Please read before using the Induction Guide.

NOTE 1 – ABOUT INDUCTION

This template is available for your service to guide developing an, or improving your existing, induction guide that your service has for new committee members.

Data shows that membership of committees of management change frequently. It is important that existing committee members handover information to new committee members. Committee members need to understand their roles and responsibilities, so they confidently contribute to running of the committee and operations of the service.

The induction guide is one way that your service can positively influence the information passed on and provided to members when they join the committee of management. Communicating about expectations of committee members when they join and giving them an opportunity to ask questions helps members feel informed, welcomed and prepared to do their role.

Each service will have a process it uses to help new committee members gain information on their role and their contribution. This guide does not replace the process, it aims to provide a document that your service can use as part of the process.

NOTE 2 – ABOUT THE INDUCTION GUIDE

The Induction Guide contains the key information that is relevant to committee members to help members understand:

 \* how each member contributes to the role of the committee of management

 \* the role of the committee of management and legal responsibilities

 \* your service policies and procedures including the constitution

The Induction Guide is:

 \* not task specific for your committee members.

 \* a guide and will need to be reviewed for your service’s context. Markers, blue text, are placed in this guide for input on your service specific information. The blue text can be replaced and removed to suit your individual service needs.

 \* not a guide for employees. It is specific to committee of management.

Once you have completed and adapted this Induction Guide to suit your specific service, you may delete this page.

**OUR COMMITTEE OF MANAGEMENT**

**INDUCTION GUIDE**



**[Service name]**

**[Date]**

# Our service details

|  |  |
| --- | --- |
| Approved Service name and number | [Insert details. Find at: [Service search | ACECQA](https://www.acecqa.gov.au/resources/national-registers/services)] |
| Service Adress |  |
| Approved Provider name and number | [Insert details. Find at: [Provider search | ACECQA](https://www.acecqa.gov.au/resources/national-registers/providers)] |
| The service’s current rating | [Insert details. Find at: [Service search | ACECQA](https://www.acecqa.gov.au/resources/national-registers/services)] |
| The hours and days of operation of the service |  |

|  |  |
| --- | --- |
| Incorporated Association number | [Insert details. Find at [Search for an incorporated association - Consumer Affairs Victoria](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association)] |
| Australian Business Number (ABN) |  |
| Financial Year |  |

|  |  |
| --- | --- |
| Committee of management Secretary [[1]](#footnote-2) |  |
| Committee of management President |  |
| Contact name for the induction pack |  |

|  |  |
| --- | --- |
| Name of person for day-to day in charge |  |
| Person with Management and control |  |
| Educational Leader/s (Person responsible for overseeing Educational Programs for children) |  |

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# WELCOME

Welcome! Thank you for being part of the committee of management where your involvement will support the effective operations of the service. You will play a key part in setting the direction of the service, monitoring and reviewing policies and supporting our staff to provide the best possible outcomes for children attending [insert service name].

Research shows that family and parents’ involvement in their children’s early education helps children to experience greater success once they enter into primary schooling.[[2]](#footnote-3)

Information in this induction guide is intended to give you an overview of the kindergarten service and your role and responsibility as a committee member. Your role on the committee is important as it helps our kindergarten operate effectively and protects the children attending the service.

[add your own text here]

## Why this induction guide is important

This induction guide is important as it provides helpful information to you and all our members of the committee of management to better understand their individual role and responsibilities as well as those for the whole committee.

It provides an outline of:

* our policies
* key roles and responsibilities for members on the committee of management
* code of conduct and confidentiality
* decision making
* accountability and transparency.

Members of our committee of management will come and go depending on their term. This induction guide supports continuity of the quality of service operations and ensures practices, are not compromised if members are not aware of their roles and responsibilities.

Information in this induction guide provides a great start for committee of management members to understand their role and can also be used as a conversation starter for meetings and raising questions.

[add your own text here]

## Who are we

Our service is managed by a committee of management who are parents and local community members. Our service relies on the active effort of all members to ensure the service operates in accordance with relevant legislation and guidelines.

We are a committee of several members with individual roles and responsibilities which are guided by rules within our constitution.

Our committee works together with staff and parents of children at the service throughout the year to ensure effective operations and governance of our service. We have legal obligations to meet operations requirements. This also includes our work to review policies and procedures to make our kindergarten the best it can be.

[add your own text here]

## Support for committee members

The committee and members can access support to better understand and implement operational policies and practices. For questions and operations advice our committee can contact:

* The [Early Childhood Improvement Branch](https://www.vic.gov.au/contact-early-childhood-improvement-branch) which has dedicated teams across the State to support all early childhood services.
* [Early Learning Association Australia](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwiO5p-D2NWKAxVSS2cHHVmOKtAQFnoECAsQAQ&url=https%3A%2F%2Felaa.org.au%2F&usg=AOvVaw074gA5wiuYMv7QA_u6AzYA&opi=89978449) (ELAA). ELAA is the peak body for the early childhood education sector, championing excellence in early learning for children and supporting parents and service providers.
* The [Quality Assessment and Regulation Division](https://www.vic.gov.au/role-quality-assessment-and-regulation-division) (QARD) which is the Regulatory Authority for early childhood services in Victoria. The Regulatory Authority:

o regulates service providers of early childhood services to ensure they protect children’s health and wellbeing and comply with the Child Safe Standards

o assesses service quality under the National Quality Standard

o provides information and guidance to support early childhood services to meet their regulatory requirements.

[include additional information if required for your service]

## Our service operations

Our service provides …

[include as relevant:

* A funded 3-year-old kindergarten program
* A funded 4-year-old kindergarten program, pre-prep
* A combined funded 3 and 4-year old kindergarten program
* Early Start Kindergarten and Pre-Prep for eligible children
* Long Day Care for children aged XX-XX years
* All meals and daily consumables for children attending our service]

Our service has a Service Agreement with the Department of Education for the delivery of our kindergarten program which outlines the policies we need to follow and the kindergarten funding our service receives. The copy of the Service Agreement is saved into the electronic system SAMS. For information about the Service Agreement please speak to the President and/or Secretary.

To be eligible and maintain our kindergarten funding our service must:

* provide a kindergarten program delivered by a Victorian Institute of Teaching (VIT) registered qualified early childhood teacher.
* comply with organisational requirements. Refer to [Kindergarten Funding Guide](https://www.education.vic.gov.au/Documents/childhood/providers/funding/J641-Kindergarten-Funding-Guide-v6.pdf). These requirements include:
	+ reporting, such as completing an Annual Confirmation and Annual Census each year
	+ having a business plan and budget showing ongoing financial viability
	+ complying with all National Quality Framework regulatory requirements
	+ operating in accordance with Child Safe Standards
	+ having a comprehensive fees policy
	+ having a payroll system for staff.
* submit an annual Service Agreement Compliance Certification (SACC). The SACC contains a set of questions to certify that the funding received from the department was used on the services specified in the service agreement.

The SACC must be submitted to the department three months after our service’s reporting period, or seven days after our service’s Annual General Meeting.

A list of the service policies can be found at: [include link or where these can be found].

[add your own service text here]

## What is meant by quality service provision

The National Quality Framework (NQF) is Australia’s system for regulating early childhood education and care services. It provides a national approach to regulation, assessment and quality improvement.

Children's education and care services are assessed and rated against the National Quality Standard by regulatory authorities in each state/territory and given a rating for each of the 7 quality areas and an overall [quality rating](https://www.startingblocks.gov.au/resources/children-and-services/choosing-a-service/service-quality-ratings) based on these results.

[add your own service text here]

# GUIDELINE

## Committee of management roles and responsibilities

The make-up of our committee of management is represented in our constitution. It can change depending on elections held and persons our committee nominate, but it normally includes parents of children attending our kindergarten service, community representatives, and sometimes external professionals with relevant expertise.

## Table 1 - Our committee of management roles

[Note: The roles and responsibilities may vary for your service and for any role on the committee. The below is an example. Please update and amend to best reflect the roles and responsibilities relevant to your service and your service’s constitution].

|  |  |
| --- | --- |
| Executive Committee member roles* Secretary
* Treasurer
* President
* Vice President

[include and change roles as relevant to your service and outlined in the constitution]Note – more detailed information about individual roles and responsibilities of committee members can be found at: [Table 2 - Individual roles and responsibilities of committee](#_Table_2_-)  | General Committee member roles* Payroll and fundraising
* Enrolment Officer

[include and change roles as relevant to your service which may be:* Maintenance Officer
* Communications Officer
* Grants and Buildings Officer
* IT Officer
* OHS Officer]
 |
| The committees’ role and responsibilities includes:* working with staff to regularly review, assess and enhance service delivery to meet or exceed quality standards and best practices in early childhood education.
* supporting the effective governance of the service operations by ensuring the service operates in accordance with legal requirements, National Quality Standards, and service policies.
* understanding and adhering to obligations, as an approved provider, under the Education and Care Services National Law Act 2010 (National Law) and the Education and Care National Regulations (National Regulations).
* attending and participating in committee meetings and committee matters.
* preparing for committee meetings and important matters such as the Annual General Meeting.
* progressing committee matters in line with the constitution/rules.
* planning for operations in a strategic way to ensure our service offers a quality program, is staffed appropriately and remains financially viable for the long term.

Committee members oversee and manage:* decision making about the operations and direction of the kindergarten based on quality improvement plan (QIP), finances, staffing performance and needs.
* drafting and voting on changes to the constitution and kindergarten policies
* budget approvals, loans, grants or donations.
* approval of staffing model to ensure ratios and appropriate wages are paid.
* processes to ensure the code of conduct is followed.
* ensuring the kindergarten service is a child safe organisation by complying with the Child Safe Standards.
* Communications to stay up to date and informed with information and resources communicated by the Department of Education.
 |

Information last updated on [enter date]

For a list of committee meetings please see: [Calendar of events and committee meetings](#_Calendar_of_events)

## Committee rules / constitution

Our constitution sets out all rules and the purpose of our service as an organisation. It lists the rights and responsibilities of all members and office holders.

Under the model rules there are 23 matters set out in Schedule 1 of the Associations Incorporation Reform Act 2012 (the Act),[[3]](#footnote-4) 8 of the matters are mandatory and 5 are optional because they may not be applicable for all associations. If our committee decides or needs to make changes to its own rules it must be through:

* a vote on a special resolution for the changes to the rules; and
* applying for approval of the proposed changes with Consumer Affairs Victoria within 28 days of the special resolution being passed.

Our constitution can be accessed at: [include here or provide link to this]

## Table 2 - Individual roles and responsibilities of committee

[Note: The roles and responsibilities may vary service to service and for any role on the committee. The below is an example. Please update and amend to best reflect the roles and responsibilities relevant to your service and your service’s constitution].

|  |  |
| --- | --- |
| **Role**  | **Responsibility** |
| **Secretary** | Service Operations / Governance* Keeping the committee’s records in order and up to date. Ensure committee members know where and how to access the records.
* Keeping an up to date list of committee members and contacts, including addresses and contact email and phone numbers.
* Stay up to date and informed with information and resources communicated by the Department of Education
* Working with the committee president and Service Director on preparation of meeting agendas. Distributing an agenda for meetings, keeping in mind any requirements under the constitution/rules such as, confidentiality and access to information.
* Collecting, reporting and responding to relevant committee business and correspondence as agreed to by the committee.
* Responding to requests for access to information in the association's register of members or to restrict access.
* Presenting applications for new members to the current committee for approval in accordance with the constitution/rules.
* Adding or removing [delegates of the incorporated association](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/secretary-committee-and-office-holders/delegates-of-incorporated-associations).
* Notifying Consumer Affairs Victoria (CAV) of a special resolution to wind up the association or distribute its assets.

Finance* Lodging an annual statement with CAV within a month after the annual general meeting (AGM).

Human Resources* Applying to CAV to change association details which may include name change, address, roles or constitution/rules.

Decision Making* Making decisions with committee on next meetings and effective communication of committee matters.

[include and change responsibilities listed above as relevant to your service and constitution] |
| **Treasurer** | Service Operations / Governance* Liaising with committee members and Bookkeeper/accounting persons to outline, discuss and ensure effective financial control of the service’s finances.

Finance* Overseeing the systems, processes and policies, in place to ensure good governance of the service’s finances. Ensure the Association is using a system that is secure and has correct accounting procedures and keeps all associated documentation for the required timeframes (i.e. invoices, receipts, bank statements etc.)
* Ensuring there is a system in place where bank accounts are reconciled against financial records at least once a month.
* Reviewing the bank reconciliation and signing it.
* Providing comprehensive and accurate financial reports to the committee, and ensuring all members understand the financial situation of the organisation.
* Ensuring that quarterly financial returns and year-end reports are completed, signed and returned with agreed deadlines.
* Presenting accounts to the members at the annual general meeting.
* Ensuring operations of the service comply with ATO requirements.
* Attending finance training if time and resources are available.

Human Resources* Supporting the committee to plan for staffing coverage, salaries and staff contracts by providing financial information and financial position.
* Overseeing and managing processes of staffing payroll.

Decision Making* Making decisions to ensure that any funds held by the committee are used in accordance with the terms of the business rules and services policies. Discussing with the President and committee where issues occur.
* Act as a financial signatory in line with the service’s financial procedures.

[include and change responsibilities listed above as relevant to your service and constitution] |
| **President** | Service Operations / Governance* Chairing and leading committee meetings.
* Co-ordinating committee roles and taking action to progress operation matters of the service discussed with members.
* Working with Service Director/Educational Leader so that they are aware and fulfill the requirements of National Law and Regulations, Incorporated Association Constitution, State Government funding criteria and local government licence/lease criteria.
* With support from committee ensure that reporting requirements for the Department of Education are complied with. This includes a review of information on Service Agreement Management System (SAMS), Kindergarten Information Management System and NQAITS.
* Leading and supporting the process for the replacement of resigning committee members and the induction of new committee members, in line with the constitution/rules.
* Ensuring all hand over tasks for the committee are completed in a clear and timely manner (following nominations at AGM) and that incoming members are provided with a handover.

Finance* Coordinating with the Treasurer about the financial impact of committee decisions.
* Liaising with the committee including Treasurer to adopt financially sound service operations.

Human Resources* Working with and supporting the service processes relating to recruitment, rosters, staffing reporting, position descriptions and performance reviews as required. This includes being on any recruitment panel or support any staffing performance management issues.
* Supporting the Service Director/Committee Secretary to ensure confidentiality and secure processes are followed for records keeping. This included storage of key documents, including licences, insurances, certificates, policy documents etc. and ensuring records are maintained and up to date.

Decision Making* Making decisions as the official signatory and representative for committee. This includes working with Service Director and staff to draft any media or staff Association notices where required and speak on behalf of committee within the broader community, represent or sign any paperwork in an official capacity on behalf of committee.
* Leading staff development and staff performance.
* Making decisions as an employer to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable.
* Making decisions to determine the way in which election for new members is held, i.e. through a ballot or those that raise an interest.
* Ensure that the committee plan and provide a handover with information to incoming committee members
* Making decisions on service budgets and staffing model to be adopted. This includes liaising with committee members to have all the information and communicating decisions in line with policy.

[include and change responsibilities listed above as relevant to your service and constitution] |
| **Vice-President** | Service Operations / Governance* Supporting the President on committee matters and standing in for the President as required.
* Keeping up to date with information from Department of Education and providing updates to committee members.
* Supporting the service operations where other committee members participate in training and mentoring the future President of the service.
* Chairing meetings and represent the service where the President is absent.

Finance* Supporting the President as required.

Human Resources* Supporting the President as required.

Decision Making* Making decisions in lieu of the President, where relevant.
* OH&S [this does not have to be the Vice-President. Please amend to best reflect your service setting]

[include and change responsibilities listed above as relevant to your service and constitution] |
| **Payroll Officer** | Service Operations* Working under guidance of the Treasurer to assist the Treasurer with the management of the staffing payroll.
* Developing and putting forward financial proposals to the committee.
* Working with the committee to manage coordination of all social activities and fundraisers.

Finance* + Coordinating fundraising activities.

Human Resources* Supporting the committee as required.

Decision Making[include and change responsibilities listed above as relevant to your service and constitution] |
| **Enrolment Officer** | Service Operations* Working with the President and committee members to ensure that enrolment processes and policies are in place.
* Where relevant work in line with the central enrolment scheme with the local government.
* Support to answer enrolment queries.
* Work with the committee to plan for public and parent communication about next year’s enrolments at the service.

Decision making[include and change responsibilities listed above as relevant to your service and constitution] |

Note: Information last updated on [enter date]

**Working with staff at our service**

Our committee is invested in ensuring the smooth operations of our service. We value and maintain positive relationships with all our staff.

Our committees’ role is to support the effective governance of the service operations by ensuring the service operates in accordance with legal requirements, National Quality Standards, and service policies.

Our teachers and educators role is to lead the pedagogy by way of promoting practices and curriculum decision making.

# RESOURCES FOR OUR COMMITTEE MEMBERS

## Welcome information for members

Suggestion to include:

|  |  |
| --- | --- |
| Contact numbers | * President contact
* Secretary contact
* Service Director contact (if applicable)
 |
| Committee term | Include the term of the role from when to when |
| Council contact | Include here contact for council. This may be for building lease and or Kindergarten Central Registration and Enrolment (CRES). See at: [Kindergarten Central Registration and Enrolment | vic.gov.au](https://www.vic.gov.au/kindergarten-central-registration-and-enrolment) |
| Access to premises | Include:* what are keys and locks that are needed to access the kindergarten premises, and
* how to get codes for entry
 |
| Computer log in details |  |
| Access to Department of Education systems | Include here:* KIMS/Arrival
* SAMs/Funded agency channel how to set up password and log in details for relevant members
* NQAITS access
 |
| Emergency and evacuation area map | Include emergency and evacuation area map |
| Department of Education contact | The Department of Education has dedicated staff in Early Childhood Improvement Branches who work with early childhood staff, services and providers to provide resources and tailored advice to support kindergartens.You can contact the Early Childhood Improvement Branch at: [Contact an Early Childhood Improvement Branch | vic.gov.au](https://www.vic.gov.au/contact-early-childhood-improvement-branch) |
| Early Learning Association Australia (ELAA) contact | ELAA supports independent kindergartens, early years managers, long day care, integrated services and local governments with advice, training, resources.You can contact ELAA at: [Contact Us - Early Learning Association Australia](https://elaa.org.au/contact-us/) |

## Operational supports for our service funded by Department of Education

In addition to kindergarten funding, the Department of Education funds a range of supports for community-based kindergartens, including committees of management.

Our service accesses the below supports: [please amend as relevant to your service setting]

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Company | Note | Contact |
| Payroll for all staff | Automatic Data Processing (ADP) | This includes payroll, leave entitlements and superannuation | [Customer Service | Client Support | ADP Australia](https://au.adp.com/customer-service.aspx?_gl=1*15hfibd*_up*MQ..*_gs*MQ..&gclid=EAIaIQobChMIwebg9tzVigMVMyyDAx2S1CE_EAAYASACEgKOhPD_BwE) |
| Information Technology through Kindergarten IT program | State Library Victoria | This includes access to internet, VOIP, Help desk and cyber security training | [Support & Help – Kindergarten IT Program](https://kindergarten.vic.gov.au/support/) |
| Critical Incident Response | Teleus Health | Available in emergency situations. | [Contact & Support | TELUS Health](https://www.telushealth.com/en-au/contact) |
| Mediation | Teleus Health | End-to-end mediation services to support workplace conflictresolution. | [Contact & Support | TELUS Health](https://www.telushealth.com/en-au/contact) |
| Governance advice and support | Early Learning Association Australia (ELAA) | This includes access to governance advice through ELAA advisors and free resources | [Contact Us - Early Learning Association Australia](https://elaa.org.au/contact-us/) |

## Calendar of events and committee meetings

[Include here events and committee meetings for members to be aware of]

|  |  |
| --- | --- |
| **Service events**The key events for our service include:* Orientation day
* Enrolment
* NAIDOC Week
* Fundraiser day
* Book week
* Fundraiser day: odd shoes and socks
* Special friends day
* Working bee
* Incursion day
* Teacher’s day

[Include events for members to be aware of] | **Committee meetings**The committee meet [insert how frequent]. This can be in person or online.Committee meetings are held at [insert times] on the following dates:* day/month
* day/month
* day/month
* day/month
* day/month
* day/month (AGM)
* Handover meeting - as soon as possible after the AGM. Handover meeting to ensure the new committee receive relevant files/documents and information essential to fulfil their role and responsibility.

[Include above relevant meetings for committee members to be aware of] |

## Code of Conduct including Confidentiality and Privacy

The Code of Conduct for our committee members ensures that our members are aware of the expectations of the committee and how to meet their obligations. The code of conduct reflects commitments to being a child safe organisation and expected behaviours.

The Code of Conduct is one of the ways our committee can support our service to be a Child Safe Organisation.

[Include your service’s code of conduct here]

For non-government organisations, that provide services to children and are funded by the Victorian Government, our service is required to be:

• an incorporated separate legal entity that can be sued in their own right in child abuse proceedings

• appropriately insured against child abuse.

This Victorian funding requirement for services to children (Funding Guideline) has been introduced to implement recommendations made by the Betrayal of Trust Report in 2013 and the Royal Commission into Institutional Responses to Child Sexual Abuse.

Note: Organisations that are insured through the Victorian Managed Insurance Authority (VMIA) are compliant with the Funding Guideline insurance requirements. Provision of a current Certificate of Currency will be adequate to meet the department’s requirements.

## Child Safe Standards

Early childhood services must comply with all the Child Safe Standards. Services must implement all aspects of the 11 Standards. These include the following elements:

* The service makes a public commitment to child safety (2.1).
* A child safe culture is championed and modelled at all levels of the service from the top down and bottom up (2.2).
* Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels (2.3).
* Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities (2.4).
* Risk management strategies focus on preventing, identifying and mitigating risks to children and young people (2.5).
* Staff and volunteers understand their obligations on information sharing and record keeping (2.6).

## Service Policies

Our committee ensures that as leaders we develop a vision, plans for our service including policies and strategies focused on improving outcomes and performance, and building strong and productive partnerships between all stakeholders.

Our service must ensure that we have policies and procedures covering a range of areas set out in the Kindergarten Funding Guide and in regulations 168 and 169 of the National Regulations and that these are accessible to nominated supervisors and staff members.

Our policies are regularly updated to ensure they are current. [include text here on last review of policies as relevant to committee members]

Full versions of all our kindergarten service policies are available at: [include link to the policies and/or where to find these]

*Our service policy folder is kept in the office and is available to you and can be accessed at any time*

Table 3 – Service policies include [amend as relevant for your service]

|  |  |  |
| --- | --- | --- |
| **Health and Safety** * Food Safety Policy
* Hygiene
* Nutrition and Active Play
* Relaxation and Sleep
* Road Safety and Safe Transport
* Sun Protection
* Supervision of Children
* Tobacco, e-Cigarettes, Alcohol and Other Drugs
* Water Safety
 | **Dealing with medical conditions in children*** Dealing with Medical Conditions
* Administration of First Aid
* Administration of Medication
* Anaphylaxis and Allergic Reactions
* Asthma
* Diabetes
* Epilepsy
 | **Staffing*** Code of Conduct
* Equal Employment Opportunity
* Occupational Health and Safety
* Occupational Violence and Aggression
* Overtime/Time in Lieu
* Participation of Volunteers and Students
* Prevention of Harassment and Bullying
* Privacy and Confidentiality
* Return to work
* Staff Grievance and Discipline
* Staff Health and Wellbeing
* Staffing
 |
| **Incident, injury, trauma and illness*** Incident, Injury, Trauma and Illness
 | **Emergency and evacuation*** Service closure policy
* Emergency and Evacuation
* Environmental Sustainability
 | **Providing a child safe environment*** Child Safe Environment
* E-Safety for Children
 |
| **Dealing with infectious diseases*** Dealing with Infectious Diseases
 | **Delivery of children to, and collection of children*** Delivery and Collection of Children
 | **Excursions** * Excursions and Service Events
 |
| **Interactions with children*** Interactions with Children
* Inclusion and Equity
 | **Enrolment and orientation*** Priority of access
* Educational Program
* Enrolment and Orientation
 | **Governance and management of the service*** Governance and Management of the Service
* Determining Responsible Person
* Workplace Discrimination and Harassment
* Privacy and records management
 |
| **The acceptance and refusal of authorisations** * Acceptance and Refusal of Authorisations
 | **Payment of fees and provision of a statement of fees charged** * Fees
 | **Dealing with complaints** * Complaints and Grievances
 |

## Annual Report

As an Incorporated Association, we must hold a general meeting every year within five months of the end of the kindergarten service’s financial year. The meeting must be in the form outlined in the constitution and must include a financial statement of the organisation's affairs.

The annual report from the last financial year can be accessed at: [include link or how to access the report]

## Minutes of last Annual General Meeting

The Secretary is the contact person for all minutes of meetings. Minutes of the last annual general meeting can be accessed at: [include link or how to access the minutes]

## Financial Statement/s and Position

For each financial year, our association has financial reporting obligations to our members, Consumer Affairs Victoria, and the Department of Education.

For Financial Statements information please contact the Treasurer and/or President.

## OHS requirements

The Occupational Health and Safety Act 2004 (OHS Act) is the main workplace health and safety law in Victoria. It sets out key principles, duties and rights about OHS. [Include here information relevant to your service]

## Resource library

We have a resource library that can be accessed at: [Include here information relevant to your service]

Table 4 – Resource library

|  |  |
| --- | --- |
|  Topic | Available at |
| Legislation | [National Law and Regulations](https://www.acecqa.gov.au/nqf/national-law-regulations/national-law) |
| Compliance  | [National Quality Standards](https://www.acecqa.gov.au/nqf/national-quality-standard) |
| Planning for quality improvement | [Quality Improvement Plan](https://www.acecqa.gov.au/assessment/quality-improvement-plans) |
| Child Safe Standards | [Child Safe Standards](https://www.vic.gov.au/early-childhood-services-child-safe-standards) |
| Mandatory Reporting | [Reportable Conduct Scheme](https://ccyp.vic.gov.au/assets/Uploads/Early-Years-Reporting-Flowchart.pdf)[Child Protection in Early](https://www.vic.gov.au/child-protection-early-childhood-online-learning) [Childhood: Online Learning](https://www.vic.gov.au/child-protection-early-childhood-online-learning)  |
| Operator and service manager resources |
| Annual planning cycle |  |
| Staff development and performance management | [Our service uses Model Works to plan for staffing](https://elaa.org.au/resources/free-resources/modelworks-v4-manual/) |
| Financial management | [Our service uses Budget Works](https://elaa.org.au/resources/free-resources/budgetworks-v4-manual/)[Consumer Affairs Victoria – Financial Statements and Auditing Requirements](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/annual-reporting/financial-statements-and-auditing)[Department of Education Service Agreement - SACC](https://fac.dffh.vic.gov.au/de-service-agreement-requirements-2024-2028)[Kindergarten Funding Guide](https://www.vic.gov.au/kindergarten-funding-guide) |
| Records keeping | [Record Keeping Timelines](https://www.ato.gov.au/businesses-and-organisations/preparing-lodging-and-paying/record-keeping-for-business/overview-of-record-keeping-rules-for-business) [Record-keeping - Fair Work](https://www.fairwork.gov.au/pay-and-wages/paying-wages/record-keeping) |

1. The Secretary is the designated committee member who lodges required information with Consumer Affairs Victoria, for more information refer to: [Secretary - incorporated associations](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/secretary-committee-and-office-holders/secretary) [↑](#footnote-ref-2)
2. Miedel & Reynolds, 1999 [↑](#footnote-ref-3)
3. See: [Associations Incorporation Reform Act 2012 | legislation.vic.gov.au](https://www.legislation.vic.gov.au/in-force/acts/associations-incorporation-reform-act-2012/017) [↑](#footnote-ref-4)