



Roles of Management Policy

POLICY STATEMENT

Our service is managed and governed by a Management Committee. The Management Committee oversees all aspects of the operation of the service. The Management Committee is the legal entity and takes on the role of employer and all responsibilities of the approved provider under the Education and Care Services National Law 2010, Education and Care Services National Regulations 2010, Family Assistance Law and other relevant legislation as required.

We are committed to providing a strong Management Committee team who are aware of their roles and responsibilities to the service, children, families, educators, and community. The Management Committee will adhere to Education and Care Services National Law and Regulations, the National Quality Standard, Family Assistance Law and other relevant legislation as required by an employer. The Management Committee will maintain their professionalism at all times, performing in an ethical manner, which is reflective of the Service's philosophy.

PROCEDURE

The Management Committee is elected each year at our Annual General Meeting (AGM). All family members of children who attend the service are invited to join the Management Committee. Within the Management Committee is an executive team, the executive team includes Persons with Management or Control of the Service (PMC) as defined by ACECQA. Persons with management or control may *participate in executive or financial decision-making or have authority or responsibility for, or significant influence over, the planning, direction or control of the activities or the delivery of the education and care service* (ACECQA 2023). All members of the committee, including general members and executive team members have equal decision-making powers and contribute to all decisions. The members of the committee include: Executive Committee (President, Vice President, Treasurer, Secretary), General Committee (nominated supervisor/ Director, parent representatives, community representatives and representatives)

The Management Committee has an overall responsibility for the sustainability and relevance of the Service. The Committee provides effective governance to support the operation of our quality education and care Service and actively supports families to meaningfully engage with the Service philosophy, policies and procedures and provide feedback to ensure continual improvement.

Our service operates under the Service Constitution which guides the governance and functioning of the organisation and management committee. The Constitution guides governance rules while providing direction and purpose of the organisation's decision-making processes. The Service Constitution



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states the Management Committee must operate with the following minimum positions filled; President, Vice President, Secretary, Treasurer. Executive team committee members will be elected as per the Service Constitution and positions renewed every 12 months.

Our service embeds the National Child Safe Principles into our organisational leadership, governance and culture. We implement a child safe culture and are committed to child safety and wellbeing. Our Code of Conduct sets out the behaviours that are expected by all members of the Management Committee when interacting with children and young people.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

The Management Committee sets the strategic direction of the service and is responsible for the overall operation and governance as the approved provider of the service. The Management Committee is to oversee service operations to ensure all requirements of the Education and Care National Law and Regulations are met at all times.

Essentially, the Management Committee has five vital functions and Committee members contribute to one or more of these functions, depending on their interests, experience and skills:

- Finance: day to day finances, administration issues, employee duties, general organisation; annual budget, financial statements; legal requirements; insurance policies; reporting requirements to Government bodies- (CCS); fundraising
- Communication: Publicity and public relations, keeping the Service's community informed of Committee decisions, new policies, events, etc.
- Future planning: Being actively involved in the Service's Quality Improvement Plan (QIP), Strategic Plan and the Professional Development Plan for Service staff
- Policy development: Formulating, review, updating and approval of the Service's policies, procedures, and philosophy as required, in conjunction with the Nominated Supervisor, staff, and families
- Recruitment: Ensure a suitably qualified and experience Nominated Supervisor is appointed to oversee day to day operations of the service.

SUB-COMMITTEE

At times the Management Committee may organise separate sub-committees to assist with the operation and governance of the service. Sub-committees may be set up long term or for a short-term period to assist the committee to focus on a particular responsibility or task. Examples of sub-committees include staffing committee, WH&S committee, fundraising committee, and policy committee. The Management Committee may delegate decision making powers to the sub-committee group or they may be required to report back to the Management Committee. Prior to a sub-committee being formed a Terms of Reference will be defined including roles, responsibilities and decision-making authorities.



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NEW COMMITTEE MEMBERS

All new Executive Management Committee Members will complete a Declaration of fitness and propriety form (PA02), which is submitted to the Australian Children's Education & Care Quality Authority (ACECQA) to provide evidence they are deemed a fit and proper person as per the Education and Care Services National Law Act 2010 Section 12.

All Committee Members are to hold a valid Working with Children/ Vulnerable Person Check which has been verified.

New Committee Members who take on an executive role within the committee will be required to complete the background checks as identified below (See Authorised Personnel). The regulatory authority will be notified within 14 days of any changes to the executive committee or Persons with management or control.

AUTHORISED PERSONNEL

The Management Committee will ensure all executive members who identify as Persons with Management and Control of the Provider (as per National Quality Framework and Child Care Subsidy (CCS) requirements) undertake fit and proper check as per National Regulations and Family Assistance Law requirements. All Persons with Management or Control are required to register with PRODA and have their identity verified and background checks conducted. Fit and Proper checks for Persons with Management or Control:

- Australian National Police Criminal History Check (performed within the last 6 months)
- Working With Children Check
- National Personal Insolvency Index check
- Current and Historical personal name extract search (performed within the last 6 months)
- ASIC Search, evidence the person does not appear on the Banned and Disqualified register (performed within the last 3 months)

The Management Committee will ensure all members registered with PRODA remain fit and proper in accordance with Section 55 of the Child Care Subsidy Minister's Rules 2017.

NOTIFICATONS OF CHANGES TO MANAGEMENT

The Management Committee will ensure any changes, including the appointment or removal of committee members, to the Management Committee or Persons with Management or Control, are reported to the regulatory authority within 14 days. New Committee Members are required to complete a Declaration of fitness and propriety form (PA02) which is submitted to the regulatory authority as evidence of fit and proper persons.

The Management Committee will notify the regulatory authority through the NQA IT System of changes within the Management Committee or Persons with Management or Control, as per obligations within the required timeframe as outlined within the Childcare Provider Handbook.



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CONFIDENTIALITY

Our service has an ethical and legal responsibility to protect the privacy and confidentiality of children. All Management Committee Members are required to read, understand and follow the *Confidentiality Policy* for the Service. Previous minutes or documentation of items or issues discussed at Management Committee meetings may be confidential in nature. Previous minutes may be requested; however, items may be removed if confidential in nature.

DECISION MAKING

The Service Constitution set out the requirements regarding how decisions are made, the constitution will advise the structure and positions that must be held within the Management Committee. The Service Constitution will provide guidance on the number of members required to be present for each meeting to go ahead, a quorum is required to determine the number of voting members who are to be present when business decisions are made during the meeting. Committee Members are required to disclose any conflicts of interest, whether actual, potential or perceived when voting on business decisions.

COMPLAINT MANAGEMENT

The Management Committee members will follow the services *Dealing with Complaints Policy*. The Management Committee will ensure staff, families, visitors or community members are encouraged to follow the *Dealing with Complaints Policy and Procedure* in the event they are notified of a complaint or grievance. Any complaint that alleges a breach of the *National Law and National Regulations*, National Quality Standard or alleges that the health, safety or wellbeing of a child at the Service may have been compromised, must be reported by the approved provider or nominated supervisor to the Regulatory Authority within 24 hours of the complaint being made.

RECRUITMENT

The Management Committee is responsible for the recruitment of all staff and employees. The Management Committee will follow the services *Recruitment Policy and Procedures*. The Management Committee will ensure a suitably qualified and experienced nominated supervisor/ director oversees the day to day running of the service. The Management Committee will delegate responsibilities to the nominated supervisor/ director as per the *Position Description* for the position. The Management Committee will be responsible for ensuring the nominated supervisor/ director meets the responsibilities for the role and position. *Performance Management* will be initiated by the Management Committee as required following any concerns regarding performance of the nominated supervisor/director. The Management Committee is responsible for implementation of the Probation and Induction procedure for new Directors as per the *Probation, Induction and Orientation Policy*.

The Management Committee may organise a sub-committee (Staffing Sub-Committee) to support the Director in the role of recruitment of all staff and



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employees. The Management Committee may delegate authority of recruitment to the Staffing Sub-Committee to authorise appointment of staff and employees.

Our service is committed to be a child safe Education and Care Service and embeds the National [Child Safe Principles](#) as recommended by the National Office for Child Safety. Our robust recruitment processes play a vital role in protecting children from harm.

IN RELATION TO THE SERVICE:

- committee members must ensure they take their role and responsibilities seriously
- all members must adhere to the Service's *Code of Conduct* and *Confidentiality Policy*
- all members of the Management Committee must have a valid Working with Children Check
- Service management will email details of Committee meeting schedules, to all families who request this information
- the Management Committee will be involved in conjunction with families and educators in the development, approval and review process for all policies and procedures
- the Management Committee will reflect upon and provide feedback on the Quality Improvement Plan (QIP) documenting continuous improvement
- the Management Committee will ensure all ideas and concerns are recognised and addressed in a professional and timely manner
- the Service management will encourage family participation in the Management Committee to represent the family body of the OSHC Service
- written information regarding the service's management structure will be available to families at all times
- the Management Committee will ensure a suitably qualified and experienced nominated supervisor/ Director oversees the day to day running of the service
- whilst the nominated supervisor is responsible for the day to day running of the Service, it is to be in accordance with the decisions of the Management Committee providing they comply with all regulations and standards
- members of the Management Committee will formally declare any conflicts of interest, whether actual, potential or perceived
- the executive members of the Management Committee, (other than the nominated supervisor and staff representatives), are elected by those families who attend the Service. Families may join the committee at any time throughout the year.
- all families are encouraged to attend the Management Committee meetings and may vote on motions
- meetings will be recorded, including agendas and minutes and decisions made during the meeting
- notices and agendas of forthcoming meetings are posted on the notice board
- the Management Committee will be made aware of the service's *Dealing with Complaints Policy*



SPECIFIC ROLE OF THE OFFICERS

President

- Facilitate the smooth running of the Management Committee.
- Set the meeting agenda, which will cover all necessary business.
- See that the meeting is properly convened in accordance with the rules of the organisation.
- Determine if a quorum is present at meetings.
- Chair the meeting, helping to make the meeting enjoyable, efficient and quick.
- 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 at the meeting, clearly state what the decisions were, who will implement these and ensure this is recorded in the minutes.
- Summarise at the end of each meeting so that individuals have a clear understanding of tasks to be performed and decisions made.
- Close the meeting only after the business at hand has been properly conducted.
- Act as a spokesperson for the committee when necessary.
- To encourage interaction between parents and the Committee.
- Ensure that the Co-ordinator has updated Parent and Educator Handbooks available.
- To be on the interview panel to employ Educators for the centre.

Vice President / Liaison Officer

- Perform above duties in the President's absence.
- To act as liaison between Educators, parent/guardians, the community and the Committee.
- To be a contact person on the Committee for Educators is required, eg. If Educators have issues they wish to seek the Committee's advice on.
- To encourage interaction between Educators, parents and the Committee.
- To be on the interview panel to employ Educators for the centre.
- Ensure Educators are oriented to their job.
- Encourage all Educators to be involved in Educator training.
- To be involved with in educator annual evaluation and reviews. Report this information back to the Management Committee.
- To participate in the grievance procedure where necessary.
- To liaise with the Nominated Supervisor on the suitability and use of volunteers, work experience and practicum placements.

Secretary / Public Officer

- Keep records of all business to do with the Committee, including membership records, correspondence and minutes. Ensure there is a copy of minutes from all meetings available at the centre at all times.
- Call meetings, giving notice as required under the constitution.
- Read and table all incoming and outgoing correspondence.
- Deal with this correspondence as decided by the Committee.



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- Ensure all correspondence relating to Educators is forwarded to them as soon as possible.
- Before the meeting, copy, type and distribute the agenda.
- Take the minutes of the meeting ensuring it is noted who will be actioning each item.
- After each meeting type, copy and distribute the minutes to each member of the committee.
- Ensure a minute book is kept, updated and signed by the chairperson at the next meeting.
- Be responsible to make statements to the press on behalf of the organisation if required.
- To publicise the activities of the organisation.
- To arrange for promotional material such as posters or pamphlets.
- Ensure the Co-ordinator produces a newsletter at least once per term.
- The Public Officer is responsible for submitting the annual return.

Treasurer

- Over see the financial Management of the centre.
- Ensure that true and proper financial records are kept.
- Plan a budget for financial expenditure in consultation with the Committee and the Co-ordinator.
- Keep records of receipts and payments. Present a written report or income and expenditure statement to the monthly Committee Meetings.
- Ensure an annual audit is carried out.
- Ensure that all government and funding agreement requirements are carried out.

CONSIDERATIONS

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.



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7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
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EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
Part 2.1	Provider approvals
55	Quality Improvement Plans
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 or procedures

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook

RELATED POLICIES

Child Safe Environment Policy Code of Conduct Policy Dealing with Complaints Policy Governance Policy	Confidentiality Policy Record Keeping Policy Work Health and Safety Policy
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UPDATED AND ENDORSED: September 2025

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