



South Australian State Schools  
Administrative Officers Association Inc.  
<http://www.sassaoa.sa.edu.au>



Government  
of South Australia  
Department for Education  
and Child Development

# SEMINAR DAY FOR SSOs

## WHEN

Friday 17th November 2017  
Registration, tea, coffee - from 8.15am  
Start - 9.00am

## WHERE

Sfera's Convention Centre  
191 Reservoir Road  
Modbury SA 5092

## COST

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

**REGISTRATION** is only via the website  
Registrations close 8th November 2017



[WWW.SASSAOA.SA.EDU.AU](http://WWW.SASSAOA.SA.EDU.AU)

## FINANCE

**GARY STRATFORD**

*Manager, Recoveries & School Card  
EOFY, School Card On Line,  
2017 Financial Audit Focus*

## LEAVE ON LINE

**KYLIE HVALICA**

*Process Lead, People and Culture Systems  
and Services*

Overview and background about  
the project including the benefits;  
step through a practical example of  
an employee submitting a leave  
request and submitting a change in  
time request

## DATA DASHBOARD

**DIANN BEDWELL**

*Data Quality & Management*

All you wanted to know about the  
Data Dashboard

## EMS UPDATE

**SANDRA MARTINDALE**

*EMS Project Coordinator, ICT Services*

An update on EMS project  
progress and insights into future  
planned activities for 2018 and  
beyond

## APER UPDATE

**KEVIN SPOEHR &  
JACOB POTTER**

*Asset Policy and Environmental  
Resources (APER) Team*

The development of school  
engagement mechanisms and  
forums for collaboration and  
consultation for various APER  
projects

## WHS, IRMS, STAR

**ADAM CAUCHI**

*Safety Advisor, Work Health & Safety*

WHS: Plant management &  
Procurement of plant

IRMS & STAR: Hints, Tips, Q&A

Business  
Partners

**advancedlife**  
photography . design . printing

**FUJI XEROX**



**AFTER  
SCHOOL  
CARE**  
by Camp  
Australia  
we make kids smile