

To be read with:

Version Control 1. Document adhering to dates, upgrades and location of specific information.

Clause 1

Corporate details to be read and adhered to Department of Justice Business Affairs Model Rules (Co-operative Act No. 84/1996 reprint No.1 and Co-operative Regulations Statutory Rule No. 103/1997)

Incorporated in 1975 - Incorp No: G0001614N

Office of Fair Trading and Business Affairs 2/452 Flinders St, Melbourne 3000

PO Box 4567, Melbourne 3001

Ph: 9627 6200 Fax: 9627 6210

Clause 2

Children Services Licences (3year registration)

LicId 13116 Limited Hour 2 – 43 Mason St, Newport

to be read and adhered to DEECD – Childrens Services Regulations 2009 Statutory Rule No. 53/2009 and Childrens Services Act 1996 No.53/1996

Registrations & Agreements – Incorporation – Dept of Justice & Business Affairs, ASIC, ACNC

DEECD - ACFE –delivery-Eligibility& Scope of Registration,

DHS – NHCP

DEECD - Children Services Department,

HBCC – recurrent Budget , (+ various Community grants)

DEEWR -FaCias – non-formula funding

Membership - SDLC – Avetmiss/NRolls support

- MYOB

- Our Community

- Cootacom – IT support/Mainteneace

- ANHLC

- Network West

- ACE Vic

- NetWork West

- Occasional Childcare Australia

- FKA (Free Kindergarten Association)

- Playgroup Victoria

Corporate Information

Insurance - DHS VMIA coverage Public liability and Professional Indemnity insurance

- QBE Business Insurance (Acuri & Assoc P/L) – House, Contents, Fire Insurance *Paid yearly*

- WorkSafe compliance – CGU Workers Compensation

Co-operative Activities- *as per clause 1* - responsibilities

Internal Audit* To be **conducted annually** in compliance with *AQTF standards (1.1)*

Director Liabilities & Legalities – *as per clause 1 and 2* and Organisation Chart v 1.1

Common Seal Practice Division 4 clauses 48 through to 53 - Authentication and execution of documents and confirmation of contracts.

Policies & Procedures Directors to endorse Policies and Procedures annually or when required as maintaining continuity with Legislations

Quality Assurance as per Quality Organisational Self Assessment Training (Certificate on wall and AIM Statement of Attainment)

Storage of Information as per Version Control 1 document – archived, filed, locked, electronic versions of files and computer back up. Privacy Act as per legislation

Asset Register- Electronic and paper version to be up dated when new purchases a
acquired and when items become obsolete, in operable

Course Curriculum – as per Scope and abiding to Service Agreements (Funding bodies criteria)
Pre-Accredited, General Prep or Adult Education
Assessment and Training Plan, Enrolment sheets (maintained per term)
Electronic registered SVTS. AVETMISS (NRolls)

Code of Practice

Outlets Co-operative operates abiding to the following Acts and Regulations:

- Co-operatives Act 1996 (No.84/1996), Co-operatives Regulations 1997 (Statutory Rule No.103/1997) & Model Rules (Annexure “A” adopted 26.10.1999) (non-trading Co-operative)
- Children’s Services Act 1996 – Statutory Rule No.53/1996 and Children’s Services Regulations 1998 – Statutory Rule No.59/1998
- ATO – GST registered ABN and item 1.1 charitable institution status, ACNC

Appointment of Directors/Board is as Co-operative Act 1996 Part 9 – Division 1 “The Board” s.211 – s.219 and adopted Module Rules for a non-trading Co-operative

Appointment of Staff: as per Children’ Services Regulations 1998 (CS Reg. 22)

Qualified Staff will be present at all times – for future employment of staff level of qualifications being Level 3 in Community Services – Children Studies, Childcare Worker level 3 and Childcare Assistant holding Childcare Level II (Casual staff and volunteers are appointed by Co-ordinator)
“All” staff employed in Children’ rooms are to hold **current Victorian Police Check**.

Appointment of Tutors/Facilitators: (Appointed by Co-ordinator)

Tutors for accredited courses *must have* appropriate qualifications required by ACE standard.

Tutors holding specific qualifications to enhance and support curriculum (minimum standard: Workplace Cert IV)

Leisure and Recreation- crafts – Outlets encourages new “Tutors” to experience and pass their talents and skills to others.

Outlets encourage **house participation of parents/participants** without bias and offers volunteer positions and work experience within the childcare department, Tutoring, office and general house support. This is to encourage pathways to career selection, community worth and employment opportunities.

Job Descriptions, Agreements are formulated for all positions and where available Professional Development is offered to all House employees (Volunteers included)

Line Accountability: (to read in conjunction with Organisational Chart)

All staff/volunteers are accountable to Co-ordinator on a needs arise basis.

Weekly staff meetings, with Duty Director present, to report back to Board on any issues unresolved. Debriefing for staff to be on daily basis and on needs arise basis, outside (skilled professionals) when required are called in. CEO to delegate.

Co-ordinator supervises all staff and volunteers on a daily basis.

Co-ordinator reports at Monthly Director Meetings with Directors on house and issues relating to operation and government bodies.

Co-ordinator has daily communication with elected weekly Duty Directors or CoM.

Code of Practice

The Committee:

The CoM is diverse with selection of Board Members (promotes managing diversity)
ie: Disabled, Ethnic background, employed, unemployed, students and for specific skills and expertise to enhance the growth and management of the House and community.

To delegate authority to CEO (Delegation of Authority) to seek funding from other sources for specific programs. Ie; Philanthropic Trusts to deliver appropriate courses to community that prevail through need analysis surveys and community requests.

House daily objectives:

Maintain affordable childcare for respite and other specific needs.

Encouraging participation and creating pathways for the community to work together, gaining self worth, empowerment and strengthening families (Statement of Purposes)

Maintaining, a non-threatening environment, to the whole of the community, (racial and religious tolerance policy), for assistance, redirection and referrals.

High use by NESB (Arabic Muslim) women and chn – assisting to enter into Further Education and transition into other community services.

High utilisation of Kindergarten by NESB chn –assisting with transition from home to schooling for children aged 3 and above.

Linkages:

- Immediate response to Services ie: Melb City Mission, Human Services (Protective Services) and (Specialist team), Joans Place, Mollies House (Womens Refuge) for childcare relating to court or crisis situations and support to women in transition.
- In Kind support to Hobsons Bay Food Relief with donations and referrals for clients.
- Bi-Monthly meetings – Bi monthly Co-ordinator Meeting (8 centers with in HBCC) to meet to discuss directions of community and issues arising at centers and for Co-ord support and lobbying.
- Quarterly (Annual) interagency meetings (All services in Hobsons Bay to familiarise and network with each other on other services and to co-work together – joint projects and lobbying)
- Outlets manages bookings for Community Hall in Newport on behalf of Hobsons Bay city Council (as per agreement – in HBCC file) (takings 65% to HBCC, 35% to Outlets)
- Relocation of Groups to Newport Scout Hall (March 2014) Outlets manages on behalf of Scouts.
- Outlets sits on various Advisory committee of Hobsons Bay City Council

Code of Practice

1. Vision

- To act as a contact and coordinating mechanism to provide support, assistance and advice to all groups and the community when required.
- To pool the resources and experience of people involved in establishing child care services and to provide information, advice and consultative services to groups intending to set up Neighbourhood Community Learning Centers for Adults and Occasional Child care services to assist with Quality Assurance delivery.
- Outlets has set objectives which are written in constitution and Statement of Purposes

2. Funding

- Fee for Service basis – for short courses leisure & recreation, childcare, rentals
- DEEWR (FaCias) Federal non-formula children's multipurpose Centre –(as per agreement
- DHS – Neighbourhood House Co-ordination Program (as per agreement)
- DEECD – Childrens Services Department (as per agreement)
- Hobsons Bay City Council – recurrent budget (as per agreement)
- DEECD ACFE – delivery of Pre-Accredited, General Preparation Courses (as per agreement)

3. Functioning

- Outlets was purchased through Commonwealth monies in 1974 (commenced operations 1973 as the Fun Factory) became Incorporated under the Co-operative Act and Model rules 1975.
- Took residence of 43 Mason St – Outlets Co-operative Ltd name is on Certificate of Title – Properties (3 titles), Property Titles consolidated 2012
- The Centre is managed by a volunteer board called the Committee of Management (CoM) with the title of Directors and 1 Treasurer, who **oversee all legal, policy planning and financial** requirements (or Delegated Authority)
- **Signatories and Common Seal** – CoM: 2 signatories required on all purchase requests being cheques and invoices (same signatories to co sign). Common Seal to be held in safe and used for Government Agreements and Legal documentation by CoM (or Delegated Authority.)

4. Programs

- Programs are developed yearly with workshops and new courses being offered per term. Advertised through Term Program and Newsletter.
- Programs are to be produced per term.

5. Policies

- as per listed in Policy and Procedure Manual.
- Specific Policies relating to Childcare, Class, House, Staff and legislations. Policies are reviewed as to Versions Control 1 document.
- OHW&S, Operations, Availability of Regulations and Acts can be viewed through appointment with CEO or Director.
- All policies are distributed through center in appropriate Handbooks, Manuals or Notice Boards.