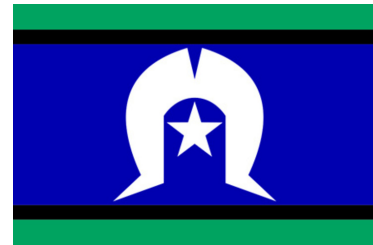
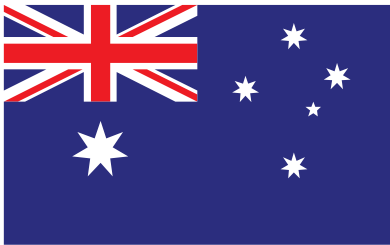




EDGEWATER
OSHC

**Edgewater OSHC
Management
Committee
Handbook**

Acknowledgement of Country



Edgewater Out of School Care Centre Inc acknowledge the Traditional Owners and first peoples of this land, the Whadjuk people of the Perth region from the Noongar nation and their Elders past, present and emerging.

We acknowledge, recognise, respect and seek to learn from their continuing culture and the contribution that they make to the life of this city and this region.

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Welcome to Edgewater OSHC

Welcome to Edgewater Out of School Care Inc (Edgewater OSHC). Thank you for nominating to become a member of our Incorporated Management Committee. We rely on the assistance of the community members and parents to take on a management responsibility for our services. In nominating for a committee position, you have shown a high level of support for our service, and we thank you for the commitment you have made.

To be effective in the role of a committee member, you will need to become informed about how the service operates and the responsibilities you have as a member of our committee. This handbook endeavours to inform you about these matters, and we invite you to read and refer to the following information during your term as a committee member.

The committee acts as a team in which every member is valued and encouraged to participate. You will become involved in the discussions, decision making process, and the direction that our services move in currently and in planning for our future.

History of Edgewater OSHC

Edgewater OSHC commenced as an incorporated body in October 1989 by our founder Susan O'Byrne, to provide before and after school care for the students attending Edgewater Primary School.

To this day we are still operating for the sole purpose of servicing Edgewater Primary School during the school term, with transport being provided by Edgewater OSHC between the premises. We also service the surrounding community for Vacation Care.

The service is licensed for 70 places.

We cater for children 4-12 years of age.

Our Philosophy

Edgewater OSHC is committed to ensuring that primary school aged children are cared for in a welcoming, stimulating, safe environment that is sensitive to cultural diversity and inclusive of all families.

The practices and procedures of our programs have been developed in consultation with Educators, Management, Community and Families, with the aim of supporting growth and development of all children in our care. We are guided by the Framework for School Age Children (My Time, Our Place) and The Early Years Learning Framework (EYLF) for under 5's.

Our philosophy is implemented by the following goals:

1. Children

Each child is important and has individual needs and rights. We believe that children have the right to:

1.1 Feel safe and secure in their environment, both physically and emotionally.

1.2 Express their unique ideas, strengths, and interests naturally and responsibly.

1.3 A nurturing caring environment that adopts principle of equal opportunity and social justice that gives children a healthy sense of self-esteem that they will carry with them into adulthood, providing them with ambition, motivation, and knowledge for a better future for themselves.

1.4 A well-balanced program based on the MTOP Framework and EYLF which addresses all aspects of the child – physical, social, emotional, cognitive, creative and language.

We aim to encourage:

- Stimulating, challenging, fun and happy environment, where the children can discover and learn.
- A sense of self-worth, self esteem and lifelong skills.
- The development of stable, caring relationships with staff and other children.
- The development of independence and personal responsibility.
- The development of problem solving, negotiation and self-help skills.
- An awareness of differences in culture, language, gender, age needs and abilities.
- An awareness of the impact that oneself has on the environment and to show respect and care for their environment.

2. Families

We aim to support families by:

2.1 Families are central to everything we do, and the input of families is essential to maintaining excellence. We invite their input into the development and review of our philosophy, goals, programs, and policies. We seek their contribution in the construction of children's individual programs. We actively encourage their feedback on the service that we provide. We value the cultural diversity they bring to the running of the service.

2.2 Respecting and accommodating their child-rearing practices. Making HOOSCI a home away from home for both children and their families.

2.3 Open, transparent communication with families about their child.

2.4 Families feel supported in approaching management with any concerns and feedback.

2.5 Providing information about other relevant family and children services available.

2.6 Families of children in our care can relax in the knowledge that their children are happy, safe and are given every opportunity to learn and grow while at our services.

3. Educators and Volunteers

To ensure provision of quality care for our children, our educators:

3.1 Recognise children as unique individuals and understand their individual needs.

3.2 Provide a stimulating environment through developmentally appropriate resources and programs based on children emerging ideas and interests.

3.3 Work collaboratively together as flexible team members, sharing, collaborating and reflection on ideas and practices.

3.4 Will be sensitive to the needs of families and the broader community and can respond accordingly through open and honest communication.

We are committed to providing:

- On-going learning and reflective practices to cater for all children and their families. Excellent role models for the children. We are friendly, trustworthy, patient, understanding and compassionate. We provide guidance based on sensitivity and positive reinforcement. We listen with empathy and respond with understanding to the children, their families and to each other. Opportunities to be involved in decision making. Opportunities for feedback.

4. Community

Our service will:

4.1 Promote awareness and knowledge of the need for and value of quality school age care setting.

4.2 Participate with other community groups (family centre, local schools, kindy programs and other ELC services) agencies and services to share resources and develop a support network.

4.3 Endeavour to remain aware and respond to, where possible, the changing needs within the community.

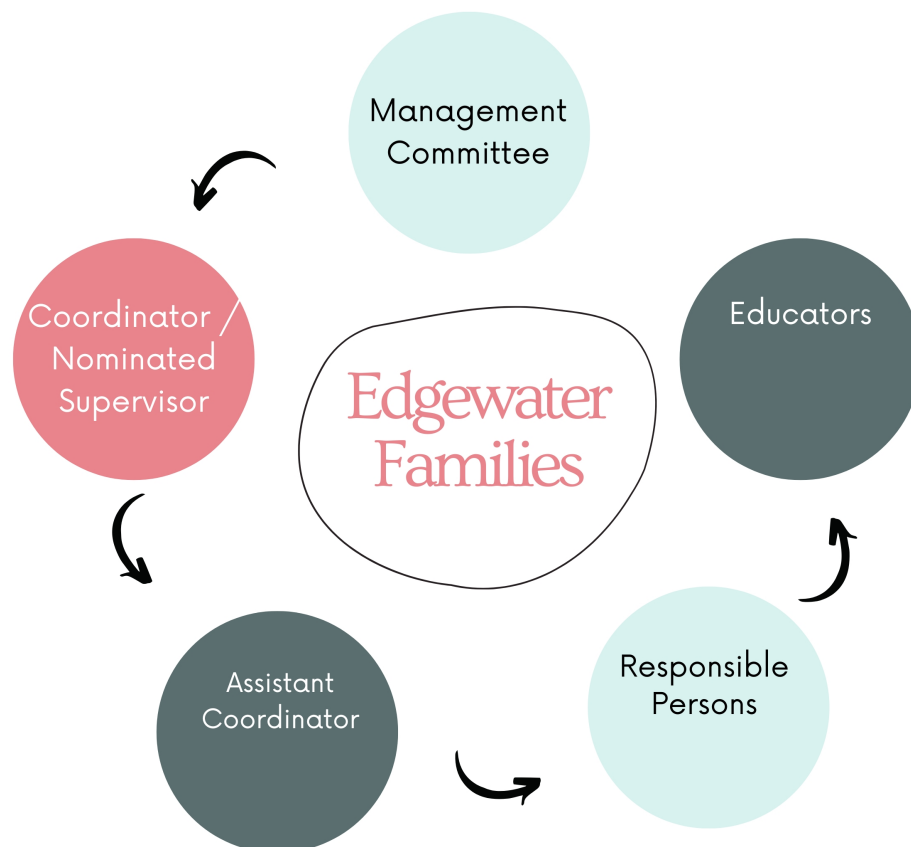
4.4 Be sensitive to the wide range of social and cultural backgrounds of the community we cater to.

Management Contact Information

Role	Name	Email	Contact Number
President	Jenna Ardagh	president@edgewateroshc.org.au	0409 150 487
Treasurer	Francesca Grundl	treasurer@edgewateroshc.org.au	0405 000 384
Secretary	Chloe Rogers	secretary@edgewateroshc.org.au	0400 773 731
Coordinator and Nominated Supervisor	Aimee Cruickshanks	coordinator@edgewateroshc.org.au	0457 520 248
Accounts and Administration	Karyn Nimmo	admin@edgewateroshc.org.au	0418 729 085

Management of the Service

Edgewater Out of School Care Centre Inc Management Structure



Edgewater OSHC is an incorporated non-profit body, administered by a volunteer Management Committee.

Parental involvement is especially important at a management level to ensure that the service is meeting family's needs. Parents are welcome to provide input into the operations of the service at any time.

Online surveys and in-service feedback is sought regularly including throughout annual policy reviews, vacation care programs and before and after school sessions.

A list of current committee members is located at each of the Services.

Education and Care Terminology

Approved Provider

An Approved Provider is a person or an entity who holds a Provider Approval granted under the Education and Care Services National Law.

Our Management Committee act as the Approved Provider for Edgewater Out of School Care Centre Inc.

This approval authorises the Approved Provider to operate an approved education and care service.

Nominated Supervisors

Our Operations Manager is our Nominated Supervisor and has the responsibility for the day-to-day management of our approved service. The National Law requires that Approved Providers must not operate a service without a Nominated Supervisor for the service. Nominated Supervisors must hold a minimum Diploma in Children's services or equivalent. In the absence of a Nominated Supervisor a Responsible Person will need to consent to filling the role.

Responsible Person

When a Nominated Supervisor is not present in a service, a pre-selected person in day-to-day charge relieves this duty. The Nominated Supervisor will nominate chosen Responsible Persons who need to consent, in writing, to assuming this role. Responsible persons must have completed approved child protection training.

Educational Leader

Our service Nominated Supervisor also acts as the Educational Leader.

The role of the Educational Leader will be to lead the development and implementation of the educational program in our services. The National Regulations require the Approved Provider to appoint the Educational Leader in writing, and note this designation in the staff record of the service.

Regulatory Information

National Legislative Framework

The National Legislative Framework is established through an applied law system and consists of;

- The Education and Care Services National Law;
- The Education and Care Services National Regulations.

The Education and Care Regulatory Unit (ECRU) is the regulatory authority for Education and Care Services in Western Australia.

National Quality Standards

The National Quality Standard sets a national benchmark for the quality of education and care services. The National Quality Standard is divided into seven quality areas;

- Educational Program and Practice
- Children's health and safety
- Physical Environments
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management.

National Quality Rating and Assessment Process

Our service is assessed and rated against each of the seven Quality Areas of the National Standard and the National Regulations. They will also be given an overall rating. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's education and care.

Responsibilities as the Approved Provider

The Management Committee is the Approved Provider of one Outside of School Hours Service located at Emerald Park in Edgewater. The Management Committee assumes responsibility for meeting all legislative requirements for this service in partnership with the Coordinator.

The Approved Provider is responsible for ensuring that effective strategies and resources are in place to allow the Coordinator / Nominated Supervisor to realistically achieve their role as required by the Education and Care Regulations.

This will include:

Facilitating effective communication between the Coordinator and the Approved Provider.

Ensuring the availability of adequate human and physical resources to meet the provisions of the regulations such as effective policies and procedures.

Ensuring the availability of adequate financial resources to meet the provisions of the regulations; and

Carrying out the performance management and professional development of the Coordinator.

The Role of the Coordinator

The Coordinator is not the employer, but carries out directives on behalf of the Management Committee. Much of the educator work, employee consultation and ensuring employees are fulfilling their duties is overseen by the Coordinator as part of the overall management of the services.

The Coordinator is responsible for ensuring the service complies with National Law, Regulations and standards and works in partnership with the Management Committee to ensure policies and procedures are updated and developed as required.

Employees are accountable to the Management Committee through the Coordinator.

The Coordinator is the first point of contact for all employees. Employees also have access to contact the Management Committee for any additional support outside of the Coordinator.

Positions and Duties of the Management Committee

The Edgewater Out of School Care Centre Inc Management Committee consists of up to 10 members. **The office bearers include (minimum of three);**

- Chairperson (President)
- Deputy Chairperson (Vice President)
- Secretary
- Treasurer

General committee members comprise not less than three or more than seven other members.

The appointed Operations Manager sits as an ex-officio member (no right to vote).

The Management Committee will:

- Fulfill the requirements as the Approved Provider
- Meet requirements of the appropriate funding agreements;
- Ensure appropriate employee provisions, wages and conditions under relevant employee awards;
- Work within the requirements of the Association Incorporation Act.

The Management Committee is responsible to:

- The members of the Association who are families of the education and care service.
- The Department of Mines, Industry Regulation and Safety in regards to its obligations under the Associations Incorporations Act.
- The Education and Care Regulatory Unit in regard to compliance with the Regulations, and providing support to the Operations Lead and Nominated Supervisors.
- Government Departments and Offices in regard to financial accountability for Government funding, Taxation, Superannuation, Workcover Insurance, and other Federal, State or Local government laws and regulations.
- The employees of Edgewater Out of School Care Centre Inc.

Chairperson (President)

The role of the President of the Management Committee is to:

- Act as a Persons with Management Control (PMC) of the service
- Work closely with the Coordinator
- Facilitate the Management Committee;
- Set the meeting agenda including the order of business and allocation of time;
- Chair the meeting;
- Determine if a quorum is present at meetings;
- Ensure the agenda is adhered to and all members have a chance to contribute to any discussions;
- Help the meeting come to agreement;
- When decisions are made, clearly state to the meeting what the decision is and who will implement it;
- Act as spokesperson for the committee when necessary.

In case of absence of the President, the Vice President, Secretary or the Treasurer may assume the responsibilities of the President in their absence.

Treasurer

The Treasurer of the Management Committee is responsible for:

- Act as a Persons with Management Control (PMC) of the service
- Overseeing the financial management of the service;
- Ensuring that true and proper financial records are kept;
- Inform the Committee about the service's financial position through the provision of the monthly financial Report;
- Ensuring an annual audit is carried out;
- Drawing up the annual budget;
- Ensuring the Commonwealth Department's financial requirements are met; Ensuring provisions for annual leave, sick leave, long service leave, equipment replacement and building and maintenance have been made;
- Ensuring that all payroll responsibilities are met including Workers Compensation Insurance, Superannuation, PAYG and Award/Industrial Agreement entitlements;
- Ensuring that a full copy of the Award/Industrial Agreement is available to staff.

Secretary

The Secretary's role on the Management Committee is to:

- Act as a Persons with Management Control (PMC) of the service;
- Keep records of all business to do with the Committee, including membership records;
- Read and table for the meeting, all incoming and outgoing correspondence of relevance to the Management Committee;
- Before each Committee meeting, type and distribute the agenda;
Take minutes during meetings;
- Following each meeting, type minutes and distribute to members of the Management Committee and post on notice board to staff and Association members (families);
- Work closely with other executive members.

General Members

In addition to the roles as outlined above, the Management Committee will also have a number of other members who may or may not have delegated responsibilities. General members who do not take up an executive position work towards the objectives of the Management Committee as required.

The role of General Members of the Management Committee is to:

- Attend meetings
- Participate in decision making
- Share committee work
- Support Committee decisions
- Maintain confidentiality

Key Responsibility Areas of the Management Committee

Licensee and Quality Assurance

- Ensure compliance with the education and care national law, regulations and any other legal requirements for operating an education and care service.
- Appoint a suitably experienced Coordinator/Nominated Supervisor who is responsible for the overall and day to day supervision of the service.
- Communicate effectively with the Coordinator to ensure any issues of non-compliance are brought to the attention of the committee.
- Ensure appropriate resources are allocated to employ adequate educators to always maintain at least the minimum legislated educator/child ratios.
- Ensure the service has adequate equipment and financial resources to meet national law, regulations, and associated quality frameworks.

Employer Responsibility

- Ensure appropriately qualified and suitable educators/staff are recruited.
- Provide employees with work conditions and salaries in accordance with appropriate Award or industrial Agreement.
- Ensure appropriate resources are allocated to support employees' professional development.
- Ensure appropriate Work Health and Safety practices are followed at all time to protect employees from the risk of injury from harm of hazards in the workplace.

Financial Viability and Accountability

- Prepare and monitor an annual budget.
- Monitor income and expenditure.
- Determine the level of fees and charges to families.
- Maintain appropriate financial records.
- Present financial reports at committee meetings.
- Organise and prepare the necessary information for the annual audit.
- Present the annual balance and audit to members at the AGM.

Committee Meetings

- Ensure all committee meetings are run in compliance with the Association's Incorporation Act 2015.
- Attend committee meetings and be prepared to fully participate in the decision making of the committee (i.e., reading reports, minutes or other information distributed prior to meetings).
- Work co-operatively with all other committee members and the Coordinator.
- Maintain high levels of confidentiality in all aspects of service management.
- Act honestly, in good faith and in the best interests of the service at all times.
- Disclose any direct or indirect conflict of interest in a contract or proposed contact with the Association as soon as this is known to you.

Policy and Planning

- Attend any planning days and participate in service philosophy reviews.
- Support the Coordinator to facilitate appropriate communication with families and service educators regarding the service philosophy and policy review.
- Support the Coordinator and the educator team to implement service policies and procedures.
- Ensure appropriate resources are allocated to ensure parent/carer and employee handbooks are up to date and readily available to all clients and families.

Committee Meetings and AGM

Meeting Procedures

Sound meeting procedures ensure effective use of time and encourage committee members to attend. The following is designed to assist us in the preparation and smooth running of our Management Committee meetings. The Edgewater Out of School Care Centre Inc Constitution indicates the minimum number of general and committee meetings that should be held each year as 4 including the Annual General Meeting.

When holding a meeting it is important to be aware of:

- The quorum (the minimum number of members required to hold the meeting).
- The procedures for dealing with confidential issues.
- The importance of respecting differing views and the ability to talk through options with dignity and respect.

The Meeting Agenda

The agenda provides a framework for meetings by identifying a list of items to be discussed. It gives direction to the meeting and enables time to be kept. Ideally, agendas should be circulated prior to the meeting, so committee members and other interested people know what will be discussed. Preparation of the agenda is usually the responsibility of the secretary in consultation with other committee members. If the agenda is lengthy, then items should be prioritised at the start of the meeting, to ensure important issues are adequately addressed, and given sufficient time. An agenda can be altered at a meeting if a motion of amendment is agreed on and approved by the meeting.

The Role of the President in meetings

The President is generally the spokesperson of the Edgewater OSHC Management Committee and they need to ensure they:

Understand the Edgewater Out of School Care Centre Inc Constitution, particularly in relation to the conduct of meetings.

Identify the purpose of the meeting,.

Have a pre-planned agenda, but are prepared to make adjustments (with the approval of the meeting).

Have all the relevant information at hand (minutes of previous meetings, copies of reports, research etc).

During meetings the President needs to:

- Provide direction for the meeting, keep the meeting relevant and in accordance with agreed time, remain impartial, and avoid leading the meeting from the chair. If the chairperson holds a strong viewpoint on an item and wishes to participate in the discussion, they should allow another member to chair that particular part of the meeting.
- Provide opportunities for participation from all who are in attendance.
- Be aware of individual needs within the group
- Where a conflict occurs, it should be acknowledged but not allowed to dominate, be prepared to mediate by allowing each person to present his or her point of view.
- Move the meeting forward by calling for motions after a reasonable discussion period.
- Ensure that all voters understand all motions that are put forward at the meeting.
- Ensure that motions are recorded accurately and reflect the intentions of the mover and seconder, if the motion prescribes an action; the president should call for or nominate a delegate to carry out the task.

It is important to remember that while the President of the Management Committee provides leadership and direction within the meeting, there is an onus on all those present at the meeting to take responsibility to ensure the success of the meeting and progress through the agenda.

Meeting Minutes

Meeting minutes are a concise and accurate record of decisions resolved at the meeting and are extremely important. They comprise the recorded history of the Association. Minutes should include:

- A copy of the agenda.
- Date and commencement time of the meeting.
- The name of the person chairing the meeting.
- The venue (if the place varies).
- Attendees.
- Apologies.
- A motion confirming/accepting the previous minutes as a true and accurate record, or notes as to where previous minutes should be amended business arising from the minutes
- A record of correspondence (incoming and outgoing).
- A brief summary of reports presented during the meeting.
- Items of general business (including a brief summary of discussions and any decision made).
- The time the meeting closed.

Meeting minutes should be written up as soon as possible after the meeting. Every meeting should start with a motion to confirm and accept the previous minutes or note changes. Once the minutes have been confirmed, the President needs to sign the previous minutes. Distribution of the minutes varies, however, all members must have access to them. Therefore, it is important to be aware of how sensitive and confidential issues are recorded in the minutes. It may be necessary to record more confidential decisions in another place and refer only to the decision in very broad terms.

The Annual General Meeting (AGM)

The AGM is to be held in accordance with the Edgewater OSHC Constitution.

Committee positions are a one year appointment and are required to be nominated for at each AGM.

It is important that correct processes within our constitution is followed to ensure we fulfill the requirements of reporting to our families.

The Edgewater OSHC AGM generally takes place between 1st July and 31st October each year.

Two months prior to the AGM the committee should start informing users of the service that elections are coming up.

Potential committee members need to be given a balanced view of what it means to be in the committee.

The personal approach is also effective as individual questions can be addressed and specific people can be targeted and encouraged to become involved. You need people who are energetic and understand the philosophy of the service and who are supportive and creative.

I'm on the Committee.

What next?



Provide evidence of your mandatory Working with Children Check.



Executive members will need to complete a PA02 Declaration of Fitness and Propriety form. Additional screening checks are required for this application including National Police Clearances. The fee for this clearance will be reimbursed by Edgewater OSHC.



Members taking on Executive Roles will require access to Microsoft Office 365 accounts. This handover will be done via the Administration Manager.



The Appointed Treasurer will complete a handover with the exiting Treasurer in conjunction with the Accounts Manager.



Be prepared to regular meetings either in person, or via Teams. A computer with access to a microphone and camera is required if you prefer to attend virtually.



Familiarise yourself with the Edgewater Out of School Care Centre Inc Constitution and Incorporated Associations in Western Australia Guide.

Useful websites

dmirs.wa.gov.au

Department of Energy, Mines, Industry Regulation and Safety

commerce.wa.gov.au

Department of Commerce

A Guide for Incorporated Associations in Western Australia

Consumer Protection - Associations and clubs

wa.gov.au/organisation/departments/department-of-communities/education-and-care-regulatory-unit

Department of Communities

Education and Care Services National Law (WA) Act 2012

Education and Care Services National Regulations 2012

Assessment and Rating

Applications and approvals

acecqa.gov.au

Australian Children's Education and Care Quality Authority

Education and care information

National Quality Agenda IT System

National Quality Framework

National Register of approved services and providers

Welcome aboard!

**We look forward to your ongoing contributions to ensuring Edgewater
OSHC continues to be a safe, fun and friendly OSHC environment
for children and staff for years to come.**

