

2022 ANNUAL REPORT

“WELCOME CHILDREN”



Bubup
Womindjeka

Family and Children's Centre



Our Philosophy

Bubup Womindjeka means ‘Welcome Children’ in the language of the Boon Wurrung People of the Yalukut Weelam, the traditional custodians of the land. We pledge to care for the land on which the children learn and grow.

***“We thank the traditional owners
For letting us share their land.
We promise to look after it,
The animals, people and land.
Hello Land, Hello Sky, Hello Me & Hello Friends”***

We believe that children develop lifelong dispositions for learning in the early years.

We are passionate about fostering nurturing and reciprocal relationships between children, families, educators and the community.

We promote a safe, inclusive environment where everyone feels a sense of belonging and respect.

We are committed to working in multi-agency, multi-disciplinary, and cross-disciplinary ways to support children’s and families’ growth, development and learning.

We advocate for the rights and participation of each child irrespective of ability, gender, race, language, culture or economic status.

We respect and value all educators and acknowledge their strengths, diversity, knowledge and skills.

We take a proactive role in caring for our environment and promote sustainable practices through educating and working with all children, families and the wider community.

In relation to children, we:

- Acknowledge that children learn best through play and having meaningful opportunities to explore, discover, create, improvise, and imagine.
- Foster the agency and capabilities of each child by promoting a strength based approach to learning and development.
- Support children in their development of social awareness, self-regulation and resilience building.
- Recognise that children have different learning styles, are competent contributors to their own learning and will be supported to make choices and decisions.

In relation to educators, we:

- Use critical reflection, ongoing professional learning, and research to broaden our knowledge and inform our teaching practices.
- Work as a team, guiding and assisting each other and demonstrating a commitment to continuous improvement.
- Highly value the importance of using the natural environment to enhance the educational program and develop sustainable practices.
- Balance intentional teaching with child directed learning to build a rich and purposeful curriculum.

In relation to families, we:

- Value collaborative partnerships with families as we understand that families are the child’s first and most influential teachers.
- Draw on their individual perspectives, knowledge, experiences and expectations to guide our understandings of their child.
- Believe in a holistic and integrated approach to best support families in their parenting role.
- Provide families with the opportunity to contribute to the program and take part in centre decision making.

In relation to the community, we:

- Recognise that every child is a valued member of the community.
- Partner with on-site and other community agencies to achieve best possible outcomes for all families.
- Seek opportunities to be involved and engage with local and wider communities.
- Share our knowledge, ideas, experience and resources to support our diverse community.

Our educational practices are guided by both the National and Victorian Curriculum Frameworks and the National Quality Standards. Throughout our organisation we embed the Child Safe Standards and the Code of Ethics.

Our Vision, Purpose and Values

We strive to deliver our shared vision and purpose based on the values of the centre and to guide our decision making and planning.

Our Vision

An inclusive community that supports the development of engaged, capable and confident young learners.

Our Purpose

To provide an integrated family focused community centre where all children and educators have equitable opportunities to reach their full potential.

Our Values

Integrity - We act with transparency, professionalism, and consistency. Our relationships are respectful and reciprocal and are built on trust, authenticity, and ethical interactions.

Inclusion - We acknowledge and respect that everyone has their own culture, beliefs, and strengths contributing to our rich and diverse community, creating a sense of belonging.

Collaboration - We work in partnership with all stakeholders to make decisions that are responsible and fair. We recognise and value the interconnectedness between our children, our families, our educators, and our integrated centre community.



Our Strategic Goals

1. Driven by customers

Provide an excellent Care and Education service

- Provide exemplary educational practice based on a philosophy of continuous improvement
- Achieve an overall exceeding rating in the National Quality Standards
- Deliver an educational program that prioritises lifelong learning
- Provide affordable services
- Be the #1 employer of choice (pay, training, culture)

2. Support every family

Supporting the whole family through the provision of integrated services

- Provide families with opportunities to be involved and contribute to service decision making
- Understand the needs of our community and provide the appropriate services in particular to vulnerable families and children with additional needs
- Enhance our relationships with partner on-site services using multi-disciplinary and cross-disciplinary ways
- Develop community relationships and seek opportunities to engage with local and wider community services

3. Championing sustainability practices

Setting the benchmark for sustainability in EYC centres

- Transform our practices to minimise our environmental footprint, cultural, social, financial, administrative and environmental
- Teaching children to become environmentally responsible and respectful. Sustainability education to be embedded within the curriculum and part of every day
- Partnering with sustainability focused organisations and businesses to advocate for heightened community awareness
- Replace paper-based processes with digital alternatives/methods

4. Review and develop our services

Determine the optimal use of BW FCC's resources in meeting current and future needs

- Assess the desirability and feasibility of various potential enhancements to our programs
- Identify and evaluate opportunities to share our knowledge, skills and resources across the COPP and Early Childhood profession

5. Maintain high performance

Be a high performing, innovative and forward looking organisation

- Building and nurturing technology competencies in our staff to drive efficiencies
- Digitising processes to promote high and consistent levels of service
- Enhancing financial reporting and robust forward planning to support organisational solvency while maintaining value for money services



Governance Structure

The Membership of the Board for 2022

President:	Gilda Howard and Troy Hoggan*
Vice President:	Adrian Naudi and Gilda Howard *
Secretary:	Malaya Toll and Bernadene Voss*
Treasurer:	Alexander Lord
Council Member:	CR Peter Martin
General Members:	Timothy Norman Troy Hoggan Bernadene Voss Alisha Burns Jamie Grant Glenn Staunton* Emma McCosh*

*These roles were held within the 2022 period

Sub Committees

<p>Leadership Liaison Committee: Convenors – Gilda Howard and Troy Hoggan* Member – Adrian Naudi</p>
<p>Finance Committee: Convenor – Alexander Lord Members – Adrian Naudi, Jamie Grant and Glenn Staunton*</p>
<p>Risk Committee: Convenor – Tim Norman Members – Bernadene Voss, Malaya Toll and Jamie Grant</p>
<p>Consultative Committee: Convenors – Alisha Burns and Emma McCosh*</p>
<p>People and Culture Committee: Convenors – Troy Hoggan and Glenn Staunton* Member – Peter Martin</p>
<p>Governance and Appointments Committee: Convenor – Gilda Howard Members – Adrian Naudi, Alisha Burns and Emma McCosh *</p>

Centre Leadership Team



Kellie Connor
Executive Officer



Lease Cowen
Director of Education



Michelle Wilson
Director of Education



May Kanjanathamrongkul
Human Resources Coordinator



Sam Aloï-Carlus
Enrolments Officer



Avinash Ramudu
Business Manager

Education Leadership Team



May Kanjanathamrongkul
Program Co-ordinator



Sam Aloï-Carlus
Program Co-ordinator



Poornima Sangar
Program Co-ordinator



Michelle Wilson
Program Co-ordinator



Grace McGeehan
Program Co-ordinator



Amanda Chong
Program Coordinator
Inclusion Support Officer



Heather Kerr
Sustainability Coordinator



President and Executive Officer’s Report

Welcome to the BWFCC 2022 Annual Report.

This has been another challenging yet rewarding year for our organisation. As we entered our third year of the Covid pandemic we have embedded new ways of being and belonging within our community. It has been reassuring to see our children and families continue to return to our programs on a more regular basis. Our staff team have strengthened, and the learnings of the past three years are now becoming part of the way we plan for and deliver our programs.

Our staff team have led the way in ensuring that children and their families have been fully welcomed and embraced into all the programs that we offer. It has been encouraging to see our playgroups slowly return, the MCH appointments build, family events planned and the children’s programs attendance build.

Our staff team have demonstrated high levels of commitment to our community and the Board have been grateful for their professionalism and resilience. The year 2022 will remain as a year everyone associated with BWFCC developed new ways to connect and work. The Board has mastered the art of governing with a mixture of remote and on site meetings, and management and staff have developed what the new normal will be.

As we approach 2023 the organisation will undertake a review of our strategic direction, the Board is confident that the foundations set down over the past years will assist in our understanding of our strengths and the challenges ahead. We look forward to start planning for the introduction of more funded hours for three and four year old children, develop innovative ways to use our meeting rooms, continue to support and invest in the professional development of staff and resources for the children’s rooms and playgrounds.

We would like to say thank you and acknowledge the hard work, professionalism and dedication displayed by all BWFCC staff members during 2022. As always, it is the staff at BWFCC who have continued to make Bubup the success it is. BWFCC staff have continuously displayed their professionalism, positivity, adaptability and commitment to the children and families.

We would like to acknowledge our integrated working partners – Maternal and Child Health Nurses, Star Health, Playgroups and Almost French Kinder. These services all contribute to the Bubup community and are an integral part of our service. We would also like to acknowledge the Families, Youth, Children & Divisional Performance Team at the City of Port Phillip who provide advice and assistance in service delivery – in particular Felicity Leahy and Wendy Morris-Smith who we work closely with.

You will see from the following committee reports that the Board and staff have achieved a great deal this year.

At BWFCC we like to celebrate our achievements, so we encourage you to read and share in our successes for the year.



Gilda Howard
President



Kellie Connor
Executive Officer





Director of Education Report

Mealtime Expectations

We were thrilled to be invited to be a part of Star Health’s “Mealtime Expectations” Initiative. Through this initiative we took time to reflect on our mealtimes and the expectations each person involved in them brings to the overall experience. The aim of this initiative was to reflect on and create consistent commitments around mealtime expectations at Bubup.

The initiative took place in three parts:

1. Initial meeting with Star Health and the Room Leaders to discuss mealtimes at Bubup.
2. Staff survey sent out to gather more information from the wider team and family survey sent out to gather more information about their mealtime expectations.
3. Final meeting with Star Heath, Room Leaders, and some families to review the survey data and create our Bubup mealtime expectations.

Our final mealtime expectations were created and are as follows:

1. Our mealtimes are structured
2. Our mealtimes foster independence
3. Our mealtimes create explorative eaters

We look forward to taking the next steps to embed these mealtime expectations into our programs to foster an environment that allows children to enjoy eating and to develop a lifelong positive relationship with food. We will do this through creating consistency of mealtime expectations in both the early learning setting and the home to nurture a child’s relationship with food.

Working Groups

To share our team’s diverse knowledge, we have created three working groups. These include our Indigenous Perspectives Working Group, Sustainability Working Group and Health and Safety Management Working Group. These groups were formed to support educators to establish a deeper understanding of each topic and to share knowledge and skills across the service. One of the positive impacts these groups had on our educational programs was creating a library of Indigenous resources for all rooms to use within their programs.

Inclusion Support Officer

We are delighted to have employed an inclusion support officer – Amanda Chong. At Bubup Womindjeka Family and Children’s Centre, we champion inclusion, and we believe that all children should be able to access quality education and care. It is our role to support each child where they are at. While we partner with external inclusion organisations, employing a dedicated inclusion support officer ensures our families and educational team have consistent support, providing a holistic view of each child and ensuring the strategies implemented are working and making suggested changes where needed.

Special Events

From July onwards we were excited to recommence our centre wide special event celebrations. These included Fathers’ and Special Persons’ Day, Siblings’ and Special Friends’ Day, Grandparents’ and Special Persons’ Day and our Children’s End of Year Celebration. At Bubup, days of cultural, educational and environmental significance are acknowledged and celebrated in a manner that is respectful and inclusive of our diverse community, sustainable practices and our children’s varying ages and development. We apply a child centred lens to calendar events, ensuring that days of significance are led by children and driven by process rather than product. When planning for a celebration of a special day at Bubup, we ask ourselves: “Is this celebration age appropriate?” “Is this celebration respectful of everyone?” and “Is this celebration sustainable?” We then focus our celebrations on time together creating memories to share. These lenses drive our special event’s practices here at Bubup to ensure we are being authentic, sustainable, and respectful.

Excursions & Incursions

In addition to our centre wide special events, we were delighted to welcome back incursions and excursions. In our kindergarten program we invited Thingle Toodle, our road safety education mascot to teach about the concepts of “Stop, Look, Listen and Think.” We also had an indigenous animal visit where children across the service were introduced to crocodiles, snakes, native lizards and even a kangaroo! We were excited to welcome back our Bubup Bush excursions in the Early Years Program and our Kinder programs did multiple park visits including Sports4Kinder, a visit to Port Melbourne Library and a school visit to Port Melbourne Primary School to support with the transition to school.



Michelle Wilson
Director of Education



Human Resources Report

Early Childhood Education and Care Workforce 2022

Workforce challenges across Australia have increased in 2022 and the situation across the early childhood education sector in Victoria is no exception. The industry continues to face the risk of staff shortages, lower pay and benefits and limited professional development opportunities. According to the latest ACECQA NQF Snapshot the percentage of early childhood education and care services with staff waivers in place has jumped to a new record level of 9.3% at the end of September 2022. This has had an impact on the early childhood education sector.

The pandemic has affected many people’s lives and careers, and it has been the focus of the committee to ensure we continue to support our employees in this challenging time. We will ensure that the Bubup team are well resourced, having appropriate ratios, receiving support, whilst feeling valued and supported.

As we enter 2023, we will continue to focus on professional development and staff engagement through a range of policies and initiatives.

HR Review

Bubup Womindjeka engaged an independent professional firm, HR Plus, to conduct a review of BWFCC’S recruitment processes. The review found that Bubup’s recruitment processes were thorough and robust and superior in the early childhood education and care sector. Importantly the review also made recommendations on how the recruitment process could be enhanced and we have worked to embed these into the recruitment process.

Staff Engagement Survey

We also engaged Community Child Care Association to conduct a staff engagement survey. Overall, the engagement of staff at BWFCC is above the benchmark scores for the early childhood education and care sector. The average for Bubup Womindjeka was 89.1% against a industry benchmark average of 81.3%. This indicates that BWFCC has successfully provided an engaging workplace for our staff. Whilst we are encouraged by these results, it is imperative that we continue to enhance the staff experience. Our educators are the backbone of the service for families and the Board is committed to meeting our strategic goal of being the #1 employer of choice.

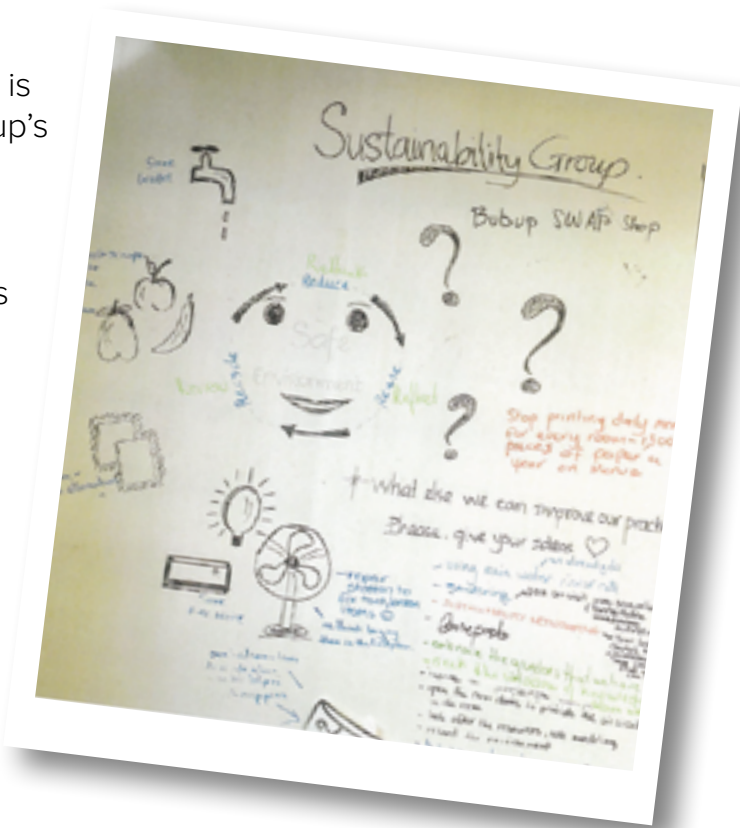
Three Working Groups:

In 2022, we created three new Working Groups: *Sustainability Working Group*, *Health and Safety Management Working Group* and *Aboriginal and Torres Strait Island Perspectives Working Group*. The purpose of the working groups is:

- To hear the voice of the staff and to let them know Bubup values people as their most important resource, and their opinions and their voices count at Bubup.
- To provide professional growth and career development opportunities for staff at Bubup.
- To ensure staff are recognised for their contributions.

Sustainability Working Group: Sustainability is a pivotal element that guides and leads Bubup’s programs and practices across the whole centre. The group members are working on ‘Sustainability Awareness and Practice’. The group has aimed towards building awareness for children, families, and staff by creating a Bubup sustainability practices poster and a creative display.

(Staff members: Priyanka, Hoa, Pallavi, Lucy, Saki and May)



Health and Safety Management Working Group: This group seeks to create a safe work environment as well as be the voice of all staff on matters of mental health and wellbeing. The activities that were created by the group included the running of a ‘Wellness Day’ across the service; making a proposal to refresh manual handling training for staff; purchasing new tools to support staff lifting; and the reintroduction of an OH&S Suggestion box.

(Staff members: Emma, Phuong, Tina and Sadhana)

Aboriginal and Torres Strait Island Perspectives Working Group: Bubup’s vision is to embrace Aboriginal and Torres Strait Islander cultures respectfully into the learning program. The group members are continually working on making a connection with local communities, sharing their room’s learning program and practices and generating new ideas, for example searching for new indigenous sleeping songs to apply across the service and creating a new indigenous resource library which will occur 2023.

(Staff members: Vimali, Tracey, Satinder and Vivian)



Staff Functions

It was pleasing to see that we could re-commence staff functions in 2022. We held our mid year and end of year function for all staff for the first time since 2019, this was a great opportunity for everyone to come together as a team and for Bubup to thank all staff for their hard work. Bubup also provided an individual room function of each team’s choice – this helped facilitate team bonding, creating open communication and understanding.



Message from the People and Culture Committee

We would like to thank Kellie, Michelle and May for their continued commitment to our people. Despite the challenges of the recent year, their steadfast focus on improving the employee experience and culture, has contributed to a supportive and resilient team.



May Kanjanathamrongkul
Human Resources
Coordinator



Troy Hoggan
People and
Culture Convenor



Treasurer's Report

During 2022 our centre has had a continuing focus of ensuring we provide the best environment for our educators to support the children in the centre's care, this has been at the heart of all our financial decisions we have taken. Our occupancy and attendance at the centre has been very strong throughout 2022 at close to circa 95% throughout the calendar year to 31 December 2022.

BWFCC recorded a profit of \$223,269 for the year ended 31 December 2022. With a focus on investing in the future of our service to the community and to ensure we remain viable in the longer term; a financial surplus is critical.

During 2022, BWFCC had a focussed spend of over \$19,000 in 2022 supporting our most vulnerable members of our community as a centre, mainly through hardship support payments for care and over \$43,000 in upgrading our children's books and program resources.

Our Team

Firstly, I would like to thank our Business Manager Avinash Ramudu who has worked diligently throughout the year, whilst balancing his dual roles as Business Manager and Head Chef of our kitchen. His focus on managing the business and professionalism was important to an ever changing financial environment in 2022.

A big thank you to Kellie Connor, our Executive Officer, who has again led from the front in 2022 and who has made and implemented important decisions during the year which have impacted our centre and communicated clearly and effectively to her stakeholders in a manner we have become accustomed too.

We had strong continuity on the finance committee in 2022 and I would like to thank my fellow finance committee members Adrian Naudi and Jamie Grant for their valuable contributions. The importance of these roles in ensuring the strong financial management of the centre cannot be underestimated, and it is this that allows the educators and staff to perform their roles to the best of their ability each day.

Our EYP

Our Early Years Program (EYP) continues to provide education and care for children from 3 months to 5 years and is at the core of the service we provide. The EYP continued to be well attended during the year. We are again proud to be one of the most affordable centres in the City of Port Philip community in our annual benchmarking of fees, increasing our fees from 1 January 2023 by \$3.5 or a little over 2.6% from \$132.5 per day to \$136, at a rate lower than our increasing costs with a CPI increase of 6.1% over the last 12 months.

- In our 0–3 years programs, we provide a 1:3 staff : child ratio ahead of the regulation ratio which is 1:4
- In our 3+ years program, we provide a 1:6 staff : child ratio ahead of the regulation ratio which is 1:11

These initiatives cost an additional circa \$500,000 per annum to implement. We continue to balance these decisions which we view as important as a centre, and a parent at the centre myself, in ensuring we have quality and affordable childcare for our children at BWFCC.

Our sessional kinder

Our 3-year-old kinder and 4-year-old kinder programs continued to thrive throughout the year to 31 December 2022 and are highly regarded in the local community. We offer 56 places for 4 year old kinder and 28 places for 3 year old kinder. This offering went through many changes from state government announcements and we charged for kinder in 2022, it was free in 2021 and will be free from 2023 onwards.

The focus of our kindergarten continues to be ensuring we are offering a quality program that prepares the children for school in the future. We are also running a pilot for wrap around care for our sessional kinder program and the take up of this pilot service will determine its viability over the longer term for the centre. Please support this initiative.

Looking to the future

In 2023 we will continue to invest in the care we provide through our most important asset, our staff. We will continue to use the financial surplus to reinvest in having the most affordable childcare, investing in our educators and initiatives that support our position in the community. My continued focus will be ensuring our financial stability continues in 2023 and we continue to support parents placing their trust in our centre's care of their children. This mission is well supported by fellow Board members and our centre President Gilda Howard.



Alexander Lord
Treasurer



Governance and Appointments Committee Report

It is with pleasure the committee present the annual report for 2022. It has been a very busy year for the Governance & Appointments Committee focusing our energies and resources on meeting the committee’s purpose as defined in the committee’s Terms of Reference.

The following provides an update on the work undertaken this year by the committee in line with the purpose:

Committee purpose 1: Advise the Board on its current and future composition:

Post the Board recruitment policy developed in 2021, the committee successfully recruited two new Board members - Alisha Burns and Jamie Grant. The recruitment process involved conducting a skills audit of Board members, a review of committee composition, advertising, interviewing and making recommendations to the Board. The process commenced again in October to recruit for known resignations for 2023.

To support the new recruits, an online interactive Board Manual was created to ensure a smooth induction on to the Board.

Committee purpose 2: Review Board performance:

This year the committee worked with external company Matrix to conduct our first Board review. This review identified opportunities to further improve the strategic focus of the Board, with an action plan to be developed and implemented in 2023.

Committee purpose 3: Plan Board induction and ongoing education:

The development and introduction of the online interactive Board manual builds on the Induction Policy and procedures developed in 2021. This ensures all new Board members are briefed on the organisation throughout the recruitment and appointment phases. A Professional Learning plan for Board members was developed and in place during 2022 and sessions focusing on HR practices, strategic opportunities and staff engagement were conducted.

Committee purpose 4: Advise and make recommendations to the Board in relation to BW FCC’s governance practices and various related governance responsibilities:

In 2022 the committee established a strategic planning process as well as reviewing the structure and content of all Board reports. The outcome of this work is a more streamlined annual plan for all process reviews, a set agenda throughout the year of strategic initiatives and has resulted in more efficient use of Board members’ time at meetings to be able to focus on governance and strategic objectives.

Several Board operating documents were updated and/or developed throughout the year as well as the development of a Life Member policy, updating the Board Induction policy, Terms of Reference for all Board committees. The committee also undertook succession planning and developed a process to support and encourage the Executive Officer. This ensures her personal growth and supports her to effectively lead in a post pandemic environment, to make the best strategic decisions for the success of the centre.

Committee purpose 5: Committee’s transparency and accountability

The committee completed a workplan that was approved by the Board. The plan outlined the objectives and tasks for completion throughout the year. The committee provided a written report after each meeting. Meetings were held on the following dates: 11 April, 9 May, 13 June, 10 August, 5 September, and 14 November 2022.

The members for the committee during 2022 were:

- Alisha Burns – from March 2022
- Adrian Naudi
- Gilda Howard
- Emma Mc Cosh – Retired March 2022

I would like to thank my colleagues on this committee Gilda and Adrian, together we have completed some significant work, that will benefit our ongoing goal of good governance for the organisation.



Alisha Burns
Member - Governance & Appointments Committee



Consultative Committee Report

Bubup Womindjeka Family & Children Centre's Consultative Committee is composed of parents and users of the different services BW FCC provides. It is convened by a member of the BW FCC Board of Governance in line with the organisation's constitution.

The committee is designed to facilitate communication between families/users of Bubup's services and the BW FCC Board of Governance. This allows the Board to work with management to continuously improve the services offered.

In 2022 we had representatives on the committee from long day care, sessional kindergarten and playgroups. Meetings were held online throughout the year and after children's bed times to allow as many parent representatives as possible to attend.

Unlike the previous two years, the focus and feedback from committee members (who liaise with other users of the services) primarily regarded returning to life post the pandemic and what changes would be implemented. The first half of the year was still navigating changing regulations and parents adapted quickly to the eased restrictions.

The second half of the year saw the return of celebrations for Fathers Day and Grandparents Day which were met with overwhelming positivity - especially from parents who had only experienced using the centre since the start of the pandemic. The end of year celebration which included a petting zoo, pony rides and the centre staff cooking the BBQ was a fantastic event attended by the majority of Bubup's families.

Feedback and suggestions for improvements from the committee helped management to understand what is important to families and as such the committee continues to be an important part of keeping our community in touch with each other, giving the Board confidence that Bubup provides valuable services to families.



Alisha Burns
Consultative Committee Convenor





The Risk Committee Report

Throughout 2022 the Risk Committee continued to support the Board and Management in navigating a complex and challenging operating environment in order to deliver our strategic objectives to our families and the broader community.

The 2022 Risk Committee consisted of three Board members, one of whom is the convenor, plus the Executive Officer and the Director of Education.

COVID-19 continued to present challenges for our community throughout the year. At the very start of 2022, the Risk Committee developed the BW FCC Board COVID-19 Principles, to support and guide Management to implement a robust and fit for purpose response to the pandemic.

The Committee further refined the organisation’s risk management framework, by developing and adopting a new ‘Risk Management Policy’ (March) and a ‘Risk Appetite Statement’ (June). During the fourth quarter, the Board undertook the comprehensive annual risk review and formally adopted the updated ‘Risk Matrix’ in December.

Outside the centre BW FCC continued its positive engagement with Council, on our multi-year project to continuously improve on road safety. We continued to work closely with Council on enhancements to pedestrian crossing on the South-Eastern side of Liardet Street. The Council commenced works to install an additional pedestrian crossing at the corner of Liardet St and Cruikshank St to improve pedestrian access between Lagoon Reserve and Edwards Park for families and community members. As part of the sustainable stewardship of the Centre facilities, a replacement and upgrade to the perimeter fence commenced in December and is expected to be completed early in 2023.

The external environment continued to present challenges throughout the year. During July, speed humps were introduced to Liardet St. Some vehicles were observed swerving around the speed-humps, into the bike-lane adjacent to the Centre. We responded with strong advocacy from the Board and families, engaged closely with Council, and the installation of the temporary speed humps was reversed and resolved promptly.

The Management team continued to work very closely with our digital vendors to invest and ensure that our digital systems and processes were as secure as possible, given the disruptions observed in the wider community.

On behalf of the Risk Committee, I wish to extend my thanks to fellow Board members and the entire team at BW FCC who work tirelessly to serve our community safely.

Thank you,



Tim Norman
Risk Convenor





We are so incredibly proud of all the children who attended our kindergarten programs; each one a vital and valued member of our community. I thank the children, families, and educator team for creating a dynamic and unique kindergarten program in 2022.



Amanda Chong
Kindergarten Program Coordinator
Inclusion Support Coordinator

The Kindergarten Program Report

Our sessional and integrated kindergarten programs in 2022 have been full of wonderful learning experiences as well as being able to re-establish links with our community after the cessation of most covid-19 related restrictions.

All groups have had opportunities to connect with the world around Bubup, through excursions to the local library, Port Melbourne Primary School, and regular outings to neighbouring Edwards Park and Lagoon Park through the Sports4Kinder Program.

It's also been a chance for reconnection within Bubup, through the resumption of in-house events. This included a visit from school-age siblings to help the kindergarten children understand what to expect when they start school as well as zoo animal and road safety incursions. We were able to host the various "Special People" in children's lives during family morning teas and each group held their own end of the year celebration, with many important loved ones in attendance.

We said a fond farewell at the end of Term 3 to the Tiddlik group Kindergarten Teacher and Program Coordinator Grace as she embarks on parental leave. It's been a significant year of change and professional growth for many of our kindergarten educators, working with children who have a wide variety of learning and developmental needs.

Since commencing in the role of Program Coordinator in September, I've had the great privilege of working alongside and mentoring the kindergarten educator team in a range of areas of professional development. We've been working on honing our critical reflection of practice and building up practical skills that help the team to understand the need behind children's behaviour and developmentally appropriate strategies to meet these needs and guide behaviour. This work has, in turn, had a positive impact on the children to build their resilience and self-regulation skills during times of distress and increased their capacity to notice and understand difference amongst their peers. It created opportunities for dialogue with children about equity and social justice; what is considered fair and unfair, and how different social situations made them feel.





Sustainability Report

Celebrations and Challenges

This is the final report from me, as I am resigning from my position as Sustainability coordinator at the end of 2022. When I first joined BW FCC in December 2016 sustainability was a new focus and area of concern, across the early childhood sector and was characterised by the motto of the 3 R’s Reduce, Reuse and Recycle. This was interpreted as creating gardens from wooden pallets and plastic milk bottles, which meant that items that were once able to be recycled were now contaminated and ended up in landfill and that their short life as a mini garden had simply delayed their journey to landfill. Clearly a more strategic approach was required if we were to make a significant contribution to being a sustainable and earth friendly service. The mantra of Rethink, Review, Refresh, Reflect and Reconnect offers a more comprehensive and effective tool for tackling the many challenges and obstacles to creating a very sustainable service.

This involves:

Rethinking how we undertake our daily routines, the products used and our interactions with the natural environment and surrounds. The centre now uses more ecofriendly, biodegradable single use gloves that initially, presented with some concerns with ease of wear and being fit for purpose. The staff undertook extensive trialling of a number of different brands and types of eco gloves until a final product was agreed as being the most suitable. One of our greatest achievements of 2022 was the switch from disposable nappies to bamboo biodegradable nappies. This significantly reduced our environmental footprint. We are currently exploring alternatives to single use wipes that would significantly reduce our volume of daily waste whilst continuing to commit to sustainable practices.

Reviewing our policies and procedures to ensure that they are as earth friendly as possible with the understanding that changes and adaptation are inevitable and necessary to achieve our desired goals and outcomes. Our Sustainability policy now contains the statement “Days of cultural, educational, and environmental significance are acknowledged and celebrated in a manner that is respectful and inclusive of our diverse community, sustainable practices and our children’s varying ages and development.”

This inclusion clearly articulates the complex and interwoven needs and considerations that are necessary and desirable for the centre to be viable, successfully supporting our strategic goals. It clearly articulates that decisions made regarding established practices are now under review and open to change, thus ensuring a relevant and dynamic service.

Refreshing our commitment in undertaking training, keeping abreast of current changes and innovations as the corporate sector and private individuals create fresh solutions to many of the complex challenges associated with sustainable practices. In 2023, BW FCC will be eligible to join the City of Port Phillip’s FOGO (Food Only Green Only) kerbside food waste collection. This will replace the current collection by a commercial contractor. Another opportunity to be at the coalface of change and innovation is with the handling of nappy waste. A significant contributor to our daily waste is the volume of disposable nappies and currently in the market place there is significant interest from ambitious start -ups seeking solutions to the recycling of disposable nappies.

Reflecting and collaborating on what we want to achieve and how we bring the team along so that our achievements are a joint effort. We are currently exploring the replacement of single use wipes with reusable washable cloths. This will involve some changes to current procedures and supporting the team to embrace change and innovation is a critical factor in ensuring success. Due to changes in staffing we have ceased the use of sustainability ambassadors and have created a working group.

Reconnecting with the natural environment. For some time, there has been considerable evidence, demonstrating the importance of making time to go outside and engage with mother earth. Here at Bubup this is achieved through indoor /outdoor programmes, Bubup Bush, now acknowledged as walking on country, in respect for the first nations peoples, and the increased use of local indigenous plantings in the centre’s gardens. Raising the awareness of both the benefits and the need to connect and protect the natural world, are required as critical elements in our practices if the children in our care are in turn, able to love and care for the world they will inherit.



Heather Kerr
Sustainability Officer





Playgroup Report

After a number of years of restrictions limiting Playgroup attendance and operations, it was pleasing to see Playgroups return uninterrupted in 2022.

Michelle Wilson continued to oversee playgroups at the beginning of the year until she moved into the position of Director of Education in April. At that time I took over co-ordinating the playgroups, a role I had previously held in 2017.

Community Connections

We were invited by the City of Port Phillip to attend the Toy Library and Playgroup Celebration in December, where we received a certificate of appreciation by the Mayor, Heather Cunsolo.

We also met Karla Coombes, the new Coordinator of Family Youth and Children at the City of Port Phillip. It was great to attend this celebration as each Playgroup and Toy Library in the municipal got to share how they were managing after COVID and how their memberships were faring. This was also a good opportunity to network with similar services and share the achievements and challenges groups were facing.

Heather Kerr, our Sustainability and Outdoor Coordinator worked alongside Brittany who runs the Seedlings Nature Playgroup every 3 months at the Lagoon Reserve. We promoted the Nature playgroup within our playgroup community. Heather attended the Nature Playgroup and shared her knowledge and modelled positive interactions within nature.

We continued working alongside the Maternal and Child Health Nurses by organising a talk at the end of each New Parent Group. This then provided the opportunity for each new parent group to start a playgroup, where the group could continue meeting up in a safe and supportive environment.

A playgroup organised their own full first aid course, where they used the meeting room space to continue their knowledge as their children were about to start solids.

We welcomed back our first big event after COVID at the End of the Year Celebration at Edwards Park. We had a lot of positive feedback and playgroup families said it was a really nice way to end the year as a community.

Cultural and Language Playgroups

While there was a trend of families moving back overseas, there was still a great turnout for our Dutch Playgroup and Japanese Playgroup throughout year. We also continued our Irish playgroup for the first half of the year and welcomed families from the wider UK area to join in this playgroup to connect with those of a similar culture.

Sustainability in Playgroups

We continued being committed to our sustainability practices throughout the year, by using loose parts materials in play and offering loose parts cards at special event times.

Recommencing in 2023

We have 10 playgroups returning in 2023 for another great year of learning and growing together in a supportive safe environment.



Jessica Fielder
Playgroup Coordinator





Maternal and Child Health Services

During 2022 the Maternal and Child Health service in Port Phillip has adapted to several challenges due to the pandemic, but continued to be a vital part of community health, supporting families from birth to 4 years.

We would collectively like to thank the staff at Bubup Womindjeka for their ongoing support of the nurses and always being so friendly and accommodating through the unpredictable year.

We welcomed new nurses Phoebe Keogh 3 days a week to replace Piri Davidson, and Rachel Vise has joined the Centre 2 days a week. Leanne Hearn now works 3 days per week and Colleen Javernik 2 days per week.

The MCHN's at Bubup Womindjeka are also grateful for the strong leadership in our team leader Alex Davey and Coordinator Fiona Ryan which has enabled the nurses to navigate the constant changes over the challenging year and adapting service delivery in such a supportive manner.

Despite the disruption with face-to-face service delivery earlier in 2022, telehealth and online groups for part of the year enabled us to continue to engage with the families from birth to 4 years.

Overall, the numbers of Birth notices have declined in the City Of Port Phillip and neighbouring municipalities, but Bubup Womindjeka has had a similar number of birth notices - 211 for 2022 compared to 212 in 2021. Our total new enrolments were 226, this is accounting for families moving into the area and transferring in from other centres within COPP.

During 2022 the COPP MCH service offered online talks for parents on sleep and settling for the newborn period, 4 to 12 months and 12 months to 2 years, this was facilitated by Parenting Support Practitioner Kerri Balestra. These sessions in 2023 will be a mix of online and face to face and can be booked via the website.

Outreach to families who needed additional support around sleep with their children has been very well received by those that have accessed the service. This outreach which was disrupted and moved to online in the early part of 2022 due to covid restrictions is now back to face to face in the parent's home.

Breastfeeding support once a week has continued to be offered at Bubup Nairn and Koolin Ngal.

Online food talks started up during 2022 and will continue to be delivered in 2023 and can be accessed online via the website.

Monthly food talks at South Melbourne Market commenced mid 2022 and will be ongoing monthly in 2023. The food stall is managed by 2 MCH nurses who provide opportunistic information and guidance around healthy eating for babies, toddlers, and preschoolers.

Solihull is a parenting support program, which in 2022 was run with Family support and MCH, this will continue in 2023 with all information accessible on the website.

The MCHN at Bubup Womindjeka will continue to work collaboratively with the early educators in assessing children within the childcare rooms as the needs arise.

Whilst 2022 saw disruptions to our service we have been innovative with the challenging times with a mixture of service delivered face to face and online.

We look forward to 2023 and thank you again for making the nurses feel so welcome and inclusive of the wonderful Bubup Womindjeka Centre.



Colleen Javernik
Maternal Child Health Nurse



Outreach Child Health Service at Bubup Womindjeka



Strengthening Communities

Acknowledgements: BW FCC Board; Director of Education; Executive Officer;
Maternal and Child Health

Objectives & Rationale

Ongoing Objectives:

This project aims to improve the health, wellbeing, development of children and capacity of parents and families who need minimal basic support right through to the families with children with complex needs and at risk of falling behind development milestones. This outreach service model negates the need for families to arrange referral through a third party (e.g. GP, M&CH), to travel elsewhere and/or wait for an appointment.

The aims of the outreach placement are to:

- Streamline allied health referrals for families who attend Bubup Womindjeka.

The objectives are to:

- Streamline access to services for families attending the centre and living locally
- Increase the number of referrals between staff based at BW to Star Health and vice versa
- Strengthen the respectful relationships and sharing of resources through onsite accessibility

Background

Issues identified in relation to the provision of CHT services prior to commencing this project:

- Families have difficulty finding out about and accessing the services they need
- Services are typically treatment - rather than prevention - or promotion-focused, and cannot respond promptly or opportunistically to emerging needs
- Access to services is mainly provided when the problem reaches the severity of a diagnosable disorder
- Collaboration between the CHT and key stakeholders (e.g. MCHN, early learning educators) is traditionally poorly integrated to provide cohesive support

Context and Setting

This project is in line with the Star Health Community Health 2021-24 Strategic Plan:

- We will assertively engage with people who experience barriers to achieve their health and wellbeing
- We will explore ways of growing our service offerings to meet the needs of
- our community
- We target prevention and early intervention in our local communities with a focus
- on those who are experiencing barriers, particularly those in social housing

Design and Methods

- Working with Families: Client consultations (with focus on prevention, early identification, and intervention), held at Bubup Womindjeka and online through an appointment based system. Working with parents on self-care, emotional wellbeing and importance of relationship building during the early stages of children's development. Providing psychology education regarding key topics e.g. Emotional Regulation, speech development, etc.
- An additional session followed by an observation visit and discussion with teacher/ referee, when consented, is generally offered. Most families are invited to come back for further consultation if needed
- Working with Maternal and Child Health Nurses: Promote early and appropriate referrals to Child Health Team and raise awareness and recognition of infant and perinatal mental health

Findings

Between January and December 2022, 18 new families from BW presented for the first time.

Referral source	2022
MCHN	6
Educators	5
Self-referred	7

- 7 of these presentations were self-referred
- 6 were referred by MCHN
- 5 were referred by BW educators

Presenting problems included:

Presenting problem	2022
Perinatal and Mental Health disorder	3
Child's behaviour/emotional difficulties	5
Social difficulties	3
Anxiety/mood impairment in child	8
Sleep difficulties	2
Family difficulties	3
Toilet training difficulties	2

Outcomes of first appointment:	2022
Follow-up session	10
Registered for Child Psychology	5
Referral to counselling team	1
Referral to speech pathology	1
Referral to physiotherapy	
NDIS referral	0
Referred to developmental assessment	0
Referred to external legal, family relationship Australia, Orange Door	1
Referred to FV counselling	0
Referred to antenatal worker	0
Referred to playgroup	1
Referral to dietitian	0
Referral to Caring Mums	2

Discussion

This past year we have continued working on the aftermath of the pandemic and the different ways in which it manifests in the children's presentation.

Due to reduced capacity, Gabriela hasn't been able to return to the 'one day a week consultation' at BW and the eligibility has been reduced to provide support only to the children that attended childcare/kinder/MCHN/playgroup at BW (excluding other members of the family) and who for various reasons weren't able to access services throughout the regular intake referral to Star Health.

Consultations were held usually online. Follow-up sessions, observations at kinder and consultation with educators continued to be provided on a regular basis when initiated by the parents.

Conclusion/recommendations

This year the number of first consultations have decreased from previous years, possibly due to the pandemic situation and Gabriela's decrease in her capacity to see more families due to School Readiness Funding commitment. It is noteworthy that anxiety presentations have continued being high as presenting problem, both in children and parents.

Referrals from BW and overall use of our services continued even through the disruptions of the face-to-face approach. The latter could be a result of:

- Regular promotion of our services with practical information on the BW newsletter
- Star Health has been provided at this service continuously for 9 years now and families, teachers, MCHN, and playgroups are more aware of our presence and positive impact.

Plan for 2023:

Continue our engagement with BW throughout the provision of:

- One-off first-time consultation with parents referred by Educators, MCHN and Playgroups from BW.
- Two sessions per month will be offered, one online and the other one face to face at BW.
- Follow-up sessions with the possibilities of observation of the child and consultation with teachers will be offered.
- Services will still be available for any families through our usual referral intake online or calling directly Star Health intake.



Gabriela Hercman
Clinical Psychologist
Child Youth & Family Team





Almost French Kindergarten Report

2022 was a great year but also a sad one as it was our last at Bubup Womindjeka. We thoroughly enjoyed our time and opportunity to run our French kinder at that venue for the past 7 years.

We created many strong friendships and connections thanks to Bubup and learnt a lot about sustainability over those years.

In 2022 we continued to deliver a strong French immersion program for 36 children, we were able to connect with our families through picnic, and various events in the year and even finish the year doing an excursion to our local greengrocer on Bay Street. Something the children and their families had missed during the COVID year.

Our connections with the ECLP from the Department of Education grew even bigger and we were part of being mentored for other centres that delivers the language program.

The children learnt French through various projects, discovering artists from diverse countries and learning many things about healthy bodies and sustainability.

We also worked on emotions as this is an important part of being 3 and 4 years old. Our little mascot was a great support to teach the children.

We have so many fond memories and would like to extend our thanks to all the families in our community and the team at Bubup, we have enjoyed the invaluable connections and supporting working relationships we have. We are moving to our new location in Richmond in 2023 and are hoping to continue our partnerships.



Merci pour tout!
Fanny Phillips





Bubup Womindjeka

Bubup Womindjeka Family and Children's Centre is a community run, not-for-profit organisation providing integrated early learning and care services to the community.

Bubup Womindjeka Family and Children's Centre is committed to promoting a safe, equitable environment that supports a sense of belonging and respect. We advocate for the rights and participation of each child, throughout our organisation we embed the Child Safe Standards.

Bubup Womindjeka Family and Children's Centre acknowledge the traditional custodians of this land, the Yalukut Weellam of the Boon Wurrung people and pay our respects to their elders of past, present and future.

Bubup Womindjeka Family and Children's Centre

85 Liardet Street, Port Melbourne 3207

Phone: (03) 9676 8400 | Email: info@bwfcc.org.au

<http://www.bwfcc.org.au>