2011 Annual Conference
July 11-13 | Stamford Grand, Glenelg

Something Old...

Something New

Boldly discovering the new . . .

. . . learning from the past

REGISTRATION BROCHURE
Register online at www.sassaoa.sa.edu.au
Welcome to the SASSAOA 2011 Conference “Something Old, Something New”. This year’s Conference theme was chosen to acknowledge the many and varied skills shown daily by ancillary staff leaders in our schools.

“Boldly discovering the new, Learning from the Past!”

We are aware of continual change and the need to support the management of our schools whilst at the same time balancing ongoing introduction of new procedures and practices. Look around you – see the old and the new …… staff, buildings, facilities, technology equipment, work practices etc. This year’s Conference aims to support you with the day-to-day challenges of fast change in all areas of your life:

Day 1:
Our Conference MC, Tim Cox, will introduce our new DECS Chief Executive, Mr Keith Bartley, who will open our Conference and discuss future education developments. Our major presenter for the day, Toby Travanner, will entertain us with two very vibrant sessions, reminding us of the value of “Something Old, Something New”. Two short DECS information sessions will also be part of the day.

“Something New” - This year, our AGM will be held on Day 1 at 4pm and the election of our new SASSAOA Management Committee will be a highlight. Monday night finishes with an informal dinner off-site - “Something New”.

Day 2:
Tim Cox begins the day with a promising session on “Something Old, Something New”. Some of you will remember Louise Bywaters, a huge supporter of ancillary staff in our State schools, and she returns to our Conference to present an extended session on “Working with a High Performance Team”. The day ends with some choice well-being sessions before our formal dinner.

Day 3:
This year we will begin the day with raffle draws from our very supportive sponsors. “Something New”. Our closing presentation will be from our local guest speaker, Jane Reilly.

Our SASSAOA Annual Conference offers the opportunity for you to make new and renew old friendships with colleagues; to build support networks; to share each other’s thoughts, ideas, questions and hopefully, to 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 in managing our day to day work lives. Share with others the changes you have seen in your life – “Something Old, Something New” – there will be some special memories!

As always (“Something Old”), 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 the opportunities over the three days to meet our new and regular (or should I say “Old and New”) supporters, and build and develop 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 made aware of your company’s products.

To everyone – I hope the SASSAOA 2011 Conference “Something Old, Something New” meets all your needs and that you leave feeling refreshed, with new knowledge, new friendships and with new colleague contacts creating a great support network. I hope you leave ably equipped and ready to take on the ongoing daily tasks that come with continual change. Value “Something Old, Something New”.

Anne Stewart
President
SASSAOA
CONFERENCE SPEAKERS

Tim Cox
Tim Cox is a talker. And a listener. He’s also an entertainer and facilitator. All of which comes in handy when he is hosting hundreds or thousands of listeners or guests at events around Australia. Coxy has been a leading ABC Radio broadcaster for more than two decades. Tim now fronts the ABC’s dynamic Breakfast program on the Gold Coast. He is also an established regular on national programs including The Night Life. Tim has a diverse and eclectic range of interests including sport, current affairs and popular culture, making him a much sought-after speaker and MC. He is quick, clever, and experienced, and relishes telling a story as much as hearing one.

Toby Travanner
Toby is an entertaining, challenging and passionate facilitator with a reputation for a high energy, high contact approach. With global experience of business and personal cultures, Toby brings a resonating dimension to any corporate event. Toby is both an entertaining and challenging facilitator with a reputation for a high-energy, high-contact approach. Everyone touched by Toby is forever infected with the “WOW!” factor, the “I get it now!” factor.

Louise Bywaters
Louise has worked as a primary educator, K-12 curriculum and methodology consultant, Principal and District Superintendent of both the Far North of South Australia and the Barossa Valley. She has developed a national reputation for her expertise in leadership development and professional development methodologies. Louise has maintained a career long interest in professional consultancy and has a worthy reputation for her expertise as a process facilitator, consultant and adviser to teachers and educational leaders both in Australia and internationally.

Tamara Nicole
Tamara is a fashion stylist and the proprietor of a personal shopping, styling and wardrobe consultancy. She has had over ten years experience in both the fashion industry and image consultancy. Tamara is formally trained in personal style, image and colour theory and a member of the Association of Image Consultants International (AICI). She combines trends, body shapes, colour, budget and lifestyle into her styling sessions, to ensure you achieve a look that is individual and stylish.

Jane Reilly
Jane Reilly joined Network Ten Adelaide’s 5.00pm News Bulletin as the weekend weather presenter in November 1994, and was then appointed weekday weather presenter in July 1996. There is no doubt that Jane is a favourite with the Adelaide community and corporate audiences alike. Before joining Network Ten in 1994 as the weekend weather presenter, Jane's media career included script writing and production of children's television programs, co-announcing SA FM's breakfast program and presenting news features and weather for the ABC TV. Jane has won a host of awards and accolades including the prestigious MBF national media award, two years running, and in 1995, she was named a Family Ambassador for the Office of Families. Jane’s other accomplishments include receiving a Logie for Most Popular Female Personality, winning the National Beach Girl Competition and being awarded Best Weather Presenter on numerous occasions. In 2002, Jane was appointed as the inaugural advocate for Neighbourhood Watch and in April 2003, became a patron of the Eating Disorders Association of South Australia. A qualified school teacher, Jane has two sons and when her busy life allows it, enjoys relaxing at home with friends and family.
**MONDAY 11TH JULY 2011**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9:15AM</td>
<td>Opening &amp; Welcome</td>
</tr>
<tr>
<td></td>
<td>Tim Cox, Conference MC</td>
</tr>
<tr>
<td>09:45AM</td>
<td>Opening &amp; Welcome</td>
</tr>
<tr>
<td></td>
<td>Keith Bartley, Chief Executive, DECS</td>
</tr>
<tr>
<td>09:45AM</td>
<td>Demystifying Technology – What the geeks don’t want you to know!</td>
</tr>
<tr>
<td>11:15AM</td>
<td>MORNING TEA &amp; SPONSOR NETWORKING</td>
</tr>
<tr>
<td>11:45AM</td>
<td>DECS information sessions</td>
</tr>
<tr>
<td>1:15PM</td>
<td>LUNCH, SPONSOR NETWORKING &amp; HOTEL CHECK IN</td>
</tr>
<tr>
<td>2:15PM</td>
<td>Creating Influence and Motivation</td>
</tr>
<tr>
<td>4:00PM</td>
<td>SASSAOA Annual General Meeting</td>
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<tr>
<td>7:00PM</td>
<td>INFORMAL CONFERENCE DINNER - ADELAIDE CASINO BUFFET RESTAURANT</td>
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**TUESDAY 12TH JULY 2011**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:45AM</td>
<td>Welcome to Day Two</td>
</tr>
<tr>
<td>9:00AM</td>
<td>Something Old, Something New</td>
</tr>
<tr>
<td>10:30AM</td>
<td>MORNING TEA &amp; SPONSOR NETWORKING</td>
</tr>
<tr>
<td>11:00AM</td>
<td>Working with a High Performance Team: Building a Culture of Professional Excellence</td>
</tr>
<tr>
<td>12:30PM</td>
<td>LUNCH &amp; SPONSOR NETWORKING</td>
</tr>
<tr>
<td>1:30PM</td>
<td>Working with a High Performance Team: Building a Culture of Professional Excellence (continued)</td>
</tr>
<tr>
<td>3:00PM</td>
<td>Choice of sessions:</td>
</tr>
<tr>
<td></td>
<td>Scrapbooking (limited numbers apply)</td>
</tr>
<tr>
<td></td>
<td>Mandy Chisolm, Made by Mandy OR</td>
</tr>
<tr>
<td></td>
<td>Colour Matching</td>
</tr>
<tr>
<td></td>
<td>Tamara Nicole, Fashion Stylist</td>
</tr>
<tr>
<td>6:30PM-10:00PM</td>
<td>FORMAL CONFERENCE DINNER - STAMFORD GRAND GLENELG</td>
</tr>
</tbody>
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**WEDNESDAY 13TH JULY 2011**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30AM</td>
<td>Sponsor Raffle &amp; Prize Draws</td>
</tr>
<tr>
<td>10:15AM</td>
<td>Guest Speaker Presentation</td>
</tr>
<tr>
<td>11:30AM</td>
<td>Conference Close</td>
</tr>
<tr>
<td></td>
<td>Tim Cox &amp; SASSAOA Committee</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.
**Registration Fee Inclusions**

The **Full 2½ day Residential Conference Registration** includes attendance at all conference sessions, morning teas, lunches on the conference days, program handbook, attendance at the Informal and Official Conference Dinners and accommodation for the nights of Monday 11 and Tuesday 12 July and breakfast on the morning of Tuesday 12 July and Wednesday 13 July. **Please note:** Delegates wishing to book extra nights at the Stamford Grand will be required to pay for any additional accommodation and breakfast expenses when checking in to the hotel. Please book your additional nights and breakfasts through All Occasions Management.

The **Full 2½ day Non Residential Conference Registration** includes attendance at all conference sessions, morning teas, lunches on the conference days, program handbook and attendance at the Informal and Official Conference Dinners.

The **Day Registration Fees (Monday 11 July and Tuesday 12 July)** includes attendance at the conference sessions, morning tea and lunch on the nominated day, and program handbook. Attendance at the Informal and Official Conference Dinners must be booked separately and will incur an additional fee.

**Confirmation of Registration**

Registrations will be acknowledged in writing to the email address nominated with confirmation of requirements according to the registration form submitted. A tax invoice will be attached to this email. If you have not received a written confirmation within seven days please contact All Occasions Management at conference@aomevents.com

**Payment Policy**

Full payment is required prior to the commencement of the conference. Admission to the conference and all social functions may be refused if payment has not been received. Late fees based on a sliding scale will apply to any outstanding invoices after the conclusion of the conference.

**Payment must accompany all registration forms and may be made by either:**

- Cheque payable to ‘All Occasions Management – SASSAOA’
- Credit card (MasterCard, Visa, American Express or Diners Club). Accounts 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.
- Electronic funds transfer: Commonwealth Bank, 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, mail or fax to All Occasions Management.

**Cancellation Policy**

By completing and submitting this registration form, you are indicating your intention to attend the conference and you will be liable for a cancellation fee if you are unable to attend. 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 conference; however a substitute delegate may be nominated. Refunds from any deposits forwarded to hotels, tour companies or other related business will be at the discretion of the supplier.
Informal Dinner

**Monday 11 July, 7.00pm-10.30pm**

*Adelaide Casino Buffet Restaurant, North Terrace*

**Dress: Smart Casual**

The informal dinner on Monday night will be an opportunity to reconnect with colleagues, and to welcome new SASSAOA members. As this dinner is being held away from the Stamford Grand, bus transport will be provided for delegates. Buses for conference delegates will depart the main entrance of the Stamford Grand at 6:15pm sharp. Please meet outside hotel reception prior to the departure time. Buses for delegates will depart the restaurant and return to the Stamford Grand at 10.30pm. Transport outside this time will be at delegate’s own expense and arrangement.

Formal Conference Dinner

**Tuesday 12 July, 6:30pm-11:00pm**

*Ballroom, Stamford Grand*

**Dress: Come dressed to impress in your best ‘Something Old’ or ‘Something New’!**

The Formal Conference Dinner will be a night not to be missed! Be entertained by music from Danny Hooper and get ready to dance the night away! There will be a guest speaker and prizes for the best dressed delegates.

General Information

**Car Parking**

Car parking is available at the Stamford Grand Hotel. All day self parking is approximately $15.00 with validation from hotel reception. Another public car park is situated nearby on Moseley Street.

**Conference Venue**

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

The Stamford Grand Hotel is located right on the beach at the popular seaside suburb of Glenelg. The Stamford Grand is accessed via Jetty Road’s vibrant retail strip. Glenelg is a seaside suburb which caters to all ages, activities and interests and yet still retains the authentic charm and atmosphere of bygone days.

**Dress Standards**

Smart casual dress is suggested for the conference sessions and social activities. At the Official Conference Dinner on Tuesday 12 July, delegates are encouraged to dress to the theme ‘Something Old, Something New’.

Local Transport

Adelaide Metro Trams run from Glenelg through to the city to Adelaide Entertainment Centre on Port Road. 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  
**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 on Level 1 of the Stamford Grand, and will be open during the following hours:  
*Monday 11 July 8.00am - 4.30pm*  
*Tuesday 12 July 8.00am - 4.30pm*  
*Wednesday 13 July 9.00am - 11.30am*
Liability/Insurance

In the event of industrial disruptions or natural disasters, SASSAOA, the Organising Committee, and All Occasions Group (encompassing All Occasions Management and Travelscene at All Occasions) cannot accept responsibility for any financial or other losses incurred by the delegates. The 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. SASSAOA, the Organising Committee, and All Occasions Group will take no responsibility for any participant failing to insure.

Privacy Policy

The All Occasions Group (encompassing All Occasions Management and Travelscene at All Occasions) complies with all legislation which is designed to protect the rights of the individual to privacy of their information, including the Privacy Act 1988 (Cth). 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 the 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 2200.

Contact Details

For further information please contact:
Megan Watmuff
All Occasions Management
41 Anderson St, THEBARTON SA 5031
Phone: 08 8125 2216, Fax: 08 8125 2233
Email: conference@aomevents.com
REGISTRATION FORM

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

Register instantly online at www.sassao.sa.edu.au

Delegate Details

Title______ Given Name_________________________________ Last Name_________________________________

Preferred name for badge (if different to above)____________________________________________________________

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

A delegate list will be prepared for the benefit of delegates and sponsors, and will be provided to delegates & sponsors.

Please tick here if you do not agree to your details being included on the delegate list ☐

Registration Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Member</th>
<th>Non-member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full 2 ½ day Residential Conference</td>
<td>☐ $525.00</td>
<td>☐ $675.00</td>
</tr>
<tr>
<td>Full 2 ½ day Non Residential Conference</td>
<td>☐ $425.00</td>
<td>☐ $545.00</td>
</tr>
<tr>
<td>Monday 11 July Day Registration, Sessions Only</td>
<td>☐ $220.00</td>
<td>☐ $290.00</td>
</tr>
<tr>
<td>Monday 11 July, Informal Dinner</td>
<td>☐ $70.00</td>
<td>☐ $90.00</td>
</tr>
<tr>
<td>Tuesday 12 July Day Registration, Sessions Only</td>
<td>☐ $220.00</td>
<td>☐ $290.00</td>
</tr>
<tr>
<td>Tuesday 12 July, Formal Conference Dinner</td>
<td>☐ $90.00</td>
<td>☐ $105.00</td>
</tr>
</tbody>
</table>

☐ I require accommodation for the duration of the conference (nights of Monday 11 and Tuesday 12 July, including breakfast on Tuesday 12 July and Wednesday 13 July), I am aware this is twin-share accommodation and if possible I would like to share a room with

If you have no preference, a room mate will be allocated to you.

If you require additional accommodation outside the conference, please contact All Occasions Management to arrange this at your own expense.

☐ Non-smoking    ☐ Smoking

OR

☐ I do not require accommodation for the duration of the conference
REGISTRATION FORM

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
or
Email: conference@aomevents.com