

Roundtables Administrators Stream

Format:

The round tables will consist of 3 sessions running concurrently for a period of 30 minutes. Delegates will engage in professional conversations on the three focus areas identified below:

- Budgeting & Financial Reporting
- Employment
- Working With Committee

Rationale:

Round tables support delegates to collaborate, network and share ideas. This session will not take the usual format of a presentation, but rather will be a professional conversation where delegates will be actively engaged. The focus areas have been selected to reflect the role administrators carry out, to support the functions and systematic processes related to the focus areas.

Outcome:

Delegates will leave the session with additional information and knowledge. Experiences and practices will be shared across service types and structures and will support the notion of providing practical solutions.



John Gunn

Resources & Engagement Coordinator

Topic:**Budgeting & Financial Reporting**

To do the best by their communities, early childhood education and care services must maintain their financial viability. While a strong budget preparation process is necessary, it is not enough. Regular reviews of progress against the budget, combined with high-quality financial reporting, are also essential if those charged with the governance and management of the ECEC service are to properly discharge their responsibilities. This round table session will explore challenges and solutions to support effective budgeting and financial reporting in the early childhood sector.

Key questions to consider:

- What risk management practices are in place to support you in your role (fraud prevention mechanism)?
- What level of responsibility and tasks are people undertaking in relation to budgeting and financial reporting?
- What challenges do you face in relation to budgeting and financial reporting?

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Helena Hyssett
Member Services Manager

Topic:
Human Relations/ Employment

Employees are the major resource and the biggest expense in early childhood education and care services. This creates many challenges around how a service effectively “manages” its employees. The administration role is vital in ensuring the service obligations to employees, particularly around paperwork etc, are met in a timely and efficient manner. This round table will explore the challenges of human resources paperwork and how you can maximise outcomes with minimal effort.

Key questions to consider:

- What recruitment and induction processes are in place when employing staff?
- How do you deal with employment contracts?
- How do you support your employer to ensure your service meets it’s legal obligations, for example are employees being paid correctly?



Molly Hewett
Services Development
Coordinator

Topic:
Working With Committees

Many services are run by a governing body, and as part of their service delivery are required to have a committee or board. Operating an early childhood service is complex, and supporting the recruitment of committee members with the right skills to support the operation of the service can be challenging. This round table session will explore some of the challenges and solutions to support the recruitment, engagement, and retention of committee members from an administrative perspective.

Key questions to consider:

- What recruitment process are in place in your service to support the recruitment of committee members?
- What induction, orientation processes and documents are in place for new members in your service?
- What challenges do you face in your role as an administrator in relation to supporting the recruitment and retention of committee members?

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