



3.20 Instrument of Delegation for Child Care Services Taree & Districts Inc.

The Manager is responsible for the day to day running and operation of Child Care Services Taree & Districts Inc. The Manager reports back to the Management Committee at bi-monthly meetings and on a needs basis between meetings liaises with the Executive Committee or President.

On a daily basis the manager oversees and manages:

- FDC – Staff hours, HV's, processes and procedures.
- IHC – Staff hours, family placements, processes and procedures, Manager Co-ordinates IHC in the absence of the IHC Co-ordinator
- C4C – Staff hours and programs staff are to attend, programs and funding, processes and procedures.
- Admin – Staff hours, processes and procedures, accounts and budgets
- NDIS – Staff hours, processes and procedures, placement of families

Petty Cash – limit of \$100 for FDC/IHC

\$200 for C4C

\$200 for Playgroup

Credit Card limit \$6,000 - used for service related expenses including training travel, on line payments and purchases for all programs and other items that are not covered under petty cash, the monthly statement is monitored and check by the Admin worker each month before payment

All general accounts are approved and initialled by the manager prior to being forwarded to the administration staff for payment, in the event the manager is not in the office the administration staff will email or message the manager for approval. Accounts are monitored by designated Auditor who is nominated at the AGM each year. Manager and Administration staff work with auditor throughout the year to maintain up to date records.

There is a chain of command for times that the manager is not available, each staff member has been provided with a copy, this is filed in >data ccstd > management documents>files.

The manager maintains a Service Maitrix which has a comprehensive list of services contact details user names and passwords. In the absence of the manager this can be used to access and notify any department or service CCSTD networks or communicates with.

Manager arranges and organises staff professional development in consultation with relevant staff taking into account budget restraints.

All staff hours of employment are dependent on funding and this is noted in staff contracts. Any change in staff hours is done in consultation with the executive committee. At times staff hours may be reduced or varied in line with funding and budget.

Staff conflict or grievances are managed in the first instance with the manager then if required referred onto the executive committee as per Grievance Policy

The manager oversees and monitors the yearly budget along with the administration staff, monitored by the nominated Auditor and reported back the executive committee.

The manager sources funding opportunities and is responsible for completing all funding documents, the manager liaises with the funding organisation to ensure all funding requirements are met. If relevant the Management committee will have input and assist in this process.

The Manager organises and allocates staff to conduct/attend special events or celebrations to showcase the service and meet expectations of the NQS and funding agreements

The manager holds the Out of hours mobile as part of the Managers contract, if at times the manager is not available the Manager will make arrangements for the phone to be held by the NDIS Coordinator. Provision is made in staff contract for on call and call out payments.