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Equal Opportunity - Child Care Services Procedure

CSIRO will assess the demand for and feasibility of providing childcare for its staff, as part of developing proposals for constructing new buildings or significant additions, or at existing sites where there is a compelling business case for doing so.

About

Intent

To support attraction and retention of staff through the provision of child care facilities where there is a compelling business case for doing so.

Application

This procedure applies throughout CSIRO.

General Requirement

CSIRO recognises that many staff have family responsibilities which impinge on their capacity to participate effectively in the work force. CSIRO has facilitated the provision of on-site child care at several major sites as a key strategy to attract and retain staff.

CSIRO assesses the demand for and feasibility of providing childcare for staff as part of new building projects or significant additions to current facilities. Staff are also able to initiate an assessment by submitting a case to Human Resources.

A variety of child care support services may need to be considered especially for smaller sites and for sites where it is not practical to establish an on-site facility.

Supporting Information

Types of Child Care

A range of strategies may be considered in providing child care services, depending on:

- a. identified need (utilising the standard [CSIRO Childcare Survey \[Word 173KB\]](#));
- b. the adequacy and availability of existing community child care services;
- c. the possibility of joint ventures with other organisations;

- d. the feasibility of establishing independent centres or services;
- e. funding availability.

Where surveys indicate that child care service provision would benefit a significant number of staff members, existing community child care service provision should be investigated in order to determine the most effective and economical means of providing child care support services.

Salary Sacrifice

Staff members who have children in CSIROCARE centres, or centres in which CSIRO has a part interest, may elect to salary sacrifice payments to the centre directly from the payroll. For more details refer to [Salary packaging details including all the necessary procedures and forms](#).

Expenditure

Capital Expenditure

Any submission for an on-site child care centres will need the approval of the CSIRO Asset Management Committee (CAMC). In circumstances where CSIRO decides to construct an on-site child care centre, CSIRO will be responsible for financing:

- a. preparation of the site including access road if required, car access and parking areas;
- b. design and construction of the Centre including heating and other building services, service connections (including telephones), fencing and basic landscaping. CSIRO will also provide a sand-pit and some playground equipment;
- c. general fixtures and fittings (i.e. notice-boards, display boards, floor and window coverings, lockable medicine cabinet, ceiling fans, lighting, paper towel dispensers, security system);
- d. whitegoods such as washing machine, clothes dryer, refrigerator, stove/oven, microwave, dishwasher, freezer that may be required for the establishment of the Centre.

The building and its surrounds will be developed according to Government regulations for Child Care Centres in the relevant State/Territory and must meet all licensing requirements imposed by that State/Territory. External landscaping should be professionally planned to ensure that it is compatible with the surrounding areas and recognises the importance of functional design.

CSIRO will retain ownership of the site and all associated building works and fittings it has funded except for the whitegoods, which will be donated to, and will need to be maintained by, the Centre.

Establishment Expenses

CSIRO will grant an Establishment Fund to the relevant Site Committee to enable:

- a. payment of incorporation fees for the Management Committee;
- b. payment to the Management Committee for the first six weeks salary costs for the Director of the Centre who will be required to commence at least six weeks prior to the Centre opening;
- c. payment to the relevant program for the release of a member of the Management Committee (usually the President) for up to six weeks to co-ordinate the opening of the Centre and for any additional day release time for the first year of the operation of the Centre;
- d. payment to the Management Committee (once the Centre has been finished) for the initial four weeks salaries of Centre staff;
- e. partial equipping of the centres.

Sponsorship

Sponsorship may be sought from external sources for the equipping of the Centre and for running costs. However, such sponsorship arrangements must be cleared by the General Manager, Human Resources.

Access

Centres on CSIRO premises are provided principally for care of the children of CSIRO staff members. An Access Policy must be determined for each Centre. CSIRO lease/licensing arrangements with each Centre will stipulate that the Centre Access Policy must be endorsed by the General Manager, Human Resources.

CSIROCARE Centres must ensure first priority of access to children of CSIRO staff members and secondly, to children of people associated with CSIRO activities. Any places that are kept open at the request of the Organisation, or an individual, for CSIRO or potential CSIRO staff, must be funded by the relevant person or requesting business unit to ensure that the Centre does not incur financial hardship due to places remaining unfilled.

If places remain unfilled, these will be offered to the community on an annual basis.

Actions Required

Determination of Need

It is a requirement of CSIRO's Enterprise Agreement, that CSIRO will conduct a staff demographic analysis and staff survey each time there are significant additions to current facilities and for new buildings projects at all CSIRO workplaces and assess the feasibility of the provision of additional child care facilities at CSIRO workplaces.

Where staff members believe that there is sufficient demand for the provision of additional child care services at CSIRO sites, they should arrange for a survey to be conducted of the work-force. They may utilise the standard [CSIRO Childcare survey form](#) [Word 173KB]. The survey will help determine:

- a. the number of staff interested in using such a service;
- b. demographics of staff population to allow prediction of continuing need;
- c. predictions of the number of children to be catered for;
- d. the type of care required;
- e. the capability of any existing community child care service to cater for the needs of CSIRO staff.

Establishment of Planning Committee

Once there is evidence of a requirement for child care in a CSIRO locality (see [Determination of Need](#)), a Planning Committee should be established by involved CSIRO parties, consisting of interested staff members on the site and site management representatives.

The Planning Committee should investigate, in conjunction with the Site Committee, the child-care preferences of interested staff and the feasible options available including:

- a. the availability of land or buildings on site;
- b. the interest of neighbouring organisations in collaborating in a project;
- c. an expansion of existing child care services e.g. Family Day Care.

CSIRO Property Services should be consulted in the planning process by the Planning Committee.

Any options put forward must comply with all relevant Commonwealth, State and local government statutory and licensing requirements for the provision of child care services.

Proposal Process

Preparation of Submission

A submission outlining a proposed child care service/facility should be prepared by the Planning Committee (see [Establishment of Planning Committee](#)) for endorsement by the Site Committee and Group Executive responsible for that site, and forwarded to the General Manager, Human Resources.

The submission should set out:

- a. the extent of demand for this service;
- b. the service(s) recommended;
- c. any options rejected and reasons for rejection;
- d. estimated costs involved including an indication of the likely costs to be borne by users of the service. All details and costs associated with the construction of the Centre must have the prior approval of CSIRO Property Services.

Any submission which does not involve the establishment of an on-site Child Care Centre (for example, funded community places) should contain the following additional information:

- a. the composition of the Management Committee (including potential CSIRO representation);
- b. details of how the service will operate;
- c. the cost of the service.

Consideration of Submissions

The General Manager, Human Resources, in consultation with the Group Executive responsible for the site, as necessary, will consider each submission in the framework of current commitments and budget priorities before making recommendations to the Executive Committee.

If the Executive Team endorses the proposal, the General Manager, Human Resources will arrange for the Centre (or other child-care service) to be included in the budget cycle and allocated a priority.

Post-endorsement process

Should the submission be endorsed by the Executive Team, the Planning Committee will be notified by the General Manager, Human Resources of the nature of the support to be provided. Once the project has been placed in the budget cycle, the Planning Committee should be replaced immediately by a Management Committee (see [Management of Child Care Centres](#), and [Responsibilities of Management Committees](#)). Where a facility is to be built by CSIRO, the Management Committee should:

- a. establish contact with a staff member designated by CSIRO Property Services as their representative responsible for managing the design and construction of the Centre;
- b. liaise with that Property Services representative in preparing a Statement of Requirements;
- c. liaise with that Property Services representative and a representative of the successful tenderer during design and construction. (CSIRO will establish a Steering Task-force comprising a representative of the Management Committee, the Site Committee, CSIRO Property Services and the architect/builder once tenders have been decided);
- d. adopt the CSIROCARE Constitution as approved by the General Manager, Human Resources;
- e. seek incorporation;

- f. commence fund raising for the purchase of those items not being funded by CSIRO.

Where the option selected is not a facility to be built by CSIRO, the committee should liaise with the General Manager, Human Resources, to determine an appropriate course of action to follow.

Management of Child Care Centres

Child Care Centres on CSIRO Premises

The name of any CSIRO Child Care Centre built entirely with CSIRO funding will be CSIROCARE, with the name of the location following: e.g. CSIROCARE Black Mountain. A local title may also be used as a subsidiary to CSIROCARE (for example "CSIROCARE Sleepy Hollow Black Mountain").

The Child Care Centre will be managed by a Management Committee drawn from parents of children who attend the Centre. Interested CSIRO staff members may also be included. A service agreement will be established between the Management Committee and CSIRO.

The Management Committee must include a CSIRO liaison staff member representing the relevant Site Committee and its composition must conform with all requirements imposed on incorporated bodies.

CSIRO will meet the costs of a reputable child care consultancy body to assist the Management Committee of each Centre by over-seeing their first year's operation. In particular, the consultancy will oversight and advise on financial arrangements for the Centre.

Child Care Centres as Collaborative Ventures

CSIRO is to have appropriate representation on the Management Committee of any Child Care Centre in which it has a part interest, e.g. with a University or a private company. Child Care places must be allocated fairly, with the number of reserved places for children of CSIRO staff members reflecting the financial contribution made by CSIRO. Where CSIRO is contributing funds to the Centre, endorsement of these arrangements must be obtained from the Executive Team through the General Manager, Human Resources.

Responsibilities of Management Committee

The Management Committee of a Child Care Centre in which CSIRO has full or part interest will have the responsibility for:

- a. finalising incorporation of the Child Care Centre;
- b. replacement and upkeep of teaching material, aids and equipment, beds, cots, bedding, manchester, kitchen equipment (including white goods), loose furniture and general consumables;
- c. recruiting, and selecting initial staff - such staff will not be employees of CSIRO but of the incorporated body responsible for management of the Centre;
- d. remuneration of Child Care Centre staff;
- e. carrying insurance (including fire and extraneous perils, business interruption, burglary, public liability, personal insurance for voluntary workers, workers' compensation, personal accident for children) and legal matters including formulation of the Memorandum and Articles of Association. CSIRO will carry full liability insurance for any misadventure occurring on CSIRO Property, excluding CSIRO Property being leased for the Child Care Centre. CSIRO will cover all reasonable costs for repairs and maintenance where the building is owned by CSIRO, and its share of the costs where it has a part interest;
- f. raising all funds to run the Centres efficiently and effectively;
- g. payment of accounts;
- h. the sound financial management of the Centre and making good any outstanding debts incurred by the Centre.

Fees must be set at levels to cover operational costs.

Review and evaluation

Reporting Requirements of Management Committee

The Management Committee of each CSIRO Child Care Centre or service will submit a report six months after opening of the Centre and then annually in December each year to the General Manager, Human Resources. The Management Committee will document:

- a. full analysis of usage - part-time, full-time, patterns of usage;
- b. the work locations and Principal Functional Areas and work levels of CSIRO parents with children attending;
- c. the names and qualifications of staff providing child care services;
- d. a fully audited financial statement for the previous financial year plus budget details;
- e. an account and evaluation of the service provision during the previous year;
- f. an outline of future plans of operation (where applicable) including growth and/or decline factors;
- g. those persons on the Management Committee, noting any changes from previous reports;
- h. indicators of performance (e.g. user survey).

In addition:

- i. in April of each year, financial estimates for aspects of the Centre that are CSIRO's responsibility (eg. capital improvements and repairs and maintenance, for the forthcoming financial year) are to be submitted to the General Manager, Human Resources;
- j. until the Centre is financially viable, the Management Committee must submit an annual operating budget for approval to the General Manager, Human Resources.

Review Options of CSIRO

The management of a Child Care Centre or service is the concern of its Management Committee. However CSIRO's lease with each Centre will stipulate that, because of its financial investment, CSIRO reserves the right to call for a review of the management and operation of the Centre or service, where serious concerns arise such as:

- a. complaints from CSIRO staff members in regard to the standard of the service provided or application of the Access Policy;
- b. evidence of financial mismanagement;
- c. any other concern brought to the attention of the General Manager, Human Resources which, in his/her opinion, merits further investigation of the Centre and its management.

If the result of the review is not satisfactory, CSIRO reserves the right to take whatever action it deems appropriate to rectify the situation.

Recognition of Management Committee Members

Work undertaken by members of the Management Committee is done on behalf of CSIRO and should be recognised in employee's Annual Performance Agreement (APA) as a legitimate corporate activity.

Members of the Management Committee may claim up to half a day per month as paid work time to participate in committee meetings and co-ordinating activities.

Definitions

See [Human Resources Glossary of Terms](#).

Resources

Templates / proformas

- [CSIRO Child Care needs survey](#) [Word 173KB]

References

- [CSIRO Enterprise Agreement – Clause 77](#)
- [Flexible Remuneration Packaging Procedure](#)
- [CSIRO Child Care needs survey](#) [Word 173KB]

Further information

For further information please contact [Human Resources staff](#) or [HR Workplace Relations and Policy](#).

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