

# POLICY STATEMENT

## GOVERNANCE, MANAGEMENT & LEADERSHIP

### AUTHORISATION

<b>POLICY TYPE:</b>	Operational
<b>POLICY LOCATION:</b>	Corporate
<b>RESPONSIBLE OFFICER:</b>	Children Services Coordinator
<b>AUTHORISED BY:</b>	Director, Corporate and Community Services
<b>DATE ADOPTED:</b>	27 June 2023
<b>ADOPTED BY:</b>	Manex
<b>MINUTE NO:</b> <i>(If required)</i>	
<b>REVIEW DUE DATE:</b> <i>(Four years unless statutorily required sooner)</i>	May 2026
<b>REVISION NUMBER:</b>	
<b>RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN</b>	This policy supports Council's Delivery Program Strategy 4.2: Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile resource Unit and Toy Library services).

### DOCUMENT HISTORY

<b>VERSION NO.</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b> <i>Include names of former policies that this policy will replace if applicable</i>	<b>AMENDED BY</b> <i>(Where required)</i>
0	October 2018		October 2020
1	May 2021		May 2023
2	May 2023		May 2026

### REVIEW OF THIS POLICY

This Policy will be reviewed within Three (3) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy.

Any amendment to the Policy must be with the approval of the General Manager/Manex.

## 1. Purpose:

To show commitment and accountability to all stakeholders by conducting our service legally, ethically and with integrity, meeting compliance with all funding obligations, regulatory and legislative requirements. To identify and manage any organisational risk and ensuring mechanisms are in place for fair and transparent governance.

## 2. Scope:

This policy document applies to all staff and Educators of the Bland Shire Council Children Services Unit and Bland Temora Family Day Care, along with children and families enrolled with Bland Shire Council Children Services Unit.

## 3. Outcomes:

Our Education and Care service recognises and demonstrates the guidelines associated with the framework of rules, regulations, relationships, systems and processes within, and by which is exercised and controlled in the organisation. Quality governance and management is essential for the service to provide high quality education and care to all stakeholders.

## 4. Roles and Responsibilities:

### Management and Executives:

Bland Shire Council is responsible for the sustainability and relevance of the service. Council will direct its focus toward achieving the organisations goal and the implementation of the services Self-Assessment Tool practises. Council will guide and monitor the service business affairs as per the organisations rules and in line with the service philosophy.

Council aims to maximise the value and contribution of the organisation to the community, and to serve the interests of its members, employees, families and children utilising 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 is 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 a comprehensive set of policies are in place as required under Education and Care Service Regulations and other Regulation laws that the service must comply with,
- Review these policies on a regular basis with the assistance of the Nominated Supervisor,
- Ensure that the notification of changes to policies or procedures complies with Regulation 172,
- Ensure mechanisms are in place to assist assess the organisations policies are implemented.

### **Recommended Practices**

#### The Approved Provider will:

- Administer the service
- Employ fit and proper staff to run the service
- Budget for general operation of the service from income sources, with assistance from the Nominated Supervisor
- Account for Government Funding
- Maintain communication with State and Federal Government departments

Director, Corporate and Community Services will:

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

Children Services Coordinator/Nominated Supervisor will:

- Oversee the operation of the service/s
- Report to relevant government departments
- Meet notification and reporting requirements as per National Quality Framework
- Take every reasonable precaution to protect children from harm and hazard, whilst supporting children's health, safety and well-being.
- Supervise and manage service staff, establishing clearly defined roles and responsibilities.
- Work collaboratively with the Educational Leader to evaluate staff performance, provide professional development and mentoring of Educators.
- Work collaboratively with service leaders and educational leader to establish and maintain individual service Self-Assessment document.
- Support the Educational Leader to confidently lead the development and implementation of the educational program, including the assessment and planning cycle.
- Lead and positively role model the service policies, procedures, philosophy and self-assessment.
- Ensure records and confidential information is stored correctly.
- Ensure all Family Day Care requirements are met, supporting monitoring, supervision, assessment and reassessment of Educators
- Oversee the monitoring and support of Educators and staff
- Recruit Educators
- Maintain legislative requirements and guide national Quality Standards
- Work with the Approved Provider to review policies and meet budget obligations
- Advocate positive leadership and professionalism

Educational Leader will:

- Lead the development and implementation of the Educational Program
- Work collaboratively with the Coordinator to evaluate staff performance, provide professional development and mentoring of Educators.
- Provide Educators and staff networking opportunities.
- Liaise with other Educational Leaders to share knowledge and ideas.
- Promote the service through Social networks and promotions.
- Work collaboratively with service leaders and Coordinator to establish and maintain individual service Self-Assessment document.
- Lead and positively role model the service policies, procedures, philosophy and self-assessment.

Service Leaders will:

- Oversee and deliver the daily operations of the individual service
- Supervise and manage individual service staff, providing clearly defined roles and responsibilities.
- Work collaboratively with service leaders and educational leader to establish and maintain individual service Self-Assessment document.
- Implement and positively role model the service policies, procedures, philosophy and self-assessment.
- Mentor individual service staff
- Assist in implementing regulatory requirements of the individual service
- Guide National Quality Standards
- Develop/oversee educational programs for the individual service

- Identify professional development for Educators and staff
- Reflect on educational program and the cycle of learning
- Advocate positive leadership and professionalism

Educators will:

- Assist in the development and implementation of the educational program in the service
- Implement National Quality Standards
- Deliver reflective early learning sessions
- Supervise children enrolled at the service
- Work within regulatory requirements
- Be aware and follow the service policies, procedures, philosophy and self-assessment.

Administration Officer will:

- Support the Coordinator and service/s in administrative duties
- Oversee processing of attendance records and documentation of attendance
- Provide general correspondence to families (text, email, phone)

Families will:

- Be provided access to all service policies and procedures.
- Remained well informed about the operation of the service, and service changes and the implementation of the educational program.
- Be provided contact information of the Nominated Supervisor to address any questions or concerns.

**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 interests 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 Council any/all impending conflicts of interest.
- Respect the confidentiality to issues of a sensitive nature.

**5. Definitions:**

This policy refers to Educators registered with Bland/Temora Family Day Care. The term 'scheme' refers to Bland/Temora Family Day Care Coordination Unit with Bland Shire Council licenced as its approved provider.

**6. Legislation and Supporting Documents:**

Australian Children's Education and Care Quality Authority (2022) Guide to the National Quality Framework (ACECQA)  
 Education and Care Services National Law 2010  
 Education and Care Services National Regulations 2011