TERM 3, 2015—EDITION 7

Seminar Day
Friday 20 November 2015
at EDC

HINTS & TIPS

☆ Employment information
   Go to the Timeline link for all ancillary staffing deadlines:
   Timeline for recruitment & selection of Ancillary staff

☆ Bookmark this hyperlink to access the Schools Finance section of the intranet to save yourself time:
   School and preschool finance then log on with your Learnlink username & password.

☆ Utilise the front page of the DECD Staff Intranet to find links for popular forms, DECD diary dates, quick links to policies, staffing and other Government services.

Site Finance emails
Subscribe to: listserv@lists.schools.sa.edu.au

HR Services Catalogue

Looking for an old edition of LinkED?
Click this link LinkED or go to this URL:
and click on the LinkED page in the Internal Communications menu.

Medication Management
Employee Information Kiosk
Finance

Watch this space .................More information soon!
Another year, another conference you may think! But 2015’s annual conference, with the theme “One Direction….Moving Forward” really stood out as phenomenal. With a record number of sponsors, new accommodation, a mobile APP and a particularly high number of new “first time” attendees, the association is definitely moving forward. Leigh McClusky returned as our MC and made sure that every speaker kept to time in the nicest possible way! She again entertained us with her good humour and iron control over a group of enthusiastic delegates.

Day 1 began with DECD Information sessions and the AGM. Sessions covered a range of topics including the proposed EMS for schools. We were able to provide feedback as table groups on what we would like the new program to provide for finance and administration in schools. At the AGM a new committee was duly elected and all delegates showed their appreciation of Sue Ruciack as she announced the end of her Presidency. Julie Heddle was voted as the new SASSAOA President; with Sue staying on the Committee for one year as Immediate Past President, as is the normal practice. Monte Leverington also chose not to re-nominate for the committee – he was thanked for his long service on the SASSAOA committee, and his dedication to the improvement of working conditions for SSOs across the state as a PSA Consultative representative. Three new Life Members were proposed and consequently approved: Ibi Kanellos; Corina Fielding and Alison Seery.

The informal dinner on Monday night once again was a fabulous buffet at Morphettville, and the Fremont-Elizabeth City High School Stage Band returned and entertained delegates throughout the night. This group certainly proved that public education provides them with exceptional learning opportunities. The vocal performers were particularly talented and received standing ovations. The lead singer demonstrated he has a great performing future in front of him!!

Day 2 consisted of numerous breakout sessions ranging from customer service to belly dancing! Feedback from delegates was very positive about these sessions. Sponsors were very generous with their time to speak to delegates and provide information about their products. The formal dinner with a black and white theme was held at the Adelaide Convention Centre and we were entertained with excellent music from “The Smarty Boys. Once again the dance floor was buzzing from the very first song until lights out. Some feedback revealed that delegates felt this space was too large, but we had plenty of room to move and network with our peers and sponsors.

Julie Goodwin closed the conference with an emotional account of her journey as a MasterChef contestant & the inaugural Australian winner. Julie was warm and entertaining; she had us both in tears and laughing out loud. We now have an appreciation of the challenges of life in the MasterChef house, and the toll it takes on both the contestant and their families. It was also wonderful to hear how these challenges had strengthened the personal bonds between Julie, her husband, their extended family and their local community. Julie was happy to pose with delegates for photographs after her keynote speech.

The conference App provided delegates with the opportunity to log their attendance at the sessions and then provide immediate feedback regarding the session. As this was the first year using this type of application, we didn’t get as much feedback on the conference as a whole as in prior years, but this can be built on as we “move forward”! Here is an example of some of the feedback we received:

- The app is sensational. Everything at your fingertips without the weight and waste of all that paper. Prob wouldn’t have bothered with surveys if they had been in paper form.
- I am looking forward to future conferences as they provide so much valuable information and it’s a great way to network with colleagues from other sites.
- Another very successful conference, well done committee. Looking forward to all city venues next year.
- Event coordinators were great - contacted me by phone & email about small glitch in my accommodation registration. A smooth process.
- I was so excited to attend. SASSAOA has done an excellent job. I am looking forward to attending again. 😊 Although I am completely exhausted.
- Break out sessions were very informative and relevant to current issues. Guest speaker, Julie Goodwin, was fantastic.
- Being able to pre select sessions. All the ones I attended were appropriate & I'm pleased with all my choices.
- I had a very positive conference. Attention to detail - name tags for our bag was good also name stickers for sponsors.

The SASSAOA committee appreciates all the valuable feedback and the fabulous attendance from all delegates concerned and look forward to networking with you in 2016!
NEW COMMITTEE MEMBER PROFILES

Hi my name is Denise Butcher I have been married for 23 years with two children—Kimberly is 19 & Stuart is 17. I have worked in DECD since 2004 starting at Campbelltown Primary, transferring to Tea Tree Gully Primary & currently at Walkerville Primary. I have worked in finance since leaving school, in a range of industries; motor, hardware, engineering & electrical contracting. I have joined the committee to bring knowledge of the primary school environment to the committee.

My name is Robyn Hancox & I have been working for DECD for 10 years, two years in reception and student services & eight years as Finance Manager. I have worked at Hahndorf PS, Heathfield HS, Birdwood HS, Gawler HS, The Heights CPC-13 and Charles Campbell College. I enjoy training new staff in finance and I am looking forward to learning alongside my Business Manager Denise Long who is a great mentor. I am a big believer in work life balance and love spending time with my family. I live in the Adelaide Hills and have done so for 22 years. I enjoy gardening, holidays, riding bikes, cooking, fitness and love animals.

Hi, I’m Wendy Hayes and I am re-joining the SASSAOA committee after a four year break. This year I have had a ‘tree change’ and taken the position as Business Manager at Mt Compass Area School; prior to that I was Business Manager at Victor Harbor High School for 10 years. I’m enjoying the pace of a smaller school and love being back in a real community based school. I am passionate about working alongside my peers to ensure schools are a great place for SSOs to work, and that our skills and experience are recognised by our school community and our employer. I’m a bit of a gadget queen, and at home, whilst I am a bit messy, I am creative and love sewing, knitting and watching anything on TV to wind down!

OUR NEW PRESIDENT

Hello, my name Julie Heddle and I have worked for DECD since 2001. I started at Eudunda Area School where I held a number of roles including curriculum support, Receptionist and Finance Officer. I then won the School Administration Officer role at Highbury Primary School in 2009. I have been the Business Manager at Fremont-Elizabeth City High School since August 2014. Joining the SASSAOA committee in 2011 has given me enormous personal and professional satisfaction and experience. The opportunity to develop relationships, strengthen links and collaboratively work between DECD corporate, sites and other states has been rewarding and beneficial to the SSO workforce and our conditions of employment. I have two adult children & I am looking forward to the birth of my first grandchild in March 2016! We love to get away in our caravan at every opportunity.

I am passionate about raising the profile of SSOs as paraprofessionals and an integral part of school operations, as well as committed to professional development and improving the leadership and skill capacity of SSOs in our schools. I look forward to working with the committee, our members, DECD corporate and other organisations to facilitate opportunities for professional development, collaboration and implementation of improved and new practices to support the learning outcomes of students and DECD strategic directions.

See Page 6 for full contact details of our Committee Members—don’t forget they are representing you, so contact them if you would like to raise an issue for the committee to discuss on your behalf.
RELEVANT HISTORY SCREENING—formally known as Criminal History Screening

There has been a lot of activity on the SASSAOA Chatline regarding information that was forwarded to schools regarding Relevant History Screening. As of 1 July 2015, there have been new DCSI application forms and charges issued—please refer to the following information when screening new employees, volunteers, contractors etc.

RELEVANT HISTORY SCREENING - SUMMARY FOR SITE LEADERS

- This link provides information about completion requirements - DCSI - How to apply. DCSI Child-related employment screening application forms:
- If you are applying through a DECD site use the DCSI Child Related Employment Screening Form. The completed form is to be sent to the DCSI screening unit at Round drop - DX115.
- Costs (as at 1 July 2015) Employee $101.75 (inc GST) Volunteer $56.10 (inc GST)

What sort of things would you like in your SASSAOA newsletter?

Do you have something exciting from your school that you would like to share with your fellow members?

Email me by end of Week 4, Term 4 so we can share your news:

Wendy.Hayes364@schools.sa.edu.au

DECD plink

Welcome to DECD’s new professional learning system.

Search for suitable professional development by clicking this link: SEARCH PROFESSIONAL LEARNING

To register for the School and Preschool Finance and Procurement Updates, visit plink at http://www.plink.sa.edu.au

1. If you have not accessed plink before, Select “Retrieve/Reset Password” (click the link under the login box on the left) to activate your account, receive an email with your login details and set up your profile.
2. After logging into plink, click “Search Professional Learning.” The “School and Preschool Finance and Procurement Updates” can be found in the “for Leaders” and “for Ancillary Staff” catalogues.

For more information and to register go to the DECD plink website. Refer to the ‘Search Professional Learning’ page. If you have queries about this training, please contact decd.financialcompliance@sa.gov.au.
Useful Links

Finance Training

Heading FAMIS Update and Training

Writing a Media Release

Record Management

Certificate of Service
https://myintranet.learnlink.sa.edu.au/hr/professional-development/performance-management/requesting-a-certificate-of-appreciation

Term Dates

<table>
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<tr>
<th>Term 4 dates</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
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<tbody>
<tr>
<td>2015</td>
<td>27 Jan - 10 Apr</td>
<td>27 Apr - 3 Jul</td>
<td>20 Jul - 25 Sep</td>
<td>12 Oct - 11 Dec</td>
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<td>2016</td>
<td>1 Feb - 15 Apr</td>
<td>2 May - 8 Jul</td>
<td>25 Jul - 30 Sep</td>
<td>17 Oct - 16 Dec</td>
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<td>2017</td>
<td>30 Jan - 13 Apr</td>
<td>1 May - 7 Jul</td>
<td>24 Jul - 29 Sep</td>
<td>16 Oct - 15 Dec</td>
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<td>2018</td>
<td>29 Jan - 13 Apr</td>
<td>30 Apr - 6 Jul</td>
<td>23 Jul - 28 Sep</td>
<td>15 Oct - 14 Dec</td>
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Week 1: 12 October—16 October
Week 2: 19 October—23 October
Week 3: 26 October—30 October
Week 4: 2 November—6 November
Week 5: 9 November—13 November
Week 6: 16 November—20 November - Seminar Day on 20 November
Week 7: 23 November—27 November
Week 8: 30 November—4 December
Week 9: 7 December—11 December—Term 4 ends Friday 11 December
Week 10: 14 December—18 December— staff PD, EOFY, EOY processes etc!

School resumes for 2016 on Monday 1 February 2016

For the full printable calendar visit: TERM CALENDAR LINK
2015/2016 COMMITTEE

EXECUTIVE

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>School</th>
<th>Phone</th>
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<tbody>
<tr>
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COMMITTEE MEMBERS

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