



NETLINK

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Chairperson's Address
Rozanne Patane

Dear Colleagues,

As term 4 comes to an end very quickly, I hope you are all looking forward to what I am sure is a well-earned rest.

Firstly congratulations to the schools in group 4 who deployed in October. The deployment is on track and there seems to be nothing but positive feedback. As Groups 5-8 start their LMBR journey it will, I am sure, be another exciting year as all schools come on board. It won't be without its challenges, as all new things are, but I'm sure that

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it will be a smooth transition. Remember - no process is so urgent that it can't wait for another day. Our students remain our first priority.

The SASSPA Team have dedicated their Term 4 to their schools as 'wrap up' processes begin. It is not to say however that planning and participation at state level is not continuing in the background.

FUTURE PROFESSIONAL DEVELOPMENT

Leadership will continue to be our future focus; and planning for 2017 has already commenced. I reported dates and topics in the last newsletter but due to a shift in processes there will be a slight adjustment in the content of our professional learning. As always SASSPA continues to develop our School Leadership Strategy embedding the NSW Public Sector Framework. Future professional development will be aligned to the framework with a view to developing and building the leadership capacity of SASS.

The SASSPA Team will finalise the content of professional learning at the next meeting in January and we will of course forward all details at the beginning of the school year in order that you can plan your diary. We are working on some very exciting learning that will benefit all SASS. Check this space in 2017!

Dates for Term 1 and 2 of 2017 are as follows. The content of these seminars are still in draft but please mark these dates in your calendar:

Developing Dynamic Leaders – Managing Staff

Monday 8 March 2017 – Penrith Panthers

Monday 13 March 2017 – SALT Kingscliff

Developing Dynamic Leaders – tbc

Monday 22 May – Sydney

Monday 29 May – Tamworth (venue and location to be confirmed)

Monday 5 June – Wagga Wagga (venue and location to be confirmed)

Planning for the August Conference is also underway, with the main focus being the development of leadership capacity for our School Administrative Leaders. Details will be sent to you in the near future when all items have been confirmed.

DOE CONSULTATION

Mark Scott – Secretary, Department of Education

Tracy Tzanopoulos and I were very privileged recently to have met with Mark Scott. Mark took the time to learn and understand as much as he could about SASS and their vital role in the school space. We look forward to continuing these meetings on a regular basis.

SASSPA representatives continue to consult on state groups working very hard behind the scenes to lend support to the DoE and confer on procedures and processes.

Representation continues on:

- School Systems Implementation Group (SsIG)
- SALM Assurance Focus Group
- LMBR Deployment
- Third Party Integration

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- Payment Portal Project Control Group
- PCard Project Control Group
- Performance Development for school based non-teaching staff.

STUDY SCHOLARSHIP PROGRAM

In 2016 SASSPA welcomed Teachers Mutual Bank (TMB) as a corporate sponsor of the Study Scholarship Program.

Members still have the opportunity to apply for financial assistance for additional study up to \$2500.00, critical to the effectiveness of school leadership.

For further details do not hesitate to contact:

Helen Ross at helen.m.ross@det.nsw.edu.au

Jennifer Sullivan at Jennifer.sullivan@det.nsw.edu.au

Gail Thorley at gail.thorley@det.nsw.edu.au

LMBR QRGs

As you are aware if you are already an LMBR school, comprehensive QRGs are available on the LMBR website under the training tab. This is just a quick reminder that the QRGs are being constantly updated so please refer to the most recent for instructions on processes.

I would suggest that it is always preferable to refer to the QRG first before calling EDConnect.

EDConnect

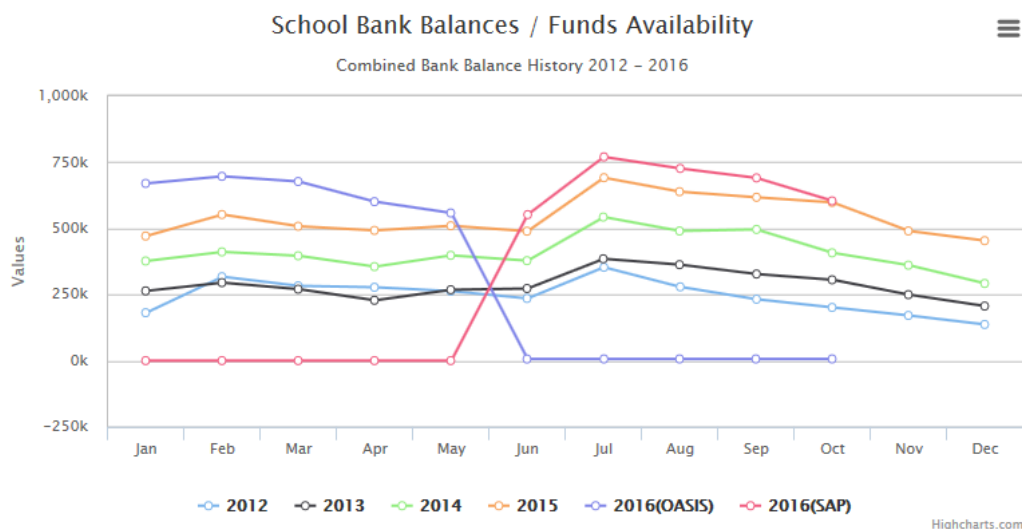
EDConnect are continually reviewing and amending services to suit our ever-changing LMBR space. Whilst there may be times that you will not be able to reach resolution, I encourage you to make the call if you cannot find a reference through the QRGs.

Do not hesitate to forward your feedback about this service to us. Your feedback drives change so please don't be afraid to give it.

RAM Funding

Many of you have asked about RAM funding and its rollover rules. Michelle Reincastle, Director Finance has very kindly provided the following for your information:

The RAM, the new school operational funding and the equity loadings do not consider a school's balance in calculating a school's funding entitlement. Whatever funds schools have at rollover will become "Funds Available" in SAP. It looks like this:



The X in the middle is where the money moves from OASIS to SAP. It doesn't matter whether it's "School & Community" or anything else. It's all the school's money, for them to meet the needs of students.

The only exception will be funds targeted for particular students, which may need to be returned if the student leaves.

So, while we want schools to spend the money that's provided each year on student outcomes, there are absolutely no restrictions on carrying funds across years.

OPAL CARD PURCHASES WITH PCards

Many schools have made enquiries regarding the purchase of Opal Cards using their PCards. Whilst PCard Guidelines do not permit its use for Opal Card top-ups the department understands that schools utilise opal cards for schools excursions and the need to top up is part of normal business.

The following is provided for your information from the Department of Education for PCard users:

Following the introduction of Opal cards as the main method of payment for metropolitan travel on public transport, the Department has been working with Transport NSW to determine the most efficient and effective way for staff and students to travel under this new system.

While single use Opal cards are available for individual purchase, and can be paid for using a number of different methods (including payment by PCard), the establishment of Opal card accounts enables multiple journeys to be undertaken using the same Opal card. This also allows Opals cards to be shared within a business unit or school, allocated on a needs basis by a central administrator. Opal card accounts do however require close management of card top-ups and Transport NSW's preferred option for top-ups is to use a PCard.

The PCard Guidelines currently restrict PCards from being used for Opal card top-ups, however this aspect of the Guidelines is currently being reviewed, with the intention of ensuring that the most efficient and effective processes are in place to support travel on official business and school excursions.

The Business Services team is also currently reviewing the Department's Travel on Official Business Guidelines and developing guidance around Opal card use, supported by appropriate internal controls to ensure that expenses incurred are for official purposes only and are fully accounted for.

In the interim, I understand that some schools and business units may have commenced using PCards to top-up existing Opal Card accounts. While the PCard and Travel on Official Business Guidelines are being reviewed and finalised, PCard Reviewing officers should consider approving Opal Card top-up transactions, where they are satisfied that the top-ups relate to Opal card usage for justified official business travel.

Further information on the revised guidance will be distributed, once approved.

For further enquiries, please contact EDConnect on 1300 32 32 32 or via an online query.

PERFORMANCE & DEVELOPMENT FOR NON-TEACHING STAFF

SASSPA continue to be a vital partner in the delivery of performance and development for non-teaching staff. As you may be aware PDPs will be released in 2017 but we recognise that this the start of a very long journey of change.

We will continue to be a voice for SASS at this very crucial time. Please do not hesitate to forward your feedback to me or any of the SASSPA team. Your voice is important in getting the message to the department.

Please see the attached flyer for information.

CHANGES TO CASUAL PAYS

The following is provided for your information:

From January 2017 the pay cycle for casual employees will be aligned with that of permanent and temporary employees. The alignment of the two pay cycles will mean all department employees are paid on the same day each fortnight.

What is changing?

All casual staff pay cycles and pay days will change from January 2017. There is no change to a casual staff member's overall pay; the change only affects the dates when casual staff are paid. There is no change to permanent/temporary staff pay cycles.

The following changes will apply to casual staff from early January 2017 when the new pay cycle begins:

- 1. Pay periods will end on a Thursday rather than a Friday. Please note approved claims still need to be submitted by close of business on Friday.*
- 2. If approved claims are submitted on time, staff will be paid on the following Thursday, the new official pay day. Please note depending on their bank, some staff may receive their pay on Wednesday.*
- 3. Late claims approvals (after close of business Friday onwards) are not guaranteed to make the normal pay run so it is important claims are approved on time on Fridays.*
- 4. For casual staff working during the Christmas holidays, the first pay date of the new cycle will be Thursday 12 January 2017 – this will be for a 6 calendar day pay period. After this date, normal fortnightly pay periods will resume.*

Important dates

- a. Pay period: Saturday 17 December – Friday 30 December 2016*

- i. This is the last full 14 calendar day pay period of the current cycle.*
- ii. Approved claims are due on Friday 30 December 2016.*
- iii. Staff are paid on Wednesday 4 January 2017.*

b. Changeover pay period: Saturday 31 December 2016 – Thursday 5 January 2017

- i. This is a 6 calendar day pay period and occurs as the pay cycles switch over.*
- ii. Approved claims are due on Friday 6 January 2017.*
- iii. Staff are paid on Thursday 12 January 2017 (depending on their bank, some staff may receive their pay on Wednesday).*

c. Pay period: Friday 6 January – Thursday 19 January 2017

- i. This is the first full 14 calendar day pay period of the new cycle.*
- ii. Approved claims are due on Friday 20 January 2017.*
- iii. Staff are paid on Thursday 26 January 2017 (depending on their bank, some staff may receive their pay on Wednesday).*

d. Pay periods then continue on a fortnightly basis.

Please take the time to communicate this to your casual staff. Attached to this Netlink is a copy of the **Frequently Asked Questions** designed for casual staff as well as the new payroll calendar.

Further information can be sought from Human Resources.

A SAD GOODBYE

I would like to take this opportunity to say a very sad goodbye to Michelle Reincastle, Director Finance as she retires in December. Michelle has been a strong advocate of SASS and of course SASSPA.

I can't thank her enough for her unending support as I moved into the role of Chairperson but also of the SASSPA team through the years.

We all wish her well as her journey changes. We will miss her.

YAMMER

I encourage you to join the SASSPA Yammer group. As we move forward SASSPA will facilitate conversations relevant schools and leadership matters including employee services, legal issues and other pertinent topics.

A huge thank you to all of you for your support of SASSPA throughout the year.

Enjoy your Christmas break and we hope that Santa is very good to you.

Take some time for yourself and your family and we look forward to seeing you at one of the SASSPA professional days in 2017.

Best wishes

Rozanne Patane, Chairperson

As your professional association, one of critical roles is to provide support, assistance and advice to school administrative leaders and aspiring leaders.

Should we be able to assist you, please do not hesitate to contact us through our website or ring one of the committee.

Treasurers Report – Tracy Tzanopoulos

Thank you for all the membership payments that have been coming in thick and fast. I appreciate in particular the payments that have come through the schools that have recently started on LMBR, all the information I need has been shown and, as a vendor, it has worked well.

Membership for 2017 is \$110.00.

Membership is open all year, however payments received after 1 March 2017 will incur a late payment fee of \$33.00 (inc GST) and will only be applicable to 2017.

If you would like to pay by Direct Deposit, our details are:

Westpac: SASSPA
BSB: 032 – 024
Account: 280875

Please ensure your surname and invoice name are in the reference field.

With seminars and the annual conference coming up, please remember if you are a LMBR school, to secure your position please process a **Prepayment** otherwise payment will be delayed by 30 days. Your payment needs to be received by SASSPA before we can confirm enrolments.

Please feel free to contact me at any time via Treasurer@SASSPA.org.au if you have any questions.

Conference Sponsors

SASSPA would like to thank the 2016 Conference Gold Sponsors for their support.



Seminar Sponsors

Thank you to all the Sponsors for the 2016 Seminars. Without their invaluable support we would not be able to provide such quality presentations.



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SASSPA Team

Rozanne Patane Chairperson	Jennifer Sullivan Vice-Chairperson	Fiona Hood Secretary	Tracy Tzanopoulos Treasurer
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Committee:

Helen Ross	Gail Thorley	Christina Argyri	Sue Williams
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Annual SASSPA Conference 2016

Netlink

Please forward any NetLink articles to: Fiona.hood@det.nsw.edu.au