SASSAOA ANNUAL CONFERENCE 11—13 July 2016

We’re excited!

Registrations are now open for our Annual Conference which will be held entirely at the Adelaide Convention Centre! We have outgrown our previous venues!!! The theme is Building Bridges Together. Delegates will be accommodated at either the Stamford Plaza or the Oaks Apartments and the theme of the Formal Conference Dinner is “Christmas in July”. You can register here or on our website: http://www.sassaoa.sa.edu.au

Our programme this year includes the following:

Day 1:
11.00am for the Opening and Welcome. Andrew Klein is our MC this year. DECD information sessions will held until lunch time with a variety of topics including Finance. Prior to the lunch break the Annual General Meeting will be held, which will include the election of our new SASSAOA Management Committee for 2016-2018. Download a Nomination Form here or from the website under Documents/AGM.

Jo Stagg from Programmed Property Services will present the final session for the day. Prior to the Informal Conference Dinner at the Adelaide Oval there will be a tour of the oval where you may even be able to spot a Crow or two!!

Day 2:
Breakout sessions are 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 finishes with our formal dinner at The Convention Centre ballroom – The Camp Australia, Furnware and API Locksmiths Official Conference Dinner.

Day 3
We begin the day enjoying breakfast at The Convention Centre with our generous and supportive sponsors. The breakfast will include the traditional raffle draws. Our keynote speaker this year is Robyn Moore who will help us Re-Engage, Re-Align, Re-Invent, Re-Generate, Re-Mind and Re-Store before we close the conference and say our goodbyes.

Our SASSAOA Annual conference offers the opportunity for you to make, renew and build on friendships with colleagues; build support networks; share ideas & questions, and leave feeling uplifted, supported and positive. Enjoy this dedicated time to build relationships and extend them after the Conference – this is a valuable way for us to manage our day-to-day work lives. Our sponsors provide a valuable resource and enormous support for our Conference. They attend to display their products and share information about their company with you. You will discover valuable information for your school and a range of new products. Please take the opportunity over the three days to meet with our new and regular sponsors, and to build and develop new business relationships.
A very successful Leaders’ Day was held on Friday 13 May at EDC, with Marg Hypatia presenting “Using Project Management to Streamline Systems in Schools”. This was a follow on from the 2015 session, with Marg introducing the stages to commence a project. A small group from the committee had worked with Marg prior to the Leaders’ Day to add a ‘real life’ school project to the tools that Marg provided. The example used was “Managing the annual stocktake” as this seemed to be the hot potato that most schools struggle with in terms of human resources & time to undertake this project.

Leaders brainstormed other school projects that they felt were relevant and then split up into small groups to work on starting the project. The groups decided who the various stakeholders were pertaining to their project and performed stakeholder analysis, identified stakeholder-related risks and the positive contributions stakeholders can make to a project. Project Scoping was also discussed and we learnt how it should fit with the Site’s strategic direction.

The afternoon concluded with some upstanding back massaging—to get us through—and individual groups presented their findings regarding their stakeholders.

“I’M NOT SURE ABOUT YOU, BUT I CAN VISUALISE THE LOOK ON MY PRINCIPAL’S FACE EVERY TIME HE OPENS AN EMAIL WITH THE WORDS “YOUR SITE HAS BEEN RANDOMLY SELECTED”. THEN HE BREAKS THE NEWS AT A LEADERSHIP MEETING OR VIA AN EMAIL THAT, ONCE AGAIN, THIS RANDOM SELECTION MEANS SOME TYPE OF AUDIT. IT’S THEN TIME TO WORK OUT WHO HAS TO BE INVOLVED, WHAT SORT OF CATCH UP DO WE HAVE TO DO BEFORE THE DREADED DATE ARRIVES, A LITTLE BIT OF FEAR ABOUT HOW WE ARE GOING TO SHAPE UP AND OF COURSE, THE KNOWLEDGE THAT THE AUDITOR’S REPORT WILL NO DOUBT BRING ABOUT MORE WORK AND REPORTING THAN WE HAVE TIME TO MANAGE.

I’VE BEEN AT MY CURRENT SCHOOL FOR 15 MONTHS. IN THAT TIME WE’VE HAD THE USUAL FINANCIAL AUDITS (2 NOW), AN ICQ AUDIT, A MACHINERY AUDIT, A PLAYGROUND AUDIT (AFTER AN ACCIDENT WARRANTED IT), AN ENROLMENT AUDIT AND WE ARE WAITING WITH BAITED BREATH FOR A HAZARD MANAGEMENT AUDIT! BUT OF COURSE SOME OF THOSE WE WERE LUCKY ENOUGH TO BE RANDOMLY SELECTED FOR!!! DOES ANY OF THIS SOUND FAMILIAR TO MY FELLOW BUSINESS MANAGERS?!

I APPLAUD MY SSOs WHO ARE ALL OVER THE COMPLIANCE NEEDED FOR THESE AUDITS. THERE HAVE BEEN MANY PHOTOS TAKEN AND EVIDENCE WRITTEN UP AND ATTACHED TO REPORTS AND LOTS OF EMAILS GOING BACK AND FORWARD TO ENSURE EVERYONE IS DOING THEIR BIT TO FINALISE THE AUDITORS’ RECOMMENDATIONS. I’M SURE THE BOSS EXUDES A LITTLE SIGH OF RELIEF WHEN HE REALISES HOW COMPETENTLY THINGS HAVE BEEN DOCUMENTED.

Do you ever wish that your site had been ‘randomly selected’ for something else, that didn’t require so much energy, anxiety and paperwork? Here is my top five list of random selections that would make our jobs so much more fun.

**Your site has been randomly selected (by no-one in particular):**

- To receive a grant of $X million to upgrade your __________________ (put facility name here) because there is some money **just** lying around!
- For the reclassification of SSOs to their appropriate level without having to write a million words in a reclass application.
- To receive $X grant for non teaching staff to attend PD of their choice without having to feel guilty in leaving their job for a day (we can’t help feeling guilty—it’s in our nature!)
- To have a whole week of unlimited Tim Tams, good coffee/hot chocolate & wearing of trackies & ugg boots, whilst working! (Oh, wait a minute, that could be holidays when no-one is in the office!!!)
- To receive one week per year that is free from “iss-ues” of any kind!

I’m putting my wish list out into the Universe—you know the Law of Attraction—you never know what may happen!
2015 NSW CONFERENCE REPORT

From SASSAOA’s ONE DIRECTION to our NSW counterpart SASSPA’s NEW DIRECTIONS! SASSPA standing for School Administrative and Support Staff Professional Association. SASSPA celebrated its 21st birthday. We attended this conference with SASSAOA committee members Lesley Knowles and Wendy Hayes.

400 plus attendees participated in two solid days of conference, heavily supported by their Department of Education (DOE). Networking with our interstate peers was a great opportunity as usual.

New South Wales DOE was about to embark on significant change. A new system LEARNER MANAGEMENT BUSINESS REFORM (LMBR) is about to replace their current system – OASIS – which is similar to our EDSAS.

The sessions we attended were –

- Overview of the new Learner Management Business Reform
- Employee Performance & Conduct
- Tara Moss – Women in Leadership – Tara spoke about her work with refugee children in the Middle East
- Practical Legal Strategies
- Performance & Development
- Managing Social Media
- GRIT Program presented by Dr Adam Fraser – check out his website www.dradamfraser.com

We had a great time and would like to sincerely thank SASSAOA for the opportunity to attend.
Leanne Hembrow & Jennifer Bagshaw, Le Fevre High School

A FUNNY THING HAPPENED AT SCHOOL TODAY

Frustrating but true…………….
“The Finance manager took some work home; and luckily had completed the spreadsheet to calculate all these Home Ec receipts; ready for reimbursement to staff member. She left them on her breakfast bar ready to bring to school next day; but overnight her naughty dog Maynard decided to climb up and start devouring the paperwork. This is what is left – I hope the auditor has some sticky tape!”

Moral of the story: don’t take your work home with you!!

WHOOPSIE!!
What happens when the renovations downstairs meet with the science lab upstairs? Instant underfloor ventilation shafts! One small hole from mankind means one giant lab out of action for a whole term.

Moral of the story: measure twice, drill once!
The Introduction to EDSAS SSS training is for school staff new to using the EDSAS School Staff Students (SSS) modules for data entry or retrieval. Topics covered include:

- What is EDSAS SSS?
- Site process and data entry
- Updating student records
- Dux Assistants awareness
- Central ED-SAS Data Store (CEDS) / Data collections
- Support material, policies and references
- Retrieval of data
- Hands-on tasks for student, staff and school modules

**Dates/venues:** The training will be held at DECD Central Office, 31 Flinders St, Adelaide and will commence at 9.30 am and conclude at 3.30 pm.

### Session Date Session Date
2. Fri June 24 7. Tues August 16
3. Thurs June 30 8. Tues September 13
5. Mon July 18 10. Fri November 4

**Cost:** FREE

For more information: Refer to the intranet website.

**How to register:**
Visit plink at http://www.plink.sa.edu.au
You can login to plink using your LearnLink/Intranet details, or login using your manual plink password. Click the "Retrieve/Reset Password" link if you want to reset your manual plink password.

Once you login to plink, please click “Search Professional Learning” and then access the ‘Introduction to EDSAS SSS training’ from the ‘for Ancillary’ or ‘for Leaders’ catalogue.

Registrations will be confirmed by email.

**Contact:** EDSAS SSS training officer Telephone: 82261357 Email: DECDSFRTraining@sa.gov.au

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## 2015/2016 COMMITTEE

### EXECUTIVE

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