

# Glenelg Shire Council Early Years Management Guide

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Reviewed and updated 2019



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## A. Glossary and definitions

Glenelg Shire Council's Early Years Management Guide (EYM Guide)	Early Years Management Guide (EYM Guide)
Council/Committee/PAG Agreement	Signed Agreement between Council and the Parent Committee/PAG to follow the EYM Guide
Kindergarten	A funded program provided for children before they attend school – also called preschool
Pre-kindergarten	An optional educational program offered to children the year before attending a funded kindergarten program
Glenelg Early Years Management	The group of kindergartens (pre-kindergarten and kindergarten programs), LDC, OSHC managed and operated by Glenelg Shire Council
Governance	The process and structure by which an organisation is managed so that it meets legal and funding requirements
Council	Glenelg Shire Council
Parent Committee/PAG	Group of parents /community members elected to support each local early years' service
Incorporated	Parent Committee/PAGs that have selected to become a separate legal entity under the Associations Incorporation Reform Act 2012
Early Years Management Reference Group (EYM Reference Group)	A consultative group that has been set up by Council that represents staff and parents from each member of a service under Glenelg Early Years Management
National Quality Framework	National Quality Framework (NQF) includes the Education and Care Services National Law Act 2010, The Education and Care Services National Regulations 2011, the National Quality Standards and Assessment
State Government	The State Government Department responsible for early years is Department of Education and Training
DET	Department of Education and Training
Teacher	The Kindergarten teacher in each kindergarten/early years program
Educators	Staff working in early years programs (previously called assistants)
Staff	Team Leaders, Senior Educators, Early Years Support Officer, Administration staff
Service Improvement Plan	Required for State funding – also known as SIP

Quality Improvement Plan	Required for quality assessment under the NQF – also called the QIP
Regular maintenance	Council undertakes regular maintenance of early years building and grounds including lawn mowing, tree maintenance, clearing gutters
Irregular maintenance	Parent Committee/PAG undertakes irregular maintenance in working bees/as required in consultation with the teacher including garden tidy up, pruning, non-urgent maintenance
High priority maintenance	Any maintenance that is deemed as urgent by the teacher as the Nominated Supervisor or Council as the Approved Provider that is required to removed or poses a safety risk to staff, children, families or the community
Grounds	Outdoor environments at early years services
Early Years Services	Kindergartens (pre-kindergarten and kindergarten), LDC, OSHC
Fittings, fixtures	Includes taps, lights

## B. Introduction

Glenelg Shire Council (the Council) provides Early Years Management (EYM) for six children’s services within the Glenelg Shire. In addition to being the EYM, the Council is the Approved Provider for the following services:

1. Dartmoor Children’s Centre
2. Heywood Kindergarten
3. Jaycee Kindergarten
4. Kalbarri Kindergarten
5. Karreeta Peeneeyt Mara - Portland Child and Family Complex
6. Kathleen Millikan Centre

When early years services are managed by one organisation, the State Government calls it “Early Years Management”. EYM is a partnership arrangement that involves the manager (in this instance Glenelg Shire Council), staff and parent Committee/PAGs.

This Guide has been developed and reviewed by Glenelg Shire Council, parent Committee/PAGs, parents and staff to outline the roles and responsibilities of Council and Committees/PAGs.

It has been written because Council values the work of Committee/PAGs and staff and wants to support them in their roles. It will also help those services that may move into the EYM in the future.

This is the current Agreement that Glenelg Shire Council has with the services in its EYM.

The Guide explains that:

- Council is financially and legally responsible and employs all kindergarten and Long Day Care staff in the EYM
- The kindergarten teachers or Senior Educators manage the day to day operations and the children's program
- Parent Committee/PAGs undertake social and fundraising activities to pay for the purchase and repair of equipment - as agreed with the service staff
- Parents can assist – as agreed with the service staff - in many ways such as working bees, attending social events and other family activities. These activities are all covered under Councils Volunteer Policy
- An Early Years Management Reference Group made up of staff and Committee/PAG representatives consults with council on policy, future planning, legal and funding requirements

### **C. What is in the Guide?**

- The guide includes the role of the **Glenelg Early Years Management Reference Group** to act as a link between the early years programs, Parent Committee/PAGs and Council
- It explains that some Parent Committee/PAGs are incorporated and some are not. In either case – parents are able to undertake the same role
- It outlines the responsibilities of Parent Committee/PAGs
- It covers the governance requirements for State funding and the NQF

The Guide is arranged in the following parts:

1. **Part 1** explains what governance is and provides a shared vision for what we want from early years managed services in Glenelg. It also outlines the nine functions of Early Years Management
2. **Part 2** provides detail of the different responsibilities of (1) Council, (2) staff, Teachers and educators, (3) Parent Committee/PAGs and (4) the Reference Group to undertake the nine functions of Early Years Management. It includes a “Responsibility Matrix” to make the roles quite clear in practice
3. **Part 3** provides rules for the Glenelg Early Years Management Reference Group
4. **Part 4** provides the Agreement for Committee/PAGs to sign
5. **Part 5** provides appendices. These include Council policies that need to be followed by all parties. There is also a list of required operational policies, a summary of the National Standards and information for Parent Committee/PAGs that may be useful

## **PART 1: THE EARLY YEARS MANAGEMENT GOVERNANCE FRAMEWORK**

This section is all about governance and Early Years Management

### **A. What do we mean by governance?**

Governance is about making sure a service is healthy and prosperous – for now and in the future. When you govern, you have to abide by all the rules and laws that an organisation needs to work under. Good governance is also about management, good policies, processes and procedures and the right mix of people; staff and Committee/PAGs.<sup>1</sup> It means regularly checking that you are doing all this and making changes to do it better. Because Glenelg Shire Council is governing the services - there are also special governance principles <sup>2</sup> that Local Government works by.

### **B. What is Early Years Management (EYM)?**

EYM's have reduced the administrative and management burden on Parent Committees/PAGs.

In the last decade there have been significant policy and legislative changes in the early years sector which have impacted on the management and governance roles for the Early Years Manager's and Parent Committees/PAG's parent groups. EYM outcomes guide the leadership and delivery of high-quality early years services, including:

- Providing a transparent and consistent approach for all stakeholders by monitoring and reviewing outcomes for children and family at a system and organisational level with the Department of Education and Training (DET)
- Ensuring community confidence, sustainability and viability through a focus on quality improvement, effective early year's teams and responsiveness to local needs.
- Promoting inclusive partnerships that are welcoming and closely linked with the local community.
- Supporting quality and innovation in contemporary, evidence-based approaches to teaching and learning.
- Recruiting, retaining and investing in a high skilled, collaborative workforce.
- Building strong partnerships with early year's stakeholders, schools and community organisations.

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<sup>1</sup> DPCD Governance <http://www.dpcd.vic.gov.au/communitydevelopment/community-sector/resources-for-nfps/governance> <sup>1</sup>

<sup>2</sup> [The Good Governance Guide](#) Municipal Association of Victoria (MAV), Victorian Local Governance Association (VLGA), Local Government Victoria (LGV) and Local Government Professionals (LGPro).

## C. Governance and Early Years Management

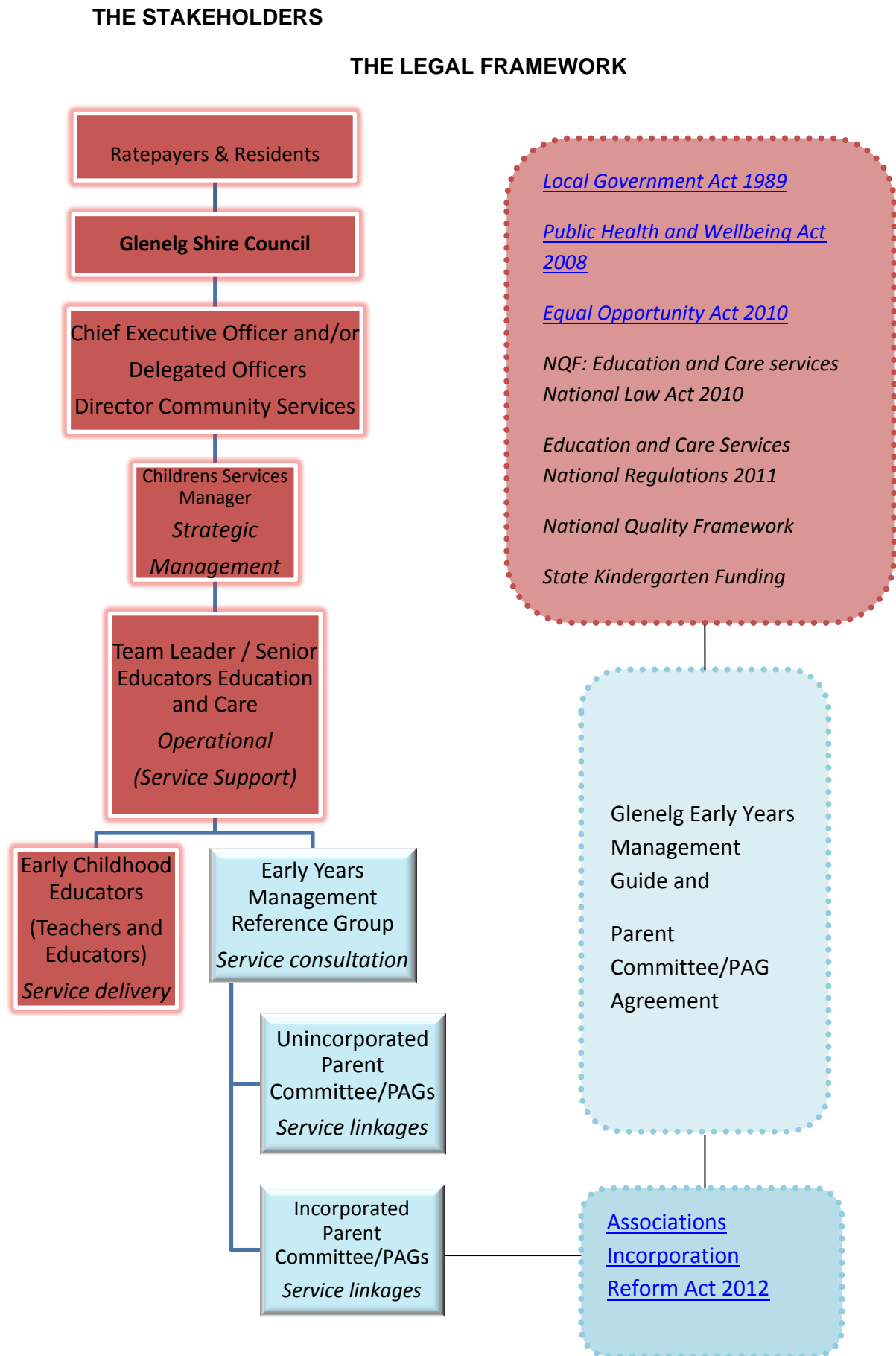
Early Years Management in Glenelg involves:

- Parent Committee/Parent Advisory Groups (PAG's)
- The Glenelg Early Years Management Reference Group
- Staff (Teachers, educators and cleaners)
- Council (Main contact is the Team Leader of Education and Care)

The governance structure operates within the rules and laws for each group. The Glenelg Early Years Management Governance Framework diagram shows this - *Refer Table 1.*



Table 1: The Glenelg Early Years Management Governance Framework



## D. The nine main functions of EYM and the governance roles

There are nine main functions of Early Years Management<sup>3</sup>.

The nine main functions of governance are:

- a. Maintaining good staffing arrangements
- b. Compliance - abiding by laws and funding rules
- c. Demonstrating good governance in practice
- d. Proper financial management
- e. Development of new initiatives
- f. Linking in with local planning
- g. Ensuring policy and procedures are in place and followed
- h. Reporting to the community and
- i. Facility/equipment planning and management

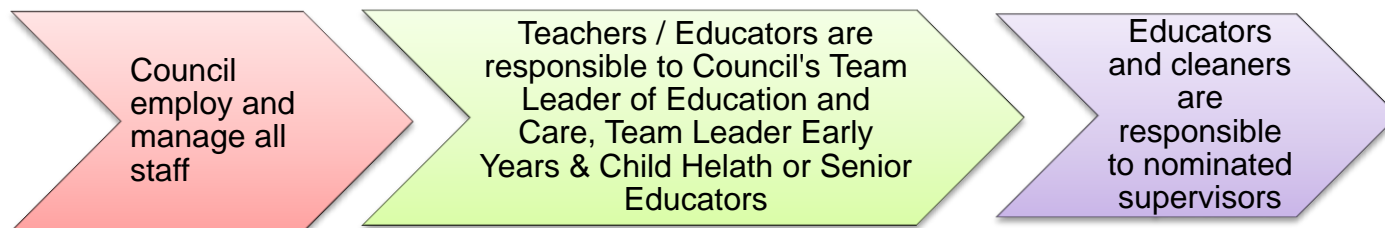
The following flow charts explain the governance roles for each function.

These are only provided as a snapshot – the roles are further detailed in the Responsibility Matrix that follows this section.

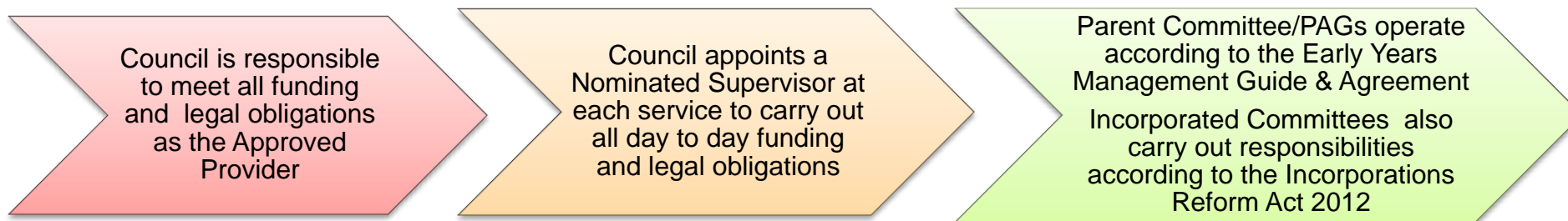
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<sup>3</sup> These 9 functions have been developed from [DEECD Kindergarten Funding Guide 2013](#), [The Local Government Good Governance Guide](#) and [DEECD KCM Framework](#)

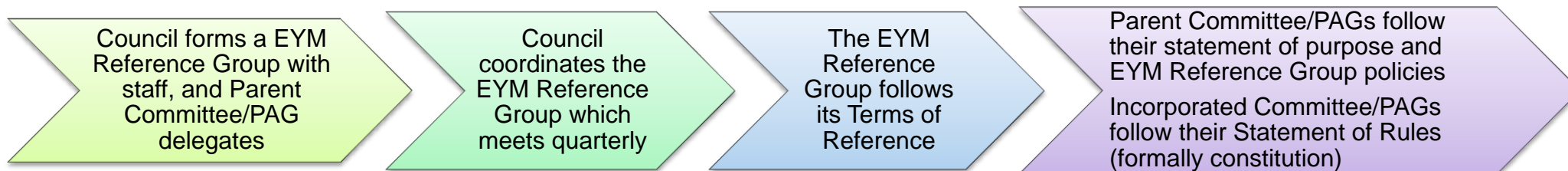
### 1. Maintaining good staffing arrangements



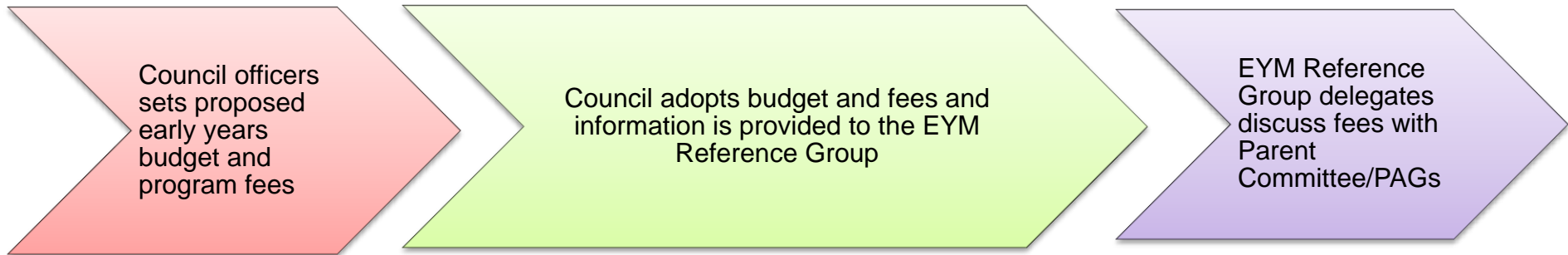
### 2. Compliance - abiding by laws and funding rules



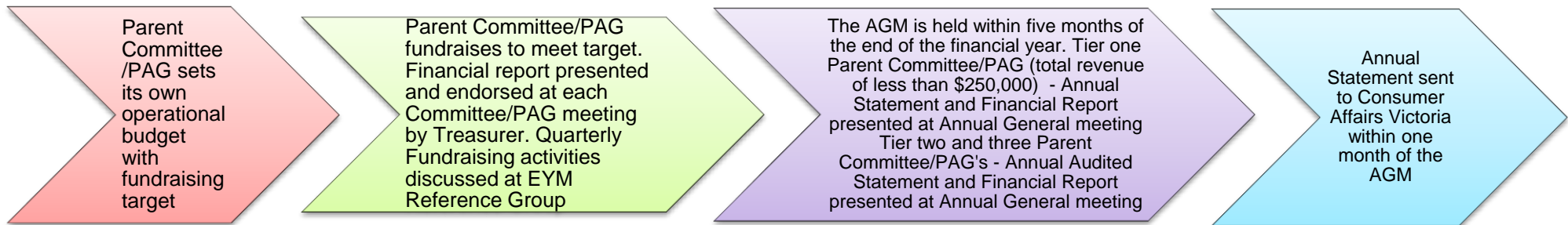
### 3. Demonstrating good governance in practice;



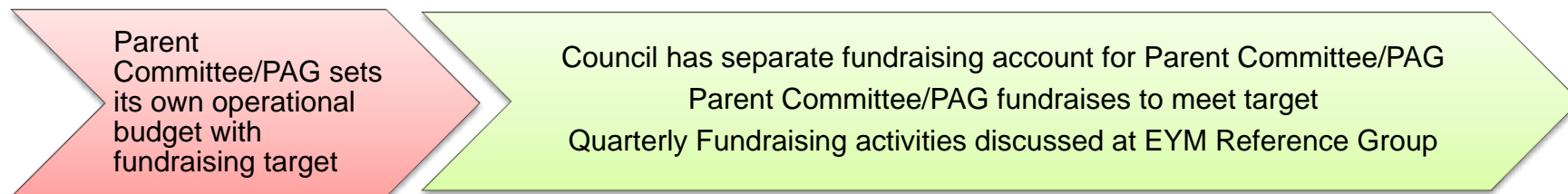
**4. (A) Proper financial management - Council**



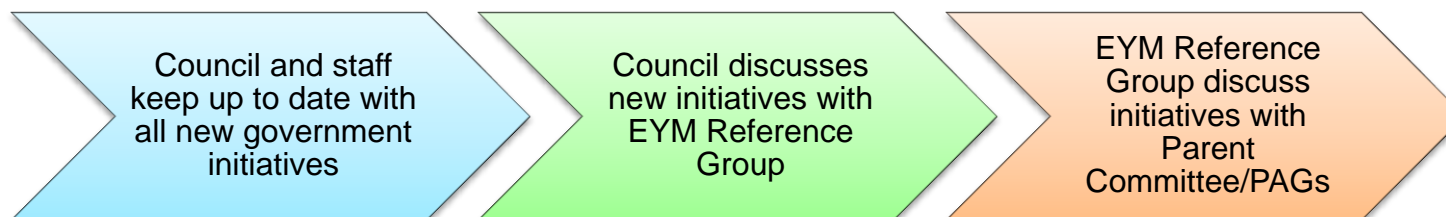
**4. (B) Proper financial management – incorporated Committee/PAGs**



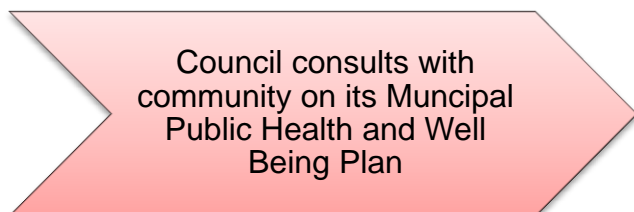
**4. C) Proper financial management unincorporated Committee/PAGs**



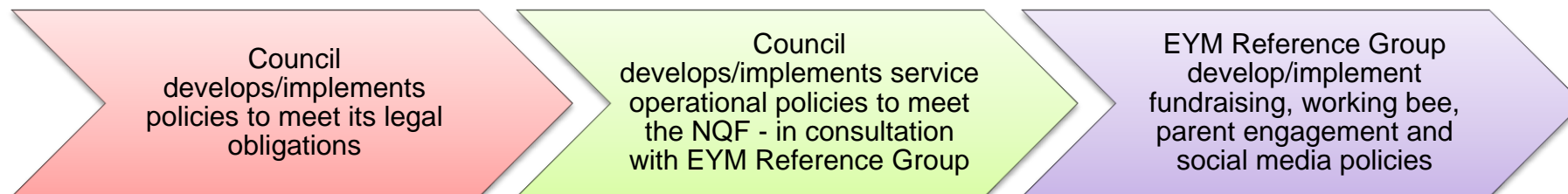
**5. Development of new initiatives**



**6. Linking in with local planning**



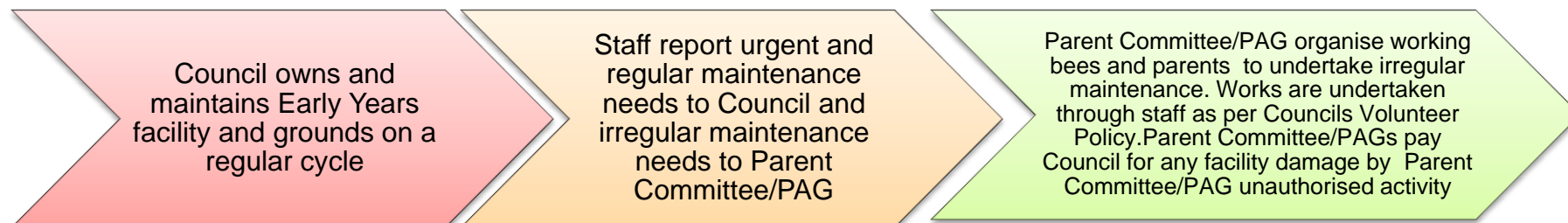
**7. Ensuring policy and procedures are in place and followed;**



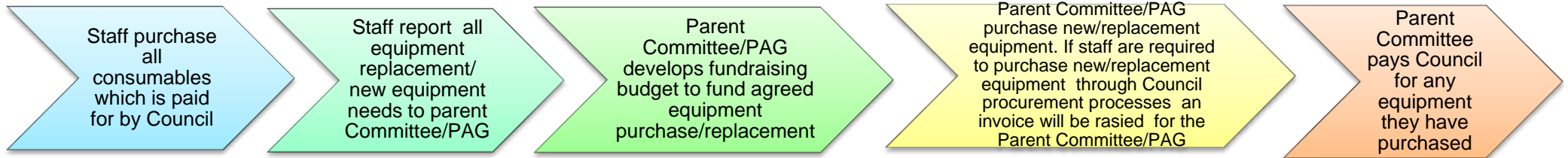
**8. Reporting to the local community**



**9. (A) Facility planning and management**



## 9. (B) Equipment purchases and maintenance



## PART 2: RESPONSIBILITIES OF EACH GROUP IN THE EARLY YEARS MANAGEMENT

This section provides:

- A big picture of the responsibilities of each group
- A Responsibility Matrix showing the practical detail to make the jobs of each group really clear

### **A. Early Years Management Responsibilities – The Big Picture**

1. Council's Children's Services Unit is **responsible** for all aspects of the early years programs and early years management
2. Council educators **deliver** and **implement** the early years program
3. Council educators **plan** for family participation and community engagement at the service. Educators **consult** with Parent Committee/PAG Parents to assist with increased participation
4. Early Years Management Reference Group is **consulted** with by Council and communicates with Committee/PAGs
5. Council is responsible to annually **survey** Parent Committee/PAGs on the effectiveness of the Early Years Management Agreement
6. Parent Committee/PAGs **connect** with parents, fundraise and working bees
7. Parents **participate** in the children's program, parent social/fundraising activities and working bees



## B. The Responsibility Matrix

Roles and Responsibilities	EYM	Staff	Parent Committee/PAG	EYM Reference Group
<b>LEADERSHIP AND MANAGEMENT RESPONSIBILITIES</b>				
EYM Framework	<input checked="" type="checkbox"/> Responsible			<input checked="" type="checkbox"/> Consulted
Governance structure	<input checked="" type="checkbox"/> Responsible			
Strategic planning	<input checked="" type="checkbox"/> Development	<input checked="" type="checkbox"/> Consulted	<input checked="" type="checkbox"/> Consulted	<input checked="" type="checkbox"/> Consulted
Quality Improvement Plans (QIPs)		<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Consulted	
Service agreement with DET	<input checked="" type="checkbox"/> Signatory			
Staffing and Employment	<input checked="" type="checkbox"/> Responsible			
Service Improvement plans	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Consulted	<input checked="" type="checkbox"/> Consulted	
Daily operations	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement		
Enrolment of Children	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement		
Educational leader appointed	<input checked="" type="checkbox"/> Appoints at each service	<input checked="" type="checkbox"/> Agreement from staff		
EYM Reference Group	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Participate	<input checked="" type="checkbox"/> Consulted	<input checked="" type="checkbox"/> Participate
Incorporated Parent Committee operate according to Statement of Purpose and Rules AGM and appointments of officers Regular Meetings Financial Reports Annual Financial Audit (if required)			<input checked="" type="checkbox"/> Responsible	

<b>Roles and Responsibilities</b>	<b>EYM</b>	<b>Staff</b>	<b>Parent Committee/ PAG</b>	<b>EYM Reference Group</b>	<b>Other</b>
<b>REGULATORY AND LEGISLATIVE REQUIREMENTS</b>					
Education and Care Services National Law Act 2010 and Regulations 2011	<input checked="" type="checkbox"/> Responsible & Implement	<input checked="" type="checkbox"/> Responsible & Implement			
a. Approved provider	<input checked="" type="checkbox"/> Responsible				
b. Nominated Supervisor	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible			
Service Agreements with DET	<input checked="" type="checkbox"/> Responsible				
National Quality Standard	<input checked="" type="checkbox"/> Responsible & Implement	<input checked="" type="checkbox"/> Implement	<input checked="" type="checkbox"/> QA 6 – Consult	<input checked="" type="checkbox"/> QA 6 – Consult	
Implementation of the VEYLDF	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement	<input checked="" type="checkbox"/> Consult		
Transition to school		<input checked="" type="checkbox"/> Implement			
Associations Incorporation Reform Act 2012			<input checked="" type="checkbox"/> Responsible & Implement		Consumer Affairs Vic
Quality and Risk Management	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement	<input checked="" type="checkbox"/> Consult	<input checked="" type="checkbox"/> Consult	
Local Government Act 1989	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			Corporate Services
Public Health and Wellbeing Act 2008	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement	<input checked="" type="checkbox"/> Implement		Corporate Services
Equal Opportunity Act 2011	<input checked="" type="checkbox"/> Compliance	<input checked="" type="checkbox"/> Compliance	<input checked="" type="checkbox"/> Compliance		Corporate Services
Occupational Health and Safety Act 2004	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement	<input checked="" type="checkbox"/> Implement		Risk Management Officer
Early Start Kindergarten	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
Fundraising Appeals Act 1998 and Fundraising Appeals (Amendment) Act 2001			<input checked="" type="checkbox"/> Responsible		

<b>Roles and Responsibilities</b>	<b>EYM</b>	<b>Staff</b>	<b>Parent Committee/ PAG</b>	<b>EYM Reference Group</b>	<b>Other</b>
<b>STAFFING AND EMPLOYMENT</b>					
Staff recruitment & Induction	<input checked="" type="checkbox"/> Responsible				Council OD
Organising relief staff		<input checked="" type="checkbox"/> Nominated Supervisor - Responsible			
Staff Management and performance appraisals	<input checked="" type="checkbox"/> Responsible & implement	<input checked="" type="checkbox"/> implement			
Professional Development (PD)	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
Payroll and leave provisions	<input checked="" type="checkbox"/> Responsible				Finance Unit
Updating qualifications, Working with Children's Check and Teacher Registration (VIT)	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible			
Professional pathways, networking and mentoring	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible			
Nominated Supervisor & Educational Leader	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Accept in writing			

<b>Roles and Responsibilities</b>	<b>EYM</b>	<b>Staff</b>	<b>Parent Committee/PAG</b>	<b>EYM Reference Group</b>	<b>Other</b>
<b>FINANCIAL MANAGEMENT</b>					
DET Funding and Service Agreement	<input checked="" type="checkbox"/> Responsible				
Service budget management, including development, allocated, monitoring and review	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
Payroll, superannuation	<input checked="" type="checkbox"/> Responsible				Finance Unit
Fee setting and collection	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Consultation			Finance Unit
Early Start Kindergarten applications for funding	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible			
Community grants applications		<input checked="" type="checkbox"/> Consultation	<input checked="" type="checkbox"/> Sourcing & applying		
Public liability professional indemnity insurance for staff & children	<input checked="" type="checkbox"/> Responsible				Risk Management
Public liability insurance – incorporated Committee/PAG	<input checked="" type="checkbox"/> VMIA Responsible		<input checked="" type="checkbox"/> VMIA Responsible		
Parent Committee/PAG Financial reporting	<input checked="" type="checkbox"/> Consult (if needed)		<input checked="" type="checkbox"/> Compliance with the Inc. Assoc. Act 2012		
Fundraising	<input checked="" type="checkbox"/> Consultation	<input checked="" type="checkbox"/> Consultation	<input checked="" type="checkbox"/> Setting & monitoring		
Payment of accounts for equipment purchasing/replacement			<input checked="" type="checkbox"/> Responsible		

<b>Roles and Responsibilities</b>	<b>EYM</b>	<b>Staff</b>	<b>Parent Committee/PAG</b>	<b>EYM Reference Group</b>	<b>Other</b>
<b>FINANCIAL MANAGEMENT</b>					
Payment of accounts and utility bills	<input checked="" type="checkbox"/> Responsible				Finance Unit
Purchasing of consumables	<input checked="" type="checkbox"/> Sets budget	<input checked="" type="checkbox"/> Purchases			
Kindergarten Enrolment levy	<input checked="" type="checkbox"/> Responsible				Finance Unit
Contents insurance for all contents	<input checked="" type="checkbox"/> Responsible				Risk Management

<b>Roles and Responsibilities</b>	<b>EYM</b>	<b>Staff</b>	<b>Parent Committee/PAG</b>	<b>EYM Reference Group</b>
<b>ADMINISTRATION AND POLICY DEVELOPMENT</b>				
Data Collection	<input checked="" type="checkbox"/> Responsible			
Staff records	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible		
Application and allocation of places	<input checked="" type="checkbox"/> Responsible			
Service operation and session times	<input checked="" type="checkbox"/> Develop	<input checked="" type="checkbox"/> Consult		
Organisational policies and procedures	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement	<input checked="" type="checkbox"/> Implement	<input checked="" type="checkbox"/> Implement
Parent Committee/PAG policies and procedures - Fundraising - Parent engagement - Working bee - Social media	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Consult	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible
Brochure's, promotional material, website regarding children's services	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Consult		
Newsletters	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Consult		
Regularly review EYM Guide and modify at least every three years	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Consult	<input checked="" type="checkbox"/> Consult	<input checked="" type="checkbox"/> Consult
Develop/implement individual early years services philosophy		<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Consult	

Roles and Responsibilities	EYM	Staff	Parent Committee/PAG	EYM Reference Group	Other
<b>FACILITY PLANNING, DEVELOPMENT AND MAINTENANCE</b>					
Building maintenance	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Report			
Equipment maintenance	<input checked="" type="checkbox"/> Consult	<input checked="" type="checkbox"/> Report	<input checked="" type="checkbox"/> Maintenance as agreed by EYM		
Building Insurance	<input checked="" type="checkbox"/> Responsible				
Accessibility	<input checked="" type="checkbox"/> Responsible				
Scheduled maintenance checks of building and playground including fire hydrants & "Test Tag"	<input checked="" type="checkbox"/> Responsible				
Daily safety hazard checks & rake sand and bark		<input checked="" type="checkbox"/> Responsible			
Replacement/purchase of indoor/ outdoor equipment	<input checked="" type="checkbox"/> Consult	<input checked="" type="checkbox"/> Consult	<input checked="" type="checkbox"/> Purchase as agreed by staff, EYM		
Building Refurbishment/renovations	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Consult			
Ownership of building and grounds	<input checked="" type="checkbox"/> Responsible				
Daily cleaning of service		<input checked="" type="checkbox"/> Responsible			Cleaner
Purchase of consumables for programs – e.g. toilet rolls, detergent, dishcloths, paints, paper, glue		<input checked="" type="checkbox"/> Responsible			Finance Unit
Cost of repairs to building and grounds due to Parent Committee/PAG 'unauthorised' activity damage			<input checked="" type="checkbox"/> Responsible		
Inventory of all indoor/outdoor equipment		<input checked="" type="checkbox"/> Responsible			
<b>Repair</b> boundary fencing, outdoor playground equipment and structures. Removal of unsafe permanent structures	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			

<b>Roles and Responsibilities</b>	<b>EYM</b>	<b>Staff</b>	<b>Parent Committee/ PAG</b>	<b>EYM Reference Group</b>	<b>Other</b>
<b>FACILITY PLANNING, DEVELOPMENT AND MAINTENANCE</b>					
<b>Replace</b> sand and soft fall	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
<b>Secure</b> and put out rubbish for collection		<input checked="" type="checkbox"/> Responsible			Cleaner
<b>Store</b> all chemicals securely away in original containers with Material Safety Data Sheet		<input checked="" type="checkbox"/> Responsible			
Lawn mowing/gardening - <b>regular:</b> mowing, fertilising, seeding, pruning, watering, slashing, spraying	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			Garden Unit
<b>Repair</b> signage, shade covers, entrance, driveways, access roads, storm water drains, watering systems and car parks	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			Assets
<b>Repair and keeps clean and free of litter</b> roofs, gutters, ventilation, flues, insulation, foundations, skylights and cladding, awnings connected to roof of main structure	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
<b>Repair</b> walls, windows, frames, sashes, casements, window guards, external cladding, damp course	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
<b>Keep</b> walls, windows, frames, sashes, casements, window guards, external cladding, clean and free of litter	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			Cleaner
<b>Repair</b> broken windows and graffiti due to vandalism	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
<b>Repair</b> and repaint painted indoor and outdoor structures and fixtures	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement		<input checked="" type="checkbox"/> Responsible – for PAG items	



<b>Roles and Responsibilities</b>	<b>EYM</b>	<b>Staff</b>	<b>Parent Committee/ PAG</b>	<b>EYM Reference Group</b>	<b>Other</b>
<b>FACILITY PLANNING, DEVELOPMENT AND MAINTENANCE</b>					
<b>Repair</b> ceilings, partition walls, doors, operating devices, floor surfaces and coverings	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
Maintain and keep all food handling areas to National Standards and free from litter		<input checked="" type="checkbox"/> Responsible			
<b>Repair</b> electrical wiring and fittings in facility and keep all electrical wiring, lights, light globes, fittings clean and free of litter	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
<b>Own and maintain</b> all electrical equipment including hot water system, whitegoods, heating and air conditioning, computers, phones	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
<b>Tag and test</b> all electrical equipment include on equipment inventory	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
<b>Maintain and repair</b> all plumbing and fixtures including WC Pans/seats, cisterns and mechanisms, wash basins and brackets, sinks, sink taps, urinal bowls, soap/towel/toilet paper/dispensers, personal hygiene units, shower curtains, rails etc	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			
<b>Maintain and repair</b> all waste pipes and drains from wash rooms / toilets / drinking taps / hand taps and keep clean	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement			

<b>Roles and Responsibilities</b>	<b>EYM</b>	<b>Staff</b>	<b>Parent Committee/PAG</b>	<b>EYM Reference Group</b>
<b>COMMUNITY ENGAGEMENT</b>				
Partnership with families and community	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible
Municipal Public Health & Wellbeing Plan (includes Early Years Plans)	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Consult	<input checked="" type="checkbox"/> Consult	<input checked="" type="checkbox"/> Consult
Prepare and present Parent Group Annual Statement at AGM and Lodge with Consumer Affairs Victoria			<input checked="" type="checkbox"/> Responsible	
Service events	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Implement	<input checked="" type="checkbox"/> Implement
Staff provides program report to EYM Reference Group (quarterly) and Parent Committee/PAGs (monthly)		<input checked="" type="checkbox"/> Responsible		
Quality Standards Ratings/results promoted to community	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible		

<b>Roles and Responsibilities</b>	<b>EYM</b>	<b>Staff</b>	<b>Parent Committee/PAG</b>	<b>EYM Reference Group</b>
<b>DEVELOPMENT</b>				
Keep up to date with key early years initiatives of Council, State and Local Government	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible		
Communicates impact of initiatives to EYM Reference Group	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible		
Communicates initiatives to Parent Committee/PAGs		<input checked="" type="checkbox"/> Responsible		
Communicates initiatives to families	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible
Liaises with service families		<input checked="" type="checkbox"/> Responsible	<input checked="" type="checkbox"/> Responsible	
Organises parent social activities/work bees	<input checked="" type="checkbox"/> Consult	<input checked="" type="checkbox"/> Consult	<input checked="" type="checkbox"/> Responsible	

## **PART 3: GLENELG EARLY YEARS REFERENCE GROUP**

### **Terms of Reference: Early Years Management Reference Group (EYM Reference Group)**

#### **Context and Purpose**

Glenelg Shire Council is the Early Years Manager of the following kindergartens in the Shire:

- Dartmoor Children's Centre
- Heywood Kindergarten
- Jaycee Kindergarten
- Kalbarri Kindergarten
- Karreeta Peeneeyt Mara - Portland Child and Family Complex (Kindergarten program)
- Kathleen Millikan Centre

Council is responsible for the management and delivery of the State funded four year old kindergarten service, pre-kindergarten, long day care, before and after school care, before and after kindergarten care across this group of early year's services.

The Early Years Management Reference Group (EYM Reference Group) is a Shire-wide consultative group. It provides a forum for discussion and may provide advice and recommendations to Council on various aspects of operations. It is also an effective channel for communicating and consulting with individual Parent Committee/PAGs.

#### **Scope**

As an Early Years Manager, Council is both employer and service provider. Council consults with EYM Reference Group in its role as a service provider of early year's programs. The scope of EYM Reference Group's role does not extend to Council's role as employer.

EYM Reference Group also acts as a communication conduit back to the Parent Committee/PAGs on business discussed.

## **Membership**

The purpose of the EYM Reference Group is very specific and so membership is limited to representatives from each Committee/PAG and Council officers.

- A. **Responsible Council Officer:** Team Leader of Education and Care
- B. **Parent Committee/PAG representatives:** Each Committee/PAG nominates a delegate and proxy to the EYM Reference Group who has the interest and commitment to participate according to these terms of reference

The membership of Parent Committee/PAGs can be fluid as children move through early years services. Therefore nominations for Parent Committee/PAG delegates will be sought on an annual basis at the beginning of Term 1.

There is no restriction on the number of years an individual serves on the EYM Reference Group, providing they are nominated by their Parent Committee/PAG

- **A Community member:** A community member who has the interest /experience to act as a local champion
- One **Teacher / Senior Educator**/proxy from each service
- **Other Council Officers** may also attend EYM Reference Group meetings, e.g. other educators, Children's Services Manager and Director Community Services

## **Meeting Process**

- **Chair:** Team Leader of Education and Care
- **Schedule:** Council will coordinate four EYM Reference Group meetings per year – one per school term. The date, time and venue of the first meeting will be set by Council with input from nominated Parent Committee/PAG representatives. Meeting dates, times and venues for subsequent meetings will be set at the first meeting each year.

Council Officers may also consult with members outside this meeting cycle as the need arises

- **Agenda**  
The agenda of the EYM Reference Group meetings will be set by Council Officers with input from nominated Parent Committee/PAG representatives. The call for agenda items will be emailed at least 14 days prior to the meeting and Agenda will be emailed one week prior to the meeting
- **Minutes**  
A Council Officer will act as minute-taker. Minutes will be circulated within 14 working days of the meeting

### **Meeting Business**

**Meeting agenda** should follow the nine responsibilities of the EYM:

For all areas – checking against responsibility matrix to ensure all is clear and being followed.

Staffing:	Updates on the children’s program from teachers;
Compliance:	Updates on Quality Assessment process and communication of results;
Governance:	Checking in with Early Years Management Guide and how it is working
Financial:	Receiving relevant fundraising updates from Parent Committee/PAGs. Discussion of fees
Development:	Consideration of implementation of key government initiatives such as 15 hours, central enrolment and NQF;
Planning:	Discussion Re Council’s early years planning and reports to/from network meetings
Policy:	Consideration of any updates in Council/operational policies or individual early years policies;
Reporting:	Updates on any required reporting such as Quality Improvement Plans, Service Improvement Plans
Facilities:	Council update on facility planning, discussion of maintenance and/or refurbishment activities/issues. Update on significant equipment purchases /replacement by Parent Committee/PAGs

**Other business** may include report/discussion of other children’s program activities

### **Transparency and Accountability**

Council is committed to open and transparent decision making and extends this commitment to all the forums and bodies under its control that influence its decision making and operations.

The EYM Reference Group exercise no direct authority or power.

Members of the EYM Reference Group are expected to formally declare any conflict of interest between their private affairs and the issues being considered by the EYM Reference Group.

The EYM Reference Group will not be directly involved in the development of specifications; the evaluation of tenders or quotes; or the awarding of contracts or consultancies.

**PART 4: THE PARENT COMMITTEE/PAG AGREEMENT**

**The Glenelg Early Years Management Agreement**



Glenelg Shire Council

Early Years Management Agreement

This Agreement is made on .....

Between:

ABN:

And:

**Glenelg Shire Council**

Of Cliff Street (P.O. Box 152) Portland, Victoria 3305

ABN 4821 7289 490



## **1. OPERATIVE PROVISIONS:**

### **Definitions**

**Early Years' Service** means the [Kindergartens (pre-kindergarten and kindergarten), LDC, OSHC delivered by Glenelg Shire Council]

### **Commencement Date**

**Term:** Three (3) Years

**Parties** means [Glenelg Shire Council and the Parent Committee/PAG]

**Parent Committee/PAG** means the [Parent and Friends/Parent Advisory Group]

## **2. PURPOSE:**

To have governance system that supports children and families to develop as part of the local community and to participate in early years services. We want staff to be supported to provide the highest quality educational program so that children reach their full potential. We want to set an example for best practice in early year's management

## **3. THE GOVERNANCE FRAMEWORK**

The parties will undertake governance responsibilities as described in the Glenelg Shire Council Early Years Management Guide

## **4. LEGAL FRAMEWORK**

The parties will operate according to the legal frameworks outlined in the Glenelg Shire Council Early Years Management Guide

## **5. STANDARDS AND GUIDES FOR STAFFING**

Council is the employer of all EYM staff who operate according to relevant Council Policies and the Glenelg Shire Council Early Years Management Guide

## **6. ROLES AND RESPONSIBILITIES**

- The parties will undertake the roles and responsibilities as described in the Glenelg Shire Council Early Years Management Guide

- The Glenelg Shire Council Early Years Management Guide will be updated by Council in consultation with the Glenelg Early Years Reference Group

## **7. FINANCIAL ARRANGEMENTS**

- The parties will be responsible for the financial arrangements as outlined in the Glenelg Shire Council Early Years Management Guide
- Council owns and maintains the facility, grounds and all fixtures and fittings
- Parent Committee/PAGs meet the costs associated with unauthorised Parent Committee/PAG activity damage to the facility, grounds and all fixtures and fittings
- Parent Committee/PAGs raise funds for purchase of new/replacement equipment
- The equipment and resources are owned by the community through Council
- In the event of closure of the facility, the fundraised equipment purchased by the Parent Committee/PAG will be redistributed to the local community in consultation with the Parent Committee/PAG

## **8. REPORTING ARRANGEMENTS**

The parties will be responsible for reporting as outlined in the Glenelg Shire Council Early Years Management Guide

## **9. DISPUTE RESOLUTION**

- If a dispute arises between the parties, representatives for each party will meet to resolve the issue.
- Failing resolution of the matter by these representatives, a joint meeting of the parties will be convened.
- Failing resolution by the parties jointly, an independent arbitrator/mediator may be appointed to resolve the matters
- The parties shall agree upon a suitable arbitrator/mediator; but if they cannot they shall seek the appointment of an arbitrator/mediator by the Institute of Arbitrators and Mediators

- The arbitrator's/mediators reasonable costs will be shared equally by the parties. The parties may be legally represented in any hearing held before the arbitrator/mediator and in that event each party bears its own legal costs. The arbitrator's/mediator's decision shall be binding upon the parties.

**10. TERMINATION OF THIS AGREEMENT**

- This Agreement may be terminated by either party giving written notice of no less than three months. Such notice should give the reasons for the termination.
- The Agreement shall not be terminated until the dispute resolution process in Clause 8 above has been followed.

**11. TERM OF AGREEMENT**

- This Agreement operates for three (3) years from  
..... *until* .....
- Under the terms of this Agreement, the parties may formally review the Agreement at the Mid Term Review (1.5 years) to incorporate any variations required for the operations of the EYM Management model.
- The Agreement can be terminated in accordance with the provisions of section 9

**EXECUTED as an agreement.  
Signed on behalf of the (Glenelg Shire Council)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date \_\_\_\_\_

**Witness**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

**Signed on behalf of the (Parent Committee/PAG)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date \_\_\_\_\_

**Witness**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

## PART 5: APPENDICES

### Appendix 1: Staff Governance Arrangements

There are two roles Council has in place at each of its services to meet the national legal requirements:

- At each service, there needs to be a nominated supervisor (the Teacher/Senior Educator) who has agreed to take on day to day responsibility to ensure the service operates in compliance with the Education and Care Services National Law Act, the Educational and Care Services National Regulations and the National Quality Standard.

The nominated supervisor is responsible for:

1. The educational program
  2. Supervision and safety of children
  3. Entry to and exit from the premises
  4. Food and beverages
  5. Administration of medicine
  6. Prescription and non-prescription drugs and alcohol
  7. Sleep and rest
  8. Excursions
  9. Staffing
- At each service there also needs to be an educational leader whose responsibility is to motivate other educators to achieve the very best learning outcomes for children.

The NQF provides a broad and general definition of the educational leader role. Under the Regulations, the Approved service provider is required to appoint an educational leader to 'guide other educators in their planning and reflection, and mentor colleagues in their implementation practices' (ACECQA, 2011a, p. 85)

Council has determined that the kindergarten teacher is both the educational leader and the nominated supervisor in its offsite kindergartens. In integrated services the educational leader is the kindergarten teacher and the nominated supervisor is the Senior Educator.

It is important that there are clear reporting lines for educators and everyone is clear what they are. *Refer Tables 2 and 3 for details.*

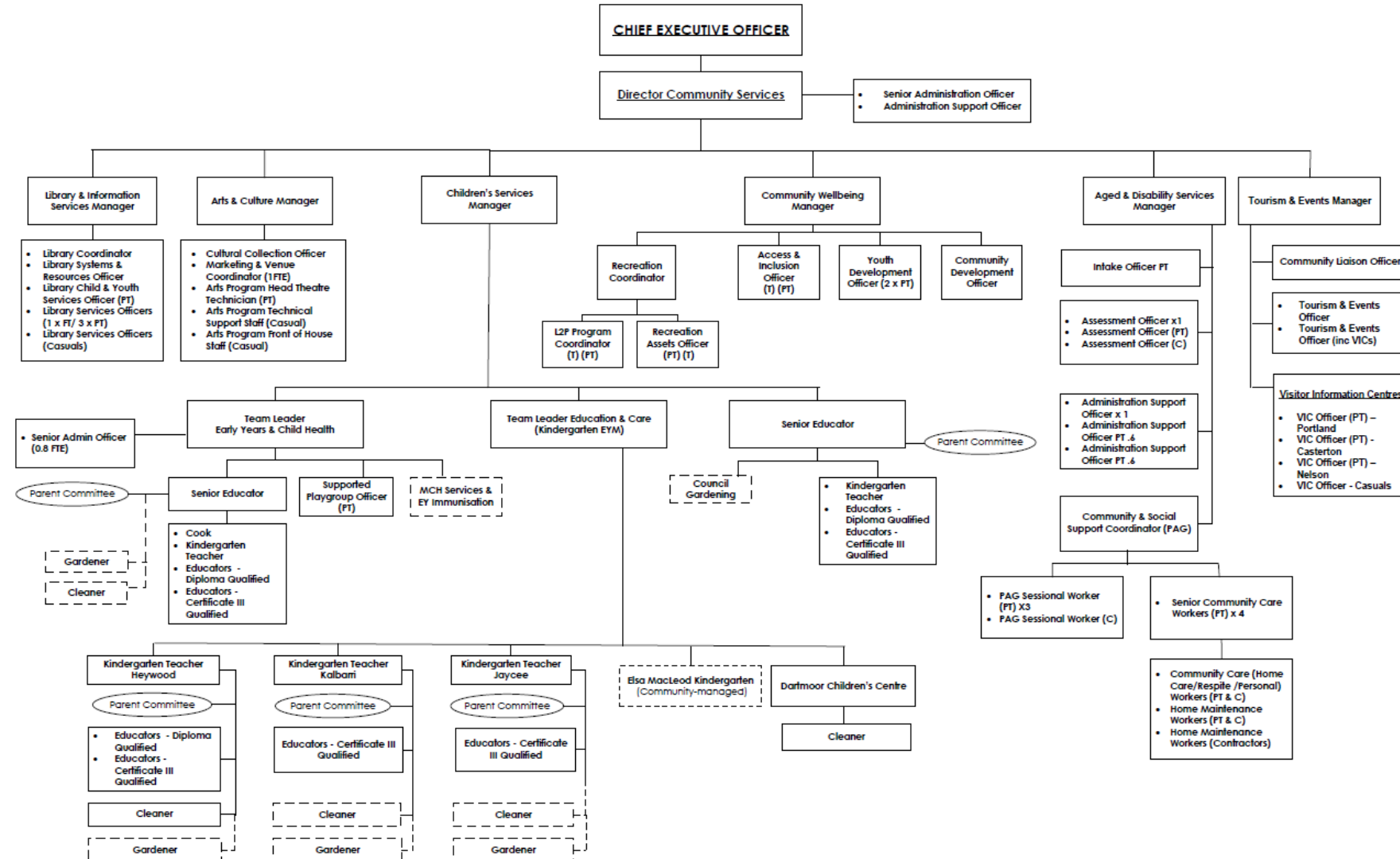
**Table 2: Staff Reporting Structure**



**GLENELG SHIRE COUNCIL**

**STAFF STRUCTURE**

**COMMUNITY SERVICES**



Community Services updated 27 May 2019 vsd 27/05/2019

## Appendix 2: Relevant Glenelg Shire Council Policies

Glenelg Shire Council makes sure it has the right policies in place for good governance.

The following Council policies need to be followed by Council, educators, Early Years Management Reference Group and each Parent Committee/PAG.

The policies will be regularly updated by Council and additional policies may be added as required. It is the responsibility of Council to inform staff and parent Committee/PAGs (through the EYM Reference Group) of these policies and practices

- Health and Safety
- Confidentiality and Privacy
- Occupational Health and Safety
- Equal Opportunity
- Community engagement
- Risk management
- Staffing
  - a. Educator, Staff and Volunteer Orientation
  - b. Educator and Staff appraisal, training and development
  - c. Educator and staff dress code
  - d. Educator and staff grievances and disputes
  - e. Educator and staff immunisation
  - f. Use of tobacco, alcohol and Other drugs
  - g. Staff Code of Conduct



### Appendix 3: Operational Policies as required by the NQF

In order to follow the rules of National Law, Regulations and state funding requirements – the following kindergarten operational policies need to be in place. There are a number of resources<sup>4</sup> to support policy development.

The following is a list of policies that as a minimum should be in place and reviewed by Council and the Early Years Management Reference Group:

#### Health and Safety

- Incident, Injury, Trauma and Illness
- Water Safety
- Child Safe Environment
- Nutrition, Food and Beverages, Dietary Requirements
- Administration of First Aid
- Dealing with Infectious Diseases
- Emergency and Evacuation
- Delivery and Collection of Children
- Dealing with Medical Conditions
- Sun Protection
- Excursion

#### Staffing

- Code of Conduct & Determining the responsible person
- Interactions with Children
- Governance
- Participation of Volunteers and Students
- Enrolment and Orientation
- Dealing with Complaints
- Acceptance and Refusal of Authorisations

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<sup>4</sup> <http://www.acecqa.gov.au/> ; [https://elaa.org.au/services\\_resources/shop\\_resources](https://elaa.org.au/services_resources/shop_resources)  
[http://www.pscalliance.org.au/?page\\_id=1302](http://www.pscalliance.org.au/?page_id=1302)

## Appendix 4: Summary of the National Quality Standard

NATIONAL QUALITY STANDARD		
Concept	Descriptor	
<b>QA1</b>	<b>Educational program and practice</b>	
1.1	Program	The educational program enhances each child's learning and development.
1.1.1	Approved learning framework	Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
1.1.2	Child-centred	Each child's current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
1.2	Practice	Educators facilitate and extend each child's learning and development.
1.2.1	Intentional teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
1.2.2	Responsive teaching and scaffolding	Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback.
1.2.3	Child directed learning	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.
1.3	Assessment and planning	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.
1.3.1	Assessment and planning cycle	Each child's learning and development is assessed or evaluated as part of an ongoing cycle of observation, analysing learning, documentation, planning, implementation and reflection.
1.3.2	Critical reflection	Critical reflection on children's learning and development, both as individuals and in groups, drives program planning and implementation.
1.3.3	Information for families	Families are informed about the program and their child's progress.
<b>QA2</b>	<b>Children's health and safety</b>	
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
<b>QA3</b>	<b>Physical environment</b>	
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
3.2.2	Resources support play-based learning	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.

Concept		Descriptor
QA4		Staffing arrangements
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.
QA5		Relationships with children
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.
5.2.1	Collaborative learning	Children are supported to collaborate, learn from and help each other.
5.2.2	Self-regulation	Each child is supported to regulate their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.
QA6		Collaborative partnerships with families and communities
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.
6.2.3	Community engagement	The service builds relationships and engages with its community.
QA7		Governance and Leadership
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

## Appendix 5: Parent Committee/PAG Information

Congratulations on deciding to become involved in your local early years' service. Early Years services in Glenelg Shire are a partnership between Glenelg Shire Council, State Government through the Department of Education and Training (DET), staff and parents. Everybody has an essential role to play.

There are currently six (6) Early Years services within Glenelg Shire that are administered by Glenelg Shire Council.

The services:

- Dartmoor Children's Centre
- Heywood Kindergarten
- Jaycee Kindergarten
- Kalbarri Kindergarten
- Karreeta Peeneeyt Mara - Portland Child and Family Complex
- Kathleen Millikan Centre

A Parent Committee/PAG is a group of people who assist in supporting the early years' service. Committee/PAG members are elected and serve in a voluntary capacity. Some Committee/PAGs have a formal legal structure and are incorporated Associations with the associated legal responsibilities and are not-for-profit organisations.

If your Committee/PAG is incorporated, it is the responsibility of the Committee/PAG to operate according to its statement of rules and is accountable to Consumer affairs Victoria under the [Associations Incorporation Reform Act 2012](#).

*NB: The legal status of parent Committee/PAGs may change over time according to State Government early year's management guidelines*

Parent Committee/PAGs focus on providing social opportunities for parent and families, networking, supporting teachers and educators, developing the early year's community and fundraising and undertaking agreed maintenance.

Each Parent Committee/PAG that is part of the Early Years Management will need to follow the Glenelg Shire Council Early Years Management Guide and incorporated Committee/PAGs will also need to follow their statement of rules.

Early Learning Association Australia (ELAA) has a lot of resources and guides to support incorporated Committee/PAGs in their role.

## **SUGGESTED TIMEFRAMES TO FOLLOW: PARENT COMMITTEE/PAGS**

**NB:** This is a guide for future streamlining of Committee/PAG activity which could be developed in the future through the EYM Reference Group

### **February**

- Undertake handover with previous Parent Committee/PAG
- Update Committee/PAG information and inform Glenelg Shire Council Team Leader of Education and Care
- Go through EYM Guide provided by Council
- Nominate a Delegate for EYM Reference Group
- Sign and return Council's Volunteer Form

### Also for incorporated Committee/PAGs:

- Hold an Annual General Meeting (AGM)
- Change bank signatories (where applicable)
- Send AGM Minutes to members of the service
- [Annual Statement](#) must be lodged online using relevant myCAV within one month of the AGM

### **March – November**

- Undertake Parent Committee/PAG responsibilities as per EYM Guide
- Review/modify Parent Committee/PAG, Fundraising, Working Bee and Parent Engagement Policies in consultation with the EYM Reference Group
- Determine fundraising target for equipment purchase/replacement in consultation with teacher and educators
- Hold meetings as agreed
- Conduct fundraising activities
- Arrange working bees/maintenance in agreement with Teacher/Senior Educator under Council's Volunteer Policy

- Receive/discuss reports from EYM Reference group delegate
- Quarterly payments to Council for any unauthorised parent/Committee/PAG damage as per EYM Guide Responsibility Matrix

Also for incorporated Committee/PAGs:

- Hold meetings as per statement of rules
- After each Committee/PAG Meeting display a copy of the minutes at the relevant service – this action **MUST** be completed within 2 weeks of the meeting date and a copy forwarded to the Team Leader of Education and Care

**November**

Also for incorporated Committee/PAGs

- Send letter or email to Council Team Leader Education and Care advising of date for AGM to be held in February of the following year (by the conclusion of the second week of the month)
- **Please note:** *It is also advisable to liaise with other EYM services so that each AGM does not fall on the same night and the Team Leader of Education and Care can attend*

**Date depending on financial year**

Also for Tier 2 or Tier 3 incorporated Committee/PAGs (total revenue more than \$250,000 during the financial year)

- Send books to be audited as soon as possible after the Financial Year

## Appendix 6: Parent Committee/PAG roles and further information

### Role of the President

The President is the key contact for the Committee/PAG. The President's role is one of leadership. The qualities of an effective leader include, having good organisational skills, being able to allocate tasks, participate as a team member and facilitate bringing members of the group together in decision making to achieve group goals.

The President's responsibilities include:

- Chairing Committee/PAG meetings
- Providing leadership and modelling appropriate behaviour
- Having a working knowledge of the current legal documents that govern the operation of the service
- Coordinating the work of the Committee/PAG by ensuring:
  - The effective control of meetings
  - The Committee/PAG has clear and agreed goals
  - The correct meeting procedures are followed
  - Decision making occurs in a democratic manner and is recorded
  - The PAG policies and council policies are implemented and adhered to
- Presenting the annual report at the AGM
- Setting the agenda for the Committee/PAG meeting in consultation with the Secretary
- If they are unable to chair the meeting, making sure that an appropriate person is organised and briefed to undertake this role
- Being prepared for every meeting and leading the discussion on relevant issues
- Creating a constructive atmosphere for the meeting by facilitating and encouraging genuine participation and discussion from all Committee/PAG members

- Ensuring that the work is shared fairly between members as far as possible, and follow up to ensure activities are completed within the given timeframes
- Presenting a report on any major issue or ongoing issue to the parent group
- Exercising an appropriate level of control over meetings
- Liaising with EYM on behalf of the Committee/PAG and kindergarten community as required

### **Role of the Vice President (If one is appointed)**

The position of Vice-President is part of the executive group. The role of Vice-President is to provide support to the President and to stand in for the President as required.

### **Role of the Secretary**

The Secretary is one of the central communicators of the parent group, maintaining regular contact with all members to promote the efficient and effective running of the Committee/PAG.

The Secretary's responsibilities include:

- Preparing relevant documentation prior to Committee/PAG meetings including developing the agenda with the president
- Circulating the minutes of the last Committee/PAG meeting promptly to enable Committee/PAG members to follow up any actions they were responsible for
- Accurately recording the minutes of all meetings and related actions and maintaining these appropriately. A Minute secretary can be appointed to share this responsibility
- Ensuring Minutes from all meetings are promptly forwarded to the nominated supervisor and copied to the Team Leader of Education and Care. Ensuring that the other families in the education and care service are kept informed about the business and activities of the parent group. If applicable, information can be added to the service's regular updates and sent through KidsXap to families. Managing all outgoing and incoming correspondence and ensuring all correspondence is filed appropriately. Filing all correspondence and Minutes once the appropriate correspondence is completed
- Managing records in accordance with any legal or procedural requirements



## **Secretary Responsibilities According to the Associations Incorporations Reform Act 2012**

The secretary (formerly the public officer) is the point of contact between the Committee/PAG and Consumer Affairs and is required to fulfil the responsibilities as outlined in the Association Incorporations Reform Act 2012, including:

- After each Financial Year of the group, the secretary must lodge with Consumer Affairs a copy of the group's financial statement prepared for that year; including a copy of the AGM Minutes and financial reports. The financial statements must be lodged within one month of the AGM
- Applying to Consumer Affairs Victoria to change the association's name or rules
- Notifying Consumer Affairs Victoria of:
  - A change to the association's registered address
  - The appointment as secretary or any changes to their details
  - A special resolution to wind up the association or distribute its assets
- The secretary must be at least 18 years old and live in Australia

### **Changing the Secretary**

If a secretary leaves, your association must fill the vacancy within 14 days, using the process specified in its statement of rules.

If it is not practical to appoint a new secretary within 14 days, the group must appoint a person to temporarily fill the role until an official secretary is elected or appointed.

Once appointed or elected, the secretary must advise Consumer Affairs Victoria in writing by completing and lodging an 'Application for Association Change of Details' found on their website at [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) or through my CAV.

### **Role of the Treasurer**

The role of the Treasurer is to make sure that the financial affairs of the Committee/PAG are conducted in an appropriate manner. The treasurer is also responsible for presenting comprehensive and accurate financial reports to the Committee/PAG and ensuring all members understand its financial situation.

The Treasurer's responsibilities include:

- Preparing the budget in consultation with the Committee/PAG and service staff, assisting to monitor and update/change the budget as required
- Managing the day to day income and expenses of the Committee/PAG including the issue of invoices and receipts, banking of all monies and payment of accounts
- Making payments as authorised by the Committee/PAG
- Record keeping – this is a vital role. It is important that there is documentation for every transaction, that it is properly noted and filed. Maintenance of accurate financial accounts and records to meet legal requirement
- Preparing and presenting a monthly financial statement/report and balance to the Committee/PAG that includes:
  - Opening and closing balances for the month
  - Income and expenditure by category for the month
  - Year to date income and expenditure by category
  - Budget allocations for upcoming income and expenditure
- Preparing and presenting the annual financial report to members of the group at the AGM
- Where a Committee/PAG is registered for GST, the Treasurer is required to have a working knowledge of the regulation for the Goods and Service Tax (GST) and ensure that they are met. For more information refer to the Australian Taxation Office (ATO) website [www.ato.gov.au](http://www.ato.gov.au)

### **Committee/PAG EYM Reference Group Representative**

One member for each group must be elected to be the group's representative at the EYM Reference Group meetings held quarterly by the Council. The person appointed may hold another role within the group. The Committee/PAG EYM reference group representative responsibilities include:

- Attending all EYM Reference Group meetings (if unable to attend, arranging an alternate member – proxy - to do so)

- Supplying a report to the Team Leader of Education and Care one week before each meeting
- Outline to the Committee/PAG the roles and responsibilities as described in this manual
- Outline all information provided at the EYM Reference Group meeting to the Committee/PAG at the next meeting

### **General Members**

General Committee/PAG members are those who do not hold a position such as President, Secretary or Treasurer. General Committee/PAG members are vital to the effective operation of the parent group.

General Committee/PAG members may, work on short term projects, or may undertake specific tasks such as book club or fundraising. Some Committee/PAG's allocate specific responsibilities to Committee/PAG members that may not be included in the Statement of Rules, but are necessary tasks. The duties of all Committee/PAG members include:

- Attending Committee/PAG meetings
- Coming prepared for meetings by reading the agenda, reports, minutes and any other relevant information
- Following correct meeting procedure
- Participating in all the activities of the Committee/PAG
- Contributing to discussions and participating in decision making
- Respecting the confidentiality of information
- Becoming familiar with the Committee/PAG statement of rules
- Abiding by the policies of the service
- Sharing the responsibility for all the Committee/PAG decisions, including financial decisions
- Ensuring any task/s allocated to them are completed by the agreed date

## **Annual General Meeting (AGM)**

An AGM is a meeting of all the members of the incorporated association. The AGM must be convened in accordance with the Associations Incorporation Reform Act 2012, using the procedures outlined in the Committee/PAG Statement of Rules. The AGM must be held within five months after the end of the association's financial year. This allows for the association's financial statements for that year to be presented to members. Each member who is entitled to vote must be:

- Notified of the date, time and place of the AGM in the manner specified in the statement of rules (usually 21-28 days' notice)
- Given a proxy form, if the rules allow for proxy voting

The purpose of the AGM is to:

- Receive reports from the Committee/PAG outlining the past years activities, including the presidents report (which outlines the programs conducted, membership changes, building and/or playground developments and overall achievements) and Treasurers report (which reflects the years financials, including statements of receipts and expenditure and a balance sheet, it should be a true and fair view of the financial position of the association)
- Accept and confirm the financial report from the previous financial year
- Elect the new parent group
- Address any additional areas outlined by the individual association's statement of rules

Further outlining the requirements of the Treasurer's report, the association must present its members with the required financial report. The members review the financial report and decide whether to accept them as the association's financial statements for that Financial Year. Once accepted the Committee/PAG must ensure the minutes of the AGM include a copy of the financial report, and that it is certified by the Treasurer and two additional Committee/PAG members, and that the financial statements give a 'true and fair' view of the parent group's financial position and performance.

After the AGM, a Committee/PAG member must certify that they attended the AGM and that the financial statements were presented. Members must provide certification, which they can do on the annual statement form. A copy of the minutes and financial report must also be sent to the Council.

The election of the new Committee/PAG and members occurs once the relevant reports and financials have been presented. The Statement of Rules will outline roles that are required to be vacated and filled; according to the Associations Incorporations Reform Act 2012 you must have a minimum of five members to continue running as an incorporated association and the position of Secretary must be filled.

Nominations are called to fill vacant positions, if there is an even number of nominations to positions, all those who are nominated will be elected). If there are more nominations than positions required refer to the Statement of Rules for the correct procedure to follow, as an election may be required.

Where there are insufficient nominations to positions, refer to the Statement of Rules as it may allow for nominations to be called from the floor of the AGM, or you may be able to fill the positions casually at the AGM until permanent members can be found. Consumer Affairs Victoria also allows for one person to hold two office positions if required, provided there is a minimum of five members required to remain an Incorporated Association.

Once the new Committee/PAG have been elected, it is imperative that a detailed handover occurs between the previous and new parent group. A handover meeting should be held with the old and new Committee/PAG within 7 days of the AGM. Steps for a successful handover are outlined in the section below.

### **Handover Process**

The success of each Committee/PAG is enhanced by an effective handover of knowledge and skills from the previous parent group. The outgoing Committee/PAG should plan the important task of handing over to the new Committee/PAG members well ahead of time

Each Committee/PAG is required to develop an operations folder; this folder should include copies of the current statement of rules and EYM Committee/PAG Manual, outlines of specific roles and duties for the group and procedures to follow. The folder must be up to date and well organised as this will allow for an effective handover and all the relevant information will be provided to the new Committee/PAG.

All office bearer positions should have their own separate folder that has all the relevant information to that position, including roles specific for the parent group, handover sheet outlining specific processes for the role and 'to do' lists for the year.

It is also recommended that each group completes a yearly planner, so all Committee/PAG members are aware of tasks/events that are upcoming and may require planning and assistance

## Handover Meeting

During the handover meeting it is imperative the new Committee/PAG receives the following information to ensure a smooth transition process

Handover tasks that need to be completed at the meeting include:

- Handover of operations folder, officer bearer's folders, records and books
- Change over signatories for all bank accounts, ensuring all previous Committee/PAG members' names are removed
- Check that the AGM report has been sent to Consumer Affairs Victoria and the EYM
- Devise a contact list including details of all Committee/PAG members for that year; send a copy to the EYM
- Read and discuss the association's Statement of Rules
- Read and discuss the EYM Guide (this document)
- Locate the policy folder (at the service) and read through the relevant Council policies and procedures
- Discuss communication pathways between members, staff, Council, and families
- Discuss meeting dates, time, and location for the year; send a copy to the EYM
- Discuss how Committee/PAG events and meetings are promoted
- Discuss mail collection and distribution procedures
- Discuss all ongoing accounts and financial responsibilities
- Change over Secretary details and send to Consumer Affairs Victoria (as they will be the contact person between the Committee/PAG and Consumer Affairs Victoria)

- Ensure the incoming group can locate:
  - All record books, Minute books/templates
  - Committee/PAG budget and annual report
  - Record of Incorporation and Statement of Rules
  - List of suppliers and relevant contact details

### **Glenelg Shire Council Children's Services Policies and Procedures**

Parent groups need to ensure they read and adhere to the policies and procedures that have been implemented by the Council. A copy of these policies is kept at the service and is available for the Committee/PAG to view as required.

## **Meetings**

Incorporated associations are required to conduct their business through regular meetings. There are two types of meetings defined in an association's statement of rules:

- Committee meetings
- General meetings

## **Committee/PAG Meetings**

Committee/PAG meetings are held by those members who are nominated at the AGM to run the day-to-day operations of the association. Meeting dates are usually set in place at the beginning of each year in order to meet the minimum requirements outlined in the Statement of Rules. Parent groups meet regularly to:

- Make decisions about the business of the association
- Receive information and reports from relevant people, such as the Treasurer, teaching staff
- Review events and actions
- Plan for the future, address any issues, discuss ideas etc.

## **General Meetings**

General meetings are those which all members have a right to attend and exercise their vote, this includes the AGM held once a year and any special general meetings. The Statement of Rules will outline the requirements relating to the calling and conducting of these meetings.

Legally, an association can only make certain decisions by special resolution; special resolutions can only be passed at special general meetings. Decisions that can only be made by holding a special general meeting including but are not limited to:

- Changing the association's name or rules
- Amalgamating with another association
- Voluntarily winding up

All voting members must be given at least 21 days' notice of the proposed special resolution.



A special resolution will be passed if at least 75 per cent of members (either in person or, if the rules of the association allow, by proxy) vote in its favour, and any further relevant requirements from the model rules have been met.

## **Planning and Effective Meeting**

Planning is the key to running an effective meeting; there are tasks that need to be completed before, during and after the meeting. Using tools such as agendas, minutes, reports and action sheets will also assist the efficiency of meetings.

### **Agenda**

The agenda provides a framework for any meeting and should list all items to be addressed during the meeting. It is usually prepared by the President and Secretary after consultation with the teachers/Senior Educators and Committee/PAG members. Sending the agenda well before the meeting provides the members with time to consider the items to be discussed.

Parent groups can set in place a standard structure for the agenda that will be followed for their meetings. Consider structuring the agenda so that important items are dealt with first and a specific time is allocated for each item to ensure all items are dealt with efficiently.

The agenda for meetings will often include:

- Date, time and place of the intended meeting
- Welcome and record of attendees, including special guests
- Apologies – acceptance of people who have advised they cannot attend
- Asking if there is any conflict of interest from attendees regarding the business to be discussed
- Minutes of the previous meeting, which should be accepted or altered so they are accurate
- Business arising from the previous meeting
- Review of any action sheet
- Correspondence – deal with all letters that have been sent or received since the last meeting
- Reports, such as the financial report, to be presented for acceptance

- General business – general items are now discussed, items can be added at the meeting
- Meeting closed – set time and date for the next meeting

Major changes to an agreed agenda should be checked with members at the beginning of each meeting. This allows for flexibility to respond to urgent matters, add new items and prioritise appropriately.

### **Minutes**

Minutes are a formal and legal record required by the Associations Incorporation Reform Act 2012 about decisions made by the Committee/PAG. Minutes must record any decision or approved actions and summarise the key points of items discussed accurately as they can be used in a court of law and by auditors to check that spending of funds has been authorised.

Minutes must be completed as soon as practical after the conclusion of the all meetings of the association (Committee/PAG meetings, general meetings) and a copy sent to the nominated supervisor and copied to the Team Leader of Education and Care EYM. Minutes should be kept for a minimum of seven years.

Members of the association are able to access its statement of rules and the minutes of all general meetings if requested, including financial statements and accounting records. If a member makes a written request for a copy of the rules or Minutes, the association is obligated to provide a copy within 14 days.

### **Storing and Distributing Minutes**

Minutes of meetings should be filed and available for inspection in accordance with the act and associations Statement of Rules. They should be circulated to all Committee/PAG members as soon as possible after the meeting to verify their accuracy. The Minutes are in draft form until they are accepted at the next meetings as a true and accurate record of the previous meeting. Before accepting the Minutes, members who were present at that meeting can request changes to correct any factual errors. The chairperson should sign the original copy of the minutes once accepted and this forms the official record of the meeting.

### **Quorum**

The statement of rules will outline the minimum number of members required to attend the meeting before it can be called to order to conduct any business. This is called a quorum. The quorum will be different for different meetings. If a quorum is not achieved no business of the Committee/PAG can be formally addressed or decisions made, the statement of rules will state how to reschedule a meeting.

## **Voting**

The statement of rules will prescribe members eligibility to vote at different types of meetings and whether votes are allowed by proxy. All decisions of the Committee/PAG are passed as resolutions.

## **Attendance of Staff**

Contributions from the EYM or staff at Committee/PAG meetings are highly valued though attendance is entirely voluntary. Contributions include presenting reports about the programming or putting forward equipment purchasing requests, discussing the QIP and strategic plans for the service. As employees/staff are not Committee/PAG members they have no voting rights.

## **Confidentiality**

Members of the association and Committee/PAG should act responsibly, comply with the Council Privacy and Code of Conduct policies and refrain from discussing any Committee/PAG business outside meetings.

It is also good practice for Committee/PAG members to discuss and then complete a confidentiality declaration at the beginning of their term of office (see Staff Code of Conduct at the end of this document). All Committee/PAG members could be reminded of the necessity for confidentiality whenever relevant discussions occur.

## **Financial Management**

The financial responsibilities of the Committee/PAG are to:

- Manage the finances of the Committee/PAG effectively, including developing and reviewing budgets and monitoring income and expenditure
- Keep proper records, including all financial accountability reports as required by law
- Ensure bookkeeping and accounting requirements are accurate and completed in a timely manner
- Ensure that the funds of the association are managed in accordance with the statement of rules

All Committee/PAG members should be aware of and understand the financial situation and processes of the association, including accounting/bookkeeping procedures and requirements and financial reports. The Committee/PAG will be more effective if all members have an understanding of their financial responsibilities.

The Committee/PAG is responsible for the development and implementation of systems and procedures that ensure that money is handled properly.

An effective financial management system will provide processes aimed at protecting the association from potential mismanagement or misappropriation of funds.

## **Financial Processes**

### **Bank Account Signatories**

According to the Associations Incorporation Reform Act 2012 two signatures are required to sign cheques, credit cards, internet banking or any other means of expenditure and to authorise any payment from the bank account. It is recommended that at least four people, including the President and Treasurer are registered as authorised signatories with the bank to ensure for adequate coverage.

### **Establishing Purchasing Procedures**

The Committee/PAG should develop a purchasing procedure that identifies Committee/PAG members who have authority to make purchases. Purchases outside these procedural guidelines need specific authorisation of the Committee/PAG group.

### **Paying Accounts**

The Treasurer is usually authorised to pay recurrent expenses of the association that arise within the context of the agreed budget, without specific authorisation from the Committee/PAG group. These expenses are reported in the monthly financial report presented at the monthly meeting and by accepting the report, the expenditure is accepted. Expenses that are outside the agreed budget need approval from the Committee/PAG before they are incurred. Many associations are now paying their accounts online. In these circumstances it is important that procedures for these payments are developed and payments are clearly documented with a paper trail. Consideration needs to be given to authorisation procedures to safeguard from possible fraud or theft.

### **Reporting**

Financial accounts of the association should be presented at each Committee/PAG meeting to ensure the group closely monitors the financial position on an ongoing basis. It is important that accounting records and bank statements for all accounts are available at Committee/PAG meetings and that they are sighted and signed periodically by another executive member.

### **Producing External Reports**

It is the Committee/PAG's responsibility to report to members and the community about the work of the Committee/PAG and the use of resources. An annual report must be presented to the members of the association at the AGM each year.

The Associations Incorporation Reform Act 2012 requires the association to lodge an annual statement with Consumer Affairs Victoria, which includes the financial report, within one month of the AGM. A copy of these reports should be kept for seven years.

### **Bookkeeping and Accounting**

As outlined by the Associations Incorporation Reform Act 2012, 'an incorporated association must maintain adequate and accurate accounting records of the financial transactions'. The Treasurer should ensure that documents, such as receipts and invoices, are kept to record details of income and expenditure. In addition, bank statements need to be reconciled with accounting records each month.

The financial records that should be kept for seven full Financial Years include:

- Receipts/receipt book for money received
- Invoices for all expenditure
- Records of bank accounts, deposit slips and cheque butts
- Bank statements and correspondence
- Cash book with income and expenditure written, totalled and reconciled monthly and annually
- Copies of monthly financial reports to the parent group
- Copies of annual financial statements and reports (from auditors if required)
- Copies of annual budgets
- Copy of the Minute book
- Copies of grant submissions
- GST business activity statements (if required)

### **Budget**

Developing and monitoring a budget is an essential requirement of good governance. Successful budgeting involves balancing income and expenditure; it is usually developed by the Treasurer in consultation with the President and will need to be approved by the Committee/PAG.

Group may accrue funds from:

- Special fundraising activities or events
- General gifts and donations
- Government grants
- Interest from bank accounts

Costs that may be incurred include:

- Cost of fundraising activities
- GST payment on grants
- Advertising and publicity costs
- Maintenance of agreed equipment. Purchasing of structures/equipment as approved by Council
- Purchase of consumables for the program
- Contributing to excursions
- Deductable Gift Recipient (must apply to receive)

### **Financial Protection**

Committee/PAG is advised to follow the guidelines below to minimise financial risks:

- Never sign an incomplete or blank cheque, or allow other signatories to do so
- The list of signatories for bank accounts should be recorded and updated regularly
- Do not have two members of the same family as signatories
- Keep a list of all bank accounts and their purposes in a safe place
- All money collected is counted and checked by two persons, one of whom writes the receipts, use a duplicate receipt book and keep all duplicates
- Bank money as soon as possible to lessen the risk of misappropriation of funds

- Present monthly statements for every bank account at Committee/PAG meetings
- Nominate the service business address for all financial correspondence, such as bank statements
- Fundraising should be planned and approved by the Committee/PAG and all related documentation recorded and presented at the Committee/PAG meeting

## **Grants**

Committee/PAG groups are responsible for researching avenues for grants and whether they meet the eligibility criteria. When an eligible grant is identified and the Committee/PAG have discussed what they wish to do with the grant, Council must be consulted and approval sought to ensure regulatory and legislative requirements are adhered to. Once approval is provided by Council, the application must be written by the Committee/PAG.

## **Fundraising**

Fundraising is a vital way of raising much needed funds to maximise the potential of the service and environment in which children can learn and achieve. Fundraising is not just about raising revenue, it is also a great way to bring the parent community together to play a role in the sustainability of the service.

Conducting successful fundraising can be challenging, it is essential to ensure the activity chosen will deliver a positive money return without requiring a huge commitment of staff and volunteer resources and time. It is also essential that all fundraising activities are in line with the services Nutrition Policy and demonstrate an ongoing commitment to health promotion for children and families as outlined in the 'National Quality Standards and Framework'.

The tasks that should be undertaken by the group at the start of the year include:

- Inform all parents of the need to fundraise
- Invite people to get involved
- Gather fundraising ideas from staff at the service or previous Committee/PAG members
- Check that there is a budget available for any expenses that may be incurred
- Provide information to families about fundraising targets for the year and the purpose for which the money will be used

- Develop and publish an annual fundraising plan for the association, so that families are aware of the commitment required of them
- Keep families updated on the progress of the fundraising activities. Have a chart displaying what has been achieved and include regular updates
- Adhere to the EYM's fundraising policy
- Information on healthy fundraising

### **Risk Management**

Fundraising is a significant area of vulnerability for an association due to the fact that the majority of money received comes in the form of cash. Therefore it is vital that processes and procedures for correct money handling and the banking of money are instituted.

When handling fundraising money, transparency is the key and a paper trail is required. There should always be two people to count the money together for each activity and a fundraising record sheet should be filled. This informs future parent groups of successful and unsuccessful activities and useful contacts.

### **Excursions**

All excursions and incursions are organised by the service. The type of event organised is based on the children's interests and great consideration is given to the individual needs of the group for that year. Parent input is always welcome and will be considered by the service when deciding upon events. Committee/PAG's may choose to contribute funds to these events to subsidise the cost to each family

### **Archiving**

Each Committee/PAG is responsible for archiving all Committee/PAG records and documents, these records and documents are to be archived at the end of each year. It is a legal requirement that the following Committee/PAG documents are archived:

- An incorporated association keep the financial statements submitted at its AGM for at least seven years
- An incorporated association must keep an original of a document for which a copy has been lodged with the registrar of Consumer Affairs Victoria for seven years



Council requires that a copy of each Committee/PAG monthly agendas, Minutes and Treasurers reports, and the AGM Minutes and Annual Financial Statement are to be emailed to the services nominated supervisor to be electronically stored in Council's Records Management System and copied to the Team Leader of Education and Care.

### **Working Bees**

Parent groups are encouraged to conduct working bees throughout the year in consultation with the Teachers and educators of the service. The Committee/PAG is to advise the EYM of any working bee activities, including the time, date and an outline of the works being undertaken. Everyone (including parents, carers and friends) who attend the working bee **must** complete a volunteer form, record their name, time of attendance and signature on a 'Working Bee Register'.

During the working bee no work should be undertaken by staff or Committee/PAG members in an unsafe manner. The use of ladders is **not** permitted.

### **Insurance**

The Community Service Organisation (CSO) Insurance Program is managed by the Victorian Managed Insurance Authority (VMIA) and provides coverage for:

- Public and products liability
- Professional indemnity
- Volunteers' personal accident (injury)

Members of the Committee/PAG incorporated association are covered under the VMIA, as the funding from DET is transacted through a service agreement with the local government authority (Glenelg Shire Council).



## ORGANISATIONAL POLICY

<b>TITLE:</b>	STAFF CODE OF CONDUCT
<b>DOCUMENT NUMBER:</b>	OPO-CEO-HR-003
<b>DEPARTMENT:</b>	Chief Executive Department
<b>UNIT:</b>	Human Resource
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer Organisational Development Manager Checked Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>APPROVED BY:</b>	Leadership Team
<b>APPROVAL DATE:</b>	6 March 2018
<b>EXPIRY DATE:</b>	Not Applicable
<b>REVIEW DATE:</b>	This policy will be reviewed every four years or as required by any legislative or council changes

<b>AVAILABILITY:</b>	Staff - Unit only	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Staff - Department only	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Staff - Organisation wide	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Public	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Internet	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<b>ADVISE AVAILABILITY:</b>	Media Release	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Sou Wester (Author to prepare article)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Email designated Groups & Staff	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

<b>REFERENCES: (If applicable)</b>	Acceptable Computer Use Policy Age Discrimination Act AS 8002-2003 Organisational Codes of Conduct Charter of Human Rights & Responsibilities Council Plan Crimes Act Dept of Transport, Planning & Local Infrastructure Framework (formerly Dept of Planning & Community Dev. for the Dev. & Review of Council Staff Codes of Conduct Disability Discrimination Act Drug & Alcohol – Fitness for Work & Loss of Driver's Licence Procedure Equal Opportunity Act Equal Opportunity, Anti-Discrimination & Anti-Bullying Policy Fair Work Act Fraud Prevention Policy Freedom of Information Act Gifts, Benefits & Hospitality Policy & Procedure
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	<p>Glenelg Shire Council Customer Service Charter                  Glenelg Shire Council Enterprise Agreement                  Glenelg Shire Council, Records Management Policy                  Health Records Act                  Local Government Act                  Occupational Health &amp; Safety Act                  Occupational Health and Safety Policy                  Other, as identified                  Performance &amp; Discipline Procedure                  Position Descriptions                  Privacy &amp; Data Protection Act 2014                  Protected Disclosure Act/Policy &amp; Procedures                  Racial &amp; Religious Tolerance Act                  Racial Discrimination Act                  Role of the Employee Relations Consultative Committee                  Sex Discrimination Act                  Social Media Policy &amp; Procedure                  Staff Training &amp; Development Procedure                  Training &amp; Development Plan</p>
<p><b>Statement of Intent                  – Human Rights &amp;                  Responsibilities</b></p>	<p>The Glenelg Shire Council is committed to the Human Rights Principles and Responsibilities of freedom, respect, equality and dignity. We will act compatibly, as far as practicable, with The Charter of Human Rights and Responsibilities by taking human rights into consideration when making laws, setting policies, providing services and to give human rights proper consideration in decision-making.</p>

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## Purpose

At Glenelg Shire we are committed to good governance and undertaking our duties with the highest level of professionalism and integrity. The organisation will inform and support all employees to achieve this.

The Staff Code of Conduct (Code) was developed to ensure that all of Council's business is conducted legally, ethically and with the highest standards of integrity and professionalism by developing, promoting and implementing appropriate standards of employee behaviour.

An effective Code will result in more effective compliance with relevant laws, effective management and the preservation of the integrity and reputation of Council.

## Scope

The Code is required by the Local Government Act 1989 to be developed and will apply to Council staff. Council staff include the Chief Executive Officer (CEO), Senior Officers, Senior Executive Officers, Directors, full-time, part-time, temporary and casual staff employed by the CEO to enable a Council's (or the CEO's) functions to be performed.

The Code also extends to include contractors/sub-contractors, staff on exchange, volunteers, agency staff, work experience students or graduate placements, or other third parties who perform work for Council.

Council staff must in the course of their employment ensure:

- Impartially - Act impartially in a fair and transparent way
- Integrity - Act with integrity (including avoiding conflicts of interest)
- Accountability - Accept accountability for decisions, consequences and results
- Responsiveness - Provide responsive service and continuously improve the way the service is delivered

Employees are required to be familiar with the Code and observe its provisions. Although it is not possible to list every circumstance that may arise, employees are expected to understand and abide by the intent of the Code.

Council Plan key themes:



**GROWING GLENELG**

Growing Glenelg



## CONNECTING GLENELG



## LIVEABLE GLENELG



## CREATIVE GLENELG

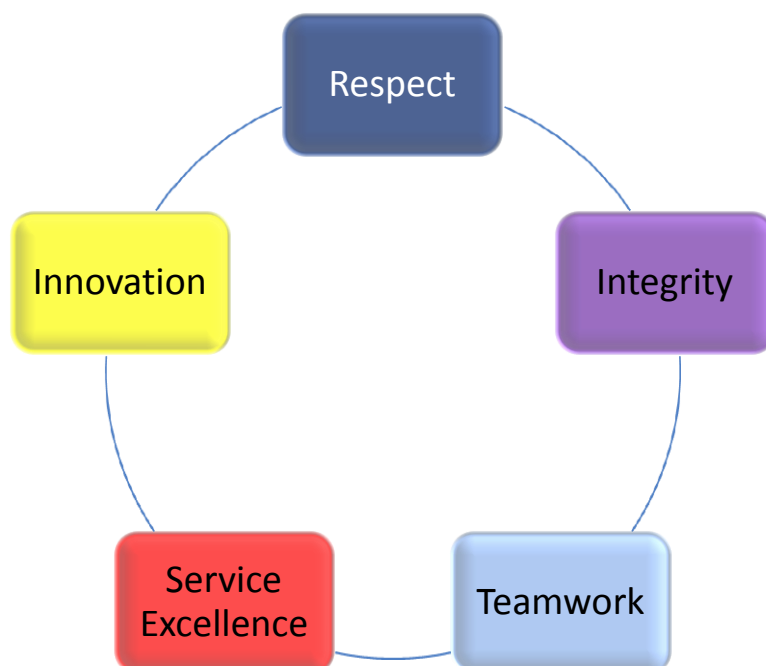


## LEADING GLENELG

The implementation of the Code is guided by our Council Plan and organisational values.

The organisational values determine how employees work with each other, the community and other levels of government.

Our organisational values:



## **Organisational Policy**

The Code is an important element in setting the standards of behaviour expected and it was developed to ensure that all employees are aware of what is expected of them in the performance of their duties.

The Code was prepared in consultation with the Leadership Team (LT), Employee Relations Consultative Committee (ERCC) and employees.

Council is subject to local, state and federal laws. No one may be directed to carry out an illegal act or justify an illegal act by claiming to be acting under the order of a Director or to be complying with Council policy, guidelines or procedure.

## **Key Principles & Expected Behaviours**

All employees of Council will observe the following key principles/expected behaviours and organisation values:

- 1 Treat all people with courtesy and respect even when disagreeing with their views and recognise that there are legitimate differences in opinions, race, culture, religion, language, gender and abilities and act to prevent offence or embarrassment being caused.
- 2 Conscientious and courteous performance of duties, to the best of their ability.
- 3 Maintain proper standards of loyalty, integrity, conduct and concern for the public interest.
- 4 Act impartially and actively listen to other people's views, seek advice from a range of sources before forming opinions, making decisions or taking actions.
- 5 Take personal responsibility for decisions, actions and behaviours.
- 6 Exercise all reasonable care and diligence in performing the responsibilities and functions of a Council employee.
- 7 Be customer-focused and deliver 'value for money' services in a professional manner.
- 8 Be innovative, with a focus on performance, outcomes and excellence.
- 9 Use Council resources effectively, economically and for their intended purpose. Employees are expected to minimise operating expenses wherever practicable and follow Council waste minimisation procedures. Employees should make use of recycling facilities where provided.
- 10 Be effective and open in communication.
- 11 Employees are required to conduct themselves at all times consistent with organisation policies, procedures and guidelines.

- 12 Employees are expected to be punctual and regular in their attendance. Unless it is an emergency, employees shall not be absent during their normal working hours without prior approval. At all times when an employee is unavoidably absent from work due to sickness or any other reason, they must notify their Director promptly (preferably before their normal starting time and via direct contact i.e.: telephone call) and indicate the type of leave being taken and their likely date of return to work.
- 13 Employees are required to comply with lawful and reasonable directions given to them by their supervisor or Director. If they have concerns about the request, they should contact their Director or the CEO.
- 14 Physical or verbal abuse, bullying or harassment of a colleague or other individual/group is unacceptable and will be dealt with through the disciplinary process.

### **Delegated Functions, Powers or Duties**

Council may formally delegate some of its legislated powers, functions or duties to particular employees. This means that an action of the employee according to the delegation is deemed to be an action of Council.

Any employee who has been delegated a power, function or duty must be aware of and adhere to the legal, reporting and record keeping responsibilities that accompany that delegation. Failure to do so may put the individual employee and / or Council at risk of prosecution.

### **Personal Identification, Name Badges & ID Cards**

Employees should wear their name badge when working for Council, when representing Council at public forums or at meetings. Where employees are issued with Identification Cards they must be either worn or held on their person when undertaking Council related activities.

### **Customer Service**

Employees will deliver efficient and quality customer service to our customers by conducting themselves with integrity and in a manner that ensures that:

1. Our customers are provided with our services at a consistent quality that meets their needs
2. All decisions and actions are evaluated in terms of their impact on customers
3. There is a safe and professional environment at all times for our customers
4. All employees, customers and others are treated fairly and without discrimination or harassment

Employees are representatives of Council and as such, they should represent Council in all forums and interactions in a positive and professional manner.



Concerns about Council policy, decisions and actions are to be raised with your Director or CEO and not discussed in public forums.

Refer Customer Service Charter and Customer Code of Conduct.

### **Compliance with Lawful Directions**

Employees shall obey any lawful instruction given by any person having authority to make or give such an instruction. If an employee has concerns about the request they should contact their Director or the CEO. Employees will comply with the policies of Council whether or not they agree with or approve of them. Employees will also comply with proper and reasonable administrative practices and conduct, and professional and responsible management.

Any lawful direction given will be carried out by the person with the appropriate authority regardless of whether or not the person personally agrees with or approves of the direction.

Compliance will be observed with all reasonable and proper management practices and directions.

### **Working Relationships**

All representatives of Council will maintain appropriate professional standards of behaviour in their dealings and interactions with each other.

### **Councillor & Employee Relationships**

It is vital that Councillors and staff support and assist each other to do their jobs in a way that acknowledges and respects the different roles that they play.

The CEO is responsible to the Council's elected representatives for the day-to-day management of Council. This includes the performance and direction of all employees through the organisation's management structure. The Local Government Act precludes Councillors from instructing employees in the conduct of their duties.

Employees are not to take directions regarding their duties or the performance of particular functions from a Councillor or any other elected representative. Employees approached in this way must refer the request to the CEO or their Director.

Employees are not to directly or indirectly canvass or lobby elected representatives on Council matters. No employee will actively support or discourage candidates to Council elections. There will be no canvassing of Councillors for improper personal gain. Councillors will notify either the CEO or the relevant Director when specific issues or particular functions are required to be undertaken.

Councillors, the CEO and employees will work as part of the Council team. There must be mutual respect and understanding between Councillors and Officers in relation to their respective roles, functions and responsibilities.

An employee who is directed by a Councillor to act or report in a specific manner must refer the request to their Director or CEO. There are very clear guidelines in relation to information available to Councillors.

Employees are to provide transparent and professional advice to all Councillors. This is best done through Council reports or depending on the matter, through a Councillor Update. Should a Councillor request information that is not publicly available and easily collected, the request should be referred to the relevant Director.

In all circumstances, when employees and Councillors are engaged in communications with each other, these communications will be conducted in a professional and respectful manner.

### **Dress & Appearance**

Employees are required to ensure that their appearance is neat, clean and appropriate for their particular area of work. A high standard of personal hygiene is expected at all times.

Where a uniform is provided, it must be worn in accordance with Council requirements. When wearing a uniform to and from work employees are expected to conduct themselves in a responsible and professional manner.

### **Performance of Duties**

While at work or performing Council duties, employees shall apply themselves solely to the performance of their duties and responsibilities. Employees are not to use work time and facilities to undertake activities in relation to their personal, private, business or commercial interests, e.g. sporting clubs (incidental use is acceptable). All employees are expected to meet the relevant performance standards and objectives for their position.

There will be no conflict or incompatibility between personal interests and the impartial fulfilment of employees' public or professional duties.

All employees are expected to meet performance standards and objectives. Council's Staff Development and Annual Review process, and associated policies and procedures, provides the opportunity to discuss an employee's performance and consider any training and development opportunities and any personal or other circumstances which may be adversely affecting their performance, to assist employees meet their objectives. It is expected that employees will continually endeavour to improve their performance.

Staff are expected to work consistently and diligently and be punctual and conscientious.

### **Fraud**

Employees must act with integrity at all times and should never engage in fraudulent activity of any kind. Examples of fraud include, but are not limited to stealing or misusing equipment, cash, intellectual property or other property belonging to

Council. All incidents of fraud will be investigated and / or, where appropriate, reported to the police. Refer Fraud Prevention Policy.

### **Notification of Offences**

If an employee is charged with an offence that is punishable by imprisonment or, if found guilty, would affect their ability to perform their work (e.g. Drink driving where driving a Council vehicle is required as part of their job), they must notify their Director immediately.

### **Alcohol, Drugs & Smoking**

Employees must not arrive for work under the influence of alcohol, drugs or other substances. During working hours alcohol and illegal drugs must not be consumed. However consumption of alcohol during working hours may be permitted if it is authorised by the CEO for a specific social function (Refer to Drug & Alcohol – Fitness for Work & Loss of Driver’s Licence Procedure).

Possession, use or trafficking of illegal drugs during working hours is not permitted. Any such breach will be immediately referred to the police and disciplinary action will be taken.

Employees who are taking prescribed drugs, which may affect their performance, must inform their Director. This is to ensure that workplace safety is not jeopardised and that any performance impact is properly managed.

Smoking is not permitted in Council vehicles, Council buildings or in the immediate vicinity of entrances to Council buildings, where passive smoking could impact other employees or the community, or where it can create a poor image of Council. Employees should only smoke in their own time or during authorised breaks.

(Advice and support for Council employees wishing to stop smoking is available through Quit).

### **Equal Opportunity, Anti-Discrimination, Harassment, Bullying**

All employees have a legal and moral responsibility to treat each other fairly and refrain from harassment or discrimination of any kind. Council requires that all employees observe Equal Opportunity and Anti-Discrimination legislation, Occupational Health and Safety legislation and comply with Council’s Equal Opportunity Anti-discrimination and Bullying Policy.

Council is committed to providing all employees with a safe and productive environment, free from discrimination, harassment, bullying and occupational violence. Employees are also expected to promote such an environment and not engage in any discriminatory, harassing or bullying practices or occupational violence. All employees should demonstrate sensitivity to the diversity within Council and the wider community.

All persons to whom this Code applies are advised that sexual harassment is unlawful and will not be tolerated.

Individuals found to be in breach of Council's Equal Opportunity, Anti-discrimination & Bullying Policy or relevant legislation may render themselves personally liable to civil and in some instances criminal penalties / sanction.

Council will not tolerate any form of discrimination or harassment by an employee to another employee, person or group.

This means avoidance of behaviour such as racial, religious or sexual "jokes", slurs, sexual advances or comments, or any other conduct in the workplace, which may be considered by others to be intimidating or offensive.

Refer Council's Equal Opportunity, Anti-discrimination & Bullying Policy.

### **Media contact**

All employees will endeavour to ensure that the messages communicated through the media are clear, consistent and positively portray the Council as a decisive and responsible governing body.

The Mayor will provide official comment to the media on behalf of Council where the matter is of a political, controversial or sensitive nature. This includes:

1. Statewide political issues affecting local government.
2. Contentious local issues that impact the community that do not relate directly to the business of Council but to the representation of the community.
3. Issues pertaining to policy and Council decisions.
4. Issues relating to the strategic direction of the Council.
5. The Mayor may nominate another Councillor to make official comment on behalf of the Council, where appropriate.

The CEO is the official spokesperson for all operational matters pertaining to the Glenelg Shire as an organisation including:

1. Staffing and structure of the organisation
2. Corporate issues relating to service provision or the day-to-day business of Council
3. The CEO may nominate a staff member as a spokesperson if appropriate

### **Occupational Health & Safety (OHS) & Risk Management**

All employees will ensure that Council premises and workplaces are used and maintained in a manner that will ensure the health and safety of themselves and all others who use the premises or workplace. Any potential risks or hazards will be

reported according to Council's Health and Safety procedures. Refer Council's OHS Policy.

Council is committed to providing and maintaining a safe and healthy workplace for all employees, contractors, volunteers and members of the public. Whilst at work an employee must:

1. Take reasonable care for their own health and safety.
2. Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions in the workplace.
3. Cooperate with respect to any action taken by Council to establish and maintain OHS systems and procedures.
4. Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety. This includes using protective equipment or clothing provided by Council at all required times.
5. Immediately notify their manager in the event of an injury, near miss, damaged equipment or other workplace hazard.

### **Telephone, E-mail & Internet use**

Council telephones, email and internet facilities are for business use. Private use of these services must be kept to a minimum in accordance with the Council's Acceptable Computer Use policy.

The use of email or other media to distribute or store offensive or inappropriate material (such as pornography, depictions of extreme violence, racial or other vilification or hatred) and access to inappropriate internet sites will not be tolerated and may result in disciplinary action being taken against any person found to be in breach of Council policy. Individuals who breach Council policy and / or relevant legislation may also render themselves personally liable to civil and in some instances criminal penalties / sanction.

Refer Council's Acceptable Computer Use Policy and Social Media Policy.

### **Expected Compliance with Privacy Principles**

As part of the local government process, we are responsible for collecting and using a range of important information and resources. We must always respect the privacy of others and use public resources efficiently and effectively for the benefit of our community.

### **Outside Employment**

Council supports the engagement of staff in a range of professional development and community activities, provided that the undertaking of these activities minimises Council's exposure to any legal, financial or operational risks that may arise.

All outside employment gives rise to risks to Council, but these may be remote or acceptable. It is only unacceptable risks that will prevent the outside employment being done. Outside employment, or seeking outside employment, refers to the employee's employment by an employer other than Council, such as self-employment, contract work and voluntary work. Examples of outside employment include but are not limited to, tutoring, taxi driving, cleaning, working in a restaurant and running a business.

Notification in writing of outside employment should be discussed with the employee's Director who will discuss the matter with the CEO to gain approval and respond in writing back to the employee.

If an employee conducts their own business, any work associated with this must not be done during Council working time and Council resources must not be used. All employees are expected to devote their working time to the service of the Council, in accordance with the terms and conditions of their employment and their position description, as appropriate.

If approved by the CEO, employees are permitted to perform work outside of Council, provided it does not conflict or interfere with the performance of their official duties. That is, the employment or business the employee is considering must not, interfere with their Council work or be undertaken while on Council duty, involve confidential information or resources obtained through their work with the Council, discredit or disadvantage the Council or interfere with Council's transparent business practices.

If there could be a conflict, or there may be a perception that there could be a conflict, the employee must advise their Director or the CEO.

If a staff member wishes to commence or continue any kind of Outside Employment, the staff member must do so in accordance with the Code.

### **Contracting for Council Services**

If an employee intends to contract for a Council service, either individually or as part of a group, they must resign from Council before doing so.

Employees must also adhere to the provisions of this Code as they relate to conflicts of interest and relationships with suppliers and contractors.

### **Use of Council Resources, Other Assets & Intellectual Property**

We are responsible for using and maintaining a range of community assets and facilities. We must be seen to use these assets for their intended purpose and for the benefit of Shire residents and the broader community.

Employees are not entitled to use Council facilities or Intellectual Property for private purposes unless stated in a contract of employment, operational policy, procedure or guideline or agreed by Council resolution, e.g. – motor vehicles and mobile phones.

All employees' that have access to Council resources (vehicles, credit cards, mobile devices etc.) must only use them in accordance with the relevant Council policies and procedures e.g. Light Fleet (Vehicle) Policy.

The obligation is on the employee who was in charge of the Council vehicle at the relevant time for payment of any fines (e.g. speeding, parking or other traffic infringement notices) incurred whilst they were in charge of the Council vehicle.

When using Council equipment, employees are required to follow the instructions provided in order to avoid personal injury and/or unnecessary maintenance and replacement costs. All employees have a responsibility to report any damaged or dangerous equipment.

The Council's property must not be given away, borrowed, lent, destroyed or otherwise disposed of unless authorised by the relevant Director or CEO in accordance with Council policy, procedure or guidelines.

Employees must not deliberately misuse Council equipment, assets, intellectual property or the services of other Council employees.

Refer Organisational Mobile Device Policy.

### **Relationship with Suppliers & Contractors**

Suppliers and contractors include but are not limited to those who supply Council with goods, services and consultancies.

A potential Direct or Indirect interest could arise if the employee, a member of their family, a friend or associate:

- a) Owns a share in
- b) Has any other financial interest in
- c) Participates in the business of
- d) Conducts any private business with
- e) Accepts a gift of shares or the opportunity to acquire discounted shares in an actual or potential supplier's or contractor's business.

If the employee's work with the Council involves dealing with the business or others in the same industry, the employee should discuss such circumstances with the relevant Director or the CEO and refrain from any of the above.

Where an employee (a member of their family, a friend or associate) has an existing financial interest in an actual or potential supplier or contractor to the Council this interest must be declared in writing to their immediate Supervisor prior to any decisions/actions being made or taken.

The employee should take no part in any decisions affecting that supplier or contractor.

Where any doubt exists consider:

- The capacity of the employee to influence dealings that the Council may have with the supplier or contractor
- The improper personal benefit that may flow to the employee, relative, friend or associate through the exercise of that influence
- Whether activity is fraudulent, corrupt or is an irregular transaction
- When an employee is dealing with a supplier or contractor in whom another employee has an interest, the employee must ensure that they deal with the supplier or contractor on the same basis as the Council would with any other supplier or contractor

### **Improper or Undue Influence by Employees**

All of our decisions will be based on evidence and merit. Employees shall not take advantage of their position to improperly influence Councillors, external stakeholders or employees in the performance of their duties or functions, in order to gain undue or improper advantage or gain for themselves or for any other person or body.

When an employee is also a customer of the Council they should not expect preferential treatment, nor should they seek to exert any pressure or use their influence to gain such treatment. Equally customers who are also employees should expect to be treated with professionalism and courtesy in accordance with usual customer service protocols.

### **Nepotism, Hospitality & Gifts**

We are a relatively small community. From time to time employees may have dealings with family, relatives or close friends in relation to Council business.

Employees will not expect or seek (directly or indirectly) any gift, fee, reward or benefit for themselves, their family or any other person or body when undertaking their Council duties.

Token gifts, benefits or hospitality of nominal (\$20 to \$100) value may be accepted by employees provided that prior approval is received from their Director and they do not create a sense of obligation in the recipient that will influence, or appear to influence, the exercise of their duties. It is recommended that a Declaration of Gifts, Benefits and Hospitality form be completed.

Applicable gifts, benefits and hospitality must not be accepted where they will cause an employee to have a conflict of interest.

A Declaration of Gifts, Benefits and Hospitality form must be completed if the value of a gift, benefit or hospitality exceeds \$100.



In some circumstances it may be offensive to refuse the offer of a gift in which case the CEO should be consulted before the offer is accepted. Under no circumstances is cash money to be accepted as a gift. A Gifts Register is maintained by Council.

Further information is provided in the Gifts, Benefits and Hospitality Policy.

### **Conflicts of Interest**

Employees must always be able to demonstrate fairness and impartiality in what they say and do. Our actions and words should also show that we have the interest of the community and residents foremost in any decisions made.

Employees must ensure that there is no conflict or incompatibility between their personal interests, whether pecuniary (relates to money) or non-pecuniary, and the impartial fulfilment of their Council duties. Members of the public need to be confident that Council employees make decisions free of any conflict of interest.

An employee has a conflict of interest when they have a personal or private interest that might compromise their ability to act in the public interest. A conflict of interest exists even if no improper act results from it.

The Local Government Act defines the circumstances that give rise to a conflict of interest for Council employees. In general terms, an employee has a conflict of interest if they have a direct interest in a matter, including where they are likely to gain or lose financially or where their residential amenity is likely to be directly affected.

A conflict of interest also exists where an employee has one or more of the following types of indirect interest:

- a) Because of a close association with a family member, relative or member of their household who has a defined interest
- b) Financial interest, including holding shares above a certain value in a company with a direct interest
- c) Receipt of a gift/s valued at \$500 (or a higher amount or value prescribed by the Local Government Regulations) or more from a person with a direct interest
  - Being a party to the matter by having become a party to civil proceedings in relation to the matter
  - Having a likelihood that there will be an impact on residential amenity

Any relatives or close friends will not be dealt with on regulatory, inspectorial, recruitment or other like matters without making full disclosure to their Director or CEO. It is generally advisable to exclude oneself from such situations where possible.

If an employee is in doubt as to whether a conflict of interest exists or they have a conflict of interest they must disclose the relevant interests to their Director or CEO

and then step aside from the relevant decision making process or from the process being undertaken.

Council employees and persons engaged under a contract are also required to disclose any direct or indirect interest they have when providing a report or advice to Council or to a Special Committee of Council.

Disclosure will be made in writing to the CEO detailing any personal pecuniary or non-pecuniary interests the employee may have in relation to matters which the employee is or may be called upon to report or to assist in the preparation of reporting to Council.

A register of interests will be maintained in accordance with the Local Government Act.

### **Organisational Change**

Council is continually identifying and implementing new systems or methods of work to keep pace with customer needs and changed external factors. In light of this constantly changing environment, employees are expected to keep an open mind about change and to positively contribute to and support new ideas or programs.

### **Leaving Council Employment**

Upon resignation, redundancy or termination of employment, employees are required to deliver to Council in a satisfactory condition any documents, papers, credit cards, computer hardware or software, mobile phones, ID cards, keys, uniform and any other property of the Council which may be in their possession or control. This includes any intellectual property that may have been created whilst working for the Council. Upon leaving Council, it is the employee's responsibility to return all Council property in their possession on cessation of their employment. Failure to do so may result in any final payments owing to the employee being delayed. Refer Council's Employee Exit Questionnaire procedure.

### **Education & Training**

Each employee will be made aware of the Code and how it will impact on their day to day operations either through the Induction Program, Sou' Wester articles, ongoing training (informal or formal), department or unit meetings, notice boards, staff rooms or the Annual General Staff meeting.

### **Travelling & Meal Expenses**

Employees required to be away from home on overnight authorised Council business are entitled to reimbursement of reasonable expenses incurred on provision of receipts e.g. dinner, taxi, car parking and phone calls (as determined by the approving Director or CEO). Council will not reimburse discretionary expenses such as in-house entertainment, alcohol and mini bar expenses.

## **Workplaces**

All workplaces will be maintained in a manner befitting to the operating environment. This includes:

- Physical work sites being appropriately signed, maintained and left in a manner consistent with public expectations and legal requirements
- Customer Service Centres being maintained in a neat and professional manner which is conducive to quality customer service and providing access to information
- Depots being adequately secured and maintained in a manner which minimises the risks to health and safety of all persons
- Offices being treated as professional places of business with respect and courtesy given to other users
- Meeting rooms being displayed and left in a manner which portrays the professionalism of Council and in accordance with organisational standards.

## **Monitoring & Action on Non-compliance**

To ensure that the Code is effective the Leadership Team and other appropriate employees will monitor employee behaviour to ensure that employees act in accordance with Council's ethical and behavioural standards.

Where non-compliance is reported and / or observed appropriate remedial actions will be taken. This may involve counselling or retraining in the case of unintentional and less serious breaches of the Code, mediation, through to action in accordance with the Performance and Discipline Policy, including dismissal or referral to the appropriate authorities, in the case of intentional and serious breaches.

## **Confidentiality**

A person who is or has been a Council employee must not disclose or use confidential information except in the proper course of duties. If a recognised law enforcement agency (e.g. Victoria Police, Australian Federal Police or the Australian Crime Commission) or other Government or judicial / investigative body lawfully approaches an employee for information they are to be referred to the CEO and Privacy Officer, or if the enquiry relates to the CEO to the Independent Broad-based Anti-Corruption Commission (IBAC).

Council is subject to the requirements of the Privacy & Data Protection Act 2014 and complies with legislation regarding the access, use and release of personal information.

## **Corporate Identity**

Employees must adhere to templates for written documentation and follow any style guides or frameworks that are in place to ensure that a consistent and professional image is maintained across the organisation. Refer Corporate Style Manual.

## **Charter of Human Rights**

Employees will use community participation processes and undertake decision-making in line with human rights principles and evidence-based best practice. Council regularly undertakes systematic reflection and staff development on policies and processes to continue to improve alignment with the human rights framework as contained in the Charter and commensurate with Australia's obligations under international human rights law.

## **Breaches of the Staff Code of Conduct & Roles & Responsibilities**

Council is committed to the standards set out in the Code. Each employee is personally responsible and accountable for their performance and behaviour in the workplace. There may be instances where employees do not meet these standards and therefore 'breach' the Code. Depending on the issue, Council will implement counselling or disciplinary processes to ensure that the employee's behaviour or performance is in accordance with the appropriate standard. Directors are responsible for applying disciplinary procedures, in accordance with the Discipline Procedure.

The Leadership Team are responsible for ensuring that the Code is adhered to and they will lead by example in actively promoting and complying with the Code. LT will oversee the development, promotion and maintenance of the Code. Employees are encouraged to report known or suspected incidences of improper conduct or detrimental action in accordance with this Code.

## **Serious & Wilful Misconduct**

In some cases, unacceptable behaviour or performance may constitute serious or wilful misconduct. In these circumstances, when there has been a substantial breach of the Code, employees may be subject to summary or instant dismissal.

## **Reporting Breaches of the Code of Conduct**

Employees are obliged to report an apparent or suspected breach of the Code to their Director or CEO. If the employee is reluctant to make a report about an apparent or suspected Code breach to their Director or CEO, they may report the incident directly to the Public Disclosure Coordinator or Independent Broad-based Anti-corruption Commission (IBAC).

Confidentiality will be maintained and protection is guaranteed under the Protected Disclosures Act. Refer Protected Disclosures Act 2012 (Vic) – Policy and Procedures.

## **Education & Awareness**

All Directors and Supervisors should ensure that new employees are made aware of, and provided with a detailed briefing about the Code at the time of “site specific” inductions.

The Code should be referred to in Staff Development and Annual Reviews and it can be included in team-based discussions to resolve workplace problems and is to be referred to by supervisors when important employee-related decisions are being made and announced.

## **Grievances**

Before commencing any formal dispute resolution process, the parties to any disagreement will endeavour to resolve their differences in a courteous and respectful manner.

Refer Council's Dispute Settling Procedure, as set out in the Enterprise Agreement.

## **Conclusion**

Whilst the principles of good governance and professional integrity may seem to be straight forward and our organisational values provide the basis for how we go about our work, employees do work in a complex and sometimes difficult environment.

To assist all employees to understand and comply with the Code we provide a range of training and policy documents to further explain expectations and requirements on employees. This includes, but is not limited to the documents listed in the “references” section of the Code.

Employees requiring access to these documents or requiring further assistance should contact their supervisor or Director.

Remember, we are all responsible for understanding and abiding by the Staff Code of Conduct. It is essential to achieving our organisational objectives of good decision-making and service delivery.

## **Records Management**

All Council records created and managed as a result of implementing this policy will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Records Management Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).

Employees will not deface or destroy records without the consent of the respective Director/CEO.

## **Appendix 1 – Acceptance of Staff Code of Conduct**

**I have read, understood and agree as an (circle as appropriate) employee/contractors/sub-contractor working in-house/staff on exchange/volunteer/agency staff/work experience student/graduate placement/other (please identify \_\_\_\_\_) to work in accordance with Council’s Staff Code of Conduct, as described.**

Name

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Signature

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Date

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Witness Name

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Witness Signature

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Date

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## **Appendix 2**

### **Examples of Unsatisfactory/Improper Conduct**

Some examples of unsatisfactory/improper conduct include, but are not limited to:

1. Offensive language, abusive argument or otherwise inappropriate behaviour within the workplace or in any public place that would cause a reasonable person offence or embarrassment.
2. Refusal to undertake lawful instructions given by an authorised person.
3. Negligence or carelessness in the performance of duties or with use and maintenance of equipment.
4. Being under the effects of drugs and alcohol within the workplace.
5. Through carelessness or skylarking, putting the safety of others or self at risk.

6. Theft of Council equipment or materials.
7. Leaving a work site in a condition that is dangerous to self or others.
8. Improper use of organisation information.
9. Financial inducements (e.g. accepting or soliciting bribes, wages or salary in exchange for the discharge of a public duty).
10. Inappropriate treatment of colleagues.
11. An employee favours unmeritorious applications for jobs or permits by friends and relatives.
12. An employee sells confidential information.
13. Use of social media or council equipment / resources to make disparaging or offensive comments about the organisation, employees or Councillors.

### **Examples of Misuse of Council Resources, Other Assets & Intellectual Property**

Some examples of misuse include, but are not limited:

1. copying computer software programs regardless of whether or not the programs are protected by copyright
2. use of Council letterhead paper or postage when corresponding on personal or other matters not directly related to the Council
3. unauthorised use of Council's logo
4. falsifying, manipulating or destroying business records in contravention of the Public Records Act
5. using Council equipment for personal or commercial gain.

## **Examples of Serious or Wilful Misconduct**

Some examples of serious or wilful misconduct, which may result in termination of employment include, but are not limited to:

- Possession of, or trafficking illegal drugs during working hours or undertaking any other illegal activities.
- Stealing from Council, fellow employees or customers.
- Physically striking or making threats of violence to a fellow employee, manager or customer.
- Deliberately misleading or defrauding Council, fellow employees or customers.
- Consuming alcohol or illegal drugs during working hours, except where alcohol is specifically authorised for a social function by the Chief Executive Officer.
- Possession of any weapons on Council premises or in Council vehicles.
- Not following authorised directives.
- Deliberately damaging Council property or equipment.
- Serious and deliberate breach of Council policies and procedures.
- Serious and deliberate neglect in performing tasks or procedures aligned to a position, which may result in significant loss or damage to the Council or other employees.
- Deliberately carrying out duties in a manner which may cause injury to the employee, other employees or a customer.
- Discrimination and harassment, including sexual harassment, bullying and victimisation.
- Conviction for an indictable offence where the offence is relevant to the employee's duties and/or is likely to bring Council into disrepute.