

## **Policy Statement**

Our Organisation aims to provide a quality service to families within our local community by ensuring we operate according to the current legal requirements of a managing body. The Management Committee will ensure that decisions are made according to the Organisation's Constitution and in the best interests of the Service.

## **Procedures**

- ✓ Activity Centres Incorporated must have a Management Committee to operate.
- ✓ It is the responsibility of the Management Committee to ensure that the Organisation is managed according to the current legal requirements set by the relevant state and federal agencies adhering to all relevant laws, acts, regulations and Activity Centres Incorporated Constitution.
- ✓ It is a legal responsibility of all committee members to ensure that all information about the Staff, children and their families are kept strictly confidential and cannot be discussed with anyone who is not a current member of the Management Committee or Staff of the Organisation.
- ✓ Management Committee members may gain access to the service records, when necessary to fulfil their management responsibilities. Confidentiality will be maintained by all members of the Management Committee.
- ✓ Management Committee members are to follow all ACI policies and procedures when conducting business on behalf of the Organisation and are to ensure policies are being followed at the Services.
- ✓ Members of the Management Committee will be required to pay a membership fee at AGM each year.
- ✓ Disciplining of Committee members will be carried out in line with our Organisation's Constitution.
- ✓ The Management Committee is legally responsible for the ongoing management of the Organisation, which primarily involves legal, financial and employment responsibilities. However the Committee has elected to delegate all Committee duties to the Manager. To fulfill this role it is the Manager's responsibility to;
- ✓ Keep the Management Committee well informed and updated on all levels of the Organisations operations:
  - Ensure that the Organisation is meeting all legal requirements
  - Liaise with the Committee to ensure decisions on the Organisations operations are agreed to by the majority of financial members and in accordance with our Organisation's constitution
  - Ensure that the general ongoing tasks of the Committee are carried out and reported to the Committee on a regular basis to ensure all areas are being met
- ✓ General ongoing tasks of the Manager and Committee include:
  - Ensuring the needs of the parents, children and Staff are met
  - Ensuring the smooth daily operation of the Organisation
  - Communication of relevant issues
  - Publicity and Public relations
  - Development and review of policies
  - Planning
  - Financial management and administration
  - Liaison and compliance with funding and licensing bodies
  - Employment, supervision and direction of Staff, ensuring appropriate industrial awards are adhered to
  - Continued maintenance and repair of the building and equipment
  - Addressing ongoing issues as they arise
- ✓ The Committee will meet in accordance with its constitution. At this meeting the Manager will inform the Committee of operations and request authorisation by the Committee for any decisions, or change to policies, or in staffing, fees etc as required.
- ✓ The Committee will vote and have final say in all the Organisations policies and procedures, ensuring that they meet the current legal requirements.
- ✓ Members of the Committee will consist of 60% of parents/guardians of children currently enrolled in our Organisation at any of our Services and/or parents of children on the waiting list, and 40% off interested community members.
- ✓ Interested persons may attend committee meetings, however voting must be done by 60% parents/guardians of children currently enrolled and 40% other. Where the balance does not demonstrate a clear majority, the President will ask for some of the interested persons to withdraw their vote, and refrain from further voting on the issue.
- ✓ Office bearers will be elected each year at the Annual General Meeting (AGM).
- ✓ All committee members will know the requirements regarding:
  - Management structure, roles and duties
  - Constitution

- 
- Organisation Philosophy
  - The Education and Care Services National Regulations 2011
  - The Education and Care Services National Quality Standards 2011
  - Policies and Procedures
  - Funding and Operational agreements
  - Meetings
  - Financial requirements
  - Employment Responsibilities
- ✓ Members of the Management Committee will be provided with a copy of the Management Committee Policy and Organisation Constitution at the AGM.
  - ✓ Existing members are encouraged to support new members to ensure they are aware of their responsibilities. All families will be encouraged to actively participate in the Management Committee.
  - ✓ Decisions about the operation of the Organisation will be made by the Management Committee. This can be done at meetings, on our closed ACI Committee Facebook group, or via emails until a final decision is agreed by the majority of the Management Committee.
  - ✓ Unless otherwise specified, all decisions relate to the whole Organisation inclusive of all Services.
  - ✓ Parents and Staff will be informed about the Committee's membership, meetings and decisions and have opportunities to have input into the management of the Organisation. This will be achieved through notices, emails, memos, posts on Facebook pages (both parent page and closed Staff page), updates to organisation website, and formal and informal meetings.
  - ✓ The Management Committee will meet at 6:45pm on Wednesday night of week 5 during each term at Head Office. Additional contact will be conducted via emails, or on our closed ACI Committee Facebook Page, regularly throughout the year.
  - ✓ The Annual General Meeting (AGM) will be held in Term 4 each year.
  - ✓ The Manager and Assistant Manager must attend all meetings of the Management Committee and present a written progress report regarding the running of the Organisation and provide information to the Committee to assist in making decisions.
  - ✓ Coordinators of each of the Services where possible, are also required to attend the meetings to answer any questions the Committee may have.
  - ✓ If any other members of Staff wishes to be attend Committee meetings it must be arranged in advance by the Manager or Committee President.
  - ✓ Reports to be tabled at each committee meeting in addition to the Manager and Coordinators reports include the Assistant Manager, Financial and Presidents reports, along with any Work Health and Safety reports and concerns.
  - ✓ Financial Reports are to be presented to the Committee, via our closed Facebook page, at the end of every calendar month.
  - ✓ Coordinators are to ensure that Service reports are completed at the end of every term and submitted to the Manager so that these can be posted to the Committee on the closed Facebook page in a timely manner.
  - ✓ If any issues or matters arise that require the Committee's attention, it will be posted to the Facebook page or emailed to Committee members as soon as it is practical to do so. This way the Committee is informed of all events and can think over matters prior to meetings occurring.

## **Roles of the Management Committee**

### **Chairperson/President**

***\*\*Note: As the Organisation's Manager is employed to fulfill the duties of the Committee, the Manager will work in consultation with Committee members in each position to assist them in their role.***

- Facilitate the smooth running of the Management Committee
- Set the meeting agenda, which will cover all necessary business
- See the meeting is properly convened in accordance with the rules of the Organisation
- Determine if a quorum is present at meetings, as outlined in Organisation's Constitution
- Chair the meeting, to ensure time frames are met
- Ensure the agenda is adhered to and that all members have a chance to contribute to the discussion
- Help the meeting come to agreement
- When decisions are made, clearly state what the decisions were, who will implement these and ensure this is recorded in the minutes

# Management Committee Policy

- Summarise at the end of every meeting so that individuals have a clear understanding of tasks performed and decisions made
- Close the meeting only after the business at hand has been properly conducted
- Act as spokesperson for the Committee when necessary

## Vice Chairperson

- Assist the Chairperson/President
- Perform the above duties in the Chairperson's absence and to assist the Chairperson

## Secretary

- Keep records of membership and minutes
- Ensure the Manager sets meetings, giving notice as required under the Constitution
- Ensure the Manager is tabling all relevant incoming and outgoing correspondence
- Ensure the Manager is dealing with any correspondence as decided by the Committee
- Ensure that all correspondence relevant to the Staff is forwarded to Staff as soon as possible
- Take the minutes for the meeting
- After each meeting, copy and distribute the minutes to the members of the Committee
- Ensure the minute book is kept up to date

## Treasurer

The Organisation's Manager to pay wages and keep financial records.

- Treasurer will ensure that all records are prepared for and checked by the Committee at every meeting
- Oversee the financial management of the Organisation
- Assist with the bookkeeping to ensure the Organisation is complying with financial obligations

## Members

- Attend Committee meetings and contribute to decision making on the Organisation's operations
- Act as the Liaison person between Staff, parents, School, the community and the Committee
- Be a contact person on the Committee for Staff if required
- Encourage interaction between Staff, parents and the Committee
- Be on the sub-committee to employ Staff
- Ensure Staff participate in Staff training
- Be involved in Staff evaluation and review, when needed
- Participate in the complaints and grievance procedure when necessary

## Liaison Officer

- All Committee members will be available to act as Staff Liaison Officers if issues arise and Staff feel they need some additional support from Management.

## Public Officer

- Committee must appoint a Public Officer to be responsible for submitting the annual returns and liaising with the Department of Fair Trading, the committee has determined that the best person for this is the Organisation's Manager.

Fund raising activities will be the responsibility of the Manager and Service Coordinators:

- ✓ Arrange fund raising activities, either directly or by delegation
- ✓ Coordinating and overseeing fund raising efforts
- ✓ To be responsible for ensuring that fundraising money is collected and banked

## Considerations

### **Education and Care Services National Law**

13	Matters to be taken into account in assessing whether fit and proper person
14	Regulatory Authority may seek further information
21	Reassessment of fitness and propriety
51	Conditions on service approval
162	Offence to operate education and care service unless responsible person is present
172	Offence to fail to display prescribed information
173	Offence to fail to notify certain circumstances to Regulatory Authority
174	Offence to fail to notify certain information to Regulatory Authority
175	Offence relating to requirement to keep enrolment and other documents
188	Offence to engage person to whom prohibition notice applies

## Education and Care Services National Regulations

29	Condition on service approval - insurance
31	Condition on service approval – quality improvement plan
55	Quality improvement plans
56	Review and revision of quality improvement plans
84	Awareness of child protection law
104	Fencing
106	Laundry and hygiene facilities
107	Space requirements – indoor space
108	Space requirements – outdoor space
109	Toilet and hygiene facilities
110	Ventilation and natural light
117B	Minimum requirements for a person in day-to-day charge
157	Access for parents
158	Children’s attendance record to be kept by approved p[rovider]
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
165	Record of visitors
167	Record of service’s compliance
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures
173	Prescribed information to be displayed
174	Time to notify certain circumstances to Regulatory Authority
174A	Prescribed information to accompany notice
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify information to Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved provider
180	Evidence of prescribed insurance
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transferred
185	Law and regulations to be available

## Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children’s health and safety	2.1 Health	2.1.1 Wellbeing and comfort
	2.2 Safety	2.1.2 Health practices and procedures
		2.2.1 Supervision
		2.2.2 Incident and emergency management
		2.2.3 Child protection
QA 4 Staffing arrangements	4.1 Staffing arrangements	4.1.1 Organisation of educators
	4.2 Professionalism	4.2.1 Professional collaboration
QA 6 Collaborative partnership with families and communities	6.1 Supportive relationships with families	6.1.1 Engagement with the service
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management system
		7.1.3 Roles and responsibilities

# Management Committee Policy

## Activity Centres Inc. Policies and Procedures

Acceptance and Refusal of Authorisation	Medical Conditions
Access	Nutrition
Child Protection	Reporting to the Regulatory Authority
Child Safe Environment	Responsible Person
Delivery and Collection of Children	Sleep and Rest for Children
Emergency	Staff Appraisal and Review
Enrolment	Staff Child Ratio
Excursion	Staff Selection
Fee	Staff Training
First Aid Policy - Management of Incident, Injury, Illness and Trauma	Sun Protection
Grievances and Complaints Management	Transport Policy – safe transportation of children

## My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> <li>Children feel safe, secure and supported</li> </ul>
---	--

## Early Years Learning Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> <li>Children feel safe, secure and supported</li> </ul>
---	--

## Legislation

NSW Fair Trading	Work, Health and Safety Act 2011
Safe Work NSW	Work, Health and Safety Regulation 2017

\_\_\_\_\_ end of policy \_\_\_\_\_

Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 25 November 2022  
 Management Committee Policy is to be reviewed by the 25 November 2026