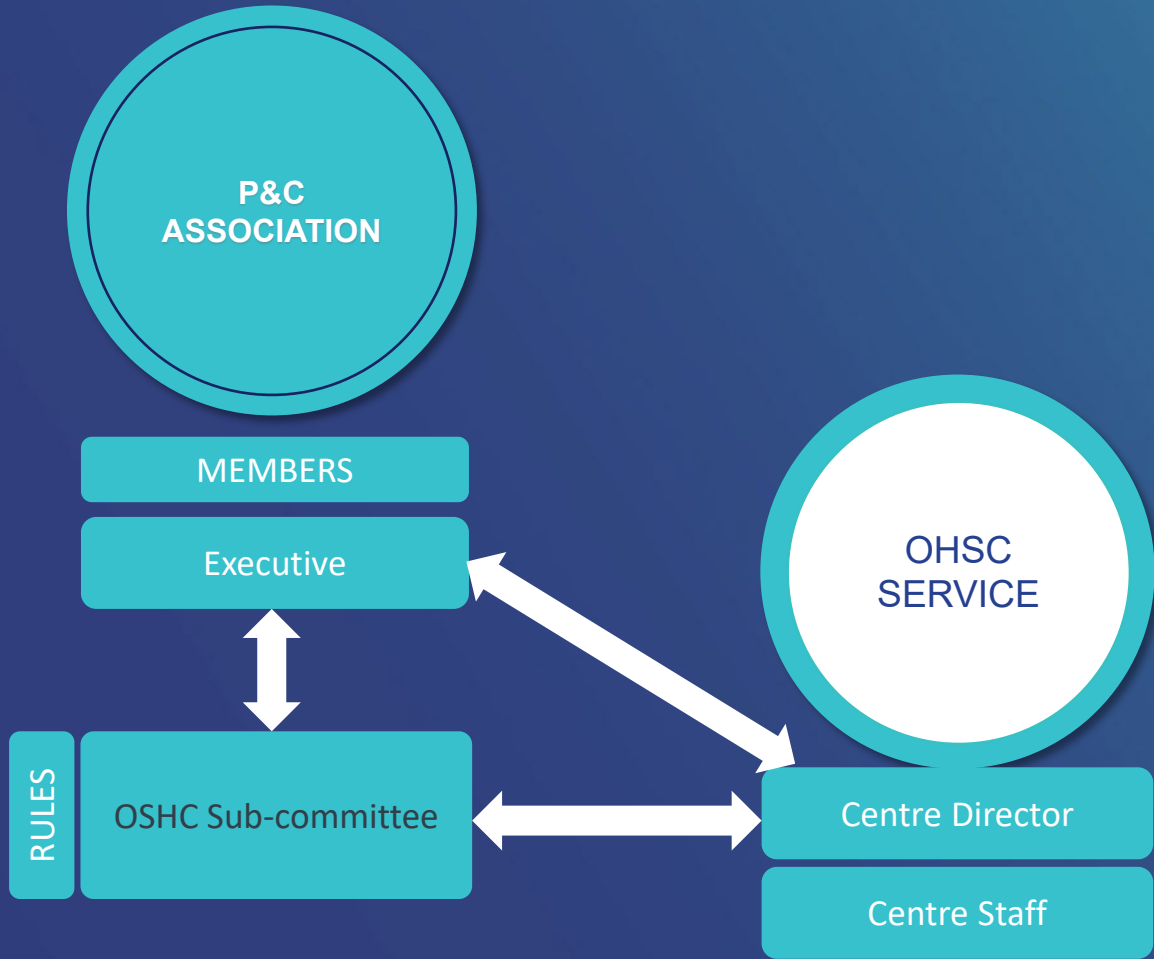
P&C
ASSOCIATION

- Constitution is fixed
- Minimum of one meeting per term (unusually monthly)
- Can run multiple entities
- Purpose is to support the school
- Funds go to support service and the school
- Members make decisions
- Membership is restricted
- Only office-bearers can be signatories (2 to sign)
- Audited accounts lodged with P&C Federation
- Executive and sub-committees elected at AGM

DIRECT REPORT MODEL



OHSC SUB-COMMITTEE MODEL



An OSCH Sub-committee is a sub-committee of the P&C Association and is bound by the P&C Associations constitution, by-laws, rules and policies

THANK YOU