SASSAOA 2009 Annual Conference

6-8 July 2009
Stamford Grand Hotel
Glenelg, South Australia

WE ROCK

Celebrating the strengths of SSOs and
supporting their leadership challenges

Registration Brochure
Welcome from the President

Welcome to the South Australian State Schools Administrative Officers Association 2009 Conference, “We Rock”.

We chose this theme in recognition of the strengths we, as ancillary leaders in State Government schools, all use to manage our day-to-day worklife. This includes the daily task challenges, the leadership trials, and the ever-changing need for increased knowledge. “We Rock”

Our Conference aims to support us in meeting our leadership challenges and to build necessary skills to support us in our management of increasing responsibilities in our worklife. We aim to work toward the best outcomes for ourselves, our fellow staff and of course, our schools. “We Rock”

On Day 1, our MC and major presenter, Andrew Horabin, will offer two fun, informative sessions to encourage and promote our leadership in schools. In addition, Dr Jason Betts offers a Mind Power Demonstration that we hope will entertain and enthuse us all.

On Day 2 this year, we are offering a wide choice of options including attending a full-day continuing programme or the opportunity to vary chosen sessions over shorter periods. We will continue the theme of increasing skills of leadership, in addition to offering some DECS management sessions and wellbeing sessions. Tuesday night we’ll hold our major dinner, this year with a Rock ‘n’ Roll theme. Should really show “We Rock”!

Day 3, final half-day of the conference begins with our short AGM and election of your Management Committee. The morning culminates in a fun and challenging session full of practical tips we can start applying straight away.

Our SASSAOA Annual conference offers the opportunity for you to make new and to renew old friendships with colleagues; build support networks; share your thoughts, ideas, questions and hopefully leave feeling uplifted, supported and positive. Take the time to build these relationships now and extend them after the Conference – this is a valuable tool for us all to manage and assist our “We Rock” role.

As always, our Conference is supported by a wealth of wonderful sponsors. They are here to display their products and share information about their company with you. You may find some valuable information for your role in your school. Please take this opportunity to meet new and regular supporters and build some new business relationships.

To all our Sponsors – VERY MANY THANKS! Our members appreciate you being available to them at this time and value the opportunity to talk with you and be aware of your company’s products.

To everyone – I hope the SASSAOA 2009 Conference, “We Rock” meets all your needs and that you leave feeling refreshed, with new knowledge and with colleague contacts creating a great support network.

Anne Stewart
PRESIDENT

Keynote Speakers

Andrew Horabin
Andrew Horabin became a professional speaker with $17 and no qualifications at age 18. Sixteen years later, he works all around Australia and overseas as a keynote speaker, trainer, facilitator, comedian, MC and singer/songwriter. He has worked with big and small business, Government departments, community organisations, orchestras and with 60,000 students, staff and parents in 110 schools. He has also worked with state and federal police from 30 countries, including undercover officers, surveillance operatives, detectives and senior managers of serious crime. Andrew is the author of three corporate books: THE LISTENING KING, LOSE THE TEENAGE FACE and BULLSHIFT. At our conference, he will be the Master of Ceremonies and deliver a couple of humorous, practical keynote. Andrew has presented at four WASSRA conferences in Perth and for the TSAA in Tasmania and he’s delighted to be joining us in Adelaide this year to help make our conference a terrific success.

Jason Betts
Dr Jason Betts is an alchemist, polymath and genius. Betts Sensei writes and teaches spiritual philosophy from eastern Zen and Buddho Reiki to the western mystery school tradition. He has many awards and qualifications, including being the 2008 Australian Psychic of the Year, as seen on the hit TV show ‘The One’, and has many diplomas, degrees and doctorates. Jason is the inventor of the Betts Square, author of ‘Maths Experiments’ (Software Publications) and is a member of the Prometheus Society (entry IQ 160). Dr Betts is Australia’s second-top distributor of ForeverGreen products and is the owner/organiser of the Tasmanian Psychic Expos. He lives happily in Hobart with his fiancee Wendy.
## Draft Conference Program

### MONDAY 6 JULY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:15am - 9:45am</td>
<td>Welcome - Anne Stewart, President, SASSAOA &amp; Opening - Chris Robinson, CEO, DECS</td>
</tr>
<tr>
<td>9:45am - 10:30am</td>
<td>Positive Under Pressure - We Rock, Andrew Horabin</td>
</tr>
<tr>
<td>10:30am - 11:00am</td>
<td>Morning Tea held in the exhibition</td>
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<tr>
<td>11:00am - 12:30pm</td>
<td>Mind Power Demonstration, Dr Jason Betts</td>
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<tr>
<td>12:30pm - 2:00pm</td>
<td>Lunch held in the exhibition and Check in</td>
</tr>
<tr>
<td>2:00pm - 3:30pm</td>
<td>BULLSHIFT - Getting More Honesty and Straight Talk at Work, Andrew Horabin</td>
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<tr>
<td>7:00pm</td>
<td>Informal Dinner</td>
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</tbody>
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### TUESDAY 7 JULY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:45am - 9:00am</td>
<td>Welcome</td>
</tr>
<tr>
<td>9:00am - 10:30am</td>
<td>Workshop 1 Influencing Effectively</td>
</tr>
<tr>
<td>9:00am - 10:30am</td>
<td>Workshop 2 Getting Results Through People</td>
</tr>
<tr>
<td>9:00am - 10:15am</td>
<td>Workshop 3 Toxic Behaviour: Toxic Situations and the Role of Line Managers</td>
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<tr>
<td>9:00am - 10:15am</td>
<td>Workshop 4 DECS Finance Management</td>
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<tr>
<td>10:30am - 11:00am</td>
<td>Morning Tea held in the exhibition</td>
</tr>
<tr>
<td>11:00am - 12:30pm</td>
<td>Workshop 1 Continues Influencing Effectively</td>
</tr>
<tr>
<td>11:00am - 12:30pm</td>
<td>Workshop 2 Continues Getting Results Through People</td>
</tr>
<tr>
<td>10:45am - 12noon</td>
<td>Workshop 3 Continues Toxic Behaviour: Toxic Situations and the Role of Line Managers</td>
</tr>
<tr>
<td>10:45am - 12noon</td>
<td>Workshop 6 Mind Power Alchemy Dr Jason Betts</td>
</tr>
<tr>
<td>12:30pm - 1:30pm</td>
<td>Lunch held in the exhibition</td>
</tr>
<tr>
<td>1:00pm - 3:30pm</td>
<td>Workshop 2 Continues Getting Results Through People</td>
</tr>
<tr>
<td>1:00pm - 3:30pm</td>
<td>Workshop 4 Performance Management</td>
</tr>
<tr>
<td>2:15pm - 3:30pm</td>
<td>Workshop 8 DECS Facilities Management</td>
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<tr>
<td>7:00pm</td>
<td>Dinner – Rock n Roll Theme</td>
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### WEDNESDAY 8 JULY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:30am - 9:30am</td>
<td>Arrival Coffee and tea held in the exhibition</td>
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<tr>
<td>9:30am - 10:00am</td>
<td>AGM</td>
</tr>
<tr>
<td>10:00am - 11:15am</td>
<td>Undercover Admin Officer, Andrew Horabin</td>
</tr>
<tr>
<td>11:15am</td>
<td>Raffle draws, Close</td>
</tr>
</tbody>
</table>

**DISCLAIMER:** The speakers, topics and times are correct at the time of printing. In the event of unforeseen circumstances, the Organising Committee reserves the right to delete or alter items in the Conference Program.
Tuesday Workshop Descriptions

**WORKSHOP 1  INFLUENCING EFFECTIVELY**  
*(OzTrain Pty Ltd) (Full day)*

This optional session is all about LEADERSHIP. We will explore formal and informal leadership to see how participants can influence other staff members of their schools.

Topics to be covered across the day, include:
- Leadership and management – the differences and overlaps
- Influence mapping for targeting effort and building key support
- Leading and influencing team outcomes
- Productive teams and team norms
- Team outcomes and accountability
- Managing individuals including generational differences

**WORKSHOP 2  GETTING RESULTS THROUGH PEOPLE**  
*(OzTrain Pty Ltd) (Full day)*

Much of the work of support staff involves working with and through people who they do not have any direct responsibility for. Support staff have to be skilled at planning and involving others, including teachers, and then helping staff to embrace the agreed changes.

Topics to be covered across the day, include:
- Understanding projects:
  - Their stages
  - Tips for managing each of these stages
  - Negotiating and getting the outcomes you want
  - Dealing with difficult people
  - Evaluating the outcomes
- Smoothing the way for changes agreed to
  - Planning for change
  - Dealing with resistance to change

**WORKSHOP 3  TOXIC BEHAVIOURS**  
*(TAFESA presenter – Charlton Lane) (Half day)*

Toxic situations and the role of line managers. As Line Managers, you will be faced with TOXIC SITUATIONS that occur in teams of people. This session will offer suggestions to help you create workplaces that are positive, healthy and resilient.

We will explore what toxic behaviours are, their effect on individuals and their environment, and offer some suggestions to help you lead your team.

In the session you will cover the following:
- What is a definition of TOXIC BEHAVIOUR?
- What contributes to a toxic environment?
A case study will be presented for you to work on during the session.

**WORKSHOP 4  PERFORMANCE MANAGEMENT**  
*(TAFESA presenter – Michael Barron) (Half day)*

What is performance management? Why is it important to embrace such a key management function?
- Defining/analyzing performance management – interpretations of.
- How does performance management fit with corporate strategic goals?
- What is the role of organizational culture in determining the fit of managing performance?
- Examination of the methodologies regarding implementation and planning.
- Key stakeholder roles – what are they, why outline clearly?
- Assessing performance and providing feedback-
  - how to be constructive and supportive.
- Linkage to KPI’s and overall management of poor performance
- How to construct learning and development plans
  - in line with organizational direction.

**WORKSHOP 5  DECS FINANCE**  
*(DECS representatives - to be advised) (1.15 Hours)*

Current information regarding latest Finance processes and practices.

**WORKSHOP 6  MIND POWER ALCHEMY**  
*(Dr Jason Betts) (1.15 Hours)*

- Mantra Meditation
- Memory Pegs
- Office Zen
- Get a Grip
- Grow Your IQ
- Jedi Mind Trick

**WORKSHOP 7  MIND POWER ALCHEMY**  
*(Dr Jason Betts) (1.15 Hours)*

Repeat of Workshop 6.

**WORKSHOP 8  DECS FACILITIES MANAGEMENT**  
*(DECS representatives - to be advised) (1.15 Hours)*

Current information regarding latest Facilities processes and practices.
Conference Dinners

Informal Dinner
Monday 6 July
7.00pm
Ballroom, Stamford Grand
Dress: Smart Casual
The informal dinner on Monday night will be an opportunity to reconnect with colleagues, and to welcome new SASSAOA members.

Official Conference Dinner
Tuesday 7 July
Ballroom, Stamford Grand
Dress: Your best rock’n’roll outfit or Smart Casual!
Celebrate the success of the Conference with delightful food, fine wine and great live entertainment - an event not to be missed. Let’s rock the night away! Don’t miss out on the chance to win a prize for the best outfit!

Payment of Registration Fees
Payment must accompany all registration forms and may be made by credit card or cheque payable to ‘AOG Trust Account No. 3 - SASSAOA’ or by electronic funds transfer: Commonwealth Bank, BSB: 065 112, Account number: 1016 3945. To allow us to identify your payment, please enter your surname as the statement reference and a remittance advice must also be forwarded by email, mail or fax.

Please Note: Full payment is required prior to the commencement of the Conference. Admission to the Conference and all Social Functions will be refused if payment has not been received.

Confirmation of Registration
Your registration will be acknowledged in writing with confirmation of your requirements according to your registration form. You will also receive a Tax Invoice.

Cancellation Policy
Registration cancellations must be sent in writing (mail, fax or email), to All Occasions Management. Registration cancellations received up to 30 days prior to the Conference will receive a full refund, less a $110.00 handling fee. Registration cancellations received less than 30 days and up to seven days prior to the Conference will receive a 50% refund. No refunds will be given for registration cancellations received within seven days of the Conference; however a substitute delegate may be nominated. Please note in the event of a cancellation, the refund of any deposits forwarded to hotels or other related businesses will be at the discretion of the supplier.

Registration
As places at this event are strictly limited, priority placement will be given to SASSAOA members who register before Friday 15 May 2009. Any non-members who register before this date will be waitlisted, and then confirmed as registered after Monday 18 May 2009 if any places remain.

Registrations received after Monday 18 May 2009, both member and non-member, will be allocated on a first-come, first-served basis.

The Full 2½ day Residential Conference Registration includes attendance at all Conference sessions, morning teas, lunches on the Conference days, a satchel and program handbook, attendance at the Informal and Official Conference Dinners and accommodation for the nights of Monday 6 and Tuesday 7 July and breakfast on the morning of Tuesday 7 July and Wednesday 8 July.

The Full 2½ day Conference/Dinners Registration includes attendance at all Conference sessions, morning teas, lunches on the Conference days, a satchel and program handbook and attendance at the Informal and Official Conference Dinners.

The Day Registration Fees (Monday 6 July and Tuesday 7 July) includes attendance at the Conference sessions, morning tea and lunch on the nominated day, a satchel and program handbook. Attendance at the Informal and Official Conference Dinners must be booked separately and will incur an additional fee.

Conference Venue
Stamford Grand Hotel
Moseley Square, Glenelg SA 5045
Phone: 08 8376 1222
Fax: 08 8376 1111

SASSAOA 2009 Annual Conference ● 6-8 July 2009 ● Stamford Grand Hotel, Glenelg, South Australia
Conference Information

Car Parking
Car parking is available at the Stamford Grand Hotel. All day self parking is $12.00. Another public car park is situated nearby on Moseley Street.

Dress Standards
Smart casual dress is suggested for the Conference sessions and social activities.

Local Transport
Adelaide Metro Trams run from Glenelg to North Terrace. For more information please call, 8210 1000 or visit the website www.adelaidemetro.com.au

Tram Runs
Monday to Friday: 8.00am – 5.35pm (every 8 minutes on average).
Saturday, Sunday, public holidays: 9:00am – 6:00pm (approximately every 15 minutes).
Other times (to Midnight): (approximately every 20 minutes).

Suburban Taxi - 131 008
Yellow Cabs - 132 227
Adelaide Independent Taxi - 132 211

Name Badges
All delegates, sponsors and day registrations will be issued with a name badge at registration. Admittance to all sessions and social functions included in the registration fee will require presentation of your badge.

Registration Desk
All delegates must register to attend the Conference. The registration and information desk will be located in the Main Foyer and will be open during the following hours:

Monday 6 July 8:00am - 3:30pm
Tuesday 7 July 8:00am - 3:30pm
Wednesday 8 July 9:00am - 11:30am

Privacy Policy
In accordance with the requirements of the Australian Privacy Act 2000, the All Occasions Group (encompassing All Occasions Management and All Occasions Travel) complies with such legislation which is designed to protect the rights of the individual to privacy of their information. All information collected with respect to your registration for participation in this Conference will only be used for the purposes of planning, conduct of the event or communication regarding future events. These details may be made available to parties directly related to the Conference including but not limited to the All Occasions Group, venues, accommodation and travel providers (for the purposes of room/travel bookings and conference options), key sponsors (subject to strict conditions) and other related parties as deemed necessary. It is also usual practice to produce a ‘Delegate List’ of attendees at the Conference and to include the individual’s details in such a list. By completing this registration form, you acknowledge that the details supplied by you may be used for the above purposes. It is your responsibility to ensure that all information provided to the All Occasions Group is accurate and kept up to date. To access or update your information, please email or fax the All Occasions Group on conference@aomevents.com or 08 8125 2233.

Liability/Insurance
In the event of industrial disruptions or natural disasters, the South Australian State School Administrative Officers Association (SASSAOA), the Organising Committee, and the All Occasions Group cannot accept responsibility for any financial or other losses incurred by the delegates. SASSAOA, the Organising Committee and the All Occasions Group take no responsibility for injury or damage to persons or property occurring during the Conference. All insurance, including medical cover, or expenses incurred in the event of the cancellation of the Conference is the individual delegate’s responsibility. Attendees are encouraged to choose a travel insurance policy that includes loss of fees/deposits through cancellation of your participation in the Conference, or through the cancellation of the Conference itself, loss of airfares for any reason, medical expenses, loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered. The Conference Secretariat will take no responsibility for any participant failing to insure.

Contact Details
For further information, please contact our Conference Manager:
All Occasions Management
41 Anderson St, THEBARTON SA 5031
Phone: 08 8125 2200
Fax: 08 8125 2233
Email: conference@aomevents.com
Registration Form - SASSAOA 2009 Annual Conference

All amounts are in Australian dollars and include GST, unless indicated otherwise.
Please accept the form as a Tax Invoice from SASSAOA
ABN 32 450 141 085

Delegate Details

Title ____________________ Given Name ____________________ Last Name ____________________

Preferred name for badge ___________________________________ Job Title ____________________

School/Organisation _________________________________________________________________________________

Address ___________________________________________________________________________________________

City ____________________ State ____________________ Postcode ____________________

Phone ____________________ Fax ____________________ Mobile ____________________

Email (all information and updates regarding the Conference will be sent to this address)

________________________________

Any special requirements? (e.g. dietary, wheelchair access) _________________________________________________

Is this your first time attending the SASSAOA Conference? ☐ Yes ☐ No

Is this your last time attending the SASSAOA Conference due to retirement? ☐ Yes ☐ No

Registration Details

All amounts are GST inclusive.


<table>
<thead>
<tr>
<th>Description</th>
<th>Member</th>
<th>Non-member</th>
</tr>
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<tbody>
<tr>
<td>Full 2 ½ day Residential Conference</td>
<td>$450.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Full 2 ½ day Conference/Dinners (no accommodation)</td>
<td>$350.00</td>
<td>$470.00</td>
</tr>
<tr>
<td>Monday 6 July Day Registration, Sessions Only</td>
<td>$200.00</td>
<td>$270.00</td>
</tr>
<tr>
<td>Monday 6 July, Informal Dinner</td>
<td>$70.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Tuesday 7 July Day Registration, Sessions Only</td>
<td>$200.00</td>
<td>$270.00</td>
</tr>
<tr>
<td>Tuesday 7 July, Official Conference Dinner</td>
<td>$90.00</td>
<td>$105.00</td>
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☐ I require accommodation for the duration of the conference (nights of Monday 6 and Tuesday 7 July), I am aware this is twin-share accommodation and if possible I would like to share a room with ________________________________

☐ Non-smoking   ☐ Smoking

OR

☐ I do not require accommodation for the duration of the conference
Concurrent Session Selection (Tuesday 7 July)

Please number your first two preferences for each session (1 = first preference, 2 = second preference).
Opportunities to amend your selections will be made available at the conference if required.

___ Workshop 1 - Influencing Effectively, 9:00am - 3:30pm
___ Workshop 2 - Getting Results Through People, 9:00am - 3:30pm
___ Workshop 3 - Toxic Behaviour: Toxic Situations and the Role of Line Managers, 9:00am - 12:00pm
___ Workshop 4 - Performance Management, 1:00pm - 3:30pm
___ Workshop 5 - DECS Finance Management, 9:00am - 10:15am
___ Workshop 6 - Mind Power Alchemy, Dr Jason Betts, 10:45am - 12:00pm
___ Workshop 7 - Mind Power Alchemy, Dr Jason Betts, 1:00pm - 2:15pm
___ Workshop 8 - DECS Facilities Management, 2:15pm - 3:30pm

Payment
Registration Total  $ ____________

Please Note: FULL PAYMENT is required prior to the commencement of the Conference. Admission to the Conference will be refused if payment has not been received.

Payment or payment advice must accompany this form and may be made by:
☐ Cheque or money order payable to “AOG Trust Account No.3 - SASSAOA Conference”

☐ Electronic Funds Transfer to Commonwealth Bank Australia, BSB 065 112, Account Number 1016 3945

To allow us to identify your EFT payment, please enter your surname as the Statement reference.
A remittance advice must also be forwarded by email, fax or mail to All Occasions Management.

☐ Please debit my credit card for the above total*
   ☐ MasterCard  ☐ Visa  ☐ Diners  ☐ American Express

Card holder’s name ______________________________________________

Card Number ____________________________________________________

Expiry Date ______ / ______

Signature _______________________________________________________

*Amounts paid by a credit card will incur a processing fee of 2.5% for Visa and MasterCard, 3.5% for American Express and 4.5% for Diners.
Please note that debits to your credit card will appear as “All Occasions Group” on your statement.

Please return this form:
SASSAOA Conference
All Occasions Management
41 Anderson St
THEBARTON SA 5031
or
Fax: 08 8125 2233