

## **Governance and Management**

### **Rationale**

Fleurieu Occasional Community Children's Centre understands it has legal responsibilities associated with running a service. Our service is a community based organisation incorporated under the relevant state legislation. The approved provider (Chairperson) has a legal responsibility to comply with Family Assistance Law, and Education and Care Services National Law. It is also required to account for Australian Government Funds and ensure the fitness of the provider; including its management committee and authorised supervisors in charge of the daily operations of the service.

Our service Management Committee is responsible for compliance with any Australian Government Funding Agreements and to ensure the viability of the service. The service also understands it has a responsibility to maintain appropriate governance arrangements, including authority to hold provider and service approval and to effectively manage a service.

As a community based child care centre, the responsibility of running our Centre is undertaken by a group comprising of our Approved Provider (Chairperson), Nominated Supervisor (Director) our staff representative, our Finance Officer, parents who have an interest in the Centre (ie. their child/ren attend) and any other member of the community who may have an interest in the wellbeing of our centre (including Government members, local police officers, council members, employees/volunteers of local community groups etc).

### **Legislation and Government Requirements**

Privacy Act 1988

Family Assistance law

Corporation and Associations Law

Fairwork Act

Education and Care Services National Law Act 2010

Education and Care Service Regulations

### **Family and Children's Needs**

The service will have a documented approach to professionalism, confidentiality and ethical conduct.

The approved provider will ensure the service provides quality care and education service based on the needs of children, their families and the community.

Families will have information about how the service is run, have an opportunity to have input into the management of the service, assurance that it is financially viable and following legal requirements.

### **Strategies for Policy Implementation**

1. Efficient management of the service will ensure professionalism is maintained between management and staff.
2. Roles and responsibilities of management are clear and decision making is made in partnership with families and management. All stakeholders will be consulted on major decisions.
3. Confidentiality will be maintained by all Management Committee Members at all times. All members of the Committee will be made aware of the Grievance Procedures of the service and the protocol should conflict arise.
4. The nominated supervisor and approved provider communicate and work together to achieve the effective management of the service. Financial resources are maintained to meet the provisions of the regulations. The nominated supervisor will discuss any major concerns with the approved provider and management committee as appropriate.
5. Regular management meetings will be held. The nominated supervisor and finance officer will give the committee progress reports on finances, and other aspects of operational matters.
6. Management committee members will receive information and training as is required.
7. Family input is encouraged in all aspects of service operations and decision making; including participation in committees and advisory groups, providing feedback through surveys and involvement in service events such as our AGM and our Annual Christmas Party.
8. The approved provider is responsible, in conjunction with the nominated supervisor, to the regulatory authority to operate in accordance with service approval conditions:
  - \* Certified nominated supervisor
  - \* Safety and Maintenance
  - \* Staffing arrangements and Qualifications
  - \* Fit and proper persons
  - \* Ratios and numbers
  - \* Appropriate policies, procedures and records are maintained and updated regularly. The policies will be followed by educators and staff employed by the service.

- \* Reporting allegations of abuse, injury or illness to the child protection authority or relevant regulatory authority as required

### **Links to Other Policies and Procedures**

Confidentiality and Privacy

Grievances and Complaints Management

Occupational Safety and Health

Payment of Fees and Records Management

### **Sources**

DEEWR Child Care Handbook

Early Childhood Australia Code of Ethics 2011

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