Committee of Management
Operational Guidelines
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1. **Objective of the Guidelines**

1.1. The objective of the Pinewood Preschool Committee of Management Operational Guidelines is to convey the practices of the current committee to the new incoming committee which takes over each year. This manual documents the undertakings of each committee position, provides useful information for incoming members and aims to ensure continuity of practice for Preschool operations.

1.2. It is important to bear in mind that as committees come and go, continuity of practice can be compromised. So while each year can bring unique family compositions and needs, different economic factors, new teaching pedagogy and perhaps new teaching staff, it is important that such transient trends are addressed within the underlying governance framework.

1.3. Accordingly this 2013 version has been updated in line with legislation relevant to the Preschool including the National Education and Care Services Act and Regulations which were enforced from 2012. It also reflects the amendment of the Incorporated Associations Act of 2012 and the subsequent update to the Preschool Constitution.
## 2. Pinewood Preschool Important Information

<table>
<thead>
<tr>
<th>Pinewood Preschool</th>
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</thead>
<tbody>
<tr>
<td><strong>Name of Association</strong></td>
<td>Pinewood Preschool Centre Incorporated</td>
</tr>
<tr>
<td><strong>Preschool Constitution</strong></td>
<td>Updated and approved July 2013</td>
</tr>
<tr>
<td><strong>Preschool Family Handbook</strong></td>
<td>Updated 2014</td>
</tr>
<tr>
<td><strong>Preschool Operational Policies and Guidelines (Educator and Family versions)</strong></td>
<td>Updated and ratified July 2014</td>
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<tr>
<td><strong>Australian Business Number (ABN)</strong></td>
<td>53 815 125 608</td>
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<tr>
<td><strong>Work cover Employer Number</strong></td>
<td>6168852</td>
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<tr>
<td><strong>Financial Year</strong></td>
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</table>

### Monash Council

- Responsible for:
  - Facility Lease
  - Municipality Early Years Plan
  - Municipality Childcare Registration Scheme

- Anne Styles
  - AnneS@monash.vic.gov.au
  - Phone – 9518 3530
  - 293 Springvale Road (PO Box 1), Glen Waverley Victoria 3150

### Incorporated Associations

- **Consumer Affairs**
  - Information/forms/compliance to operate an Incorporated Association
  - Australian Charities and Not-for-profits Commission Act 2012

- **Registration Number / Incorporation Number**
  - A0010125K

### Criminal History Screening

- **Community Volunteer Fee Reduction Signatory**
  - CVF # 13/2457
  - Debbie Brereton

- **Department of Justice:** Advice regarding Working with Children Checks
  - Working With Children Check Act 2005

- **Victoria Police:** Advice regarding Police Checks (Criminal History Records Check)

- **Victorian Institute of Teaching:** Online status checks
  - [www.vit.vic.edu.au](http://www.vit.vic.edu.au)
### Education and Care Services

<table>
<thead>
<tr>
<th>Law and Regulations</th>
<th>Details</th>
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<tbody>
<tr>
<td>Education and Care Services National Law Act 2010</td>
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<tr>
<td>Education and Care Services National Regulations 2012</td>
<td></td>
</tr>
<tr>
<td>ACECQA (Australian Children's Education and Care Quality Authority) - Responsible for monitoring and promoting the National Quality Framework</td>
<td><a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a></td>
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<table>
<thead>
<tr>
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<td>Service Approval Number</td>
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**ACECQA Delegations** *(Must be invited/accepted in writing in personnel file)*

<table>
<thead>
<tr>
<th>Role</th>
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</thead>
<tbody>
<tr>
<td>Licensee - Person with Management or Control</td>
<td>President</td>
</tr>
<tr>
<td>Educational Leader</td>
<td>Centre Director (Debbie Brereton)</td>
</tr>
<tr>
<td>Nominated Supervisor</td>
<td>Centre Director (Debbie Brereton)</td>
</tr>
<tr>
<td>Certified Supervisors</td>
<td>All Educators</td>
</tr>
<tr>
<td>Responsible Person In Charge</td>
<td>Any Certified Supervisor who accepts this delegation in writing, in their staff profile.</td>
</tr>
</tbody>
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**Department of Education and Early Childhood Development (DEECD)**

Authorised agents who provide advice regarding service/provider approvals, funding and regulatory requirements; compliance and rating and assessment visits

<table>
<thead>
<tr>
<th>Kindergarten Guide: Published each year to provide advice regarding compliance and information for kindergarten funding criteria</th>
<th><a href="http://www.education.vic.gov.au">www.education.vic.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>North Eastern Victorian Region</td>
<td><a href="mailto:nevr@edumail.vic.gov.au">nevr@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Kindergarten Parents Victoria (ELAA)</td>
<td>9489 3500</td>
</tr>
<tr>
<td>Member : 255</td>
<td>Website Login : 255</td>
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<tr>
<td>Website Login : 255</td>
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## Insurance Policies

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<tr>
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<tr>
<td>SMK90038151</td>
<td>1300 888 073</td>
</tr>
<tr>
<td>Fire and extraneous perils.</td>
<td>Vero acting on</td>
</tr>
<tr>
<td>Burglary.</td>
<td>behalf of AON</td>
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<tr>
<td>Loss of money/fidelity.</td>
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<tr>
<td>Plate glass.</td>
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<tr>
<td>Accidental damage.</td>
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<td>Personal accident.</td>
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<tr>
<td>Public liability/professional</td>
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<td>indemnity.</td>
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### Victoria Managed Insurance Authority (VMIA)

(Arranged via DHS on behalf of Community Service Organisation)

**Covers :-**

- Public/Products Liability
- Professional Indemnity
- Directors’ and Officers’ Liability
- Entity Liability
- Entity Fidelity Cover
- Medical Indemnity
- Personal Accident Insurance
- Property Damage (limited circumstances only).

<table>
<thead>
<tr>
<th>30/06/08 through 30/06/09</th>
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<tbody>
<tr>
<td>Funded by State Government of Victoria</td>
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</table>


Mr Sascha Karner  
Ph : - (03) 9270 6969  
Email : - s.karner@vmia.vic.gov.au  

Victorian Managed Insurance Authority (VMIA)  
Level 30, 35 Collins Street  
Melbourne Vic 3000
3. Committee of Management

3.1. Introduction
The Pinewood Preschool Committee of Management is elected on an annual basis at the Annual General Meeting which is held in November of each year. The Committee’s members are elected, in accordance with the Constitution of the Preschool, from the users (parents) of the preschool or interested members of the local community.

The Committee of Management is responsible for managing the preschool and is the employer of the staff. As manager of the Preschool, the committee is responsible for making informed decisions about how the service will operate and for developing policies.

3.2. Responsible Committee Members
All members of the Committee of Management are expected to act as responsible members in that they will:

- Attend committee meetings on a regular basis (usually monthly)
- Remain current and informed on issues relating to Preschools
- Follow correct meeting procedures
- Respect the rights of others to express their opinions and be heard
- Respect the decisions made in meetings
- Respect confidentiality of Committee information
- Abide by Centre policies
- Not abuse the privilege of their position
- Share responsibility for all committee decisions, including financial

3.3. Ethical Management
All members of the Committee of Management should ensure that they comply with key principles of ethical management:

- Act honestly and in good faith
- Act with care and diligence
- Act loyally and avoid conflicts of interest
- Avoid abuse of opportunity and information
- Act in the best interest of the Pinewood Preschool.

3.4. Committee as a whole
It is important that all committee members are dedicated to the work of the committee by sharing the workload, participating in the activities of the committee and taking responsibility for the decisions it makes. The committee needs to have common goals and shared interests as well as respect for one another’s ideas and opinions. Some members of the committee may be given specific tasks or
responsibilities according to the needs of the centre or the requirements of the constitution. Otherwise all elected members have equal responsibility. Committee members can assist the work of the committee by ensuring correct meeting procedures are followed. This includes attending and being prepared for meetings; using tools such as agendas; minutes and action sheets; listening to other opinions and ideas; and being prepared to participate in discussion.

3.5. **Executive Members**

Pinewood Preschool has executive members of the committee (President, Vice President, Treasurer and Secretary). The executive has no decision making powers of its own other than what is stated in the constitution or delegated at a committee meeting. The executive is a type of subcommittee and should follow the same guidelines - Refer to the Constitution

3.6. **Confidentiality**

Privacy and confidentiality are critical to all organisations. From time to time, Committee members will deal with sensitive and confidential information, including information about children and their families. It is essential that all members understand their obligations and are committed to maintaining confidentiality. This protects the organisation and ensures confidence in the committee and among committee members. It is a condition of serving on the committee that all issues and discussions remain confidential until decisions are formalised and made public to the rest of the kinder community. All committee members are required to sign a confidentiality declaration, which is a formal statement of the principles, values and standards of behaviour expected from the committee.

3.7. **Decision making**

Unless the Committee has delegated authority to an individual or group of people (subcommittee) decision-making is the responsibility of the WHOLE COMMITTEE (office bearers and general committee members). When decisions are to be made, especially around practice or policy change, it is imperative to gather relevant material through research, benchmarking and networking. All members should have the opportunity to hear the issues/facts, discuss and be listened to so they can make fully informed decisions. Decisions are made through a voting process - Refer to the Constitution

3.8. **Record keeping**

The committee is responsible for the management of a wide range of records. It is important that records are accurate and up-to-date. A variety of legislation requires the committee to collect and maintain specific records and committees need to be familiar with these requirements. Privacy laws will also require that some records are stored in a secure place and committee members should understand how the centre’s privacy policy relates to record keeping.

3.9. **Strategic planning and risk management**

Committees need to plan beyond the end of their term of office to ensure the ongoing viability of the centre. Strategic planning helps to focus the committee, staff and parents on working together towards the same long and short-term goals and thus provide a better service.
3.10. **Accountability and transparency**

Open, transparent communication and decision making will help build confidence and ensure that everyone is working towards the same outcome—the best interests of children and families who are members of the association. The Committee should regularly distribute information via newsletters, notices, bulletins, display boards etc. It is also important that members are given opportunities to provide feedback to the committee. The committee of management is accountable to the members of the association. An AGM must be held each year to provide a report to the members about the activities of the committee.

Committees need to meet at least once a month. Prior to each meeting a notice of the meeting, an agenda and any motion to be voted on is sent out to each member. To conduct any business at the meeting there must be a quorum of at least 10% of the members entitled to vote (either physically or by proxy). During the meeting the minutes of the previous meeting are tabled, reports form Executive Members are tabled, motions are voted on and any further business is discussed.

3.11. **Positions and Duties of the Committee of Management**

3.11.1. **President (Executive Member)**

The role of the President is to ensure that the job of the Committee of Management is undertaken effectively. The President’s role includes:

- Ensure that all tasks (outlined in section 5) required for handover of the Committee are completed in a timely manner.
- Acting as the official spokesperson or representative for the Committee (Licensee)
- Coordinating the Committee roles
- Ensuring that the Preschool is aware of, and fulfils, the requirements of the Governance Framework – National Law and Regulations, Incorporated Association Constitution, State Government funding criteria, Local Government lease criteria
- Chair Committee Meetings
- Assumes the primary authority relating to employee contracts, remuneration, rosters, position descriptions, performance reviews
- Maintains the document library of the Preschool

3.11.2. **Vice President (Executive Member)**

- Chairs meetings in the President’s absence
- Assists the President in all of the duties outlined above where necessary
- Working with the President, assumes tasks relating to maintaining staff records
- Maintains the register for Working with Children Checks/Police Checks/Key Register
- Ensure that information on the website is accurate and kept up to date
• Assist teachers to publish term newsletter on webpage

3.11.3. Secretary (Executive Member)

• Receive, manage, record and appropriately address incoming and outgoing mail
• Stores and updates all templates and letterheads used by the kinder, ensuring that the government logo is on appropriate templates and documentation
• Maintains the Calendar of Events for the year
• Takes meeting minutes, writes agendas and circulates these accordingly
• Insurance renewals
• Uniform sales and stock audit
• Organise the Annual General Meeting (AGM).

3.11.4. Treasurer (Executive Member)

In conjunction with the Financial Administrator, document and report all financial matters to the committee to facilitate making decisions. This role includes responsibility for:

• Cash receipts and payments
• Bookkeeping – accurate allocation of all expenses
• Preparation of a budget and fee structure
• Presenting financial reports to the Committee each meeting
• Financial correspondence with Bendigo Bank, Funded Agency Channel, and Payroll Officer

3.11.5. Enrolment Officer

• Liaise with Monash City Council with respect to the Central Enrolment Scheme
• Offer places for following year intake in line with Monash Council waiting list.
• Maintain records of current and future enrolments as they are made
• Liaise with Fee Collectors, Communications Officer and teaching staff regarding new enrolments
• Management of records of concession card holders
• Liaise with teachers regarding balanced classroom placements taking into account the enrolment of children with additional support requirements.

3.11.6. Assistant Treasurer

• Prepare and distribute accounts for fees due for each family each term
• Maintain records of fees due/fees paid
• Maintain record of sighting relevant concession cards for fee reduction
• Liaise with President to prepare payment plans for families when required
• Assist Treasurer with any required tasks.
3.11.7. **Events Officer**

- Recruit from each class group for attendance/participation at events eg Bunnings, working bees, trivia, raffles, additional classroom help
- Collects, collates and distributes a list of contact details of parents to assist with communication throughout the year (this information must be collected directly from parents – information provided through enrolment forms etc must be treated as confidential).
- Classroom help rosters
- Plan 2 Bunnings BBQ’s as fundraisers
- Plan minimum 2 social events (can be more depending on desires of current year).
- Collect fundraising income and pass on to Treasurer
- Maintain records of income from fundraising and report to the Committee

3.11.8. **Maintenance Officer**

- Organise and attend working bees: 1 per term (4 in school year) Liaise with classroom representatives who will recruit parent helpers
- Check with teachers/staff about ongoing maintaince and organise to have it completed during working bees. Where necessary purchase equipment beforehand for working bees.
- Mow lawns over Christmas break and water gardens if allowed via timer setting and hoses around the garden area. Set up roster for parents to contribute over holidays.
- Arrange for tradespeople to repair faulty equipment as required/requested by staff and Committee members.
- Ensure tag and testing is up to date and records maintained.

3.11.9. **General Committee Members (2)**

- Committee members who do not take up an executive position or a nominated role work towards the objectives of the committee as required. Tasks can include but are not limited to:
  - Assisting the Committee Executive or Committee Officers during busy times.
  - Filling in the role of Committee Executives or Committee Officers when they are unable to do so.
  - Serve on any of the Subcommittees formed throughout the year
  - Undertake any tasks as specified by the committee

3.11.10. **Subcommittees**

The basic function of a Subcommittee is to undertake a specific task on behalf of the committee. They require clearly defined roles and responsibilities (‘terms of reference’). These need to be determined by the committee and recorded in the minutes of a committee meeting. It is particularly important to determine the scope
of decision-making responsibility. Subcommittees may be permanent, short term or investigative. Subcommittees can be a useful way of spreading the workload and can include parents and other interested people. Subcommittees may include Trivia night, fundraising, policy, or planning.

(A) Trivia Night Sub Committee Officer

• Organise the major fundraiser of the year, the Pinewood Preschool Trivia Night. This includes the following:
  • Organise a date and venue
  • Collect donations to be used as door prizes, silent auctions etc.
  • Organise a compare for the evening
  • Advertise the event and organise tables etc.
  • Liaise with the treasurer to organise payment of all associated bills and organise a portable EFT machine from Bendigo Bank
  • Organise volunteers to set up and clean up on the night.

3.11.11. Non-Committee Members

There are also a number of positions that may be filled either with committee members or with parents. The primary purpose of these positions is to work with the appropriate Committee member to organise parent involvement from each class. The appropriate Committee member would liaise with these parents and work as a team.

3.11.12 Events Support Officers (1 representative from each of the other classes)

Supports Events Officer as required

3.11.13 Maintenance Support Officers (1 representative from each of the other classes)

Supports Maintenance Officer as required

3.11.14 Trivia Night Support Officers (1 representative from each of the other classes)

Supports Trivia Night Officer as required

4 General

4.11 The Preschool, as a condition of the licence issued by the Department of Education and Early Childhood Development (DEECD), must comply with the Education and Care Services National Law Act and Regulations. Copies are available at the Preschool. The Act and Regulations are available on all USB Sticks and DEECD/ACECQA government websites.
4.12 **Key Document Library:**

The President is responsible for ensuring that all key documents, including licences, certificates, policy documents etc are maintained by the appropriate Committee member.

The Communications Officer stores, updates and makes available ALL templates used by members of the committee.

If another role requires a template to be changed, they must liaise with the Communications Officer who will action the request. This process is vital for continuity of CURRENT information/formats/templates.

4.13 **USB STICKS:** Each Committee member, excluding general committee members is issued a USB stick for storing Pinewood Preschool related information. These USB Sticks are a very important part of communicating information between individuals as people come and go from the volunteer based committee. It is the responsibility of each Committee member to ensure that the USB Sticks are kept up to date. Key documents on the USB sticks are:

- Pinewood Preschool Constitution (Rules for an incorporated association)
- Pinewood Preschool Operational Guidelines (Policy Document)
- The following year’s calendar
- A copy of this manual
- An archive folder
- A folder containing current information specific to undertaking individual roles, including current working templates

4.14 Effective management of the USB sticks is critical. The archive folder is to be used to dump all records no longer current. Before handover to a new committee, it is necessary to update the information so that only current information is passed on.

4.15 Each Committee member is required to work within the context of this Operations Guide to ensure continuity in transition as committees change from year to year.

4.16 If there are any questions, regarding the operations of the kinder that cannot be resolved by the Committee, then ELAA (Early Learning Association Australia) is the critical organisation that can provide the necessary support. The contact details are detailed in Section 2 and do not hesitate to contact ELAA for any advice, confirmation of decisions, reviewing critical documents as they are an organisation established to assist Committees of Management like ours.
4.17 **Working with Children Check:** - Each committee member (and regular volunteer parents) is required to produce a current Working with Children Check (or document proof of an exemption) by the first committee meeting of the New Year.

*This will be detailed in your handover pack.*

4.18 **Police Record Check:** - Each Committee member working at the Preschool in a voluntary or honorary capacity who handles finances or governance matters, must have a Criminal History Check (ie. Police Check) performed. This includes all committee positions, as per the Education and Care Services National Regulations.

*This will be detailed in your handover pack.*

4.10 Committee members who do not produce this documentation will be ineligible to take up their position on the Committee, including voting rights, until the documentation has been provided.

## 5 Incoming Committee

To ensure the smooth transition of Committees from year to year there is a substantial amount of information that needs to be passed on. The information following is additional information to assist office bearers in their roles. It should be considered in conjunction with the above position descriptions.

5.11 **Forms to complete immediately after election:**

- Within **14 days** of election, **DEECD Central Licensing Office** must be notified by the president of Change of Person with Management or Control (Licensee/President).

- Similarly, the **Department of Justice** must be notified of Change of Person with Management or Control (Licensee). This department requires ALL 4 Executive Committee members to submit.

- Within **30 days** of the new Committee being elected, the president must complete the **DEECD Regional Office** Change of Advice forms (Refer [www.education.vic.gov.au](http://www.education.vic.gov.au) for further information). This form is required to change the licensee from the ex-president to the new president and to alter the committee members.

- **Within 14 days** of a change in committee, the Secretary who is typically the Public Officer, must complete a “Change of Association Details” Form and return to Consumer Affairs Victoria. The form can be obtained from [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)
• Consumer Affairs Victoria (Department Of Justice) will send a copy of an Annual Financial Statement for the Preschool to complete. To complete this form, you will need the Annual Financial Statement from the Preschool AGM. This form can also be used to alter the Public Officer. There is a fee associated with the processing of this report by Consumer Affairs Victoria.

• Arrange and complete change of signatories for all bank accounts with the Bendigo Bank

• Notify Taxation Office of change of registration/Contact Person and Secretary (Secretary has forms for Consumer Affairs)

• All Committee members to complete Working with Children Checks and National Criminal History Checks

• Vice President to update and maintain Key Register

• Monash City Council requires a number of items to be provided by the end of the calendar year (31st December). The required items are :-
  • Lease Agreement for the Preschool. The lease agreement details the responsibilities of both the council and the Preschool with respect to the property.
  • Annual Report and Financial Statement (i.e. provide previous AGM minutes including audited financial results)
  • Copy of the Preschool work cover registration certificate (currently provided by Allianz from 01 July to 30 June).
  • The Preschools Certificate of Incorporation
  • The names and contact details for the incoming committee members (specifically the executive committee members (President, VP, Treasurer Secretary) and other committee members.

DEECD email notifications to the Preschool when it is required.

6  President

This section provides additional details and information to assist the incoming president in performing the role and specifically provides further information on the activities and tasks the president will need to coordinate or conduct.

6.11  Monash Council: may run an Old President /New President transition information night where Monash Council, ELAA and ex-Presidents attend to provide an overview of the role, available resource information, contact details etc… The Preschool will receive an invitation by letter from Monash Council.

6.12  A condition of the Monash Council Lease is the participation in the Monash Preschool Association (MPA). These meetings are run by a MPA committee who hold four meetings per year to discuss issues facing kindergartens across the city of Monash. The Secretary of the MPA or the council will advise (normally via email) agendas, minutes and reminders of upcoming meetings.
6.13 An additional council lease condition is the attendance of an Annual Council Review at midyear. At this meeting the council, via the Preschool support officer, present issues to the kindergartens that are noteworthy and topical at the time. Each kindergarten is expected to discuss the positive and negative aspects / issues of the Preschools operations during the year. It is essentially a workshop of sharing ideas and discussing what has performed well and not so well over the past year. The council will advise via formal letter the time, date and location of the annual council review directly to the kinder.

6.14 The Monash Council publish a Monash Preschool guide book for prospective families which requires confirmation early in the year. The council will send, via mail and email, the Pinewood Preschool pages for updating as necessary. Amendments are made in consultation with the Committee and actioned by the Communications Officer.

6.15 The DEECD: DEECD will request, via email directly to the Preschool, details/data at various times throughout the year. For example a Financial Accountability Requirements (FAR) statement at the end of the financial year; enrolment data is collected in August; anticipated enrolments for the following year in approx Sep/Oct; confirmation of confirmed enrolments for four year funded places, eligibility for the Kindergarten Fee Subsidy, number of places, waiting lists amongst other data.

6.16 Parent Satisfaction Survey: As a condition of the funding agreement the kinder must conduct Parent Satisfaction Surveys. This is normally conducted in August to determine how satisfied parents are with the operations of the kinder. It is an opportunity to ask the kinder community any questions related to issues the committee is considering. In 2014 we used Survey Monkey to create the survey.

6.17 Budgets must be established for the financial year (commencing 01st July) in conjunction with the Treasurer and Payroll Officer. If necessary, at this time class fees can be altered via committee approval in order for the kinder to remain financially viable.

5.12. The Constitution: Our Constitution was updated in 2013 with approval from consumer Affairs. If the Constitution requires updating, the procedure which MUST be followed is found within the constitution itself as to the process required, level of advertising and the requirement for a special general meeting and resolution numbers. It is recommended that discussion with Consumer Affairs Victoria is done prior to the conduct of the special general meeting to ensure the changes made to the constitution will be acceptable to CAV and you are not wasting your time conducting a Special General Meeting and submission, if it will not be acceptable.

3.13. Educators: Contracts including hours/rosters require renewal each year for the following calendar year to make changes as required. This process should begin in Term 3.

6.18 Performance Reviews need to be conducted at least once per year in September / October to establish objectives, goals and professional development requirements, as per the National Regulations. The reviews will be orchestrated by the Vice President, in consultation with the President. Both the President and the Vice will attend the individual educator reviews.
6.19 **Key Document Library:** The President is responsible for maintaining all key documents, including licences, certificates, policy documents etc and ensuring that all Preschool documents meet Legislative funding criteria.

6.20 **Committee Meeting:** At each Committee meeting report on the progress of the kinder and highlight any compliance or management issues that need to be addressed.

### 7 Vice President

7.11 Chairs meetings in the President’s absence.

7.12 Assists the President in all of the duties outlined above where required/necessary.

7.13 Primary responsible Officer for the Key Register – really important to maintain this accurately as keys to cupboards, lockers, first aid etc are now more abundant due to regulations pertaining to the security of information. The key register should also contain the alarm code to enable / disable the alarm system to the centre and the key safe.

7.14 Has the primary responsibility of maintaining the criminal screening records for all committee members and staff, including the Working With Children Check (WWCC) Register and the National Criminal History Check (Police Check). This record is maintained by storing a copy of each person’s certificate/card, ensuring all persons have listed Pinewood Preschool as an organisation to be attached to their file and by conducting and documenting 6 monthly on-line records checks. Please note the VIT (Victorian Institute of Teaching) card covers both a WWCC and a National Criminal History Check. Again, this is monitored on-line.

7.15 With the President, organises and documents staff performance reviews as well as authorising Professional Development expenditure.

7.16 Has primary responsibility for monitoring/authorising staff hours, timesheets, overtime, and liaising with Treasurer/Payroll officer to ensure accurate processing of wages including superannuation and leave entitlements.

7.17 Attend meetings at Council if President cannot attend.

7.18 Assist in the Orientation session for new families.

### 8 Treasurer

The position of treasurer is responsible for the kinder’s financials and to ensure that costs are kept within budget and that all financial transactions are transparent for auditing purposes.

To do during year:

- Arrange for an audit of financial documentation prior to AGM (After 31st October)
• Prepare monthly Profit & Loss, Bank Reconciliation reports along with summary of accounts prior to each meeting
• Work with President to develop next year’s budget

- The DEECD requires a Financial Accountability Requirements (FAR) statement at the end of the financial year and half yearly. The president and Treasurer/Payroll Officer must complete the Organisation Certification declaration. DEECD will post the necessary forms directly to the kinder. The FAR must be completed 90 days post end of financial year.

- The Treasurer will coordinate the transfer of bank account signatories from old committee members to the incoming committee members. Typically, the President, Treasurer and Secretary will be signatories of the kinder accounts. Banking is predominately conducted via internet banking and cheques, both of which require the authorisation by two signatories. When transferring signatories, the outgoing signatories are required to authorise the incoming signatories prior to removing themselves from the kinder accounts. This is done via a standard Bendigo Bank form obtained from the branch.

Weekly Duties:
• To pay all bills via Internet with the authorisation either the President or Secretary.
• To review bank statements and forward relevant details of payments to Fee Collectors, Events Officer and Enrolment Officer.
• Forward all documentation relating to payments to the Financial Administrator to assist in the production of the monthly P & L and Balance Sheet

Monthly Duties:
• Converse with the Financial Administrator to produce P & L and Balance Sheet
• Attend Committee Meeting and inform the committee of the status of the kinder’s financials.
• Assist the Events Officer with receipting and reporting of all fundraisers.
• Attend any other Council or ELAA Meetings that are prudent to the Treasurer's position within the Kinder.

Yearly Duties:
• Prepare the Kinder's annual budget with the assistance of the Committee and Financial Administrator.
• Prepare and distribute the Treasurer's Annual report at the AGM.
• Assist the Independent Auditor in the preparation and distribution of the Audited Accounts.

• **Committee Meetings:** At each Committee Meeting report on the financial position of the kinder, including any fundraising or major expenses since the previous meeting.

### Secretary

9.11 **Insurance Certificates:** It is your responsibility to ensure original certificates are stored with the President in the key document library and that their upkeep/renewal is current.

9.12 **Display of Information Requirement:** As per the Education and Care Services National Regulations, the Secretary must ensure that certain information is displayed prominently at the main entrance to the Preschool. Refer to the Education and Care Services National Regulation 173. The information presented should be checked periodically to ensure it is current and complies with the Education and Care Services National Regulations.

9.13 **Collect mail** regularly several times each week and distribute it to the relevant committee member or staff via the filing cabinet pockets.

9.14 **Meetings:** Prior to each meeting, prepare an agenda outlining issues tabled for discussion during the meeting and proposals to be voted on. This agenda is to be circulated to each member of the Committee and Families via email and displayed in the parent foyer.

9.15 During each meeting, take minutes outlining the general discussion of each topic, including any actions, as well as the person responsible for actioning the item, and the timeframe within which it is to be completed.

9.16 Following each meeting, distribute copies of the minutes to each member of the Committee and Families via email and displayed in the parent foyer.

9.17 **Yearly Planner:** Planning events for the following year is crucial. A typical calendar should detail a typical Preschool year, including committee meeting dates, educational events, fundraising activities, working bees, social functions and educational dates such as pupil free days, graduation night, meet and greet night etc. Where possible key events should be scheduled the prior year. At the beginning of each year the Secretary should liaise with the Maintainace Officer, the Events Officer and the Teaching Staff to schedule as many events as possible (taking into account any known dates of other organisations such as the Primary School and neighbouring Kinders). All other events should be added to the calendar as soon as is practical so that Parents are aware of key dates and can plan accordingly.

9.18 Liaise with Communications Officer to ensure relevant information is appropriately advertised to families and website.
9.19 Organise the AGM, including co-ordinating with the Enrolment Officer to notify prospective parents, advertise the role of the Committee positions that will become vacant and co-ordinate prior nominations for these positions.

9.20 Organise the Committee handover meeting, including the preparation of transition packages for new Committee members.

9.21 **Preschool Uniform**: Responsible for stock control, promoting and ordering and selling to families, including the purchasing of the following year hats to be available to educators in January.

9.22 **Committee Meeting**: At each Committee meeting present the minutes of the previous meeting, report on any important correspondence and changes to the calendar.

### 10 Maintenance Officer

- The six main roles of the maintenance officer involve:
  - General Maintenance
  - Maintenance Sessions
  - Working Bees
  - Council Maintenance versus Pinewood Preschool Maintenance Responsibilities
  - Christmas Holiday Period
  - Risk Management

- See following sections for details of these five roles.

- The kinder keys will be in your possession throughout your tenure as maintenance officer. These keys give you access to the rear gate padlock, all locked doors to kinder and keys to sheds 1 and 2.

### 10.11 General Maintenance

10.11.12 Complete any building and garden maintenance that may arise throughout the year.

10.11.13 Complete any maintenance that the teachers or committee request.

10.11.14 Work with staff to keep a list of any ongoing maintaince required and arrange for it to be completed during working bees.

10.11.15 Lawn Mower – when moving don’t go below the 4th level because it will cut the grass too short.

10.11.16 Keep fuel containers full. There are two containers.
  1. Lawn mower (unleaded)
  2. Whipersnippet/blower (2stroke petrol)
10.12 Working Bees

10.12.12 Four (4) working bees per year should be planned and these dates will be confirmed by the start of the Kinder year. This will avoid your working bees clashing with social or fund raising events.

10.12.13 Advertise dates and send reminder emails to families

10.12.14 Working out various jobs that need to be done at each working bee (see USB stick for a mock layout of jobs). Talk with the teachers prior to each working bee as they will have certain jobs to be attended to and this will help with decision making and priorities.

10.12.15 Working bees should be approx three (3) hours in length.

10.12.16 Keep a record of people attending the working bees, including their name, child’s name and group. For example: John Black, Sam, 3 year old, red group

10.13 Council Maintenance Vs Pinewood Preschool Maintenance Responsibilities

10.13.12 You will find a list of maintenance jobs that are the responsibility of the Monash Council and this can be found on the maintenance USB.

10.13.13 The Maintenance Officer needs to liaise with the local council about maintenance as certain jobs are the responsibility of Monash Council. Please contact the council representative via email as this is the council’s preference and helps the representative keep track of jobs and details.

10.14 Christmas Holiday Period

10.14.12 The Maintenance officer should draw up a watering roster for over the Christmas period (see USB stick for a mock roster). Devise this roster by the first Committee meeting so that other committee members and parents can volunteer to help.

10.14.13 Much fruit falls over the Christmas break which needs to be picked up prior to kinder starting. This could be coordinated into your watering roster.

10.14.14 You will need to coordinate particular jobs over the Christmas break. Please communicate with the current cleaner of the kinder so that they are aware of certain dates and nothing overlaps. (See USB stick to contact current cleaner)

These jobs are as follows:

- Vinyl will need to be buffed
- Carpets and furniture will need to be steam cleaned.
- Window Cleaning
• Painting of the kinder (if applicable – consult with the Council rep to find out schedule)

(See USB stick for all contacts with these jobs.)

10.15 Risk Management

10.5.1 In consultation with the Educators, you will be required to monitor the Risk Management Schedule to ensure the facility and practices minimise risk. The service’s Emergency Management Plan also sits in this portfolio but is managed by the Educators.

Committee Meeting: At each committee meeting report on any major maintenance that needs to be carried out and the planning of working bees.

11 Enrolment Officer

11.11 Every month the City Of Monash will send you via E-mail an up to date enrolment list. This is for both 3 and 4 year old’s.

11.12 Once you receive this update it is a good idea to cross check the list with the kinders copy, due to the fact that families defer enrolments or can move suburbs or change address.

11.13 Around the month of March the Monash City Council will hold a meeting at the council chambers with all the enrolment officers from surrounding kinders. At this meeting you should receive a manual of dates that enrolments will be due to send out, for 4 year old and 3 year olds. You will also be advised of the Monash timeframe for getting the offer letters out and when to expect them back.

11.14 Correspondence you will be responsible for:

• Letter of Offer which includes: Offer Letter, Funded Kinder Notice, Fee Structure

• Acknowledgment of a Place Letter which includes: Acknowledgement Letter, AGM letter, Committee membership Invitation, Child Enrolment Record Form, Fee Contract Form

• Letterheads and templates for this correspondence must be obtained from the Communications Officer to ensure that there is an appropriate level of consistency and professionalism when dealing with external families.

11.5. Obtain Bendigo Bank Read Only Access to view recent Bank Statement from the treasurer to cross reference deposits.

Committee Meeting: At each committee meeting report on the status of enrolments at the kinder, including the progress of enrolments for the next year.

12 Assistant Treasurer

12.1 Fee collection involves:
• Obtaining an up to date enrolment list
• Obtaining list of families who have not paid their term one fees at the AGM to follow up.
• Determining if any 4 Year old families are entitled to the Kindergarten Fee Subsidy and if so, you will need to sight the pension card to verify eligibility. You are not permitted to copy their pension card, but you must record sighting and expiry date.

12.3 Issue invoices to families at the end of each term. Each term invoice must outline date issued, family name, fees, date due, how to pay and your contact details. Seal in an envelope with the family and child’s name on the front Leave in the child’s pigeon hole.

12.4 Information about any changes eg. late payments, new enrolments or children no longer taking a position at the Preschool can be obtained from the current enrolment officer.

12.5 Payments can be made by Cheque, Bank Cheque, Money Order, Internet banking or Direct Deposit of cash into the Bendigo Bank. The bank details are:
- Bendigo Bank
- BSB 633-000
- A/c No. 152414579 (Blue Group)
- A/c No. 152414876 (Red Group)
- A/c No. 152415105 (Green Group)

12.6 All correspondence should be created using the template and letterhead stored by the Committee Liaison Officer.

Collection of fees

12.7 Pinewood Preschool is a cashless environment. All fees are to be paid by direct deposit at Bendigo Bank, eft transfer into the kinder account or by cheque.

12.8 Request the family to provide you with a receipt from their deposit

12.9 As soon as the invoices have been distributed start checking the WHITE LETTER BOX in the locker area on a regular basis.

12.10 Obtain Bendigo Bank Read Only Access to view recent Bank Statement from the treasurer to cross reference deposits. Maintain an accurate record of families that have paid fees.

12.11 Reminder Notices

If a family does not pay the fees on time try to contact by phone and offer a payment plan should they need it. Allow for 2 weeks before issuing a reminder notice.

Advise the committee of progress of payments, if and how many families have not paid each term.
If a payment remains outstanding, following a payment plan, bring this to the attention of the Management Committee for further action.

12.12 **Committee Meeting**

12.13 At each Committee meeting, provide an update with your progress, ie issuing invoices/reminders and how many payments remain outstanding.

13 **Events Officer**

13.11 Work with the Events Support Officer from each class to collect, collate and distribute a list of contact details for parents who wish to exchange contact information.

13.12 Work with the Events Support Officer from each class to organise a meet and greet morning tea for your class at the beginning of the year.

13.13 Liaise with Secretary re dates, venues etc

13.14 Promote events via electronic communication and in the Parent's room.

- Organising Bunnings BBQs (2) – details below
- Social Night (1) – details below
- Christmas Party (1) – details below

13.15 Organise optional social events – optional, but they do promote community spirit eg Kid’s disco, Ladies/Guys night, pub meals, coffee mornings etc – details below

13.16 There are three major fundraising activities for the year, a trivia night, organised by the trivia night committee (with the assistance of the Events Officers), and two Bunnings BBQs. The purpose of these activities is to engage with the community and raise funds for the kinder. As well as this there are social activities each term to allow families to mix in a social setting and get to know each other. Previously these have included a Pizza Night, Ladies Market, Disco and Christmas Party. Whilst the aim of these activities is not to raise funds it is important that they try to be cost neutral to the kinder. Minor fundraising activities such as raffles etc. may assist with offsetting costs at these activities. For information about previous activities please refer to the USB stick.

13.17 Once the fundraising and social activities for each Term are agreed upon, it is the Events Officer’s role to promote each activity with the Communications Officer, to collect all monies and hand over directly to the Treasurer. The Events Officers need to keep detailed records of monies received per fundraising activity, petty cash used (if applicable), and the profit gained through the
fundraising activity. A Balance Sheet outlining the monies received and profit margin together with Bank receipts or any other receipts relevant to the fundraising activity, is then given to the Treasurer.

Committee Meeting: At each Committee meeting report on the status of fundraising and social activities including any profits and losses.

14 AGM Planning

Planning for the AGM/Orientation Day is primarily done by the Secretary, with the assistance of other relevant Committee members.

At the AGM information packs are provided to the parents for the next year

The Family Pack typically includes the following items

- Preschool Handbook with following year inserts, including Orientation Day dates and times; and staggered start times for Term 1
- Pinewood Preschool Uniform Order form,
- Parent consent/privacy form,
- Any fundraising catalogues or goodies.
- Information Sheets ie School readiness, child car seat restraints, swimming lessons, NQF, etc.

Committee Pack for those people elected to the next Year’s Committee of Management

- Committee Welcome Letter which states Handover meeting
- Committee Handbook/Guide
- Committee Declaration
- Working With Children Check (obtained from Australia Post outlets)
- Police Check
- Bendigo Bank Authority Form (if applicable)
- Proposed Calendar Dates for Next Year
- USB Stick
Annex 1. General Display Information  
(2013 Example)

<table>
<thead>
<tr>
<th>Licensee</th>
<th>Pinewood Preschool Centre Incorporated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Nominee</td>
<td>Debbie Joy Brereton</td>
</tr>
<tr>
<td>Nominees</td>
<td>Raelene Fay O’Dowd</td>
</tr>
<tr>
<td></td>
<td>Gayle Marion Dever</td>
</tr>
<tr>
<td></td>
<td>Sarah Cracknell</td>
</tr>
<tr>
<td>License Number</td>
<td>3733</td>
</tr>
<tr>
<td>Maximum Number Of Children</td>
<td>30</td>
</tr>
<tr>
<td>Date Of Licence</td>
<td>12 January 2009</td>
</tr>
<tr>
<td>Date Of Licence Expiry</td>
<td>11 January 2012</td>
</tr>
<tr>
<td>Hours Of Operation</td>
<td></td>
</tr>
<tr>
<td>3 Year Old Group</td>
<td>5 Hours Per Week</td>
</tr>
<tr>
<td></td>
<td>Monday : 9:15 am - 2:15 pm</td>
</tr>
<tr>
<td>4 Year Old Group</td>
<td>12 Hours per Week</td>
</tr>
<tr>
<td>Red Group</td>
<td>Wednesday : 9:15 am – 3:15 pm</td>
</tr>
<tr>
<td></td>
<td>Friday : 9:15 am – 3:15 pm</td>
</tr>
<tr>
<td>Blue Group</td>
<td>Tuesday : 9:15 am – 3:15 pm</td>
</tr>
<tr>
<td></td>
<td>Thursday : 9:15 am – 3:15 pm</td>
</tr>
<tr>
<td>Fees Per Term</td>
<td></td>
</tr>
<tr>
<td>3 Year Old Group</td>
<td>$395 per Term</td>
</tr>
<tr>
<td>4 Year Old Groups</td>
<td>$395 per Term</td>
</tr>
<tr>
<td>Complaints Procedure</td>
<td>Should any person have a complaint regarding Pinewood Preschool Centre Inc, you may contact the Committee of Management (refer contact details on notice board) or Department of Education and Early Childhood Development (DEECD), Eastern Metropolitan Region; Level 3, 295 Springvale Road, Glen Waverley Phone : 03 9265 2400 Fax : 03 9265 2444</td>
</tr>
</tbody>
</table>

The following information is available for inspection by request:

A: Admission requirements and enrolment procedures  
B: Arrangement for the payment of fees  
C: The policy of the service with respect to employment of qualified staff  
D: The educational program provided for the children  
E: The policy of the service with respect to behavioural management
F: Arrangement for the delivery and collection of children
G: Procedures for dealing with infectious disease
H: Provision for dealing with complaints
Annex 2. Certificate of Incorporation

ASSOCIATIONS INCORPORATION ACT [1981]

Section 7

Registered No. : A 20125

CERTIFICATE OF INCORPORATION

This to certify that PINEWOOD PRESCHOOL CENTRE INCORPORATED

is on and from the 16TH JULY, 1986

Incorporated under the Associations Incorporation Act 1981.

Given under my hand at Melbourne this

16th day of JULY, 1986

[Signature]

D A R A N A .

Deputy/Assistant Registrar of Incorporated Associations.
Annex 3.  Typical Parent Satisfaction Survey
Annex 4. Calendar of Events
(2009 example)
Annex 5. Council / Kinder Responsibilities  
(2009 example)

COUNCIL SHALL BE RESPONSIBLE FOR:

18. Provision, maintenance, repair and replacement of:
   • All external parts of the main preschool building, including roof, walls, external windows including locks and fly screens, external doors and locks and verandahs
   • External gates, locks, and fences
   • Plumbing including sewerage lines, pans and cisterns
   • Heating appliances that are fixtures
   • External painting to the main building on a cyclical basis
   • Residual Current Devices (Safety Switches)
   • External signs, including directional street signs
   • Wall to wall floor coverings (does not include cut/polish vinyl floor coverings, steam cleaning of carpets)

19. Landscaping improvements (not maintenance) required to meet any changes to the Children’s Services Regulations and any other statutory requirements, subject to budget.

20. Damage to the main preschool building, whether internal or external, caused by breaking and entering where Council insurance cover is involved.

21. Building alterations/modifications to ensure compliance with changes to the Children’s Services Centres Regulations.

22. Provide a maintenance service to repair or replace the current electrical fittings including light switches, power points, wiring and fuses. This does not include intercoms, changing light bulbs, internal or external. The installation of any new or additional electrical works is to be provided by an ‘A’ Grade electrician or through the City of Monash on request with an invoice for this service being forwarded to the Preschool for payment.

23. Maintenance, repair and replacement resulting from fair wear and tear of:
   • Fire extinguishers on an annual basis
   • Master locking system
   • Hot water service
   • Taps and basins
   • Internal doors, fixed cabinets, cupboards

24. Periodic provision of:
   • Maintenance, repair or replacement of major plumbing such as water pipes and drainage pipes
   • Removal of graffiti from buildings and fences
   • Fumigation and pest control

25. Insurance of buildings and fencing.

26. Requests for programmed or reactive maintenance that will be the responsibility of Council are to be forwarded to the Preschool Support Officer.

27. Capital improvements and alterations will be determined by the Council’s annual budget allocation and priorities.
THE PRESCHOOL SHALL BE RESPONSIBLE FOR:

28. Ensuring the premises and equipment are kept clean, safe and in good order. This includes regular cleaning of the building (including spouting) and grounds, and regular audits of indoor and outdoor equipment and playground softfall.

29. Provision, maintenance, repair and replacement of:
   - Equipment, fixtures and fittings required to provide the preschool program that are not part of the preschool building, e.g. refrigerator, stove, play equipment, fans, heaters and other non-fixed equipment
   - Cooling equipment (unless incorporated in a reverse cycle unit installed by Council and jointly funded by the Preschool)
   - Intercoms and security systems
   - Outdoor playground equipment (fixed and non-fixed) and sheds
   - Internal window coverings
   - Internal doors, cabinets, cupboards, and the like, except where due to fair wear and tear
   - Minor maintenance and repairs to taps and mirrors
   - Internal painting
   - All grounds associated with the Centre including grass cutting, pouring trees and bushes, seeding grassed areas and generally maintaining or improving the visual landscape

   - Appropriate surfacing for playgrounds (e.g. tarmat) and replenishment of sandpits when required
   - Any damage to the building or grounds due to misuse by the activities of the Preschool or a sub-tenant
   - Removal of any hard rubbish or green waste associated with the building or grounds

NB. Council is committed to maintaining the physical environment with the municipality and should be consulted about any proposed pruning or removal of a playground tree in excess of 2 metres. Council may also be consulted regarding the well being of any large tree.

30. Direct payment of all operating expenses including gas, electricity and telephone charges and water charges (i.e. flushing device and consumption charges), unless site specific arrangements are detailed elsewhere in their agreements.

31. Ensuring that all employees or subcontractors engaged to work at the Preschool possess the necessary skills, qualifications and licenses as required by legislation.

32. Taking all precautions as are necessary to protect the health and safety of all persons entering the property or utilising the preschool facility, and for compliance with the requirements of the current Occupational Health and Safety legislation. Where an external contractor is engaged the Preschool will ensure the contractor is aware of Occupational Health & Safety regulations and has adequate public liability insurance - Council recommends Ten Million Dollars minimum.

33. Taking out and keeping current insurance for the contents of the buildings (including cash) and grounds, and other assets of the Preschool, and any other insurance necessary for the provision of a preschool program, and for any sub-contracted service to be operated from the building.


35. Paying all Workcover Levies for employees or subcontractors engaged by the Preschool pursuant to the Accident Compensation (Workcover) Act 1993. (Evidence of current Workcover registration, including registration number to be provided at the time of signing.)

36. Through the insurance coverage arranged by the Department of Human Services (or alternative arrangements in the absence of such coverage) the Preschool must keep current a Public Liability Policy of Insurance of a sum not less than Twenty Million Dollars.

   Such insurance policies shall include cover for liability to third parties arising out of negligence only on behalf of the Preschool and shall contain a cross liability clause to provide cover for the liability of all parties comprising the insured as if separate policies of insurance had been issued to each of them, and a waiver of subrogation clause. Such insurance policy must note and allow the indemnity given below.

   Details of the policy arranged for funded agencies such as preschools by DHS can be provided by VMIA, (Victorian Managed Insurance). Contact 9911 6968 or visit www.vmia.vic.gov.au for more information.

37. The Preschool agrees to indemnify Council and keep Council indemnified against all loss or damage to Council’s property, and from and against any claim against the Council or its employees or representatives in respect of personal injury to, or the death of, any person or loss or damage to any property arising out of or as a consequence of negligence on behalf of the Preschool, and also from any costs and expenses that may be incurred in connection with any such claim.