



SASSPA

**School Administrative
and Support Staff
Professional Association**

NETLINK

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Chairperson's Address

Dear Colleagues,

I hope that Term 4 has started well for you. Term 4 always proves to be the busiest term and I hope you have returned from your break having enjoyed 2 weeks away from your desk.

Firstly congratulations to the schools in group 3 who deployed on 5 September. The deployment is on track and there seems to be nothing but positive feedback. Group 4 are in the midst of their training with their deployment looming early in Term 4. Good luck and please take the time to take care of yourself. No process is so urgent that it can't wait for another day. Our students remain our first priority.

DEVELOPING DYNAMIC LEADERS ... *with a little bit of SASS*

I hope that you celebrated SASS Recognition Week in style and were acknowledged for the wonderful work that you do to give our students the best learning opportunities.

Happy SASS Recognition Week to all our colleagues!!!!

AUGUST CONFERENCE – ‘Develop, Adapt, Succeed ‘

The August Conference proved to be another busy and successful event for SASS. We commenced with a networking cocktail party that gave those attending the opportunity to meet and greet both their peers and Directors from the DoE. We were very proud to also welcome Chris Presland, President of the Secondary Principals’ Council and Geoff Scott, President of the Primary Principals’ Association.

I hope that the presentations from LMBR, EdConnect, Employee Services and Legal served to give you insight into the workings of these departments and the impact on the day to day running of the school and its staff. Dr Adam Fraser was as always a delight to have and his presentation was nothing but brilliant.

ANNUAL GENERAL MEETING

The Annual General Meeting was held on Thursday of the conference. We bid farewell to two members of the committee, Karen McDonald, NSW Treasurer and Debra Smithers, Committee Member.

I would like to take this opportunity to thank both Karen and Debra for their contributions to SASSPA and SASS. Karen dedicated many years to SASSPA as a committee member and NSW Treasurer. She brought a sense of organisation to the position that was unequalled. It was never a bother for Karen to do anything asked of her. She dedicated many hours to SASSPA that were above and beyond. SASSPA are forever in her debt for the best practice she embedded. I wish her well and hope she enjoys the free time.

Deb was with SASSPA for only one year. In that time we found a talent that brought so much to the table. Thank you Deb for your hard work in the short time that you were with us.

We welcome a new member to our team, Christina Argyri from Newtown High School of the Performing Arts. We look forward to getting to know Christina and working with her.

The SASSPA Team is as follows:

Rozanne Patane – NSW Chairperson

Jennifer Sullivan – NSW Vice Chairperson

Fiona Hood – NSW Secretary

Tracy Tzanopoulos – NSW Treasurer

Helen Ross

Gail Thorley

Sue Williams

Christina Argyri

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.

DEVELOPING DYNAMIC LEADERS ... *with a little bit of SASS*

As you are aware Professional Development Plans for non-teaching staff will be delivered to all schools in the new future. In keeping with SASSPA's mission of Developing Dynamic Leaders, we will be offering professional learning on Monday 31 October and Tuesday 1 November. This professional learning is designed for School Administrative Leaders to build confidence in managing staff, having a difficult conversation and recognising the different personalities that exist within staff in order to best cater for and build dynamic and effective teams. Unfortunately we will only be offering this professional learning in Sydney as we were restricted with the availability of the presenters.

In order that our members are catered for we are presently developing seminars for delivery in Term 1 and 2 of 2017. The content of these seminars is 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 – School Law

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 2017 Conference is also under way with the main focus being the development of leadership capacity within our School Administrative Leaders. Details will be sent to you in the near future.

STUDY SCHOLARSHIP PROGRAM

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

As noted in our last Netlink, funding has already allowed 3 members the opportunity to engage in further study utilising grants up to \$2500.00 each. Members still have the opportunity to apply for financial assistance for additional study, critical to the effectiveness of school leadership.

For further details please 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

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. Members of AAGSA continue to support and encourage the work that SASSPA strives to do.

PROCUREMENT

The SASSPA team had the privilege of meeting with Greg Short, Capability Development Manager, Procurement Solutions in respect of the 'Low to Medium Spend Buying' learning module currently available to all staff. This learning module comprises of four components followed by a quiz of 21 questions. It is a wonderful opportunity to extend your knowledge around best practice of purchasing goods and services. For example; did you know that all goods valued over \$5000 must be purchased from the mandated procurement list and that purchases under \$5000 can be sourced through local suppliers.

The learning can be found at: <https://corporate.learn.det.nsw.edu.au/course/view.php?id=282>

Please take the time to visit this website and complete this learning. It is absolutely vital to any staff member who routinely procure goods and services.

EDConnect

As you may be aware EDConnect was launched on 4 April for a select number of services. HR and Procurement were released as the final part of EDConnect on 4 October. You may have already seen the article in SchoolBiz, published on 16 September.

SASSPA has been part of the focus groups feeding into the development of services and the final poster that all schools can use as a point of reference. There are also Quick Reference Guides to help staff navigate quickly through the phone menu. These QRGs can be found on the EDConnect home page available on the portal.

A copy of the updated poster is attached for your reference. Please replace the existing poster with the attached.

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.

EDConnect MAILBOXES

As you may be aware new mailboxes are available for the EDConnect Shared Services Finance. The mailboxes used within the Shared Services Centre (SSC) have been changed to reflect the name change to EDConnect. For example, in the past you may have used SSC.accounts payable.schools to send documents to the accounts payable mailbox. This has been changed to EDConnect.accounts payable.schools.

The EDConnect addresses can be found in the Outlook Directory / Address Book under '**EDConnect**'.

OPAL CARDS

In the last edition of Netlink we attached a fact sheet on OPAL Cards that I am sure you found very informative. Many questions have been asked of me in respect of OPAL Cards. We have attached this fact sheet again for your reference. Please take the time to print it and read through what is very valuable information for all schools.

PRIMARY PRINCIPALS' ASSOCIATION (PPA)

SASSPA wishes to acknowledge appreciation to the PPA who extended an invitation to me to attend the Primary Principals' Association Annual Conference. I feel very privileged to attend this conference.

Geoff Scott, PPA President recognises the important role that SASS play in schools and has welcomed the opportunity to work with the SASSPA Team and myself. Geoff Scott hands the reigns of the role of PPA President to Phil Seymour in October. I would like to take this opportunity to thank Geoff for the unending support he has extended me in the last few years. I wish him a very sad goodbye.

SECONDARY PRINCIPALS' COUNCIL (SPC)

Whilst I have not had the opportunity to work closely with members of the SPC, I welcome the opportunity to work with Chris Presland, newly appointed President as we move forward into 2017.

The collaborative partnership SASSPA shares with both the PPA and SPC is vital to the establishing best practice in our schools for our students.

WORKING WITH CHILDREN CHECKS

As you may be aware all staff working in a primary setting must have a Working with Children Check to be able to work in 2017. There will undoubtedly be a rush at the end of the year. Just a reminder that the initial application must be lodged online through the Services NSW website: <http://www.service.nsw.gov.au/transaction/apply-working-children-check> You will then have to present at the Services NSW office to verify the application and pay a transaction fee of \$80.00.

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 Systems Implementation Group (SsIG)
- SALM Assurance Focus Group
- LMBR Deployment
- Third Party Integration
- Payment Portal Project Control Group
- PCard Project Control Group
- Performance Development for school based non-teaching staff.

SASSPA continues to strive for the best outcomes for all non-teaching staff through its consultation avenues with the DoE.

We will continue to work towards:

- Establishing Business Managers
- Developing leadership credentials
- Integrated learning
- Revision of recruitment procedures for non-teaching staff
- Implementation of performance development for non-teaching staff.

YAMMER

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

SCHOOL REFERENCE GROUPS (SRG)

SASSPA's focus remains to work collaboratively with all groups to deliver the best professional development and learning to all SASS. May I take this opportunity to applaud the great work our SRGs continue to do.

Take the time to look after yourself and those around you.

Enjoy Term 4. It is not that long until Christmas!!!!

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. Contact details are on our website: www.sasspa.org.au

Message from the Vice Chairperson - Jennifer Sullivan

MASTERING THE MAGIC OF PRESENTATION SKILLS

This fantastic course was presented by Allan Parker and attended by 5 SASSPA committee members, Tracy Tzanopoulos, Fiona Hood, Sue Williams, Gail Thorley and Jennifer Sullivan and 9 other participants from a variety of work environments.

Allan gently pushed all participants well beyond their comfort zone within the first few minutes and things didn't change for the remainder of the two days. The group participated in a number of activities which culminated in a number of short impromptu presentations by the participants.

All the participants felt that this was a wonderfully empowering course that helped develop the skills and confidence to continue to dabble in the world of 'public speaking'.

SASSPA look forward to continuing our relationship with Allan Parker in 2017.



Treasurers Report – Tracy Tzanopoulos

As this is my first message as Treasurer, I would like to thank Karen McDonald for the impressive legacy of a well-managed financial system with SASSPA. My first task is to master MYOB, so please bear with me as I gain experience.

Please note the change of contact details (please update OASIS, EdConnect have been advised)

SASSPA

c/- Keira High School

P O Box 19

Fairy Meadow NSW 2519

Email remains the same at Treasurer@sasspa.org.au

Our State Conference in August was a great success, and once again we were able to support Stewart House with donations of \$850.

Payments for the Sydney Seminars on 31 October and 1 November are coming in thick and fast, and it is great to see the new schools that have come on board with SAP. There have been some concerns re the speed of payment from EdConnect, however I can assure you I am receiving them quite quickly. Once payment is received, you will receive confirmation through MyPL.

Membership for 2017 will be \$110, incl GST. Tax Invoices will be emailed to all existing members early October and will be due for payment by 1 March 2017. Membership is open all year, however payments received after 1 March will incur a late payment fee of \$33.00, incl GST.

Please do not hesitate to email me on Treasurer@sasspa.org.au if you have any concerns, feedback or suggestions.

Message from the Secretary – Fiona Hood

LEGAL / PROBITY – AAGSA NATIONAL CONFERENCE

SESSION BY LEXTON GEBERT, LANDELL CONSULTING, PROBITY ADVISORY FOR GOVERNMENT

What is Probity?

“Probity is the concept of procedural integrity with transparent and accountable processes that will withstand internal and external scrutiny.

Communities reasonably expect government funded entities to act ethically and with honesty, integrity, diligence and fairness.”

Steps towards probity:

- Impartiality
- Conflict of Interest
- Accountability and transparency
- Confidentiality and security
- Procedural Integrity.

It would be good work practice to create a **Conflict of Interest Declaration** template for use within your workplace where there may be an issue of probity. Samples can be downloaded on the internet and should be signed off by your school’s finance / executive committee. For further information on Probity, please visit landell.com.au

DEVELOPING DYNAMIC LEADERS ... *with a little bit of SASS*

MYTH BUSTING – SCHOOL LAW – SASSPA ANNUAL CONFERENCE
SESSION BY STEVE OOM, DEPARTMENT OF EDUCATION

Steve Oom presented an interesting session at our 2016 Annual Conference on “Myth Busting”. The following is an extract of Steve’s presentation; for further advice please contact him at legal branch in Bridge Street; or refer to the Intranet A-Z list of policies.

- No child can be enrolled without a Birth Certificate? **Myth**
Alternative documents such as passport, blue immunisation book, hospital birth card or Statutory Declaration by a parent may be accepted.
- The School must comply with Family Court Orders? **Myth**
Court orders only bind the parties to the proceedings outlined in the FCO. Department of Education policy is that schools **assist** parents to comply with the FCO.
- Any one with parental authority may enrol a child in a school at any time? **True**
- Anyone with parental authority can remove a child from school at any time? **True**
- PRIVACY – SASS cannot discuss one parent’s requests with the other parent eg don’t ring the mother and report that dad has requested a printout of student absences for Court. Each parent has the right to request information (even if there is an AVO on that parent).
- Schools **DO NOT** administer AVO’s. The Department of Education is covered by the Inclosed Lands Act.
- A parent may demand a school change a child’s name? **True**
Only if one of the following items is presented to the school office: signed consent from both parents; a court order authorising use of new name; a statutory declaration; Birth Certificate provided in new name; Proof of adoption.
- Parents may transport students to school events without permission? **True**
Parents may also make arrangements between themselves. Permission slips would be required only if transporting another student.

For further information on legal services, please visit <https://education.nsw.gov.au/legal>

Regards,

Fiona Hood

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.



Tork



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Eduquip



Specialised Equipment Paper

AAGSA Conference – Presentation by Proteus – Deb Smithers

The collective knowledge and experience of school business and administrative managers from around Australia at the AAGSA conference was impressive. Tony Peterson from Proteus presented a very thought provoking session on resilient leadership. Acknowledging the increased pace of change and responsibility within our roles, Tony provided some great distinctions for managing teams and setting high standards to increase team resilience.

At the core of the presentation was the process of having the team create and agree on a set of “not-negotiables”; the standards of behaviour based on the team values. Having jointly created these ground rules allows team members the opportunity to objectively “catch and call” behaviour outside the “not-negotiables”, encouraging direct person to person interactions. The manager, then has clear parameters for discussion if issues are not resolved. It’s also made clear that discussions with other team members are not appropriate.

However, Tony emphasised the importance of creating a culture where praise and recognition are the defaults, supporting and sustaining resilience in the team. For best effect, praise must be Genuine, Specific and Timely (GST).

Tony identified that resilient leaders see leadership as a privilege, not a burden; that they create the space for their people to shine, and that they embrace gratitude as a key to staying in the game. In conclusion, we were left with a number of questions to promote positive and mindful reflection, both for ourselves and for our team members:

DEVELOPING DYNAMIC LEADERS ... *with a little bit of SASS*

- What went well today?
- What did you enjoy?
- What are you looking forward to tomorrow?

SASSPA Conference 4 August 2016

LMBR – Lynne Irvine

In her presentation, Lynne Irvine outlined the current schedule of schools deployed, deploying and yet to be deployed, giving particular thanks to the Group 1 & 2 schools for their feedback which was utilised to guide the training modules for Groups 3 & 4. By the end of 2016, nearly ½ of all public schools will be using LMBR. The remaining schools will be deployed by the end of 2017, including high schools, rural and remote, and unique schools, such as EECs, hospital schools etc.

Lynne spoke about the new LMBR website on the DoE Intranet. It show the lists of upcoming and existing schools using LMBR, has all the relevant training modules and support materials such as fact sheets, adobe connect sessions, QRGs and guides/templates.

Post go-live support is available to deployed schools for the first 10 weeks and is driven by schools and their requirements. This includes school visits, workshops (full and ½ days, Bridgit sessions, opportunities for other SASS members to train, post go-live pack and EDConnect support. Lynne also discussed the ongoing involvement of SASSPA and SRGs in supporting LMBR deployment and ongoing training.

EDConnect : an introduction and update – Maria Claudia (MC) Romero & Carmel Senese

EDConnect was first released in April 2016, including Finance, Business Services and IT Support, On 4 October this year, it's services will be expanded to Human Resources and Procurement. MC discussed the aim of EDConnect is to provide a single point of entry for enquiries, offering end-to-end service provision, in alignment with policy changes, allowing schools to focus on delivering quality education and improving educational outcomes for students.

EDConnect also provides a Concierge to direct questions if callers are not certain of which group is required. It does not include Schools Finance, Legal Services and Work Health & Safety.

Carmel Senese then presented the challenges faced by EDConnect in creating a customer-focused experience and how feedback from focus groups, individual interviews, principals and administrative staff have driven the design process for better training material. A users council meets regularly to more formally review issues. Carmel discussed the EDConnect Principles:

- You empower me – I have access to the tools, training, knowledge and support networks to self-help
- You support me – When I need support it is accessible and understandable. You help me and provide me with reassurance that you will resolve my enquiry
- We learn from each other – You teach me how to solve my issue and adapt your service to better meet my needs in future.

Given that NSW is predicted to experience 15% growth in the next 10-15 years (180,000 new students), the importance of EDConnect in providing a reliable, single source of information is critical. Delegates were asked to provide feedback on the current EDConnect services. Ongoing feedback and review will assist EDConnect in ensuring a high quality, relevant, timely and customer-focused service.

Report by Deb Smithers

Stewart House

Amanda Bisset, Senior Officer, Stewart House presented at the Annual SASSPA Conference 2016.

Ninety children are chosen each fortnight from across the State for a 12 day break. Some children come to Stewart House with only the clothes they are wearing. When they leave after their break they are sent home with new clothes and toiletries.

During their stay the children receive:

- free eye, dental and health screening
- Make new friends
- Go on excursions and activities to name a few.

They also learn to relax and overcome anxiety in a safe environment, increase their self esteem and promote better life skills.

Amanda showed us a video from the staff at Stewart House which was very interesting explaining how they encourage the children to open up and feel safe. It was very moving.

Stewart House rely on donations and you can help by donating through fortnightly payroll deductions. Donations range from \$0.20 to \$60.00 per fortnight and there is 1 SASS person in the Top 3 donating to Stewart House. Other fundraising for Stewart House includes Clothing Bag Collection and donation envelopes which are sent to the school each year. This year SASSPA raised \$850.00 in donations from the 2016 Conference.

Stewart House has the largest payroll deduction scheme in the southern hemisphere so please if can donate to this worthy cause complete the form below or register online www.stewarhouse.org.au

Conference Sponsors

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



TEACHERS MUTUAL BANK / SASSPA SCHOLARSHIPS

Mr Conor Kiernan, Stakeholder Engagement Advisor, Teachers Mutual Bank, attended the SASSPA Annual Conference in Sydney on Friday, 5 August to congratulate and present two of our Scholarship winners Kylie Clark & Kara O'Keefe with certificates. Unfortunately, Jodie Cummins could not attend due to school commitments.

The Scholarship Committee considered the three applicants to be a very high standard and great role models for members of SASSPA as they are undertaking courses that will benefit both their school and career development.

- Kylie is studying for her Bachelor of Business Finance Major (24 units) at Swinburne University
- Jodie is enrolled in Accounting Certificate IV (13 units) at Canberra Institute of Technology
- Kara has commenced the Advanced Diploma of Leadership & Management (10 units) and Advanced Diploma of Management (Human Resources) at Newcastle TAFE.

If you are currently undertaking University or TAFE studies, the second round of applications is now open for members to apply for financial assistance. Applications forms are available from the SASSPA website.

SASSPA members are encouraged to give consideration to professional learning that develops their skills and complements their professional development plan. This is a great opportunity to “kick start” your learning program with financial assistance.



Bring your own devices (BYOD)

There are new requirements for allowing students to use personal mobile electronic devices at school that can connect to the department's wi-fi network. Find out more about the BYOD policy.

A guide is available to assist schools or school groups to establish an arrangement for families wanting to purchase devices. Download the BYOD guide for schools arranging discounts PDF, 77/86KB.

A template is available for schools or school groups to complete and issue to prospective suppliers.

Download the Request of application BYOD offer to schools template DOCX. 83.1KB.

For further information:

- Refer to the Procurement Solutions intranet page
- Contact the department's Procurement Support team on 1300 338 289 (option 1) or by email.

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