

**networksa**

#### **Our Vision**

A strong and viable children's services sector that enhances the lives of children, families and communities

#### **Our Mission**

Our mission is to make a significant contribution to the well-being of children, families and communities through supporting excellence and equity in children's services.

We develop, interpret and disseminate information that strengthens the capacity of children's services to deliver quality programs.

We support the operators of children's services to make informed and sound decisions about the governance, management and administration of their organisations, with a focus on personal, social and fiscal responsibility.

We uphold the Indigenous cultures of Australia, seeking to support the inclusion of Aboriginal children in all children's services and to deepen community understanding and appreciation of Aboriginal family and community values. We are committed to the provision of services that foster community spirit and help to create a humane and productive society.

#### **Our Values**

##### **Accountability**

We listen openly, respect confidentiality and work with integrity; conscious that today's decisions will shape the future.

##### **Customer Service**

We provide good customer service.

We welcome and respond to feedback.

##### **Diversity**

We appreciate and respect cultural diversity in our workplace and communities.

##### **Respect**

We recognise the value of people's life experience, wisdom, knowledge and skills.

##### **Trust**

We welcome and support people who come into contact with us.

We aim to inspire trust by our actions.

##### **Working Together**

We value every staff member and work together as equals while recognising the diversity of jobs we do.

We encourage staff to show direction, lead graciously and develop their skills and knowledge.

# The Networker



Volume 1

Number 2

## Fraud survey in not-for-profit sector

There are around 700,000 not-for-profit organisations in Australia and 40,000 in New Zealand. Some 380,000 of these are incorporated in some way; 35,000 employ staff; they have a combined income of \$33.5 billion dollars; and as a sector employ over 604,000 people. Organisations range from business and professional associations to exchange and friendship programs to international disaster relief organisations and crisis intervention programs.

In the first survey of its kind for the not-for-profit sector in Australia and New Zealand, it was found that nearly 90 per cent of reported frauds in the sector are under \$50,000.

The survey was produced by BDO Chartered Accountants & Advisers in conjunction with the Not-For-Profit Network and the Queensland University of Technology. A total of 547 responses were received from the not-for-profit sector.

#### Major findings included

- Of those organisations that responded only 19 per cent had experienced fraud over the past two years,
- The largest number of frauds reported occurred in organisations in the \$1 million - \$10 million turnover bracket,
- Cash theft and expense account fraud were reported as the most common types of fraud perpetrated,
- In not-for-profit organisations the typical fraudster is female, in her forties and a paid non-accounting employee,
- 89 per cent of reported frauds in the not-for-profit sector are under \$50,000,
- Financial problems and pressures (26 per cent), maintaining a lifestyle (19 per cent) and revenge (17 per cent) were the three key motivations behind why a person committed fraud.
- Strong internal controls (42%) and an ethical culture (31%) within the organisation were considered important in reducing the risk of fraud, along with internal audit (28%).

Our website [www.networksa.org.au](http://www.networksa.org.au) includes a free resource sheet on fraud in children's services. Further tips on managing the risk of fraud will be included in the next issue of The Networker.

# Network SA Training and Professional Development Services

## Adelaide

### Regional Areas

#### **Budgets & Financial Management**

for Directors, Assistant Directors, Management Committee members, employers in LDC & OSHC. (\$44 per person) Bookings through PSC 1800 129 606.

- **Whyalla:** Presenter Bev Pope 9.30am - 12.30pm Tuesday 27th June at Whyalla Westlands.

Naracoorte workshop cancelled due to low numbers.

#### **Policy Writing**

for Directors, Assistant Directors, Management Committee members, employers in LDC & OSHC. (\$44 per person). Cancelled due to low numbers.

#### **Staffing Dilemmas**

for Directors and Assistant Directors in LDC & OSHC. (\$44 per person) Bookings through PSC 1800 129 606.

- **Whyalla:** Presenter Bev Pope 1.30pm - 4.30pm Tuesday 27th June at Whyalla Westlands.

Mentoring, advice and support for new Directors in Long Day Care and Out of School Hours Care - call Sarah (LDC) or Kay (OSHC) on 8445 8128 for details

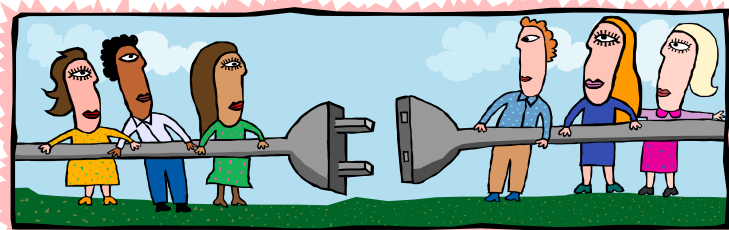
#### **Planning (part 2) Booked out.**

Presenter: Lindsay Holmes. The Parks Community Centre 23rd June

#### **Communicating With Families (OSHC)**

Practical strategies - written, verbal and visual - will be discussed and reviewed. This workshop will assist services to meet criteria for evidence with the OSHCQA Quality practices guide.

Presenter Robyn Monro Miller 9.30am - 12.30pm followed by lunch Monday 26th June at Cheltenham Racecourse, Adelaide.



#### **Understanding People: using the Myers Briggs Type Indicator to gain a better understanding of yourself and your team**

This dynamic workshop comes highly recommended for the quality of information, thought-provoking insights and fun. All materials and lunch provided. Presenter Janelle Hynd 9.30am - 12.30pm Monday 19th June at Network SA

#### **Accounting for non-accountants**

Preparation of financial reports and how to read them, terminology and concepts. Presented in a practical, self paced and competency-based fashion, with explanations in plain English

Presenter: Andy Redden. 1.00pm to 5.00pm Fridays, 28th July, 4th August, 11th August



Community based services—are you looking for free or low-cost training and support for your management committee?

Call 8445 8128 for further information.

# Tax Deductions for Job Related Expenses

There is some confusion in relation to what training expenses child care staff can claim under expenses in their Tax Return. I have had some consultation with the Australian Taxation Department and have also downloaded information from their website.

According to the Department there are 2 ways that you can claim expenses that you incur on the job –

## Claiming self-education expenses

Under this deduction a claim can be made for expenses incurred that are generally associated with a course or education provided by a school, college, university or other place of education.

- You must have undertaken the course to gain a formal qualification for the use in *carrying on* a profession, business or trade or *in the course of employment*.
- The study must be recommended by your current employer
- You must be furthering education in the same profession as your income at that time.

There has to be a direct connection between the course and your current income source e.g. if you are employed as a Child Care Assistant and your management suggest or require you to further your study to become a Child Care Professional then you are able to claim (it was suggested by the ATO to get a letter from your employer stating this request)

## Claiming work related expenses

Generally a work related expense is incurred when you:

- Receive a bill or invoice for an expense that you are liable for and must pay
- Do not receive a bill or invoice but you are charged and you pay it.

This category includes any work related expense that you incur other than self education expenses as described above e.g. workshops, seminars, police checks, First Aid, Mandated Notification etc.

This is only a guide and relevant sheets on each of the above can be downloaded from [www.ato.gov.au](http://www.ato.gov.au) or you can call the Australian Taxation Office to discuss individual cases on 132 861 - 8am to 6pm weekdays.

Debbie Grose  
Resources Consultant  
Network SA

## Food For Thought

"The word joy will probably not show up in a curriculum guide. And I don't hear many politicians using that word when they talk about schools and money and accountability.

But those of us working hard to ensure a childhood for so many children know that if we did not hear laughter, giggling, hoopla, shouting, and cheering in our centers we couldn't go on.

It is the joy of each child that keeps us doing what we do."

From Exchange Every Day

## Occupational Health, Safety and Welfare Training Provisions

# Update on Responsible Officer training provisions

### **This guidance material will be rescinded once Regulations are established**

New requirements for training of Occupational Health, Safety and Welfare (OHS&W) Responsible Officers became effective on 15 August 2005.

Section 61 of the Occupational Health, Safety and Welfare Act 1986 (the Act) provides that each body corporate carrying on business in South Australia must appoint one or more responsible officers. A responsible officer must be the chief executive officer or member of the governing body who resides in the State. However, if no one meets these criteria the responsible officer must be a senior executive officer or if this also does not apply, an officer of the body corporate who resides in the State.

Section 61 (2a) of the Act has been amended to include the new requirements for training of responsible officers. These amendments also include a transitional period during which a responsible officer must undertake the prescribed training.

A responsible officer appointed before commencement of the new requirements has three years from 15 August 2005, to undertake a course of training. The course of training must be recognised or approved by the SafeWork SA Advisory Committee (see table on the opposite page). However, a responsible officer, who meets recognised prior learning criteria, as established by the SafeWork SA Advisory Committee, will not need to undertake further training.

A responsible officer appointed after 15 August 2005, but prior to 15 August 2006, must attend a recognised or approved course of training within twelve (12) months of appointment.

A responsible officer appointed after 15 August 2006 must attend recognised or approved training within three (3) months of his or her appointment.

### ***Training for other persons in the workplace***

Amendments to Section 31A of the Act, which also became effective on 15 August 2005, address the provision of training for health and safety representatives, deputy health and safety representatives and OHS committee members.

### ***Transitional arrangements***

The amendments to the Act do not address the amount of training required by elected health and safety representatives, deputy health and safety representatives, OHS committee members and responsible officers. These matters will be the subject of further consideration by SafeWork SA in consultation with interested groups and will then be determined under the Occupational Health, Safety and Welfare Regulations 1995 (the Regulations).

Consultation will also occur during establishment of appropriate learning outcomes and drafting of procedures for recognition or approval of these courses by the SafeWork SA Advisory Committee.

Although these procedures will be completed as soon as possible it is recognised that effective consultation will be crucial to their successful development and implementation. Due to the phasing in period for consultation and strategic development the following transitional

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arrangements have been established to provide guidance on the amount and delivery of training to be made available for health and safety representatives, deputy health and safety representatives, OHS committee members and responsible officers.

These transitional provisions will cease to apply when the SafeWork SA Advisory Committee has established the administrative procedures, course criteria and learning outcomes, and necessary regulations have been introduced.

Both Business SA and SA Unions have been accredited as interim Training Providers for approved courses. Their contact details are below. There is a full list of the interim Approved Training Providers at

#### **Business SA**

136 Greenhill Road

UNLEY SA 5061

Ph: 8300-0103

Fax: 8300-0204

[tsu@business-sa.com](mailto:tsu@business-sa.com)

[www.business-sa.com](http://www.business-sa.com)

#### **SA Unions**

11-16 South Terrace

ADELAIDE SA 5000

Ph: 8212-3155

Fax: 8231-9300

[saunions@saunions.org.au](mailto:saunions@saunions.org.au)

Training Course	Interim/transitional arrangements
Health and Safety Representatives*	Entitlement: 5 days per year – to attend approved training courses provided by Approved Training Providers.
Deputy Health and Safety Representatives*	Interim entitlement: 3 days per year – based on the first 3 days of the appropriate approved HSR course and provided by Approved Training Providers.
Health and Safety Committees*	Interim entitlement: 1 day course - for individual committee members new to the role followed by a ½ day - course for committee members in their second or subsequent years. Provided by Approved Training Providers.
Responsible Officers	Obligation to attend 3 - 4 hours course provided by Approved Training Providers.
* Entitlement to training qualified by provisions of Section 31A(2) of the Act	

# Expansion of OSHC Services

## Increased Numbers of CCB Places—A Word of Caution

The cap on Out of School Hours Care (OSHC) places was lifted in the Federal Budget handed down on 9th May 2006.

There will be some strategies developed to address the future allocation of places but it is expected that the process will be easier for services. In conjunction with these changes, the Minister is looking to increase the number of compliance checks across all sectors of childcare. There are also planned changes to systems of Child Care Quality Assurance. (An outline of some changes appears on the National Childcare Accreditation Council's website [www.ncac.gov.au](http://www.ncac.gov.au) )

All approved OSHC services will be required to meet OSHC National Standards and OSHC Quality Assurance requirements.

The uncapping is a new concept for OSHC, and the operators of services need to carefully consider the implications of any changes to their service.

Consider the following points when making decisions.

### I. FACILITIES

- Does your service regularly undertake a self audit to ensure that you comply with the OSHC National Standards?
- If you decide to offer care to more children will your service be able to fully comply with the National Standards?
- Remember that more children will have an impact on the volume of storage space the service will need.

### 2. STAFFING

- Does your service have the required number of qualified staff to operate the service as it is currently or do you have an exemption?
- Can you ensure that you will be able to staff the service should you increase its size? There is a national shortage of qualified child care professionals.

### 3. BUDGET IMPLICATIONS OF CHANGES

There are budget implications when you consider increasing the size of your OSHC services and you should consider these carefully before changing. Be aware of all the implications relating to payment of staff.

- Compare the required child staff ratios and the number of qualified staff you are currently required to employ with the required number for increased size of service (consider each component).

N.B. It may be better to increase the number of places to 29, 59 or 89 rather than 30, 60 or 90 if you have difficulty in recruiting qualified staff.

- Do not forget the changed ratio requirements for vacation care excursions when planning to increase the size of the service.

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- Consider the level of pay for the director - this too will change at 30 places, and 60 places.
- An increase in the number of places for a service may mean there is an additional requirement of non contact (administration) time for some staff and maybe an increased workload for the school finance officer.

#### 4. DECISION MAKING

Uncapping the availability of CCB places for OSHC is certainly a blessing for those services that have to battle with waiting lists.

Decisions to increase the size of a service do have management implications and so such decisions should be based on the sound business considerations of the operator.

It is very unwise to leave such decisions to one person.

**Kay Thomas**  
Senior OSHC Consultant  
Network SA

## Does 'the Award' still apply?

The Federal Government's new industrial legislation, known as WorkChoices, came into effect on 27th March this year. Irrespective of the industrial coverage operating before that date, if your service is trading as a 'constitutional corporation' it is now subject to federal industrial relations law.

This includes community based services incorporated under the Associations Incorporation Act 1985, other non-profits incorporated under other state Acts and private centres operating as companies. It does not include services operating as sole traders or partnerships, or State government employees.

Under the new legislation, the award system will be rationalised over the next 3 years. If your service was under a state award (e.g. Child Care (SA) Award) and not party to a collective or workplace agreement, most of the conditions of the state awards would continue to apply until they are replaced by a new federal award or agreement or for three years - whichever comes first.

Under the transitional arrangements, these state award conditions become 'notional agreements preserving state awards' (NAPSAs). NAPSAs preserve terms and conditions of employment under state awards and state legislation (e.g. Long Service Leave Act, OHS&W etc). There will be contents of NAPSAs that differ from the previous state award. Some content in a NAPSA will be void under the Workplace Relations Act, as it is prescribed as 'prohibited content' under the regulations. This includes anti-AWA clauses and trade union training leave. Unfair dismissal actions are no longer available to employees of corporations with 100 or fewer employees, and Australian Fair Pay and Conditions Standards generally underpin all employment arrangements (awards, agreements, contracts) for corporations - i.e. serving a minimum set of standards.

More information about NAPSAs, including downloadable Fact Sheets, are available from the Australian Industrial Relations Commission website at [http://www.airc.gov.au/wc2k6/fact\\_sheets/a2z.html](http://www.airc.gov.au/wc2k6/fact_sheets/a2z.html) and the WorkChoices website, [www.workchoices.gov.au](http://www.workchoices.gov.au).

Information about the Australian Fair Pay and Conditions Standards can also be found on these websites. You can also call the WorkChoices Infoline on 1300 363 264.

The new legislation includes regulations related to time and wages records which must be kept by employers for 7 years, and details to be provided on pay slips. You can download the regulations from [www.workchoices.gov.au](http://www.workchoices.gov.au).

**Maureen McGuire**  
Executive Officer  
Network SA

# 100 Hours Project

The 100 Hours Project is a South Australian initiative operating in conjunction with the SA State Government Office for Volunteers.

They match business volunteers with not-for-profit community organisations to create 'community-business partnerships' that make a real difference, to real people.

Their aim is to assist community groups to access a vast resource of expertise and goodwill by engaging volunteers who can transfer their business skills in short-term assignments of up to 100 hours.

Any organisation that provides a recognised community service is eligible to apply for assistance from the 100 hours project.

Their database contains hundreds of requests from organisations all over the state and these requests vary widely in terms of need, type of service, and duration.

Typical assignments include:

- Business planning and management
  - Risk management
  - Finance and accounting
  - Marketing
  - Capital works – design and development
  - IT and graphic design
  - Information and systems management
  - Board meetings
- and many more interesting challenges.

To find out if your service qualifies for this service you can visit their website on

[www.100hoursproject.com.au](http://www.100hoursproject.com.au)

or contact Fred Heidt, Project Manager

100 Hours Project

Mobile: 0411 864 820

Email: [fredh@100hoursproject.com.au](mailto:fredh@100hoursproject.com.au)

54 Currie Street

Adelaide SA 5000

**Debbie Grose**

**Resources Consultant**

**Network SA**

Services provided to the children's services sector by Network SA & ARMSU include:

- Advice, support and training for long day care, OSHC and Aboriginal services on financial management, staffing matters, policy development and management committee issues
- Advice, support, mentoring and training for OSHC services preparing for OSHCQA, and maintaining quality once accredited
- Aboriginal cultural awareness activities for children and training for staff teams
- Mentoring support for new Directors

Thank you for the positive response to the first edition of *The Networker*. Some people have asked if we will be accepting employment ads. in this new newsletter. The answer at this stage is 'no' because we will be publishing on an ad hoc basis until our funding situation stabilises.

**Mentoring** **Resources** **Training** **Advice and support**

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The material contained in this publication is of a general nature only and not intended to be advice on any particular matter.

Please share this newsletter with others in your service.