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3.18 Child Care Services Taree & Districts Inc.

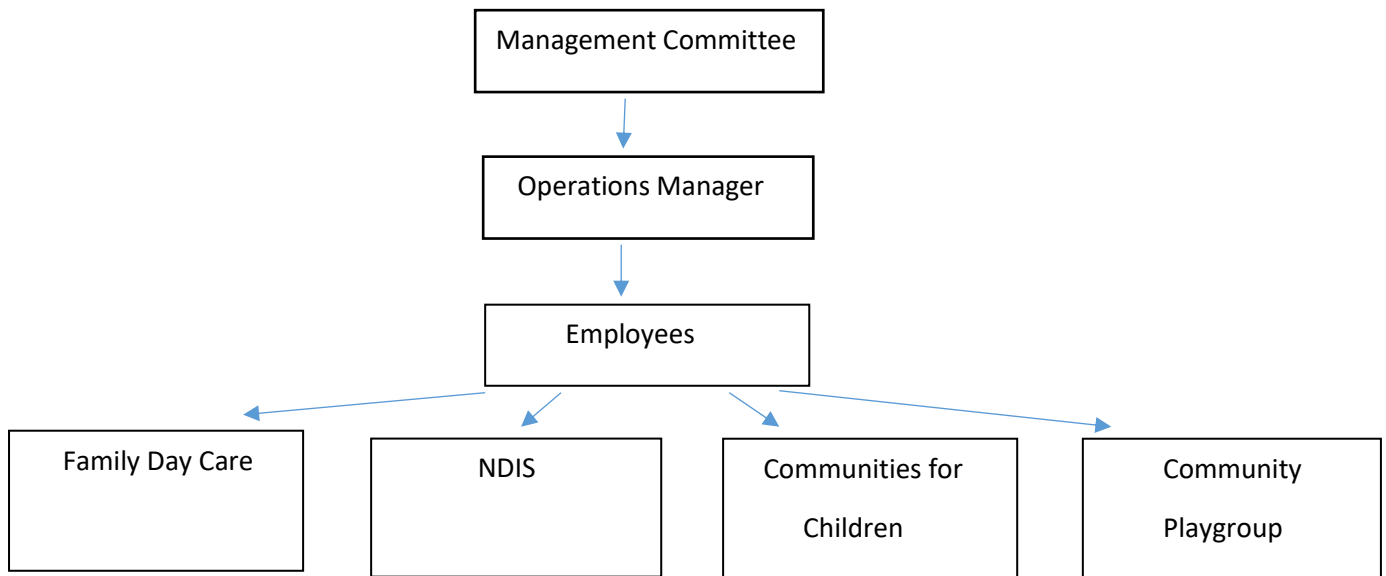
Delegation of Authority Policy

Child Care Services Taree & Districts Inc. (CCSTD) has a clear delegation of authority to ensure clear and transparent processes are imbedded in the everyday operation of the service and all the programs operating under CCSTD.

The Purpose of the Policy

Delegation of authority provides clear direction for decision making for Management Committee, Manager, employees, families and participants of the service and other agencies working with any of the programs currently being provided.

Assignment of Responsibility



Committee Responsibilities

Management Committee are obligated to:

- Provide in writing on Nomination Form prior to be elected the skills, strengths and knowledge nominee is able to bring to the Committee
- Identify in writing on Nomination Form prior to being elected any gaps in training or knowledge
- Source and provide relevant training to Committee members in relation to their legal roles and responsibilities as Governing body representatives
- CCSTD Business Plan and Risk Analysis are reviewed and updated to reflect the compliance and changes in operation to meet legislative, funding and service delivery under the NDIS.
- Review, reflect and analyse employees, participants, support workers needs and the services provided to participants drive the service Quality Improvement Plan (QIP)
- Put the interest of the organisation at the foremost in their deliberations,

- Use reasonable care skill and diligence in the performance of their duties
- Be honest and act in good faith and do not use their position or information dishonestly
- Be aware of relevant legislation, law, contractual responsibilities.
- Monitor quality safeguards and support being delivered to NDIS participants through NDIS
- Ensure Section Reports presented at each meeting are comprehensive and identified compliance, complaints, grievances or safety issues are addressed, actioned and resolved in a timely manner and individual issues are acknowledged, monitored and resolved
- Members to disclose any perceived, actual or potential conflict of interest by acknowledging any conflicts and withdrawing from any related discussion, decisions or from the meeting this would be minuted, documented on the Conflict of Interest form and managed by the Committee(see attached form) Conflict of Interest Guidelines as set by Commonwealth Ombudsman filed and retained in Committee Minutes Folder.
- If Conflict of Interest arises with an employee the same process is followed in discussion and consultation with Executive Committee
- Refrain from obtaining personal gain from their position
- Abide by the confidentiality agreement of CCSTD.
- Ensure accurate financial records, financial statements and budgets are maintained
- Ensure annual auditing is conducted by a registered auditor and Financial Report is completed prior to the AGM
- Ensure the association does not incur debts that are not expected to be repaid
- Ensure that the association does not act with intent to defraud
- Approve the employment and any change in staff hours and/or duties
- Approve rates of pay, pay increases in accordance with relevant current award
- Setting service guidelines and fees
- Disciplinary action for staff, deregistration of support workers and /or educators in consultation with Operations Manager

Committee Duties

Committee members will:

- Have an understanding of how the organisation works, services and programs operating under CCSTD
- Remain up to date with minutes and reports
- Attend meetings
- Have read and understand the services Constitution
- Approve financial and other relevant documents
- Ensure the service manger and employees are compliant with funding agreements, policies, legislation and regulations
- Manage potential risks
- Establish management delegations
- Actively plan for future directions of the organisation
- Take responsibility for their roles
- Mentor new committee members to ensure they are aware of their statutory obligations and responsibilities to the organisation
- Actively be involved in decision making
- Support the organisation in the community and be a positive advocate
- Attend organisations functions and represent the organisation at outside functions

In General

The Management Committee will:

- Consist of a minimum of 3 executive committee members

- A maximum of 9 members in total
- Meeting are held bi-monthly
- Be at least 18 years old
- Committee members are elected at the Annual General Meeting which is held annually at least six (6) months after the end of the financial year
- Committee members ideally consist of a representative for each of the programs the organisation operates, parents, NDIS participants, community members and professional associates.
- Information is emailed, posted and discussed with all stakeholder prior to the AGM along with the invitation to become a committee member
- Participants or participants representatives are invited and encouraged to sit on the committee as an NDIS representative
- All policies are reviewed and distributed via website emails and employees, educators, support workers, families and NDIS participants for feedback and comments prior to being ratified by the Committee

Operations Manager Responsibilities

- Operations Manager reports directly to the Management Committee and is responsible for:
- Day to day management of CCSTD including administration, service delivery of all programs, funding and financial systems and reports, educator and support worker registration, support and monitoring of educators and support workers
- Employment, management, supervision, monitoring and conducting staff appraisals of all staff
- Arranging and conducting staff meetings, section meetings, monitoring staff wellbeing,
- Developing and updating job descriptions
- Organisation promotion and marketing
- Community liaison and networking
- Liaison and reporting to funding bodies and regulatory bodies,
- Attending Committee meetings and providing reports on all programs
- Approving staff leave
- Keeping accurate current files on all staff which including, WWC, First Aid, Child Protection and training
- Development of policies and procedures
- Ensuring policies and procedures are implemented and followed
- Ensuring staff and the organisation are operating under the current regulatory law and regulations for all programs and relevant records are accurate and up to date
- Ensure organisation premises, educators and support workers are compliant with WH&S legislation, document, record and resolve WH&S issues

Employees Responsibilities

- Employees are required to perform their duties as per their job descriptions and contracts
- Employees are employed by the Management Committee however are directly responsible to the Operations Manager
- Employees are required to ensure all relevant records and administration is up to date and current, Abide by and follow service policies and procedures
- Any concerns or issues are reported to the Operations Manager in the first instance, who will take them to the Management Committee if appropriate

- Employees are required to present a positive and professional attitude towards the organisation when dealing with clients, the community and other organisations

Relevant Legislation and Standards

- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- Privacy and Personal Information Act 1988 (NSW)
- Associations Incorporation Act 2009(NSW)
- Associations Incorporation Regulation 2010 (NSW)
- NSW Fair Trading
- The Disability Inclusion Act 2014 (NSW) and Disability Inclusion Regulation 2014 (NSW)
- Mental Health Act 2007 (NSW)
- Ombudsman Act 1974 (NSW)
- NDIA National Quality and Safeguards Policy 2018
- Disability Discrimination Act 1992
- Anti-Discrimination Act 1977(NSW)
- Criminal Records Act 1991(NSW)
- Work Health and Safety Act 2011(NSW)
- Fair Work Act 2009

Conflict of Interest - Disclosure Form

Surname:

Given name/s:

Position:

Branch and Location:

Describe the private interests that have the potential to impact on your ability to carry out, or be seen to carry out, your official duties impartially and in the public interest.

(Describe your private interests and/or associations)

Describe the expected roles/duties you are required to perform.

(Describe the duties you are required to perform if relevant)

The conflict of interest has been identified as: (Please select one of the following)

Non-pecuniary interest

A real conflict of interest

An apparent conflict of interest

A potential conflict of interest

Pecuniary interest

Declaration

I declare that the above details of my private interests are correct to the best of my knowledge and am aware of my responsibilities to take reasonable steps to avoid any real or apparent conflict of interest in connection with my public service and to of any relevant changes in my personal circumstances.

Signature:

Date:

Action:

Describe the action proposed to mitigate the real or perceived conflict which has been disclosed and the reasons for the decisions:

The above action has been discussed with relevant parties and the declarant is appropriate to resolve the real or apparent conflict of interest disclosed above.

Signature:

Date:

When finalised this form is to be filed in Committee Meeting file. A copy of the form should also be kept on the selection process file where the declaration is made in relation to a selection process or employee file.

