2012
Management Committee Handbook
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**Introduction**

This booklet has been developed to assist new executive committee members understand the role of the Committee, their specific role and responsibilities, and provide guidelines for the effective running of the committee.

**Mission Statement**

At Newtown Kids Cottage our mission is to provide children with the opportunity to grow and be enriched through a diverse range of activities, experiences and relationships.

We aim to provide staff, families and children with a supportive and safe environment that works towards respecting our community’s diversities and understanding and meeting their individual needs and requirements.

We value appropriate play in all its forms, so that children can engage in meaningful, out of school leisure activities, assisted by motivated staff.

We will be successful in meeting our aims when:

- each of our children are:
  - acknowledged as unique;
  - engaged and confident participants in their community and environment;
  - provided with activities that reflect and stimulate their abilities, skills and interests;
  - provided with challenges that are relevant and considered;
  - presented with opportunities to learn about diverse perspectives;
  - respected and reassured;
  - supported in developing a sense of ownership and belonging;

- our families are:
  - supported in their role as a child’s most significant teacher;
  - included in their Childs OOSH environment;
  - encouraged to be active participants in the planning of their child’s experiences;

- our staff:
  - feel supported in their position as educators and facilitators;
  - are encouraged and challenged in their own practice;
  - create opportunities to share their own interests and skills to enhance our children and families experiences at NKC.

**Purpose of Committee**

The purpose of the Committee is to provide leadership and overall strategy for the organisation in keeping with the service philosophy as well as assuring everyone that the organisation’s finances are sound, its operations are legal, and its procedures work.
The Management Committee is responsible for:

- Being the Service Provider under the Education and Care Service National Regulations and responsible for compliance to the Regulations
- Being an employer and appointing a nomination supervisory and certified supervisor
- Providing effective governance and undertaking strategic planning based on the services Quality Improvement Plans
- Oversee the services finance and funding
- Ensuring the committee adheres to the constitution

Committee Meetings

Members of the committee will consist of parents, users and interested community members. The committee holds general meetings twice per term and holds an Annual General Meeting to elect the office bearers and receive the annual reports. All committee members are expected to attend the meetings, if committee members are not able to attend a meeting apologies should be sent in advance to the secretary.

Ordinary Meetings

The business of an Ordinary Committee Meeting is to:

- Monitor and review progress towards meeting the aims of the organisation
- Monitor financial performance
- Ensure all activities are consistent with the service’s purpose and mission
- Plan annual general meetings
- Initiate and review internal and external policy positions and statements
- Decide on management and governance systems and processes
- Decide on the most appropriate methods of fund raising and considering applications for funding
- Delegate work
- Discuss and make decisions on new proposals
- Plan for the future and identify new opportunities
- Discuss and support with any staffing issues

Annual General Meetings (AGM)

The business of an AGM is to:

- confirm the minutes of the last AGM and of any special general meeting held since that meeting
- receive the report from the Chairperson on the activities and overall performance of the service during the last year
- receive the reports from the Manager and sub-committees
- receive and consider the annual financial statement from the Treasurer and discuss any comments from the Auditor
- elect office-bearers
- elect the Auditor
Notice of Meetings

The secretary will provide at least seven (7) days notice of general meetings with a written agenda. The Agenda will be developed by the Secretary in consultation with the Chairperson.

The Agenda lets people know what needs to be dealt with and guides the meeting process. The agenda will include:

- Attendance/Apologies
- Minutes from the previous meeting
- Business arising from the previous meeting
- Correspondence In and Out
- Treasurers report
- Managers report and business arising
- Work Health and Safety issues
- Outcomes achieved relating the Quality Improvement Plan
- General Business
- Next Meeting/Close

Meeting Minutes

The Secretary of the Management Committee is responsible for taking and distributing minutes of meetings. Minutes ensure accountability and are a permanent record of the service’s activities. Minutes should be written up and distributed as soon as possible after the meeting and provide an accurate, clear and concise record of the meeting.

Minutes are to include:

- Date and time of the meeting;
- Committee members present and apologies;
- Copies of all reports
- Future actions or steps to be taken;
- The time the meeting ended;
- Signatures of the secretary and the chair.

NKC Constitution

The constitution is a legal document that forms the rules which the committee operates and makes decisions. It is the responsibility of the management committee to ensure the centre committee adheres to the constitution. Any decisions reached outside the rules of the Constitution are invalid.

Organisational Structure

NKC trades as an Incorporation. Incorporation means the committee is a legal body, limiting the personal liability of individual members. NKC also has Directors and Officers Insurance that provides additional protection for the Executive Committee Members.

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1 A copy of the Constitution is included in the Management Committee Induction Package
The governance of the service is the responsibility of the management committee. Governance is about the “big picture” issues including strategic and business planning, developing policies and procedures. The management of the service is the responsibility of the nominated supervisor. Management is about the day-to-day operational aspects of achieving the organisations outcomes.

**Employer Responsibilities**

The committee is the legal employer of all staff at the service. As an employer, the management committee has specific responsibilities for ensuring the recruitment of employees, that employees are provided with the correct wages and conditions, that employees have a safe work environment and that all industrial legislation is abided by.

The primary responsibility of the management committee, as an employer, is to be informed of and ensure that the service meets employment requirements including:

- Staffing of the service meeting the requirements of the Education and Care Services National Regulations;
- Legislation relating to employment;
- Relevant Awards and agreements;
- Unions and employer organisations and their role;
- Complies with and has procedures for staff recruitment and retention;
- Has job descriptions for all staff;
- Inductions of new staff members;
- Ensure staff have an up to date philosophy and service plan;
- Staff development and appraisal;
- Staff responsibility and accountability, ensuring staff are aware of processes and procedures that relate to their roles.

Although the committee has the final responsibility as the employer, often these responsibilities are delegated to the nominated supervisor. For example, the committee is responsible for orientating new staff to their position - The nominated supervisor as an employee of the management committee usually performs this role. The management committee will conduct an annual audit of employment conditions to ensure compliance is adhered to.
Work Health and Safety

Under the Work Health and Safety Act 2011 the management committee is the Persons Conducting a Business or Undertaking (PCBU). As the PCBU the management committee have a duty to ensure, as far as reasonably practicable, the health and safety of all people in their workplace.

Ensuring and achieving high standards of WHS at work requires both individual and a shared commitment to duty of care based on the cooperation and assistance of all workers. It requires that everyone in the workplace must identify, assess and control potential hazards and to take steps to prevent workplace accidents, injuries and illness.

WHS RESPONSIBILITIES

Management Committee (PCBU)
To ensure the health and safety of workers, clients, customers and visitors. These responsibilities include ensuring, so far as reasonably practicable:

- the provision and maintenance of a work environment that is without risks to health or safety;
- the provision and maintenance of safe plant, structures and safe systems of work;
- the safe use, handling-including transport-and storage of plant, structures and substances;
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking;
- the provision of, and access to, adequate facilities for the welfare of workers at the workplace, and
- the health of workers and the conditions at the workplace are monitored for the purpose of preventing work-related illness or injury.

Nominated Supervisor

- The day to day management of health and safety issues
- Ensuring all employees are aware of manual handling procedures, safety rules, emergency procedures, fire safety facilities, evacuation action and infection control procedures
- Ensuring that all permanent and casual staff, visitors, students and volunteers are conversant with and comply with the statutory requirements and service standards for WHS.
- Conducting WHS inspections on a monthly basis and constantly reviewing employees WHS performances.
- Keeping written records for all employees regarding WHS issues and training
- Maintaining a registry for injuries and potential hazards
- Reviewing records of incidents, accidents and safety drills using a risk management approach and identifying action that may improve practices or procedures.
- Identifying and reporting any unsafe or unhealthy conditions, attending to the problem within his/her limits of authority and reporting the matter to the management committee together with any recommended remedial action.

Staff and Others

- To care for their own and others’ health and safety
• To comply with any reasonable instruction given by the PCBU that allows it to comply with the model WHS Act and Model WHS Regulation
• To cooperate with the PCBU’s WHS policy and procedures

**Financial Management**

One of the major tasks of the management committee is the overseeing of the finances. The committee needs to know where the money is coming from and where it goes to; to be involved in the budget planning process and endorse the yearly budget.

The committee must ensure proper financial records are kept, provided on time and that an annual audited financial report is delivered at the AGM.

Financial management includes:

- Implementing regular financial management checks and dealing with financial matters promptly, accurately and professionally
- Budgeting
- Checking of utilisation figures (income)
- Checking income against the budget
- Checking expenditure against the budget
- Allowing for provisions such as provisions for staff long service leave and maintenance provisions
- Controlling costs
- Managing leave entitlements

**Child Care Management System (CCMS)**

Child Care Management System (CCMS) is a national child care computer system that provides details of Child Care Benefit (CCB) entitlements and child care supply and usage, to families, services and the government. NKC uses a government registered software program that process CCB and CCR payments.

**Roles and Responsibilities**

**Executive Committee**

**Chairperson**

The chairperson of the committee:

- Signs on as the Approved Provider
- Facilitates the smooth running of the management committee.
- Sets the meeting agenda, which will cover all necessary business.
- Makes sure that the meeting is properly convened in accordance with the rules of the organization.
• Determines if a quorum\(^2\) is present at meetings.
• Chairs the meeting, helping to make the meeting enjoyable, efficient and quick.
• Ensures the agenda is adhered to and that all members have a chance to contribute to the discussion.
• Monitors committee action plan ensuring tasks delegated from previous meetings are actioned and progressing according to agreed timeframes
• Helps the meeting come to agreement.
• When decisions are made, clearly states what the decisions were, who will implement these and ensure this is recorded in the minutes.
• Summarises at the end of every meeting so that individuals have a clear understanding of tasks to be performed and decisions made.
• Closes the meeting only after the business at hand has been properly conducted.
• Acts as a spokesperson for the committee when necessary.

Secretary

The secretary of the committee:

• Signs on as the Approved Provider
• Keeps records of all business to do with the committee, including membership records, correspondence and minutes.
• Calls meetings giving notice as required under the constitution\(^3\).
• Before each meeting, organises the venue, type and distribute the agenda, asking the committee to forward on any items to be added.
• Takes the minutes for the meeting and type up action plan.
• After each meeting, copies and distributes the minutes and action plan to the members of the committee.
• Ensures the minute book is kept and updated and signed by the Chair at next meeting.

Treasurer

The treasurer of the committee:

• Signs on as the Approved Provider
• Oversees the financial management of the centre.
• Ensures that true and proper financial records are kept.
• Plans a budget for financial expenditure in consultation with the executive committee and nominated supervisor.
• Pays accounts promptly.
• Allocates petty cash and equipment allowance to the centre.
• Ensures an annual audit is carried out.
• Ensures that all government and funding agreement requirements are carried out.
• Works with the nominated supervisor to ensure a written financial report is presented.

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\(^2\) Quorum is the minimum number of committee members required before the meeting is recognised as valid.

Any five members of the committee constitute a quorum. Model Constitution Part 4, 27

\(^3\) 14 days notice is required for a general meeting. Model Constitution Part 4, 26
Non Executive Committee

Parent Liaison Officer

As parent liaison you are expected to attend committee meetings. Your role also includes:-

- Be the contact person on the committee for parents if required.
- Promote NKC to parents in a positive light.
- To bring any issues/complaints raised by parents to the committee's attention.
- To act as a spokesperson for parents to the committee.
- To relay any decisions reached by the committee back to interested parents.
- Help with recruitment of parents onto the committee.

Staff Liaison Officer

As staff liaison you are expected to attend committee meetings. Your role also includes:-

- To be the contact person on the committee for staff if required.
- Help the nominated supervisor with the recruitment of staff if requested.
- Participate in grievance procedure where necessary.
- To support staff when needed and bring any staffing issues to the committee.
- To act as an advocate for staff.
- To ensure staff have an understanding of decisions made by the committee that relate to or impact on them.

P&C Liaison Officer

As a P&C Liaison Officer you are expected to attend committee meeting as well as P&C meetings. Your role also includes:-

- Be the contact person on the committee for the school P&C.
- Acting as a representative to the P&C on behalf of the committee.
- Pass on information to the P&C decisions made by the committee that are of interest to the school community as a whole.
- Feed back to the committee information or concerns from the P&C that might impact or be of interest to NKC.
- Keeping a positive relationship between NKC and the P&C.

Maintenance Liaison Officer

As maintenance officer you are expected to attend committee meetings. Your role also includes:-

- Be the contact person on the committee for all maintenance issues.
- Liaising with the nominated and certified supervisors on what maintenance issues need to be addressed.
- Raising maintenance issues that you have noticed yourself with staff and the committee.
- Working within a maintenance budget set out by the treasurer.
- Organising quotes for maintenance that needs to be carried out.
- Co-ordinate the maintenance to be carried out by the successful quote.
- Feed back to the committee on the progress or completion of maintenance projects.
Public Officer

The public officer of the committee:

- Lodges an annual Statement with the Department of Fair Trading within one month after the Annual General Meeting, including a copy of:
  - Income and expenditure statement
  - A statement or Certificate of Currency of the assets and liabilities
  - A statement as to any mortgages or securities affecting any property of the organisation.

Ordinary Members

As non-executive committee members you are expected to attend committee meetings. Your role also includes:

- To give advice and offer opinions on decisions being made by the committee.
- To give support to the committee and contribute positively to the meeting process.
- To help the committee to come to decisions by exercising your voting rights.
- To read minutes of meetings to ensure they are an accurate reflection of previous meetings.

Staff

Nominated Supervisor

The Nominated Supervisor is an employee of the management committee and is responsible for managing the day to day operation of the service, and is accountable to the management committee for the management and operation of the service.

Specific areas of responsibility include:

- Management of the day to day operations of the service
- Employment and supervision of all staff, including volunteers and students
- Ensuring the service is compliant with relevant legislation and service policies and procedures
- Child protection
- Reporting to the committee on the service operations, work health and safety, any breaches of the Regulation or changes to legislation
- Presenting a written report and income and Expenditure Statement to the Committee meetings
- Advising the committee on policy development and strategic direction
- Deals with correspondence put forward and decided by the committee

Certified Supervisor

The Certified Supervisor is placed in day-to-day charge of the Service in the absence of the nominated supervisor.
Legislation and Who’s Who

Anti Discrimination Act (NSW) 1977
This act prevents unlawful discrimination in certain circumstances and to promote equality of opportunity between all persons. Discrimination occurs when someone is treated unfairly because they belong to a particular group of people or have a particular characteristic.

The following types of discrimination are against the law in NSW:
- Sex discrimination
- Pregnancy discrimination
- Breastfeeding discrimination
- Race discrimination
- Age discrimination
- Homosexual or lesbian discrimination
- Marital or domestic status discrimination
- Disability discrimination
- Transgender discrimination
- Carer’s responsibilities discrimination
- Discrimination because of someone you know
- Harassment
- Sexual harassment

- Access a copy from the NSW Anti-Discrimination Board Ph: (02) 9268 5544

Association Incorporation Act 2009
This act allows individual associations to create a legal identity so that individual members are given a legal framework to operate from.

- Access a copy from the NSW Office of Fair Trading: Business Ph: (02) 9895 0111 or 1300 723 404 www.fairtrading.nsw.gov.au

Education and Care Service National Law Act 2010
The objective of this Law is to establish a national education and care services quality framework for the delivery of education and care services to children.


Education and Care Services National Regulations
The National Quality Framework and associated regulatory system is enacted through the legislation establishing the national system. The Education and Care Services National Regulations support the legislation and provide detail on a range of operational requirements for an education and care service including:
- Application processes for provider approval, service approval and supervisor certificates
- Setting out the rating scale
- The process for the rating and assessment of services against the National Quality Standard
Minimum requirements relating to the operation of education and care services organised around each of the seven Quality Areas


It is mandatory that all people working with children complete a working with children check (WWCC). This law is about preventing unsuitable people to be employed to work with children.

- Access a copy from the NSW commission for children and young people Ph: (02) 9286 7276 www.kids.nsw.gov.au

Children and Young Persons (Care and Protection) Act 1998
This act is about protecting and preventing child abuse. Anyone working with children is covered by this law and is a mandatory reporter. This means individuals have the responsibility to report abuse occurring or if suspecting abuse. Penalties apply if found to be negligent in this responsibility.

- Access a copy from the Department Of Community Services Ph: (02) 9716 2222 www.community.nsw.gov.au

Food Act 2003 (NSW)
This act sets out standards for people who prepare food as part of a business. It is there to ensure food is both safe and suitable for human consumption. It stipulates food handling, and food preparation and storage of food.

- Access a copy from the NSW Food Authority Ph: 1300 552 406 www.foodauthority.nsw.gov.au

Industrial Relations Act 1996
This act provides a framework for the conduct of industrial relations in NSW. Employees have the right to be paid according to the appropriate award and conditions adhered to.

- Access a copy from the Office Of Industrial Relations NSW Department of Commerce Ph: 131 628 www.industrialrelations.nsw.gov.au

Ombudsman Act 1974
Under this Act, children’s services must notify the NSW Ombudsman of allegations against employees that constitute sexual offences, misconduct, assault, ill treatment, neglect and behaviour that causes psychological harm to children.

- Access a copy from Ombudsman New South Wales Ph: (02) 9286 1000 www.ombo.nsw.gov.au

Privacy and Personal Information Protection Act (NSW) 1998
This act sets out standards for the lawful collection of information necessary to the organisations activities. Individuals have a right to know why the information is being collected and who has access to it. All information needs to be secured appropriately.

- Access a copy from Lawlink NSW Ph: (02) 9228 8585 www.lawlink.nsw.gov.au
**Work Health and Safety Act 2011**

Work Health and Safety (WHS) is about safety in the workplace and emphasises that everyone has an individual responsibility. This means individuals taking the necessary steps to prevent accidents and report them.


**Effective Committees**

It is important that committee members have a constructive approach to their role on the committee. It is the Executive Committee that leads the way in terms of planning and decision making.

To ensure your contribution on the committee is effective:

- Provide constructive, relevant input.
- Respect and value the views of other committee members.
- Read the agenda prior to the meeting and do some homework on items that are important to you so you can contribute effectively.
- Keep your comments focused on key points and state your position clearly.
- Be aware that you may need to declare a conflict of interest on a particular issue.
- Respect and keep private any confidential information that may be discussed.
- Make all attempts to communicate with the secretary on any major points you would like put on the agenda 14 days prior to the meeting.

**Conflict of Interest**

Committee members should be able to clearly separate their personal interest from the interests of the service. If a member of the Management Committee recognises a conflict of interest or perceived conflict of interest between their official duties on the Committee and personal interests, they should put it in writing to ensure they act in the organisation’s best interest.

Conflict of interest could be, for example, a member of the Management Committee, who is involved in decisions on the success of applicants for positions of employment with the organisation, where these dealings are with relatives or close friends. This should be disclosed immediately and the member should disqualify themselves from dealing with the matter.

Where there is a known or perceived conflict of interest, the committee member must:

- declare the conflict
- release any voting rights on the issue
- leave the room until a decision is made

If the conflict cannot be resolved through the above-mentioned strategies the committee member must step down from the committee.

**Confidentiality**

As a committee member, you will have access to information that other parents may not have access to. It is imperative that all information is treated with a high level of confidentiality.
Information may include:

- Staffing issues
- Parents in debt
- Children with a disability
- Custody issues etc

Management Committee members have a responsibility to ensure that all confidential documents are made only available to authorised persons.

Newtown Kids Cottage would like to extend its thanks to you for agreeing to be on the management committee and hope you find it a rewarding and valuable experience. Your contribution matters and what you are doing is truly important to the community, the service and the children.