GOVERNANCE POLICY

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1 NQS

| QA6   | 6.1.2 | Families have opportunities to be involved in the service and contribute to service decisions. |
|       | 6.2.1 | The expertise of families is recognised and they share in decision making about their child’s learning and wellbeing. |

| QA7   | 7.1.1 | Appropriate governance arrangements are in place to manage the service. |
|       | 7.3.1 | Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements. |
|       | 7.3.2 | Administrative systems are established and maintained to ensure the effective operation of the service. |
|       | 7.3.3 | The Regulatory Authority is notified of any relevant changes to the operation of the service, of serious incidents and any complaints |

2 National Regulations

| Reg   | 168 | Education and care services must have policies and procedures |
|       | 177 | Prescribed enrolment and other documents to be kept by approved provider |
|       | 181 | Confidentiality of records kept by approved provider |
|       | 181-184 | Confidentiality and storage of records |

3 Aim

Our service will meet its legal and financial obligations by implementing appropriate governance practices that support our aim to provide high quality child care that meets the objectives and principles of the National Quality Framework, the National Quality Standard and the Early Years Learning Framework

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni After School Care and Vacation Care (also known as Kids’ Uni OOSH).

4 Related Policies

Privacy and Confidentiality Policy (CHI-ADM-POL-048)
National Quality Framework Policy (CHI-ADM-POL-040)
Record Keeping and Retention Policy (CHI-ADM-POL-049)

5 Service Structure

5.1 Our service has the following organisational structure.
The Approved Provider is: MICHAEL GILLMORE

i. The approved provider has a range of responsibilities prescribed in the Education and Care Services National Law and Regulations, including keeping accurate records and retaining them for specified timeframes.

ii. Our approved provider is also responsible for:
   a. Ensuring the financial viability of the service.
   b. Overseeing control and accountability systems.
   c. Supporting the Nominated Supervisor / responsible person/Certified Supervisors in their role and providing resources as appropriate for the effective running of the service.

iii. Our Nominated Supervisor is responsible for the day to day management of our service and has a range of responsibilities prescribed in the national law and regulations. (The nominated Supervisors for each of our centres are detailed below)

iv. Our Certified Supervisors for each of our centres are detailed below

v. Our Educational Leaders for each of our centres are detailed below.

<table>
<thead>
<tr>
<th>Nominated Supervisor</th>
<th>South Coast Workers</th>
<th>Kids Uni South</th>
<th>Kids Uni North</th>
<th>OOSH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lyndal Miller</td>
<td>Jenny Grogan</td>
<td>Naomi Sheridan</td>
<td>Debbie Foster</td>
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<table>
<thead>
<tr>
<th>Certified Supervisors</th>
<th>South Coast Workers</th>
<th>Kids Uni South</th>
<th>Kids Uni North</th>
<th>OOSH</th>
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<tbody>
<tr>
<td>Parisse van Lijf</td>
<td>Kellie O'Leary</td>
<td>Julie Heck</td>
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<tr>
<td>Leah Horwood</td>
<td>Shanae Ware</td>
<td>Katherine Murray</td>
<td></td>
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</tr>
<tr>
<td>Amanda Mcllhutton</td>
<td>Elise Redfearn</td>
<td>Bernadette Sutton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sonia Morrow (M T W)</td>
<td>Laura Green</td>
<td>Jenni Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marie McQuade (Th F)</td>
<td>Amanda Wilson</td>
<td>Xiaojing Li</td>
<td></td>
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<tr>
<td>Cathy McLaurin</td>
<td>Lisa Pados</td>
<td>Nicole McDonald</td>
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</tr>
<tr>
<td>Narelle Haldane</td>
<td>Alysha Maloney</td>
<td>Nadene McDonald</td>
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<tr>
<td>Jayne Hines (M T W)</td>
<td>Kelly Hennessy</td>
<td></td>
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<tr>
<td>Maria Popovska (M W F)</td>
<td></td>
<td></td>
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<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Educational Leader</th>
<th>South Coast Workers</th>
<th>Kids Uni South</th>
<th>Kids Uni North</th>
<th>OOSH</th>
</tr>
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<tbody>
<tr>
<td>Parisse van Lijf</td>
<td>Shanae Ware</td>
<td>Jenni Smith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note that the Centre Director is the responsible person in charge whilst at the service. If the Director is absent, the 2IC is the Responsible person in charge.

The first diploma/ECT trained certified supervisor to start each day is the responsible person in charge until the Director arrives (early shift).

The last diploma/ECT trained certified supervisor to leave each day is the responsible person in charge after the Director leaves (Late shift).
6 Commitment to Good Governance

Our service has adopted the following eight ASX Corporate Governance Principles and Recommendations, which we recognise as suitable for our business -

6.1 Lay solid foundations for management and oversight.

Management Principles
To ensure our working relationships are characterised by open and respectful communication, accountability and trust our service adheres to the following management principles.

i. Management by Agreement
Nominated Supervisors and educators agree to produce outcomes together. Educators agree on their accountabilities and to work according to existing procedures and policies. Nominated Supervisors agree to provide educators with training, resources and support.

ii. Management by Exception
Once a system is in place or the Nominated Supervisor and educators have agreed upon a course of action, the educator is accountable for identifying and reporting whenever something significant occurs that isn't part of the plan.

iii. Clearly Defined Reporting Relationships
Everyone in the Service has only one primary manager. This reduces confusion and increase accountability and transparency. Information, requests, or delegations that would cause our educators/staff to take action or change the course of their actions will only come from the person to whom they report.

Our reporting relationships are:

a. The Nominated Supervisor reports to the Approved Provider.

b. The Certified Supervisor in day to day charge of the service reports to the Nominated Supervisor.

c. Each Room reports to the Nominated Supervisor. The Nominated Supervisor has the authority to communicate information about the work and to direct the activities of each room.

d. The Children’s Consultative Committee have direct input into the decision making aspects of the children’s services.

e. Wollongong UniCentre Board make overall business decisions of all the children’s services.

6.2 Guidelines for Effective Delegation
Our service will:

i. Identify the work/result to delegate and to whom. Educators/ other staff will not delegate responsibilities for which they are accountable or work/results that have been delegated to them with their agreement or work/results attached to someone else's position (unless that person has agreed).

ii. Put the delegation in writing with a clear due date.

iii. Discuss the delegation with the educator/staff member whenever possible.

iv. Get the educator/ other staff member's agreement for example through signed job descriptions, signed delegation agreements.
v. The person who delegates remains accountable for making sure the right result is achieved.

6.3 Guidelines for Effective Regulation
Regulating work means monitoring, reviewing, and adjusting it to get the right result. Our service will:
   i. Regularly review the work process.
   ii. Give quick, clear, and direct feedback and instruction that is timely and specific.
   iii. Communicate in writing.
   iv. Avoid under-regulating, over-regulating and unnecessary meetings.

6.4 Structure the board/partnership/association/management team to add value
To comply with these principles to the best of our ability and to ensure we can discuss issues and (potential) changes to policies, procedures or the regulatory environment, we will schedule regular communication between all members of our management team through meetings, phone communication, written communication such as letters, notices, and electronic communication including email.

6.5 Promote ethical and responsible decision-making
Our service will make decisions which are consistent with our policies, our obligations and requirements under the national education and care law and regulations, our approved learning framework (EYLF) and the ethical standards in our code of conduct.

6.6 Safeguard integrity in financial reporting
Our financial records will be completed/reviewed by an independent auditor.

6.7 Make timely and balanced disclosure
Unless there is a risk to the health, safety or wellbeing of a child enrolled at the service, our service will provide at least 14 days notice before making any change to a policy/procedure that may have a significant impact on our provision of education and care or a family’s ability to utilise our service, including making any change that will affect the fees charged or the way fees are collected.

6.8 Our service will also:
   i. Advise the regulatory authority of any required notifications including any change to the person designated as the Nominated Supervisor no later than 14 days after the change.
   ii. Develop a Quality Improvement Plan that is completed regularly, available on request and ready for submission to the Regulatory Authority when requested.

6.9 Respect the rights of shareholders, parents and children

6.10 Our service will support and encourage the involvement of parents and families by:
   i. Developing and implementing plans to ensure regular communication with families including advice about events, activities and policy updates.
   ii. Enabling them to have access and provide input to reviews of policies and procedures.
   iii. Providing space for private consultations.
   iv. Providing and displaying a range of information about relevant issues.
   v. Ensuring we follow all policies and procedures including the Parental interaction and Involvement Policy and Privacy and Confidentiality Policy.
6.11 Our service will respect the rights of children by ensuring:
   i. The Nominated Supervisor complies with their responsibilities under the national
      law and regulations.
   ii. We follow our policies and procedures including the Relationships with Children
       Policy, Child Protection Policy and Privacy and Confidentiality Policy.
   iii. Our children are provided with the experiences and learning which allows them to
       develop their identities, wellbeing and social connection.

6.12 Recognise and manage risk

Our service will take every reasonable precaution to protect children from harm and
any hazard likely to cause injury. We will follow service policies including those
covering Workplace Health and Safety, Child Protection, Excursions and the Delivery
and Collection of Children and complete regular risk assessments and safety checks.

6.13 Remunerate fairly and responsibly

7 Sources

Education and Care Services National Regulations 2011
National Quality Standard
Early Years Learning Framework
Corporate Governance Principles and Recommendations ASX Corporate Governance Council

8 Review

This policy will be reviewed every 3 years and the review will include Management,
Employees, Families and Interested Parties.

9 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>Sep 2012</td>
<td>Sep 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
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<tr>
<td>2</td>
<td>Mar 2013</td>
<td>Sep 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format.</td>
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<td>3</td>
<td>Feb 2014</td>
<td>Sep 2016</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with no changes required. The review period changed to 3 years.</td>
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<td>4</td>
<td>Feb 2015</td>
<td>Sept 2016</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy updated to include a table detailing the Nominated Supervisor, certified supervisors and educational leaders at each of the centres.</td>
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<td>5</td>
<td>Aug 2015</td>
<td>Sept 2016</td>
<td>M. Gillmore – General Manager</td>
<td>Updates made to KU North and OOSH Certified Supervisors and Educational Leaders</td>
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