



Regulatory Roundtable

Terms of Reference

1. Purpose

- 1.1 It is the mutual responsibility of services and the Education Standards Board to support, promote and contribute to the education and development, health, safety and wellbeing of children to achieve the objectives outlined in the *Education and Early Childhood Services (Registration and Standards) Act 2011* (State Act).
- 1.2 The Regulatory Roundtable comprises representatives from peak bodies and providers with 25 or more services across South Australia's early childhood education and care sector.
- 1.3 Its purpose is to provide a forum for regulated parties and representative peak bodies to engage with the Education Standards Board (ESB) on regulatory matters under the National Quality Framework (NQF) and under the State Act.
- 1.4 The Roundtable supports a transparent and considered regulatory approach by:
 - a. providing feedback on ESB's communication and engagement approach
 - b. providing feedback on educational tools and resources
 - c. providing feedback on how the ESB applies its legislative functions, powers and tools to assist the ESB in identifying opportunities to reduce regulatory burden.
 - d. providing valuable industry insights on compliance issues to create a robust understanding of the reasons that lead to breaches of regulations and how the ESB can address them.

2. Responsibilities

- 2.1 The role of the Roundtable is to work with the Board and its Chief Executive to provide sector knowledge and advice on ways the ESB can achieve its regulatory objectives that focus on improving outcomes for South Australia's children and young people and assisting families to access high quality education and early childhood services.
- 2.2 Members are expected to:
 - a. Actively participate in discussions.
 - b. Approach discussions in a collaborative, professional and respectful way.
 - c. Refrain from raising specific regulatory activities and investigations that relate to their own provider approval.
 - d. Appreciate the needs and requirements of all stakeholders.
 - e. Immediately declare any actual or perceived conflict of interest in respect to any matter raised by the group and not take part in the discussions.
 - f. Raise issues for consideration through the Chair.

Membership

The Roundtable comprises:

- a. the Chief Executive, ESB (Chair)
- b. The following peak bodies:
 - Association of Independent Schools SA (AISSA)
 - Australian Childhood Alliance SA (ACA SA)
 - Community Children’s Centres SA (CCCSA)
 - Early Childhood Australia (ECA)
 - Early Learning and Care Council of Australia (ELACCA)
 - Outside of School Hours Care SA (OSHC SA)
 - Family Day Care Educators Association (FDCA)
 - SA Primary Principals Association (SAPPA)
 - Preschool Directors Association of South Australia (PDASA)
- c. The following approved providers:
 - Camp Australia
 - Catholic Education South Australia (CESA)
 - Department for Education South Australia
 - Goodstart Early Learning Ltd
 - Happy Haven OSHC
 - Stepping Stone Childcare and Early Development Centres (SA)
 - YMCA of SA
- d. Director, Regulatory Practice and Operations (ESB)
- e. Senior Managers from the ESB (dependent on agenda items)
- f. An ESB staff member (secretariat services)
- g. Invited parties

3. Meetings and procedures

- 4.1 The Roundtable meets once a quarter for a planned maximum two-hour duration (a maximum total of 8 hours per year).
- 4.2 The Roundtable may meet more regularly in exceptional circumstances to deal with emerging issues or priorities or to consider issues out of session.
- 4.3 Proxies are permitted with prior notice and endorsement of the chair.
- 4.4 The Roundtable agenda, with attached meeting papers, is distributed at least four working days prior to the next scheduled meeting.
- 4.5 The meeting summary and any action items arising from each meeting are prepared by an Officer of the Education Standards Board and distributed as soon as possible after each meeting for feedback from the Roundtable.
- 4.6 A meeting summary is published online and included in the following month’s newsletter.

- 4.7 Information discussed and documentation shared at the Roundtable can be distributed with prior approval of the Chair.
- 4.8 Terms of Reference and membership is reviewed annually.