



Resource Paper 7 /adm

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The OSHC Operator's Management Checklist

A handy guide for school councils, boards and principals

An OSHC service must be well managed if it is to operate effectively, with the capacity to develop and continue to improve. We have all heard that "a good tradesman never blames his tools." Good management is part of the OSHC toolkit. Take five minutes to consider your service against this list.

- Is your service is promoted within the school community and local area in a way that reaches *all* potential new clients?
- How do you incorporate your OSHC service into your site operations as an integral part of your whole business?
- Do you have a clear understanding of the accountability for the service? First to the Australian Government as the funding body, and then to meet state requirements?
- Have you developed an operating budget for each component that your service operates?
- What do you know about the financial well being of the service?
- Do you and the staff at the service understand fully the fee structure and how cash flow is monitored?
- If your service is new, do you know it will take some time (many months / a year) to stabilise the financial position?
- Do you have a contingency plan to give financial support to the OSHC service in time of need?
- Do you understand the operational aspects of Child Care Benefit and how to record this in your chart of accounts?
- How often are full financial reports presented and who sees them?
- Have you made provisions for staff entitlements, replacement of equipment and capital improvements? How are these provisions identified? Are they in a high interest bearing account?
- Do you understand your legal responsibilities as an employer?
- Do all staff members have contracts and are records kept in accordance with the industrial requirements?
- Do you have structures in place to manage and support staff in the same way as other site staff are supported, e.g. regular meetings with staff and sharing of information?
- Are there professional development opportunities for staff?
- How do you describe the reason for having an OSHC service on site? Can you honestly describe your OSHC as a quality program of activities which enhances the lives of the community's children?
- Does your budget and forward planning focus on the ongoing development and **improvement** of the service for children?
- Is children's input sought and implemented where possible to ensure that their needs are being met?
- As operator of the service do you take an active interest in what is being programmed for the children and how this might be linked to other care and education programs for which you are responsible ?

Take this checklist to your next meeting for discussion and see how you rate. If there are ways in which we can help you please call our staff and talk through issues.

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ABOUT NETWORK SA & ARMSU

Network SA provides advice, support, training and publications for Directors, managers, operators, management committees / boards and administrators in children's services.

Staffing – general information about staff selection, interview procedures & questions, over-time, TOIL, higher duties, classifications, grievances, probation, staff management procedures, job descriptions, breaks, hours of work, referee reports, staff development, notice/ termination, etc.

Financial - budget development & monitoring, auditors & associated costs, records management, insurance, interpretation of financial statements, asset management & provisions, superannuation, payroll and termination payments, etc.

Governance/management committees – role of management committees, role of director, role of office bearers, constitutions, planning processes, governance issues, conflicts of interest, risk management, conflict management, procedural issues

Policy and operational issues – vision & mission statements, policy development, excursions, OHS&W, privacy principles, equipment safety checks, late fees, duty of care, staff role definitions, etc.

Network SA Extra membership service – specialised information and consultations on industrial matters; mediation services.

Network SA also operates SA's Indigenous Professional Support Unit - ARMSU

Indigenous Professional Support Units are an initiative of the Inclusion and Professional Program funded by the Australian Government. ARMSU provides support for Aboriginal children's services to provide quality care that is culturally safe, appropriate and meets the needs of Indigenous children and families

- Management of staff, finances, OHS&W, resources and administration;
- Programming and planning to meet needs of children, families and communities;
- Corporate governance, management committee support;
- General operational support and referrals; building networks and links.

ARMSU hosts Aboriginal Services Meetings - Directors, staff and other representatives of SA's Aboriginal children's services are invited to meet together 3 times each year for professional development, training, information sharing and networking.

ARMSU also provides cultural experiences for children through the Talking Culture program (phone 8445 8128 for details).

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