



**Australian Government**  

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**Department of Social Services**

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**Interim Home Based Carer Subsidy Programme**

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**Nanny Pilot Programme - Service Providers  
Funding Round Summary**

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September 2015

## **Nanny Pilot Programme – Service Provider**

The Nanny Pilot Programme (Programme) will commence in January 2016 and cease on 31 December 2017, and will engage and provide subsidised care for approximately 10,000 children.

Families with an annual family income of less than \$250,000 and who meet the eligibility criteria outlined in the Programme Guidelines will be able to apply to participate in the Nanny Pilot Programme. This Programme will assess the provision of assistance to families who are experiencing difficulties accessing mainstream child care to enable them to meet or increase their workforce commitments.

Participating families will receive a subsidy as a fee reduction towards the cost of using a nanny. The subsidy will be a percentage of the fixed hourly fee of \$7.00 per hour per child, for up to a maximum of 50 hours of care per week. Under the grant agreement, the Department of Social Services (DSS) will pay service providers the nanny fee subsidy and service providers will pass this onto families through a fee reduction.

A service provider or a small number of service providers in each state or territory will be selected to deliver the Programme on behalf of the Government. Service providers will be selected through an open competitive selection process and will be required to enter into a contractual agreement with the Commonwealth.

Service providers will be responsible for invoicing families, receipting the reduced fee from participating families, paying nannies (including the subsidised component), receiving and acquitting funding received from the Government, and reporting on expenditure and usage.

### **Selection type**

This selection is an open process.

### **Eligibility**

Interested organisations will not need to be a current Child Care Benefit (CCB) approved service but will need to be able to deliver the Programme across a specified region of a state/territory or a whole state or territory. Applications will be assessed against the eligibility criteria to ensure public accountability and maximisation of programme outcomes. To satisfy eligibility requirements, applicants to the Programme must fall into one of the following categories:

- Incorporated Associations (incorporated under State/Territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc.' in their legal name)
- Incorporated Cooperatives (also incorporated under State/Territory legislation, commonly have 'Cooperative' in their legal name)
- Companies (incorporated under the *Corporations Act 2001* (may be a proprietary company (limited by shares or by guarantee) or a public company)
- Aboriginal Corporations (incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*)

- Organisations established through a specific piece of Commonwealth or state/territory legislation (public benevolent institutions, churches, universities, unions etc.)
- Partnerships; Trustees on behalf of a Trust
- State and Territory Governments
- Local Governments.

You must select one of the above categories in the Application Form under '**Eligibility Requirements,**' otherwise your application may not be assessed.

In addition, organisations submitting an application **are required to** meet the following eligibility criteria and **add** the following attachments to the Application Form, labelled with the file names as indicated below (i.e. Attachment A – Evidence, Attachment B – fit and proper).

***Organisation established and operating for more than two years***

- **Attachment A – Evidence:** the evidence must demonstrate that you have been a registered company/organisation that was established and has been operating for more than two years in the child care sector or other community service field
  - Evidence supporting this can be:
    - a copy of their CCB Approval Certificate or
    - an extract from the Australian Securities and Investments Commission (ASIC) database and
    - any other legal documentation that demonstrates you have been a registered company/organisation that was established and has been operating for more than two years in the child care sector or other community service field

***Owner/director(s) must meet fit and proper person requirements***

- **Attachment B – Fit and proper:** the evidence must demonstrate that owners/directors meet fit and proper person requirements (outlined below) and provide the following attachments:
  - **Attachment B.1** – proof of identity
  - **Attachment B.2** – copy of a criminal history check (not older than 6 months) before submitting an application
  - **Attachment B.3** – a current working with children check, working with children card or working with vulnerable people check issued on the basis of a criminal history record check

The following documents should also be attached **only** if it is relevant

- **Attachment B.4** – if the applicant has lived and worked outside Australia at any time within the previous three years, an overseas criminal history statement made by the applicant
- **Attachment B.5** – details of any disciplinary proceedings (see glossary) or bankruptcy

***Proven track record***

If the service already has a relationship with DSS, we will undertake a due diligence check based on the service provider's previous performance.

## ***Licence to operate***

- If you are located in South Australia or Tasmania, you will need to have a licence to operate an In Home Care service from January 2016<sup>1</sup>. This evidence may be requested at a later stage.

You must attach the relevant documents mentioned above in the Application Form under ‘**Eligibility Requirements**’ otherwise your application may not be assessed. For instructions on how to attach requested attachments please refer to the Frequently Asked Questions (Q7 of the Applications and Selections Processes section).

## **How much?**

Up to \$245.9 million<sup>2</sup> (GST exclusive) is available from 1 January 2016 to 31 December 2017. The funding allocation includes the subsidy amount, administrative payment to service providers and evaluation costs for the Programme.

## **Closing Date and Time**

Applications should be submitted by 2:00pm AEDT, 22 October 2015.

## **Who to contact?**

Please email your enquiries to: [grants@dss.gov.au](mailto:grants@dss.gov.au)

## **Grant objectives**

The Programme is an Australian Government initiative, administered by DSS and will extend fee assistance to child care delivered in the home by nannies. The ability to find appropriate child care will provide many families with the opportunity to engage or increase their workforce participation.

The Programme aims to assess the provision of assistance to families who are having difficulties accessing mainstream child care to enable them to maintain or increase their workforce commitments. Information on changes to families’ workforce participation during the Programme will be gathered and measured and form part of the programme evaluation. The Programme will also collect information on a range of factors including, but not limited to, the demand, supply, usage and characteristics of participants.

The Programme and its evaluation will inform consideration of how care in the family home could be supported beyond the pilot period. The outcomes of the evaluation will also assist in determining appropriate regulatory requirements for service providers, nannies and families for any future programmes.

The Programme will also provide the Government with quantifiable data on the nanny workforce, including nannies’ qualification levels, families’ patterns of usage and the types of service providers that offer nannies for families. It will also provide information on the characteristics of families who may use nannies including their income, location, workforce participation, preference for full time or part time care, and the ages of children cared for by a nanny. As part of the evaluation process, data will be collected on the average hourly cost

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<sup>1</sup> Tasmania and South Australia currently require services to be licenced to operate an In Home Care service.

<sup>2</sup> This amount includes funding for the evaluation of the Pilot Programme.

of home based care and whether the ability to attract a subsidy makes care in the child's home affordable for families. Despite nannies being a care choice used by many families, there is currently little data available regarding the nanny workforce.

Services applying for the Programme should note that DSS will be requesting they participate in an evaluation as outlined in section 5.9 of the Programme Guidelines.

### Statement of Requirement

DSS will engage a service provider or a small number of service providers per state/territory to deliver the Programme on behalf of the Australian Government. Interested service providers will not need to be a legal entity with a current CCB approved service but will need to be able to deliver the Programme across a region of a state/territory or a whole state or territory. Legal entities that operate CCB approved services may also apply for this Programme.

Applications will be assessed against the eligibility criteria to ensure public accountability and maximisation of programme outcomes.

The funding allocation for five of the states will be notionally split using the Australian Bureau of Statistics Greater Capital City Statistical Area Structure (GCCSA) between the population in the capital city and the rest of the jurisdiction. There will be no distinction between GCCSA and the rest of the jurisdiction for the Northern Territory, Australian Capital Territory and Tasmania due to their relatively small populations.

DSS reserves the right to reallocate this funding as the Programme progresses and utilisation across states and territories is established.

<i>Jurisdiction</i>	<i>NSW</i>		<i>Vic</i>		<i>Qld</i>		<i>SA</i>		<i>WA</i>		<i>NT</i>	<i>ACT</i>	<i>TAS</i>
Category <sup>3</sup>	Greater Sydney	Rest of NSW	Greater Melbourne	Rest of Vic	Greater Brisbane	Rest of Qld	Greater Adelaide	Rest of SA	Greater Perth	Rest of WA	NT	A.C.T.	TAS
% of funding	21%	12%	18%	6%	10%	11%	5%	2%	8%	2%	1.5%	1.5%	2%

When filling in the application form Part 4 – Activity Detail, the title of your application for the activity should include one of the following:

- Nanny Pilot Programme – Greater Sydney
- Nanny Pilot Programme – Rest of New South Wales
- Nanny Pilot Programme – Greater Melbourne
- Nanny Pilot Programme – Rest of Victoria
- Nanny Pilot Programme – Greater Brisbane
- Nanny Pilot Programme – Rest of Queensland
- Nanny Pilot Programme – Greater Adelaide
- Nanny Pilot Programme – Rest of South Australia
- Nanny Pilot Programme – Greater Perth

<sup>3</sup>The Programme Guidelines refer to the categories of metro and regional and remote.

- Nanny Pilot Programme – Rest of Western Australia
- Nanny Pilot Programme – Northern Territory
- Nanny Pilot Programme - Tasmania
- Nanny Pilot Programme – Australian Capital Territory

## **Selection Criteria**

The equally weighted selection criteria are outlined below:

### ***Selection Criterion 1 – Ability to plan for the Nanny Pilot Programme activities***

Applicants should outline a comprehensive service delivery framework for the region that identifies the strategies or mechanisms that will be used to deliver outcomes required by service providers under the Nanny Pilot Programme. The response to this criterion should include, but not be limited to, the following:

- An outline of the organisation’s engagement strategy to ensure engagement and placement of nannies, including provision of ongoing professional support.
- An outline of the strategies planned to ensure that all eligible families assigned to the service are interviewed in a timely manner, including approaches to ensure their child care requirements are captured and assessed.
- Details of fees that will be charged for nannies, including any basis for variations, such as number of children, location of care and other circumstances. Services must attach this to the Application Form under ‘Eligibility Requirements’ and refer to it as **Attachment C – Fees charged**. For instructions on how to attach requested attachments please refer to the [Frequently Asked Questions](#) (Q7 of the Applications and Selections Processes section). This information will be assessed to determine whether the organisation is charging market rate fees.
- Demonstrated understanding of issues that impact on matching nannies with families.
- The proposed strategy for managing funding, including allocation and budgeting, invoicing, reporting and management of the administration component.

### ***Selection Criterion 2 – Capacity and infrastructure to deliver the programme activities***

The response to this criterion should include, but not be limited to, a discussion of the Applicant’s:

- Capacity to place and support nannies including in the context of agreements for the procurement of labour with other service providers.
- Quality assurance and complaints handling mechanisms.
- Demonstrated sound human resource management capability, including:
  - a. screening mechanisms for nannies.
  - b. employment and people management practices.
  - c. ability to meet the diversified needs of families as well as accommodating or dealing with unforeseen circumstances, such as a nanny being sick or accidents in the home.
  - d. recruitment and support of staff with diverse backgrounds and abilities.
- Sound Work Health and Safety policies and procedures in place.
- Demonstrated experience in developing employment contracts and/or managing outsourced staff arrangements, including contracts, conditions and support.
- Details of payment structures for nannies. Services must attach this to the Application Form under ‘Eligibility Requirements’ and refer to it as **Attachment D –**

**Payment structures for nannies.** For instructions on how to attach requested attachments please refer to the [Frequently Asked Questions](#) (Q7 of the Applications and Selections Processes section). This information will be assessed to ensure the organisation is meeting the relevant award and conditions.

- Demonstrated sound financial management capability, including knowledge of government contracts, budget management and reporting practices.
- Capacity to provide reports on outputs and outcomes for the purposes of monitoring and evaluation.

### ***Selection Criterion 3 – Demonstrated relevant knowledge and service delivery experience in the nominated region***

The response to this criterion should include, but not be limited to, a discussion of the Applicant's:

- Demonstrated understanding of the region for which the Applicant is seeking to apply, including local needs and relevant community and service delivery networks, and how they relate to the delivery of the Nanny Pilot Programme activities.
- Demonstrated understanding of the difficulties some families face in obtaining suitable child care, particularly those working non-standard hours and living in regional, remote and rural areas.
- Successful delivery of any relevant programmes and/or services, and how this would relate to effectively carrying out the roles and responsibilities of the service provider under the Nanny Pilot Programme.

### **Multicultural Access and Equity policy**

*Australia's Multicultural Access and Equity Policy: Respecting diversity. Improving responsiveness* obliges Australian government agencies to ensure that cultural and linguistic diversity is not a barrier for people engaging with government and accessing services to which they are entitled, for example, by providing access to language services where appropriate. Grant applicants should consider whether services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with non-English speakers. If your Application Form states that a budget is required, costs for translating and interpreting services should be included in your application.

### **Assessment**

The Assessment Team may be comprised of DSS officers from National office and from state/territory offices. Teams will undertake training to ensure consistent assessment for all applications received. The Assessment Team will be bound by the APS Code of Conduct and the Secretary's Instructions.

### **Probity**

The selection of funding recipients must be fair, open and demonstrate the highest level of integrity.

The following probity principles will be applied through all stages of the selection process.

- a. fairness and impartiality
- b. consistency, accountability and transparency of process

- c. security and confidentiality of information
- d. identification and resolution of conflicts of interest
- e. compliance with legislative obligations and government policy.

These principles are intended to achieve an equitable, justifiable and sound process.

Adherence to the probity principles means that everyone involved with the selection process will act:

- f. impartially
- g. with integrity, including avoiding actual or perceived conflicts of interest.

A Probity Advisor has been appointed for the Activity. The role of the Probity Adviser is to assist DSS meet its probity obligations in relation to the Activity by ensuring that the selection processes are defensible and will withstand external and internal scrutiny.

The role of the Probity Adviser is to independently monitor procedural aspects of the selection process to ensure compliance with the published relevant Programme Guidelines and to advise DSS in relation to such matters. The Probity Adviser plays no part in the assessment of applications.

### **Programme Guidelines**

The Programme Guidelines provide the key starting point for parties considering whether to participate in the activity and form the basis for the business relationship between the Department and the funding recipient. Applicants are strongly advised to read the Programme Guidelines prior to completing an Application Form.

### **How to Apply**

Please read and complete the declaration part of the Application Form carefully. Ensure all responses are true and accurate. Click the **Submit Application** button and follow the instructions provided. All questions will be verified. Any incorrect or unanswered responses will be displayed for your correction. The Application Form will not submit until all responses have been verified.

Upon successful submission you will be issued with a confirmation receipt and email. Submission may take several minutes. **Please be patient and do not close the Application Form before receiving confirmation. Do not attempt to submit the application more than once.** If you do not receive confirmation or you experience difficulties submitting the application Form, please call 1800 020 283.

### **Grant Agreement Information**

The Grant Agreement is a performance-based, legally enforceable agreement between the Commonwealth (represented by DSS) and the successful applicant that sets out the Terms and Conditions governing the funding to be provided.

The type of Grant Agreement you are asked to enter into will be influenced by the nature of the Activity, the assessed Activity risk level, the length of the Activity and the value of the Activity.



Your executed Grant Agreement represents each grant provided within it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

## **Questions**

Questions can be submitted via email to [grants@dss.gov.au](mailto:grants@dss.gov.au).

Responses to questions will be published on the funding round page within five working days of receipt, except where the answers are already available in the Application Pack. DSS will only respond to requests for information that seek clarification of issues to allow applicants a better understanding of the requirements of the Application Form and Programme Guidelines e.g. DSS will not provide advice on how to respond to specific Selection Criteria.

DSS will not respond to any questions, requests for information or correspondence about the status or progress of applications from **15 October 2015** until the conclusion of the selection process.