

Terms of Reference for *National Out of School Hours Services Alliance (NOSHSA)*

These terms have been established as agreed by the following member organizations:

Network of Community Activities (NSW) (ACT)
Queensland Children's Activities Network (QLD) (NT)
Out of School Hours Care (SA) Assoc Inc
OSHC WA (WA)
Community Child Care Association (VIC)

Core business:

The National Out of School Hours Services Alliance (NOSHSA) is the Peak Body representing Centre Based School Age Care Services in Australia.

Objectives:

- To facilitate collaboration between the various State & Territory OSHC services and relevant stakeholders;
- To strengthen the status of the OSHC sector and promote the identity and integrity of OSHC services and educators as professionals throughout Australia;
- To provide a forum for discussion and debate;
- To work toward an informed and more cohesive voice around collective OSHC services issues;
- To continue to promote the well-being of all children in OSHC;
- To provide a National Voice for OSHC in Australia.

Strategic Directions

The NOSHSA members will:

- Actively promote the significant contribution of SAC services to the wellbeing, learning and development of children, families and the broader community.
- Inform the development and/or review of quality frameworks and standards in SAC children's services, drawing on contemporary research and practice wisdom.

- Promote SAC children's services as a profession, including greater recognition and valuing of staff and improved working conditions.
- Promote increased investment by government, community and business in flexible, innovative and sustainable SAC children's services.
- Actively explore and support opportunities to advance the research and evidence base for SAC in Australia.

Communication

- ***Refer to operational policy***
- In communicating externally the NOSHSA members will use the 'Terms of Reference' as a guide to explain who we are as a group.
- In dealing with external communications NOSHSA will only provide comments on issues previously discussed and agreed.
- Written communications must be approved prior to publication.

Representation

- NOSHSA is a representative group and provides a single point of contact for representation of the group at National forums, meetings or other activities.
- Guidelines for representation are:
 - The secretariat as meeting chair will represent the group;
 - Should the secretariat be unavailable, the deputy will represent the group.

Meetings

****The schedule of meetings per annum is at least once per term with one face to face meeting per annum.**

The NOSHSA members will:

- Share the responsibility for hosting National Meetings;
- Actively participate in National Meetings and provide reports;
- Be responsible for funding the participation of their Association's delegates at National Meetings.

Secretariat

- The Queensland Children's Activities Network shall provide secretariat to NOSHSA. This shall include:
 - Recording and distributing minutes and agendas through email;
 - Chairing meetings;
 - Maintaining current contact lists of participants;
 - Record keeping including electronic copies of all meetings and NOSHSA activities;

- Providing reports to NOSHSA delegates on advocacy and representation matters;
- Maintenance of website;
- Maintenance and monitoring of social media;
- Funding the participation and attendance of the secretariat delegate at any representative forums.

Agenda

- The standing agenda for NOSHSA shall include as a minimum
 - Location
 - Chair
 - Minute taker
 - Participants Present
 - Apologies
 - Declaration of Conflict of Interest
 - Acceptance of Previous Meeting Minutes (should usually be moved within 28 days of meeting date by those present)
 - Review/report on strategic plan progress and actions
 - General Business – open to participants for items
 - Other Business – open to participants for items
 - Next meeting scheduled

Decision Making

The NOSHSA members will:

- Develop an annual strategic plan to inform and guide the group's activities and to be used as a measure of performance.
- Promote a model of consensus (without intentionally hindering the capacity of the group to carry out the work and objectives of NOSHSA);
- Have equal opportunity to participate through discussion, debate and agreement at meetings;
- Have the right to express and share differences in opinion equally and with validity.

Dispute/Grievance resolution

- In the first instance any organization or person that identifies a reason to raise a grievance or concern regarding the practice of the NOSHSA should put a report in writing to document their concerns and send this to the chair to add to the agenda of the next meeting.
- In the first instance any organization or person that identifies a reason to raise a grievance or concern regarding the practice of an individual member

should firstly approach that member and if no resolution document their concerns and send this to the chair to add to the agenda of the next meeting.

- Any issues identified should be raised as soon as is practicable.
- Any issues not able to be solved by NOSHSA will lead to discussion of possible engagement of an external mediator.

Review of the Terms -Term/Termination

This Terms of Reference shall be reviewed at least bi-annually. Such review shall include a joint performance evaluation of all the clauses of these Terms.

- a) Any organization may terminate their involvement in the Alliance in writing at any time upon giving the NOSHSA members three (3) months written notice. Notice should be sent to the secretariat.

Where such organisation terminates their involvement for reasons other than unsatisfactory performance, parties have agreed that all current projects will be completed before any party withdraws their services, or arrangements, but completion of projects shall continue on the same terms herein or as otherwise negotiated.

- b) NOSHSA strives to be inclusive of all service types and service providers of SAC children's services in Australia through engaging each State & Territory Member Association or Peak for SAC. Should the review identify that this is not occurring a decision will be made to rebuild this capacity.

Financial Arrangements

NOSHSA is not a financial organization and does not hold its own bank account.

- (a) NOSHSA may establish a fee structure for its members (State & Territory Associations and representative bodies) as deemed appropriate from time to time.
- (b) The secretariat shall be responsible for overseeing the financial arrangements of NOSHSA and reporting this to the representatives at each meeting. Any funds obtained for NOSHSA purposes shall be held in the bank account of the secretariat and recorded as separately coded items of income and expenditure in any financial statements.
- (c) NOSHSA shall implement open and transparent accounting principles.
- (d) Projects requiring a financial contribution from NOSHSA members shall be discussed and decided at a general meeting of the group.
- (e) Reporting on financial matters to NOSHSA.

Participation and membership

- (a) Participants in the NOSHSA are those organizations as identified in establishing these terms of reference.
- (b) New participants (organizations) may be invited from time to time using decision making processes as agreed in the terms, particularly if a gap in representation is identified. The duration of participation is determined by NOSHSA.
- (c) NOSHSA must decide a process for when a member's participation ends or when a participant decides not to participate.
- (d) Participant organizations will nominate a maximum of two (2) representatives for their organization.
- (e) Participants will only represent one organization per meeting.
- (f) Participants will strive to attend regularly, full the full duration of the meeting.

Appointment of Roles

- (a) The nomination of roles for each NOSHSA meeting will be included as the final agenda item at each meeting (if not already planned), will be called for by volunteer from participants present and will consist of:
 - a. A meeting host to provide the venue and catering as required.
 - b. Other roles from time to time determined as required by the members present.

Stakeholder Engagement

- NOSHSA shall endeavour to engage Key Stakeholders in discussions with the group.
- The 'Terms of Reference' may be provided to Key Stakeholders upon request.
- NOSHSA shall discuss the engagement of stakeholders at meetings or via other communication channels eg email and shall delegate the responsibility of engaging stakeholders to suitable participants of NOSHSA.

Operational Policies

- NOSHSA shall establish operational policies for best practice and ethical decision making including, but not limited to:
 - State/Territory Delegates
 - National Agenda
 - Consultation
 - Commissioning of Papers
 - Delegations
 - Working Parties
 - Communication: Correspondence; Information Dissemination; Telephone Contact; Media Relations
 - Ongoing viability

- Secretariat termination

- Operational Policies established shall be reviewed bi-annually or as required.

Definitions:

Peak: the official body representing the sector with a history of being known or identified as a peak.

NOSHSA was declared as the OSHC Peak during the 90's by the Australian Government and is recognised through Education Council today.

Date of original development and ratification of these 'Terms of Reference': August, 2010

Reviews undertaken: 2012, 2014, 2016, 2018, 2019

Date of next review: November, 2020