



1. Purpose and Scope

1.1 Purpose

This policy sets out the general provisions for governance approved by the South Perth Learning Centre Inc (**Centre**).

It does not cover the legal or ethical responsibilities of the Management Committee or its subcommittees.

1.2 Scope

Governance is the foundation upon which an organisation is built. For Community Resource Centres (CRCs), governance is about how the centre is run – the strategy, structures, policies, systems, relationships and understandings that enable the centre to determine its future direction, set the right course and make the right decisions.

The Centre is committed to a high level of accountability, responsibility and transparency on the part of the Management Committee that oversees the operations of the Centre. These requirements are at the heart of good governance and are an important concern of committees.

2. Related Documents

The following documents either make or contain references to this policy:

- Roles and Responsibilities Policy
- Strategic Plan
- SPLC Constitution

3. Governing Documents and Legislation

The following, as amended from time to time, govern the operations of the Centre:

- South Perth Learning Centre Inc. Constitution
- Associations Incorporation Act 2015
- Australian Charities and Not-for-profits Commission Act 2012

4 Definitions

Capitalised terms are as per defined terms in the South Perth Learning Centre Inc. Constitution.

5 Policy



5.1 South Perth Learning Centre Management Committee

It is the responsibility of the Management Committee to:

- Ensure that the Centre is governed and is operating in accordance with the Centre's Constitution and relevant legislation.
- Ensure the Centre is governed effectively, including ensuring that the Centre's Constitution is relevant and appropriate to the operations and governance of the Centre.

5.2 Mission of the Centre

It is the responsibility of the Management Committee to:

- Establish the mission of the Centre.
- Ensure that the mission of the Centre is consistently integrated and progressed through all Centre Operations, including governance and financial management of the Centre.
- Regularly review the mission as part of the Centre's strategic planning process.

5.3 Relationship with Centre Management

- The Management Committee's relationship with the operations of the Centre is through the coordinator / manager of the Centre.
- The Management Committee members shall relate to Centre staff and volunteers in such a way that enhances, not undermines the position of the coordinator / manager.
- The Management Committee shall avoid being involved in the day-to-day operations of the Centre, including the internal processes of the Centre.
- The Management Committee members shall only make requests of the staff and volunteers through the coordinator / manager, unless otherwise agreed by the Management Committee and the coordinator / manager.
- Where a Management Committee member needs to be involved in operational matters, they shall separate their governance role from their operational role.

6 Document History



Document name:			
Version number	Version date	Approved by	Description of changes
1.0	16 Jan 2019	Management Committee	Initial document.
2.0	22 June 2021	Management Committee	Revised for relevancy and clarity.

7 Approval

Name	Clementine Kohler
Position	Management Committee, Chairperson
Date	22 June 2021