Wangala
PRIMARY SCHOOL

Outside School Hours Care Policy
Governance and Management

Purpose

The aim of this policy is to provide an overview of the Governance of the Wangala Primary School Outside School Hours Care (OSHC) service including the financial obligations, legal obligations, and relationship with School Council and other key stakeholders

Policy

With leadership from the Person with Management or Control, the School Council has the overall governing responsibility to direct, control and hold to account the Wangala Primary School Outside School Hours Care service.

This will be achieved by ensuring that there are appropriate systems and processes maintained to enable:

- Good governance and management of the organisation, including clear organisation structure (see Appendix 1: Wangala Primary School OSHC Service - business structure diagram
- Setting policy direction, implementation and review
- Processes which encompass authority, accountability, stewardship, leadership, direction, and control
- Developing a strategic and business plan which includes the development of a mission, vision, goals, key result areas and monitoring performance against objectives
- Accountability to its stakeholders
- Compliance with all regulatory and legislative requirements, reducing risk to the organisation
- Wangala Primary School OSHC service to remain solvent and comply with all its financial obligations (see Appendix 2: Wangala Primary School Council Approval Provider - Organisation Structure and Essential Information.

Persons with Management or Control and School Council is responsible for:

- Managing the following financial responsibilities:
    - Approving financial plans and budgets, and monitoring results on a regular basis, and reporting to school council
    - Protecting financial position and its ability to meet its debts and obligations
    - Ensuring financial obligations are met
    - Ensuring the accuracy of financial, regular updates shared at school council meetings, minuted and actioned
    - Ensuring that Wangala Primary School OSHC accounts comply with the Australia Accounting Standards
    - Ensuring all Child Care Subsidy reports and obligations (refer to Appendix 6: Child Care Subsidy obligation requirements) are met by ensuring that childcare funding we receive is administered appropriately
    - Ensuring that the service complies with the Department of Education, Skills and Employment Child Care Financial Integrity Strategy

  - Ensuring that the service's financial management is transparent, and that required information about Wangala Primary School Council size and structure, decision making processes, employment procedures, fit and proper checks for all personnel, operational and business structure (see Appendix 1: Wangala Primary School Council OSHC Service - business structure diagram), financial viability and risk management are kept and reported where necessary

- Managing the following legal obligations:
  - Ensuring that legal and ethical obligations are met
  - Complying with Family Assistance Law
  - Complying with the National Law and National Regulations and all related state or territory laws involving the operation of a child care service
  - Ensuring Wangala Primary School Council OSHC and relevant personnel (that is, Persons with Management or Control and persons responsible for the day-to-day operations of the service) are fit and proper persons to have a role in the receiving and passing on of Child Care Subsidy payments
  - Ensuring background checks, including criminal history, and Working with Children Checks (WWCC), are carried out for relevant staff and educators
  - Ensuring effective governance structure to protect the integrity of public funds administered through Child Care Subsidy and to ensure ongoing compliance with the Family Assistance Law and the Australian Government's guidelines provided in the Child Care Provider Handbook (2019)
  - Ensuring accurate records are kept, reporting obligations and compliance with Education and Care National Law and Regulations, Australian Taxation Laws, Australian Securities and Investment Commission (ASIC)
  - Ensuring the accuracy of legal reports shared at Annual General Meetings
  - Ensuring School Council will operate under the Education and Training Reform Act 2006 (VIC), the Education and Training Reform Regulations 2017 (VIC), Ministerial Order 1280 Constitution of Government School Councils 2010 and the school constituting Order
  - Adhering to the duty to report any fraudulent or corrupt conduct, privacy, data, or cyber breaches

- Establishing a culture of quality and safety which includes:
  - Establishing and maintaining a culture that is ethical, visible, active and relevant to the organisation and its members
  - Establishing a clear delegation of authority and reporting hierarchy
  - Adopting formal processes for the selection of new School Council members, including appropriate orientation and induction
  - Reviewing the effectiveness of the School Council's performance and processes
  - Identifying training opportunities that will add value to the School Council
  - Identifying fit and proper personnel, undertaking checks and compliance with Child Care Subsidy requirements (including activation of individual PRODA accounts linking to organisation)
  - Complying with Child Care Subsidy reporting obligations
  - Ensuring all personnel can access appropriate support, mandatory training and resources enabling compliance with legislative requirements including but not limited to CCS, Family Assistance Law

  - Following the Department of Education and Training Information Security Policy with respect to data and information security
  - Continuously examining Wangala Primary School Council business and OSHC service model in identifying opportunities to cater to the needs of the school's families and community
  - Ensuring that service personnel are administrating Child Care Subsidy correctly and appropriately. Corrective action is taken to rectify if problems are discovered or occur

- Delegating Management Responsibilities including:
  - Delegating authority to the Nominated Supervisor/Educational Leader to manage the day-to-day operations of the OSHC service
  - Delegating responsibility to the Nominated Supervisor/Educational Leader to carry out its policies, develop operation procedures and achieve its strategic results
  - Establishing annual and ongoing performance expectations for the Nominated Supervisor/Educational Leader, and they will regularly monitor achievements against these, culminating in an annual performance review
  - Develop procedure and delegate responsibilities for Child Care Subsidy administration reporting requirements including but not limited to submission of weekly attendances, checking remittance reports, providing fortnightly statements of entitlements to families, accepting payments, complying with all reporting requirements and obligations

- Facilitated School Council OSHC Meetings that involves:
  - Meeting an agreed frequency and following a set agenda. All School Council members should:
    - Attend as many meetings as possible and participate in discussion and decision making as it pertains to OSHC
    - Attend committees and working groups, as required
    - Be aware of legal, financial, human resource, planning and evaluation responsibilities
    - The Nominated Supervisor/Educational Leader will facilitate OSHC Educator team meetings, as required

Code of Conduct

The Code of Conduct for Victorian Public Sector Employees is binding on all public sector employees, which includes employees in the Government Teaching Service. The Code is designed to help public sector employees understand their obligations to behave in accordance with the high standards the community expects. It describes the behaviours that promote the values contained in the Public Administration Act 2004, and it provides employees with guidance if they are faces with an ethical dilemma or a conflict of interest in their work.

All Wangala Primary School Council, and Wangala Primary School OSHC program employees with comply and uphold the Department of Education and Training and OSHC Code of Conduct (refer to Appendix 3: Wangala Primary School Council OSHC service Code of Conduct).

Child Care Subsidy Procedures, Requirements and Obligations

Wangala Primary School Council, is the approved provide under the Family Assistance Law and National Law to manage and operate the Wangala Primary School Council OSHC. As an approved provider, Wangala Primary School Council OSHC:

- Is committed to complying with the Child Care Subsidy legislative requirements associated with operating a fee reduction service for eligible families
- Understands the approach to maintaining the financial integrity and risk reduction measures of child care funding
- Is committed to meet obligations to maintaining financial integrity and have effective compliance systems in place to ensuring child care funding received is administered appropriately
- Accepts the legal responsibilities associated with claiming Child Care Subsidy within the Family Assistance Law
- Continuously examines, reflects and improves the service business model to identify opportunities to cater to the needs of our families and community
- Receives and administers Child Care Subsidy payments to eligible families to reduce the cost of child care
- Ensures all reporting requirements for claiming and administering Child Care Subsidy payments will be maintained
- Undertakes fitness and propriety requirements on all key personnel and comply with reporting obligations under Family Assistance Law
- Undertakes background checks (refer to Appendix 4a and 4b: Fit and Proper checks) of their specified personnel for Child Care Subsidy Provider approval and obligation requirements including:
    - each person who has management or control of the provider (all school council members, school principal)
    - each person who has responsibility for the day-to-day operation of the service (school business manager, administration staff, OSHC Coordinator)
    - Reports and keeps up to date, particular information about Wangala Primary School Council OSHC service operations and their personnel information as required by the Department
    - Understands that is Wangala Primary School Council OSHC fail to report these obligations, the Department of Education Skills and Employment (DESE) may take compliance action including the issuing of infringements or the suspension or cancellation of the approval (refer to Appendix 6: Child Care Subsidy approval notification and obligation requirements

References

Definitions

Refer to Department of Education and Training: Fraud and Corruption Control (school operations)

Actual conflict of interest: one where there is a real conflict of interest between a school council member's responsibility and their private interests

Conflict of interest: An interest that may affect, or may appear reasonably likely to affect, the judgement of conduct of a member (or members) of the school council or may impair their independence or loyalty to the service. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise, and may not only involve the school council member, but also their relatives, friends, or business associates

Perceived conflict of interest: Arises where a third part could form the view that a council member's private interest could improperly influence the performance of their duties on the Board, now or in the future

Potential conflict of interest: Arises where a council member has private interests that could conflict with their responsibilities

Private Interests: includes not only a council member's own personal, professinola, or business interests, but also those of their relatives, friends or business associates

Legislation, Standards and Provisions
Education and Care Services National Law Act 2010
Education and Care Service National Regulations 2011
A New Tax System (Family Assistance) (Administration) Act 1999
A New Tax System (Family Assistance) Act 1999
Family Law Act 1975
Child Care Subsidy Secretary's Rule 2017 (legislation.gov.au)
Child Safe Standards
National Quality Standard, Quality Area 7 - Governance and Leadership
Equal Opportunity Act 2010 (VIC)
Privacy Act 1988
Privacy and Data Protection Act 2014 (VIC)
Associations Incorporation Act 1981
Audit Act 1994
Public Interests Disclosure Act 2012
Worker Screening Act 2020 (legislation.vic.gov.au)

Supporting Documents
Department Education and Training (DET) - School Operations
Department Education and Training: School Council
Department of Education and Training: School Council – Conduct and Conflict of Interest
Department Education and Training: Fraud and Corruption Control
Department of Education and Training, Information Security Policy
Department Education and Training: Information Security, InfoSafe

Department Education and Training (DET) - Human Resources
Department of Education and Training: Code of Conduct
Department Education and Training: Conflict of Interest
Department Education and Training: Report Fraud or Corruption

Australian Children's Education and Care Quality Authority (ACECQA)
ACECQA National Quality Standard
National Quality Agenda IT System

Australian Government Department Education, Skills and Employment (DESE)
Child Care Provider Handbook - Child Care Subsidy System 2019
Child Care Subsidy - Specified Personnel Roles
Child Care Subsidy - Fit and Proper Requirements Personnel
Child Care - Financial Integrity

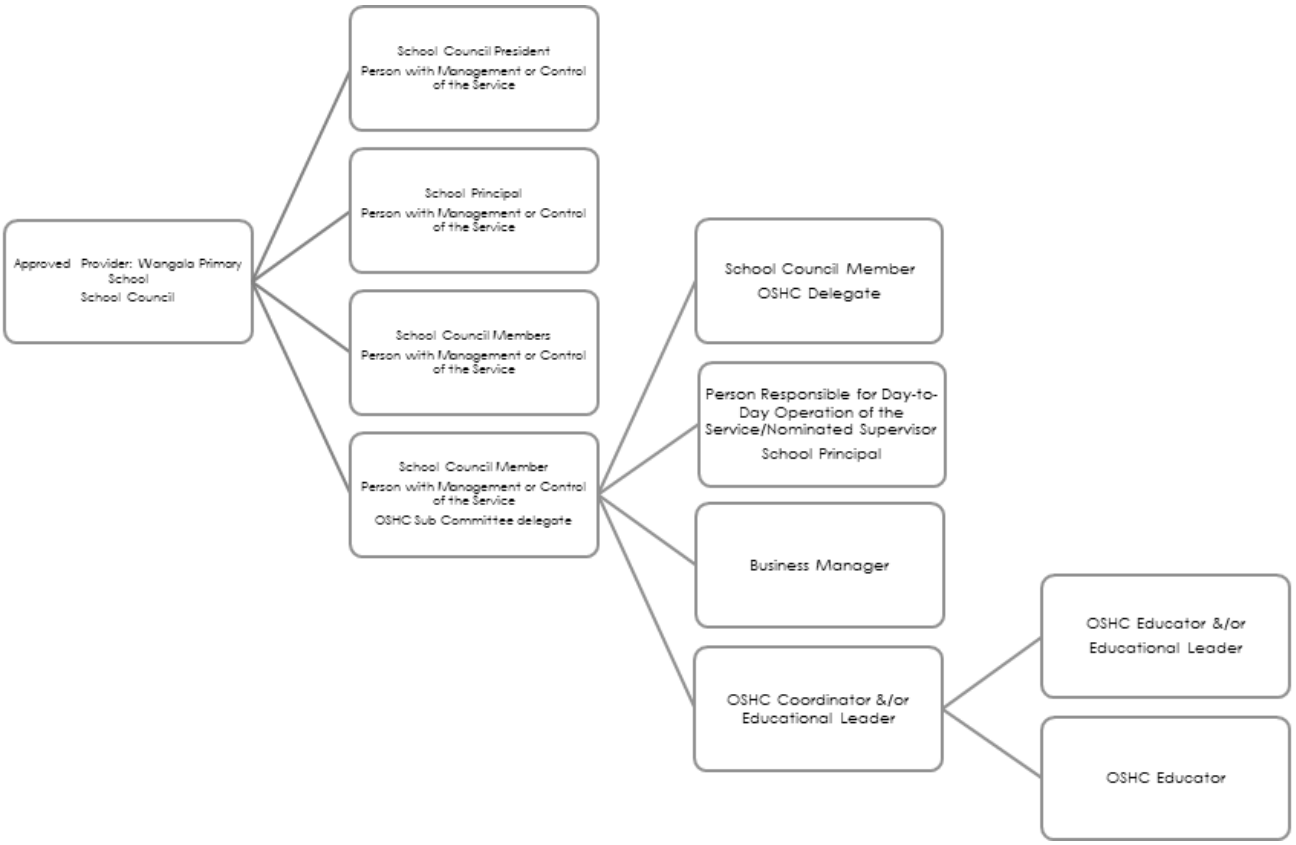
Australian Government – Human Services
Australian Government – Service Australia – PRODA Login

Review Cycle

This policy was last updated in April 2025 and is scheduled for review in April 2027.
The recommended minimum review cycle for this policy is 2 years

Appendix 1

Wangala Primary School Council Outside School Hours Care Service - Business Structure Diagram



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Appendix 2

Wangala Primary School Council - Approval Provider - Organisation Structure and Essential Information

Provider Approval Number	
Service Approval Number	
Child Care Subsidy Number	
School Name	Wangala Primary School
OSHC Service Name	Wangala Primary School - Outside School Hours Care
Mail Address	P.O. Box 7022, Highton, Victoria, 3216
Location Address	45a Kidman Avenue, Belmont, Victoria, 3216
Contact Person	Steven King
Position	Principal
Telephone/Mobile	(03) 5243 2997
Email	wangala.ps@education.vic.gov.au
Address	45a Kidman Avenue
NQA IT System (ACECQA)	Have you registered? YES ☐ NO ☐
Entity Name	
Entity Type	State Government Entity
ABN	
Australian Business Register (ABR) Associate	Include all names and role

Provider Digital Access (PRODA) – Provider	Does the organisation have a provider entity PRODA? YES ☐ RA _____ NO ☐ *Refer to Appendix 5* If so, who completed this task? (name)
Provider Digital Access (PRODA) – Individuals	Have all personnel registered for an individual PRODA account? YES ☐ *Evidence on personnel file – must be linked to organisation PRODA* NO ☐ *Refer to Appendix 5*
Number of years – school operation	Established 2022
Service Type, Program Type and Licensed Numbers	Outside School Hours Care: ☐ Before School Care (BSC) - [insert licensed numbers] ☐ After School Care (ASC)– [insert licensed numbers] ☐ Vacation Care (VC) - [insert licensed numbers]
List of school council members and position (e.g. role bearer)	School Council members (role bearer), school employees, etc. 1. 2.
Decision making process and levels	1. OSHC Coordinator and School Principal (fortnightly meetings) 2. OSHC Sub-committee (monthly meeting) – attended by OSHC subcommittee delegate (school council member), School Principal, OSHC Co-ordinator, School Business Manager (if applicable). 3. OSHC subcommittee delegate reports to School Council for decision making. Outcomes reported back to OSHC subcommittee. Copies of minutes provided.
List of OSHC personnel, roles and qualification	Educators, administration staff and trainees 1. 2.

Conflict of Interest	Do any listed individuals (above) have any potential conflicts of interest between managing or delivering the child care service and other business or financial interests of the person NO ☐ YES ☐ *All school council members complete checks and checklist in Appendix 4b: Fit and Proper Checklist– for all changes to specified personnel*
Recruitment Process	Refer to Staffing Policy
Professional Development	Refer to Staffing Policy
Business Structure	Refer to OSHC Service - Business Structure diagram
Hours, Days and Weeks of Operation	Include applicable program type, days, school term/school holidays BSC: M-F 7.30am - 9.00 ASC: M-F 3.15 - 6.00 Vacation Care: TBC
Fees Schedule	Refer to Fees Policy – refer to fees schedule
Child Care Subsidy – OSHC hourly rate cap	$10.77/hour for school aged children
Payments of Fees	Refer to Fees Policy – refer to payment of fees
Child Care Subsidy reporting system	☐ Provider Entry Point (PEP) ☐ Approved Software Program – [insert software program name]
Person responsible for listed financial administration task, role and frequency	Family Accounts (invoices/statements): Family Payments: Child Care Subsidy – submission: Child Care Subsidy – checking/errors: Child Care Subsidy – reconciliation:

Appendix 3

Wangala Primary School Council OSHC Code of Conduct

All OSHC staff are required to follow the school's code of conduct at all times.

All Wangala Primary School Council, and OSHC program employees will comply and uphold the following behaviors and attitudes.

Stewardship/custodianship: Assist the service to pursue its purpose, enable budget and financial accountability to enable ongoing viability and making best use of the service's resources, assist the service to limit and manage risks.

Leadership, forward planning, and guidance: Provide leadership, forward planning, and guidance to the service, particularly in relation to developing a strategic culture and directions.

Authority, accountability, and control: Ensure good management practices and appropriate checks and balances are established, monitored, and improved; be accountable to stakeholders; maintain focus, integrity, and quality of service; administer legal compliance, responsibilities and obligations; declare any actual, potential or perceived conflicts of interest

Legal accountability: Adequate policies and procedures are in place to comply with the legislative and regulatory requirements placed on the service; appropriate systems are in place to monitor compliance; reasonable care and skill is exercised in fulfilling their roles as part of the governing body of the service; act honestly, and with due care and diligence; do not use information they have access to improperly; do not use their position for personal gain or put individual interests ahead of responsibilities.

Confidentiality, integrity: All members will access to confidential, commercially sensitive, and other information of a similar nature, shall not disclose that information to anyone unless the disclosure of such information is required by law. All members shall not: disclose to anyone the confidential information; use any information so acquired for their personal or financial benefit, or for the benefit of any other person; permit any unauthorised person to inspect, or have access to, any confidential documents or other information.

Ethical practice: treating colleagues, families/carers/guardians, children, suppliers, public and other stakeholders respectfully and professionally at all times; dealing courteously with those who hold differing opinions; respecting cultural differences and diversity within the service, and making every effort to encourage and include all children and families in the community; having an open and transparent relationship with government, supporters and other funders; operating with honesty and integrity in all work; being open and transparent in making decisions and undertaking activities, and if that is not possible, explaining why; working to the standards set under the National Quality Framework and all applicable legislation, and striving to continually improve the quality of the services delivered to the community; disclosing conflicts of interest as soon as they arise and effectively managing them (refer to definitions); recognising the support and operational contributions of others in an appropriate manner; assessing and minimising the adverse impacts of decisions and activities on the natural environment.

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Appendix 4a

Fit and Proper Check

Matters determined for fitness and propriety

To be eligible for Child Care Subsidy (CCS) approval, a provider must be fit and proper to administer taxpayer funds. To be considered fit and proper in this regard, the provider must be able to satisfy the department that the governance arrangements at the service are sufficient to protect the integrity of CCS payments.

The CCS assessment looks at whether the daily running of the service is organised and administered in a manner that will ensure compliance with Family Assistance Law and that CCS payments are paid correctly.

Matters considered in determining whether someone is a fit and proper person include:

- Evidence of activity that does not comply with criminal or civil law, including (but not limited to) activity related to children or indicating dishonesty or violence any past administrative decisions relating to a person's suitability to be involved in child care
- Evidence of fraud or dishonesty the person's history of managing public funds
- Any past or current debts to the Commonwealth the person's record of financial management, including any instances of bankruptcy, insolvency or external administration any potential conflicts of interest between managing or delivering the child care service and other business or financial interests of the person
- Any other matter relevant to the suitability of the provider and their staff.

If a check returns with adverse results, the Wangala Primary School OSHC Person with Management or Control or someone they delegate will contact Department of Education and Training Employee Conduct Branch on (03) 7022 0005 or at employee.conduct@edumail.vic.gov.au to discuss this further.

Roles of people employed in, or managing [insert school name] OSHC service and the checks required to determine they are fit and proper persons

	Check supplier	A person with management or control of the provider (all school council members, school Principal, business manager)	A person with responsibility for day-to-day operation of the service (OSHC Coordinator/s, OSHC educators)
A National Police Certificate from the state or territory police service (or an agency accredited by the Australian Criminal Intelligence Commission) no more than six months before the date of the application.	The school will choose a supplier to complete nationally accredited police checks, or liaise with an information broker: Employment Police Check - Information Brokers (ib.com.au) to complete this task.	**YES**	**YES**
A National Personal Insolvency Index check performed using the Bankruptcy Register Search service provided by the Australian Financial Security Authority.	The school will choose a supplier to complete the required National Personal Insolvency Index Check, or liaise with the information broker: National Bankruptcy Search - Information Brokers (ib.com.au) to complete this task.	**YES**	**NO**
Evidence that the person does not appear on the banned and disqualified register held by the Australian Securities and Investments Commission.	The school will choose a supplier to complete the required check, or liaise with the information broker: Banned / Disqualified Registers Extract - Information Brokers (ib.com.au) to complete this task.	**YES**	**NO**

A current and historical personal name extract search of the records of the Australian Securities and Investments Commission.	The school will choose a supplier to complete the required check, or liaise with the information broker: ASIC Personal Name Extract - Information Brokers (ib.com.au) to complete this task.	**YES**	**NO**
A working with children check (if required to hold one). OR Check WWCC status at Status Checker | Working with Children OR A current Victorian Institute of Teaching registration is also accepted	Home | Working with Children Victorian Institute of Teaching registrations	Not required unless determined as required by school council Can apply for volunteer WWCC - free If someone has a current WWCC, the service should check the status: Status Checker | Working with Children	**YES** If someone has a current WWCC, the service should check the status: Status Checker | Working with Children
Register for an individual PRODA account PRODA Helpdesk on 1800 700 199 (and select Option 1) Monday to Friday 8.00am to 5.00pm	PRODA (Provider Digital Access) - register for an Individual account	**YES**	**YES**

Refer to Child Care Subsidy - Fit and Proper Requirements Personnel

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Appendix 4a

Child Care Subsidy Specified Personnel - Fit and Proper Checklist

Instructions**:** Ask all specified personnel to complete the following Appendix 4b: ***Child Care Subsidy Specified Personnel - Fit and Proper Checklist***. Delete instructions in red once completed.

Name (in full):		
Address:		
Phone number:		
Email address:		
Position/role		
Date of Birth (DD/MM/YYYY)		
Child Care Provider Handbook	I have been provided a copy: ☐ Yes Date:	
Fit and proper person role (Complete ONE column)	☐ **Person with management and control of the service** (School council member, school principal, business manager)	☐ **Person with day-to-day responsibility of the service** (OSHC Coordinator, OSHC educators)
National Police Certificate From the state police service (or an agency accredited by the Australian Criminal Intelligence Commission) no more than six months before the date of the application.	☐ Yes Date completed: Reference:	☐ Yes Date completed: Reference:

Employment Police Check - Information Brokers (ib.com.au)		
National Personal Insolvency Index check Performed using the Bankruptcy Register Search service provided by the Australian Financial Security Authority (AFSA) National Bankruptcy Search - Information Brokers (ib.com.au)	☐ Yes Date completed: Reference:	N/A
Current and Historical Personal Name Extract Search Records of the Australian Securities and Investments Commission (ASIC) ASIC Personal Name Extract - Information Brokers (ib.com.au)	☐ Yes Date completed: Reference:	N/A
Banned and disqualified register Evidence that the person does not appear on the register held by the Australian Securities and Investments Commission (ASIC) Banned / Disqualified Registers Extract - Information Brokers (ib.com.au)	☐ Yes Date completed: Reference:	N/A

Working with Children Check (WWCC) OR **WWCC Status Check** OR **Victorian Institute of Teaching** (VIT) Current registration card also accepted	☐ *WWCC (Volunteer) (Copy attached) Card No: Expiry date: Status check: (date) **OR** ☐ VIT (copy attached) Date completed: Reference: *Determined as required by school (not for CCS purposes) – ask school if required	☐ WWCC (Employment) (Copy attached) Card No: Expiry date: Status check: (date) **OR** ☐ VIT (copy attached) Date completed: Reference: Required
PRODA (Provider Digital Access) **Individual account** Apply in advance as some documentation such as birth and marriage certificates may take some time	☐ Yes Date completed: RA: _____ ☐ Linked to school PRODA	☐ Yes Date completed: RA: _____ ☐ Linked to school PRODA

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Conflict of interest disclosure statement

Name (in full):	
Address:	
OSHC Business Structure - position	

Declaration:

I hereby declare the following conflict of interest: (Note: tick all applicable boxes)

☐ ACTUAL ☐ POTENTIAL ☐ PERCEIVED

Please provide a brief outline of the nature of the conflict (details may be included in a separate confidential envelope, if appropriate).

Please detail the arrangements proposed to resolve/manage the conflict (details may be included in a separate confidential envelope, if appropriate).

Have you owned, operated or been employed by a child care service(s) or registered training organisation (RTO) in the past five years? Please provide details of the service and RTO.

Have you been subject to administration, receivership, liquidation, bankruptcy, or debt recovery proceedings in the last 5 years? Please provide financial management history.

I, hereby agree to:

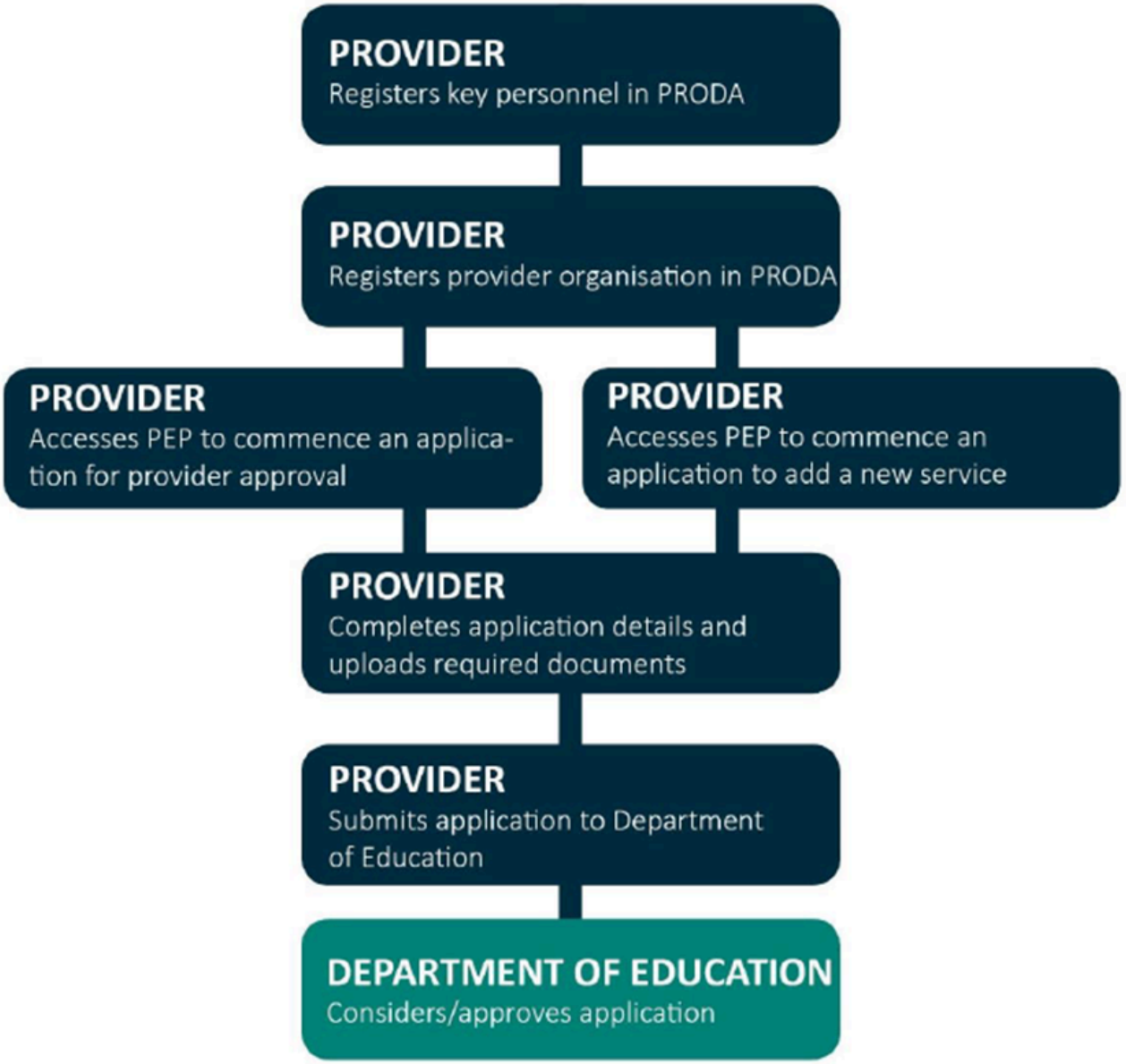
- Update this disclosure throughout the period of my tenure
- Co-operate in the formulation of a conflict of interest management plan, as required.
- Comply with any conditions or restrictions imposed by the School Council or OSHC Sub Committee to manage, mitigate or eliminate any actual, potential, or perceived conflict of interest.
- I have read and acknowledge the OSHC service policies and procedures
- I have read the Child Care Provider Handbook and will comply with obligations under Family Assistance Law.

Signature Date

Appendix 4a

Provider Digital Access (PRODA) & Provider Entry Point (PEP) for provider entity and specified personnel

Diagram of the steps involved to becoming PRODA registered:



The following steps are the procedural tasks the Wangala Primary School school council will undertake to become PRODA registered.

Wangala Primary School will follow the steps as outlined by DESE at the following link:

https://www.dese.gov.au/child-care-subsidy/applying-child-care-subsidy-approval

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Appendix 4a

Child Care Subsidy approval notification obligation requirements

Wangala Primary School Council OSHC must adhere to the Child Care Subsidy (CCS) notification obligations. Information must be reported through either the:

- Child care software service at (insert school name) OSHC (if compatible with this feature) or
- The Provider Entry Portal (the PEP)

    - Only an individual listed as a Person with Management or Control of the Provider can log onto the PEP and make changes to service information. Approved providers should ensure they have an adequate system in place to be able to meet these CCS Approval notification requirements.

    - The Provider Entry Portal (the PEP) is the department's interface through which providers and services can send and receive information to and from the department.

    - To log into the PEP, enter the username and password you created for the school's PRODA account.

Information that will be reported to DESE by (insert school name) Council OSHC	**Timeframe for notification**
Fees: The fees charged by the service before any fee reduction or discounts are applied.	Within 14 days of: - the granting of CCS approval or commencement of the service - changes to current fees
Opening Hours: The operational hours and days on which each approved child care service operates.	Within 14 days of: - the granting of CCS approval or commencement of the service - any change to operational hours or days
Vacancies: The number of anticipated vacancies that the provider has available to fill in each of its approved child care services for each day of the following week (beginning on a Monday).	By 8.00 pm (AEST) each Friday
Change of Provider or Service Closure: Change to the identity of the provider's legal entity due to business restructure, sale, or transfer of ownership. and/or Closure of an approved child care service	Within 42 days of intended restructure/sale/transfer/closure date

Financial or sudden and expected closure of the service: The provider enters administration, receivership, liquidation or bankruptcy or the service closes suddenly due to unforeseen circumstances	Within 24 hours after the financial administration event or within 24 hours of the closure.
Address: Change of physical or postal address of the provider or any of its services.	Within 30 days before the change.
Change of provider or service name: Change to the name of the provider or any of its services	Within 14 days after the change.
Provider and Service Contact details: Change of any of the following contact details of the provider or of any its services: Email address Website Telephone number Fax number	Within 14 days after the change.

Provider or Service Personnel details: *When new personnel commence* - Information about and declaration that background checks have been done for any new person who is: A Person with Management or Control of the provider A person with Day to Day Control of a Service The information must include the name and contact details of the new person	Within seven days after the new person commences; And
When existing personnel change their name or contact details: Update of name or contact details for any existing person who is: A Person with Management or Control of the provider A person with Day to Day Control of a Service	Within seven days after the provider becomes aware of the change of name or contact details of the existing person. And
When existing personnel change or leave their roles: When a person already specified ceases to have management or control of the provider or have day to day control of a service.	Within seven days of the person ceasing to be a person with management or control of the provider or a person with day to day control of the service.

Adverse background checks: The provider becomes aware, because of a background check undertaken for a specified person, that the person: has a serious conviction or finding of guilt for any of the following offences under Australian or foreign law an indictable offence an offence involving violence or a sexual offence an offence involving fraud, stealing or dishonesty Is an undischarged bankrupt, or Was a director or secretary of a corporation when the corporation went into administration, receivership, or liquidation, or at any time during the 12 months beforehand?	Within seven days after the provider receives notice of the background check.
Change to fitness and propriety of personnel: The provider becomes aware of an event or circumstance in relation to a person with management or control of the provider or a person responsible for the day-to-day operation of a service that reasonably indicates that the person is not likely to be a fit and proper person to be involved in the administration of Child Care Subsidy.	Within seven days after the provider becomes aware of the event or circumstance.
Serious convictions: A serious conviction or finding of guilt of a person with management or control of the provider and/or a person with day-to-day control of the service or a Family Day Care/In Home Care educator.	Within 24 hours of the provider becoming aware of the conviction.
Working With Children Card Status: Change in the status of a working with children card for anyone who is required to have such a card under section 195D of the A New Tax System (Family Assistance) (Administration) Act 1999 for example, if the card is amended, suspended or revoked.	Within 24 hours after the provider becomes aware of the change of status.

Conflict of Interest: A provider or a person with management or control of the provider obtains an interest, or is likely to obtain an interest, in a business which may affect their ability to comply with Family Assistance Law, where the approval may benefit the business or where a conflict of interest might reasonably be perceived to exist.	Within seven days after the provider becomes aware of the matter.
Notification regarding the Provider - The provider enters administration, receivership, liquidation, or bankruptcy.	Within 24 hours after the event.
Educator Qualifications - An educator obtains a qualification from a Registered Training Organisation in which the provider, or a person with management or control of the provider has involvement or association.	Within 7 days after the provider becomes aware of the matter
Provider Registered Training Organisation - A provider or person with management or control of the provider obtains, or is likely to obtain, an interest with a Registered Training Organisation or other child care related business enterprise.	Within 7 days after the provider becomes aware of the matter.