

YMCA Geelong - Governance and Management Policy



OFFICE USE ONLY Policy Number	Date Approved	Date Last Amended	Status
YG 163-G	25.10.2017 31/08/2020	27/03/2017 26/08/2020	APPROVED

1. GOVERNANCE AND MANAGEMENT POLICY

2. INTRODUCTION

The Board is committed to ensuring good governance and management is applied to all areas of operations and services. Policies and procedures provide a framework of the mission and values of the organisation for our people to work within.

Specifically, in relation to Licensed YMCA Children's Services will meet its legal and financial obligations by implementing appropriate governance practices. YMCA Children's Services aim to provide high quality child care that meets the objectives and principles of the National Quality Framework, National Quality Standards, the Early Years Learning Framework and My Time Our Place Framework

3. POLICY

Governance

The Board is charged with the stewardship of the YMCA and shall undertake the following tasks;

- Ensure Policy and Procedures are developed, reviewed and implemented
- Ensure the YMCA has a robust Strategic Vision and Plan in place
- Ensure Compliance to the YMCA Australia Licensing Agreement and Legislative requirement that governs the YMCA operations.
- To supervise, support and work collaboratively with the Chief Executive Officer
- Ensure Board Member undertake their duties in the best interest of the YMCA first and foremost
- Meeting regularly to receive management reports and advice
- To conduct an annual Board review of board performances
- To ensure Board recruitment and succession planning is in place for further Board members.
- To approve annual Business Planning and resource allocated to achieve goals
- The Board has monthly oversight of the financial viability of all YMCA Geelong Operations and annually received and external financial audit report.

Management

- Ensure systems are in place to ensure the YMCA operations adhere to policy and procedures, strategic plans and legislative requirements
- Report to the Board on the operational aspects of the YMCA.
- Lead the staff team and develop the team
- Recruit appropriately skilled and experience staff to undertake tasks.
- Comply an Annual Report to the Members
- Adhere to the YMCA Geelong Constitution
- Ensure that all YMCA Licensing agreements and legislative regulations are adhered to and complied with
- Manage the resources within the constraints of the approved budget
- Ensure that the YMCA programs that operate under regulation comply with the legislation, regulations and national quality frameworks.
- Staff and Management prepare and Annual Business Plan and Budget and submit it to the Board for approval.
- The financial viability and sustainability of the programs and services operated by YMCA Geelong are reported on a monthly basis through management reporting to the Board.
- Responsible for reviewing and publishing the Policy and Procedure manual and providing appropriate training to the employees and volunteers.
- Human Resource Management systems in place are reviewed to ensure they meet the industrial relations legislation and regulations this includes ensuring that the recruitment, screening, induction and performance management, employee monitoring and supervision requirements, policies and procedures are implemented across all operations.
- Maintenance currency of the YMCA Geelong Staff Agreement 2008 against Modern Awards.
- Ensure that the YMCA communications systems which includes; eDM's, email, SMS, website, social media channels and publications of Policies, procedures and Family handbooks content remains current and up to date.

Specifically, within a licensed Children's Service the Approved Provider for each YMCA Association will meet their prescribed responsibilities as outlined in the Education and Care Services National Law and Regulations, including

- the keeping accurate records and retaining them for specified timeframes
- Ensuring the financial viability of the service
- Overseeing control and accountability systems
- Supporting the Nominated Supervisor, Responsible Person in Charge and Service Certified Supervisors in their role, providing resources as appropriate for the effective running of the service.

4. DEFINITIONS

Term	Definition
Services	The scope of this Policy applies to all approved Children's Services that operate under The Education and Care Services National Regulations 2011- Early Learning Centre's, Sessional Kindergartens, School Holiday programs, Before and After Care programs, Family Day Care, In Home Care and inclusive of Occasional Care as a Type 1 and Type 2 Limited Hours Service (Victorian Children's Services Regulations 2009).
Volunteer	Can be a YMCA volunteer, student on practicum placement
Visitor	Can be a parent/guardian, contractor, incursion provider, person approved to drop off / collect children in care
Duty of Care	A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

5. SCOPE

The Governance and Management Policy applies to YMCA Geelong Inc. and clubs and auspices.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Governance	Board – Approve Governance and Management Policy Chief Executive Officer- organisational leadership for the development and implementation of systems
CEO	Provide leadership and resourcing to support the implementation on the Policy.
Children's Services Management	Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements. To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.
Responsible Persons	YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non-

	<p>compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints in accordance with this Policy.</p>

7. MONITORING, EVALUATION AND REVIEW

The Governance and Management Policy will be monitored on an annual basis by the Board and the CEO to provide an update via the monthly management report.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

- Board Charter
- Chief Executive Position Description

LEGISLATIVE AND INDUSTRY REQUIREMENTS

- Education and Care National Law Act 2010
- Education and Care Services National Regulations 2011
- Australian Children's Education and Care Quality Authority
- Child Care Services Family Assistance Handbook

9. DOCUMENT HISTORY

Approved by: CEO

Effective date: 26/08/2020

Review date: 27/03/2020, 26/08/2020


Policy Owner: Chief Executive Officer

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Amendment history:

Version	Date	Author	Change Description
V1	July 2008	Kimberley Maher	Created policy
V2	04/04/2014	Shona Eland	Update to new template.
V3	27/03/2017	Shona Eland	Updated Clause 3 to include reference to YMCA licensing agreements and legislative regulations
V4	26/08/2020	Shona Eland	Updated Clauses 1, 2, 3, 4, 8 to reflect YMCA Australia Children's Services Policy frameworks, to include specific reference to Licensed Children's Services and Non Licensed Children's Services.

Adopted by the YMCA Geelong on 26/08/2020



Chief Executive Officer YMCA Geelong Inc