

Coowarra OOSH

Before and After School Care and Vacation Care

MANAGEMENT COMMITTEE HANDBOOK



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Philosophy

- We acknowledge the traditional owners of the land in which we meet, play, dig, dance, eat and learn today. We pay our respect to the Dharug people of the past, present and future, their land and the animals that were here before us.
- At the Cottage we acknowledge, accept and respect children, families, our team and the broader community. We strive to make the environment feel welcoming and supportive to assist with a sense of belonging for all.
- We recognise that each of us is unique and welcome our differences and similarities.
- We value building positive relationships with children and families and extend on these to create experiences that support and foster life skills, children's self-concept, self-esteem and confidence.
- We believe that The Cottage should be an enjoyable, safe and welcoming place where children have a voice and are involved in decision making surrounding programming, planning, daily spontaneous play and ensuring the flexibility of the program suit their needs and interests.
- Children are encouraged to be inquisitive, express ideas and opinions, make choices and be active contributors to their own learning.
- Educators are expected to be positive role models, participating, and facilitating children's play.
- We have an open-door policy and encourage and value involvement and feedback from all stakeholders with a commitment to open and effective communication.
- We are committed to contributing towards a more sustainable future through embedding sustainable practices and supporting the children in developing their knowledge in caring for our planet to ensure that we are leaving the planet resourced for future generations.
- We endeavour to provide a high-quality service through following the Children services Regulations and implementing the "My Time Out Place" learning framework.

Introduction

Thank you for joining the Coowarra OOSH management committee. This handbook outlines some general information about the service as well as your roles and responsibilities as a management committee member.

The parent management committee is made up of the following roles:

- President
- Vice president
- Secretary
- Treasurer
- General committee members

Information about each specific role is included in the Roles of management policy attached.

The Role of the Committee

The Management Committee, as the Approved Provider is the employer and is responsible for the overall operation of the service, including the following:

- Employment
- Planning and policy development
- Accountability and reporting
- Publicity and public relations
- Maintenance of the premises or Licence requirements
- All financial and legal requirements

The responsibility also includes active participation in monitoring the day-to-day operation of the service. Where the day-to-day operation of the service is delegated to paid staff, the committee must ensure that they confirm that all delegated tasks have been completed in line with the Centre's policies and procedures.

It is essential that the Management Committee never lose touch with what is happening in the service- they should be visible as the Approved Provider; have a sound understanding of the daily operation of the service, be prepared to solve problems quickly and act in the best interests of the service at all times.

Attached is the Roles of management committee policy which provides more detail on the specific roles of committee members.

Regulations and the National Law

The management committee are the approved providers of the service under the Regulations. The committee are required to appoint a nominated supervisor to oversee the daily running of the centre. The committee are required to be aware of their responsibilities under the regulations and the National Law. A copy of the regulations and the Law are to be kept in the management committee information folder.

The office bearers are the approved providers of the service and need to undergo checks including criminal record check, WWCC etc. More information on this is attached.

Financial management

Coowarra OOSH is a not for profit community organisation Management committee representatives and members of the association are not to receive payment for any work done for the organisation with the exception of being reimbursed for genuine expenses. All assets and income of the organisation are to be spent on the organisation only. In the event of the organisation being dissolved, the funds that remain after all debts and liabilities have been managed are to be transferred to another organisation that is not carried on for profit or gain of individual members.

Insurance

The committee are required to make sure the appropriate insurance is held. All incorporated bodies are obliged to have a public liability insurance. All NSW employers must hold a current workers compensation policy.

WH&S

Employers must ensure the health, safety and welfare at work of all employees. The management committee are obligated to ensure the service is a safe working space at all times.

Management committee meetings

Meetings are held on the third Monday of each month commencing at 6:30pm. They are at Coowarra cottage. Members are able to bring children and they can do quiet activities in the Kids place rooms. There must be a minimum of 3 members and 2 office bearers present at each meeting for it to be a quorum.

The committee is elected at the AGM which is held within 3 months of the end of financial year. A minimum of 7 days' notice must be given for to all members before the AGM is held. At this meeting, all positions will be declared vacant and nominations will be taken for the upcoming year. This meeting is opened to all members of Coowarra OOSH as well as other interested parties. Current committee

members as well as other interested people are invited to be nominated to hold an office bearer position. A person cannot hold the same office position for more than 2 consecutive years.

The committee may call an extra special meeting throughout the year if required. A meeting of the executive may also be called when required which can only be attended by the executive members (president, vice president, secretary and treasurer).

The purpose of the meetings is to discuss the operations of Coowarra OOSH. The co-ordinator will be required to attend and provide information to the management committee on all aspects of the service that require reporting. The management committee will have to make decisions and ensure the centre is meeting all requirements of the law and regulations.

Constitution

The committee are to ensure that the centre meets the requirements of the service constitution at all times. A copy of the constitution is available in the management committee information folder. Changes to the constitution can only be made at the Annual general meeting or through holding a special general meeting where all members of the organisation are able to attend and vote on proposed changes.

Confidentiality

Confidentiality and privacy are of great importance to families and staff. Information about families and staff should be kept confidential and managed sensitively. Committee members, by virtue of their positions, may hear confidential and private information about employees or about families of the service. Such information should not be disclosed inappropriately. All committee members are required to sign a confidentiality agreement.

Service policies

The management committee is required to ensure that the policies are reviewed and updated as required. The policies provide the information and guidelines for all staff and families to follow in relation to the operation of the service. The committee may need to develop new policies when identified.

The following policies are attached to the handbook that specifically relates to the committee and its operations:

- Management committee
- Governance and management
- Confidentiality

Important Websites:

- Network of Community Activities – <http://networkofcommunityactivities.org.au/>

Peak Body for Before and Afterschool Care in NSW, offering important information for service management.

- Education and Care services National Laws and Regulations (acecqa.gov.au/national-quality-framework/legislation/) and www.acecqa.gov.au/national-quality-framework/national-regulations/

Australian Children’s Education and Care Authority (ACECQA is an independent national authority aiming to educate and inform the wider community about the importance of improving outcomes for children’s education.) **See Educators and Providers section.**

- NSW Office of Fair Trading – fairtrading.nsw.gov.au
- Workcover – workcover.nsw.gov.au
- Child Protection Helpline –PH 132111
- NSW Early Childhood Education and Care Directorate (Regulatory Authority) ececd@det.nsw.edu.au Phone: 1800 619 113

Attachments:

- Committee member provider check information
- Your responsibilities as a person with management and control
- Roles of management policy
- Confidentiality policy