

GOVERNANCE AND MANAGEMENT OF THE SERVICE POLICY

Mandatory – Quality Area 7

Purpose

This policy outlines the duties, roles and responsibilities of the Parent Activity Group at a Goulburn Region Preschool Assoc. Inc Service.

Goulburn Region Preschool Assoc. Inc has separate governance and management policies that govern the operation of the Early Years Management (EYM).

1 POLICY STATEMENT

1.1 VALUES

GRPSA is committed to providing support to Parent Activity Groups to ensure that there are appropriate systems and processes in place to enable:

- good governance and management of the organisation
- accountability to its stakeholders
- compliance with all regulatory and legislative requirements placed on the organisation.
- the organisation to remain solvent and comply with all its financial obligations.

1.2 SCOPE

This policy applies to the members of the association, and all subcommittees of the Parent Activity Group.

1.3 PROCEDURES

1.3.1.1 The Approved Provider is responsible for:

- Providing support to the Parent Activity Group when requested

2 CORE ELEMENTS OF THE GOVERNANCE MODEL

The following are the core elements of the governance systems for a Parent Activity Group:

2.1.1.1 Stewardship/custodianship

Ensure:

- the service pursues its stated purpose.
- budgets and financial accountability are maintaining.
- the Parent Activity Group manages risks appropriately

2.1.1.2 That in the event of an emergency situation such as a pandemic or other national or state emergency declaration; the DET advice is followed and adhered to. In the case where this advice differs from GRPSA policy, the DET-advice will be followed.

2.1.1.3 Leadership, forward planning and guidance

Provide leadership, forward planning and guidance to the service, particularly in relation to developing a strategic culture and directions.

2.1.1.4 Authority, accountability, and control

Be accountable to members of the service.

- Maintain focus, integrity and quality of service.
- Oversee legal functions and responsibilities.
- Declare any actual, potential or perceived conflicts of interest (refer to *Definitions* and Attachment 1 – Sample *Conflict of interest disclosure statement*).

3 LEGAL LIABILITIES OF MEMBERS OF THE PARENT ACTIVITY GROUP

The Parent Activity Group is responsible under the constitution to take all reasonable steps to ensure that the laws and regulations relating to the operation of the service are observed. Members of the Parent Activity Group are responsible for ensuring that:

- reasonable care and skill are exercised in fulfilling their roles as incorporated associations.
- they act honestly, and with due care and diligence.
- they do not use information they have access to, by virtue of being on the Parent Activity Group improperly
- they do not use their position on the Parent Activity Group for personal gain or put individual interests ahead of responsibilities.

4 CONFIDENTIALITY

All members of the Parent Activity Group and subcommittees who gain access to confidential, commercially sensitive and other information of a similar nature, whether in the course of their work or otherwise, shall not disclose that information to anyone unless the disclosure of such information is required by law (refer to *Privacy and Confidentiality Policy*).

Members of the Parent Activity Group and subcommittees shall respect the confidentiality of those documents and deliberations at Parent Activity Group or subcommittee meetings, and shall not:

- disclose to anyone the confidential information acquired by virtue of their position on the Parent Activity Group or subcommittee
- use any information so acquired for their personal or financial benefit, or for the benefit of any other person.
- permit any unauthorised person to inspect, or have access to, any confidential documents or other information.

This obligation, placed on a member of the Parent Activity Group or subcommittee, shall continue even after the individual has completed their term and is no longer on the Parent Activity Group or subcommittee.

The obligation to maintain confidentiality also applies to any person who is invited to any meetings of the Parent Activity Group or subcommittee as an observer or in any other capacity.

5 ETHICAL PRACTICE

The following principles will provide the ethical framework of the Parent Activity Group

- treating colleagues, parents/guardians, children, suppliers, public and other stakeholders respectfully and professionally at all times
- dealing courteously with those who hold differing opinions.
- respecting cultural differences and diversity within the service and making every effort to encourage and include all children and families in the community.
- having an open and transparent relationship with government, supporters and other funding bodies.
- operating with honesty and integrity in all work
- being open and transparent in making decisions and undertaking activities, and if that is not possible, explaining why.
- working to the standards set under the *National Quality Framework* and all applicable legislation as a minimum and striving to continually improve the quality of the services delivered to the community.
- disclosing conflicts of interest as soon as they arise and effectively managing them (refer to Attachment 1 – Sample *Conflict of interest disclosure statement*)
- recognising the support and operational contributions of others in an appropriate manner
- assessing and minimising the adverse impacts of decisions and activities on the natural environment.

6 MANAGING CONFLICTS OF INTEREST

Conflicts of interest, whether actual, potential or perceived, must be declared by all members of the Parent Activity Group or subcommittee, and managed effectively to ensure integrity and transparency.

Every member of the Parent Activity Group or subcommittee has a continuing responsibility to scrutinise their transactions, external business interests and relationships for potential conflicts and to make such disclosures in a timely manner as they arise.

The following process will be followed to manage any conflicts of interest:

- all parent activity group members should disclose any conflict of interest before each parent activity group meeting.
- whenever there is a conflict of interest, as defined in this policy, the member concerned must notify the President of such conflict, as soon as possible after identifying the conflict.
- the minutes of the meeting must reflect that the conflict of interest was disclosed, and appropriate processes followed to manage the conflict.

All violations of the requirement to disclose and manage conflicts shall be dealt with in accordance with the constitution of the Venue parent activity group.

7 EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, Parent Activity Group will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- monitor the implementation, compliance, complaints, and incidents in relation to this policy.
- keep the policy up to date with current legislation, research, policy and best practice.

8 AUTHORISATION

This policy was adopted by the Approved Provider of GRPSA in August 2012

Reviewed and Approved: 24th September 2016.

Reviewed and Approved: June 2020

Reviewed and Approved: September 2021

Reviewed and Approved: August 2026

9 REVIEW DATE: AUGUST 2029

Attachment 1:

Conflict of Interest Declaration Form

Name in Full:

Postal Address.....

.....

Position on PAG.....

Declaration:

I hereby declare the following conflict of interest: (Note: Tick all applicable boxes)

REAL ☐ POTENTIAL ☐ PERCEIVED ☐

Please provide a brief outline of the nature of the conflict (details may be included privately in a separate confidential envelope if appropriate).

Please detail the arrangements proposed to resolve/manage/ the conflict (attach separately if appropriate).

I, (insert full name) hereby agree to:

- Update this disclosure throughout the period of my tenure on the Parent Activity Group on an annual basis or until such time as the conflict ceases to exist.
- Co-operate in the formulation of a “conflict of interest management plan” as required.
- Comply with any conditions or restrictions imposed by the PAG to manage, mitigate or eliminate any actual, potential or perceived conflict of interest.

Signed ----- Date -----