



Government of Western Australia  
Department of Communities



# **Attraction and Retention Packages for Regional Child Care Workers Program 2023-2024**

## **Guidelines and Application Form**

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## Part A - Guidelines

All applications for the Attraction and Retention Packages for Regional Child Care Workers Program 2023-2024 must be received by the Department of Communities (Communities) via email on or before the advertised closing time and date below to be eligible for assessment. Applications received after the closing time/date will not be accepted.

Please allow up to 12 weeks from the closing date for your application to be processed. Contact can be made with Erin Money, Senior Project Officer, at Communities on 0457 166 310 if you wish to discuss your project before completing your application.

### Submitting an application

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**Closing Time:** 2:30pm

**Closing Date:** Friday, 1 March 2024

Applications must be submitted by:

**Email** [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

All applications will be acknowledged via email within five business days of receipt. Please contact Communities to confirm receipt if no acknowledgement is received by this time.

## About the program

In 2021, the State Government committed \$1 million over four years to support the attraction and retention of early childhood education and care (ECEC) workers in regional Western Australia (WA).

The Attraction and Retention Packages for Regional Child Care Workers Program (the Program) provides grants of up to \$25,000 per annum to regional Local Government Authorities (LGAs) to fund initiatives that aim to attract and retain educators in the regions.

## Background

The ECEC sector plays a vital role in regional communities across WA. The sector is facing a range of unique challenges and attracting and retaining suitably qualified staff has been shown to be an issue for services across all regions in WA.

There are often long wait lists for childcare places and the number of places available is often dependent on the availability of staff. Legislation determines the child to educator ratios. A lack of suitably qualified educators leads to reduced child numbers and an inability for services to accommodate an often high level of need in their communities.

The following highlights some but not all of the workforce issues:

- Quality of ECEC training can be poor, leading to compliance issues.
- An undersupply of qualified educators, including diploma qualified staff.
- High cost of obtaining a qualification.
- Lack of professional development for regional educators.
- High staff turnover.
- Uncontrolled ECEC sector growth, reducing the pool of available educators.
- Lack of affordable accommodation in regional towns.
- Where accommodation is provided by external sources, for example by LGAs or mining companies, there is no guarantee of continuity of availability.
- Lack of properties for sale in many regional towns.

The Program aims to support local solutions to local challenges. Examples of projects that may be developed to address workforce issues include:

- Promoting traineeships to local people.
- Providing subsidised rental schemes and / or relocation packages for educators.
- Partnerships with the local TAFE's as preferred training providers.
- Campaigns in partnership with local TAFE and high schools to encourage school leavers to consider ECEC as a career pathway, with the opportunity to take up traineeships with the local ECEC service.
- Supporting staff to complete their practicums and professional development.

- Supporting FDC educators to offset costs through purchase of equipment needed to deliver a high-quality service.
- FDC recruitment campaign offering support for out-of-pocket expenses associated with obtaining qualifications and one-off set up costs.

## **What is covered by the grant?**

Funding of up to \$25,000 is available for LGAs to deliver a range of activities including:

- subsidised accommodation/housing
- intrastate travel relevant to the project
- relocation packages
- training and professional development
- support for educators to complete their practicums (including wages for relief staff)
- purchase of small capital items to support online learning
- workshops, seminars and talks to recruit prospective educators
- purchase of equipment required to deliver FDC (FDC only)
- FDC one-off set up costs (FDC only).

## **What is not covered by the grant:**

- Ongoing operational costs, such as insurance, power and water and home-based FDC accommodation costs.
- interstate and overseas travel
- operational staff wages and salaries
- projects that duplicate an existing or similar project or service within the community
- projects that are typically funded through other sources, such as school activities, sporting and cultural events
- projects that could be delivered as part of the agreed services under a current agreement the organisation has with Communities
- purchase of prizes or gifts.

## Previously funded projects

Round 2 of the Program attracted eight eligible applications, all of which were funded. Funded projects are outlined in the following table.

Project	Shire / Region
Support seven educators across two early learning centres to complete further study and professional development in Ravensthorpe and Hopetoun.	Shire of Ravensthorpe, Goldfields-Esperance
Support the Gnowangerup Family Support Association in its delivery of ECEC services.	Shire of Lake Grace, Great Southern
Support educators with a travel subsidy who travel long distances to work in early learning centres.	Shire of Gnowangerup, Great Southern
Support in-venue family day care service educators with subsidised accommodation in Denham.	Shire of Shark Bay, Gascoyne
Support educators with the high cost of housing in the East Kimberley by providing subsidised housing or a housing allowance.	Shire of Wyndham-East Kimberley, Kimberley
Support Granny Glasgow Day Care Centre with professional development and retention initiatives.	Shire of Carnarvon, Gascoyne
Support local ECEC service providers and the community by holding the Central Great Southern Early Childhood Education and Care Conference 2023.	Shire of Kent, Great Southern
Support ECEC service providers with grants to design, implement and complete projects that respond to local child care issues.	Town of Port Hedland, Pilbara

## Assessment criteria

Each application will be assessed against the following criteria:

1. The extent to which the project addresses workforce issues in the local government area or region.
2. Project outcomes are clearly defined and achievable.
3. Partnerships with a range of community organisations, early childhood education and care services involved in the development of the project planning and delivery.
4. Evidence of sound planning and demonstrated ability to manage the project.
5. The requested grant amount is reasonable given the aim of the project, number of participants and expected outcomes (value for money).

## Please note

1. Applications from a lead LGA representing a partnership of two or more LGAs are welcome. These applicants may apply for a greater amount of funding commensurate with the number of LGAs and the regional coverage.
2. It is a requirement of the 2021 Election Commitment that funding through the Program be distributed to LGAs.
3. The governance approach taken by an LGA in relation to submitting a grant application to the Program and administering any subsequent grant funding is at the discretion of the LGA.

## Who can apply

Local Government Authorities (LGAs) that work in partnership with their local ECEC services to develop workforce packages.

Please note, LGAs that have received funding through previous rounds of the Program and that have acquittal reports for those grant agreements due during or after the current round of funding are eligible to apply.

## Who cannot apply

Entities not eligible to apply for funding through this program include:

- Commonwealth or State Government agencies
- individuals
- commercial, for-profit organisations
- unincorporated, community sector organisations
- incorporated community sector organisations
- organisations located in the Indian Ocean Territories.

Organisations that have outstanding acquittal or evaluation requirements from previous Communities' grant or program funding are ineligible to apply until the required documentation has been submitted. Please contact Communities if there are any queries about an organisation's acquittal status.

## How to apply

1. Carefully read the Guidelines at Part A.
2. Complete Part B – Application Form.
3. Attach any supporting documents, if required.
4. Ensure the application is signed by the authorised delegate of the Organisation.
5. Check you have completed all requirements as per Part C – Application Checklist.
6. Submit the signed application to Communities at [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

### **Late applications will not be accepted.**

All applications will be acknowledged via email within five business days of receipt.

Please contact Communities to confirm receipt if no acknowledgement is received by this time.

## Assessment and notification

Please allow up to 12 weeks from the closing date for advice regarding the outcome of an application.

All applications will be reviewed against the assessment criteria outlined above. All Local Government Authorities that apply for funding will be notified in writing of the outcome of the submission.

## Successful applicants

Successful applicants will be required to report on the activities undertaken, participants and partners, lessons learned, effectiveness and outcomes achieved. A certified statement of income and expenditure must be provided. Once the project is complete, an acquittal report must be submitted, the requirements of which will be provided.

Any unspent grant funds, or grant funds not expended in accordance with the grant program, must be returned to Communities.

## Technical Assistance

For technical assistance completing the application form, please contact:

Melinda Cunningham

Procurement Officer

Mobile: 0432 835 077

Email: [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)



## Part B - Application Form

### 1. Administering Organisation

An applicant to the Attraction and Retention Packages for Regional Child Care Workers Program must be a Local Government Authority.

- 1.1 **Local Government Authority:** Click here to enter text.
- 1.2 **Contact person:** Click here to enter text.
- 1.3 **Contact person phone number:** Click here to enter text.
- 1.4 **Contact person email address:** Click here to enter text.

### 2.

## 2. Project Details

**2.1 Project name:** Click here to enter text.

**2.2 Provide a description of the project, including local context (what is the current situation and what are the issues, what is the project and what do you hope to achieve?).**

Click here to enter text.

**2.3 List the intended outcomes of the project.**

Click here to enter text.

**2.4 Attach a project plan, including key phases/milestones and activities to this application.**

Yes, project plan is attached

Click or tap here to enter text.

**2.5 Timeline of your project.**

*Please allow three months for the application assessment period from the closing date of this grant program.*

Estimated project start date: Click here to enter text.

Estimated project finish date: Click here to enter text.

**2.6 In which region/s will your project be delivered?**

- |                      |                          |            |                          |
|----------------------|--------------------------|------------|--------------------------|
| Gascoyne             | <input type="checkbox"/> | Pilbara    | <input type="checkbox"/> |
| Great Southern       | <input type="checkbox"/> | Peel       | <input type="checkbox"/> |
| Goldfields-Esperance | <input type="checkbox"/> | South West | <input type="checkbox"/> |
| Kimberley            | <input type="checkbox"/> | Wheatbelt  | <input type="checkbox"/> |
| Mid West             | <input type="checkbox"/> |            |                          |

**2.7 Please list the ECEC services that will benefit from your project.**

Service Name	Service Type (E.G. long day care, out of school hours care, family day care)	Number of approved places

**2.8 Provide evidence of community support for the project.**  
*Please note: You may like to consider obtaining letters of support.*

[Click here to enter text.](#)

**2.9 Community partnerships**

What other groups, organisations or local governments are involved in planning and implementing your event/activity. Please list the organisations involved, with contact details and how they are contributing.

Organisation Name	Contact Person/Phone	How is this organisation involved?
e.g. XYZ Council	John Smith, xxxx xxxx	On planning committee, free venue
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
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### 3. Project Budget

Requested grant amount (excluding GST)	\$ <a href="#">Click here to enter text.</a>
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It is important to detail the proposed expenditure of the requested grant and indicate any other income that is expected in support of the project, either cash or in-kind. The value any contributions made to the project by partner organisations noted above should be specified in this section.

A maximum of \$25,000 (excluding GST) per project may be applied for and the proposed expenditure should be detailed below in the Attraction and Retention Packages for Regional Child Care Workers column only.

Please note: partnerships with more than one LGA may apply for a greater amount of funding commensurate with the number of LGAs in the partnership and the regional coverage.

**Use the table below to evidence all sources of income for this project, proposed and confirmed, cash and in-kind, and how it will be expended. The budget should align to the proposed project activities and outcomes specified in this application.**

**Do not include GST in the costings below.**

Budget Item	Department of Communities Grant (\$ excluding GST)	Other Cash or Grants (\$ excluding GST)	In-kind Support	Source of Other Cash or In-kind Support
What the funding is to be spent on	Proposed grant expenditure from the Attraction and Retention Packages for Regional Child Care Workers Program grant only.	Any other cash income anticipated for this project from the applicant and/or project partners.	An estimated dollar value of the in-kind support for the project from the applicant and/or project partners.	Note the source of Other Cash or In-kind support and if this is confirmed or unconfirmed with the source.
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
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Budget Item	Department of Communities Grant (\$ excluding GST)	Other Cash or Grants (\$ excluding GST)	In-kind Support	Source of Other Cash or In-kind Support
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>TOTAL</b>	<b>Click here to enter text.</b>	<b>Click here to enter text.</b>	<b>Click here to enter text.</b>	<b>Click here to enter text.</b>

## 4. Taxation and banking details

This section is to be completed by the organisation managing the grant funds.

### Taxation

Australian Business Number (ABN)	<a href="#">Click here to enter text.</a>
Registered for Goods and Services Tax (GST)	Registered for GST <input type="checkbox"/>
	Not registered for GST <input type="checkbox"/>

### Bank account

Bank name	<a href="#">Click here to enter text.</a>
Branch / suburb	<a href="#">Click here to enter text.</a>
Account name	<a href="#">Click here to enter text.</a>
BSB number (must be six digits)	<a href="#">Click here to enter text.</a>
Account number (up to nine digits only)	<a href="#">Click here to enter text.</a>

### Affiliated body

If the requested grant amount, combined with any other grants or funding received from the Department of Communities (Communities) comprises **more than 50%** of the applicant organisation's total annual income for the current financial year, the organisation is an **Affiliated Body** of Communities.

Acknowledgement of affiliated bodies is a requirement of Communities in accordance with the *Financial Management Act 2016* and prescribed by the Treasurer's instructions.

Yes, the organisation is an affiliated body	<input type="checkbox"/>
No, the organisation is not an affiliated body	<input type="checkbox"/>

## 5. Grant conditions

Grants provided through the Attraction and Retention Packages for Regional Child Care Workers Program are subject to the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by the Department of Communities (Communities) during the funding period.
2. Written approval must be sought from Communities for any request to vary the approved purpose of the grant or seek an extension to the funding period.
3. Any part of the grant that is not used in accordance with Condition 1 must be repaid to Communities unless prior written approval is obtained.
4. Should the activities for which the grant was approved cease or should the grant agreement be terminated due to a breach of the any of these Conditions, then:
  - (a) the balance of the grant, unspent in accordance with the approved purpose of the grant, must be repaid to Communities within ten business days; and
  - (b) any property acquired with the grant must be transferred to another not-for-profit organisation with similar objectives and purposes to the recipient organisation, upon approval by Communities.
5. Providing a grant does not entitle a recipient organisation to be provided any further funding than that specified in the grant agreement.
6. Communities will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
7. Any documents or information relating to the grant or the approved purpose must be provided to Communities within ten business days of the request.
8. All payment conditions and reporting requirements must be met, as specified by Communities.
9. The Auditor General for the State of Western Australia, or an authorised representative, must be granted access to, and be permitted to examine, records and information concerning this grant.
10. All Local, State and Commonwealth laws applicable to the approved purpose must be abided by and complied with at all times.
11. Any project that involves working with children must ensure that the recipient organisation and all employees and volunteers comply with the *Working with Children (Criminal Record Checking) Act 2004*. Please refer to the Working with Children Check website for further information [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au).
12. Communities is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.
13. Recipient organisations are required to be appropriately incorporated and be responsible for ownership of the appropriate insurance policies. This includes, but is

not limited to, Public Liability, Volunteer Insurance, Workers' Compensation, and Professional Indemnity.

14. An acknowledgement of funding assistance provided by Communities must be included in any advertising and on any material relating to the project by using the words 'Supported by the Department of Communities'.

15. Any individuals involved with the project must not be exposed to significant promotions for alcohol or unhealthy food and drinks during the term of the project.

16. Goods and Services Tax (GST)

(a) For the purposes of Condition 16:

- i. "GST" means the goods and services tax applicable to any taxable supplies, as determined by the GST Act;
- ii. "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations; and
- iii. The terms "supply", "tax invoice", "taxable supply", and "value" have the same meanings as in the GST Act.

(b) If the supply of anything through this agreement is a taxable supply under the GST Act, the grant shall be inclusive of GST.

(c) If the parties agree that Communities will issue the recipient organisation with a recipient-created tax invoice (RCTI), then the parties hereby agree that:

- i. Communities will issue a RCTI in respect of GST payable on the supply of the project and the recipient organisation will not issue a tax invoice in respect of that supply;
- ii. The recipient organisation warrants that it is registered for the purposes of GST and Communities will notify the organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the term of the agreement; and
- iii. Communities will indemnify and keep indemnified the recipient organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which Communities issues an RCTI under the grant agreement.

17. If any of the terms or conditions are breached by the recipient organisation, Communities may terminate the grant agreement at any time and without giving prior notice.



## 6. Declaration

On behalf of the applicant organisation, I declare that:

- I am currently authorised to legally enter into contracts on behalf of the organisation, according to its constitution or as bound by law.
- All the information provided in this application, including any attachments, is true and correct.
- The taxation and banking details entered in this application are true and correct.
- The organisation is financially viable and able to meet all accountability requirements.
- I give permission to the Department of Communities, when applicable, to contact any persons or organisation in the processing of this application and I understand that information may be provided to other agencies, where appropriate.
- If a grant is provided:
  - I am aware the Grant Conditions outlined in this document will apply to ensure a project is appropriately completed and accountability requirements are met.
  - I agree to ensure that appropriate insurances are in place (including but not limited to worker’s compensation, volunteers, professional indemnity, public liability, motor vehicle, etc.).
  - I agree to undertake the project as stated and provide the required qualitative and financial reports to demonstrate that the grant was expended in accordance with the agreement.

Legally authorised officer signature	
Date	<a href="#">Click here to enter a date.</a>
Legally authorised officer name	<a href="#">Click here to enter text.</a>
Legally authorised officer position	<a href="#">Click here to enter text.</a>
Organisation	<a href="#">Click here to enter text.</a>
Legally authorised officer phone	<a href="#">Click here to enter text.</a>
Legally authorised officer email	<a href="#">Click here to enter text.</a>
Witness Signature	
Witness Name	<a href="#">Click here to enter text.</a>
Witnessed Date	<a href="#">Click here to enter a date.</a>

## Part C - Application checklist

Before applying, ensure the following have been completed and checked:

Checklist item	Complete
The Guidelines and Grant Conditions have been read and understood by the authorised signatory or delegate of the administering organisation, and any other relevant parties.	<input type="checkbox"/>
All questions in the application form are complete.	<input type="checkbox"/>
A project plan is attached (if applicable).	<input type="checkbox"/>
Written support from relevant partners/stakeholders is attached (if applicable).	<input type="checkbox"/>
The taxation and banking details of the administering organisation have been entered and are correct.	<input type="checkbox"/>
The declaration has been signed by the authorised signatory or delegate of the administering organisation.	<input type="checkbox"/>
All attachments have been included in the application (i.e. project plan, letters of support, quotes, etc.), where applicable.	<input type="checkbox"/>