



Governance & Management Policy

1. INTRODUCTION

Life Skills & Adventures is committed to ensuring good governance and management is applied to all areas of operations and services. Policies and procedures provide a framework of the mission and values of the organisation for our people to work within.

Specifically, in relation to Life Skills & Adventures Camp programs, we will meet legal and financial obligations by implementing appropriate governance practices. LSA aims to provide high quality child care that meets the objectives and principles of the National Quality Framework & the National Quality Standards.

2. POLICY

Governance

The Directors are charged with the stewardship of Life Skills & Adventures and shall undertake the following tasks:

- Ensure Policy and Procedures are developed, reviewed and implemented
- Ensure the LSA has a robust Strategic Vision and Plan in place
- Supervise, support and work collaboratively with all stakeholders
- Ensure directors undertake their duties in the best interest of LSA first and foremost
- Meeting regularly to undertake reports and advice
- To conduct regular reviews of company performance (including our camp program)
- To approve annual Business Planning and resource allocated to achieve goals
- The Directors have oversight of the financial viability of all LSA operations
- Ensure systems are in place to ensure the LSA operations adhere to policy and procedures, strategic plans and legislative requirements
- Lead the staff team and develop the team
- Recruit appropriately skilled and experience staff to undertake tasks.
- Manage the resources within the constraints of the approved budget
- Ensure that LSA programs operate under regulation comply with the legislation, regulations and national quality frameworks.
- Staff and Management prepare Business Plans and Budgets
- The financial viability and sustainability of the programs and services operated by LSA are reported on regularly.
- Responsible for reviewing and publishing the Policy and Procedure manual and providing appropriate training to the employees and volunteers.
- Human Resource Management systems in place are reviewed to ensure they meet the industrial relations legislation and regulations this includes ensuring that the recruitment, screening, induction and performance management, employee monitoring and supervision requirements, policies and procedures are implemented across all operations.

- Ensure that LSA communications systems which includes; eDM's, email, SMS, website, social media channels and publications of Policies, procedures and Family handbooks content remains current and up to date.

Specifically, in relation to our camping programs, LSA aims to provide high quality child care that meets the objectives and principles of the National Quality Framework & the National Quality Standards. This includes:

- the keeping accurate records and retaining them for specified timeframes
- Ensuring the financial viability of the service
- Overseeing control and accountability systems
- Supporting the Camp Leader, Nominated Supervisor, Responsible Person in Charge in their role, providing resources as appropriate for the effective running of the service.

3. SCOPE

The scope of this policy applies to all approved Camp Programs undertaken by Life Skills & Adventures.

4. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy

5. MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.