

Policy 4.09 Families and Children

Directorate	Community, Environment and Planning
Responsible Officer	Director Community, Environment and Planning

Table of Contents

1	Introduction	2
1.1	Scope	2
1.2	Purpose	2
1.3	Definitions	2
2	Legislation	<u>23</u>
3	Implementation	3
3.1	Policy statement	3
3.2	Roles and responsibilities	<u>34</u>
3.2.1	Elected Council	<u>34</u>
3.2.2	The Chief Executive Officer	<u>34</u>
3.2.3	The Director of Community, Environment and Planning	<u>34</u>
3.2.4	Manager of Community and Cultural Services	<u>34</u>
4	Supporting documents	<u>45</u>
4.1.1	BVSC procedures that relate to this policy	<u>45</u>
4.1.2	BVSC policies that relate to this policy	<u>56</u>

Record of Administrative Amendments

<u>Amendment Version No.:</u>	<u>Description of Administrative Amendment</u>	<u>Date Reviewed</u>
<u>1.2</u>	<u>Review of policy in accordance with Section 165 of the Local Government Act 1993</u> <u>Placed on Public Exhibition 23 July 2025</u>	<u>July 2025</u>
<u>1.1</u>	<u>Review of policy in accordance with Section 165 of the Local Government Act 1993</u> <u>Workshopped with Councillors May 2025</u>	<u>May 2025</u>
<u>1</u>	<u>Adopted by Council</u>	<u>04 September 2013</u>

1 Introduction

1.1 Scope

This policy applies to the delivery of Council-operated families' and children's services and programs.

This policy demonstrates direct commitment to the following strategic guiding principles:

- Equitable and inclusive | Commitment to building connections with stakeholders and building trust and respect
- Responsible | Always trying to serve the needs of the entire community
- Transparent | Nurturing a trusting and supportive partnership with community
- Accountable | Committed to risk management and compliance
- Financially sustainable | Proactive consultation and engagement with community and stakeholders on defining service standards.

1.2 Purpose

This policy and its associated procedures ~~encompass all aim to ensure~~ processes ~~are~~ implemented ~~to~~ effectively ~~to~~ provide information and manage the delivery of Council-operated families' and children's services and programs.

1.3 Definitions

Nil

2 Legislation

~~Commonwealth Children (Education and Care Services National Law Application) Act 2012~~
~~Commonwealth Education and Care Services National Regulations 2011~~
~~NSW Children and Young Persons (Care and Protection) Act 1998, No 157~~
~~NSW Children and Young Persons (Care and Protection) Regulation 2012~~
~~NSW Children Legislation Amendment (Wood Inquiry Recommendations) Act 2009~~

- Advocate for Children and Young People Act 2014
- Child Protection (Offenders Prohibition Orders) Act 2004
- Child Protection (Offenders Registration) Act 2000
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children and Young Persons (Care and Protection) Act 1998
- Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015
- Children and Young Persons (Care and Protection) Regulation 2022
- Children (Protection and Parental Responsibility) Regulation 2024
- Children's Guardian Act 2019
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Children (Education and Care Services) Supplementary Provisions Regulation 2024
- Local Government Act 1993

3 Implementation

3.1 Policy statement

Bega Valley Shire Council will provide address the matter of 'families' and cChildren's services in a systematic manner by:

- providing information and services to families and children in our community
- maintaining accessible and affordable family and children's services and programs, particularly for families who are Aboriginal, low income or vulnerable
- providing services that meet all government statutory requirements and quality standards, including protecting the health and wellbeing of the children in our care
- prioritising services and programs that meet an identified gap in the community
- prioritising programs, education and services that enhance the capacity of families and children to live well and contribute to community life
- promoting a range of mechanisms that support family and community involvement in service delivery
- building strong interagency relationships with other child and family services.

3.2 Roles and responsibilities

3.2.1 Elected Council

The elected Council is responsible for determining the strategic direction of Council's families and children's services, and ensuring appropriate governance is in place to ensure safety, transparency, quality and alignment with legislation.

3.2.2 The Chief Executive Officer

The Chief Executive Officer ~~(CEO)~~ is responsible for ensuring Council complies with all relevant legislation relating to services for families and children, and maintaining accessible and affordable families and children's services and programs.

3.2.3 The Director of Community, Environment and Planning

The Director of Community, Environment and Planning is responsible for ensuring Council complies with all relevant legislation relating to services for families and children~~for the management of programs, education and services that enhance the capacity of families and children to live well and contribute to community life.~~

3.2.4 Manager of Community and Cultural Services

The Manager Community and Cultural Services is r~~esponsible for~~for the management of programs, education and services that enhance the capacity of families and children to live well and contribute to community lifemaintaining accessible and affordable family and child services and programs.

4 Supporting documents

4.1.1 BVSC procedures that relate to this policy

Procedure No.:	Procedure Name	External or Internal Procedure
4.09.01	Acceptance and refusal of authorisation	External
4.09.02	Access, equity and inclusion	External
4.09.03	Allocation of vacancies	External
4.09.04	Arrivals and departures – <u>Delivery of Children</u>	External
4.09.05	Child protection	External
4.09.06	Clothing	External
4.09.08	Communicable diseases – <u>Dealing with Infectious Diseases</u>	External
4.09.09	Complaints	External
4.09.10	Confidentiality and access to child records	External
4.09.11	Dental Care	External
4.09.12	Emergency evacuation	External
4.09.13	Enrolment and orientation	External
4.09.14	Excursions/Incursions	External
4.09.15	Family involvement	External
4.09.17	Fees and charges	External
4.09.18	First aid	External
4.09.19	Food safety	External
4.09.20	Healthy environment – <u>Child Safe Environment</u>	External
4.09.21	Immunisation, illness-exclusion and medication	External
4.09.22	Medical conditions	External
4.09.23	Nutrition, <u>Food and Beverages and Dietary Requirements</u> al meals and dietary requirements	External
4.09.24	Education and Care Services Philosophy	External
4.09.25	Purchasing	External
4.09.26	Respectful behaviours - interactions with children	External
4.09.27	Responsible person	External

Procedure No.:	Procedure Name	External or Internal Procedure
4.09.28	Routines	External
4.09.29	Staff absences	External
4.09.30	Sun protection	External
4.09.31	Transitions	External
4.09.32	Volunteers and students	External
4.09.33	Water safety	External
4.09.34	Working with children check	External
4.09.36	Sleep and Rest Requirements	External

4.1.2 BVSC policies that relate to this policy

Policy No.:	Policy Name
1.01	Community wellbeing
1.02	Inclusive communities
1.07	Cultural diversity
2.01	Community learning and education
4.16	Child Safe Organisation
6.02	Code of Conduct

Note: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted policies and procedures on Council's website: [Bega Valley Shire Council \(nsw.gov.au\)www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au)