

GOVERNANCE AND MANAGEMENT

POLICY ADOPTED: **October 2018**

Policy Objective:

Our education and care service is committed to ensuring good governance and accountability to its stakeholders by:

- Conducting our affairs legally, ethically and with integrity, ensuring compliance with all funding; regulatory and legislative requirements placed on the organisation;
- Remaining solvent and complying with all our financial obligations;
- Identifying organisational risks and legal obligations and manage these; and
- Ensuring mechanisms are in place for fair and transparent governance.

Policy Statement:

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Our education and care service recognises the importance of having a framework of rules, relationships, systems and processes within, and by which authority is exercised and controlled in the organisation. We view good governance and management as essential to our provision of quality education and care.

Statutory Legislation & Considerations:

Education and Care Services National Law Act 2010

Education and Care Services National Regulations: Regulations 168(2), 172

NSW Association Incorporation Act 2009

Family Assistance Law

Definitions:

In this policy 'staff' refers to staff employed by Bland Shire Council Children Services Unit and educators registered with the Bland/Temora Family Day Care Scheme.

Responsibilities:

Management Role

Bland Shire Council has overall responsibility for the sustainability and relevance of the service. Council will direct its activities towards achieving the organisation's goals and implementing the organisation's Quality Improvement Plan/Self-Assessment Tool by guiding and monitoring the organisation's business and affairs in line with the objects as set out in the organisation's rules and in line with the organisation's philosophy.

In carrying out its responsibilities, Council undertakes to maximise the value and contribution of the organisation to the community, and to serve the interests of the organisation's members, employees and families and children using the service. In serving these interests there is an implicit understanding that the rights of the child are paramount in all decision making.

Council is the employer of all staff of the organisation and are responsible for the management and control of the organisation as the Approved Provider of education and care under the Children Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011.

Bland Shire Council will:

- Ensure that a comprehensive set of policies are in place as required under Education and Care Service Regulations and other Regulations and laws that the service must comply with;
- Update these policies on a regular basis;
- Ensure that the notification of change to policies or procedure complies with Regulation 172; and
- Ensure that mechanisms are in place to assist them to assess that the organisation's policies are implemented.

Recommended Practices:**Bland Shire Council (as Approved Provider) will:**

- Administer the service;
- Employ fit and proper staff to run the service;
- Budget for the general operation of the service from income sources;
- Account for government funding; and
- Maintain communication with state and federal government departments.

Director Corporate and Community Services will:

- Act as Approved Provider representative to support the effective operations of the service.

Children Services Coordinator will:

- Oversee the operations of the service.
- Report to relevant government departments.
- Supervise and manage service staff.
- Oversee the monitoring and support of Educators.
- Recruit Educators.
- Maintain legislative requirements.

Service Leaders will:

- Oversee the daily operations of the individual service
- Supervise and manage service staff.
- Mentor service staff.
- Assist in maintaining regulatory requirements of the individual service.
- Develop and/or oversee educational programs for the individual service.

Educators will:

- Assist in the development and implementation of educational programs in the service.
- Deliver reflective early learning sessions.
- Supervise children enrolled in the service.
- Work within regulatory requirements.

Administration Officer will:

- Support the service in administrative duties.
- Oversee processing of Attendance records.
- Write general correspondence.

Code of Conduct**Bland Shire Council staff members will:**

- Commit themselves to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum;
- Demonstrate un-conflicted loyalty to the interests of the organisation;
- Avoid conflicts of interest with respect to their role;

- Annually disclose their involvement with other organisations or companies that currently do business or may do business with the organisation;
- Immediately disclose to the Council any and all impending conflicts of interest. That member shall absent herself or himself without comment from both the deliberation and final decision-making; and
- Respect the confidentiality appropriate to issues of a sensitive nature.

References:

Australian Children’s Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Corporate and Community Services		
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Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
October 2018			October 2020
11 May 2021	1		May 2023
Related Council Policy / Procedure			
<i>Privacy and Confidentiality</i>			
<i>Code of Conduct</i>			