

Frequently Asked Questions

Manly West BASC Service Future Options

Information to help P&C members understand the options for the future of our Before and After School Care service.

1. Why is the P&C considering a potential change to the BASC service?

The current volunteer-run model faces three key challenges that pressure its future sustainability:

- difficulty recruiting and retaining volunteers for the Executive and BASC committees;
- increased regulatory compliance and risk management responsibilities for volunteer office bearers; and
- the amount of volunteer workload required to manage the growing complexity of an approximately \$2m operation with approximately 60 staff.

2. What are the two options being considered?

Option 1: Continue as a Manly West P&C-run service with enhancements including hiring a part-time General Manager, implementing new systems, providing governance training, and developing better risk management and governance structures. This option still requires ongoing volunteer involvement and PMC responsibilities (see Question 6 below)

Option 2: Transition to a licensed third-party provider who would (with oversight from the Department of Education and input from the Manly West P&C) take on all staffing, compliance, payroll, administration, and legal responsibilities for the service.

3. When will the decision be made?

Manly West P&C members will vote at an Extraordinary General Meeting on 28 October 2025. As a reminder, To be eligible to vote, you must be a registered P&C member who has paid the membership fee prior to the membership register update following the last General Meeting.

4. Will fees increase under either option?

Current projections indicate that fees are likely to increase to account for changes in staffing structure and increased award rates. Under Option 1, the Manly West P&C would maintain control over fee setting. Under Option 2, external providers are responsible for setting their fee structure.

5. What happens to the waitlist under each option?

During 2025, the waitlist has reduced to 50 places. Under both options, the ability to add more places is constrained by physical space and regulatory ratio requirements, so neither option would dramatically change waitlist capacity.

6. What legal and regulatory responsibilities do P&C volunteers currently have?

Manly West P&C office bearers are registered as 'Persons with Management or Control' (PMC) and are responsible for ensuring BASC complies with National Laws and Regulations, including the National Quality Framework. This includes compliance monitoring, financial oversight, strategic planning, risk management, staff selection and monitoring, and dispute management.

The Manly West P&C has all appropriate insurances in place; however, these responsibilities do carry personal liability.

7. If we decide to outsource the BASC service, who will the external provider be/how will they be selected?

The provider will be selected through a transparent tender process following Department of Education (DoE) procurement policy. This process includes a Request for Tender (RFT) or Expression of Interest (EOI) being published via the DoE preferred platform. An evaluation panel (including school staff and community representatives) will assess submissions against clear criteria including quality of care, fees for families, inclusion support, experience and reputation, and alignment with school values. The panel will conduct interviews, check references, verify regulatory compliance, and perform due diligence before selecting a provider.

8. If we decide to outsource, how long will it take to transition the service to a new provider?

The draft timeline for the initial transition is estimated to take approximately 6 months from the decision to externalise until a new service launches. It should be noted that this timeframe is an estimate and is not fixed. In other words, it may be shorter or longer than 6 months. The current pathway for externalisation also includes post-launch activity to monitor quality and address any transition issues. In total, the transition could take up to 12 months. The Manly West P&C is committed to ensuring day-to-day operations continue as normal throughout the tender process and transition periods.

9. If we decide to outsource, what are the implications for existing BASC staff?

Throughout the consideration of this issue and during pre- and post-transition activity, the Manly West P&C will fully comply with all workplace law obligations, including proper consultation, notice requirements, and payment of entitlements. Staff will be kept informed throughout and supported during any transition. The Manly West P&C intends to work with the selected provider to explore employment opportunities for current staff. While we aim to facilitate the transfer of employment arrangements to the new provider, this will ultimately be a decision for the new provider.