



Governance & Management Policy

Background

The Beaconsfield Neighbourhood Centre (BNC) is a not-for-profit incorporated association established in 1992. Good governance and management are critical to the successful operation and growth of BNC. Governance has a strategic focus and is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of the organisation. Management has an operational focus and is concerned with the day-to-day delivery of the strategic decisions.

BNC is committed to ensuring that there are appropriate systems and processes in place to enable:

- good governance and management of the organisation
- accountability to its stakeholders
- compliance with all regulatory and legislative requirements placed on the organisation
- the organisation to remain solvent and comply with all its financial obligations.

Purpose

The aims of this policy are:

- To ensure governance and management roles are clearly defined for the organisation to achieve its mission and strategic goals.
- To ensure all legal and moral responsibilities and requirements for best practice governance are met.

Policy Statements

A volunteer Committee of Management (COM) govern the operations of the BNC. Members of the COM are elected under the terms of the BNC Constitution and have legal obligations. They are responsible for setting the strategic plan for the Centre and ensuring that its goals and objectives are met in line with its constitution and all legal and regulatory requirements governing the operation of the business.

The COM employ paid staff members to execute the strategic plans, manage the Centre operations and make day-to-day decisions. The Centre Coordinator is primarily responsible for managing the Centre, overseeing staff and ensuring successful implementation of the Committee's organisational objectives.

A comprehensive Committee of Management Manual has been developed to provide extensive information concerning the COM. It is reviewed regularly to ensure currency of information contained therein. An Organisational Chart is also included within the document.

Policies and procedures are developed to provide direction and boundaries for the Committee, staff, volunteers and members. The approved policies and associated procedures used by the Centre are available.

Relevant legislation, standards and agreements include but are not limited to:

- Funding and Service Agreement – Department of Families, Fairness and Housing (DFFH)
- Funding and Service Agreement - Cardinia Shire Council
- Children's Services Act 1996
- Children's Services Regulations 2020

- Neighbourhood Houses & Adult Community Education Centres Collective Agreement 2016
- Lease Agreement – Cardinia Shire Council
- Occupational Health and Safety Act 2004
- Associations Incorporation Reform Act 2012 (Vic)
- Australian Charities and Not-for-profits Commission Act 2012

Roles and Responsibilities

Committee of Management	<ul style="list-style-type: none"> • Comply with the BNC Constitution & legislative bodies. • Develop and monitor policies. • Act in trusteeship for members of the community by gathering information about their concerns, needs and aspirations, remaining up to date with matters of concern.
Centre Coordinator	<ul style="list-style-type: none"> • Implement and manage the instructions of the COM. • Develop and monitor procedures to ensure adherence to policy and ideal organisation operations. • Collaborate with COM, staff and members to ensure community representation, direction and communication is current, effective and relevant.

Associated Documents

Committee of Management Manual
 BNC Constitution and Attachments
 Safety Screening Policy
 Fraud Policy
 Risk Management Policy
 Conflict of Interest Policy
 Centre Coordinator Position Description
 Children's Services Regulations 2020: *Regulations 104 & 105*

Document History

Version	Title	Author	Authorised	Date	Changes to Previous
1	Governance & Management Policy	Centre Coordinator	COM	Nov 2021	Original