



Take the Lead

President's Report

A huge term to end a massive year! Schools and Business Managers have seen many changes this year.

We have taken part Asbestos Management and BEMIR training, we have attended professional development days across the state, we have seen the implementation of MyHR Corporate Reporting, which has made managing HR in our schools so much easier.

We have been involved in curriculum audits, witnessed the implementation of literacy coaches and finally seen some movement in regards to our classification reviews. We have also seen dramatic changes to our schools with the completion of our new halls, libraries or science labs. For those schools even more fortunate, we have seen the positive impact on students due to the much needed classroom renewal program.

As we gear up for the next big change—the implementation of OneSchool it is really important that we all remember that our health and wellbeing is paramount. Please remember to take time out for yourself over the Christmas break.

2010 has been a great year with many highlights for the association. The biggest being the appointment of the president of SBMAQ to a shared position working with OneSchool and MyHR. This position has opened many doors between the department and the association and has ensured that we have been kept up to date with information that relate to our roles in schools. I'd like to take this opportunity to thank Lyn McKenzie Deputy Director General Education Qld, the MyHR team and the OneSchool team for giving me and the association this opportunity. I hope that this can continue in some capacity for whoever is sitting in the president's position in the future and this will be the goal of the management committee to pursue.

Another great achievement of 2010 was reaching our 10 year milestone. We have been in operation for 10 years and it is important to recognize those who saw something great in this association. Without the vision and foresight of people like Christine Mayer, Fay Jeppesen, Leona Keyes, and so many others this association would not be where it is today and for that we say thank you.

We developed a JEMS Workshop in

conjunction with Workforce Relations and Justice and the Attorney General and took these workshops around the state. Over 180 BSMs and Administration Officers attended these workshops and as a result we have seen an increase in JEMS applications being lodged to the department. We still need to keep the JEMS reviews coming in. It is really important to ensure we use these reviews to continue our push for changes to the allocative model. To date, I believe every review that has been lodged has been approved at a higher classification. This is a great outcome, although we all knew that this would be the result.

We are constantly working closely with the QPSU. As a result of this partnership we have been able to achieve some fantastic outcomes. Due to the hard work from the QPSU we are witnessing classification reviews for 87 schools. I would like to thank the QPSU for pursuing these reviews on our behalf.

We have continued to cement a fantastic working relationship with the principals associations and I know this will continue in the future. It is with much sadness we say goodbye to Norm Hart, who is the President of QASSP. He is taking up a role as the National President of APPA. I would personally like to thank Norm for his friendship, guidance and support over the past 3 years. There has been many occasions that I have made a phone call to Norm to run something by him or just to have a vent. He has been a strong advocate for BSMs and Administration staff in schools and I hope we can continue working together in the National arena. With that we welcome Hilary Backus to the role of President and we all look forward to working with Hilary in 2011.

We have also been able to increase our standing within the department and I have attended many meetings with many areas on your behalf. Although there are still some things that we have no control over, it is important to recognize we are gaining recognition as an important professional body of DET.

This has been outlined by the increased input sought regarding policy review and also the increased sharing of information through this newsletter and also through our discussion list. We have come along way and we hope to continue to gain recognition for what we all do in

President's Report Continued

schools. We are an extremely important part of the department and I believe they are listening to our ideas, concerns etc.

This term we held our final general meeting for the year and our AGM. We have seen a few changes to our management committee, with many new branch representatives attending our first meeting of the term. I would like to thank the previous management committee for all their hard work. We welcome a new committee for 2011 and we held our first meeting with our management committee and branch presidents. This meeting was extremely productive and has set the tone for the coming year.

Following the meeting we held our stakeholders function. This is an opportunity to say thank you to our sponsors and the department for their support over the past 12 months. It was a time too where we were able

to present life member awards to this years and last years recipients. We presented awards to Leona Keyes, Christine Mayer, Elaine Fickling, Vera Herman and Jan Tyrell. Congratulations to all of our life members.

I would also like to thank our business partners—SDS and Advanced Life Photography. Without their support many of the initiatives that the association offers throughout the year would be unachievable. We have continued to grow in numbers again this year, with our membership now reaching 558 members. This is the highest that we have achieved in our history and we will continue to strive to increase our membership in 2011.

Given the very busy times ahead, I wish everyone a very well deserved break and a very Merry Christmas.

I know many of us are feeling

overwhelmed with what does lay ahead in 2011 but we are all very equipped to handle any changes that are brought to us in the future.

Merry Christmas everyone!

Kind regards

Sharon

Sharon Abbott
President



Upcoming Conferences across Qld and Australia

Branch Conferences 2011 Date Claimers

Metropolitan Branch Conference

**17th to 19th August 2011
Cedar Creek Lodge - Mt Tamborine**

Darling Downs Branch Conference

19th and 20th September 2011

Far North Branch Conference

4th & 5th August 2011

Capricornia Branch Conference

Early October 2011

State Conferences 2011 Date Claimers

Association of Business Managers in Victorian State Schools (ABMVSS)

**<http://www.abmvss.com.au/>
25–27th May 2011**

Western Australian Managers of Business in Education (WAMBE)

**8th–10th June 2011
<http://www.wambe.asn.au/>**

South Australian State School Administration Officers Association (SASSAOA)

**11–13th July 2011
<http://www.sassaoa.sa.edu.au/>**

Tasmanian School Administrators Association (TSAA)

**21– 22nd July 2010
<http://www.tsaa.asn.au/>**

Western Australian State School Registrars Association (WASSRA)

**26–28th August 2010
<http://www.wassra.asn.au/>**

Australian Association of Government School Administrators (AAGSA)

AGM—September 2011

Back to School 2011

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Department of Public Works



Joint Communiqué



It has been raised by the Queensland Public Sector Union that there is considerable disparity between Business Services Managers in Executive Principal Schools in relation to recognition of their role and work performed.

Over a number of years the department has approved the employment of staff through workplace reforms and other "special agreements" within some Executive Principal schools in an effort to meet the needs of these schools, but there has been no uniformity of process or follow up on these reforms for some time. Following discussions with the Queensland Public Sector Union the department has agreed to undertake a process to evaluate each of these positions and where the evaluation confirms a higher classification than the substantive AO6, ensure they are permanently appointed in a manner consistent with the provisions of the Recruitment and Selection Directive.

Depending on the complexity of the role in each location, the outcome could be confirmation of the substantive classification or recommendation that the role required to be performed aligns to a higher classification level.

The department will be writing to each Executive Principal school to request them to participate in the evaluation process through completion of a job evaluation questionnaire and interview process with trained evaluators. This will provide the opportunity for both the Principal and the current incumbent to outline all of the duties they are required to perform in their role.

Should the position be evaluated at one level higher than the current substantive AO6 classification, the incumbent may be eligible for direct appointment to the higher classification through the provisions of the Recruitment and Selection Directive. Where the evaluation confirms a classification level greater than one level above the AO6 classification, the role will be advertised in line with the requirements of the Recruitment and Selection Directive.

In addition, the classification levels of BSM roles at a number of schools will be re-evaluated at this time. This is as a result of an agreement reached in a previous Certified agreement. It is envisaged that any increases in classification levels as a result of this process will be centrally funded.

A list of these schools is attached.

The Department and Union have also agreed to establish a steering committee to work through the process, which is to be completed by the end of Semester One 2011.

While this process is occurring, the Department and Union are working to ensure role descriptions reflect current practice for administrative staff in schools towards improving the effectiveness of future job evaluations.

Kate Flanders
Assistant General Secretary
Queensland Public Sector Union

Craig Allen
Assistant Director-General
Human Resources

Schools with Business Services Managers position identified for Job Evaluation as part of a previous EB Agreement

Darling Downs Region

Clinton State School
Goondiwindi State School
Warwick State High School
Wilsonton State School

Metropolitan Region

Ascot State School
Aspley State High School
Aspley State School
Boondall State School
Camira State School
Collingwood Park State School
Craigslea State School
Eagle Junction State School
Ferny Hills State School
Holland Park State School
Ironside State School
Jamboree Heights State School
Mansfield State School
Middle Park State School
Norris Road State School
Redbank Plains State School
Wilston State School
Wishart State School
Wondall Heights State School

Central Queensland Region

Andergrove State School
Fitzgerald State School
Gladstone West State School
Kin Kora State School
Mackay State High School
Mackay West State School
Mirani State High School
Pioneer State High School
Victoria Park State School
Yeppoon State High School

Far North Queensland Region

Atherton State High School
Mareeba State School
Smithfield State High School
Trinity Beach State School

South East Region

Ashmore State School
Benowa State School
Browns Plains State School
Burrowes State School
Capalaba State College (primary staffing allocation)
Cleveland State School
Coolnwynpin State School
Edens Landing State School
Gaven State School
Kingston State School
Logan Village State School
Merrimac State School
Nerang State High School
Park Ridge State School
Shailer Park State High School
Shailer Park State School
Southport State High School
Surfers Paradise State School
Thornlands State School

North Queensland Region

Bohlevale State School
Cranbrook State School
Heatley State School
Heatley State High School
Mundingburra State School
Proserpine State School

Schools with Business Services Managers position identified for Job Evaluation as part of a previous EB Agreement

North Coast Region

Bli Bli State School	James Nash State High School
Bray Park State School	Kallangur State School
Bribie Island State School	Kawana Waters State College (secondary staffing allocation)
Bundaberg North State High School	Kingaroy State High School
Burnside State High School	Kuluin State School
Caloundra State School	Maleny State School
Currimundi State School	Maryborough West State School
Dakabin State School	Moreton Downs State School
Deception Bay North State School	Pialba State School
Deception Bay State High School	Strathpine West State School
Golden Beach State School	Walkervale State School

Leadership for Business Managers in Education

To the Business Manager

Professor Karen Starr, from Deakin University, is currently leading a research project which explores the role of Business Managers in education. It builds on the *Leadership for Business Managers* program that Professor Starr is conducting for the Department of Education and Early Childhood Development in Victoria and extends from schools into other educational institutions including universities and TAFE colleges.

A key component of this research is a survey, designed to find out how Business Managers currently see their role and how they could most effectively be assisted in building leadership capacity in education. The project team requests your participation in this online survey. Your participation is voluntary but we value your input and hope you will take the time to complete it.

We urge you to be very frank in your responses and we particularly welcome comments in the open ended sections provided. Only the Research Team will access the raw data and, in all recording and reporting of the data received, anonymity is assured - **no names or institutions will be identified**.

The link to the survey is <http://secure.saltgroup.com.au/educationbusinessmanager>.

The survey may take approximately 20 minutes to complete but does not need to be completed in one sitting:

- Ø If you are midway through a survey and need to pause and finish it later, please press the '**resume later**' button, then follow the instructions – you will be sent a further link by email which will allow you to resume where you left off.
- Ø If you wish to delete what you have completed and start again please press '**exit and clear survey**' at the bottom of each page.

We would like to receive all responses ASAP but **no later than 7th January 2010**.

If you have any queries or require further assistance please contact:

Ø Carol Oakley by email coakley@saltgroup.com.au or phone **(03) 9822 8126 or 0412 857 247**.

Ø For any technical difficulties or queries Binh Huynh can also be contacted by email binh@saltgroup.com.au or phone **(03) 9866 4400**

MyHR Achievements

MyHR has continued to rollout during year 2010 with major milestones being:

- MyHR Payroll upgraded the TSS payroll system in January 2010. This upgrade provides a stable payroll platform and forms the basis for future enhancements to enable self service capability for approximately 70 000 employees.
- MyHR Corporate Reporting provides Principals and managers with desktop access to reports and HR data. Currently, MyHR Corporate Reporting is being used in 93% of schools by 4000 users currently running 20 000 reports monthly.
- MyHR Recruitment deployed an online school teacher transfer process in April 2010. This online automation successfully managed approximately 3300 transfer applications or expressions of preference for the 2010/2011 teacher transfer cycle across the state.

MyHR WH&S and SMS

As an **interim measure** between the decommissioning of SMS in December 2010 and the introduction of MyHR WH&S Solution in January 2011, a new form will be available to record any workplace health and safety incidents that may occur over the holiday period. The new form replicates the data fields of the new MyHR WH&S Solution and will replace the existing Health and Safety Incident – SMS Data Entry Form. The new health and safety incident form and a contact cover sheet, will be available from mid December 2010 on the Organisational Health site within OnePortal:

<http://oneportal.deta.qld.gov.au/Services/HumanResources/OrganisationalHealth/Pages/MyHRWorkplaceHealthandSafety.aspx>

MyHR WH&S

The next release is the MyHR Workplace Health & Safety (WH&S) solution which will become DET's 'One Stop Shop' for Workplace Health & Safety and will provide a consistent, integrated system across the department for managing the health, safety and wellbeing of students, staff and volunteers. This solution will support the department's expectation that workplace health, safety and wellbeing is everyone's responsibility.

From January 2011, MyHR WH&S Release 1 will deliver 6 modules to DET employees in schools, regions and Central Office, enabling workplace incidents and hazards to be reported online and managed more efficiently. These modules are:

- Incident management
- Risk register
- Action management
- First aid
- WorkCover claim management (later release 1.1)
- Common law

MyHR WH&S – Online Training and Support

Resources will be available next year through OnePortal and include:

- Quick Reference Guides (QRGs)
- Demonstrations
- Frequently Asked Questions (FAQs)
- Support Guides

T

he link below will take you directly to these online training and support resources –

[MyHR Training and Support Resources](#)

MyHR WH&S Release 2 will deliver the remaining 9 MyHR WH&S modules for schools, regions and Central Office and all 15 MyHR WH&S modules for Training Queensland sites in Term 3, 2011.

MyHR and OneChannel

OneChannel is the Department's Online Learning tool and provides easy online access to both live and on-demand educational programs. MyHR is a proud partner for the delivery of information and training sessions, commencing with WH&S.

From January 2011, sessions focussing on MyHR Workplace Health and Safety for both employees and managers will be available through MyHR OneChannel. Further sessions during Semester 1 will be posted early in 2011.

There are 2 x 45 minute sessions for employees (general users) and 3 x 60 minute sessions for managers (including Principals, Officers in Charge and their delegates, Workplace Health and Safety staff e.g. WHSO, WWSR).

The employee sessions are listed as -

- 1. WHS-EmployeeIntro** –Workplace Health and Safety for Employees - Introduction. This program is the first in a series of two targeted at Employees and will provide an understanding of how to access and navigate the MyHR WHS application, as well as a basic overview of working with actions and first aid.
- 2. WHS-EmployeeIncid** - Workplace Health and Safety for Employees - Recording an Incident. This program is the second in a series of two targeted at Employees and will provide an understanding of how to record an incident within the MyHR WHS application, how to notify a hazard and how to lodge a WorkCover claim.

The manager sessions are listed as -

- 3. WHS-Mgr Navig/Rpt** - Workplace Health and Safety for Managers - Navigation and Reporting. This program is the first in a series of three targeted at Managers and will provide an understanding of how to access and navigate the MyHR WHS application, and how to filter reports and data.
- 4. WHS-Mgr Incid Mgt** - Workplace Health and Safety for Managers - Incident Management. This program is the second in a series of three targeted at Managers and will provide an understanding of how to record, review and investigate an incident, and how to work with actions within the MyHR WHS application.
- 5. WHS-Mgr Risk Mgt** - Workplace Health and Safety for Managers - Risk Management. This program is the third in a series of three targeted at Managers and will provide an understanding of how to manage a risk within the MyHR WHS application, Hazard Notification, Activity Assessment and how to Lodge a WorkCover claim.

The link below will take you directly to the OneChannel Live Programs -

<http://staff.learningplace.eq.edu.au/OneChannel/Pages/default.aspx>

To show only MyHR sessions - filter by partner channels with a tick in the MyHR box only and click on the Apply button.

For further information, contact the following Program Managers –

Steve.PRATT@deta.qld.gov.au

Carolyn.HULL@deta.qld.gov.au

For general enquiries about MyHR, contact - dethrmis.humanres@deta.qld.gov.au



Message from the Director Organisational Health

I would like to take this opportunity to thank SBMAQ for all their support and assistance with the various Organisational Health initiatives and activities that have been part of this year. It was a pleasure to attend the SBMAQ conference in Townsville this year and have the opportunity to meet so many of you.

I wish everyone all the best on their holidays and look forward to continuing working with you in the New Year.

Mark Hewison

Director, Organisational Health

Avoiding Christmas Stress

The end of the school year is almost upon us. This means that we are in the lead up to Christmas and many of you will be on annual leave. This time of year can be very joyful with the chance to reconnect with family and friends. However Christmas has its own stresses. Please see the attached fact sheet on managing stress at Christmas.

<http://education.qld.gov.au/health/pdfs/employee/christmas-stress.pdf>

WORKCOVER, ADO AND SCHOOL VACATION PERIODS

FOR SCHOOL BASED NON-TEACHING STAFF

School based Cleaners, Teacher Aides and Public Servants absent on leave for an accepted WorkCover claim, are deemed to have accrued any ADO that they would have normally accrued during a school term, had they not been injured.

A school based Cleaner, Teacher Aide or Public Servant who is absent over a school vacation period whilst on leave for an accepted WorkCover claim is deemed to have used any accrued ADO, and any deemed to have been accrued ADO.

Example:

A 30 hour a week Teacher Aide is injured and has a WorkCover claim accepted for this injury half way through Term 2.

The Teacher Aide has accrued a balance of 25 hours ADO at the date of injury.

The Teacher Aide requires 60 hours of ADO for the June/July vacation period.

The Teacher Aide is deemed to have accrued the additional 35 hours of ADO whilst on leave for the accepted WorkCover claim.

The actually accrued and deemed to have been accrued ADO is used to cover the vacation period.

The Teacher Aide's timesheet reflects that the ADO was taken over the school vacation period and they commence Term 3 with a zero ADO balance.

Update from Procurement

WOG SOA CPO 800-09 Part C - School Furniture

A Whole-of-Government (WOG) Standing Offer Arrangement (SOA) CPO 800-09 Part C for the provision of school furniture is now in place and is available for use by all educational institutions. In the four months since the Arrangement's commencement, a total of 11,820 pieces of furniture have been delivered throughout the State, resulting in over \$2,200,000 worth of sales.

Why use the Arrangement?

This arrangement delivers some **exciting, time-saving** and **cost effective** benefits which include:

- Simplified procurement as there is no need to seek competitive quotes when purchasing furniture under the Arrangement.
- Assured compliance with AS/NZ manufacturing standards, use of E0 Board only and confidence in quality of Goods purchased under the Arrangement.
- Assured contractual performance, with particular provisions around warranty;
- On-line ordering and consolidated order delivery providing cost efficiencies; and
- Value for money to achieved through consolidation of DET's purchasing power.

To peruse the exciting new designs within the latest brochure go to:

[WOG SOA CPO800-09 School Furniture Part C Brochure.](#)

To access the Arrangement follow the link: [WOG SOA CPO800-09 School Furniture Part C.](#)

Stationery and Curriculum Resources

Schools are reminded that the arrangement EDPSA 115 (supplied by SDS) has ended. This means there is no longer a formal arrangement in place between DET and SDS for the supply of Office Stationery and Curriculum Resources.

Schools can continue to use SDS as a supplier of Office Stationery and Curriculum Resources without needing to seek quotes, under the State Purchasing Policy schools can make purchases from SDS up to \$100 000 without needing to obtain quotes. Schools can also choose to use an alternative supplier to purchase Office Stationery and Curriculum Resources. However, if any school chooses to purchase from an alternative supplier the normal procurement thresholds, policies and procedures apply.

It is important that schools consider the "value for money" proposition when ordering from any supplier. Depending on the value of goods being purchased compliance with the respective DET procurement policies and procedures is required.

The DET procurement thresholds and policies can be found on the procurement web pages by following this link: <http://www.qed.qld.gov.au/strategic/eppr/finance/fnmpr014/procurementinstructions.pdf>

Procurement Threshold	Minimum Competitive Process requirements	Offer documentation
\$1 - \$2,000	One (1) verbal quote	Verbal Offer Form SPS001 a or b
\$2,001 - \$5,000	Three (3) verbal quotes	Verbal Offer Form SPS001 a or b
\$5,001 - \$20,000	Three (3) written quotes	Request for Offer SPS002
\$20,001 - \$100,000	Three (3) written quotes (preferably 5)	Facsimile ITO document SPS006

DET is working with QGCPO on the development of a Whole-of-Government supply arrangement for office stationery and curriculum resources. At this time it is not clear when a new arrangement will be implemented. In the meantime schools are encouraged to make an independent decision when choosing which supplier to use and to seek "value for money" when making purchases.

The Department will provide further updates as and when they become available. If there are any questions in relation to the above, please contact Corporate Procurement Branch - Michele Gross on 07 340 53530 or michele.gross@deta.qld.gov.au.

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BSM *Connect*

Just in time - Just for me!

Business Services Manager (BSM) Connect recognises the complex role of BSMs in schools and was established to:

- provide a BSM to BSM state-wide support service
- provide practical assistance in a confidential environment
- complement existing support systems for BSMs.

BSM Connect was established as a partnership between the School Business Services Managers' Association Queensland (SBMAQ) and the Performance and Capability Unit within the Department of Education and Training.

There are currently 16 diverse BSM Connectors from across the state, who are committed to supporting the work of BSMs and Administration Officers in schools.

This team of BSMs with their wide range of experience and skills are now available for you to contact. You are not alone in your work, so please feel free to contact a BSM Connector.

What is a BSM Connector?

- A link to key DET personnel including your regional finance/HR/facilities team.
- An active listener.
- Non-judgemental friendly ear.
- Someone to ask advice

What a BSM Connector is not?

- A replacement for your regional Finance/HR/ Facilities Manager.
- A professional counsellor.
- A mediator.
- Able to give legal advice.
- Related to the recruitment and selection or performance and review processes.

Who could use the BSM Connect Service?

- Business Services Managers (particularly those that are newly appointed).
- Administration Officers who are in small schools
- BSMs and AO's who may need support

To see who are the BSM Connectors please go to the OnePortal Site

<http://oneportal.deta.qld.gov.au/Services/HumanResources/Schoolshr/supportiveschoolleadership/bsmconnect/Pages/default.aspx>

Greetings from Capricornia

As quickly as it began, 2010 has come and gone and I am sure we are all looking forward to a break and returning fresh to tackle the One School implementation.

As the newly elected President I would like to thank Sharon Duns and the Committee for their commitment to the Capricornia Branch. They have done a wonderful job and have set a precedence to live up to.

This year has been an interesting year with a lot of successful negotiations with our EB especially the JEMS review. I urge all BSMS and AOs to commit to doing a JEMS process to upgrade your position. It is important that we support the QPSU and the association and especially Sharon Abbott, who has worked tirelessly to get the

work we do recognised by Education Queensland and be paid appropriately.

At our AGM Sharon Duns mentioned that we need to look at getting all BSMS involved in teleconferences which has always been difficult due to the vast Capricornia area. I feel that it is important to bridge the isolation gap especially next year with all the changes to our systems. I hope to try and overcome this problem and would be happy to receive any suggestions you may have.

Next year we hope to run another Capricornia conference in Mackay, so look out for more information on this early in the New Year. Whilst State Conferences are a great source of information and fun, I feel the regional

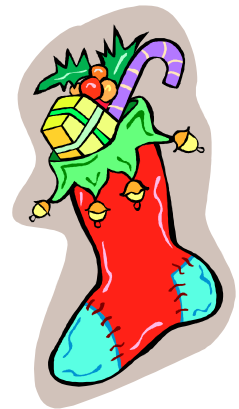
conferences are just as important as they give the opportunity for smaller schools to participate.

I wish everyone a safe and relaxing holiday, enjoy it now as I feel next year will certainly be challenging.

Helen Lord

President

Capricornia Branch



Greetings from Darling Downs

Well only a few short days left of Term 4 and an end to a huge and fast paced school year. I don't know what everyone else thinks but this year has flown for me and my school. The Term 4 local meeting was a very festive event. We decided to have a Christmas party lunch and Secret Santa presents on the day to ensure we finished our year off together in the festive spirit, well almost, it was end of October after all. At this meeting we acknowledged Elaine Fickling with a presentation gift of flowers for her Significant Achievement award that she received at the Townsville Conference. On that day Elaine was also given Life Membership of the SBMAQ during the course of the teleconference and later presented with a plaque for this achievement at a state management event. Congratulations and Thank you Elaine!

We have had a very busy year at this branch where in Term 1 we attended OneSchool and MyHR PD

days and in Term 2 we organised Bruce Sullivan to present at our annual one day seminar on the Pupil Free Day in July. In Term 3, approximately half of our branch members attended the Townsville conference and in this term we are all very busy finalising our preparation for the OneSchool introduction and training at our respective schools, as well as attending the asbestos training

We have already formed a conference committee and have tentatively planned on holding our conference on the 19-20th September 2011. More information will follow.

Please don't forget to get your membership form in to re-join again for 2011 – this is a great association with so much to offer each and every one of us!

Merry Christmas and I hope you all can have a well earned relaxed break before the next chapter of OneSchool unfolds.

Warm regards and best wishes

Linda Robinson

President



Greetings from Far North

Change Management, the fundamentals of how schools do business is ever changing and 2010 has been an exceptional year as a step forward in bringing school business into a global economy. We as BSM's play a vital role in school management. Personally I have enjoyed the challenges thrown at me I have never come to the end of the day and say I am bored.

Reflection on the past year:

28/10/09

Voted in a new executive management team:

Alister Ingram—President

Lesley Maykin-Vice President

Esme Pratt-Secretary

Dennise Swenson-Treasurer

Gloria Pyne-Branch Representative

Sharon Jones—Manager

Professional Learning Community

At our first meeting we talked of the BSM Connect program and roles and expectations and the acceptance into the positions of 16 across the state. 4 from our Region being Sharon Jones, Carolyn Chadwick, Karen Venuarto and myself.

Concerns were raised at this meeting about the HR selection process within the Region and opportunities to rise in the rank from AO3 to AO6. Individual Performance Plans matched to the

Capability and Leadership Framework Document, Jems Reviews, a topic to be the subject of much discussion over the year via the network and PD rolled out across the state.

17/3/10

One School, MyHR BEMIR started creeping into the conversations. We were at the start of our journey to Stage 3 of the roll out. Esme Pratt tenders her resignation as Secretary and Janelle Smith took on the job. Dennis Swenson had taken ill and was in hospital.

Discussions re an outlook loop for FNQ later set up by Sharon Jones a communication tool for us all. New website design by the state committee forever looking for new ways to communicate the main function of our network.

26/5/10

Mareeba was our destination, the change of venue from the coast was well received. Our journey into One School took on a new beat - Webinars. Change management really coming into play in that training was now not face to face so much but via hook ups on the internet. More information sharing in another format.

25/8/10

Narelle Morton replaced Dennis

as Treasurer as Dennis fought his own personal health battle. Continued roll out of OneSchool, MyHR and the selection of RLO's from the ranks of our BSM's. BEMIR (Sharleen Brosseuk-Regional Training Officer Asbestos Awareness & Education) and the dreaded WAAP.

Job upheavals for Allistair and his consequent resignation as President was a change we could do without and we all vibed our well wishes to Allistair. A well being PD was perhaps what we all needed to shift our mindsets into managing "change fatigue".

The State Conference in August was reported as a huge success, those travelling to Townsville shared their experiences.

Another year almost at a close, November will be huge month, final preparations for the roll over. Good luck to all schools with that.

On behalf of everyone I would like to thank all of our members for their sharing of knowledge and would like to encourage everyone to keep their lamps alight in 2011.

Kind regards
Lesley Maykin
Vice President
Far North Branch

Greetings from Metropolitan

Thanks to our Sponsors Konica Minolta and Taction we enjoyed our AGM and Meeting in style at the Colmslie Hotel at Morningside. The 2010 Committee was voted in again for 2011 and I thank the committee for their hard work in 2010 and look forward to working with them again in 2011. We also look forward to planning our Conference in August.

Glenys Brown - President

Linda Woodwood - Vice President

Fiona Winsor - Treasurer

Kris Myer - Secretary

Glenys Brown - Branch Rep

At our Meeting we had a Motivational Speaker, Velia Nicholls who presented STOP, REVIVE AND STAY ALIVE. Velia is an excellent speaker and motivator and had those present laughing in no time. This was the main purpose of the presentation. Term 4 has been very busy and a day out was needed to revive our sanity and put a smile back on our face. Velia captivated the audience and even had us all singing and playing instruments with our own BSM song - If only I had recorded them. At our meeting we sadly farewelled Shann

Stephens from Kenmore State High School who has been with the Department for over 30 years. Shann is now looking forward to spending some quality time with her husband and family. We all wish her the best. I know everyone is looking forward to having a well-deserved peaceful holiday so take care and have a Merry Christmas and a Happy New Year.

Warm Regards

Glenys Brown

President

Metropolitan Branch

Greetings from the Gold Coast

The end of 2010!! Did any of you see it coming so quickly? Looking back on my year I can't seem to comprehend all that has happened and how fast we have approached the finish line.

Gold Coast BSM Breakfasts continued each term this year, alternating venues between the northern and southern end of the branch – to accommodate our newly amalgamated schools to the region. These breakfasts are a good chance for many BSMs to reconnect with other BSMs who they may rarely see. They also provide valuable professional development and information sessions for members.

I would like to welcome our new executive branch committee:
Adam Ronald – President (RLO, substantiative at Mt Warren Pk SS)
Maragret Burrie – Vice President (Crestmead SS)
Marita Schrader – Treasurer (Bellevue Park SS)

Karen Anquetil – Branch Representative (Kingston College)
(We are still looking for a secretary – any nominations?)

With each of these committee members comes a long line of experience and dedication. I am looking forward to working with them for the development of the branch and the association. I would also like to thank and wish all the best to our outgoing executive – Cassie Goodwin (P), Jo Parker (VP), Ann St George (S), Carole Tschirpigg (T) and Gavin Hutson (BR). They have provided countless support to the branch throughout the year.

2011 will see another exciting Branch conference for AO2s & BSMs – planning of which will be starting very soon. Not to be outdone, is the rollout of OneSchool and MyHR, and the benefits that these new applications will have for all of us as managers.

With the bombardment of change that is upon us, many may be feeling angst and not looking forward to returning next year. I sympathise with you all, change is a natural part of life, and in most instances the positives about change, far outweigh the negatives.

'When you're finished changing, you're finished'
and

'People underestimate their capacity for change. There is never a right time to do a difficult thing. A leader's job is to help people have the vision of their potential.'

I would like to wish everyone a happy and safe holiday – you all deserve it!

Adam Ronald
President
Gold Coast Branch

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Greetings from the Northern

2010 has been a very busy and successful year for our Branch. In August this year we held the 2010 State Conference "Reef to Outback" in Townsville, and we incorporated the SBMAQ's 10th Birthday Celebrations. Everyone in our Branch was involved in the planning for over twelve months and it was great that many of our fellow members could attend from across the State. The theme of the conference was "Lead and Develop" which was very appropriate for our roles as Business Managers. I would like to especially thank all those involved in the planning.

Two of our Branch Members were nominated for the 2010 Significant Achievement Awards – Narelle Searston and Eva Foster. Whilst unsuccessful in their nominations it was great to recognise the many members that are involved in our Association and contribute to the SBMAQ success in their local areas.

Because of the organisation of the

State Conference, our Branch Meetings did not have a lot of Professional Development this year. In April we had over a 100 participants at the OneSchool/MyHR/EB workshops which were very well received and appreciated by a variety of staff. In May we had a few members attend a Toastmasters Course which provided skills for public speaking, welcoming speakers and giving a Vote of Thanks. And in July we ran a JEMS workshop for interested Administration Officers and Business Managers.

This year the Northern Region was involved in the Relief Cleaners Trial. This trial has proven very successful and assisted many schools with their relief arrangements.

Socially we try to attend social functions together and were fortunate enough to have two of our members from Mount Isa in Townsville so we had dinner together in April. We also had our Christmas Party at a local Thai

Restaurant.

It was with great pleasure that Jan Tyrrell, member of the Association for more than 10 years, was awarded the "Life Membership" Award this year. Whilst we still have to present Jan with her Award, our Branch really appreciated the work that Jan has done and continues to do for our Association. Jan served as Branch Treasurer for over 10 years, 3 years as the Northern Branch Representative and one of the Conference Organisers for the recent 2010 State Conference.

Northern Branch is excited about the next twelve months and look forward to supporting each other as we continue to grow in numbers and strength.

Sincerely

Eva Foster

President

Northern Branch



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Greetings from the Sunshine Coast

2010 – where did you go? It feels like it was just yesterday that I was writing my end of year article.

This year has definitely been an "interesting" one. Conference was fantastic and we are in the process of organising next years regional conference – hopefully to be held around August/September 2011. We will forward confirmation regarding dates and venues in Term 1 – but make sure you include it in your budget now!

We've also put down two tentative professional development days for Semester 1 2011, Friday 18 March and Friday 20 May. I need to emphasise that these are tentative dates and may change due departmental priorities next year.

Lately, there has been a significant amount of angst in regards to the changes we are currently, and about to experience. This is certainly understandable, considering the circumstances, and at times I have certainly felt overwhelmed. I thought I might share this article with you, taken from the website <http://www.motivational-inspirational-corner.com>.

"Negativity can only feed on negativity."

Elisabeth Kubler-Ross

You're smack dab in the middle of one of 'those' days. It's a day where things aren't going all that great, a day where problems are mounting up. It's a day where just about everything is going wrong... along with your mood. You feel lousy. You feel rotten. You feel irritated, agitated and downright cranky. You're not happy. You're not right. You're not you. You don't want to be

there, but 'there' is where you're at. Mired in a toxic mess, you start harbouring negative feelings. You start thinking negative thoughts. You start spewing negativity in all directions. And you stop having fun.

"Dwelling on the negative simply contributes to its power." Shirley MacLaine

There's nothing good about negativity. Negativity hinders productivity. It hampers effort. It hurts your overall health and welfare. And it harms your relationships with others. As if that isn't enough, negativity wastes time. It wastes energy. It wastes focus. It saps your strength. It siphons your drive get-up-and-go. And needlessly fritters away precious moments that you'll never get back. Negativity negatively affects virtually every aspect of your life. So why in the world would you waste even more minute stuck in a toxic funk?

"I let that negativity roll off me like water off a duck's back. If it's not positive, I didn't hear it."

George Foreman

The next time one of those days starts to show its face – and negativity starts to seep in – you need to take charge. Take charge of your environment. Take charge of your emotions. And take charge ASAP! **DON'T** give negativity a chance to set its hooks in you. You need to shake it off, cast it aside. Get rid of it. Eliminate it. Purge it. Flush it from your system once and for all. And go get your happiness back.

Anyone can be negative, pessimistic, a Debbie-downer. Please don't. Instead, why not choose to be positive; and I

mean positive from head to toe? Instead of letting life's negative moments get you down, why not adopt a super-duper, super revved up, super sensational positive approach to living? And adopt it with your whole heart.

Want a better life? A happier life? A richer and more fulfilling life? Then expect success. Expect to win. Expect abundance in every facet of your life. And get happy. Then get even happier. And make happiness your way of life.

The Bottom Line: Focus on the good – and you'll find it.

Have and well earned break, walk away and forget about OneSchool (just for a little while) and I look forward to seeing you all in the New Year.

Merry Christmas

Dianne Winthrop

President

SBMAQ - Sunshine Coast Branch



Greetings from Wide Bay

The end of the Year is near and what a year it has been for Wide Bay Members.

It only seems like yesterday that we saw the sunrise on 2010 and now we are not that far away from the sun setting on 2010 and bringing the dawn of a new year 2011. The year has gone so quickly.

In writing my last 2010 newsletter article I reflected on the branch for 2010.

By far, the highlight of the branch this year has been the feedback received by members on how good it is to have an allocated timeslot just for us in the agenda of the day. This time allows us to network and to talk openly about the issues we face in the role of Business Services Managers and it has been so productive.

Other key milestones that come to mind is a slow movement into regional governance groups as well as proactive movement with key regional staff with member suggestions and issues.

I love seeing our meetings in schools. The move to have as many meetings as possible in schools not only supports the schools and the students but allows us as a key group to be recognised by our Principals. "To be heard sometimes can be achieved by just being seen".

As a branch we discussed the strategies of what we do well

and what could be improved. Meeting attendance has been solid and I keep on saying to our members that the branch meetings are only as good as the members associated with attending".

Some great outcomes were determined in our branch workshops the:

- need to communicate and build on getting other members to attend.
- need to target quality PD and maybe look at PD outside of our meeting dates. (if this help form part of our Professional Development Framework).

Members created a Power Point which in brief looks at our Goals/Strategies. This is work in progress and more work will be done by members on this.

A low this year is that our great members from Kingaroy are now understandably going to Darling Downs region, but we will always keep our arms open for them to any of our meetings and professional development in the future.

What was achieved in 2010 could not have been achieved without the members and the Branch Executive – Damian White, Kacey Hannant, Nicki Kennedy and Karen Thompson. I thank my team for all of their support and guidance

throughout the year.

I also congratulate the Executive Team for 2011- Lisa Beu, Kacey Hannant and Chantelle Raspor.

Next year we will have conference and I ask all Wide Bay Members to start thinking about where we can have this and some themes.

In conclusion, I wish to thank every member of the association. The member contributions- in various forms, to the association and the camaraderie on such a large scale is what makes the association what it is today.

As always I ask everyone to take some time out for themselves, personally, I will be making some time for my family who I feel have suffered this year(s). I have no plans to go anywhere in particular and don't mind where I do go, just as long as I am with them. I wish you a fantastic break, a safe holiday and look forward to catching up in 2011.

Cheers

Matt

Matt Dunford

Wide Bay Branch President



**MERRY CHRISTMAS AND A
HAPPY NEW YEAR**

**Have you checked out the
SBMAQ BSM Team Site on OnePortal Yet?
If you don't have access please contact Ian Stoker
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change,
if it is in the right direction”**

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