

**Report to General Manager**

Attachments:

1. Greenwood Centre Annual Report 2018
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**SUBJECT:** Greenwood Long Day Care – Renewal of Management Agreement 2020-22**AUTHOR:** Martin Ellis, Director, Community and Library Services**ENDORSED BY:** Ken Gouldthorp, General Manager**EXECUTIVE SUMMARY:**

KU Children's Services (a not-for-profit organisation) has managed Council's 28-place Long Day Care Centre at Greenwood Plaza since 1992. Council has a 99-year peppercorn lease over the property, expiring in 2087. This report recommends renewal of the Management Agreement for the same period as currently and under the same terms and conditions.

**FINANCIAL IMPLICATIONS:**

KU's Annual Management Fee is currently \$31,901, inclusive of GST. Average annual maintenance costs for the Centre are \$19,000.

**RECOMMENDATION:**

1. **THAT** Council renew its lease with KU Children's Services for three years from 1 January 2020 for the management of Greenwood Long Day Care Centre, with the operator and Council (by mutual agreement) having the option to extend the contract for a further 12 months under the same terms and conditions.
  2. **THAT** the General Manager be authorised to take any necessary action to implement the decision including entering associated contracts.
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## LINK TO COMMUNITY STRATEGIC PLAN

The relationship with the Community Strategic Plan is as follows:

- Direction: 4. Our Social Vitality
- Outcome: 4.1 North Sydney is connected, inclusive, healthy and safe  
4.3 North Sydney supports lifelong learning

## BACKGROUND

In 1988 Council and the then owner of Greenwood Plaza entered into a 99-year lease for Greenwood Long Day Care Centre. Not-for-profit Kindergarten Union (KU) was appointed to manage the relatively small space (25 places). An architectural review and a needed response to new regulations allowed for bathroom modifications to be made in 2004, raising the numbers of children in care to 28. In 2019 funds (\$107,000) have been allocated for the first playground upgrade since opening.

## CONSULTATION REQUIREMENTS

Community engagement will be undertaken in accordance with Council's Community Engagement Protocol.

## SUSTAINABILITY STATEMENT

The following table provides a summary of the key sustainability implications:

QBL Pillar	Implications
Environment	Sited in the middle of the CBD, the centre is perfectly located next to public transport.
Social	Kelly's Place (parent run) and Greenwood (not-for-profit) are Council's flagship high-quality, affordable long day care services, illustrating what can be done to provide quality care in central Sydney while involving the community. Long Day Care services are essential to retaining women in the workplace and allowing for a vibrant CBD.
Economic	KU is an Australia-wide organisation. It may be said that their scale and capacity allows the costs for Greenwood to be considered subsidized by other KU services.
Governance	Council's Contract with KU requires detailed reporting from KU on a range of measures. KU are committed to and are high achievers in the National Quality Care Framework.

## DETAIL

This report recommends that Council renew its lease with KU Children's Services for three years from 1 January 2020 for the management of Greenwood Long Day Care Centre, with the operator and Council (by mutual agreement) having the option to extend the contract for a further 12 months under the same terms and conditions.

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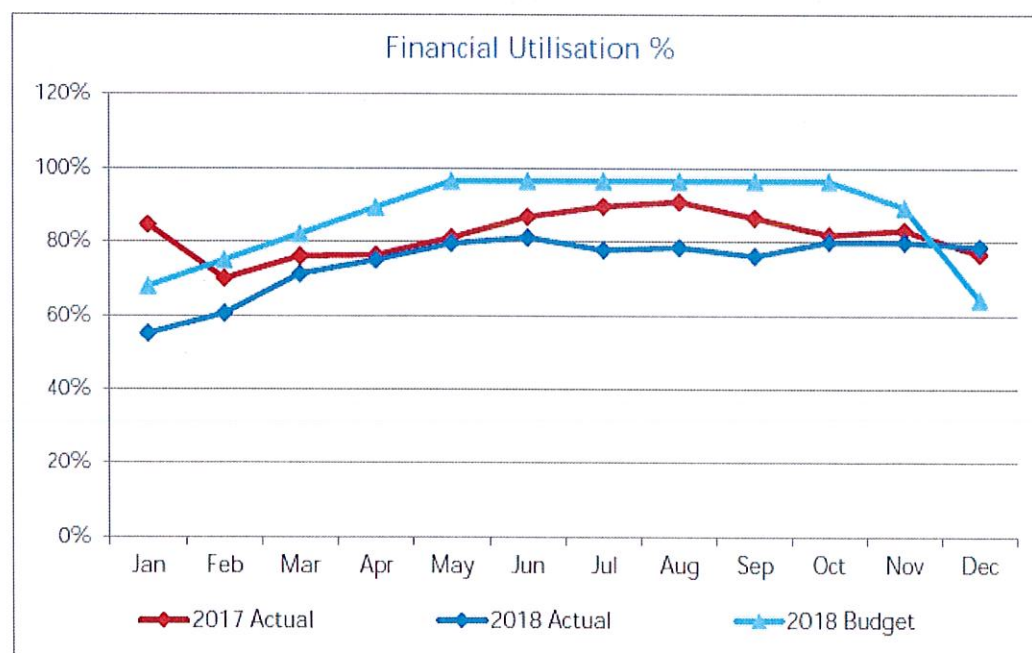
**Children's Services**  
Since 1895

## KU Greenwood Children's Centre - Annual Report - 2018

### Centre Profile

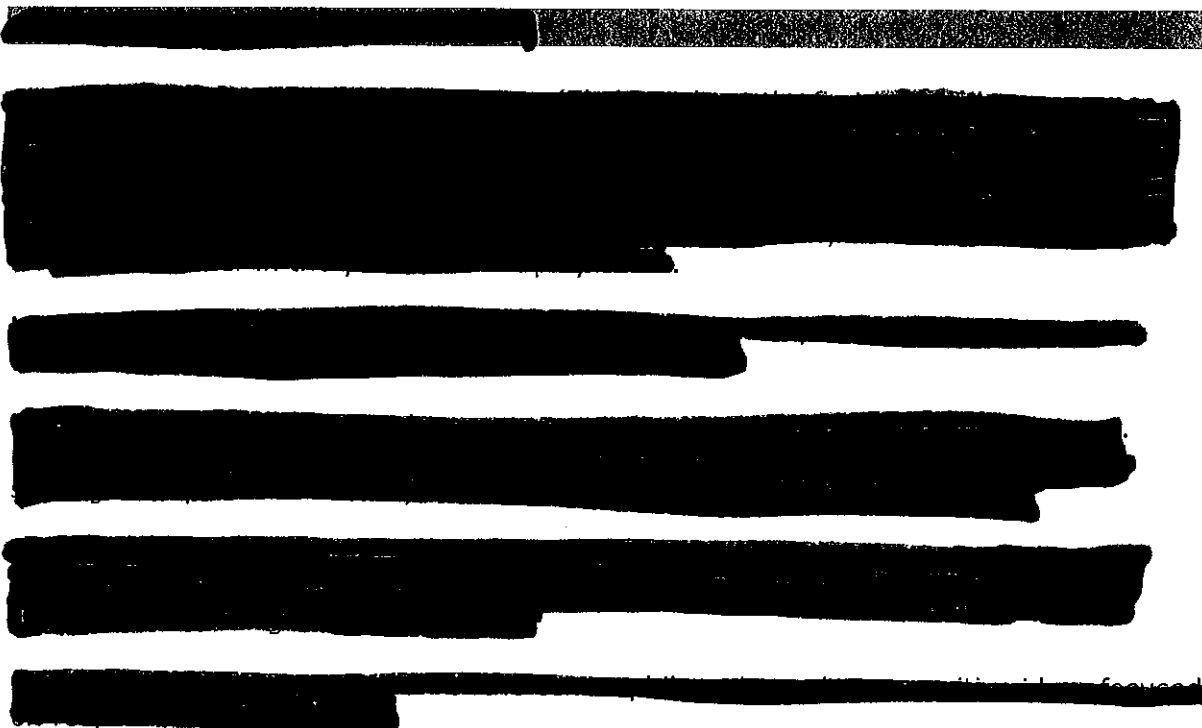
<b>Licensed Places</b>	28
<b>Number of children enrolled (0-2 yrs)</b>	8/ day
<b>Number of children enrolled (2-5 yrs)</b>	18/ day
<b>Average Daily Attendance</b>	80%
<b>Number of Children with Additional Needs</b>	1 child had a diagnosed disability. A number of children had speech delays or sensory processing difficulties. Some children had not yet been assessed however development is not typical and some displayed challenging behaviours, which required behaviour support plans & strategies.
<b>Number of children from CALD backgrounds</b>	24/35
<b>% of Parents Working (where there are 2)</b>	100% (unless on parental leave)
<b>Percentage of Sole Parents</b>	0
<b>Families receiving CCB &amp; CCR</b>	22/36
<b>Date License to be reviewed</b>	n/a

### Monthly Average Enrolments



**Priority of Access**

Month	% Families residing in North Sydney	% Families not residing but working in North Sydney
January	75	25
February	75	25
March	75	25
April	70	30
May	70	30
June	70	30
July	75	25
August	75	25
September	75	25
October	80	20
November	80	20
December	80	20

**EWS**

**-Evacuation & Lockdown Drill** - Undertaken on

- 5.2.2018
- 1.3.2018
- 1.5.2018
- 2.5.2018
- 28.6.2018
- 9.7.2018
- 13.7.2018
- 8.8.2018
- 9.10.2018

- 6.11.2018
- 21.11.2018
- 7.12.2018

## Major Maintenance / Property

January-

- Hard rubbish pick up
- Attach items to walls and ceiling. Minor repairs.

February-

- Staff toilet repaired
- Light in kitchen repaired.

March-

- Cracked glass panel in playground replaced.
- New key pad access for service and video intercom installed allowing parents independent access to the service and allowing teachers and educators to concentrate on supervision.

April-

- Request for ceiling in kitchen to be replaced as a result of unsatisfactory Food Inspection.

May-

- Kitchen ceiling replaced.

June-

- Soap dispenser in kitchen replaced on wall.

July-

- Sandpit topped up.
- Awning repair
- Staff toilet repaired
- Ceiling hatch in kitchen installed

September-

- Rubbish removed.

November-

- Staff toilet blocked and repaired.
- Door replaced on hinges.

## Health / Safety

### Accidents:

Accidents	Jan	Feb	Mar	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
<b>Minor</b> (Simple first aid required)	6	16	14	21	21	21	12	20	23	23	19	4
<b>Notified</b> (Medical attention required/ DECS notified)	1											

### Illness:

Illness	Jan	Feb	Mar	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec

<b>Not Excluded</b> (Not requiring exclusion / exclusion until medication has commenced)	0	3	1	2	1	6	8	4	2	5	3	1
<b>Infectious</b> (Exclusion from centre during contagious period)	0	0	0	0	5	0	2	5	0	0	0	0
<b>Notifiable disease</b> (Refer to Public Health Unit)	0	0	0	0	0	0	0	0	0	0	0	0

### Licensing

A meeting with North Sydney Council to advocate for yard upgrades to the KU Greenwood site to replace soft fall areas as the existing was at end of life and posing future compliance issues for the service into the future.

### Quality Improvement Plan

March

- Developing shared understandings of behaviour and team work
- Outdoor environment curriculum planning

April

- Revision of Quality Improvement Plan
- Discussion of critical reflection
- Workplace Health and Safety
- Early Language and Literacy Program

August

- Review of centre philosophy
- Vision for Reconciliation

October

- Community engagement with children's festival
- Planning assessment for children's learning
- Review three exceeding themes of the National Quality Standards
- Health and Safety- review of allergy and asthma emergency responses.

November

- Planning for change
- Revision of supervision plan and safe arrival and departure of children

May-October- Development of Reconciliation Action Plan.

### Area Manager Visits

-11/1/18

-6/2/18

-19/2/18  
 -9/3/18  
 -3/4/19  
 -17/4/19  
 -31/5/19  
 -15/6/19  
 -17/8/19  
 -29/8/19  
 -7/9/18  
 -11/10/18  
 -16/11/18  
 -23/11/18

## **Children's Program**

### **0-2 year olds –**

The focus of the curriculum for the Explorer Room children is on relationship building and education through nurturing interactions and building a sense of belonging for children and their families. Educators have been guided on building positive relationships with infants and moving at a slower pace.

### **2-5 year olds –**

The focus of the Discoverer Room curriculum has been play based learning in small groups. The curriculum shifted to focus on being child led with routines initiated by children and uninterrupted play as a focus.

## **Staffing**

Planned leave for Rostered Days off and Annual Leave was booked in advance for the year. This improved continuity of care for children and consistency for families.

January-Admin Assistant moved to Tasmania

February-New Admin Assistant [REDACTED] employed.

March-Admin Assistant resigned.

April- New Admin Assistant [REDACTED] employed.

June- Funding received for inclusion of children with Additional Needs and support worker employed. Oscar Cabarse (Educator) resigned.

July- [REDACTED] (Diploma Educator) resigned. [REDACTED] (Diploma Educator) transferred to another KU Service.

July- Two new educators employed. [REDACTED] and [REDACTED] (Diploma Educators) and [REDACTED] (Educator) transferred from KU Tree Tops.

December- [REDACTED] (Diploma Educator) employed and [REDACTED] (Educator). [REDACTED] left.

Education Support Manager retired in July and new Education Support Manager starting in September.

## **Sustainability**

Gardening Project Ongoing. Edible garden. Planting, weeding, watering and cooking experiences including beans. Children engaging in using the worm farm for kitchen scraps. New planter boxes installed creating outdoor spaces utilising Green Schools Grant. New books purchased and classroom resource kit.

## **Staff attending In-services**

KU Directors Professional Learning Day: 27<sup>th</sup> August [REDACTED]

Guiding Children's Behaviour. Three training sessions between January and May: Entire Team.

Administration Assistant's Qik Kids CCS Training, May: [REDACTED]

KU Orientation: March-[REDACTED] August - [REDACTED].

Regional Meeting, September: [REDACTED]

KU Annual Conference, November:

- New Frontiers from Strong Foundations
  - Thought Bites
  - Beyond Twinkle, Twinkle Little Stars
  - Environments for the Possible & Creative
- [REDACTED]

Asthma & Anaphylaxis, February [REDACTED]

Managing Child Safety & Wellbeing, August: [REDACTED]

Identify & Respond to Young People at Risk, September: [REDACTED]

Diversity Working Party March-December-[REDACTED]