

**INTRODUCTION**

BDCS recognises the importance of having a framework of rules, relationships, systems and processes within and by which authority is exercised and controlled in the organisation. We view good governance and management as essential to our provision of quality education and care in a responsible manner.

**OVERALL GOALS – What are we going to do?**

Our education and care service is committed to ensuring good governance and accountability to its stakeholders by:

- Conducting our affairs legally, ethically and with integrity, ensuring compliance with all funding, regulatory and legislative requirements.
- Remaining solvent and complying with all our financial obligations.
- Identifying organisational risks and legal obligations and manage these.
- Ensuring mechanisms are in place for fair and transparent governance.

**OVERALL STRATEGIES – How will it be done?****Management**

The management of BDCS is overseen by the Management Committee with the General Manager being responsible for the day to day operations of the services. The management committee will demonstrate its achievements through accessible meeting minutes.

**Management Committee Role**

The management committee of BDCS has overall responsibility to members for the sustainability and relevance of the service. In carrying out its responsibilities the management committee will undertake to maximise the value and contribution of the organisation to the community, and to serve the interests of the organisations members, employees, families and children using the services. The management committee is the employer of all staff of the organisation and are responsible for the management and control of the organisation as the Approved Provider under the relevant legislations. The management committee will carry out its duties in a manner that is:

- Professional, ethical and lawful
- Loyal to the interests of BDCS
- Free of undisclosed conflicts of interest.
- Respectful of the confidential nature of information that members are privy to as a result of their role on the committee

## **Policies**

The management committee will ensure that a comprehensive set of policies are in place as required under the Education and Care Services regulations and that these policies comply with the relevant legislation and are updated on a regular basis.

## **Constitution**

- The management committee will ensure that the organisation's constitution is adhered to at all times and that the constitution and articles of association are reviewed periodically.
- New committee members will be provided with a copy of the CCSA Governance Handbook, detailing roles and responsibilities and the services Quality Improvement Plan.

## **Management Committee Powers**

The Management Committee sets the strategic direction and monitors performance of BDCS. The Management Committee will provide effective governance to ensure excellent overall management of the BDCS's business and financial objectives.

In addition, the Management Committee members may delegate any of their powers (with the exception of the power of delegation and responsibilities as Approved Provider) to a committee of directors, a director, an employee or any other person

The Management Committee delegates the responsibility of implementing the strategic plan and day-to-day management of the organisation to the service's Director/Co-ordinator/ Manager/Nominated Supervisor.

In discharging its powers, each Director/Management Committee member will be bound by the Associations Act/Corporations Act, the Constitution and all policies of BDCS.

The BDCS management committee authority includes:

- Overseeing the organisation including its control and accountability systems;
- Appointing and removing the General Manager, and ratifying all other permanent staff appointments
- Developing organisational strategies and performance objectives
- Monitoring and ratifying systems of risk management and internal control, codes of conduct and compliance
- Monitoring the General Manager's and service director's performance
- Approving and monitoring financial and other reporting
- Ensuring appropriate resources are available to carry out all functions of the organisation
- Approving and monitoring capital expenditure
- Authorising appropriate delegations within the organisation.

## **Risk Management**

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

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

## Code of Conduct

### The Management Committee members will:

- Commit themselves members to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as Management Committee members;
- Demonstrate un-conflicted loyalty to the interests of the organisation when acting as a Management Committee member;
- Avoid conflicts of interest with respect to their role;
- Annually disclose their involvement with other organisations or companies that currently do business or may do business with the organisation;
- Immediately disclose to the Management Committee any and all impending conflicts of interest. That member shall absent herself or himself without comment from both the deliberation and final decision-making;
- Not use information exclusive to Management Committee members for personal gain and will respect the confidentiality of all information obtained during meetings or through their role; and
- Respect the confidentiality appropriate to issues of a sensitive nature.

## MONITORING, EVALUATION AND REVIEW

*This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.*

*In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.*

## RELATED LEGISLATION

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations
- NSW Association Incorporation Act 2009

## LINKS TO:

- National Quality Standard, Quality Area 7: Governance and leadership – 7.1
- Education and Care Services National Regulations: Regulations 168(2)

## SOURCES

- Guide to the National Quality Framework (2018):  
<https://www.acecqa.gov.au/sites/default/files/2019-10/Guide-to-the-NQF.pdf>
- ACECQA Newsletter Issue 6 2018: Governance in education and care -  
<https://www.acecqa.gov.au/newsletters/acecqa-newsletter-issue-6-2018>

#### Policy Revision History

<i>Date</i>	<i>Authorised By</i>	<i>Description of Amendments</i>	<i>Sections affected</i>
Jan 2021	P. Ritchie – GM		

- **Review Date: Jan 2022**