

 <p>MACQUARIE University</p>	<h1 style="margin: 0;">GOVERNANCE AND SERVICE MANAGEMENT</h1>
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Purpose	To ensure U@MQ Ltd (Campus Life) Children’s Services will conduct its affairs legally, ethically and with integrity; identify its organisational risks and legal obligations and manage these through policies and relevant processes; and ensure that mechanisms are in place for fair and transparent governance.
Overview	<p>Good governance and management are essential for the provision of quality children’s programs, ensuring that the right decisions are made.</p> <p>U@MQ Ltd is a fully owned subsidiary of Macquarie University with its own governance structure and practices. These include a framework of rules, relationships, systems and processes by which authority is exercised and controlled in the organisation.</p> <p>U@MQ Ltd is governed by a volunteer Board, comprised of Executive members of Macquarie University and others as deemed eligible under the Constitution.</p> <p>Children’s Services is a business unit within Campus Life. It operates a range of Approved services as defined under the <i>Children (Education and Care Services National Law Application) Act 2010 and the Education and Care Services National Regulations 2010</i>. It also operates other children’s programs that do not fall under this Law.</p> <p>Each children’s service or program is managed by a Centre/Program Manager who reports to the General Manager, Children’s Services, who in turn reports to the CEO, U@MQ Ltd. The CEO reports directly to the U@MQ Ltd Board.</p> <p>Definitions:</p> <p>“U@MQ Ltd” – a subsidiary of Macquarie University, also commonly referred to as ‘Campus Life’</p>
Scope	Children’s Services
The Policy	<p>Refer to pages 4 and 5 for the organisational structures of Children’s Services and Campus Life.</p> <p>Board Powers</p>

The Executive Management Team (EMT) sets the organisation's strategic direction and this is approved by the Board. The Board provides effective governance to ensure excellent overall management of the organisation's business and financial objectives.

The Board delegates the responsibility of implementing the strategic plan and day-to-day management of the organisation to the CEO. In discharging its powers, each Director member will be bound by the Corporations Act, the Constitution and all policies of the organisation.

The Board will undertake ongoing support and professional development in the implementation of effective and evidence based governance practice in Children's Services.

Approved Services

U@MQ Ltd is responsible for the management and control of the organisation as the Approved Provider under the *Children (Education and Care Services National Law Application) Act 2010* and the *Education and Care Services National Regulations 2010*.

Appointment of Nominated Supervisors and Responsible Persons will be in line with the Determining the Responsible Person Policy (CS-00024).

Management Responsibilities and Authority

The strategic direction of Children's Services will align with the broader strategy of Campus Life and Macquarie University.

Management, in the form of the CEO and General Manager, Children's Services, will lead the strategic direction and take responsibility for monitoring the performance of Children's Services. They will ensure the Board have the necessary details and advice to inform their decisions, particularly in relation to compliance and the responsibilities of the Approved Provider.

Management authority includes:

- Overseeing Children's Services including its control and accountability systems;
- Reviewing, ratifying and monitoring systems of risk management and internal control, codes of conduct and legal compliance;
- Monitoring performance and implementation of strategy;
- Authorising appropriate delegations;
- Leading strategic direction;
- Developing performance objectives;
- Approving and monitoring financial and other reporting;
- Appointing and removing the centre/program managers;
- Ratifying the appointment of staff members;
- Ensuring policies are in place and comply with all applicable and relevant regulations and laws;

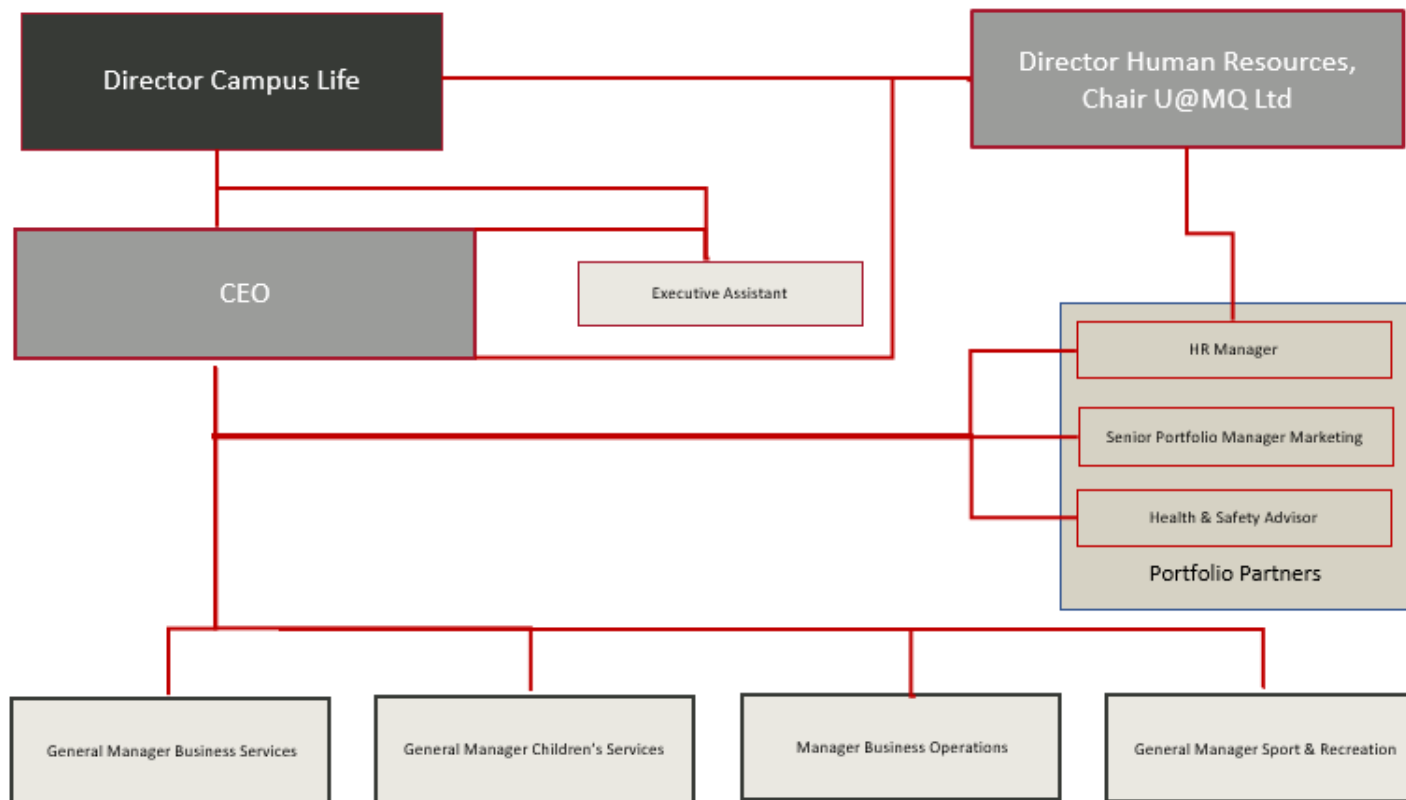
	<ul style="list-style-type: none"> • Ensuring appropriate resources are available to carry out the functions within Children’s Services; and • Approving and monitoring the progress of major capital expenditure. <p>Centre/program managers will support Management’s authority by:</p> <ul style="list-style-type: none"> • Developing and/or implementing tools and processes that ensure compliance with all regulatory requirements • Providing the necessary details and advice to Management to inform decision making at both a Management and Board level
Keywords	Management, Approved provider, authority, governance

Date Approved	6/6/2018
Signature	
Approval Authority	CEO of U@MQ Limited
Date of Commencement	6/6/2018
Amendment Dates	June 2018, Sept 2017, April 2013
Date for Next Review	May 2020
Related Policies, Work Instructions, Forms or Manuals	National Quality Standard: QA 7 Education and Care Services National Regulations Education and Care Services National Law CS-0011.Code of Conduct CS-0004 Confidentiality of Records Policy CS-0024 Determining the Responsible Person Policy
Policies/Rules Superseded by this Policy	CS-0034.B

CAMPUS LIFE MANAGEMENT TEAM



MAY 2018



CHILDREN'S SERVICES

MAY 2018

