

Document Name	Document Version Number	Review Date
Children Services Governance and Management of the Service Policy	1.0.2	July 2023
Date Adopted	Minute Number	Status
25 September 2019	5400	Revised

Purpose

Greater Hume Children Services is managed by Greater Hume Council which ensures appropriate governance arrangements are in place in respect of financial management, legislative compliance, human resource management and policy development and adoption.

Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

Definitions

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Our education and care service 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.

Policy Content

Greater Hume Children Services is managed by Greater Hume Shire Council which has overall responsibility for the sustainability and relevance of the service. Greater Hume Children Services will direct its activities towards achieving the organisation's goals and implementing the organisation's Quality Improvement Plan by guiding and monitoring the organisation's business and affairs in line with the objects as set out in the organisation's rules and in line with the organisation's philosophy. In carrying out its responsibilities, Greater Hume Children Services undertakes to maximise the value and contribution of the organisation to the community, and to serve the interests of the organisation's members, employees and families and children using the service. In serving these interests there is an implicit understanding that the rights of the child are paramount in all decision making. Greater Hume Children Services is the employer of all staff of the organisation and are responsible for the management and control of the organisation as the Approved Provider of education and care under the Children Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011.

Links to Policy

Nil

Links to Procedure

Payment of Fees Office procedure
 Payment of Fees Educator Procedure
 Incident Injury Trauma and Illness Office Procedure
 Incident Injury Trauma and Illness Educator Procedure
 Enrolment and Orientation Office Procedure
 Excursions Procedure
 Dealing with Medical Conditions Procedure
 Child Safe Environment Educator Procedure
 Child Safe Environment Office Procedure
 Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students Procedure
 Nutrition Food and Beverages and Dietary Requirements Procedure
 Dealing with Infectious Disease Procedure

Links to Forms

Nil

References

- Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- Australian Children's Education and Care Quality Authority (2011). National Quality Standards
- Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Framework
- Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Standard
- Firth, J, Kambouris N, & O'Grady O. (2003). Health and Safety Model Policies and Practices. (2nd ed.)
- National Health and Medical Research Council. (2005). Staying Healthy in Childcare: Preventing Infectious Diseases in Child care (4th Ed.)
- National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

- Education and Care Services National Regulation 2011 Regulation 168 (2) (i)
- Education and Care Services National Law Act 2010
- Local Government Act 1993
- Disability Inclusion Act 2014
- Disability Inclusion Regulation 2014.

Family Assistance Law encompassing the following legislation:

- [*A New Tax System \(Family Assistance\) Act 1999*](#)
- [*A New Tax System \(Family Assistance\) \(Administration\) Act 1999*](#)
- [*Child Care Subsidy Minister's Rules 2017*](#) (Minister's Rules)
- [*Child Care Subsidy Secretary's Rules 2017*](#) (Secretary's Rules)
- Any other instruments (including regulations) made under the [*A New Tax System \(Family Assistance\) Act 1999*](#) and the [*A New Tax System \(Family Assistance\) \(Administration\) Act 1999*](#)
- Schedules 5 and 6 to the [*A New Tax System \(Family Assistance and Related Measures\) Act 2000*](#).

Greater Hume Children Services as an approved provider is familiar with and complies with the legislation and legislative instruments that form Family Assistance Law.

Associated Records

Nil