



Governance and Management Policy

Port Lincoln Children's Centre aims to provide a quality education and care service that meets the requirements of the National Quality Framework and the principles and practices of the Early years Learning Framework. We will ensure there are appropriate governance arrangements enabling the Centre to meet its legal and financial obligations.

Procedures

Approved Provider

The Department for Education and Child Development is the approved provider for the PLCC Preschool program. The Port Lincoln Children's Centre Childcare program is currently an Australian Government Budget Based Funded program which currently sits out side of the National Quality Framework.

The responsibilities of the Approved provider include:

- Compliance monitoring – ensuring compliance with the objects, purposes and values of the service, and with its constitution
- Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them
- Strategic planning – reviewing and approving strategic direction and initiatives
- Regulatory monitoring – ensuring that the service complies with all relevant laws, regulations and regulatory requirements
- Financial monitoring – establishing and maintaining systems of financial control, internal control, and performance reporting; reviewing the service's budget; monitoring management and financial performance to ensure the solvency, financial strength and good performance of the service
- Financial reporting – considering and approving annual financial statements and required reports to government;
- Organisational structure – setting and maintaining a framework of delegation and internal control
- Staff selection and monitoring – selecting, evaluating the performance of, rewarding and, if necessary, dismissing the staff. Delegate the functions of sub-committees, the Nominated Supervisor, and other staff.
- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the service; agreeing or ratifying all policies and decisions on matters which might create significant risk to the service, financial or otherwise
- Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between committee members, staff, members, or volunteers.

Nominated Supervisor (Centre Director)

The nominated supervisor is responsible for the day to day management of the Centre and to address management and operational issues under the direction of and the policies laid down by the Approved Provider including

- Developing and implementing organisational strategies and making recommendations to the Approved provider on significant strategic initiatives
- Making recommendations for the appointment of staff, determining the terms of appointment, evaluating performance and developing and maintaining succession plans for staff
- Having input into the annual budget and managing day to day operations within the budget
- Maintain an effective risk Management framework/WHS
- Keeping the Approved Provider and the Regulatory bodies informed about any developments that may impact on the organisation's performance.

Philosophy and Policies

- The development and review of the Philosophy and policies is an ongoing process. It underpins all other documentation and practices at the Centre.
- There will be a consultative and collaborative process to support the development of the philosophy. The statement of Philosophy will be included in the QIP
- Policies and procedures will provide clear documentation that will define agreed and consistent ways of doing things to achieve stated outcomes
- The Management committee as the approved Provider will ratify the philosophy and policies.
- The Centre Philosophy and policies will be available for all stakeholders and there is a reference to this in the parent and staff induction booklets.
- All documents will be dated and include nominated review dates.

Financial Management

- The approved provider will be responsible for developing and overseeing the budget of the service and for ensuring that the service operates within a responsible and sustainable framework.
- In line with this responsibility management will conduct a budget planning meeting each year as part of its annual business planning.
- Financial reporting including income and expenditure statement and a balance sheet will be presented to the Management Committee on a regular basis.

Facilities and Equipment

- The approved Provider will ensure Education and Care Services National Regulations 103 –115 relating to the physical environment required for all services are maintained at all times.
- In the event of the relocation of the site the approved provider will ensure that the requirements of the regulations are considered if and when the site re-arrangements are proposed
- WH&S implications will be considered by the Approved Provider in relation to educators locking up and leaving the service at the end of the day and risk assessments of the practices will be undertaken.

Equipment and maintenance

- Appropriate equipment and furniture, to meet the needs of the children and educators, will be well maintained and safe.
- Processes will be in place for the routine cleaning of toys and equipment.

Confidentiality

- All staff at Port Lincoln children's Centre will maintain confidentiality. Refer to the Confidentiality policy

Maintenance of records

- Regulation 177 outlines the requirements and includes references to records that services must keep. Regulations 183-184 detail storage of records.
- The service has a duty to keep adequate records about staff, families and children in order to operate responsibly and legally. The Centre will protect the interests of the children and their families and the staff, using procedures to ensure appropriate privacy and confidentiality
- The Approved provider assists in determining the process, storage place and time line for storage of records.
- The Centre's orientation and induction process will include the relevant information to staff, children and families.
- Clear guidelines on who will have access to which particular records will be given to committee members, educators and families. These are available at all times at the service.
- The Approved provider will need to ensure that the record retention process meets the requirements of the following government departments:

The Australian Tax Office
Family Assistance Office
Department for Education and Communities

- In the event of ceasing to operate, the Approved Provider will identify where the records will be kept and seek professional advice on winding up the service.

Work Health and Safety

- Policies and procedure will be in place to address the legal requirements relating to safety in the workplace and this information should underpin and Centre specific requirements including grievance /complaints procedure.
- The nominated supervisor will report back to the Approved Provider on any WH&S issues as they arise.
- All staff will be provided with information to assist them in meeting their obligations under the legislation.

Links to Regulations/legislation

National Quality Standards

QA 7 Leadership and service management: Elements: 7.1.1, 7.3.1, 7.3.2, 7.3.3

QA3 Physical Environment elements 3.1.3

Sources:

Policies in Practice: Management and Governance. PSC Alliance

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