

(Reviewed October 2023)

Policy Statement:

The Mueller College Outside School Hours Care Service management seeks to implement measures which provide financial protection and minimize the risk of fraudulent, inappropriate or negligent financial practices. This policy outlines how the Service seeks to protect the financial reputation of the organization and its ongoing viability.

National Quality Standard (NQS)

Quality Area **3: Physical Environment**

7: Governance and Leadership

3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
3.2.2	Resources support play-based learning	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations

103 (1)	Requires all equipment and furniture used in providing the education and care service are safe, clean and in good repair.
105	Requires each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.

Education and Care Services National Law

301 (3,f)	Requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;
301 (3,g)	Requirements and standards about the premises to be used to provide an education and care service including siting, design, layout, space, security and entitlement to occupy;

Objective:

To ensure that all products purchased by the Service are considered in accordance with Finance teams and approved based on safety, environmental consideration, need, inclusivity, purpose and programming.

Procedures:

- All purchases for the Service must only be made after the pre-approval of management staff.
- Educator request should be made via email to the Nominated supervisor.
- All petty cash purchases should be under \$30.00.
- All stationary should be collected at the front office or ordered through the Purchase Order system.
- Wherever possible ordering should be done on set up accounts with pre-used vendors.
- A credit card will be held by the nominated supervisor for use when required. All credit card purchases must be entered into the purchase order system as soon as

- possible for formal approval.
- All other orders are to be entered into the Purchase Order system and wherever possible approval should be sort BEFORE the items are purchased.
 - All purchases and payments shall be processed using the Mueller College Purchase order and Procurement request system (DMS).
 - When purchasing is carried out within the Service, the conduct of purchases will be in line with the following five principles where possible:
 - Open and effective communication;
 - Value for money;
 - Enhancing the capabilities of local business and industry;
 - Environmental protection;
 - Ethical behaviour and fair dealing.
 - Purchases over \$500 must only be actioned once the purchase has been approved through the DMS system.
 - Purchases over \$1000 may require two quotes before approval.
 - Management will ensure that the purchasing policy does not negatively impact on the efficient operations of the Service and that all purchases requests are followed up in a timely manner.

REFERENCES:

- Education and Care Services National Law Act 2011, Current as at March 2023
- Education and Care Services National Regulations, Current as at October 2023
- Guide to the National Quality Framework, Revised July 2023
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022

See Also:

- Mueller OSHC Adhering to Manufacturers Advice Policy & Procedure
- Mueller OSHC Budgeting and Planning Policy & Procedure