



## **Governance & Management Policy**

### **Aim:**

To ensure our organisation has good governance we will:

- Conduct our affairs within legislative guidelines, ethically and with integrity;
- Identify any organisational risks and ensure appropriate policies and processes are in place to manage; and
- Ensure that appropriate mechanisms are in place for fair and transparent governance.

### **Legislative requirements / Sources:**

MCEEC Constitution

Education and Care Services National Law Regulations: Regulation 168- Education and care service must have policies and procedures, Regulation 169- Additional policies and procedures family day care service, Regulation 170- Policies and procedures to be followed, Regulation 171- Policies and procedures to be kept available & Regulation 172- Notification of change to policies or procedures.

National Quality Standards: 7.1, 7.2, 7.3

### **Implementation:**

The management of our education and care service is overseen by a Management Committee. The Committee is accountable to the members for the governance of the organisation.

### **Committee's Role:**

The role of the committee is to set the strategic direction and monitor the performance of the organization. The committee will provide effective governance to ensure excellent overall management of the organisation's business and financial objectives.

The Committee will work together with the Nominated Supervisor to direct its activities towards achieving the organisation's goals and in implementing the organisation's Quality Improvement Plan .

In carrying out its responsibilities, and to maximise the value and contributions of the organisation's members, the Committee undertakes to serve the interests of the organisation's members, employee's and children using the service. In serving these interests there is an implicit understanding that the rights of the child are of the utmost importance in all decision making.

The Committee is the employer of all staff within the organisation and responsible for the management and control of the organisation as the Approved Provider of Education and Care under the *Children (Education and Care Service National Law Application) Act 2012 and the Education and Care Service National Regulations*.

### Policies

#### **The Committee will:**

- Ensure that a comprehensive set of policies are in place as required under *Education and Care Service Regulation* and other relevant Legislation and Laws.

### Compliance Measures

#### **The Committee will:**

- Ensure that appropriate mechanisms are in place for the review of policies on a regular basis to ensure they are kept up to date and incorporate any changes to legislation as they occur.

### Constitution

#### **The Committee will**

- Ensure that the organisation's constitution is complied with at all times;
- Review the constitution, at a minimum, every three years; and
- Ensure that each new member of the Board is provided with a copy of the organisation's constitution and Quality Improvement *Plan* on their appointment to the Committee.

### Committee Powers

#### **The Committee will:**

The Committee will provide effective governance to ensure appropriate controls are in place for the management of the organisation's business and financial objectives.

The Committee may delegate any of their powers (with the exception of the power of delegation and responsibilities as Approved Provider) to a sub-committee, a director, a business manager, an employee or any other person.

The Board delegates the responsibility for implementing the strategic plan and day-to-day management of the organisation to the service's Director and Business Manager.

In discharging its powers, each Director, Business Manager and Committee Member will be bound by the Associations Act, the constitution and all policies of the organisation.

The Committee's authority includes:

- Overseeing the organisation including its control and accountability systems;
- Appointing and removing the Director
- Endorsement of 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 performance
- 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 Committee will:**

- Ensure the organisation operates in line with the Constitution and that all governance and management practices of the Board and staff align with the constitution.
- Demonstrate achievement of this through accessible meeting minutes and Committee self-assessments; and
- Assist Committee members to receive ongoing support and professional development in the implementation of effective and evidence based governance practice.

### Code of Conduct

#### **The Committee will:**

- Act ethically, with honesty and integrity, in the best interests of the organization at all times.
- Not make improper use of their position to gain advantage for themselves or for any other person
- Exercise due care, diligence and skill
- Take individual responsibility to contribute actively to all aspects of the Committees role.
- Make decisions fairly, impartially and promptly, considering all information, legislation, policies and procedures.
- Understand the financial, strategic and other implications of decisions
- Act in a financially responsible manner
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare.
- Channel all communication between committee and staff on business matters through the Chairperson and the Director.
- Respect the confidentiality and privacy of all information as it pertains to individuals
- Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest.

This policy links to MCEEC confidentiality of records policy.

**Review:**

This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy will be reviewed every two years. This policy is available in other languages upon request.

Created: February 2019

Review: February 2020

## Schedule of Delegations

1. Financial Management			
FUNCTION	RESPONSIBILITY	PROCESS	APPROVAL
Annual Audit Report	Treasurer	Treasurer and Director liaise with Auditor	Committee
Acquittals	Director/ Treasurer	Board	Committee
Annual Budget	Treasurer/ Director	As recommended by Director and Treasurer	Committee
Bad Debt Write-Off	Director/Treasurer	As recommended by Director	Committee
Fee Schedule	Board	Fee schedules developed by Director	Committee
Funding Applications	Director/ Treasurer	Director/ Treasurer to prepare applications, Board to assist in identifying funding where appropriate	
Funding agreements and variations	Director/ Treasurer	Reviewed by Director/ Treasurer	Committee
Monthly financial reports	Treasurer	Reviewed by treasurer and presented to Board meetings	Committee
Monthly schedule of payments	Director	Checked by Treasurer	Board in accordance with expense delegation
Opening/ closing of bank accounts	Director/ Account signatories	Recommended by Director	Committee
Payroll approval & Payment: Up to \$50,000	Director	Pay run generated by Director/ Kountable and payment authorised via on-line banking	2IC/ Director
Payroll Approval & over \$50,000	Director	Assistant and payment authorised via on-line banking	2IC/ Director
Superannuation approval & payment	Director	Report generated and payment authorised via on-line banking	Director
Insurance premiums:	Director/ Treasurer	Policy renewal	Director

Up to \$30,000 pa. e.g. workers compensation, public liability		reviewed by Director/ Treasurer and reported to the Committee	
Purchases approvals for supplies and equipment: Up to \$500 per week	Director	Purchase requisition from employees	Director
Purchase approvals for supplies and equipment: \$3,000	Director	Purchase requisitions from employees	Committee
Purchase approvals for assets and repairs over \$3,000	Director	Purpose requisition from employees and in accordance with strategic plan	Committee
<b>2. Planning &amp; Reporting</b>			
Monthly reporting to Board	Director	Director provides monthly report summarizing key activities of centre	Committee
Board meeting agendas	Secretary	In consultation with Director submitted to Committee prior to meeting	Committee
Staff meetings	Director	Director prepares agenda & facilitates staff meetings.	Staff
Incidents	Employees	In accordance with incident reporting policy. Director to report summary to the Committee monthly	Committee
Complaints	Director	In accordance with complaints policy. Director to report summary including resolution to the Committee monthly	Committee
Policies and procedures	Director	Director prepares & reviews policy and procedures in consultation with Committee, policy register and DEC's regulations	Committee

Strategic planning	Committee /BM /Director	Employees and Board discuss at annual Strategic Planning Meeting	Committee
<b>3. Legal Responsibility</b>			
Amendments to organisation rules	Secretary	Discussed and recommended at Committee meeting	Members
AGM, General meetings and Special resolutions	Committee/ Secretary	Discussed and recommended at Committee meeting	Members
Annual returns	Director	Submitted following external Audit to Treasurer for appropriate signatures	Committee
Board minutes	Secretary	Director to assist where required	Committee
Approved provider	Director	Board complete Approved Provider application forms including Working With Children checks	DEC
Nominated Supervisor/ Certified supervisor/ Educational advisor	Director	Committee nominate Nominated Supervisor, the certified supervisor (s) and educational advisor using appropriate forms and process. Approvals apply to individuals not services	DEC
Delegations of Authority	Committee	Director may recommend changes	Board
<b>4. Employment &amp; Human Resources</b>			
Contract of employment- other than Director/ BM	Director	In consultation with Director/ EA	Director / Treasurer for financial costs
Employment contracts- Director	Chair	In consultation with Committee	Committee
Employment contracts- Business	Chair/ Director	In consultation with Committee	Committee

Manager			
Job descriptions- other than Director	Director	In consultation with Committee when needed	Director
Job descriptions- Director	Director/ Committee	In consultation with committee/ Director	Committee
Job descriptions- Business Manager	Director	In consultation with Board	Committee
Leave approvals <4 week	Employee	Submitted in writing using appropriate forms	Director
Leave approvals > 4 week	Employee	Submitted in writing using appropriate forms	Director in consultation with Board
Recruitment of staff- other than Director	Director/ panel	Per recruitment policies and procedures	Selection panel
Recruitment of staff- Director	Selection panel	Per recruitment policies and procedures	Selection panel
Recruitment of staff- Business Manager	Selection panel	Per recruitment policies and procedures	Selection panel
Salary Negotiations	Director	Recommendation submitted to Committee by Director in accordance with relevant awards/ salaries	Committee
Supervision & Performance reviews of staff	Director	In accordance with format for Director. Report to Committee as completed	Director
Supervision & Performance reviews of Director	Committee	Bi- annually. Format designed in consultation with Committee	Committee
Supervision & Performance reviews of Business Manager	Committee	Bi-annually. Format designed in consultation with Committee	Committee
<b>5. Contractual Obligations</b>			
Equipment/ maintenance	Director	As per financial delegation for	Director/ Committee



		purchase approvals	
Funding agreements & variations	Director/ Treasurer	Budgets reviewed by Treasurer in consultation with Director	Committee
Leases	Director	Director makes recommendation to the Committee	Committee
<b>6. External relations</b>			
<b>FUNCTION</b>	<b>DELEGATION</b>		
Media liaison	Public officer		
DECs or other regulatory liaison- day to day service matters	Director		
ACECQA- National Quality Standards	Director		
Representing organisation in public meetings and forums	Public Officer/ Chairperson		