

# SCHOOL ADMINISTRATIVE SUPPORT STAFF PROFESSIONAL ASSOCIATION (NSW) INC

ABN: 33 867 558 589

## NETLINK

Term Newsletter – 01/2015

*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 first edition of Netlink for 2015.

I am sure that most of you have started the year on the run. I find myself at nearly the end of the term not knowing where the time has gone. I am a little ashamed to say that I am looking forward to a holiday.

This term has certainly not excused the SASSPA team from working extremely hard. We have been meeting on a monthly basis planning for the coming year. You will soon receive an invitation to register for one of the SASSPA seminars being held in Term 2. These seminars will focus on leading a positive culture promoting strategies for leading your team and establishing a self-regulating culture through mentoring, to having that difficult conversation.

The committee is also busy finalising details for the August Conference to be held on 20 – 21 August at the Shangri-La Hotel, Sydney. As always it will have a mixture of key-note speakers and presenters from the Department of Education & Communities. Please note these dates in your diary.

2015 will bring with it the first implementation of the new Library system, 'Oliver' and the second rollout of LMBR. The business models are very sound and whilst it may bring with it much change it will only be for the better. We will endeavour to keep you as up to date as possible in respect of upcoming implementations. The email system will also be upgraded with the new platform being introduced soon.

SASSPA are also building strong links with the local SRGs. We applaud the wonderful work that they do in delivering learning at the local level. Our future focus remains to work collaboratively with all groups to deliver the best professional learning to all SASS.



Enjoy Term 1 and all the chaos it often brings. Please remember to take some time for yourself and your family. I look forward to meeting with you at our next Seminar and Conference.

**Rozanne Patane**  
**Chairperson**

## Message from the Treasurer – Karen McDonald

I have taken over from Julie Sando as Treasurer. Previously Julie had introduced MYOB software for accounting purposes. I have recently upgraded the laptop and software and have undertaken training in MYOB.

This year I have introduced invoicing individual and school members for their membership instead of re completing application forms as has been the case in the past. Invoices were sent out in October 2014 for renewal of their 2015 membership.

The upcoming Leadership Seminars in Canberra, Dubbo Kingscliff, Leura and Sydney are available on MyPL. The cost for seminars are Individual \$132.00, School \$198.00 and non members \$264.00. For the 229 schools that require an invoice please mail [treasurer@sasspa.org.au](mailto:treasurer@sasspa.org.au) and I will forward you one. Please remember to send me your purchase order and confirmation of seminar so you don't miss out.

Cheques to be made payable to SASSPA c/- Peakhurst South Public School, 45a Pindari Road, Peakhurst 2210. Payment is due no later than Friday 8 May 2015 – please do not use staples. NOTE: NO LATE PAYMENTS WILL BE ACCEPTED.

**Karen McDonald**  
**Treasurer**

## Message from the Secretary – Fiona Hood

I hope you enjoy the new format Netlink. Our Committee has met several times since our last Conference to organise future training for SASS, Committee professional development and reinforce our structure.

We have created our first Strategic Management Plan ("SMP") to guide us over the next three years. Most of the team were new to SMP's and there were quite a few blank looks around the table. However, by working collegially, the team has produced the first SASSPA SMP, which will be uploaded to the website in the near future once budgets have been finalised. I found the exercise a great experience which gave me a platform to contribute towards my school SMP.

The Committee are also in the process of creating an Induction Handbook for new committee members. SASSPA is currently updating the website, utilising it to deliver registrations, Netlink and emails to members.

Face-to-face and teleconference meetings have been held between all state and territory Associations under the AAGSA banner to discuss progress and changes faced by Departments across Australia. Rozanne and I will attend the Annual AGM in Darwin in the July school holidays.

**Fiona Hood**  
**Secretary**



## Committee Changes for 2015

### Welcome Gail Thorley

Gail is currently School Administrative Manager at Orange High School and has strong leadership skills encouraging growth and team work within the non-teaching staff. She is a great supporter of professional learning for all staff including 12 administration, 7 SLSO's / Indigenous Tutors, Kitchen Assistant, Lab Assistant, General Assistant and Farm Hand.

Gail started working for the Department of Education as a SAO at a one teacher school at Euchareena, then progressed to two other public schools in Orange, before being asked to relieve as SAM at one of those schools.

During this time, Gail took the opportunity to complete a Certificate IV in Administration and Leadership.

An opportunity became available to relieve as the SAM at the Orange High School and Gail decided to test her skills and experience. This relieving position then became vacant and Gail applied for and was successful in gaining this permanent position. Gail is a great advocate for professional learning and is looking forward to the introduction of the new financial systems and the challenges they will bring to her school.

Gail and her husband Colin live on the outskirts of Orange and Colin is employed in the mining industry. They have four children with the youngest just completing his HSC.

### Farewell and thank you Julie Sando

Julie Sando retired from the committee at the Annual General Meeting held on 21<sup>st</sup> August. Julie joined the committee in 2009 and was Treasurer from 2012 to 2014. During her time as Treasurer Julie oversaw the introduction of a new accounting system that streamlined processes for payments and invoices.

Thanks Julie, being treasurer is a huge commitment and you always managed to sort out the problems around payments and attendance at conferences and seminars. Your time and commitment was very much appreciated.

### Farewell and thank you Wendy Thompson

Wendy Thompson stood down from the committee in January 2015. Wendy joined the committee in 2011 and was assistant Treasurer from 2012, assisting Julie Sando with spreadsheets for both Seminars and Conferences. We all thank Wendy for her enormous contribution, her voice, time and commitment was highly valued.



## 2014 Conference

Well this year was just as busy as past years. The annual conference at the Shangri La was well received and full of valuable information.

Change of venue in 2014 met with new challenges but on the whole the committee managed the event well. The guest speakers were well received. We moved to an online procedure for completing our evaluations via Survey Monkey in 2014. We know that is another thing delegates need to think of when you get back to your school but it is truly a valuable tool for the committee when making decision for future events and we appreciate your input.

Eric Jamieson and Shanti Clements from *Learning and High Performance* spoke on the School Plan. We hope information from this session was taken away and thought about when you went back to your work place. We are working in changing times and the School Plan is only one area that SASS are being asked to become involved. Shanti is a bundle of energy and very easy to listen to.

*Induction* – a very important aspect of introducing new staff to the workplace. I am sure that there are SASS members out there who would have appreciated an induction session when they commenced in their new workplace.

*Ita Buttrose* – has been part of some of our lives for many years but it was very interesting to hear her speak of her children and her working relationships with some high profile employers. *Robyn Hunt* delivered a session on Mentoring. SASSPA is developing a Mentoring Program to be introduced in the future for SAMs and aspiring SAMs. If you are interested in participating in the program please watch out for further information in the near future.

*Work Health Safety* – we heard the moans and groans- boring!!! but it is part of our working lives. Whilst it might be a very boring topic it is also a very important topic. We are all responsible for a safe working environment. The Committee attempts to bring topics to the conference which are exciting but also topics which relate to our workplace and this one certainly relates to our workplace.

As usual *Andrew Klein* made the days exciting with his quick wit. Andrew has been the MC for a few years now and is well received by delegates.

The dinner on Thursday night was lots of fun, with entertainment by *Jelly Bean Jam*. It was nice to see so many people joining us at dinner with some members attending both Cocktail Party and dinner.

The planning for 2015 is in full swing and the conference will again be at the Shangri La. The committee look forward to seeing you all back there next year.

Thank you for your continued support.

**Christine Murphy**  
**Vice Chairperson**

*2014 Team Members at the State Conference with Special Guest Speaker Ita Buttrose*

L-R: Karen McDonald, Fiona Hood, Helen Ross, Rozanne Patane, Ita Buttrose (Guest Speaker), Christine Murphy, Julie Sando, Jenny Sullivan, Wendy Thompson, Marge Amery



## 2014 Cocktail Party

2014 was SASSPA's 20th Anniversary year so it was important that the committee didn't let such a milestone pass without some form of celebration and celebrate we did. The venue at the Shangri La was superb, overlooking the beautiful Sydney Harbour with all its lights and cruise ships, it was truly something to behold.

We had 200 delegates and guests join us for the two hours of cocktail celebrations. Delegates mingled with colleagues from other schools and it was great to see several DEC executives enjoying the cocktails and finger food as well. We really appreciate them taking time out of their busy schedules to help us celebrate this milestone in a relaxed environment and enjoying themselves away from the cares of their office.

Many delegates moved onto dinner with others they met on the night and there were some very good photos taken on the night to record this happy event.

These photos will be put onto SASSPA's website in the near future for all to see.

We had several past committee members at the event including Joy Lattin, Cheryl Nelson, Tina McFadyen and Debra Goyen, who worked tirelessly to ensure SASSPA's success. Joy is not in the best of health and it was great to see her catching up with "the oldies". Delegates travelled long distances to join us in the celebrations which was greatly appreciated by the Committee. It would be nice to be able to provide this every year but then again it is also nice to have something special to celebrate when we reach the big milestones. The committee received very positive feedback from those who attended.

Keep your eye out for the 25th Anniversary Celebrations who knows what might be chosen to celebrate this milestone.

***Christine Murphy***  
***Vice Chairperson***



Former Committee Members: L-R: Barbara Sutton, Tina McFadyen, Cheryl Nelson, Joy Lattin, Debra Goyen



## Conference Sponsors

SASSPA would like to thank the following sponsors for their continued support.

- GOLD** Fuji Xerox  
AdvancedLife  
Specialist Equipment Paper (New Sponsor)
- SILVER** OfficeMax  
Mayhem Promotions Sentral (New Sponsor) Vital Office
- BRONZE** Cosico Promotions  
GBC Neoport Eduquip  
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## 2015 Seminars

The focus for 2015 will be on Leadership in the workplace. Seminars will be presented by Proteus Leadership.

Proteus Leadership provide leadership training and education programs to a range of industries and assist organisations to build positive workplace cultures, implement change and **Create Great Leaders**.

- 25 May** Pullman Hotel, Sydney
- 1 June** Salt Resort, Kingscliff
- 9 June** The Rex, Canberra
- 15 June** Dubbo RSL, Dubbo
- 22 June** The Fairmont Resort, Leura

Register now through MyPL

## 2015 Conference

20-21 August 2015  
The Shangri La Hotel  
Key Note Speakers: Tara Moss and Dr Adam Fraser



## SASSPA MEMBERSHIP

*Note: Membership for 2015 is now closed.*

### **SASSPA Membership – what are the costs and benefits?**

The cost: \$88.00 (incl GST) for individual membership OR \$165.00 (incl GST ) for school membership.

Professional association fees are tax deductible. Membership Application Forms may be downloaded from the SASSPA website.

The benefits:

- Early notification of all SASSPA events
- Discounted attendance fees at SASSPA Seminars and Conferences
- Netlink publication (individual members receive their own copy)
- Gaining of knowledge and experience from your colleagues from around the state whether by reading Netlink or attending one of our many events.

### **Anaphylaxis e-module success**

11,000 school based employees have now accessed the Department's mandatory anaphylaxis e-learning module. For those school based employees who are yet to access and complete the training, you can access the e-learning module through your portal or through the [WHS e-learning page](#).

Remember that the Department's mandatory anaphylaxis e-learning module has replaced the ASCIA anaphylaxis e-training. This e-learning module must be completed by the end of Term 1, 2015 by all school based employees.

### **Service and retirement acknowledgement guidelines**

The Department of Education and Communities values the contribution of staff to NSW public education and to our communities.

The Department has updated the *Procedures for Acknowledging the Service of Retiring Members of Staff*.

These procedures set out how the Department should acknowledge the contribution of staff members who have at least ten years of service at the time of their retirement.

This document can be located online at <https://detwww.det.nsw.edu.au/deptresources/> or [https://detwww.det.nsw.edu.au/media/downloads/deptresources/service\\_retire.doc](https://detwww.det.nsw.edu.au/media/downloads/deptresources/service_retire.doc)

Thank you for your assistance in acknowledging retiring staff. For any further information on these guidelines, please contact Ms Natalie Kerr on telephone (02) 9836 9196.



## Update from Local Schools Local Decisions

STRATEGIC FINANCIAL MANAGEMENT FOR SCHOOLS (Source: Local Schools, Local Decisions)

The Local Schools, Local Decisions School Support Team have been offering the Strategic Financial Management course for Principals, SAMs, executive and aspiring leaders. The course focuses on strategic considerations in planning and using financial resources to improve student learning outcomes.

As SAM's still manage the data entry and report generation relating to school finances, these courses provide an understanding of the background considerations principals undertake in making financial decisions. The SAM's role is still related to implementing the decisions of the principal within the financial management system and advising the principal on financial operational matters.

For schools yet to move to the LSLD model, these workshops provide an opportunity to prepare for the new financial management environment and a conceptual basis for SAP finance systems training.

## MyPL

What does My PL@Edu do?

1. Creates and maintains a permanent record of professional learning for all DEC staff in My Professional Learning History
2. My Professional Learning History is a record of professional learning courses and programs conducted through My PL@Edu.
3. Contains a Professional Learning Diary which allows staff to document all their professional learning that is not scheduled through My PL@Edu. What is the Professional Learning Diary in My PL@Edu?

The Professional Learning Diary is a feature of My PL@Edu that enables all DEC staff to record any professional learning they have completed that has not been conducted through My PL@Edu. It also allows retrospective entry of professional learning. Details are manually entered by staff and may include professional learning from other providers – eg SASSPA conferences and seminars.

How to enter details in your Professional Learning Diary:

1. Log on to MyPL@Edu
2. Select My Professional Learning tab
3. Select My Professional Learning History
4. Select Professional Learning Diary tab (top of page)
5. Select Add an Activity to Your Professional Diary
6. Enter details of professional learning event.





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

**Website:** [www.sasspa.org.au](http://www.sasspa.org.au)

## NETLINK

Please forward any NetLink articles to: [editor@sasspa.org.au](mailto:editor@sasspa.org.au); [HELEN.M.ROSS@det.nsw.edu.au](mailto:HELEN.M.ROSS@det.nsw.edu.au) or [Fiona.hood@det.nsw.edu.au](mailto:Fiona.hood@det.nsw.edu.au)

