

Governance and Management of the Service



Policy

To ensure Janelle Street Centre has good governance we will:

- Conduct our affairs legally, ethically and with integrity;
- Identify organisational risks and legal obligations and manage these through policies and relevant processes; and
- Ensure that mechanisms are in place for fair and transparent governance.

Background

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Janelle Street Centre recognises the importance of having a framework of rules, relationships, systems and processes within and by which authority is exercised and controlled in our organisation. We view good governance and management as essential to our provision of quality education and care in a responsible manner.

Practices

Management

The management of Janelle Street Centre is overseen by a Board of Directors. The Board is accountable to members of the Company for the performance of the organisation.

Board / Management Committee Role

The Board has overall responsibility to company members for the sustainability and relevance of the service. The Board will direct its activities towards achieving the organisation's goals and reviewing the *Quality Improvement Plan* annually. The Board will guide and monitor Janelle Street Centre'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, the Board undertakes to maximise the value and contribution of Janelle Street Centre 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. The Board is the employer of all staff of Janelle Street Centre and is responsible for the management and control of Janelle Street Centre as the Approved Provider of education and care under the Education and Care Services National Regulations.

Policies

The Board will:

- Ensure that a comprehensive set of policies is in place as required under *Education and Care Service Regulations* and other Regulations and laws that the service must comply with;
- Ensure that these policies comply with relevant legislation; and
- Update these policies on a regular basis.

Compliance Measures

The Board will:

- Ensure that mechanisms are in place to assist them to assess that the organisation's policies are implemented; and

Constitution

The Board will:

Ensure that Janelle Street Centre's constitution is followed at all times;

Ensure that the constitution is reviewed at least every three years; and

Ensure that each new member of the Board is provided with a copy of the Janelle Street Centre constitution and *Quality Improvement Plan* on their appointment to the Board

Board Powers

The Board sets the strategic direction and monitors performance of Janelle Street Centre. The Board will provide effective governance to ensure excellent overall management of Janelle Street Centre's business and financial objectives. In addition, the Board may delegate any of its powers (with the exception of the power of delegation and responsibilities as Approved Provider) to a committee, a director, an employee or any other person.

The Board delegates the responsibility of implementing the strategic plan and day-to-day management of Janelle Street Centre to the Director. In discharging her powers, the Director will be bound by the Corporations Act, the Constitution, and all policies of the organisation.

The Board's authority includes:

Overseeing Janelle Street Centre including its control and accountability systems;

Appointing and removing the Director;

Ratifying the appointment of all staff members;

Developing organisational strategy and performance objectives;

Reviewing, ratifying and monitoring systems of risk management and internal control, codes of conduct, and legal compliance;

Monitoring the Director's performance and implementation of strategy;

Approving and monitoring financial and other reporting;

Authorising appropriate delegations within the organisation;

Ensuring appropriate resources are available to carry out Janelle Street Centre's functions; and

Approving and monitoring the progress of major capital expenditure.

Risk Management

The Board will:

Ensure Janelle Street Centre operates with and to a valid Constitution and that all governance and management practices of the Board and staff align with the Constitution;

Demonstrate achievement of this through accessible meeting minutes and Board self-assessments; and

Assist Board members to receive ongoing support and professional development in the implementation of effective and evidence-based governance practice.

Code of Conduct

Board members will:

Commit themselves to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as Board members;

Demonstrate un-conflicted loyalty to the interests of Janelle Street Centre when acting as a Board 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 Janelle Street Centre;

Immediately disclose to the Board 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 Board 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.

Sources

Education and Care Services National Law and Regulations 2011: 168,169,170, 171 and 172.

www.legislation.nsw.gov.au (accessed January 10, 2023)

www.dawsonstreetcc.org.au (accessed January 10, 2023)

www.acecqa.gov.au (accessed January 10, 2023)

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