

ADMINISTRATION - ACCOUNTABILITY REQUIREMENTS

POLICY

THE Mt Alexander Family Day Care Scheme is auspiced by Castlemaine Childcare Cooperative and is accountable to the Department of Justice, DET, DET (Commonwealth).and Centrelink.

PROCEDURE

DET REQUIREMENTS:

DET is accountable for the expenditure of Commonwealth funds:

- through the requirements of legislation, such as the Audit Act, Finance Directions and Regulations;
- through its responsibility to advise the Government on the achievement of its objectives for the Children's Services program;
- through its responsibility to produce public information on child care achievements.

The Department seeks to meet these accountability requirements by :

- imposing conditions of funding through agreements and administrative procedures;
- analysing statistical data gained from claim forms, financial reports and surveys;
- examining the material which Schemes submit to verify the accuracy of claims;
- periodic assessments of information retained by Schemes.

Family Day Care Schemes are accountable to DET and must meet requirements by:

- Recurrent Grant Agreement
- Operational Profile
- CCS/ISS Claim
- CCS Records
- Audited Financial Statements

DET REQUIRMENTS

DET is responsible for monitoring compliance with National Law, Regulations and Standards

1. Appropriate records must be kept for all areas of Family Day Care, and all incidents requiring medical attention of a child reported to the local DET office within 24 hours
2. The scheme must register with DET for licencing.
3. The scheme will undertake all necessary actions to ensure that they comply with the requirements of the National Standards, and the DET's periodic compliance visits.

Source: National Law Regulation and Standards
DEEWR CCMS Childcare Service Handbook
Dept of Justice – Guidelines and Rules for Cooperatives

Reviewed February 2006 / June 2006 / May2008 / July 2009, July 2012, July 2018