

CHILD CARE SUBSIDY (CCS) GOVERNANCE POLICY

To comply with legislation when either applying or maintaining the Child Care Subsidy (CCS) a CCS Governance Policy is required. Our policy covers: evidence ensuring ongoing compliance with family assistance law, organisation size and structure, decision making, employment procedures, operational structure, financial viability and risk management.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

2.1	Provider approvals
2.2	Service approvals
Division 1	Applications for Service approvals
Division 3	Transfer of Service approvals

RELATED POLICIES

Payment of Fees Policy Enrolment Policy	Record Keeping and Retention Policy Governance Policy
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PURPOSE

Our Service aims to comply with the Child Care Subsidy legislative requirements associated with operating a fee reduction Service for eligible families. We will continuously examine our business and Service model to identify opportunities to cater to the needs of our families and community.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

APPROVED PROVIDER DETAILS

To claim Child Care Subsidy, our Service must be approved by a delegate of the Secretary of the Department of Education and Training by showing the required evidence and information to ensure ongoing compliance with the family assistance law.

Required information includes:

Provider & Service Approval Number	PR-40019889
Business Name	District Council of Karoonda East Murray
Trading Name	Mallee Kids Child Care
Contact Person	Mathew Morgan
Telephone	08 8578 1004
Mobile	0417 819 192
Email	council@dckem.sa.gov.au
Address	11 Railway Terrace, Karoonda
NQA ITS Details	Are you registered? YES
Provider Entity Name	District Council of Karoonda East Murray
ABN	36 186 937 991
Relevant Entity Documents (Financial Statements, signed partnership agreement etc) provided	YES
PRODA RA Number and Contact Details	9304550676 (Organisation – DCKEM) 3965329116 (Individual – Mathew Morgan) council@dckem.sa.gov.au 08 8578 1004

Working with Children Check	WWCC Number 950357	Expiry Date 7/5/2022	State/Territory South Australia
Details in which the provider or their personnel have an interest		Mathew Morgan	
External Management Organisation		Is your Service under the management of an external group? No	
Number of years of operation		0	

OUR SERVICE AND BUSINESS STRUCTURE

The following information describes the type and size of our childcare service operation, including: personnel, recruitment and professional development strategies, fee structure, philosophy and financial position.

Entity Type (Partnership, Private Company, Sole Trader, Public Company etc)	Local Government Authority
Information provided with application for provider approval	YES
Number of Managers	3 (CEO, GMCC & Service Coordinator)
Number of operation personnel	6
Recruitment and Professional Development Plans	Refer: ELM1 – Governance Policy ELM2 – Responsible Person Policy ELM5 – Code of Conduct Policy ELM12 - Staffing Arrangements Policy ELM14 – Supervision Policy
Structure of the business	See diagram on next page.
Number of sites and locations	1
Service Type	Centre Based Care

OPERATIONAL STRUCTURE

Days of Operation	Monday to Friday
Hours of Operation	7.30am to 6.00pm each day
Weeks of Operation	50 weeks [Closed Dec / Jan over Christmas break]
Fee Schedule	Refer to Payment of Fees Policy for particulars of fee payment arrangements.

	Fee Structure (effective 1 October 2019): Full Day (7.30 – 6.00) \$113 Short Day (7.30 – 3.00) \$86 Half Day – AM (7.30 – 12.30) \$60 Half Day – PM (12.45 – 6.00) \$60 Before School Hours (7.30 – 8.45) \$26 After School Hours (3.15 – 6.00) \$26 Late fee (15 min and/or part thereof) \$20	
Number of Licensed Children	15	
Services Provided	- Licensed for Centre Based Care for up to 15 children - Centre based care (long day) for children aged 3 months to school age - Limited places (when available) for school age children both before and after school	
Current Employees & Qualification	Name	Qualifications
	<ul style="list-style-type: none"> • Natalie Koch • Shona Shillabeer • Candice Ross • Wendy Wiencke • Emily Jolley • Mel Humphrys 	<ul style="list-style-type: none"> • Diploma • Diploma • Diploma • Diploma • Diploma • Cert III
Collection of Fees	Payment types accepted [Credit card, Direct Debit] Centrelink arrangements [Managed via XPLOR CCMS] Bond arrangements [No bond]	
Liabilities	No. Council has maintains a cash reserve.	

FINANCIAL OBJECTIVES

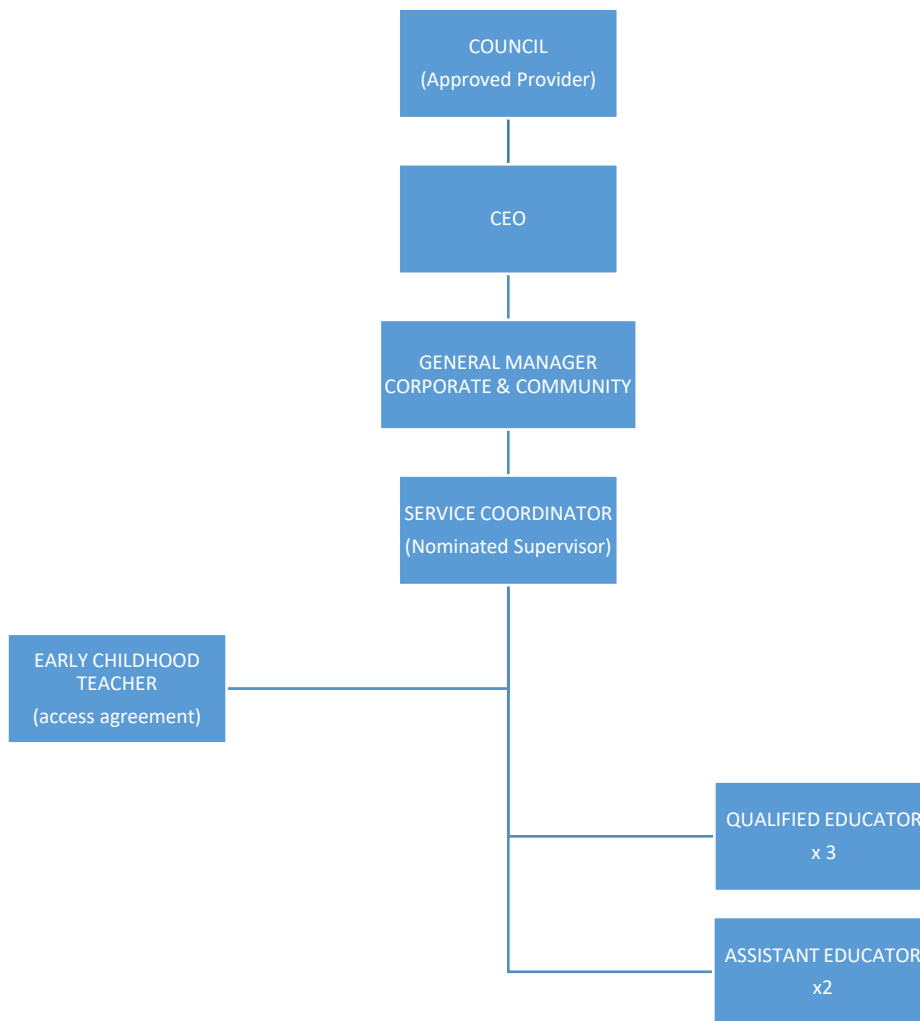
Our primary target for 2020 is to increase enrolment placements to 85%.

To achieve the above result, we routinely utilise the following promotional strategies:

- Community Open Days (first one held 21 September 2019)
- Local community promotion (by Council)
- Linkages and communication strategy with Karoonda Area School and Pre-school

To maintain a competitive position within our marketplace fees are reviewed annually and all associated functions are governed by our ‘Payment of Fees Policy’. This includes; management of fee increases, the collection of a Bond, collection of late fees, absences and public holidays.

ORGANISATIONAL STRUCTURE



NON-COMPLIANCE RISK MANAGEMENT

To ensure our continued commercial, operational and financial viability our Service will maintain a current Quality Improvement Plan, Professional Development and Training Plan, Personnel files, Professional Indemnity and Public Liability Insurance and a Child Care Management System.

TYPE OF RISK	PREVENTION / STRATEGIES IN PLACE	ACTION TO BE TAKEN
CCS Compliance	Use of Xplor CCMS for managing enrolments, fees and billing.	Weekly review by Service Coordinator, security access restricted to authorised personnel.
Insurances	Council holds civil liability policies through Local Government Risk Services (LGRS).	Reviewed each year by Council and LGRS and

		renewed automatically.
Service Competition	This is a new service, however a Quality Improvement Plan (QIP) and self assessment process will be implemented within the first 3 to 6 months of operation.	Develop the QIP and self assessment tools.
Submission of attendees	Managed via Xplor CCMS.	Ongoing
Submission of vacancies	Managed via Xplor CCMS.	Ongoing
Staff Skills and Knowledge	Council conducts annual performance reviews with half yearly updates to individual performance plans. This includes development of a 12 month professional development and training plan. More regular meeting will occur where a performance management plan is required.	Annually Six - Monthly
Accurate Data Reports	Managed via Xplor CCMS.	Daily Weekly

SOURCE:

Business Plan https://docs.education.gov.au/system/files/doc/other/business_plan_template.pdf

Australian Department of Education and Training <https://www.education.gov.au/child-care-providers>

Child Care Provider Handbook https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook.pdf

Becoming a Child Care Subsidy approved child care service <https://www.education.gov.au/becoming-child-care-subsidy-approved-child-care-service>

Building a Business Model https://gowriensw.com.au/images/pdf/Factsheet2_Final_Building_a_Business_Model.pdf

Setting up for the child care package <https://www.education.gov.au/transitioning-new-child-care-package>

Child Care Services Business Support Resource – A guide for considering your business https://docs.education.gov.au/system/files/doc/other/business_support_resource_1.pdf

DOCUMENT CONTROLS:

MALLEE KIDS CHILD CARE POLICY	
Reference Number	ELM7
Version	v1.0
Responsible Officer	General Manager Corporate & Community
Date Adopted	September 2019
Review Date	September 2020

Author (to whom changes are to be recommended)			
Position	Incumbent		
Chief Executive Officer	Matthew Morgan		
Contributors			
Position	Incumbent		
Reviewed by			
Position	Incumbent	Review Date	
General Manager Corporate & Community	Katrina Fromm	September 2019	
Approved by			
Position	Incumbent	Approval Date	
CEO	Matthew Morgan	September 2019	
History			
Date	Author	Revision	Nature of Change
Sep 2019	Matthew Morgan		New Policy Created
Publication			
<p>This is a policy of the District Council of Karoonda East Murray for the operation of the Mallee Kids Child Care service and will be available for inspection at Mallee Kids Child Care at 12 North Terrace, Karoonda or via the service website, www.malleekids.com.au .</p>			