Our 2016 Annual Conference “Building Bridges Together”, held at the Adelaide Convention Centre, was attended by record numbers of delegates and sponsors and provided a grand and glamorous environment for our professional learning! Ms Jayne Johnson Deputy Chief Education Officer, DECD opened our conference; The Honourable Minister for Education Susan Close attended the exhibition and spoke to us on Tuesday. Andrew Klein was our MC, entertaining us, and keeping us to time and on track.

Conference highlights included:

- A behind the scenes tour of Adelaide Oval, followed by a sumptuous Gourmet BBQ Buffet. Playford International College Special Interest Music students entertained us throughout the dinner.
- Delicious formal dinner at the Adelaide Convention Centre, with “Dance On” providing plenty of tunes for delegates to dance the night away.
- Wednesday Breakfast at The Convention Centre with our generous and supportive sponsors’ traditional raffle draws.
- Keynote speaker, Robyn Moore helped us Re-Engage, Re-Align, Re-Invent, Re-Generate, Re-Mind and Re-Store.
- $1000 raised for the Make A Wish Foundation – Barossa Branch.

Monday saw a variety of DECD workshops, with DECD Asset Support Centre staff, the EMS Project Management Team and the Parent Complaint Line managers speaking to us about new and innovative changes happening within our department. At the AGM three new members were elected to our management committee. The day wrapped up with Jo Marshall, Programmed Maintenance with food for thought about diversity and “why we do what we do”!

On Tuesday, breakout sessions were the order of the day with a variety of topics and speakers ranging from Leadership, Building Capacity, Knowledge Management, Nutrition, Yoga, Building Resilience, Effective Delegation, Ergonomics and Application Writing – something for everyone! Tuesday concluded with dinner at The Convention Centre ballroom – The Camp Australia, Furnware and API Locksmiths Official Conference Dinner.

Four lucky SASSAOA members won $500 Professional Development Scholarships, kindly sponsored by Fuji Xerox Australia.

Our sponsors provide a valuable resource and enormous support for our Conference. They attend in order to display their products and share information, and delegates used the workshop sessions to build and develop new business relationships. To all of our sponsors –a huge THANK YOU! Our members appreciate you being available at the conference, enjoy your company and generosity and value the opportunity to learn about your company’s products. Our SASSAOA Annual conference enabled delegates to make, renew and build on friendships with colleagues; build support networks; share ideas, meet DECD corporate personnel, and leave feeling uplifted, supported and positive about undertaking the daily tasks that come in an environment that is continually changing.

Julie Heddle, President
HAZARD AUDITS – THEY DON'T DISCRIMINATE – IT'S FOR EVERYONE!

Last newsletter I wrote about the random selection for audits that all schools seem to face. Having recently gone through the WHS hazard audit I wasn't really surprised to hear that some areas around hazard management needed improvement. After reviewing the audit findings, I have accepted that my role of Business Manager is more overwhelming than before as I manage the tasks, paperwork, follow up, compliance and the review of so many policies and procedures. I am not as involved with the front-line financial and administrative tasks as before. You are probably thinking “well surely you already knew that?” and “what has this person been doing all these years as a BM”? To tell you the truth, I think this realisation has been a gradual process.

This recognition has come after I attended the WHS compliance training, alongside my DP and two SSOs – one the WHS rep & the other manages the STAR data. At this PD, there were about 80 Principals in the room and probably only 5 SSOs. I was surprised that so many Principals hadn’t already done this training and even more amazed that they hadn’t taken an SSO with them! It was a comprehensive day of training and even though I previously thought WHS was boring, I felt empowered after the day. I could now support my WHS rep and my STAR SSO when we got back to the site and had to implement the correct procedures. I was conscious that paperwork & follow up would be on the increase! Hazard Management was now a core part of my role.

I want to allay any fears from those who have yet to be audited for Hazard Management. It’s not all bad news! But we need to use words like ‘risk assessment’, ‘manual handling’, ‘hazard’, ‘risk matrix’ in our conversations with all our colleagues, to ensure that safety is paramount in everyone’s mind.

These are my top 10 tips for Business Managers and Administration Officers for dealing with Work Health & Safety Hazard Management:

1. Read closely the WHS compliance requirements & keep the policies handy for reference
2. Network with peers if you are struggling with the WHS info overload
3. Get on the SASSAOA chatline and post questions – or share good practice
4. Go to the training if you need to – check on PLINK to find out when it is held
5. Speak to DECD WHS if you need further advice or need someone to visit your site
6. Ensure your WHS committee is clear about what is required at the site level
7. Add some funny WHS online video clips when offering training, to lighten the mood
8. Help educate staff and support the WHS rep
9. Delegate – don’t try and take on all the work yourself
10. Share info with your Principal so he/she knows what you are contributing and how this is impacting on / changing your job role

Find all the information you need at this URL: https://myintranet.learnlink.sa.edu.au/hr/health-and-safety/hazards

Here’s a few ‘funny safety slogans’ I have found on the web:

⭐️ When safety is a factor, call in a contractor.
⭐️ In case of fire, exit building before tweeting about it.
⭐️ While on a ladder, never step back to admire your work.
⭐️ If you lift with your back, you’ll hear it crack.
⭐️ If you don’t make safety first, there’ll be hospital next. Safety first or hospital next.

Wendy Hayes, Mount Compass AS

EDSAS SSS End of Year Procedures Training

The EDSAS SSS end of year procedures training is for site staff involved in the end of year procedures. Topics covered include:

- next roll class allocation
- required reports
- end of year and new year tasks
- student record folders
- preparation for data collection / CEDS day 1 and 6
- preparation for student roll over
- student roll over
- calendar register and term dates
- archiving staff and students


Enquiries: Betty Lipparelli, Phone: 8226 1357, Email: DECD.SFRTraining@sa.gov.au
SEMINAR DAY FOR SSOS

When

Friday 18th November 2016
Times 9.30 am—3.00 pm

Where

Wallaroo Community Sports Club
Cornish Terrace, Wallaroo

Coaches departing from:
- Dan Murphy’s at Colonnades — 6.30 am
- EDC at Hindmarsh — 7.30 am
- Bunnings at Parafield — 7.30 am
- Spotlight at Munno Para — 7.45 am

COST $55 Members, $77 Non-Members (inc GST)
Morning Tea and Lunch provided

REGISTRATION is only via the website
Registrations close 11th November 2016
WWW.SASSAOA.SA.EDU.AU
New Committee Members’ Profile

LISA HENDRY: Lisa has held the position of Business Manager at Yorketown Area School for 3 years after 12 years in an administrative and classroom SSO role at Edithburgh Primary School. Prior to working for DECD Lisa worked in a variety of administrative roles including banking and private enterprise. Lisa is now a Qualified Dru Yoga Teacher and currently teaches 2 classes a week in her local area as well as teaching yoga and mindfulness to the students at Yorketown Area School. Dru Meditation is another of Lisa’s passions and she is currently undertaking study to become a teacher in this field. To further compliment Lisa’s focus on wellbeing, she is also a Certified LifeLine Practitioner and Young Living Essential Oils distributor.

Lisa has been selected as a finalist in the SSO category of the SA Excellence in Public Education Awards for 2016 as a result of her passion and commitment towards the wellbeing of students at Yorketown. Lisa has demonstrated the ability to initiate and link projects that inspire and teach young people to find a sense of peace, calm and balance within themselves enabling them to gain wider perspectives on local and global issues.

CHRIS PLUMMER: Chris started working in a school in 1977 as an SSO 1 Laboratory Officer at Mt Gambier High School. During the course of her career she has worked in curriculum support, Primary School Principal’s Secretary, Front Office Receptionist, Events Coordinator, facilities hire and Laboratory Management in both country and city schools. Her experience of working in many areas of the school has assisted her in her current role as the Business Manager at Blackwood High School. Chris is excited to be a member of the SASSAOA management committee and is very keen to invest her energy and give something back to the association that has supported SSOs for many years.

Chris loves living at Brighton, walking the dogs along the foreshore and going to the Boxing Room with her husband and son for a workout a few times a week. Chris invites all members to contact her with any suggestions or feedback for her to share with the committee.

TRACEY ABERLE: Tracey started working in schools in 2008 when she returned to the workforce after taking time out to raise children. With a background in national payroll management, event management and administration, she loves the pace and diversity that school life brings to each day. Tracey is currently studying a Diploma of Leadership & Management and recently won the position of Business Manager at Seaview High School. Though she was sad to say goodbye to Gilles Street Primary School, she’s looking forward to the new challenges being back in a high school presents.

Outside of school, Tracey is a professional singer and regularly performs in a number of popular venues around SA with her band, The Blue Label. Tracey is excited to be part of the SASSAOA committee and hopes her enthusiasm and energy will be an asset to the team.
2017 MATERIALS & SERVICES CHARGES

2017 Materials and Services Charges Instruction is now available on the DECD Intranet.

Standard Sum and School Card amounts for the 2017 school year are $231 for a primary student and $305 for a secondary student.

To find the information on the DECD Intranet for the 2017 Materials and Services Charges Instruction; follow these steps:

- Finance
- Income and banking
- Materials and Services Charges
- Under “Instruction” you will find the instruction document.

Also under the tab of Income and banking is the School card tab and information regarding 2017 School card will be updated in Term 4.

Be aware of page 7 of the Instruction in relation to new requirements relating to contact by parents and where there have been material changes to the charge.

For any additional enquiries please contact:

Gary Stratford, Manager Client Services School and Preschool Financial Services.
08) 8226 1814 email: decd.recoveries@sa.gov.au

What Makes A Great Culture -- And Why Do People Care?

Now we are coming to the business end of the school financial year, our ‘tank’ can become a bit empty and our nerves a bit frayed. We push ourselves through but sometimes those around us can drag us down. How can we combat or change this? Is it all about the culture of the workplace? Is it about how you manage yourself and your team?

Here’s an excerpt from the above article on Forbes.com which explores culture in the workplace.

How many people do you know who seem to have an amazing job and workplace…but are still miserable every day? Their office is brand new—beautiful, tall-ceilinged, spick-and-span. They’ve got coffee and juices and gym memberships at their fingertips (at no cost, of course), and an on-site masseuse or childcare specialist. They may even have unlimited vacation time or work-from-home days. Yet, something is off. Even though the office is saturated with top-of-the-line perks, something is missing—a spark that could inspire them to truly love what they do.

That missing spark, as you probably know, comes down to culture. Organizations with great cultures provide certain benefits that perks-saturated workplaces can’t deliver. These are the things that build the kind of workplaces that inspire loyalty, happiness, health, and greatness. And they’re not usually things that break the bank, either. Keep reading to discover the top traits, we’ve found, that make a great culture—along with examples from businesses that embody each one. Has your organization embraced them yet?

An Inspirational Vision: There’s nothing like an inspirational vision to propel an organization to greatness. It all starts from a vision of empowering people with skills and work experience to set them up for success.

Positive Feedback Loops: Don’t be the employer or leader who takes your people’s feedback for granted. The positive feedback loop keeps trust and engagement high—and helps employees feel connected to the goings on in the organization.

The Opportunity to Be the Best You: The best cultures want each individual to bring their best and unique self to work. The best cultures support and cheer for the individual, and that typically means the individual supports and cheers for the company.

Genuine Appreciation: Appreciating great work makes all the difference for your culture and your people. What really makes great cultures are the intangible things—the attitudes, the relationships, and understanding of a shared vision.

Check out the full article at this URL: http://www.forbes.com/sites/davidsturt/2016/09/22/what-makes-a-great-culture-and-why-do-people-care/#18443bcb4b97
At our latest committee meeting, we welcomed two groups of DECD visitors: Kevin Spoehr and Jacob Potter from Asset Policy & Environmental Resources, (APER Team) and Toni Richardson, Daniel Wasylyk and Stacey Holst from the Interface Group.

Kevin and Jacob are part of a three person team which includes expertise in mechanical engineering, urban planning, design, environmental science. They work within Asset Services as part of the infrastructure section. Their team looks at environmental sustainability, linking with curriculum, water reporting, tariff reviews, recycle water connections, trials in water efficiency and irrigation efficiency.

They discussed the new Asset Services Policy with us and we encourage you to have this link bookmarked for easy access:

The objectives of the APER Team are:
- **Environmental management & sustainability**
- **Cost-effectiveness**
- **Defined asset standards & procedures**—high standard, easily accessible & useable for schools
- **Ties to curriculum**
- **Making it easier for schools to do what they are there to do.**

Contact Jacob or Kevin on 8226 0091.

Toni, Daniel & Stacey head up the new Interface Team which works with corporate and site based staff to make sure initiatives, policies and strategies are effectively implemented in a timely manner by:

- increasing staff involvement in decision-making processes that impact sites
- streamlining two-way communication considering the cumulative impact on sites of corporate office initiatives.

Find details about The Interface at this link: https://myintranet.learnlink.sa.edu.au/about-DECD/service-improvement/improving-our-systems
## 2016/2017 COMMITTEE

### EXECUTIVE

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<tr>
<th>Position</th>
<th>Name</th>
<th>School</th>
<th>Contact Information</th>
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<tbody>
<tr>
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<td>Julie Heddle</td>
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### COMMITTEE MEMBERS

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<td>Tracey Aberle</td>
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<td>Alison Seery</td>
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