

Management Committee Policy

PURPOSE

The Management Committee provides families and the local community with the opportunity to actively participate in the management and direction of the Out of School Hours Care (OSHC) Service. When families and community members are involved in decision-making, they gain a better understanding of the Service's operations, policies, priorities, and local issues. Participation supports continual improvement of the quality of education and care provided to children. The Management Committee operates in accordance with the Service philosophy, National Law, Regulations, and National Quality Standards to ensure ethical, professional, and effective governance.

SCOPE

This policy applies to children, families, staff, management, visitors, and all members of the Management Committee.

Implementation

The Management Committee enables families to have a voice in how the OSHC Service operates. Members work in partnership with Service management and educators to support decision-making, policy review, and strategic planning. The Committee is elected annually at the Service's Annual General Meeting (AGM) and includes the Executive Committee (Chairperson, Treasurer, Secretary), Approved Provider, Nominated Supervisor, Director, parent representatives, and two staff representatives.

Families are welcome to join at any time throughout the year.

The Committee ensures effective governance of the OSHC Service by supporting families to engage with the Service philosophy, policies, procedures, and Quality Improvement Plan (QIP). Committee members are responsible for adhering to the Service's Code of Conduct, maintaining confidentiality, and holding a valid Working with Children Check, Vulnerable Person Check, or Criminal History Check as relevant. New Committee members receive an induction guided by a checklist to ensure they understand their roles, responsibilities, and the Service structure.



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Functions of the Management Committee

The Management Committee oversees the overall operation of the Service and sets strategic direction. Committee members contribute according to their skills and interests across four key functions:

Function	Responsibilities
Finance	Managing daily finances, administration, employee duties, budgeting, financial statements, legal requirements, insurance, reporting to Government bodies, and fundraising.
Communication	Publicity, public relations, informing families and the community of decisions, new policies, events, and initiatives.
Future Planning	Contributing to the Quality Improvement Plan (QIP) and Professional Development Plan for educators and staff.
Policy Development	Formulating, updating, and reviewing the Service’s policies, procedures, and philosophy in collaboration with the Nominated Supervisor, staff, and families.

Committee Meetings

Meetings are held on the first of every month on Mondays from 6:30 pm to 7:30 pm. Agendas and notices are posted on the Service noticeboard, and families may request meeting schedules, agendas, or minutes via email. Families are encouraged to attend and may vote on motions. Management keeps families informed of decisions, changes to policies, and the grievance procedure.

Induction for New Committee Members

New Committee members complete a structured induction to ensure they understand the OSHC Service, their roles, and responsibilities.

Information Provided	Description
Service Overview	History, philosophy, and structure of the OSHC Service.
Committee Roles	Duties, responsibilities, legal obligations, financial status, and sub-committees.
Introductions	Senior management, other committee members, Nominated Supervisor/Director.
Documentation	Constitution, policies, procedures, terms of appointment, current members’ contacts, meeting schedules, previous minutes, last annual report, MTOP
Mentorship & Support	Assigned mentor and ongoing guidance.
Acknowledgements	Signed confidentiality agreement and Code of Conduct.

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Induction for New Committee Members

Upon completing induction, each member confirms understanding of their duty to act in good faith, exercise care and diligence, avoid conflicts of interest, and not misuse their position or information for personal gain.

Responsibilities of Committee Members

Committee members must actively participate, maintain professionalism, uphold ethical standards, and contribute to decisions that enhance the quality and sustainability of the Service. They are responsible for supporting families' engagement, contributing to policy development, reviewing the QIP, and ensuring that all Service operations comply with National Law and Regulations.

Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all governance practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and responsibilities undertaken by the Management Committee.

This means that all decisions made by the Management Committee must prioritise the protection, safety and wellbeing of children above all other considerations, including operational, financial or organisational interests. Committee members are required to exercise professional judgement, act ethically and in good faith, and ensure that all governance decisions support a safe, compliant and high-quality environment for children.

The Service will ensure that Management Committee members understand their responsibilities in relation to child safety, including maintaining confidentiality, adhering to the Service's Code of Conduct, and complying with legislative and regulatory requirements. Decision-making processes will be transparent, accountable and informed by the Service philosophy, policies and Quality Improvement Plan, with a clear focus on minimising risk and promoting children's wellbeing.

All governance practices undertaken by the Management Committee must prioritise children's safety, rights and wellbeing, ensuring that the Service consistently operates in a manner that protects children and supports positive outcomes for all.

Review

This policy is reviewed annually or sooner if required due to changes in legislation, service needs, or feedback from families and Committee members. Reviews ensure the policy remains relevant, effective, and supportive of good governance.



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Review

Date:	Changes:	Reviewed by:
26/11/2021	New policy (All updated)	Charmayne Nathan
04/07/2024	No changes made	Charmayne Nathan
17/09/2025	Policy was updated and condensed information	Charmayne Nathan
24/4/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan