



Community Managed Governance Hub

A new CELA subscription offering practical governance support
for confident, capable community managed committees

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When governance is strong, your whole service thrives

Running an education and care service is deeply rewarding. Strong governance underpins everything that follows, from confident decision-making to sustainable leadership and positive outcomes for children and families.

CELA recognises that community managed services are the lifeblood of their communities. They are driven by what children, families and communities need, not by profit or self-interest. We know you need this support and that is why we are putting our time, expertise and resources behind it.

The Community Managed Governance Hub is a dedicated online platform and App, supported by expert phone advice and a built-in chat and connection space, giving committees the tools, training and guidance they need to lead confidently, strengthen governance and safeguard their service.

What your committee will get



Access to a complete resource library

Organised by committee lifecycle:

- ▶ **Pre-AGM:**
Recruitment templates, governance health check, and skills matrix.
- ▶ **AGM & induction:**
Induction checklist, code of conduct, meeting agenda, role guides.
- ▶ **Orientation & operations:**
Director's report template, HR responsibilities, communication plan.
- ▶ **Planning & sustainability:**
Budget toolkit, budget templates and approved provider regulatory framework overview.
- ▶ **Governance in action:**
Risk assessments, compliance tools, minimisation strategies.
- ▶ **Building an effective workforce culture:**
Attracting and retaining staff, embedding fair practices, supporting growth and wellbeing
- ▶ **Succession & exit:**
Succession planning and handover guides.



1800 governance advice line

Speak directly with a governance specialist.



Updates and alerts

Stay current with changes to law, funding and regulation.



Pre-recorded webinars

Recordings designed to support and enhance the use of written resources provided in the portal



A place to connect and share information

A secure chat hub where committee members can connect in real time, seek peer advice, and learn from the experiences of others, accessible through desktop or mobile App.

Full list of resources

Pre-AGM

Joining a committee

Focus:

Recruiting new members, understanding governance basics, preparing for audit

Resources:

- ▶ Join our volunteer management committee – email/letter template
- ▶ Join our volunteer management committee – poster
- ▶ Simple guide – being on the committee
- ▶ Skills matrix – governance and compliance

AGM & induction

Taking on a governance role

Focus:

Formal election, legal requirements, learning about roles and responsibilities

Resources:

- ▶ Committee handbook
- ▶ Governance policy and procedure
- ▶ Management committee roles
- ▶ Management committee code of conduct
- ▶ Management committee induction checklist
- ▶ Management committee meeting agenda
- ▶ What to do after your AGM

Orientation & operations

Building confidence in a committee

Focus:

Participating in meetings, understanding compliance, early operational oversight

Resources:

- ▶ Approved Provider: National Law & Regulations comparison chart
- ▶ Communicating roles and responsibilities
- ▶ Director's report to the committee
- ▶ Early childhood teacher requirements
- ▶ Governance calendar
- ▶ Regulatory frameworks infographic
- ▶ Responsible person infographic
- ▶ Sample communication plan
- ▶ Sample schedule of delegation for NFP board
- ▶ Schedule of delegations template
- ▶ Supporting frameworks
- ▶ Thinking about management committee meetings
- ▶ Who does what

Governance in action

Risk & reporting

Focus:

Reporting requirements, risk management, monitoring compliance

Resources:

- ▶ Child protection – know your responsibilities
- ▶ Managing Risks in ECEC Services
- ▶ Operational risk assessment
- ▶ Scenarios risk management process
- ▶ Top tips for risk minimisation strategies

Planning & sustainability

Strategic leadership

Focus:

Financial oversight, long-term planning, governance consolidation

Resources:

- ▶ Budget template
- ▶ CELA finance toolkit
- ▶ Management committee health check - action plan
- ▶ Risk management policy

Succession & exit

Handover & renewal

Focus:

Capturing knowledge, ensuring smooth transitions, supporting continuity and renewal

Resources:

- ▶ Handover
- ▶ Succession planning
- ▶ Thank you for your commitment letter

Building an effective workforce culture

Focus:

Attracting and retaining staff, embedding fair practices, supporting growth and wellbeing

Resources:

- ▶ Absenteeism
- ▶ Conscious bias
- ▶ Effective performance reviews
- ▶ Employment contracts for all roles
- ▶ Grievance policy / managing grievances
- ▶ How to conduct an investigation
- ▶ HR responsibilities – supporting frameworks (for APs)
- ▶ Importance of professional development
- ▶ Managing difficult conversations
- ▶ Managing internal complaints about staff members
- ▶ Onboarding
- ▶ Performance reviews
- ▶ Position descriptions
- ▶ Providing feedback
- ▶ Psychological safety
- ▶ Recruitment practices
- ▶ Roles and responsibilities
- ▶ Staff appraisals
- ▶ Staff leave and entitlements
- ▶ Workplace conduct
- ▶ Workplace surveillance – employment

Outcomes for your service

Strong governance is not just about compliance – it's about creating confident committees that can make decisions in the best interests of children, families, and the service. This is a proactive step that can prevent a minor issue from escalating into a crisis that affects the lives of volunteer management committees and staff.

By joining the Community Managed Committee Governance Hub **your service will gain the assurance that volunteer committee members are supported with the right knowledge, tools, and guidance at every stage of their journey.** This means directors and staff spend less time navigating governance challenges, and more time focused on delivering quality education and care.

Key outcomes include:

- ▶ **Confident, capable committees** – volunteers understand their roles and responsibilities and can make informed decisions.
- ▶ **Reduced risk to your service** – with access to resources on compliance, risk management, and reporting, committees can identify and address issues before they escalate.
- ▶ **Time saved for directors and leaders** – with templates, checklists, and training recordings ready to use, you don't need to reinvent the wheel for every new committee member.
- ▶ **Consistency and sustainability** – resources support smooth handovers and succession planning, ensuring continuity year to year.
- ▶ **Improved service viability** – with stronger planning, budgeting, and strategic leadership, services are better equipped to thrive long-term.
- ▶ **Reassurance for families and stakeholders** – when governance is strong, the whole community can trust that children's best interests are at the centre of decision-making.

How it will work

- 1** Join as a community-managed service and activate your subscription.
- 2** Receive a welcome pack and induction checklist to get started with confidence.
- 3** Invite your committee members to join as part of the subscription.
- 4** Access expert advice on demand – committee members can call the governance support line whenever they need guidance.
- 5** Stay informed with regular updates highlighting new resources, training, and relevant sector news.



Express your interest

The hub will launch in late February 2026

Register your interest to be among the first to receive details about subscribing and accessing the hub.

Note: You will need to be a CELA member to subscribe. The subscription fee will be \$1,300 per year, which will contribute towards the cost of the platform and the phone support/resource development.

To express your interest in participating, scan the QR code or visit: <https://link.cela.org.au/hub-express-interest>





Further questions

If you have further questions please don't hesitate to contact us on

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A trusted national voice for community and small early education providers

CELA has been the voice for Australia's community and small providers of early education since 1978. As a peak body, we advocate for quality education and care for all Australian children. We provide expert support and guidance for over 1,800 members employing more than 27,000 educators and teachers nationally.

CELA is a not-for-profit organisation. Any profits we make from subscriptions and professional development fees help support our advocacy, our mission and member benefits.