

Governance Policy

RATIONALE

Children's Education and Care Services are highly regulated which requires a strong professional, social, ethical and financial commitment to stakeholders in the provision of good quality services for children and families.

KAZ Early Learning Centre must operate within a strict legislative framework. Accountability for compliance is the responsibility of the Approved Provider and the Nominated Supervisor. Accountability for compliance is also delegated in all employees.

Children's Education and Care Services must also meet high standards of ethical conduct in the provision of services to families, children and the community. KAZ Early Learning Centre aims to create a positive culture where management and educators/staff work towards a goal of continuous improvement in the provision of quality services to children and their families.

AIMS

This policy provides a statement of intent in relation to the procedures, policies and legislative framework that governs the operation of KAZ Early Learning Centre. The aim is to ensure accountability to all stakeholders and compliance with all legislative obligations in the overall management of the service. This policy is designed to be read in conjunction with all other policies of the service.

PROCEDURES

The day-to-day service management is delegated to the Nominated Supervisor. The Nominated Supervisor ensures that the organisation operated in accordance with the organisation's policies and procedures. The Nominated Supervisor must act at all times in accordance with legislative requirements governing the service.

During any absence from the premises the Nominated Supervisor will delegate the day to day responsibility to a Certified Supervisor. This person will be referred to as the "Responsible Person on Duty" (see Staffing Policy).

Governance of KAZ Early Learning Centre includes, but is not restricted to:

- Compliance with all approved provider obligations as set out in the Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2010
- Compliance with the Australian Children's Education and Care Authority as well as the NSW Regulatory authorities.
- Compliance with the registration of the Approved Provider as set out in Part 6, Div. 6, 229 of the Education and Care Services National Regulations 2011.
- Compliance with the registration of an Approved Education and Care Service as set out in Part 6, Div. 6, 230 of the Education and Care Services National Regulations 2011
- Compliance with all legislative requirements, including record of service compliance as set out in 4.7, Subdivision 3, 167 of the Education and Care Services National Regulations 2011.
- Policies and procedures for the operation of the service (including the management and retention of records) as set out in Part 4.7, Div. 2, 168 of the Education and Care Services National Regulations 2011.

- Financial management, including determination of fees and notification of changes to fees as set out in 4.7, Div. 2, 172 of the Education and Care Services National Regulations 2011.
- Insurance cover as set out in 4.7, Div. 3, 180 of the Education and Care Services National Regulations 2011.
- Service Philosophy as set out in 3.1, 55 of the Education and Care Services National Regulations 2011.
- Employment and management of personnel in accordance with regulatory requirements, including the nomination of the Certified Supervisors (2.3, Div. 4, 54 and section 162(1)(c) or 164(1)(c) of the law) and nomination of the Educational Leader as set out in 4.4, Div. 1, 118
- Risk management and continuous improvement
- Systems for the day-to-day management of the service
- Management of facilities, equipment and resources (including consumables)
- Developing positive working relationships with statutory bodies
- Supporting the Nominated Supervisor in her leadership role and discharge of legislative obligations
- Ensuring socially equitable, ethical and transparent service delivery
- Supporting sustainability
- Management of WHS and children's health and safety

Annual Planning Obligations

Annual obligations will be conducted by the Approved Provider (or delegate) and the Nominated Supervisor.

The following planning will be developed annually:

- Financial Plan and Budget
- Quality Improvement Plan as set out by the requirements of the National Quality Standards
- Risk Management Plan

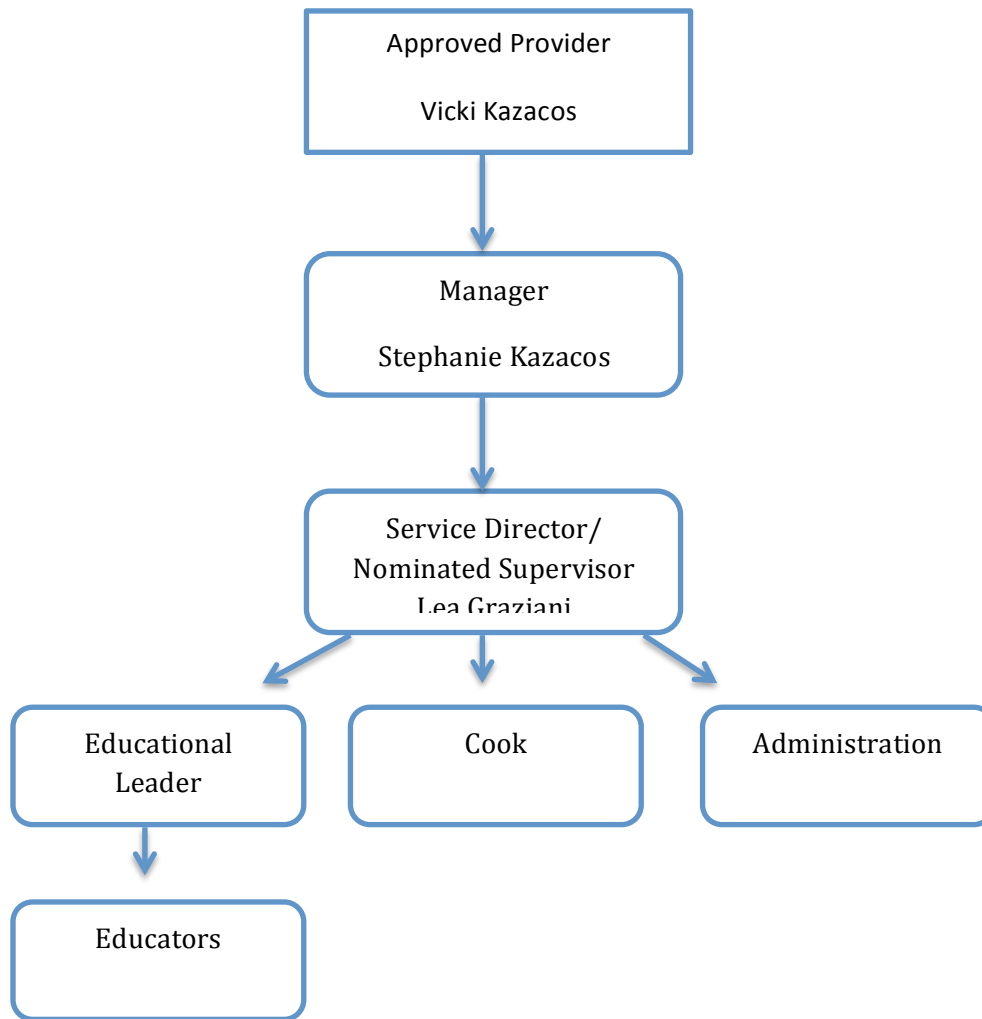
Planning documents will be reviewed annually, biannually or more frequently if required.

KAZ Early Learning Centre holds a Service Approval from the Department of Education and Communities to provide high quality, educational programs for 25 children per day between the ages 2 to 6years.

The Service will be open for 50 weeks of the year between 7:30am to 5.30 pm Monday to Friday. The Service will close down annually for a 2 week period between Christmas and January.

Children are required to be collected by 5:30 pm. Additional late fees will be charged for children collected after 5:30pm.

KAZ Early Learning Centre is owned by Peter and Vicki Kazacos and managed by Lea Graziani and Stephanie Kazacos.



Schedule of Delegations

1. FINANCIAL MANAGEMENT			
FUNCTION	RESPONSIBILITY	PROCESS	APPROVAL
Annual Budget	Approved Provider	Discussed with Manager, Nominated Supervisor and Approved Provider	Approved Provider
Client Fee Schedule	Approved Provider	Fee Schedules developed by Approved provider and Manager/Admin	Approved Provider
Funding Applications	Manager	Manager to prepare applications, Nominated Supervisor to assist in identifying funding	Manager

		where possible.	
Funding Agreements and variations	Manager	Reviewed by Approved Provider	Approved Provider
Monthly Financial Reports	Manager	Documents prepared by Director.	Director
Monthly Schedule of payments	Accounts and Director	Documents prepared and passed to Admin.	Director
Opening/closing of bank accounts	Accounts signatories	Manager	Director
Payroll Approval & Payment: - Up to \$30,000	Manager	Documents prepared and passed to Admin.	Director
Payroll Approval & Payment: over \$30,000	Manager	Documents prepared and passed to Admin.	Director
Superannuation Approval & Payment	Manager	Documents prepared and passed to Admin.	Director
Insurance Premiums: Up to \$5000 pa. eg. Workers' Compensation	Manager	Documents prepared and passed to Admin.	Director
Insurance Premiums: Over \$5000 pa. eg. Public Liability	Manager	Documents prepared and passed to Admin.	Director
Purchase Approvals for supplies and equipment: - Up to \$3000.	Manager	Documents prepared and passed to Admin.	Director
Purchase Approvals for supplies and equipment: - Over \$3000.	Manager	Documents prepared and passed to Admin.	Director
Purchase Approvals for Assets & Repairs: Under \$3000	Manager	Documents prepared and passed to Admin.	Director
Purchase Approvals for Assets & Repairs: Over \$3000	Manager	Documents prepared and passed to Admin.	Director

2. PLANNING AND REPORTING			
FUNCTION	PREPARATION	PROCESS	APPROVAL
Staff Meetings	Nominated Supervisor	Nominated supervisor prepares agenda & facilitates staff meetings.	Manager
Incidents	Employees	In accordance with Incident reporting policy.	Nominated Supervisor
Complaints	Nominated Supervisor	In accordance with Complaints Policy. Nominated Supervisor to report summary including resolution to Manager.	Manager
Policies and Procedures	Manager	Manager prepares & reviews policy and procedure in consultation with parents/guardians, educators and staff.	Manager
Strategic Planning	Manager, Nominated Supervisor & Approved Provider	Discussed in meetings	Approved Provider
3. LEGAL RESPONSIBILITIES			
FUNCTION	PREPARATION	PROCESS	APPROVAL
Amendments to organisation rules	Manager	Director	Director
Annual Returns	Accounts	Accountant	Director
Approved provider	Director	Director	Director
Nominated Supervisor Certified Supervisor Educational Advisor	Manager & Approved Provider	Manager and Approved provider make the selection.	Approved Provider
Delegations of Authority	Manager	Discuss with Approved provider	Director

4. EMPLOYMENT & HUMAN RESOURCES			
FUNCTION	PREPARATION	PROCESS	APPROVAL
Contract of Employment – Other than Director	Manager	In consultation with Approved Provider	Approved Provider
Employment Contracts –Director	Manager	In consultation with Approved Provider	Approved Provider
Job Descriptions – Other than Director	Manager	In consultation with Nominated Supervisor	Manager
Job Descriptions – Director	Manager	In consultation with Approved Provider	Approved Provider
Leave approvals < 2 week	Employee	Submitted in writing using appropriate forms	Manager
Leave approvals > 2 week	Employee	Submitted in writing using appropriate forms	Manager
Recruitment of staff - other than Nominated Supervisor.	Selection panel	Per Recruitment Policies and Procedures	Selection panel
Recruitment of staff - Director.	Manager & Director & Approved Provider	Per Recruitment Policies and Procedures	Selection panel
Salary Negotiations	Approved Provider	In consultation with Manager	Approved Provider
Supervision & Performance Reviews of staff	Nominated Supervisor	Annually	Nominated Supervisor
Supervision & Performance Reviews of Nominated Supervisor	Manager	Annually	Manager
5. CONTRACTUAL OBLIGATIONS			
FUNCTION	PREPARATION	PROCESS	APPROVAL
Equipment /	Manager and	As per financial	Approved provider

Maintenance	Nominated Supervisor	delegations for purchase approvals	and Manager
Funding Agreements & variations	Manager	Budget discussed with Approved Provider	Approved Provider
Leases	Director	Director	Director
6. EXTERNAL RELATIONS			
FUNCTION		DELEGATION	
Media Liaison		Approved Provider Or Manager	
DECS or other regulatory liaison – Day-to-day service matters		Nominated Supervisor & Manager	
ACECQA – National Quality Standards (Australian Children’s Education and Care Quality Authority)		Nominated Supervisor & Manager	
Representing organisation in public meetings and forum		Manager	

<p>KAZ Early Learning Centre Related Policies and Procedures:</p> <p>Staffing Policy Workplace Health and Safety Risk Management Policy Records: Confidentiality and Storage Policy Maintenance Policy</p> <p>Legislation:</p> <p>Education and Care Services National Regulations 2011 Education and Care Services National Law Act 2010 Work Health and Safety Regulation 2011 Work Health and Safety Act 2011 Workplace Injury and Management and Workers Compensation Act 1998 NSW Food Act 2003, NSW Food Regulation 2010 and Food Safety Standards. New South Wales. Public Health Act 2010 Children and Young People (Care and Protection) Act 1998 Ombudsman Act 1974 (Part 3A) The Commission for Children and Young People Act 1998 The Child Protection (Prohibited Employment) Act 1998. Age Discrimination Act 2004 Human Rights and Equal Opportunity Commission Act 1986 Racial Discrimination Act 1975: Sex Discrimination Act 1984 Disability Discrimination Act 1992 Privacy Act 1988 (Federal) also relevant state/territory legislation</p> <p>Sources:</p>

[WorkCover Authority of NSW](#)

Family Assistance <http://www.deewr.gov.au/Earlychildhood/Resources/Documents>

NSW Immunisation <http://www.health.nsw.gov.au/publichealth/immunisation/index.asp>

Australian Human Rights Commission: <http://www.hreoc.gov.au>

Australian Childhood Immunisation Register: <http://www.medicareaustralia.gov.au/public/services/acir/index.jsp>

Early Childhood Australia: <http://www.earlychildhoodaustralia.org.au/>

Food Safety Standards: <http://www.foodstandards.gov.au/foodstandards/foodsafetystandardsaustraliaonly/>

Fairwork: <http://www.fairwork.gov.au/Pages/default.aspx>

Privacy Act: <http://www.privacy.gov.au/law/act>

Safework Australia: <http://safeworkaustralia.gov.au/Pages/default.aspx>

The Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>

Commission for Children and Young People

Early Childhood Association Code of Ethics