

POLICY STATEMENT

The Southern Mallee District Council provides a quality child care service that operates according to all legal requirements. It makes every effort to reflect the special nature of the community and encourages parent input.

The Child Care and COGS Coordinators assist the Southern Mallee District Council in its performance and in managing the Mallee Child Care Service.

Day to day decisions about the running of the Service is delegated to the Child Care and COGS Coordinators. The Coordinators ensure that decisions are made in a proper manner (in accordance with the Local Government Act 1999) and in the best interests of the Service.

The Southern Mallee District Council may consult with the Advisory Teams when making decisions that may affect the operations at each site.

For the purpose of this Policy, “parents” include parents, guardians and families.

Rationale:

The Child Care and COGS Coordinators are responsible to Southern Mallee District Council and the consultative framework of the Service. Membership of each Advisory Team should reflect the community in which it is located.

Children need:

- Quality childcare.

Parents need:

- A quality child care Service
- Information about how the Service is managed
- Input into management of the Service
- Open and transparent processes.

Staff need:

- A competent employer
- Clear 2-way lines of communication to the employer
- Efficient administration system in place
- Open and transparent processes.

COGS Management needs:

- Open and transparent processes
- Clearly defined roles and responsibilities
- Good team liaison with the Team Leaders, Advisory Teams and staff
- Defined decision making processes
- An process for solving grievances
- Orientation into management role
- Continuity of management.

National Quality Framework:

QA6 Collaborative Partnerships with families and communities		
Standard 6.1	Supportive relationships with families	Collaborative partnerships with families and communities
Element 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.
Standard 6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
Element 6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.
Element 6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.
Element 6.2.3	Community engagement	The service builds relationships and engages with its community.

Legislation

Local Government Act 1999; Version 24-11-2011

Educational and Early Childhood Services (Registration and Standards) Act 2011

Educational and Care Services National Regulations

Government funding guidelines

Policy Name and Version No.	Advisory Team V1.1
Previous Policy Review Date	December 2001
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Next Policy Review Date	June 2020
Responsibility	COGS Administration Coordinator