



Governance and Management

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.

Goals

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 compliant with all funding, regulatory and legislative requirements placed on the organisation
- Remaining solvent and comply with all our financial obligations.
- Identifying organisational risks and legal obligations and manage these.
- Ensuring mechanisms are in place for fair and transparent governance.

Strategies

Policies

The Approved Provider 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;
- Ensure that these policies comply with relevant legislation; and
- Update these policies on a regular basis.



Roles and Responsibilities

Management

The management of our education and care service is overseen by the Approved Provider. The Approved Provider is accountable to members for the performance of the organisation.

Approved Provider

The Approved Provider has overall responsibility to members for the sustainability and relevance of the service. The Approved provider will direct activities towards achieving the organisation's goals and implementing the organisation's Quality Improvement Plan 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, the Approved Provider 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.

The Approved Provider 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.

The Approved Provider sets the strategic direction and monitors performance of the organisation. The Approved Provider will provide effective governance to ensure excellent overall management of the organisation's business and financial objectives. In addition, the Approved provider may delegate any of their powers (with the exception of the power of delegation and responsibilities as Approved Provider) to a committee of directors, a director, an employee or any other person.

The Approved Provider delegates the responsibility of implementing the strategic plan and day-to-day management of the organisation to the service's Director/Co-ordinator/Manager. In discharging its powers, each Director/Co-ordinator will be bound by the Associations Act/Corporations Act, the Constitution and all policies of the organisation.



The Approved Provider's authority includes:

- Overseeing the organisation including its control and accountability systems;
- Appointing and removing the Director/Co-ordinator/Manager;
- Ratifying the appointment of all staff members;
- Developing organisational strategy and performance objectives;
- Reviewing, ratifying and monitoring systems of risk management and internal control, codes of conduct, and legal compliance;
- Monitoring the Director's/Co-ordinator's/Manager's performance and implementation of strategy;
- Approving and monitoring financial and other reporting;
- Authorising appropriate delegations within the organisation;
- Ensuring appropriate resources are available to carry out the organisation's functions; and
- Approving and monitoring the progress of major capital expenditure.

Risk Management

The Approved Provider will:

- Ensure the organisation operates with and to a valid Constitution/ Articles of Association and that all governance and management practices of the Management Committee and staff align with the Constitution/Articles of Association;
- Demonstrate achievement of this through accessible meeting minutes and Approved Provider self-assessments;
- Assist employees to receive ongoing support and professional development in the implementation of effective and evidence based governance practice.

Code of Conduct

The Approved Provider will:

- Commit themselves members to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as Approved Provider of the service;
- Avoid conflicts of interest with respect to their role;
- Respect the confidentiality appropriate to issues of a sensitive nature.



Monitoring, Evaluating and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 2 years. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

Sources

Related Legislation

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011: Regulations 168(2)

NSW Association Incorporation Act 2009 Related guidelines, standards, frameworks of National Quality Standard, Quality Area 7: Leadership and Service Management – Standard 7.3

Community Childcare Cooperative Ltd. (NSW).