



## TRCC May 2024 Committee Meeting Minutes

Date Tuesday 14th May 2024  
Time 7pm onwards  
Location The Range Children's Centre/ Zoom

Present: Janice Semple, Aislinn Guthrie-Jones, Lauren Hill, Matt Parkes, Becca Corfield, Adrian Truan, Ana Garca, Bridget Smith, Daniel Vlahovic, Emma Harvey, Kirsten Freisler, Jane Rogan

Apologies:

Update – President (Aislinn)

- Welcome: Acknowledgement to Country
- Confirmation of Pervious (April 2024 Minutes)
- Strategic Plan Update - ongoing

Update/Report – Treasurer –

Treasurer Report – Matt

- Budget 2024/2025 (**Please see attached budget proposal for financial year to 30<sup>th</sup> June 2025**)
- In conclusion to the proposal, it was decided by the committee to increase long day care fees to \$145 (\$9 increase) to counter for increasing cost of living, vacancies that may occur throughout the centre, additional resources to support integrated 3yr old kinder and to continue our policy of keeping staff wages 1% above statutory award.

**87 Kororoit Creek Road, Williamstown 3016**  
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Update – Director

- QIP and Centre Philosophy - unchanged
- OHS Fire Drill Practice – successful – no issues
- Art Show Friday 20th September 2024 – Plans ahead for evening art show to recommence.

Correspondence In:

Hobsons Bay City Council School Expo 03/05/2024

Natasha Trickey OT Coaching Information 03/05/2024

Professional Development Early Years Assessment and learning Tool 04/05/2024

Victoria University – Placement Confirmation 09/05/2024 – 27/05/2024 – 07/06/2024

Hobsons Bay City Council School Readiness Next Wednesday 15 th May 08/05/2024

ELAA 2024/2025 Budget Announcement 07/05/2024

Victorian State Budget 2024/2025 /07/05/2024

NBN Cabling Update 07/05/2024

Danielle Cogley Western Melbourne Leadership Forum 06/05/2024

Hobsons Bay Council Weekly Lists 06/05/2024

Danielle Cogley: Early years Learning Network meeting 03/05/2024

Emma Madigan: Organisation Performance Monitoring Framework Meeting – Thursday 6<sup>th</sup> June at 2pm

Children's and Family Voices Survey 30/04/2024

Correspondence Out:

Accepted Site Visit: Adrain Scerri 10/05/2024

May and June Newsletter 09/05/2024

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Williamstown Feasibility Study 08/05/2024

Emma Madigan: Grants Program 08/05/2024

Craig Mitchell – NBN Update 08/05/2024

Newport Lakes PS Foundation Information 07/05/2024

Hobsons Bay City Council School Expo 03/05/2024

### Ongoing Action Items

Ann 18<sup>th</sup> April – Hobsons Bay Early Years Consultative Meeting Update

Best Start Best Life Reforms (Kindergarten Pre-Prep)- Please click the link below for more information

Four-Year-Old Kindergarten is becoming Pre-Prep | vic.gov.au ([www.vic.gov.au](http://www.vic.gov.au))

Feasibility Site Study Monday 20<sup>th</sup> May 10.30am – Hobsons Bay Council-Adrian and Darren

(Four 18 Architecture)

### New Policy:

- o Mental Health and Wellbeing

- o Clothing and Comfort

- o Communication Plan

- o Hobsons Bay Early Years Consultative Meeting Hobsons Bay Early Years Consultative Meeting – 20<sup>th</sup> June

- o Committee Meeting: 11<sup>th</sup> June at 7pm

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## THE RANGE CHILDREN'S CENTRE

### BUDGET PROPOSAL FOR FINANCIAL YEAR TO 30 JUNE 2025

#### Context:

- We currently charge LDC fees of \$136/day. LDC fees makes up 80% of our income and is our only controllable income. All kinder revenues are set by / received from State Government.
- Last year, in the face of increasing costs we presented the Committee with two options: a 'Break Even' option charging \$140/day, and an 'Inflation Only' option limiting the fee rise to \$136 (a \$8 increase).
- We chose the rise to \$136. This meant we had limited scope to increase staff pay above our existing (5% above statutory award policy). We moved this to 5.5% and signalled to staff that we would like to continue these increases if possible, going forward.
- Our estimated annual operating deficit was approximately \$90,000, but based on the first ten months we expect to land between an operating deficit of \$30,000 - \$50,000. This is due to lower staff numbers at some parts of the year, and tighter control over other costs.
- Given the Centre's not-for-profit aim, and significant reserves, we see this as an acceptable result.

#### This year's considerations:

- The statutory wage award is set by Fair Work, and we expect this to increase by 3.5%. We also expect many supplier costs to increase at inflation. These inflationary increases result in an uncontrollable additional cost of c. \$90,000. To offset this cost alone requires an increase of \$6 in LDC fees (every \$1 is about \$15K of revenue across the year).
- However, we need an additional fee increase for three major anticipated reasons:
  - Based on current trends, we have assumed only 14/15 places will be filled in Kookaburra and Koala rooms. This creates a revenue gap of c. \$22,000.
  - We want to continue our policy of increasing wages by an additional increase of 1% above award (to 6.5% above award). This is an extra cost of c. \$20,000.
  - We may require additional resourcing to support a 3yo integrated kinder program (not fully costed, but given existing staff in place expected to be lower than 0.5 FTE).
- We therefore propose that the fee increase is \$8 for this year, to partly offset these costs. We have chosen to partly - rather than fully - offset them, to keep fee increases the same as last year, and with optimism that filling LDC vacancies and continued tight control of expenditures (and possibly additional, unbudgeted, State Government subsidies) can maintain results at an acceptable level.

#### Conclusion:

- With an increase of LDC fees to \$144, and an increase in staff pay to 6.5% above award, we budget for an overall operating loss of \$65,000 for FY25. We are cautiously optimistic that, as in FY24 (and indeed in previous years), the Centre can perform better than this and move towards an overall break-even result.
- We believe that this strikes the right balance between incremental increases to staff pay (with a view to continued increases over time), and maintaining fee levels at acceptable levels for families.

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