

Governance and Organisation Management Policy



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Warning - Ensure you are using the latest version of this policy.			
DCC Network/All Organisation Information/DCC Policies/Quality Area 7 – Leadership & service management			

Contents

1. Policy Statement	1
2. Rationale	2
3. Scope	2
4. Responsibilities	2
5. Definitions	5
6. Guidelines	6
a) RREE Board	6
b) RREE Board as Approved Provider	6
c) Strategic and operational roles	7
d) Governance planning and assessment	8
e) Child Care Subsidy	8
f) Prescribed information	9
g) Prescribed records	10
h) Record of service compliance	11
i) Law and regulations to be available	12
j) Other governance and management requirements	12
7. Relevant Legislation, Regulations and Standards	12
8. Related Documents	15
9. Document Control	15

1. Policy Statement

River Region Early Education is committed to robust governance and management systems to ensure effective, transparent, and competent operation of services. The Board as Approved Provider under Education and Care Services National Law, Responsible People under Australian Charities and Not-for-profits Commission (ACNC) Governance Standards, and Persons with Management or Control under Family Assistance Law take responsibility for the good governance of the organisation and compliance with law and regulation.

Governance and Organisation Management Policy

River Region Early Education considers good governance to be accountability to stakeholders by:

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

2. Rationale

Education and Care Services National Regulations require Approved Providers to have policies and procedures relating to governance and management of services, including confidentiality of records, and for these policies and procedures to be followed, kept available, and for families to be notified of changes. There are also regulations related to the fitness and propriety of persons with management or control of the organisation, insurance, quality improvement plans, child protection, physical environment, persons in day-to-day charge, access for parents, attendance, enrolment, and compliance records, authorisations, prescribed information, and the confidentiality and storage of records.

This policy gives guidance to the Board and the management team on how these requirements are managed and evidenced.

This policy forms part of a series of policies that contribute to Education and Care Services National Regulation requirement for policies regarding governance and management of services that include:

- NQS7.66 Continuous Improvement Policy (quality improvement plans),
- NQS7.59 Policy Development and Review Policy (required policies),
- NQS7.57 Banking and Finance Policy (insurance and financial controls),
- NQS7.50 Delegations Policy (internal authority and accountability),
- NQS7.45 Code of Conduct Policy (fitness and propriety),
- NQS7.60 Privacy and Confidentiality Policy (confidentiality of records),
- NQS6.40 Enrolment and Orientation Policy (enrolment and attendance records),
- NQS3.20 Physical Environment Policy (physical environment),
- NQS6.42 Family Involvement Policy (access for parents),
- NQS2.60 Child Safety and Protection Policy (child protection law), and
- NQS4.38 Staffing Arrangements Policy (persons in day-to-day charge).

3. Scope

This policy applies to Board members and all employees.

4. Responsibilities

It is the responsibility of the Board as Approved Provider to:

- Ensure the organisation is not-for-profit and always work towards its charitable purpose, as defined in the organisation's Constitution,
- Ensure the organisation takes reasonable steps to be accountable to its members and provides them with adequate opportunity to raise concerns about how the organisation is governed,

Governance and Organisation Management Policy

- Ensure each Board member is not disqualified from managing a corporation under the Corporations Act or disqualified from being a Responsible Person of a registered charity by the ACNC Commissioner,
- Ensure each Board member is a fit and proper person, completes a background check as required under Family Assistance Law and holds a current Working with Children Check (WWCC),
- Ensure that all Board members are subject to, understand, and carry out the duties set out in the ACNC Governance Standard 5,
- Take reasonable steps to become a participating non-government institution in accordance with ACNC Governance Standard 6 if they are, or are likely to be, identified as being involved in the abuse of a person,
- Identify all persons with management or control in accordance with Education and Care Services National Law and Family Assistance Law,
- Ensure legal obligations are met under Family Assistance Law in the management of Child Care Subsidy (CCS), including approval, enrolment of children, collection of gap fees, notifications and record-keeping,
- Ensure that obligations under the Education and Care Services National Law and Regulations are met, as well as all other laws relevant to governance and management of the service,
- Provide information to the regulatory authority upon request in relation to being a fit and proper person,
- Ensure that the organisation is insured and keep evidence of this,
- Ensure that prescribed information is displayed,
- Ensure that the number of children at the service does not exceed the maximum in the service approval,
- Ensure that the family of a child at the service is allowed to enter the premises unless permitting entry would pose a risk to the safety of children and employees, conflict with any duty under Law or is reasonably believed to contravene a court order,
- Adopt quality governance and management processes, procedures and practices, in line with the National Quality Standard, especially Quality Area 7 – Governance and leadership,
- Establish systems of risk management, financial and internal control, and performance reporting and monitor management and financial performance to ensure the solvency, financial strength and good performance of the organisation,
- Develop, review, and approve the service philosophy and purpose, strategic direction, and initiatives,
- Ensure that all reporting requirements are met regarding the National Quality Framework, family assistance, taxation, child protection, and other relevant laws,
- Notify the regulatory authority about the approved provider and operational changes, and changes in relation to the nominated supervisor,
- Notify the regulatory authority about changes to the 'fit and proper' status of the approved provider, any serious incidents, and complaints relating to a serious incident or that the Law has been contravened,
- Ensure the health, safety and wellbeing of children in the service and take every reasonable precaution to protect children from harm and hazard,

Governance and Organisation Management Policy

- Ensure there is an effective self-assessment and quality improvement process in place, including a Quality Improvement Plan (QIP) for each service that is kept at the premises, is made available for inspection and to families and is reviewed at least annually,
- Ensure that requirements relating to the physical environment, space, equipment and facilities are met,
- Ensure that children's educational and developmental needs are met,
- Ensure that requirements relating to staffing are met and that roles and responsibilities are clearly defined, understood, and support effective decision-making and operation of services,
- Ensure that the performance of educators and employees is regularly evaluated, and individual plans are in place to support learning and development,
- Ensure that a nominated supervisor, educators, staff, volunteers, and contractors to whom a prohibition notice applies are not engaged by the service,
- Ensure the educational leader is supported to lead the development and implementation of the educational program and assessment and planning cycle,
- Ensure that requirements relating to the nominated supervisor and responsible person are met,
- Keep a record of the service's compliance with the information listed in regulation,
- Keep a record of enrolment and other required documents at services that can be available for inspection by an authorised officer,
- Ensure that records are kept confidential and not divulged except as permitted under regulation,
- Ensure that records are stored safely and securely for the period set out in regulation,
- Keep enrolment and attendance records and other prescribed documents and ensure they are accurate and available to families on request, and
- If a service approval is transferred, ensure prescribed enrolment and other documents are transferred to the receiving approved provider.

It is the responsibility of the General Manager to:

- Carry out or delegate the responsibilities of the Board as detailed above and in accordance with *NQS7.50 Delegated Responsibilities Chart*,
- Ensure that Board members receive an adequate orientation to their role and the organisation and opportunities for professional development relevant to their role,
- Manage the operations of the organisation in accordance with approved strategic, organisational, operational, and financial plans and legal, regulatory, and contractual compliance,
- Ensure that the Board receives regular and accurate reporting on operational compliance and financial and human resource monitoring, and
- Support Nominated Supervisors and other persons with management or control to understand and meet their responsibilities under law and regulation.

It is the responsibility of Nominated Supervisors to:

- Ensure that regulatory obligations are met in relation to governance and management,
- Adopt quality governance and management processes, procedures, and practices, in line with the National Quality Standard, including internal reporting as required by the General Manager and/or Board,
- Implement systems of risk management and performance reporting,

Governance and Organisation Management Policy

- Contribute to the development and review of the organisation's philosophy and purpose, strategic direction and initiatives,
- Ensure that the family of a child at the service is allowed to enter the premises when the child is being educated and cared for unless permitting entry would pose a risk to the safety of children and employees, conflict with any duty under Law or is reasonably believed to contravene a court order,
- Ensure that all notification and reporting requirements are met regarding the National Quality Framework and other relevant laws,
- Ensure the health, safety and wellbeing of children in the service and take every reasonable precaution to protect children from harm and hazard,
- Ensure there is an effective self-assessment and quality improvement process in place,
- Ensure that children's educational and developmental needs are met,
- Ensure that roles and responsibilities are clearly defined, understood, and support effective decision-making and operation of the service,
- Ensure that the performance of employees under their supervision is regularly evaluated and individual plans are in place to support learning and development,
- Ensure that requirements relating to staffing are met,
- Ensure that the educational leader is supported to lead the development and implementation of the educational program and assessment and planning cycle, and
- Ensure that requirements relating to records and confidentiality are met.

5. Definitions

Approved Provider - A legal entity with ultimate legal responsibility for an education and care service in NSW. A service approval authorises the approved provider to operate an education and care service under the National Law and National Regulations. The Board is the approved provider for RREE.

Fit and proper person

- Under Family Assistance Law (FAL), a person who is competent, of good character, law-abiding, and free of conflicts of interest.
- Under ACNC and the Corporations Act, a person who is not disqualified from managing a corporation or from being a Responsible Person of a registered charity.
- Under Education and Care Services National Law, the factors taken into account when determining fitness and propriety include the person's history of compliance with education and care or children's services law or regulation, criminal history or WWCC clearance, experience of being bankrupt or responsibility for an insolvent organisation, any medical condition or financial circumstances that significantly limits the ability to meet obligations, management capability, and any sanction, suspension, or infringement imposed under Family Assistance Law.

Displayed – Where Education and Care Services National Regulations require information to be displayed, this is determined to mean positioned in a space that is commonly accessible to families and in a way that can be easily seen.

Kept available - Where Education and Care Services National Regulations require information to be kept available, this is determined to mean kept in a place that is known to employees and volunteers and can be readily accessed on request.

6. Guidelines

a) RREE Board

River Region Early Education is legally structured as a not-for-profit Company Limited by Guarantee and is approved to provide early childhood education and care (ECEC) services under Education and Care Services National Law.

The RREE Board is elected by financial members of the organisation and collectively ensures the delivery of the organisation's objects, the setting of its strategic direction, and the upholding of its values. The Board is collectively responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

The RREE Board abides by the rules related to corporate governance, business activities, and rights and obligations of its internal members as defined and agreed to in the *Constitution of River Region Early Education Limited*.

Board members are provided with:

- An orientation and familiarisation with the organisation,
- *Board of Management Handbook*, and
- Opportunities for professional development relevant to their role.

The *Board of Management Handbook* includes:

- Constitution, strategic, and operational plans,
- Delegated Responsibilities Chart,
- Quality Improvement Plans,
- Relevant policies and procedures,
- Overview of the National Quality Framework
- Overview of funding
- Board meeting procedures and information.

b) RREE Board as Approved Provider

Under Education and Care Services National Law, the RREE Board is the Approved Provider of education and care.

Approved Providers are responsible for ensuring that requirements under Education and Care Services National Law and Regulation are met. The Board can delegate the responsibility for the management and monitoring of requirements to the General Manager.

Delegations are identified in *NQS7.50 Delegated Responsibilities Chart* and in policy and procedure.

The responsibilities that cannot be fully delegated include:

- Changes to the RREE Constitution,
- Approval of the organisational structure and delegations,
- Leadership and approval of strategic planning,
- Monitoring of financial strength and performance, including approval of organisational budget and ensuring the organisation does not operate if insolvent,
- Monitoring of compliance against regulation and law and the objects of the organisation,
- Monitoring of performance against strategic, operational, and financial plans,

Governance and Organisation Management Policy

- Monitoring and reviewing the effectiveness of organisational risk management,
- Approval of annual financial statements and required reports to government,
- Approval of policies related to governance and regulation,
- Employment of the General Manager,
- Approval of salary or above-Award remuneration,
- Management of conflicts, disputes or complaints that involve Board members or the General Manager, and
- Review of the fitness and propriety of Board members and the performance of the Board.

c) Strategic and operational roles

The key focus of the Board is on strategic governance rather than day-to-day operations and in order to maintain this separation, Board members will:

- Communicate about operational matters only with the General Manager, other than when approached by an employee as a whistleblower or with a complaint concerning the General Manager, and
- Declare conflicts of interest in line with *NQS7.48 Conflict of Interest Policy* when required to undertake roles outside of their strategic role.

The organisational structure, including identification of reporting hierarchy and key roles is visually presented in *NQS7.56A RREE Organisational Chart*.

- Changes to the structure of the organisational chart are approved by the Board.
- Every employee has only one direct supervisor.

Persons with management or control (PMC)

RREE determines 'persons with management or control (PMC)' to be any member of the Board and the General Manager.

- Under Education and Care Services National Law, PMCs are each member of the executive committee (Board) and any other person who has authority or responsibility for, or significant influence over, the planning, direction or control of the activities or the delivery of the education and care service. A nominated supervisor is only a PMC if they also participate in executive or financial decision-making.
- Under Family Assistance Law, PMCs are any person that makes executive or legal decisions on behalf of the provider, has authority, responsibility or significant influence over planning, directing, or controlling the provider, or is in charge of the day-to-day operations of the provider or of a service.

Persons responsible at the service (PRS)

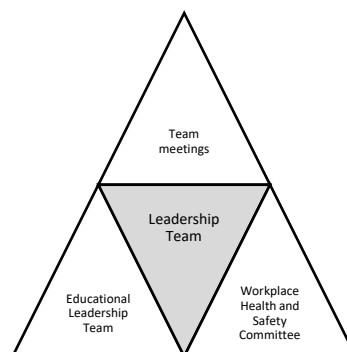
Under Family Assistance Law, 'persons responsible at the service (PRS)' are those who are responsible for the day-to-day operation of a service as nominated by a PMC.

RREE determines this to be Nominated Supervisors and those employed to undertake Administration responsibilities in order to facilitate the management of Child Care Subsidy processes.

Organisational governance structure

Consultation and decision-making across the organisation are undertaken by several governance groups.

Review and approval of initiatives that sit outside of the remit of governance groups sit with the Leadership Team.



d) Governance planning and assessment

The Board is responsible for strategic risk management, financial and internal controls, performance reporting, and the monitoring of management and financial performance to ensure the solvency, financial strength, and good performance of the organisation. The following systems are in place with responsibilities for development and approval as defined in *NQS7.50A Delegated Responsibilities Chart* or in policy and procedure:

System	Frequency
Strategic Plan	Three years
Operational Plan	Annual
Organisational Risk Register	Annual
Child Health and Safety Risk Assessment	Annual
Workplace Health and Safety Risk Assessment	Annual
Asset Management Plan	Annual
Annual Audit Report	Annual
Annual Budget	Annual

e) Child Care Subsidy

Early childhood education and care providers that administer the Child Care Subsidy (CCS) must comply with Family Assistance Law (FAL).

Providers must be approved by their state government through its regulatory authority (NSW Department of Education) as well as through the Australian Government. Both applications for approval are submitted via the National Quality Agenda IT System. Approval includes:

- Identifying PMCs,
- Meeting fit and proper requirements, and
- Conducting background checks and Working with Children Checks (WWCC).

The following checks are required:

Type of check	Required by	At RREE
National Police Check	PMCs PRSS	Board members General Manager Nominated Supervisors Administration
Working with Children Check	PMCs	Board members

Type of check	Required by	At RREE
	PRs Educators	General Manager Nominated Supervisors Administration Educators
National Personal Insolvency Index Check	PMCs	Board members General Manager
Evidence the person is not on ASIC banned and disqualified register	PMCs	Board members General Manager
Current and historical personal name extract search of ASIC records	PMCs	Board members General Manager

f) Prescribed information

Prescribed information must be displayed in every approved service. The following information is contained in *NQS7.56B Provider Information Template* and is customised for each service:

- Provider approval – the name of the provider, the provider approval number, and any conditions of the provider approval.
- Service approval – the name of the education and care service, the service approval number, and any conditions on the service approval.
- The name of each Nominated Supervisor.
- Rating levels – the current rating level for each quality area I the National Quality Standard, and the overall rating of the service.
- Waivers – the regulations that have been waived, the duration of the waiver, and whether the waiver is a service or a temporary waiver.
- Operations - the hours and days of operation of the service, the name and telephone number of the person at the service to whom complaints may be addressed, in the case of a centre-based service, the name and position of the responsible person in charge of the service at any given time, the name of the educational leader at the service, and the contact details of the Regulatory Authority.

The following prescribed information is displayed in separate notices:

- Anaphylaxis - if applicable, a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service.
- Infectious disease - if applicable, a notice stating that there has been an occurrence of an infectious disease at the premises.
- Rating certificates - the certificate issued to the approved provider by or on behalf of the Regulatory Authority about the current rating levels for each quality area stated in the National Quality Standard and the overall rating of the service, and, if the National Authority has given the service the highest rating level, the certificate about the overall rating of the service issued to the approved provider by the National Authority.

The following prescribed information is to be notified to the Regulatory Authority:

- Any change to the address, the principal office or the contact details of the approved provider,

Governance and Organisation Management Policy

- The appointment of receivers or liquidators or administrators or any other matters that affect the financial viability and ongoing operation of the education and care service,
- Any change to the hours and days of operation, the ages of children being educated or cared for by the service or any change to the nature of education and care offered by the service,
- Any incident that requires the approved provider to close, or reduce the number of children attending, the education and care service for a period,
- Any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service,
- The attendance at the approved education and care service of any additional child or children being educated and cared for in an emergency, including a description of the emergency and a statement regarding maintaining safety, health and wellbeing of all the children attending the education and care service,
- any incident where the approved provider reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is occurring while the child is or the children are being educated and cared for by the education and care service,
- Allegations that physical or sexual abuse of a child or children has occurred or is occurring while the child is or the children are being educated and cared for by the education and care service, and
- The first time and/or the final time the service provides, or arranges for, the transportation of children in line with *NQS2.23 Safe Transport and Arrival Policy*.

Notice must be provided within seven (7) days of the relevant event or the approved provider becoming aware of the relevant information except for:

- The death of a child – as soon as practicable and within 24 hours,
- Other serious incident – within 24 hours,
- Closure or reduction in numbers – within 24 hours, and
- Attendance of additional children – within 24 hours.

g) Prescribed records

The following documents are prescribed and are to be kept by the Approved Provider:

- The documentation of child assessments or evaluations for delivery of the educational program as set out in regulation 74,
- An incident, injury, trauma and illness record as set out in regulation 87,
- A medication record as set out in regulation 92,
- Staff record as set out in regulation 145,
- A record of volunteers and students as set out in regulation 149,
- The records of the responsible person at the service as set out in regulation 150,
- Record of educators working directly with children as set out in regulation 151,
- A record of access to early childhood teachers as set out in regulation 152,
- A children's attendance record as set out in regulation 158,
- Child enrolment records as set out in regulation 160,
- A record of the service's compliance with the Law as set out in regulation 167,
- A record of each nominated supervisor and any person in day-to-day charge of the education and care service under section 162 of the Law,

Governance and Organisation Management Policy

- Record of children embarking a means of transport at the education and care service premises as set out in regulation 102E(4)(c),
- A record of children disembarking a means of transport at the education and care service premises as set out in regulation 102F(4)(d), and
- Evidence of the current prescribed insurance as set out in regulation 180.

The Approved Provider must take reasonable steps to ensure these documents are accurate and, where they relate to a child enrolled at the service, are made available to a parent of the child on request subject to any limitation by court order. See Regulation 177(4A-B) for requirements for written consent where documents to be shared contain personal information related to other specified persons.

Confidentiality of records is detailed in *NQS7.60 Privacy and Confidentiality Policy*.

Storage of prescribed records

Requirements regarding the storage of records and other documents is identified in [section 183](#) of Education and Care Services National Regulations.

Prescribed records must be stored in a safe and secure place for the relevant period as below:

Type of record	Period
Incident, illness, injury or trauma suffered by a child while being educated and cared for by the service or that may have occurred following an incident at the service	Until the child is aged 25 years
The death of a child while being educated and cared for by the education and care service or that may have occurred as a result of an incident while being educated and cared for	For 7 years after the death
Any other record relating to a child enrolled at the education and care service	For 3 years after the last date the child attended
Any record relating to the Approved Provider	For 3 years after the provider ceased operation
Any record relating to a nominated supervisor or staff member of an education and care service	For 3 years after they left the service
Any other prescribed record	For 3 years after the record was made

h) Record of service compliance

The record of the service's compliance must include details of any:

- Amendment of the service approval made by the Regulatory Authority under section 55 of the Law, including the reason stated by the Regulatory Authority for the amendment, and the dates on which the amendment took, or takes, effect, and ceases to have effect,
- Suspension of the service approval (other than a voluntary suspension), including the reason stated by the Regulatory Authority for the suspension, and the dates on which the suspension took, or takes, effect, and ends, and
- Compliance direction or compliance notice issued to the approved provider in respect of the service, including the reason stated by the Regulatory Authority for issuing the

Governance and Organisation Management Policy

direction or notice, the steps specified in the direction or notice and the date by which they must be taken.

Records of the service's compliance with the Law should be able to be accessed on request by any person.

i) Law and regulations to be available

The approved provider must ensure that a copy of the Education Care Services National Law and Regulations is kept available and accessible at the education and care service premises at all times for use by nominated supervisors, staff members, volunteers, parents of children enrolled at the service and any person seeking to make use of the service.

j) Other governance and management requirements

River Region Early Education is guided by the following policies that relate to governance and management:

- Financial controls – *NQS7.57 Banking and Finance Policy* and *NQS7.50 Delegations Policy*,
- Fitness and propriety – *NQS7.45 Code of Conduct Policy*,
- Quality Improvement Plans and Service Philosophy (regulations 31 and 55) – *NQS7.66 Continuous Improvement Policy*,
- Policy and procedures (regulations 168-172) – *NQS7.59 Policy Development and Review Policy*,
- Confidentiality and disclosure of prescribed records (regulations 177(4A-B) and 181) – *NQS7.60 Privacy and Confidentiality Policy*,
- Attendance and enrolment records (regulations 158, 160-162) – *NQS6.40 Enrolment and Orientation Policy*,
- Authorisations (regulation 161) – *NQS7.43 Acceptance and Refusal of Authorisations Policy*,
- Person in day-to-day charge (regulations 117A-B) – *NQS4.38 Staffing Arrangements Policy*,
- Physical environment requirements (regulations 104-110) – *NQS3.20 Physical Environment Policy*,
- Awareness of child protection law (regulation 84) – *NQS2.60 Child Safety and Protection Policy*.

7. Relevant Legislation, Regulations and Standards

Education and Care Services National Law	
13	Matters to be taken into account in assessing whether fit and proper person
14	Regulatory Authority may seek further information
21	Reassessment of fitness and propriety
51	Conditions on service approval
161	Offence to operate education and care service without nominated supervisor
161a	Offence for nominated supervisor not to meet prescribed minimum requirements
162	Offence to operate education and care service unless responsible person is present

Governance and Organisation Management Policy

172	Offence to fail to display prescribed information
173	Offence to fail to notify certain circumstances to Regulatory Authority
174	Offence to fail to notify certain information to Regulatory Authority
175	Offence relating to requirement to keep enrolment and other documents
188	Offence to engage person to whom prohibition notice applies
188a	False or misleading information about prohibition notice
Education and Care Services National Regulation	
29	Condition on service approval - insurance
31	Condition on service approval – quality improvement plan
55	Quality improvement plans
56	Review and revision of quality improvement plans
84	Awareness of child protection law
104-10	Fencing, Laundry and hygiene, Indoor and Outdoor space, Toilets, Ventilation and light
117A	Placing a person in day-to-day charge
117B	Minimum requirements for a person in day-to-day charge
157	Access for parents
158	Children’s attendance records to be kept by approved provider
160	Children’s enrolment records to be kept by approved provider
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
167	Record of service’s compliance
168	Education and care organisations must have policies and procedures – I) governance and management of the service, including confidentiality of records
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of changes to policies and procedures
173	Prescribed information to be displayed — education and care service other than a family day care service
174	Time to notify certain circumstances to Regulatory Authority
174A	Prescribed information to accompany notice
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved provider

Governance and Organisation Management Policy

180	Evidence of prescribed insurance
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transferred
185	Law and regulations to be available
Family Assistance Law (Child Care Subsidy)	
	Providers must be approved to operate an early childhood education and care (ECEC) service and administer Child Care Subsidy (CSS)
	Providers must identify all persons with management or control (PMC)
	Providers, persons with management and control (PMC) and persons responsible at the service must be considered fit and proper
	Providers must ensure PMCs, persons responsible at the service and educators complete background checks and have current Working with Children Checks (WWCC)
	All children who attend approved early childhood services must be enrolled
	Providers must submit accurate session reports on time
	Providers must cover CCS gap fees and provide statements of entitlement to families
	Providers must keep certain records and provide information when given notice
National Quality Standards	
4.2.2	Professional standards guide practice, interactions and relationships.
7.1.1	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2.1	There is an effective self-assessment and quality improvement process in place.
Child Safe Standards	
1	Child safety is embedded in organisational leadership, governance and culture
5	People working with children are suitable and supported
10	Policies and procedures document how the organisation is child safe
Early Years Learning Framework Learning Outcomes	
Early Years Learning Framework Principles	
	Critical reflection and ongoing professional learning

	Collaborative leadership and teamwork
Early Years Learning Framework Practices	
	Assessment and evaluation for learning, development, and wellbeing

8. Related Documents

Doc #	Attachments
NQS7.56A	RREE Organisational Chart
NQS7.56B	Provider Information Template

Doc #	Intersections with other key documents
	Board of Management Handbook
	Constitution of River Region Early Education Ltd
	Quality Improvement Plans
NQS7.50A	Delegated Responsibilities Chart
NQS7.57	Banking and Finance Policy
NQS7.45	Code of Conduct Policy
NQS7.66	Continuous Improvement Policy
NQS7.50	Delegations Policy
NQS7.59	Policy Development and Review Policy
NQS7.60	Privacy and Confidentiality Policy
NQS6.40	Enrolment and Orientation Policy
NQS3.20	Physical Environment Policy
NQS6.42	Family Involvement Policy
NQS2.60	Child Safety and Protection Policy
NQS2.23	Safe Transport and Arrival Policy
NQS4.38	Staffing Arrangements Policy

9. Document Control

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NQS7.56	Governance and Service Management Policy	3	March 2019	March 2021
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Governance and Organisation Management Policy

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