

2012 Annual Conference



A colourful start to the Conference by the Bollywood Dance Group from Penshurst West Public School



The Sydney Secondary College Jazz Orchestra entertained at commencement of Day 2



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Rozanne Patane, Chairperson (Penrith South Public School)

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Fiona Hood, Secretary (Hammondville Public School)

Julie Sando, Treasurer (Penshurst West Public School)

Team Members

Mary Monaghan (Rossmore Public School)

Karen McDonald (Miranda North Public School)

Christine Murphy (Windsor High School)

Jenny Sullivan (Yeoval Central School)

Wendy Thompson (Miranda Public School)

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- Opinions expressed in NetLink are not necessarily those of SASSPA or the NSW Department of Education and Communities, unless otherwise specified.
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- SASSPA reserves the right to make literary corrections and to withhold from publication all or any part of material submitted.
- Material for publication should be forwarded by email. Please include photographs if applicable.

CHAIRPERSON'S ADDRESS TO AGM

(presented by Rozanne Patanne to the Annual General Meeting on 23rd August 2012)

Good afternoon everyone and thank you for taking the time to attend the 2012 Annual General Meeting. I am sure you must all be very tired from what has proved to be a very busy day today.

I hope that the first of this two day conference is living up to your expectations. I also hope that some of your questions relating to those issues current and relevant in your school today will be answered.

This has certainly been a chaotic year for all of us on the SASSPA Committee. We had four new team members who were thrown into the fire without warning. We delivered two very successful seminars and I trust a conference as well. This year we returned to the City for a Seminar and it proved to be as successful as the one held at Campbelltown. Whilst we endeavour to have the seminars in areas that enable all to attend, I am disappointed that we were not able to have one in the far west. This concern has certainly been taken on board for 2013.

Next year we plan to bring you a Seminar that targets Leadership and perhaps another that will address the accounting qualifications that may be useful to you. I am presently in discussions with the Chartered Practising Accountants and Michelle Reincastle, Director Schools Finance to deliver this second Seminar.

As always notifications of Seminars and our Conference will be communicated firstly to members and then to all school email accounts. Please make the SASSPA website a favourite as information is always uploaded to our website regarding all things SASSPA.

Membership to SASSPA has been flourishing and we hope will grow again in 2013. Unfortunately the price of membership will increase in 2013 by \$10.00. There has not been an increase in membership fees for over 7 years. This rise in membership has come as a result of increased costs relating to the delivery of seminars and conferences. We have seen more than a 10% price rise of this conference alone in just one year. In saying that however I encourage each and everyone one of you to take up membership as it offers discounted prices to all our events as well as your personal copy of Netlink.

The SASSPA magazine, Netlink, is proving to be a wonderful source of information to all members. Helen Ross works extremely hard on the magazine amongst her other duties and has always produced a first rate publication. Please do not hesitate to write an article for Netlink at any time and forward it to Helen. It is a wonderful way to showcase your school. Whilst I can't promise that every article will be published due to page restrictions, Helen will certainly attempt to publish as many as possible.

As we move into a period of change and uncertainty with the implementation of LMBR and Local Schools Local Decisions, this committee finds itself in a position of consultation. As a committee we are working extremely hard to establish a voice. We promote the professionalism of SASS at every opportunity and make every effort to maintain and build links with the DEC. We are already at the forefront in the implementation of LMBR with continued involvement in the delivery of its programs.

As a member of the SASSPA committee I find myself in a very privileged position because I have gained so much friendship from the team I work with. Their support is unending. Nothing is ever too hard that it can't be done yesterday. Thank you to this wonderful group of women who make up this committee. They bring a professionalism and commitment that surpasses every expectation. Meetings never pose a problem, even though they are always on a Saturday and during school holidays. It just seems to be part and parcel of being on the SASSPA committee.

A special thank you must also be said to our families. The impact of SASSPA on our families is enormous and they just keep giving. They live amongst the boxes, conference folders and bits and pieces throughout the house. Thank you to all of them for their support and keeping us sane amidst the madness.

It is SASSPA's commitment to support, encourage and deliver professional learning to all SASS. Thank you for your support throughout 2012 and I look forward to a successful year for all SASS in 2013.

Rozanne Patanne

SASSPA NSW Chairperson

Treasurer's Address to the AGM

When I said I would take on the Treasurers role I didn't realise how much work was involved.

We have introduced a new accounting system and I am hoping this will make the Treasurer's job a little bit easier especially in transition for whoever takes on the treasurers role in the future. Again thank you to Deb Goyen who was our previous Treasurer and helped me out with lots of phone calls and emails.

Term 4 last year and Term 1 this year were extremely busy, first with membership payments and, just as I got over this, in term 2 the Seminar applications started coming in. Both Seminar days were very well represented with over 200 people attending. The City and Campbelltown venues seem to be popular.

In mid-August an invoice to renew membership for 2013 was sent to all 2012 members and I have been busy today (*at the conference*) taking payments and hope that this continues tomorrow taking for 2013 membership. We have also had quite a few delegates join SASSPA for the first time. **Please note that the closing date for membership is 1st March 2013.** A reminder email will be sent out in February to 2012 members.

Members seem to be happy to be able to pay by credit card and of course I can still accept cash or cheque. I hope this has been making payment easier for our members.

If you have any questions regarding membership please don't hesitate to call me at school, my number is shown below or send an email at any time.

Please make sure when paying for anything that you have the correct address as this has resulted in some people having their registrations sent back and a few nearly missed out on the Conference and Seminar days.

The Conference has been a great success and I have been overwhelmed by the response. We have over 350 delegates here over these two days and I'm confident that this a very informative event. I'm very excited about our speakers and all the changes that are happening in the DEC.

I would like to thank the other committee members for helping me transition into this role especially Wendy Thompson, whom I don't think I would be able to do without. I'm quite sure when Wendy joined the committee last year she didn't think there would be so much work involved. I have also enjoyed getting to know the other new committee members and I feel that we have worked very well as a new team considering that this time last year half of the committee had not met before.

Also I need to say a big thank you to my Principal, Merrilyn Jenkins, for the time I have spent taking calls, emails and doing SASSPA work at school.

I would also like to acknowledge our retiring committee member Leesma: Leesma and I joined the committee at the same time and she will be missed. Leesma has encouraged and been a big part of the SASSPA committee over the past four years. Good luck Leesma in your new role.

I hope that everyone goes back to their school (after the Conference) having learnt something new and also having met SAS staff from other schools both in the city and country.

Julie Sando
SASSPA Treasurer

Postscript: Thursday night (first night of the conference) was a night of fun and all those who attended really "let their hair down". Countdown Explosion is a great band and I know that everyone had a great night dancing all that yummy food away from the morning teas and lunches.

The feedback from the conference was positive and I hope everyone enjoyed their time there and took back lots of new information to their schools.



Thank you to all who purchased raffle tickets on Day 1 ~ we raised
\$949.00 for Stewart House ~ well done!!

Welcome to our new Team Member



My name is Jennifer Sullivan and I have worked as a School Administration Manager with the Department of Education at Yeoval Central School since 1990.

My husband Scott and I live on a farm adjoining

the village of Cumnock in the Central West where we raise sheep and cattle. Our daughter is a school teacher at Trangie and son lives and works in Orange.

I have had a long involvement with SAS Professional Learning at both Regional and State Levels.

I served as the Chairperson of Western NSW Region RSRG Committee from the inaugural meeting in 2005 until 2011 and assisted in organising successful conferences and training for SASS throughout the Region. During this period, my skills have allowed me to form excellent relationships with Principals, Regional and Directorate staff to ensure support for SASS professional learning in schools.

I recognise the importance of change management to implement new initiatives and the need to build

professional relationships based on trust with all stakeholders.

As a School Administration Manager, I have had the opportunity to supervise a team of highly professional SAS staff and become very familiar with the need for diverse professional development for staff. I have always set high expectations of my front-line office staff in maintaining high levels of community relations and service to our parents and students.

I applied for and was appointed to the position of Regional Development Officer with the Learning Management Business Reform team for Term 1, 2011.

My involvement with SASSPA has always been inspiring and motivating. I have attended conferences and seminars wherever possible and found the SASSPA conferences to be well run and always convey *first hand* and relevant information from the Department. This in turn enables us to pass on this information to our staff in Western Region. I support the aims of SASSPA in bringing professional learning to SAS staff.

I look forward to my involvement with SASSPA and providing support to all SAS staff.

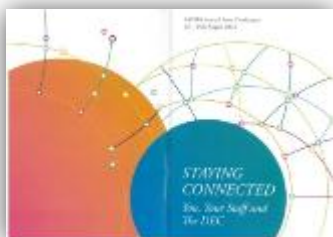
Jennifer Sullivan
School Administration Manager
Yeoval Central School

Thank You Leesma

The Committee extends their thanks to Leesma for her contribution to the Committee and SASSPA over the last 4 years. Leesma has extensive administration skills and was a very positive member of the team, approaching everything with energy and enthusiasm. Due to family commitments and undertaking a new position, Leesma has stood down from the committee but we hope to see her back on the team in future years.

Good luck Leesma – Thank You and best wishes to you and your family.

Helen Ross, Editor



STAYING CONNECTED: You, Your Staff and the DEC

The 2012 Annual SASSPA Conference began with a very colourful start when the Bollywood Dance Group from Penshurst West Public School entertained some 350

delegates attending the two day conference. Our MC was Andrew Klein who kept things moving throughout the two days and all presenters on task and time.

Day 1:

WELCOME AND OPENING

Rozanne Patane, Chairperson, warmly welcomed members and non-members to the Conference and expressed her gratitude and sincere thanks to all the speakers from the DEC for their eagerness to share information and continued dedication and commitment to SASS. She said that large conferences depend on support of sponsors and this year has seen an increase in the number of sponsors. Rozanne thanked the committee for their hard work and long hours volunteered to organise and put together the conference program.



Phillip Peace, Chief Financial Officer, officially opened the Conference, giving an update of proposed changes that SAS staff will deal with in 2013 and 2014. He said that there were many changes happening in DEC and reforms in place. These were significant in the way we manager finance and administration and will impact on the daily running of our schools. The Gonski Review would impact on schools and Commonwealth Government funding for schools. He outlined the latest position with LMBR implementation with appointment of 10 Implementation Coordinators and 17 Implementation Officers throughout the state to work with the 230 schools taking up the challenge to introduce and trial these new systems.



DRESSING TO IMPRESS AND PRESENTING YOUR SCHOOL (Report by Wendy Thompson)

Roslyn Bastian, School Promotions Officer, Sydney Region

THE IMPORTANCE OF IMAGE

Dressing to impress = IMAGE

Image = PERCEPTION

Perception = REPUTATION

I have read this statement over and over and over. I can hear my mother saying 'every picture tells a story'. What about other comments like 'you can't wear that, the boys will think you are easy'. Nowadays I laugh at hearing similar 'advice' being repeated by me to my own children. Well, I have boys, so not necessarily the exact same words but similar advice like 'pull up your jeans, have a bit of pride, I can see your undies!'. I thought I grew up being so so boring. But I'm glad I heeded my mother's advice. It's just human nature. Others will make up their own minds from the way we dress, the way we speak. They will perceive what they like about what we are thinking and what our attitudes are before we have even said hello.

Ros Bastian, School Promotions Officer, Sydney Region, gave us so many different things to think about in regards to the image we give, not only in the way we dress and present ourselves, but the same rule also applies to the way our local community looks at our school and what it sees before anyone has even walked in the door.

It's like having a brand. Our own brand. What is your personal brand? Do you regard yourself as a professional? Is your work something you take pride in? Do you take pride in the school you work in? If you answered yes to all the above, does your personal brand reflect this? It's the way we dress, it's our personal grooming, our image. It's not only the way we dress, but it also includes the way we deal with people. It's also our customer service style.

What about having our own school brand? Each school is different, but what message are we sending out if the lawns haven't been mowed for months or rubbish hasn't been picked up from the gutters outside the school? It looks like we don't take pride in our school, we don't care. There are so many things to consider. The image or reputation of a school is very much determined by the way in which the school is presented.

What affects a school's reputation?

- First impressions
- Exterior physical appearance – perimeter, entrance, gardens, lawns, playgrounds, where is the dumpster bin?
- Interior physical appearance – foyer, front office, corridors, classrooms, public areas
- Student presentation – uniform, behaviour on the streets, in the school grounds

- Customer service – this is an all school responsibility – not just SASS
- Communication materials
- Word of mouth

Did you know that word of mouth is the most powerful form of image building? On average people will tell five people about a good customer relations experience...but they'll tell ten about a bad one. And those ten will tell?

How does your community see your school?

- When they look at the school from the street?
- When they walk from the front gate to the office?
- Are there clear and welcoming directional signs to the office?
- What do the paths and gardens look like?
- What does the foyer look like?

Does your foyer exude professionalism and is it welcoming? If not – can you influence a change? Remember this is your workspace – it's an all school responsibility.

I found the presentation gave me so many things to think about when I returned to school. It made me look at my school with 'open eyes from an outsiders' point of view. I am definitely taking my thoughts to the Principal. I don't mind even giving a presentation at our next staff meeting. See if I can get other staff on board to form a committee that will help take responsibility to make some changes. For more information Ros' presentation can be downloaded from the SASSPA website.

PS: For those who were at the conference and saw this presentation, I hope you agree with me that she does wear great shoes. It's all about dressing to impress – I can always do with some new shoes!

LEARNING MANAGEMENT BUSINESS REFORM (LMBR) (Report by Helen Ross)

Margaret Lioutas, Schools Process Lead, LMBR, and Garry Raftery, Schools Engagement Lead, LMBR,

presented the LMBR Roadshow that was currently being shown to Principals in all regions. With each new presentation on the LMBR progress we can see the enormous amount of work that has been done of this system to refine it for the special needs of schools. Their presentation provided updates on the latest developments, an introduction to new services and systems and outline of training that schools would receive.



Details were given of how the OASIS system would be replaced with cost centres, general ledger accounts for education delivery and administration.

229 schools had put their hand up to be part of the initial group of schools to transfer to the new Finance model and from October would begin on-line budgeting and planning. This would be following in early 2013 with Student Wellbeing and HR/Payroll rollouts, and Student Management in mid 2013.

- Budgeting & Planning: slides were shown on how budget line items would be entered into detailed budget worksheets which would then produce a summary report for review.

- Purchasing: comparing products and costs and placing orders for approval, creating confirmation receipt of goods.
- HR/Payroll: submitting a leave request and changing personal details
- Student Wellbeing: this module would include student details, suspensions and expulsions, health plans and medications, custody and access, counselling, risk assessment, disability confirmation, personal learning and support plans.
- Student Management: would allow staff to perform core management activities including setting up of curriculum and subject, creation of groups, timetabling and scheduling, attendance, student financials.
- Training: schools will receive practical training on how to use LMBR services and tools and professional learning through ELS initiatives.
- Deployment Network: will be established to assist schools implement LMBR with full time Implementation Coordinators and Officers for groups of schools.
- LMBR Intranet site: has updated information on introduction of LMBR and we were advised to access that site regularly to see the latest developments.
- All public schools will receive the full implementation of the new program by the end of December 2014.

PRESENTATION OF ACCREDITATION CERTIFICATES

Michelle Reincastle, Director School Finance, presented Accreditation Certificates to SASSPA members who had accrued points for attending conferences and seminars organised by SASSPA. Michelle was also part of the audience for several presentations during the Conference and joined the Committee for morning tea and socialised with delegates answering their questions. The Committee very much appreciates the support of Michelle and Garry Key, Manager, School and Regional Financial Operations, who also



attended several Conference presentations.



FROM BEDROOMS TO BOARDROOM *(Report by Helen Ross)*

Jackie Furey: *Brilliant, incredibly funny, entertaining, engaging, educational, thought-provoking, dynamic* – some of the adjectives that describe Jackie Furey's presentation on Day 1 of our Conference. Jackie had the afternoon session and that's a hard time slot at any gig, especially after a lovely lunch and the audience feels like having a snooze. However, she soon had everyone fully awake, participating and laughing.

"From Bedrooms to Boardroom" is just that – looking through a window at our character and how we live with our families and at work. Her presentation with an insight into understanding how we might develop some skills and have more say in how our life works and getting to where we want to be.

Our families are the first organisation we belong to and Jackie's humorous anecdotes of growing up as second child in an Irish-Catholic family had everyone laughing and thinking about their position in the family hierarchy. We could see many of the audience nodding in agreement as she pinpointed characteristics and described family incidents of first born to fourth born siblings in her family:

- First born is the "Hero"
- Second born is the "Rebel"
- Third born is the "Escaper"
- Fourth born is the "Mascot"

This was a real insight into why we and our siblings do what we do and the short film clips to illustrate points were gemstones.

Jackie pointed out that our lives are all about performance – both in the workplace and at home – and that we should focus on what matters and not be diverted by unimportant matters.

- Family – Connection – Workplace: we all need to connect in the family and workplace and learn how to connect in here and now.
- To connect is to be motivated: rage and anger is "folly time".
- To connect is to be caring: care for ourselves – connect our heads to our heart. Check your own care and needs.
- What do we do for ourselves? How do we reward ourselves? Self care is about giving.

If we can't get on with people, we won't get on in life. How true! Some people come into our lives just to make us and everyone else feel unhappy. We need to get the best from people in our personal and professional world and from ourselves and learn the best way to deal with people who are hard work. There were tips on learning to deal with people we simply can't stand and Jackie pointed out that we should give more time and effort to those people we can't do without – they will make our personal and professional lives so much better.

Jackie's presentation was a breath of fresh air looking into our characters and how we deal with our families and those at work.

Day 2:

Day 2 began with a wonderful performance by students from the Sydney Secondary College Jazz Orchestra. Their musical talent is truly amazing. Our colourful MC Andrew Klein continued his effective management of the day's program.



CHANGES IN DEC: IMPACT ON SASS *(Report by Mary Monaghan)*

Kerry Knox, Senior Manager Strategic Co-ordination, DEC, spoke to us about the many different programs that are currently running in the Department.

- **Local Schools Local Decisions (LSLD)** is a State

Government initiative and unique to NSW. This program focuses on increased decision making at a local level. The areas considered important in enabling schools to make decisions about how best to improve teaching and learning are Governance, Funding & Infrastructure and Workforce.

This program will give schools more money for resources, create less paperwork and allow principals to report on

their school plan and not have to report on the many tied funds schools receive. Funding will include staffing and will be determined by the RAM - Resources Allocation Model. The RAM is made up of a Base school allocation, Equity funding and funding for targeted individual students. Staffing costs will be based on an average cost for a teacher.

- **RAM** will change the way funding is delivered to schools, is evidence based, and has been designed to meet student and school needs. It aims to move funds more efficiently to schools and give schools certainty, allowing principals to plan. This new model will reduce the sudden change in staffing and funding when student numbers change. All schools will transition to this funding model by 2014.

- **Empowering Local Schools (ELS)** is a Federal government initiative and part of National Partnerships. There are 229 schools participating in the ELS program which will experience some flexibility and will be the first schools to begin using the new finance and administration software developed by LMBR – Learning Management and Business Reform.
- **Every student every school** is another National Partnerships initiative which has changed the way we deliver assistance to students with special needs.

ELS, LSLD and Every Student Every School run alongside each other. LMBR will give schools the tools to work in the new world of increased local decision making. Changes to procurement and annual planned maintenance took effect in term 3 this year.
- **The Learning Management and Business Reform (LMBR)** program involves replacing OASIS finance and student admin with a new finance and Student administration program that will integrate finance, HR/payroll and Student Administration and Learning Management (SALM) for TAFE NSW and school staff.

The 229 schools will be part of the first roll out of the Planning and Budgeting tool in October. User Acceptance

Testing will be conducted early term 4 by a small number of schools prior to the tool being rolled out to the 229.

These new programs give the Principal flexibility with staffing, however, class sizes remain. Positions can be filled on a temporary basis to meet local needs. A new staffing policy for teachers is effective from Term 4, however there is no staffing agreement for SASS.

Kerry did acknowledge that the introduction of LSLD/LMBR will change the role of SASS and increase the work load initially but professional learning is high on the agenda. The principal will be able to determine the mix of permanent and temporary staff. There are no changes to the appointment and transfer procedures for SASS. While some schools have new positions such as Business Managers, at present this is restricted to National Partnership schools and 47 pilot schools.

There is information on all these programs on the DEC intranet, click on Department Resource at the top of the portal page then Major Projects and you will find information on Empowering Local Schools and LMBR. The NSW Public Schools site has information on Local School Local Decisions.

AWARDS & CONDITIONS

Jeanette Crawford, Senior Employee Services Officer, was warmly welcomed by the audience and gave an enlightening presentation of Award leave conditions and benefits for SAS staff, some that many of us were unaware of. Jeanette has many years experience in staffing and her presentation covered casual and permanent staff working in schools. Jeanette was happy to answer questions from the floor and discussed personal issues with SASS during breaks.



LEGAL ISSUES *(Report by Fiona Hood)*

Daniel McVey – Senior Legal Officer for the Department of Education & Communities, walked us through a few legal issues as they related to SASS, taking questions

from the audience. Listed below is an outline of what was discussed between Daniel McVey and SASSPA delegates.

For further information on any of the subjects listed below, please call the Legal Services Directorate. There is a helpline available and a lawyer on duty to receive your call from 9am til 4.30pm.

The Legal Services Directorate is a part of the Workforce Management and Systems Improvement portfolio of the Department and is located in Bridge Street.

- Telephone: 9561 8538
- Facsimile: 9561 8543
- Email: legal@det.nsw.edu.au

- **Inclosed Lands Act:** If you are on a property within a fenced area and the owner asks you to leave – if you do not adhere to the request, you are classified as trespassing. Penalties are imprisonment for up to 2 years and/or on the spot fine of up to \$1,100.00.

Schools must ensure signs are displayed in clear vision for public access. Signs may be obtained from the Safety & Securities Directorate at Blacktown.

If an “Inclosed Lands Restriction” is placed on an offender, it is usually for a 6 month period. Asking an offender to leave the premises can be direct (by the Principal) or in written form. The site manager/Principal must never be lax in allowing the offender on the premises. If it has been proven in a court of law that the site manager/Principal has shown occasional leniency, the courts will not enforce the Restriction.

Amendment to the Criminal Law Act 2003 states that harassment or intimidation of staff outside of the school grounds can also be prosecuted under the Inclosed Lands Restriction.

Excerpt:

The Act provides a basis for taking action in relation to what is commonly referred to as trespass.

While schools are specifically defined as "inclosed lands", institute premises will also be covered by the Act if surrounded wholly or in part, by any fence, wall, or other construction or some natural feature that will allow the boundaries of the premises to be known or recognised. Any buildings or other structures occupied or used in connection with the land are provided the same protection by the Act.

The Act provides for the following relevant offences:

(1) Entry without lawful excuse onto inclosed lands without the consent of the owner, occupier or person apparently in charge of the land. The maximum penalty in relation to school premises is \$1,100 and for other premises is \$550. If dealt with by way of an "on-the-spot" fine, the penalty is \$550.

(2) Remaining on inclosed lands after a request to leave is given by the owner, occupier or person apparently in charge of the land. The maximum penalty in relation to school premises is \$1,100 and for other premises is \$550.

(3) Remaining on inclosed lands and behaving in an offensive manner after a request to leave is given by the owner, occupier or person apparently in charge of the land. The maximum penalty in relation to school premises is \$2,200 and for other premises is \$1,100. If dealt with by way of an "on-the-spot" fine, the penalty is \$250.

(4) Giving a false name and address after being requested to provide such details by the owner, occupier or person apparently in charge of the land. The maximum penalty is \$55.

In relation to (1), it is up to the defendant (the intruder) to prove they had a lawful excuse to be on the premises. In relation to (3), "offensive manner" is behaviour that a reasonable person would find offensive. It must be sufficient to wound the feelings, arouse anger, resentment, disgust or outrage in the mind of a reasonable person.

- **Prohibited Employment Declaration Form (PED):** Completing the PED Form is a process that must be initiated by schools when parents are driving students to excursions and/or sporting events. The completed form is valid for 12 months. It was discussed that if the history of the parent is questionable, it is advisable to do a Criminal Records Check in addition to completion of PED. In a recent SchoolBiz article – the new PED covers subcontractors but not "parents". Ensure you write "Parent Volunteer" on the top of the form.

When transporting students, check the parents' registration details and attach a copy of the registration details to the PED.

Question raised: Are parents allowed to transport students? The PSA and Teachers Federation state that two (2) parents should be present within the car with the students.

- **Duty of Care:** Under the Workplace Health & Safety Act, every employee carries the duty of care. Employees of DEC carry duty of care in every other DEC workplace.

Example: if a doctor is on a plane trip and a fellow passenger appears to be having a heart attack, the doctor has a "duty of care" to attend to the patient.

Teachers – in Common Law – stand in place of a parent "*loco parentis*". This law deems teachers to be "professionals" and this law follows them 24 hours a day, seven days a week as employees of the Department of Education and Communities.

Example: If a teacher is in a shopping centre and observes two students (one from their school) verbally fighting and it looks as though it may get physical, the teacher's duty of care is to do what they can to prevent injury to the student.

In this case, duty of care is to prevent the imminent danger of injury.

Duty of care goes as far as the teacher being allowed to act in the parental role in the case of an emergency at the school. If a child must be rushed to hospital and the parent cannot be contacted, the teacher is required to make life-saving decisions such as emergency surgery.

Excerpt:

The existence of the duty of care between teacher and student was discussed by His Honour Justice Stephen in Geyer v Downs¹¹ when he said "(c)hildren stand in need of care and supervision and their parents cannot effectively provide when their children are attending school; instead it is those then in charge of them, their teachers, who must provide it". A duty of care will always be deemed to be in operation between a teacher and a student whenever the student is technically in the care or custody of the school. That is, during school hours in the classroom, or on school grounds, on school excursions, and potentially at any time the school attempts to assert authority over the actions of its students.¹² This duty of care is 'non-delegable'. That is, the liability is a direct and personal one, and cannot become the responsibility of another party, except the education authority through vicarious liability.

- **Contracts:** The golden rule of contracts is that parties negotiate between themselves the terms and conditions, and only those parties may be answerable to the terms and conditions.

- **Vicarious Liability – the distribution of medication; transporting students:** The law states that if an injury is caused by an employee to a student in the course of work, the employee cannot be held accountable by law – only the **employer** would be accountable. The exception to this is in the case of a “criminal” act. In this situation no protection would be available by vicarious liability.

Question: Can you do a “blanket” note to cover all excursions during the year?

Answer: No – the parent may come back to the school stating “I did not know that ...” if

the blanket note was not specific to the excursion.

- **Family Law:** SASS staff are not expected to enforce family court orders. SASS may only suggest the person listed on court orders as not having access to a student, leave the school premises and call the police.
- **Change of name:** The name on the birth certificate **must** be used to register a child in your school. It is advisable by law **not** to use their “preferred name”.

Cut and paste into your search engine:

<https://detwww.det.nsw.edu.au/lists/directoratesaz/legalservices/lis/index.htm>



COPING WITH CHANGE (Report by Helen Ross)

Marty Wilson kept everyone entertained and laughing whilst giving some great tips on how to cope with change and some wonderful examples of where he found inspiration. Marty emphasised that we should trust our instincts and find mentors to help us through the difficult times and that making mistakes is OK – we just need to learn from them. His presentation was engaging, insightful and had lots of examples of how to succeed in life and at work mixed with a whole heap of laughs.

Marty graduated from Australian comedy shows to live and work in the UK as a stand up comic as well as writing a series of books. He has interviewed some unusual and inspirational people to write his best selling books and used this information from interviewees to give us a message on the key to succeeding in life and work. There were many tips in coping with change and how he has been learned and been taught by his mentors. Life isn't long enough to learn everything ourselves, so whatever we are trying to do, there are always people who can help.

Close & Farewell to Trish Kelly

Trish Kelly, General Manager, Human Resources, officially closed the Conference at the final session on Day 2 and presented prizes to the numerous raffle winners and lucky draws by our sponsors. For many years Trish has closed our Conferences and we have learned snippets from her life outside the DEC – what happened when she walked the dogs and some tried fitness programs. She has always taken the positive position in promoting the skills of SAS in our school and has had many years' experience in HR.



Trish has been a wonderful supporter of SASSPA, endorsing professional learning for all SASS and we are sad to say farewell to her as she retires from the Department in December. She understood our roles in schools and promoted SASSPA Conferences and Seminars to Principals, Directors, head office work colleagues and anyone who attended her meetings and presentations.

The Committee values the work Trish did with Joy Lattin (ex Chairperson) in previous years to put SASSPA on the map.

We will miss your smiling face, enthusiasm, support and positive voice for professional learning for SAS staff. Thank you very much for your support of SASSPA and the committee wishes you well as you have more time to spend with your family and to relax and enjoy your home.

**Thank You and best wishes for a happy retirement
from past and present SASSPA Committee Members.**

SASSPA Conference 2012: Report from a country delegate

For many years I have read the advertisement for the annual SASSPA conference and thought how wonderful it would be to attend such a conference. 2012 had me, again, reading all the information on the forthcoming event, dates 23rd and 24th August, at the Grand Ballroom, Sofitel Wentworth Hotel in Sydney. Hmmmm! Should I stay in the country or should I get out of my comfort zone and make the trek to the big smoke? Discussed this with my *principal* and his comment was "Robyn, when was the last time you went to anything on this large a scale?" My reply, "an awful long time ago".

So plans began. Flights booked, accommodation booked, ready to go, five weeks before the conference. And before I knew it, it was time to get on that plane and leave the country life for a couple of days and hit the big smoke.

Wow! After an early start (4.30am); a one hour plane trip from Tamworth and a short taxi ride from the airport, I definitely did not feel the least bit comfortable arriving at the Sofitel Wentworth to walk into an already crowded room full of SASS. However I braced myself and said 'you can do it'. Messaged my husband and said 'Am feeling a bit lost'. I took a deep breath, walked into the Grand Ballroom, sat at a table and within five minutes was introducing myself to the SAM from Molong Central School (Fiona Ball, who was also there on her own) and then other SASS from around the state (sorry I cannot remember your names) whom I welcomed at the table.

The day commenced with the presenter and MC, Andrew Klein, making us all feel comfortable and telling us about the house rules, one of which was that the male toilets, for the next two days, would be the female toilets. Any males who were present would have to use the facilities on the lower level.

Dr Michele Bruniges was on the program to open the conference but due to circumstances out of the SASSPA committee's control she could not be there. A little disappointed, to say the least! But the day moved on,

with the lovely Rozanne Patane welcoming everybody; a lovely performance from the Bollywood Dance Group from Penshurst West Public School; Phillip Peace, Roslyn Bastian, Margaret Lioutas, Garry Raftery, and Michelle Reincastle to inform us of changes happening within the DEC and then to be entertained by the delightful, humorous and entertaining Jackie Furey. I have not laughed so much in a long time as I did with Jackie's humour.

The day did not end there. I chose to go to the Conference Dinner, to commence at 6.30pm. Again I was not really comfortable with going to the dinner on my own but after a very short time was feeling comfortable with fellow SASS colleagues. Dinner was served and top points to the chefs (one meal I didn't have to cook, phew!). The band was great (a little loud for my sensitive ears) but I really did enjoy their music. Definitely a great evening and I am sure there were a few 'fuzzy' heads the next morning.

Day 2, and it was no easier walking into that conference than it was on Day 1. Overwhelming, to say the least! But, again, I took a deep breath, and moved on, and in. Andrew Klein made us all feel comfortable, even though 'Nick's' (the only male present on Thursday) presence was notably absent. Rozanne welcomed us all for the day and then Kerry Knox, Jeanette Crawford and Daniel McVey informed us of more changes that will be happening within the DEC. Marty Wilson then entertained us with his "Coping With Change" segment, a light hearted, humorous approach dealing with change.

I am not a SASSPA member (but have now posted my application to become a member) and I am really encouraging, especially the country SASS, to strongly consider becoming members and to attend the next SASSPA annual conference. I am certainly going to encourage my local colleagues to join me next year for the annual conference.

Robyn Fowler

SAM – Tintinhull Public School

Note: SASSPA represents all SASS in New South Wales and it was wonderful to see so many new faces at our Conference this year as well as familiar faces from previous Conferences and Seminars.

SASS came from all parts of New South Wales and every region – from Pomona and Euston in the far south west, Broken Hill and Nyngan in the west, Gunnedah, Wee Waa (New England), Albury, Narrandera, Barellan (Riverina) Macksville, Grafton, Kyogle, Lismore, Cudgen (North Coast). The Hunter Valley, Central West, Central Coast, Sydney and Metropolitan areas were also well represented.

Thank you to our Conference sponsors

Our Sponsors – invaluable members of our two day Conference. We thank you for your support and hope that your relationship with SASSPA will continue for future Conferences.



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Photo Gallery of 2012 Conference Days (and night)





Bathurst/Dubbo RSRG SAS Staff Conference

Two very successful seminar days were hosted by the RSRG - Western in Bathurst and Dubbo, on 29th and 30th August with in excess of 100 attending the both presentations.

A comprehensive program involving several high profile speakers engaged SAS staff from across Western NSW.

The LMBR Schools Program Leader, Peter Rowsell, commenced the program on both days updating all staff on the progress and direction of LMBR. Peter is currently the Schools Program Leader in LMBR working with the Change and Enablement team. Prior to moving onto the LMBR team at the beginning of Term 2, 2012 he was a School Education Director in Western Sydney looking after the Cumberland SEG. Peter has also been the Principal of three primary schools.



Local Schools Local Decisions presented by Peter Harvey who discussed the implementation of Local Schools Local Decisions education reforms and how they will involve all schools over the next 3 to 5 years. He discussed the Government's commitment to giving schools more decision making authority to improve student learning outcomes.

Some of the other sessions included:

The Role of the business Manager presented by Mary Monaghan, Business Manager, Liverpool Boys High School

Roles, Responsibilities and Code of Conduct presented by Dave Scott, Principal, Oberon High School

Looking after your own – Keeping a Sense of Humour presented by Gail Torshavn, Teacher Orange Health Service

Pay as you Print presented by Jeanette Buttsworth, Procurement Directorate NSW Department of Education and Communities.

e-Procurement information presented by Judy Thompson

Whose Job Is It? Tips, Links and Networking for safer schools was presented by Robyn Smith and Ros Williams, Work Health and Safety Advisors.



Peter Rowsell & Mary Monaghan

Some SASS staff feedback on the Conference

'I found the day informative thanks to the RSRG for organising the day, and there should be more conferences for sass staff'

"Peter Rowsell's LMBR update was an extremely knowledgeable session of where DEC are heading towards. Very exciting times ahead!! LSLD provided a informative session which is in place @ Schools also. Professional Learning Directorate was informative with access to links from SAM toolkit and other areas within".



SAS staff enjoying the great Conference Venue at the Dubbo Zoo



Ros Williams presenting at Dubbo



Fran Doughty, Chairperson and Helen Ross, Project Officer of Western NSW RSRG

Claim the Dates - 2013:

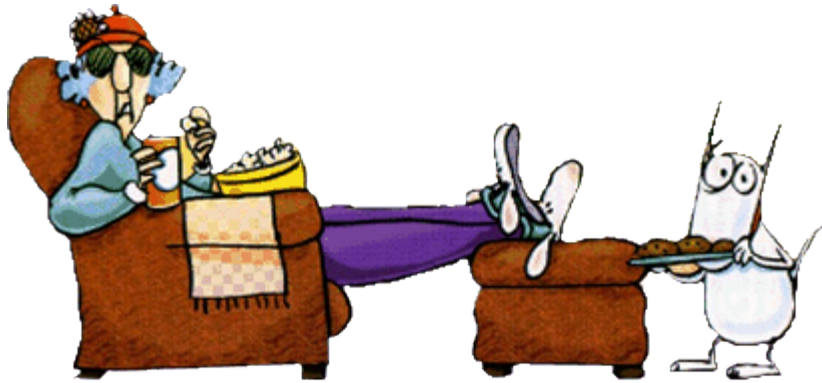
*Annual Conference (Sydney) - 22nd & 23rd August
at Wentworth Sofitel Hotel*

Annual General Meeting - 22nd August

One Day Seminars: - Dates to be advised

It is intended to offer Seminars in country areas in 2013 and the committee is working on topics and venues. All members will be advised in due course when arrangements are finalised. .

HOW TO CLEAN THE HOUSE



1. Open a new file in your PC .
2. Name it "Housework."
3. Send it to the **RECYCLE BIN**.
4. Empty the **RECYCLE BIN**
5. Your **PC** will ask you, "Are you sure you want to delete Housework permanently?"
6. Calmly answer, "Yes," and press mouse button firmly.....
7. Feel better?

Works for me!



An illustration of three children, two girls and one boy, standing side-by-side. They are all wearing red dresses with white collars and are holding open green books. Above them are several musical notes, suggesting they are singing. The background is a solid light blue.

*Rozanne, Helen, Julie, Fiona, Mary, Wendy,
Karen, Christine and Jenny*

