



SASSPA

**School Administrative
and Support Staff
Professional Association**

NETLINK

Agenda

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Message from the Chairperson

Dear Colleagues,

I hope that Term 2 has started well for you. It is always a busy time in the school space and I am sure that you have all started the year running.

Firstly congratulations to the schools in groups 1 and 2 of LMBR. The deployment is on track and there seems to be nothing but positive feedback. Good luck for those deploying in May. Group 3 have begun their data cleansing and are in the midst of their LMBR Launches. Best wishes to all, it will no doubt be a busy time. Please take the time to take time for you!!

The SASSPA Team has been extremely busy in the first part of year dedicating much time to meetings and planning. The last meeting held in April was a busy 2 days. We were lucky to have engaged in training in Office 365; engaged in consultation with MyPL in respect of its rebuild; and met with Paul Finlay, Director People & Services – Performance & Development of non-teaching staff, Lynne Irvine, Director LMBR – update on upcoming deployments and Trina Schmidt, Executive Director, People and Services regarding non-teaching staff.

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

SEMINARS

As you receive this edition of Netlink the five Seminars facilitated by SASSPA in Term 2 have concluded. If you joined us in 2016 for a seminar at either Sydney, Canberra, Kingscliff, Dubbo or Hunter Valley, you would no doubt have taken back some great strategies to your office from the professional learning delivered by Proteus Leadership. This year we delivered a two fold program:

Changing Face of Change: This program supported leading transformational change. It challenged the question of 'will change happen?' It showed how change agility was key to surviving in an ever-changing world. This workshop inspired a fresh look at change agility and provided strategies to stay relevant, not redundant in times of change and leverage positive influences.

Moving from Busyness to Effectiveness: This program motivated busy leaders to focus on their priorities and embed strategies to bring about sustainable behavioural change. It inspired participants to change ways of thinking, manage self, time and others. It identified strategies that assisted in managing difficult behaviour, building productive teams, providing quality service and giving staff positive recognition and encouragement.

All participants were given a workbook that acted as a point of reference to be used in the workplace. The feedback has been nothing but positive with participants asking for the next layer of this three year plan of professional learning.

I ask that all participants visit MyPL in order to provide their feedback and complete the course.

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.

AUGUST CONFERENCE '*Develop, Adapt, Succeed*'

Date: Cocktail Party – Wednesday 3 August
 Thursday 4 August – Friday 5 August 2016
 Dinner/Dance – Thursday 4 August

Venue: Shangri-La Hotel, Sydney

This year we will be offering a complimentary Cocktail Party on Wednesday 3 August available to members in limited numbers, who get their RSVP in first. Unfortunately we can't accommodate all delegates as much as we would like to. The cocktail party will offer a wonderful opportunity to network prior to the start of the conference with fellow delegates and representation from the Department of Education.

Plans for the August Conference have now been finalised with registrations to go out in the next few days. The focus of this conference will be building leadership capacity. Dr Adam Fraser who presented at the 2014 and 2015 conference will be back to deliver another instalment on change management and leadership. The Department of Education will include segments from LMBR, EdConnect, Professional Development Plans and Employee Services. We are in an exciting environment of change and what a great way to get all the information you require.

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STUDY SCHOLARSHIP PROGRAM

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

The funding they provide has already allowed 3 members the opportunity to engage in further study utilising grants up to \$2500.00 each. Congratulations to our members and we wish you all the best in your future endeavours.

Members still have the opportunity to apply for financial assistance for additional study, 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

AUSTRALIAN ASSOCIATION OF GOVERNMENT SCHOOL ADMINISTRATORS (AAGSA) – NATIONAL CONFERENCE

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.

In 2016 the first Australia-wide conference will be held in New South Wales.

Date: Thursday 9 June – Friday 10 June

Venue: Wilkins Gallery, 35 Bridge Street, Sydney

The program is supported by all member states and is focused towards leadership with speakers from around Australia. The conference will provide attendees with a perfect opportunity for development and engage in networking with Business Managers and Registrars from across Australia.

We encourage you to attend this conference. Registration has been attached to this newsletter for your reference.

EdCONNECT

As you may be aware EdConnect was launched on 4 April for a select number of services. SASSPA has worked closely with Cindy Sciberras, Program Manager, Strategic Communication (Change) | EDConnect to develop a poster as a quick reference for SASS. The poster has been included in this edition of Netlink for use in your office.

We will continue to work closely with this team to ensure that current issues are addressed.

Please 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.

OPAL CARDS

As you will be aware OPAL Cards were deployed to schools in 2016. As always there are many questions surrounding any new initiative. SASSPA has worked very closely with Andrew Fielding, Director Business Services in initiative and will continue to do so as OPAL Cards are deployed into country areas.

Attached to this Netlink is a Fact Sheet on OPAL Cards that I am sure you will find very informative. Please take the time to print it and read through what is very valuable information for all schools.

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'PEOPLE MATTER' EMPLOYEE SURVEY

You are no doubt aware that the Department of Education is seeking your feedback through the 'People Matter' survey. I'm sure you wouldn't have missed the pop up on your portal page.

SASSPA encourages all non-teaching staff to participate in this survey. It provides a wonderful forum to address issues that are of concern to you, especially those pertaining to the wellbeing of staff. SASSPA supports this survey and I urge you to take some time to complete it. If you don't address any issues, they cannot be changed.

The following was provided by the Department of Education:

The People Matter Employee Survey is an opportunity for staff to give feedback on what it's like to work in the Department of Education and with the NSW Government. This survey is designed to enhance the workplace environment within the Department including our culture, values, diversity, wellbeing, leadership, professional development and employee engagement.

Feedback from staff will help to identify strengths and opportunities for improving work practices, shape policies and workforce direction.

What have the results shown in the past?

People Matter commenced in 2012 and was also conducted in 2014. Survey results have informed workforce decisions to increase professional learning opportunities, improve the availability of performance and capability development activities and strengthen communication between managers and staff.

In 2014 we achieved a response rate of 19.7%. We would like to increase our response rate in 2016 and would appreciate your help to do this. More information can be found on our intranet site, DoE intranet or on the NSW Public Service Commission website.

PRIMARY PRINCIPALS ASSOCIATION

SASSPA wishes to acknowledge gratitude to the PPA who extended an invitation to me to speak at the Term 2 NSWPPA State Executive meeting. I look forward to working with the PPA in the future to achieve best outcomes for non-teaching staff.

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
- OPAL Card implementation and deployment
- Payment Portal Project Control Group
- PCard Project Control Group
- Performance Development for school based non-teaching staff
- MyPL – enhancements

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- DoE Integrated Recruitment Improvement Program.

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 with TAFE
- 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 to schools 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.

I look forward to meeting with you at the SASSPA Conference in August.

Best wishes,

Rozanne Patane
Chairperson

Treasurers Report – Karen McDonald

Please note there are a few changes regarding membership: Membership for 2016 is **\$110.00**. 2016 Membership Tax Invoices have been emailed to all existing members as at October 2015 and are due for payment by 1st March 2016. Membership is open all year, but payments received after 1st March 2016 will incur a late payment fee \$33.00 (inc GST).

Direct Deposits - SASSPA's bank account is now with Westpac BSB - 032-024 Account No – 280875. Please give your **surname or invoice number** as reference.

Message from the Secretary – Fiona Hood

Update on Receipt Printers compatible with LMBR

I have recently had a conversation with Kim Carter of Carter Technology Services regarding the purchase of an appropriate receipt printer as the next regions prepare for LMBR Rollout terms 3 and 4. Kim recommended we have two receipt printers in use once LMBR rolls out – one for the receipting and one for attendance.

This is a summary of information on all models from Carter Technology:

Current Citizen Thermal receipt printers

Citizen CTS651	Working fine with receipts and attendance – This is the recommended option for new equipment. If any schools have old firmware version that would require upgrading (<i>if purchased before 2011 ONLY</i>).
Citizen CTS601	Working fine with receipts and attendance.
Citizen CTS851	Working fine with receipts and attendance .
Citizen CTS310	Series II Works fine after firmware upgrade and then latest print driver installed on PC.
Citizen CTS310S	Works fine after firmware upgrade and then latest print driver installed on PC. This model will work with the new programme once the printer firmware has been upgraded. <i>This has to be carried out by the Service Department in Sydney.</i>
Citizen CBM1000	Will only be compatible if a USB interface is installed. Firmware may need to be upgraded. This model has been superseded for some time now. If using this model first check how connected to current PC. If with parallel port then the printer will need to be replaced. Note for USB; USB interface needs to be in printer and not using USB – Parallel adapter cable.

For further information, please contact Kim at Carter Technology Services directly on ph 9452 2825.

Executive Development Program in Negotiation – Jennifer Sullivan

Effective communication and negotiation, which always appears complex, will now hopefully become very natural for members of the committee after seven attended the three day course - Executive Development Program in Negotiation early in February.

The course presented by Jill Rigney and David Hanlon provides simple structured tools for negotiation both in business and personal situations. David Hanlon is an international business strategy and marketing consultant and along with Jill Rigney, a leader in presenting and analysing differences in communication styles for individuals and groups, presented a fantastic course, practical insightful and extremely applicable to any work environment.

The program was thorough and well-presented and is designed to improve personal communication skills under pressure. It is also designed to help participants understand the principles behind successful negotiations and how to plan and structure different types of negotiation. The course was held at the ACU in North Sydney and we look forward to working with the coordinator Tom Stockell Senior Consultant Organisational Development | Executive Education- in the future.

Feedback from our Seminars – Developing the Dynamic You

Feedback from our Seminars has been absolutely positive – following is an extract from various venues:

“Great presenter who delivered very relevant tools to support both my team and myself through the many changes in our workplace. The afternoon workshop on prioritising tasks and working effectively was also extremely relevant to both personal and work situations.”

“Proteus provide the most inspirational speakers all the time. I (and others around me) were totally engaged for the 2 sessions. Congratulations for getting this company again.”

“This course was sensational. I went through it with SASS at my school and they really enjoyed it and were inspired and ready for the changes we have coming with LMBR. Thanks!”

“The course covered topics and information that I have not previously seen. I liked the approach by Proteus and Nathan was a good presenter. I have already and will continue to apply some of what I learned.”

Dubbo Seminar



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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TEACHERS MUTUAL BANK / SASSPA SCHOLARSHIPS

REMINDER: if you are undertaking University or TAFE studies in 2016, you may be eligible to receive a Teachers Mutual Bank / SASSPA Scholarship up to the value of \$2,500.

The first round of scholarships winners was announced in early April and the second round of applications are open until the end of Semester 1 (term 2).

The aim of the scholarship is to financially support administrative staff in their studies to develop leadership skills and meet the challenge of changing work practices in education.

Members of SASSPA are invited to submit a Scholarship Application form by Friday, 24th June. Application forms are available from the SASSPA website. Scholarships are open to SASS roles in schools.

Select a Professional Development Program that is right for you!

What is your current position or role in school?

- Business Manager
- Administration Manager
- Administration Officer
- Other

What is your main professional goal?

- Increase your knowledge and skills
- Develop leadership and management capabilities
- Develop personal growth and strategies to manage and lead teams
- Expand communication skills
- Become an effective contributor to school and staff planning.
- Provide the greatest benefit to your school role.

Courses are available at University, TAFE and Colleges, eg

Degree Courses:

- Accounting
- Finance
- Leadership

Diploma Courses:

- Business Administration
- Effective Leadership
- Leadership & Management
- Team Leaders
- Frontline Management

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.

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Conference Sponsors

SASSPA would like to thank the 2015 Conference Gold Sponsors for their support.



SASSPA Team

Rozanne Patane Chairperson	Jennifer Sullivan Vice-Chairperson	Fiona Hood Secretary	Karen McDonald Treasurer
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Committee:

Helen Ross	Gail Thorley	Deb Smithers	Sue Williams	Tracy Tzanopoulos
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Netlink

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