



GOVERNANCE AND MANAGEMENT POLICY

Policy Statement

New Lambton District OOSH (NLDOOSH) aims to provide high quality before and after school care that adheres to all legal requirements and aims for industry best practice. To achieve this appropriate governance and management has been established. As part of this there is an ongoing process of planning, review and evaluation.

Procedures

Responsibilities

- a. According to Regulations, New Lambton District OOSH Inc Management Committee is the Approved Provider.
- b. The Nominated Supervisor is responsible for ensuring that all aspects of governance and management are clearly articulated and support the service philosophy.
- c. Responsibilities of the Approved Provider, Nominated Supervisor and Business Administration Manager include:
 - Establishing, approving, monitoring and evaluating policies, plans and budgets.
 - Reviewing and approving strategic direction and initiatives.
 - Ensuring that the service complies with all relevant laws, regulations and regulatory requirements.
 - Establishing and maintaining systems of financial control, internal control, delegation and performance reporting including; reviewing the service's budget; monitoring management and financial performance to ensure the solvency, financial strength and good performance of the service.
 - Considering and approving annual financial statements and required government reporting.
 - The selection, performance evaluation and, where appropriate, rewarding or dismissal of all staff.
 - Delegating the responsibilities of the nominated supervisor, co-ordinators and other educators.

- Establishing, 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.
 - Dealing with and managing conflicts that may arise within the organisation, in accordance with the centre's Complaint Policy.
 - Ensuring that copies of current policies and procedures required under Regulation 168 are always available for inspection at the service (as per Regulation 171).
- d. The Nominated Supervisor is responsible for the day-to-day management of the service. This includes any key management and operational issues. Actions taken must be according to centre policies and under the direction of the Approved Provider, including:
- Developing and implementing organisational strategies and making recommendations to the Approved Provider on significant strategic initiatives.
 - Evaluating performance, as well as developing and maintaining succession plans for educators.
 - Contributing to the development of the annual budget as well as managing day-to-day operations within the budget.
 - Maintaining an effective risk management framework.
 - Apprising the Approved Provider and Regulators about any issues that may impact on the centre's performance.

Philosophy and policies

- a. Development and review of the Philosophy and policies will be an ongoing process. A collaborative and consultative process will be implemented to support the development of the philosophy that will include children, families and staff. The statement of Philosophy will be included in the Quality Improvement Plan for the service.
- b. Our philosophy will form the basis of all centre documents and practices. They will be based on the principles of the approved National Quality Framework for school age care "My Time, Our Place". (Version 2.0)
- c. Policies and procedures will provide a clear and consistent method of how to achieve stated outcomes.
- d. The service philosophy and policies will be available for all stakeholders and this will be communicated via the centre website.

Financial management

- a. The Co-ordinator will conduct a budget planning meeting as required as part of the centre's business planning.
- b. Financial reporting, including an income and expenditure statement and balance sheet, will be

presented to the Co-ordinator on a regular basis.

Facilities and environment

- a. The Co-ordinator will ensure regulations 103–115 relating to the physical environment required for an OSHC service are always maintained.

The facilities and environment will be available and maintained as per the centre's *Providing a Child Safe Environment Policy*.

- b. In the event of a relocation of the site the Responsible Person will ensure that the requirements of the regulations are considered when site re-arrangements are proposed.
- c. Work, Health and Safety implications will be considered by the Responsible Person 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:

- a. Equipment will be supplied and maintained as per the centre's *Providing a Child Safe Environment Policy*.

Review and evaluation of the service

- a. Ongoing review and evaluation will underpin the continuing development of the service. The Co-ordinator will ensure that the evaluation involves all stakeholders, especially families, children and staff.
- b. The development of a Quality Improvement Plan (QIP) will form part of the review process. A critical review of the service will be included in the QIP and discussed at meetings of the management team.

Work, Health and Safety (WHS)

- a. Policies and procedures will be in place to address the legal requirements relating to safety in the workplace. This information will underpin any service specific requirements, including grievance/complaints procedures.
- b. All Educators are responsible for reporting any WHS issues to the Responsible Person on shift as they arise.
- c. All committee members will be provided with a job description to assist them in meeting their Legislative WHS obligations.

Maintenance of records

- a. Regulation 177 outlines requirements and includes references to records that services must keep. Regulations 183–184 detail storage of records.

- b. The centre must record and retain adequate records about educators, families and children in order to operate responsibly and legally. The centre will protect the interests of children, their families and staff implementing policies and procedures to ensure appropriate privacy and confidentiality.
- c. The centre's orientation and induction processes will include the provision of relevant policies and information to educators, children and families.
- d. Staff will be given clear guidelines on who should have access to which records.
- e. The Approved Provider along with the Co-ordinator and Business Administration Manager will ensure that the centre's record retention process meets the requirements of the Australian Tax Office (ATO), Family Assistance Office (FAO) and the Department for Education, Employment and Workplace Relations (DEEWR).
- f. In the event of ceasing to operate, the Co-ordinator will identify where records will be kept and seek professional advice on the closure of the centre.

Considerations

Name	Reference
Education and Care Services National Regulations	103, 168, 171, 172, 173, 177, 183 to 185
National Quality Standard	7.1
Other NLDOOSH policies/ documentation	<ul style="list-style-type: none"> • Providing a Child Safe Environment Policy • Complaint Policy • Management Committee Roles Fact Sheets
Other	<i>My Time, Our Place – Framework for School Age Care in Australia</i> , Council of Australian Governments 2011

Policy status

Policy developed	June 2019
Last reviewed	December 2024
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Policy owned by	Centre Coordinator, Employees, Families, Management and Interested Parties