Centre Management Policy

1 Purpose and Scope

1.1 This policy outlines the day-to-day operational management arrangements for Ashgrove West Pre-School Centre Incorporated (**AWPS** or **the Centre**), including the roles, responsibilities, and delegations that support the effective and compliant operation of the service.

1.2 This policy ensures compliance with the Education and Care Services National Law and the Education and Care Services National Regulations (together, **National Law**), in particular Regulation 168(2)(l).

1.3 This policy applies to the Management Committee, the Director, Nominated Supervisor, Responsible Person, and all staff of the Centre.

2 Roles and Responsibilities

2.1 The President of the Management Committee is the Approved Provider and has ultimate responsibility for governance, compliance, and strategic direction, and the President and Management Committee delegates day-to-day operational management of the Centre to the Director.

2.2 The Director is responsible for the overall leadership, management, and operation of the Centre, including educational programming, staff management, enrolments, compliance, and communication with families.

2.3 The Nominated Supervisor is the person designated under the National Law to be responsible for the day-to-day management of the service. The Director may also hold the role of Nominated Supervisor.

2.4 The Responsible Person is the person in day-to-day charge of the Centre at any given time.

2.5 A Responsible Person must be physically present at the Centre at all times when children are being educated and cared for.

3 Responsible Person Requirements

3.1 A Responsible Person must be present at the Centre at all times children are in attendance, in accordance with Regulation 150.

3.2 The Responsible Person must be a fit and proper person and must consent to the role in writing.

3.3 The name and position of the Responsible Person in charge of the Centre must be displayed prominently at the Centre at all times.

3.4 Where the Nominated Supervisor is absent, an appropriately qualified and consenting Responsible Person must be placed in day-to-day charge.

4 Staffing and Educator-to-Child Ratios

4.1 The Centre must maintain educator-to-child ratios that meet or exceed the requirements of the National Regulations at all times.

4.2 For children over preschool age (kindergarten program), the minimum ratio is 1 educator to 11 children.

4.3 Staff rosters must be planned to ensure that ratios are maintained at all times, including during breaks, excursions, and periods of staff absence.

4.4 All educators must hold (or be actively working towards) the minimum qualifications required under the National Regulations.

5 Delegations from Management Committee to Director

5.1 The Management Committee delegates to the Director authority for the operational management of the Centre, including (but not limited to) enrolments, programming, day-to-day staffing decisions, communication with families, and routine maintenance.

5.2 Matters that remain within the authority of the Management Committee include approval of the annual budget, setting of fees, employment and termination of the Director, significant capital expenditure, and policy approval.

5.3 Financial delegations and expenditure controls are subject to the following requirements under the Rules:

(a) payments of $300 or more must be made by cheque or electronic funds transfer;

(b) the Management Committee may delegate approval of payments or expenditure incurred in accordance with an approved budget to up to 3 authorised persons who are members of the association; and

(c) any proposed payment or expenditure outside of an approved budget (other than expenditure reasonably incurred in an emergency) must be approved by 2 members of the Management Committee and reviewed and ratified by the Management Committee at its next meeting.

5.4 Delegations must be documented and reviewed annually.

6 Communication Between Management Committee and Staff

6.1 The Director is the primary communication link between the Management Committee and the staff team.

6.2 The Management Committee must ensure that staff are informed of decisions that affect their roles and the operation of the Centre in a timely manner.

6.3 Staff may be invited to attend Management Committee meetings to provide reports or information as required.

7 Maintenance of Premises and Equipment

7.1 The Director is responsible for ensuring that the Centre's premises and equipment are safe, clean, well-maintained, and fit for purpose.

7.2 Regular safety checks and maintenance schedules must be documented.

7.3 Any hazards or maintenance issues identified must be reported and addressed promptly. Issues requiring significant expenditure must be escalated to the Management Committee for approval.

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8 Compliance Monitoring and Quality Improvement

8.1 The Director must ensure ongoing compliance with the National Law, the National Quality Standard, and all applicable legislation.

8.2 The Centre must develop and maintain a Quality Improvement Plan (QIP) that identifies areas for improvement and documents progress.

8.3 The Management Committee must be kept informed of compliance matters and any areas of risk.

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9 Notifications to Regulatory Authority

9.1 The Approved Provider (President of the Management Committee) must ensure that all required notifications are made to the regulatory authority within the prescribed timeframes, including changes to the Nominated Supervisor, serious incidents, complaints alleging a breach of the National Law, and any other notifiable events.

9.2 The Director must advise the Management Committee promptly of any matters that require notification.

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10 Insurance

10.1 The Management Committee must ensure that the Centre holds adequate and current insurance, including public liability, professional indemnity, workers' compensation, building and contents, and any other insurance required by law or by C&K affiliation requirements.

10.2 Insurance policies must be reviewed annually to ensure adequacy of coverage.

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11 Policy Review

11.1 This policy will be reviewed by the Director and Management Committee annually, or earlier if significant changes occur in legislation, regulatory guidance, or organisational requirements.

11.2 Any updates to this policy will be communicated to staff, and families as appropriate.

Date of adoption: **21/07/2026**

Date of next review: **21/07/2027**