

SCHOOL ADMINISTRATIVE SUPPORT STAFF PROFESSIONAL ASSOCIATION (NSW) INC

ABN: 33 867 558 589

NETLINK

[Newsletter – 02/2015]

To enhance professional learning opportunities for School Administrative leaders and aspiring leaders

SASSPA Team

Rozanne Patane
Chairperson

Christine Murphy
Vice-Chairperson

Fiona Hood
Secretary

Karen McDonald
Treasurer

Committee:

Helen Ross

Marge Amery

Jennifer Sullivan

Gail Thorley

Letter from the Chairperson – Rozanne Patane

Welcome to the 2nd edition of Netlink for 2015.

I am sure that life has been extremely busy for all of you.

SEMINARS

SASSPA facilitated 5 seminars on 'Creating a Positive Culture' delivered by Proteus Leadership across Term 2. The seminars focused on leading a positive culture promoting strategies for leading a team and establishing a self-regulating culture. The feedback has been overwhelmingly encouraging, with participants being able to take back real strategies that they can use on a day to day basis and building their leadership capacity. The delivery of this professional development is part of SASSPA's long term planning and we hope to engage Proteus Leadership across 2016 and possibly 2017 to continue to build the leadership program commenced in 2015.

FUTURE PROFESSIONAL DEVELOPMENT

As leadership continues to be our future focus we are presently developing a 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. This initiative is currently in its infancy but we hope to deliver it as part of our leadership program in 2016.

STUDY SCHOLARSHIP PROGRAM

SASSPA welcomes Teachers Mutual Bank (TMB) as a corporate sponsor of the Study Scholarship Program. The Program will allow members an opportunity to apply for financial assistance for additional study, critical to the effectiveness of school leadership. Applications will be released at the August Conference.

AUGUST CONFERENCE

Date: Thursday 20 August – Friday 21 August 2015
Venue: Shangri-La Hotel, Sydney
Key Note Speakers: Tara Moss and Dr Adam Fraser

Plans for the August Conference have now been finalised with registrations already sent out in Term 2. The response to the conference has been overwhelming and with limited places been left. The focus of this conference will be building leadership capacity. Dr Adam Fraser who presented at the 2014 conference will be back to deliver another instalment in his ever popular GRIT Program. Tara Moss will join us to speak on 'Women in Leadership', an engaging subject for any woman in a leadership role. As always, the program will contain segments on Department of Education policy and procedures together with an update on LMBR.

EMAIL UPGRADE

All school and personal emails will be upgraded to the new platform. The upgrade means that not only will all schools be operating on the latest email platform but it will provide greater functionality and a more up-to-date interface for all users. This will make actions such as accessing your address books, sending emails and organising your calendars easier. SASSPA has played a vital role in this initiative consulting at every level of the deployment. Some schools have already started the pilot and it is proving to be very successful.

OLIVER – Library Solution

The Oliver Library solution is presently being deployed to schools. This system is replacing OASIS and is very exciting. It is an easy to use system, offering greater functionality to staff and students together with very exciting options that have not been offered previously. Implementation will take 12 weeks and it is expected that all schools will be operating under the new system by the end of 2016. Exciting news indeed!!

SCHOOL REFERENCE GROUPS (SRG)

SASSPA were very honoured to have been part of the SRG Conference held on 9-11 June at the Sofitel Hotel, Sydney. Our future focus remains to work collaboratively with all groups to deliver the best professional development and learning to all SASS.

DOE CONSULTATION

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 Implementation Group
- 3rd Party Integration
- SALM Assurance Focus Group
- Email Upgrade Project Control Group
- LMBR Stage 3 Change & Training Working Group
- Department of Transport consultation group

ENROLMENT FORMS

SASSPA continues to consult with Kelda McBain in respect of the revised Enrolment Form to capture all the requirements for the seamless enrolment of students.

AUSTRALIAN ASSOCIATION OF GOVERNMENT SCHOOL ADMINISTRATORS (AAGSA)

SASSPA continues to work closely with our colleagues from every other state and territory in Australia. We are continually learning new processes which are admin-centred. AAGSA has proved to be a great source of learning for this team. Members of AAGSA continue to support and encourage the work that SASSPA strives to do. Many of our

colleagues will be attending the SASSPA Conference. Please take the time to have a chat with them if you have the time. It is always interesting to learn how other schools operate.

APPOINTMENT OF TRINA SCHMIDT – EXECUTIVE DIRECTOR, PEOPLE AND SERVICES

We welcome Trina to this role and look forward to working with her in the same capacity as we have done with Mark Anderson and Peter Johnson. We wish to thank Mark Anderson for his ongoing support and look forward to continuing to work with him as he returns to his position of Director, People & Services.

I am sure the second half of the year will prove to be as busy as the first.
I look forward to meeting with you at our Conference in August.

Best wishes

Rozanne Patane, Chairperson

Message from the Treasurer – Karen McDonald

We have commenced using MyPL for registrations to our Seminars and Conference this year. There have been a few teething problems, which we hope will be sorted out as we proceed – the primary one is that your school is not able to be direct debited.

Please remember to send a cheque payable to SASSPA c/- Peakhurst South Public School for all payments to SASSPA events.

All DEC have been sent an email inviting them to the 2015 Conference on 20 – 21 August at The Shangri-La Hotel, Cumberland Street, Sydney. To register for the Conference, please apply on MyPL and email me your completed registration form at treasurer@sasspa.org.au. If you are a 229 school contact me asap and I will email an invoice for payment. If you are attending the Cocktail Party, please enclose payment with your cheque and send to SASSPA c/- Peakhurst South Public School, 45a Pindari Road, PEAKHURST 2210.

Remember SASSPA **cannot direct debit** your school bank account.

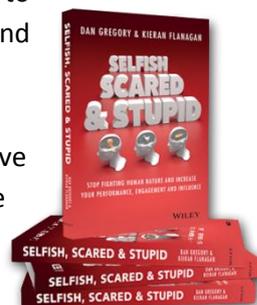
Karen McDonald, Treasurer

Message from the Secretary – Fiona Hood

SASSPA's PROFESSIONAL DEVELOPMENT

This year SASSPA has engaged the services of Kieran Flanagan of The Impossible Institute to explore some ideas of how to drive engagement and grow membership through marketing and strategic development workshops for the team.

For over twenty years, Kieran Flanagan has been a transformational leader in the creative industries. A behavioural researcher and strategist, she is an author, educator and corporate coach, and is the Chief Creative Officer at the Impossible Institute, an innovation and engagement think tank founded to make what's not ... possible!



I can thoroughly recommend a great read - Selfish Scared & Stupid by Dan Gregory and Kieran Flanagan.

ATTENDANCE AT SRG ANNUAL CONFERENCE

On 9-11 June the SASSPA Group were invited to the 2015 SRG Annual State Conference held at the Sofitel. The Annual Conference was facilitated by Robyne Russo and Sandra Robinson of High Performance Directorate and attended by representatives from all SRG's across NSW.

All three days were full of activity featuring the following guest speakers from the DEC:

- Garry Raftery, Director, LMBR Support
- Dail McGilchrist, Executive Director, Learning High Performance & Accountability
- Garry Key, Manager, Schools Finance
- Jackie Hood, Manager, SAP School Finance
- Sue Harriman, Leader Quality Assurance Systems
- Lynne Irvin, Director, Public Schools NSW Systems Deployment
- Eric Jamieson, Director, Learning High Performance & Accountability
- Garrie Russell, Principal, School Leadership
- Donna Cromer, Assistant Manager, Projects & Policy People & Services
- Mary-Lou O'Brien, R/Director, LSLD
- Geoff Jones, Solution Delivery Manager, School Library System.

Rozanne Patane, Chairperson of SASSPA delivered a talk on the differences between the role of SASSPA and that of the SRG. Rozanne stressed the one main difference between SASSPA and SRG is their target group. Whilst any PD that SASSPA offers can be accessed by all SASS, SASSPA's main focus group has always been and will continue to be the administrative leaders and aspiring leaders.

The networking opportunities were invaluable. The event culminated in a Cocktail Party sponsored by SASSPA at the Sofitel for all attendees and Directors.



Fiona Hood, Secretary

Legal Issues for School Leaders

On Wednesday 27 May I attended this very informative Seminar, aimed at School Executive. I am seeking to have the information also available to SASS as the majority of discussion was aimed around "Dealing with Carers with Difficult Behaviour"; "Managing Student Information"; and "Family Law and the School". These points of interest are often presented to SAS staff as frontline management.

Family Law and the School

Clarifying important basic concepts from a legal and practical point are very important. For example, when dealing with family law related issues at school, it is important to remember the following **legal concepts**:

- The Act does not prescribe any "rights" to parents in respect of their children. Rather their position is couched in terms of **duties and responsibilities**.
- On the other hand, **children have rights** under the Act – the right to know and be cared for by both their parents, the right to spend time with and communicate with both their parents and with other people significant to their care, welfare and development such as siblings and grandparents.

- In the absence of any court orders both parents have equal parental responsibility for the on-going care, welfare and development of their children.
- Any decisions made should be on the primary basis of what is in the best educational interests of the child.

[Information provided by Wayne Freakley, Chief Legal Officer, Legal Services]

Cyberbullying

For the first time, in the new 2015 legislation, there is a legal definition of “cyberbullying”. To be more specific it is a definition of “cyberbullying material targeted at an Australian child”. To count as cyberbullying, online material must be such that an ordinary person would conclude:

- a) It is likely that the material was intended to have an effect on a particular Australian child; and
- b) The material would be likely to have the effect on the Australian child of seriously threatening, seriously intimidating, seriously harassing or seriously humiliating the Australian child.

Some key points to note about this definition:

- Under this law, material is only cyberbullying if it targets a particular child. If the material targeted all children in year 3 at a particular school, or all children at the school, it would appear not to be cyberbullying. If it is possible to identify a particular child as the target of the bullying material, then this aspect of the definition is satisfied.
- The subjective effect on the particular child is not relevant. The question is whether an “ordinary reasonable person” would conclude the material would be likely to have the relevant effect.
- Under this law it is not cyber-bullying if it is not serious. If somebody says something to a child causing mild humiliation, mildly threatening, mildly harassing, or mildly intimidating, then it will not count.

[Information provided by Michael Waterhouse, Director Legal Services]

For further information on any of these topics, please email me directly.

Fiona Hood, Secretary

2015 Seminars by Proteus

The 2015 SASSPA Seminars have been delivered in Sydney, Kingscliff, Canberra, Dubbo and Leura by Proteus to resounding success. Our feedback has been very positive (see an extract below). SASSPA will continue their relationship with Proteus, delivering future Seminars in 2016 and beyond.

“Well organised and extremely relevant content presented in an engaging way.”

“One of the best seminars I have attended.”

“Fabulous presentation and I appreciate how [the presenter] was able to apply suggestions and ideas to our day-to-day experiences.”

Extract on “The Importance of Recognition and Encouragement” from the Seminar

There is no doubt that many of the problems we have in the workplace result from people not feeling appreciated or respected.

One of the main characteristics of a good leader is to be able to give personal encouragement to their staff, and then give recognition of that person to others throughout the organisation.

Benefits of Giving Recognition and Encouragement:

- It creates a more positive culture
- Staff enjoy their jobs
- It reduces conflict in the workplace
- People feel a part of the team
- People are more responsive to direction and counselling
- It helps eliminate the “fault finding” mentality
- It will result in greater support during change.

Fiona Hood, Secretary



Seminar Sponsors

SASSPA would like to thank the 2015 Seminar sponsors for their support.



2015 Conference

An email has been distributed to all SAS Staff, advising of our 2015 Annual Conference “New Directions”. As we go to print, we have over 296 registrations received.

REGISTRATION - Register on MyPL@Edu using **Course Code: DV03065**; Course Title: Annual SASSPA Conference
REGISTRATION CLOSES - Friday 24 July 2015.

Please refer to the Treasurers Report for registration and payment details.

Change of Electrical Contractor

As part of a change to the whole of Government contract, ERM Business Energy (ERM) will replace Energy Australia as the new supplier for the Large Sites Electricity Contract 777.

From 1 July 2015, all schools currently on the 777 contract will be transferred from Energy Australia to ERM. Your school’s last bill date with Energy Australia will be the 30th June 2015; and will need to be paid in the normal way. Any enquiries regarding this bill should be directed to Energy Australia. ERM will be responsible for your energy supply from the 1st July 2015. Your first bill with ERM should arrive at the beginning of August 2015.

The link below provides information on how to read your new bill.

<http://www.ermpower.com.au/customer-support/bill-explainer/>

If you have any enquiries about the change in supplier, please contact either:

- ERM Business Energy on 134 ERM (134 376), or
- Email DEC at: utilities.enquiries@det.nsw.edu.au

Asset Management Directorate

Tree Management Guidelines

Following the tragic tree limb drop incident at Pitt Town Public School in February 2014, the Department directed all schools to engage experienced and qualified arboriculturists to carry out risk assessments of the trees that overhang school buildings and areas where staff, students and visitors congregate, to identify those trees that posed an unacceptable safety risk. To date the Department has spent over \$27million on the assessments and tree works under this program. Tree works have been carried out in 1,555 schools and over 9,160 unsafe trees have been removed.

The assessments for every school will be uploaded onto the Department's Asset Management System as a point in time record of tree conditions and risk levels. Record of all tree works and removals will also be uploaded onto the AMS. These can be reconciled with the tree number on the assessment report.

Over this period of time, the Asset Management Directorate has been working with other government agencies, industry experts and school principal representatives to develop a tree management guideline for schools. The guideline will provide practical advice on the recommended frequency of tree risk inspections, some common tree defects and the symptoms to be aware of, and the recommended expertise needed for tree risk inspections and tree works. The guideline also include simple checklists to assist with tree inspections, a pro-forma scope of work to engage an arboriculturist to carry out a tree risk assessment as well as a standardized template for principals to undertake an annual tree assessment, which is now a requirement.

The annual tree assessment will provide the Department and every school with a historical record of tree management on the site.

The responsibility for managing vegetation on school sites remain with the school. The local Asset Management Unit will continue to provide support to schools where requested or required.

The tree management guideline will be available on the [AMD intranet](#) site from Day 1 Term 2 2015 onwards. The 2014 tree risk assessment reports and record of tree works undertaken can be accessed by principals using AMS on the Web.

If you have any queries on the guideline, please contact Alan Smith, Manager Compliance and safety on 9561 8956 or by email at TreeSafety@det.nsw.edu.au.

Transition of WHS e-learning modules to e-Safety system

Provides information regarding the transition of WHS e-learning modules into the e-Safety system

In October 2014, the Department's anaphylaxis e-learning module was released on the e-Safety system. This allows staff to complete e-learning modules and mandatory WHS training and have their training records maintained on their e-safety account.

The WHS Directorate has developed a number of e-learning modules and resources over the past 12 months that focus on supporting and improving the capability of staff in the area of work health and safety and from Monday 16 March 2015 the e-learning modules detailed below will be transitioned and hosted on the new e-Safety system.

- **WHS Induction for Employees**
- **Preparing and responding to bush fire**
- **Control and management of asbestos**
- **Establishing effective health and safety consultation arrangements**
- **Resolving health and safety issues**

What does this mean for me?

The transition of these e-learning modules into the e-Safety system will provide staff with the ability to:

- Maintain training records on their e-Safety account
- Store their certificate of completion on their e-Safety account to access at any time
- Have all e-learning modules hosted in the one area.

This transition will also assist principals and workplace managers to:

- Access and view WHS training records for their staff and casual employees state wide
- Have all staff training records stored in the one location and accessible at any time.

How do I access the e-Safety system?

All school based and corporate employees are able to access the e-Safety system through the following link:

<https://esafety.det.nsw.edu.au/>

Further information and support

Further information and support on any of the items above is available from your [local WHS Consultant](#), or general WHS advice may be obtained by calling the WHS Directorate on 1800 811 523.

Message from Procurement

'Helping schools navigate their Procurement needs'

The latest news and developments on procurement for schools include the latest products on the eCatalogue to choose from and new contracts that you should know about.

New on the eCatalogue

- **Safety and scientific suppliers** - New suppliers Premier Workplace Solutions (PWS) and Serrata have joined the DEC Online Catalogue to offer safety solutions and scientific equipment. PWS products are available via the [External Catalogue](#) and Serrata can be found on the [Search and Browse](#) Catalogue.
- **Interactive Solutions products** - All contracted suppliers are now available to search and browse on the [eCatalogue](#). OfficeMax and GBC are currently running special discounts and offers. See their promotional flyers that are valid from June to July 2015 in [Schools' Best Buys – Term 2 issue](#). For the latest information, including suppliers' contact details visit the [Interactive Solutions page](#).

NEW State and DEC Contracts

- **Imaging – DEC contract for discretionary purchase of printers and multi-function devices**

In consultation with school representatives we have established a new contract for discretionary purchase of printers and multi-function devices (MFDs). Please note that Imaging devices are not included under the [Local Schools, Local Decisions Reform](#) so schools must purchase from the current approved suppliers - Lexmark and Fuji Xerox Australia. You can access important information about purchasing and disposing of imaging devices [on the Procurement Solutions intranet page](#).

Waste Management - State Contract

A new state contract for Waste Management is now effective which provides a broader range of suppliers across Sydney and NSW regional areas. For more information about the new contract and a list of approved suppliers visit the [Waste Management Intranet Page and remember to use the specially tailored order form designed to better protect schools' interests - available on this page](#).

- **End User Computer Devices – DEC Contract**

The new product range is supported by the Information Technology Directorate (ITD) and comes with preferential warranty conditions for schools. The products will be progressively made available on [DEC's Schools Electronic Catalogue Ordering](#) and [DEC's Online Catalogue \(search and browse\)](#) ie. purple and orange catalogues respectively. In the meantime please refer to the product range specifications and prices on the ITD's [Hardware standards intranet page](#).

- **Electricity for large sites – State Contract**

A new supplier has been selected for large sites (c777) effective 1 July as notified by Asset Management Directorate (AMD) in SchoolBiz. Enquiries can be made with the new supplier ERM Business Energy on 134 ERM (134 376), or email DEC at: utilities.enquiries@det.nsw.edu.au.

Thank you for your recent feedback – to those who responded to our recent customer satisfaction survey. Results from our survey will be featured in next term's Schools' Best Buys newsletter. [Subscribe online](#).

New Schools Utilities email – Did you know that a dedicated email has been set up to help schools with electricity and other utilities related queries? Send your enquiries to utilities.enquiries@det.nsw.edu.au.

If you have any procurement questions contact our Procurement Support Team or Supplier Help Desks via 1300 338 289 or email us at detbuy@det.nsw.edu.au. We are here to help!

Absent Friends

Yeoval Central School Administration Staff recently hosted a 'Biggest Morning Tea' in support of the Cancer Council and also in memory of a friend and colleague, Kim Kerin, who lost her fight with cancer in 2013. The Admin Staff have been running a 'Girls Night In' function since 2006 helping to raise much needed funds on behalf of the Cancer Council. Our events have grown over the years to include parents and community members and have become a much sort after event on the town's social calendar.



Jennifer Sullivan
Committee Member

NETLINK

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

SASSPA is now on Facebook – please visit our page and hit Like.



Website: www.sasspa.org.au

An Introduction to Proteus Leadership



Proteus has a very simple, but not simplistic, mantra, and that is to 'Create Great Leaders'. We do this through a range of inspirational leadership programs, events and workshops all designed to have an immediate impact with long-term practical solutions.

Incorporating our four cornerstones of learning; Inspiration, Knowledge, Connection & Support, we have trained thousands of managers across Australia through a wide suite of Proteus programs. In turn, these leaders have discovered the difference that they can make both professionally in the workplace and personally.

In 1993, Founder and CEO, Des Penny, launched Proteus, in Melbourne. His personal vision was to assist Australian leaders in finding a better and more effective way to lead. Since then, Proteus Leadership has expanded to become a national company, conducting programs and winning awards for excellence, right across the country. Proteus is widely respected as one of the most innovative and relevant leadership training companies in Australia that helps set leaders up for success.

In 2015, Proteus delivered a series of five 1-Day "Leading a Positive Culture" seminars to SASSPA members with a fantastic response from all who attended. The key focus of these seminars was to look at how to embrace and lead positive and robust workplace cultures, while destroying dysfunction and the influence of toxic people!

With clients in Health, Government, Professional Services, Education, Mining, Aged Care, Logistics, Transport and many other industries, Proteus' experience and knowledge is extremely diverse. Proteus Leadership is looking forward to working further with SASSPA and their members in the future to continue their professional development across NSW.

proteusleadership.com

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