

# Early Years Services – QA7.5 Governance and Management

TRIM Reference: D15/54262 Due for Review: 17 January 2022  
Responsible Officer: Coordinator Early Years

## Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment to ensure that governance systems are in place for all Surf Coast Shire Early Years Services. It is important for a service to have effective leadership and management to ensure a high quality health, education and care service delivering quality outcomes for children and families. Governance arrangements for services are required to reflect the appropriate legal status and authority to hold both provider approval and service approval

## Policy Principles

Evidence of link to National Quality Standard: 7.1.1, 7.3.5  
Evidence of link to Education and Care Services National Regulations:168 (2) (I)  
Victorian Children's Services Regulations (2020)  
Maternal and Child Health Service Program Standards 2019  
Maternal and Child Health Service Program Guidelines 2019

## Scope

All Surf Coast Shire Council Early Years Services.\*

\* Family Day Care educators: are self-employed educators, operating their business under the approved provider - Surf Coast Shire Council.

## Policy

- Approved provider and licensee of the Surf Coast Shire Council Early Years Services listed in this policy, governance and management procedures set out in Surf Coast Shire Council policies and procedures will be applied to and implemented at the listed services.
- Surf Coast Shire Council Early Years Services sit within the Division of Community Strengthening. Management (inclusive of decision making) is provided through the Early Years Unit.
- Day to day operations of the services will be managed by the responsible person at each service; with the support of the Surf Coast Shire Council, in accordance with relevant laws and regulations.
- Confidentiality of Records: All persons involved in Surf Coast Shire Council Early Years Services have the right to the maintenance of appropriate confidentiality. The services are committed to protecting the privacy of all stakeholders and conduct business with respect and integrity. Services maintain and securely store all records required under legislation, ensuring confidentiality and easy access by authorised persons. This includes both electronic and hardcopy format. Refer to *Surf Coast Shire Council Early Years Services Confidentiality, Management and Storage of Records Policy and Procedure*.

Family Day Care – Refer to *Surf Coast Shire Council Family Day Care Governance and Management Work Instructions*.

## Definitions

### Governance

The need for governance exists anytime a group of people come together to accomplish an end. Though the governance literature proposes several definitions, most rest on three dimensions: authority; decision-making, and accountability. A working definition of governance reflects these dimensions: *Governance determines who has power, who makes decisions, how other players make their voice heard and how account is rendered.* Ultimately, the application of good governance serves to realise organisational and societal goals.

## Related Procedure

Nil.

## References

### Related Surf Coast Shire Council and Early Years Services Policies

D15/16337 Early Years Confidentiality, Management and Storage of Records Policy

### Related Surf Coast Shire Council and Early Years Work Instructions and Forms

D14/28924 Family Day Care Governance and Management Work Instructions

### Other References

Education and Care Services National Law 2010  
Education and Care Services National Regulations 2011  
ACECQA National; Quality Framework Resource Kit  
Victorian Children's Services Regulations 2020  
Maternal and Child Health Service Program Standards 2019  
Maternal and Child Health Service Program Guidelines 2019  
Childcare Services Handbook (Department of Education)

## Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community – 1 April 2014
2	Amended	Manager Aged and Family – 23 June 2017
3	Amended	Manager Community Strengthening – 23 June 2019
4	Amended	Manager Community Strengthening – 17 July 2020