



Take the Lead

President's Report

It's hard to believe another term has almost come and gone. So many of us will be relieved to have that well deserved break given the abnormal start to the year we have had. As a result of the devastating floods and cyclone, SBMAQ made a decision to support those BSMs and schools who have been affected. We offered both free membership to the BSM and for the school we waived any meeting expenses.

It has been another busy term for the association too. The management committee again got together for our 2 day planning workshop. Thank you to all the management committee for giving up their weekend to attend. This is an opportunity for the management committee to reflect on events of the past year and also set clear plans in place for 2011.

What we did achieve in 2010 are as follows:

- Review of school grants including carry forward figure from 2009 with breakdown of targeted, regional funds, sporting funds etc – Dennis Orr
- Changes to Branch Rep reporting to ensure that all branches have sufficient communication from management committee
- Review of constitution including election procedures
- Review of management committee structure
- JEMS Workshops
- Review of learning place and website – and amalgamate learning place into secure area of website
- BSM Significant Achievement Awards
- Calendar of events for all branches

Our plans for 2011 are as follows:

- Increase leadership capability for Business Services Managers by implementing mentoring program and focusing PD on Leadership capabilities

Increase sponsorship for 2011 by implementing a comprehensive business plan for SBMAQ including a revamped sponsorship policy

Introducing a BSM@ email address

Gather information from members regarding the running and the effectiveness of the association as seen by members by introducing an online survey

To develop a new criteria for the Business Services Manager Significant Achievement Award and to develop a Business Services Manager School Community Award and Criteria

Increase the involvement of members who have nominated for sub committee positions

Lodge a submission with the Federal education department regarding Federal Funding in Qld state schools

To have a fully funded SBMAQ state president working fulltime on SBMAQ initiatives and organize professional development for school support staff

Working closely with the QPSU to ensure successful JEMS evaluations for BSMs and Administration Officers and to have any upgrades funded by the department

To finalise the 2012 state conference venue and start planning

Raise SBMAQ's concerns regarding the inadequate bandwidth in schools

As a result of the last meeting of 2010, the management committee decided it was in the associations best interest to have 2 people trained as JEMS Evaluators. Both Denis Orr and myself had the opportunity to be trained in February. This training will be invaluable as we all lodge our evaluations over the next 12 months for review.

President's Report Continued

We are also finalizing the mentoring program with four submissions being sourced from various providers. We have a range of programs to choose from and we will make a decision on the facilitator over the coming months. At this stage given the changes to the OneSchool rollout this project probably won't be implemented until term 1 2012.

The QPSU and myself also had an opportunity to meet with ICPA—Isolated Children and Parents Association where we discussed the allocative model and the hardships in a one teacher school.

The management committee developed a survey which was based on the Federal Funding in Schools review. From that survey we wrote a response to the Emerging Issues paper. The survey will be available on our website in the members only section. Thank you to Ian for developing the survey.

Again in term 2 we are offering PD days for BSMs and

Administration Officers. These days are extremely popular with over 700 registrations received in the first 48 hours. A huge thank you to Christine Porter for handling the huge amount of registrations received.

We are also completing a review of our website so that we can get the most out of site. We have already started to use the website to advertise professional development which is being offered by branches as well as by the state.

Please don't forget to take the time to fill out our membership survey which is located on our teamsite. The information that is received will ensure SBMAQ continues to offer value for money for our members.

Our subcommittees are in full swing, with many of them being asked to provide feedback to the department on a range of initiatives including the HR subcommittee being involved in the MyHR network, the PD

subcommittee is providing feedback in regards to Smart Classrooms Education Support Worker Framework (ESWF) and the finance committee has been involved with the procurement branch. We are off to a busy but productive start to the new year.

It has been a long and sometimes difficult term so please take a well deserved break as next term many of us move closer to the implementation of OneSchool Release 3 and MyHR Workplace Health and Safety.

Enjoy your holidays with your family.

Happy Easter!

Sharon

Sharon Abbott

President

Upcoming Conferences across Qld and Australia

Branch Conferences 2011 Date Claimers

Sunshine Coast Branch Conference

20th & 21st June 20110

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

This summer has been a distracting and devastating season for many Queenslanders. Floods and cyclones have meant that many schools might benefit from an additional discounted ordering opportunity.

SDS

For this reason, SDS is going to run a second round of forward ordering discounts to help schools maximise savings and get back on their feet.

BACK TO SCHOOL

7.5% OFF
*EX GST
ORDERS UP TO \$5,000*

10% OFF
*EX GST
ORDERS \$5,000-\$10,000*

12.5% OFF
*EX GST
ORDERS \$10,000-\$20,000*

TERM 2

General Merchandise Orders

Open: March 7th 2011

Close: April 15th 2011

Delivery: from week commencing May 2nd 2011

Furniture Orders (catalogue furniture only)

Open: March 7th 2011

Close: April 15th 2011

Delivery: standard furniture delivery time frames apply

To begin your Back to School Term 2 Ordering simply

- Aggregate your order
- Visit sdsonline.qld.gov.au and compile your order
- Click Back To School & select the delivery week

*Excluding: Interactive Whites Boards & PPL Products which are already discounted



- Same discounting principles as "Back to School"

Aggregated orders **COST LESS** to deliver, so **YOU BENEFIT** with lowered costs.

- Same forward-ordering principle (order now, receive goods in Term 2)

Orders that are received well ahead of delivery allow us to plan and minimise freight, lowering our impact on the environment.

- Order and pay online and you get an **ADDITIONAL BENEFIT** of 1.5%

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SDS

Department of Public Works





Your day is full of challenges as you focus on keeping the school engine running smoothly and efficiently. Success takes more than a keen eye for detail and knowledge of school policies. It takes true leadership.

When was the last time you gave your leadership engine a tune up? The SBMAQ Leadership Strategy Forum will help you renew, re-energize, and rev up your leadership skills.

You can't afford to miss this targeted professional development opportunity. Here's why:

- You make crucial decisions
- You promote teamwork
- You recognise the importance of lifelong learning
- Content tailored just for you

Leadership Strategy

Forum

Date: 12th & 13th May 2011

Brisbane Technology Park Conference Centre

Brisbane Technology Park

1 Clunies Ross Court

Eight Mile Plains

Registrations close 29th April 2011

9:00am to 5:00pm

Registrations at 8:30am

Cost: \$200 if member of SBMAQ

\$240 for non-members

Morning Tea, Lunch and Afternoon Tea
provided

Please notify on registration if any dietary
requirements

Please refer to our website for more
information and registration forms

<http://sbmaq.com.au/professionaldevelopment.htm>

Update from Workforce Relations

Accumulated Day Off (ADO) Arrangements for Business Service Managers and School-Based Administrative Staff

Accumulated Day Off (ADO) arrangements apply to Business Service Managers and school based administrative staff and are contained within the *State Government Departments Certified Agreement 2009* (the Core Agreement).

Each relevant employee must have an ADO agreement each year to provide the ability to accrue sufficient ADO to cover leave during vacation periods and for work/life balance purposes whilst meeting the needs of the school and ensuring accrual of excessive leave balances is avoided.

The full Hours of Duty Arrangements, which encompass the ADO provisions for Business Services Managers, can be found in the Core Agreement at Appendix 7, clause 4.1. A brief summary has been provided below.

Some key points regarding ADO arrangements:

- ADO arrangements will operate on the basis of a 12 month cycle and are to commence from the start of each school year.
- ADO agreements must be recorded in writing and timesheets must be completed and signed.
- Employees may choose to access leave without pay to cover school vacation periods as required, rather than accruing ADO and subject to operational convenience.
- The maximum ADO balance at any one time must not be more than 12 days for full time employees – pro-rata for part time employees.
- Employees can access ADO throughout school terms, consistent with the Department's work-life balance policy and subject to operational convenience.
- If an employee is required to move schools their ADO balance moves with them.
- In most circumstances employees should have a zero balance at the beginning of each 12 month cycle, where employees have hours in surplus a procedure applies (see below).

End of Year Surplus Hours Procedure

By the end of term 3 the employee and principal will meet to review the ADO agreement and discuss access to the surplus hours to develop a plan to manage the surplus hours prior to summer vacation.

Where such hours have been applied for and refused prior to the summer vacation period, then the surplus hours will be either paid out to the employee at ordinary time rates of pay or carried over to the next 12 month period. In such circumstances, the decision to have the surplus hours paid out is solely at the discretion of the employee.

Where surplus hours are carried over, such hours must be exhausted within that period of 12 months.

Further Information

Business Services Managers should familiarise themselves with the full provisions in Appendix 7, clause 4.1 of the *State Government Departments Certified Agreement 2009* document, available on the Department's website (<http://deta.qld.gov.au/about/working/index.html>).

If seeking further clarification of these provisions, Business Services Managers should contact their Regional Human Resources unit in the first instance.

DET Identity Access Management Transitioning from SMS to OneSchool

Transitioning from SMS to OneSchool Release Three FAQ.

From 8 April the authoritative source for creating and maintaining student ICT network accounts will transition from SMS to OneSchool.

Q. Does this mean we no longer have to enter student records into SMS?

If OneSchool Release Three has been deployed to your school you will no longer need to enter student records into SMS. Instead, all student data must be entered directly into One School.

If OneSchool Release Three is not yet deployed to your school keep entering student records into SMS.

Q. How do I know if OneSchool Release Three has been deployed to my school?

Your school Principal and MIS administrator will be advised in advance of deployment. Two schools, MacGregor State High School and Glennie Heights State School are being transitioned first, followed by approximately 28 schools in May. Remaining schools will follow throughout the course of 2011.

Q. When OneSchool is the authoritative source for student accounts, if I enter student data into SMS, how is the information used?

Each night, One School receives SMS data from schools, converts the data and passes it onto Identity and Access Management (IAM).

Q. What will this change in terms of my day-to-day routine?

Administration staff will still enter student data into SMS or OneSchool in the same way and MIS Administrators will still receive updates for new and amended accounts in the existing manner.

Q. Will there be any new requirements around data standards in student records?

No. The existing data standards which apply to creating student records in SMS still apply in OneSchool. One School is making the data entry process more streamlined with its EQID search functionality.

Q. Will any student accounts be moved or changed?

We anticipate a seamless transition however; there will be a limited number of isolated incidents where student account details may be changed due to students having multiple records with inconsistent data. OneSchool and IAM are working together to ensure data issues are resolved prior to transitioning from SMS to OneSchool. Schools are being progressively contacted in order to minimise potential impacts.

Q. Will new accounts still be available overnight?

We anticipate no change from the current account creation timelines.

If you experience issues relating to the availability of student accounts, please call the One School Help desk on 1800680445 and provide specific details of the issue.

Corporate Reporting

Through our recent Regional visits we made mention of a current issue where users would often lose the menu structure within MyHR Corporate Reporting as you drill down. We are pleased to advise that this has now been rectified and should no longer be an issue when you drill through the menus.

MyHR releases for Term 2 include:

- Introduction of MyHR Workplace Health & Safety solution to schools, a simple online process for recording, reporting and managing WH&S incidents and hazards (aligning with OneSchool Release 3 deployments);
- The introduction of MyHR Self Service (anticipated availability from late in term 2) enabling all staff to view and update their personal details including biographical details, dependent details, Net Bank details, additional bank deductions and the ability to project leave online.
- Enhancements to the teacher transfer solution;

The Program will be conducting a series of regional information sessions from late April which will allow us to explain these enhancements in greater detail.

For more information feel free to:

- ☐ visit the MyHR on OnePortal
- ☐ e-mail the DET HRMIS team at dethrmis.humanres@deta.qld.gov.au or
- ☐ contact the MyHR Help Desk on 34048258 if you have any questions.

MyHR WH&S online learning and familiarisation sessions may also be accessed through OneChannel web conferences and on demand programs through [OneChannel](#)

MyHR Information Sessions happening near you!

28/04/2011	Harristown SHS 341-367 South Street Toowoomba 4350
29/04/2011	Chinchilla SHS 7 Tara Road Chinchilla 4413
4/05/2011	Emerald SHS Old Airport Drive Emerald 4720
6/05/2011	Heatley Secondary College Cnr Hanlon Street and Fulham Road Heatley 4814
17/05/2011	Gladstone SHS Dawson Highway Gladstone 4680
19/05/2011	Whitfield State School Cnr McManus and Marino Streets Whitfield 4870
20/05/2011	Whitfield State School Cnr McManus and Marino Streets Whitfield 4870
23/05/2011	ICT Learning Centre 3rd Floor ICT Bldg, Sunshine Coast Uni Sippy Downs 4556
27/05/2011	Redlands District Special School 51-53 Panorama Drive Thornlands 4164
3/06/2011	Spinifex Residential College 83 - 85 Transmission Street Mount Isa 4825
8/06/2011	Mackay SHS 105 Milton Street Mackay 4740
14/06/2011	Qld Academy of Health Sciences Edmund Rice Drive Southport 4215
16/06/2011	Bundaberg North SHS 9 Marks Street Bundaberg North 4670
17/06/2011	Maryborough Brolga Theatre 5 Walker Street Maryborough QLD 4650
11/07/2011	Rockhampton SHS Campbell Street Rockhampton 4700
18/07/2011	Woodcrest College 38 Nev Smith Drive Springfield 4300
19/07/2011	Warwick SHS Palmerin Street Warwick 4370
26/07/2011	Aviation High Widdop Street Clayfield 4011
27/07/2011	Mount Warren Park SS 125 Mount Warren Boulevard Mount Warren Park 4207
29/07/2011	Kingaroy SHS Toomey Street Kingaroy 4610
1/08/2011	Bundamba State Secondary College 15a Naomai Street Bundamba 4304
5/08/2011	MacGregor SS McCullough Street MacGregor 4109

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 available for use by all educational institutions. Since the Arrangement's commencement, a total of over 60,000 pieces of furniture have been delivered throughout the State, resulting in over \$7m worth of sales.

Why use the Arrangement?

The furniture under the Arrangement is designed to be **exciting, innovative, colourful** and agile to allow for flexible learning spaces and teaching methods.

This arrangement also offers **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.

Value for money to be 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](#) .

PURCHASING OF INDUSTRIAL TECHNOLOGY AND DESIGN EQUIPMENT IN SCHOOLS

DET has undertaken a Standing Offer Arrangement (SOA) process for the purchase of commonly procured static use ITD machines/equipment.

Why has the Department made the SOA mandatory?

The SOA has been established as a **mandatory list**, which means all schools **must** utilise DET 100664 - Industrial Machinery for Industrial Technology and Design (Manual Arts) use in Educational Facilities when purchasing of machines / equipment for ITD workshops. The SOA was undertaken to ensure health and safety risks are minimised with items introduced into ITD workshops having appropriate and robust safety features for the intended purpose.

What equipment is available through the SOA?

The Arrangement covers ITD machines / equipment which are typically static use (often hard wired) or that need to be fixed /secured for their safe operation. It includes items such as, metal & wood machining equipment; welding equipment etc. It does not include battery powered, portable electrical or hand tools.

What do I do if the equipment I wish to purchase is not available on the SOA?

Prior to the purchase of plant and equipment outside the DET SOA, schools need to demonstrate that a comprehensive and systematic approach has been followed. A document has been developed which is available on the website which schools are required to complete, have signed by their Principal and return to DET for their records.

Please use the [DET100664 Industrial Machinery for Industrial Technology and Design \(Manual Arts\) use in Educational Facilities](#) link to access the DET100664 Industrial Machinery for Industrial Technology and Design (Manual Arts) use in Educational Facilities Arrangement.

Update from Procurement continued

Travel Booking Through HRG Australia Update

We understand many people have had issues with the new HRG travel arrangements. In the hope of making some of the processes a little easier to understand we have created a series of flow charts which will take you step by step through the booking process. There are three separate flow charts for 'flights', 'car hire' and 'accommodation and other' bookings. These flowcharts were designed to be printable as A3 pages for your convenience. Additionally there is an overview flowchart of the entire processes.

<http://oneportal.deta.qld.gov.au/Services/HumanResources/Forms/Documents/A3SchoolBookingFlowChart.pdf>

<http://oneportal.deta.qld.gov.au/Services/HumanResources/Forms/Documents/SchoolsCarHireFlowChart.pdf>

<http://oneportal.deta.qld.gov.au/Services/HumanResources/Forms/Documents/A3SchoolBookingFlowChartv10.pdf>

<http://oneportal.deta.qld.gov.au/Services/HumanResources/Forms/Documents/SchoolBookingFlowChart.doc>

We would also like to inform you that the booking forms have been updated, and will continue to be updated on a regular basis to better align with your requirements. For this reason we ask that you delete any booking forms you may have saved on your hard drive and ensure you obtain the current form before you process any bookings. This will result in all the correct information going to HRG and will reduce turnaround times and errors in bookings.

The current booking forms and all other information pertaining to travel booking arrangements can be found at:

<http://oneportal.deta.qld.gov.au/Services/Finance/Travel/BookingProcedures/Pages/SchoolsusingHRGAustralia.aspx>

If you have any queries or concerns please contact:

Procurement.BusinessServicesCategory@deta.qld.gov.au.

All the latest procurement documents and updates can be found on our OnePortal site -

http://oneportal.deta.qld.gov.au/Services/Procurement_Purchasing/Pages/Default.aspx

The Corporate Procurement Branch can assist with procurement advice and support. If you require assistance please contact us via email:

Procurement.BusinessServicesCategory@deta.qld.gov.au or phone on 1300 366 612 or 1800 631 991 (toll free).

Update from Internal Audit on Control Self-Assessment in Schools

Our thanks to the SBMAQ Metropolitan Branch for your invitation to make our CSA presentation to your members at your meeting on 16 March 2011.

The feedback received from your members was very beneficial. The structure may not have been so well received. However, we are now in a better position to present in a more beneficial way when invited again by yourselves or your associates.

From information we received we were motivated to resend the logins and passwords to all schools on Friday 18 March 2011. We contacted all Regional Finance Managers and requested that they contact their Principals *and* Business Services Managers and/or Administrative Officers to advise them to look for this email sent to 'the.principal' mailboxes.

A number of schools are still requesting logins and passwords. There appears to be a problem with emails going to these mailboxes being forwarded to the appropriate staff in schools. This would need to be corrected at school level.

We appreciate this opportunity to contribute to your Newsletter.

Induction and Training (asbestos awareness and management)

Awareness and management training packages have been developed to assist in providing information to employees in workplaces where there is confirmed and/or presumed asbestos containing materials in DET facilities.

The "**asbestos awareness**" training package is a 30 minute overview delivered annually by your Building Manager (school Principal, Institute Director etc...) where the DET facility has confirmed and/or presumed asbestos containing materials. Additional information and presentations are available in the following link:

[Asbestos Awareness](#) - (30 minute presentation)

The "**asbestos management**" training package is a 4 hour training presentation developed with the aim of providing an understanding of the roles, responsibilities and processes in relation to asbestos management in DET facilities. Training will be provided by Regional and Institutes Facilities teams on a regular basis as required through induction programs and regional/institute forums held for staff. Additional information and presentations are available in the following link:

[Asbestos Management](#) - (4 hour presentation)



Seasonal Influenza Vaccination Program 2011

As part of the Department's ongoing commitment to health, safety and wellbeing, all schools, TAFEs and other DET workplaces are able to access influenza vaccination services via a preferred supplier arrangement with Medimobile Flu Services. The cost per vaccination is \$24.20 including GST. Registrations can be made now for 2011. Registration information is available on the following fact sheet. Further information regarding Influenza is available at the following website:

<http://education.qld.gov.au/health/healthpromotion/influenza.html>

Remember to Appoint a Principal Contractor

Schools need to formally appoint a Principal Contractor for: construction work exceeding \$80,000; asbestos removal; and demolition work. Some schools are not aware of this, and it leaves the school Principal exposed as the default "Principal Contractor" which is a position that carries very specific workplace health and safety obligations under the workplace health and safety legislation. A **Principal Contractor Fact Sheet** (<http://education.qld.gov.au/health/pdfs/healthsafety/appointment-of-principal-contractors.pdf>) has been developed to help explain the current requirements.

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Fire Safety Prevention in Schools

In this edition, Darryl Crosby (Program Manager - Fire Safety) provides some tips for schools in preventing fires. Darryl is the nominated Fire Safety Advisor for all DET facilities and is available to provide advice and support to schools and can be contacted on (07) 3237 1195.

Fire prevention should be a critical part of every school's emergency planning. But just what is 'fire prevention'?

Fire prevention can be defined as 'the precautions taken to avoid an outbreak of fire, reduce the potential for fire to spread and protect persons and property in the event of a fire'. Sounds great you say...but I have a lot to do and you can't stop all fires from happening anyway. Do I get a pay rise for doing this stuff?

As with all incident planning, the trick is to quietly slip the 'safe' into 'safe work' through everyday practices that take little, if any, time to implement and keep up to date. So let's explore how we can reduce your chance of fire and injury without raising any stress levels.

As discussed in a previous newsletter, the legal responsibility for maintaining fire installations on your site rests with the 'occupier' of the facility. As a BSM the delegation will no doubt filter down to you. Maintaining fire installations is the first step in good fire prevention. These installations can reduce the potential for fire to spread (for example fire alarms and detectors) and protect persons and property in the event of a fire (such as fire extinguishers and fire hydrants). Ensuring they are maintained properly is a breeze. Contractors show up regularly and usually let you know if they encounter any problems. Wow! You are already doing a lot towards fire prevention without any additional effort.

However, before you ask the boss for more pay; we probably need to justify it that little bit more. OK, firstly let's look at your security practices. Do you have procedures that work and are easily followed by staff? Do you regularly check? Great... this really is easy. Good security practices such as securing windows and doors and making sure alarms are turned on after hours can really reduce your chance of arson. Throw in an effective and well publicised School Watch program for your surrounding neighbours and you could be reaching for the boss's meeting diary and the latest jewellery catalogue in no time.

Hang on; let's look at your procedures for collecting and securing your rubbish. Research into NSW school arson fires showed that ignition of school materials was used in 56% of fires with 15% also using rubbish found on site. No worries you say, we keep our bins in a secure area at least 8 metres from any buildings. We regularly cull our accumulated waste and after hours we lock away bins from in, around and under buildings too. Great news! You are on your way to some new bling!!

Maintenance procedures come next. Electrical malfunction can be a major cause of school fires. Do you have a system for staff to report defective electrical items? Do you regularly get contractors in to change blown bulbs and check damaged wiring? Tick! Are your exhaust fans, hoods, filters and ducts cleaned regularly? Tick! With all this being done, I don't know why I thought this might be stressful.

Lastly, let's look at the safety culture in your school. Oops! Can I see a faint nervous tic? Why? Like you said at the beginning 'you can't stop all fires from happening anyway'. If managers think that way: why not everyone else?

In the United Kingdom, although after hour's school fires have decreased over the last few years, nearly 30% of arson fires now occur during school time. Children under 18 years are believed responsible for 97% of those fires with just over a quarter of those being set by children under the age of 7 years. The drift is similar in the USA and Europe also. Hopefully the trend will remain off shore. But while we continue to enjoy low fire statistics and an injury-free incident profile, the general attitude to fire safety will usually be low key. That's arguably OK as long as we also realise we get out of safety what we put in both in the short and long term.

Do staff at your school practice good housekeeping? Do deputy principals, heads of department and the like have regular procedures (and perform physical checks) to ensure chemicals and gas cylinders are correctly stored, accelerants are secured away and evacuation routes are clear?

Running extension cords along doors and windows or under carpet is a fire waiting to happen. Hanging combustible material from the ceiling or having more than 20% of classroom walls covered by papers, posters or fluffy artwork- ditto!

Are borrowed or seldom-used electrical items checked before and after use to ensure they are not showing signs of wear and tear or not overheating or giving off a burning smell? Are they allowed to cool down before being placed into cabinets after use? Are power switches turned off at the end of the day?

Does school staff remain with their food when it is bubbling in the microwave or on the stove each lunch break? Or is that a good time to do other things? Over 20% of commercial fires start in the kitchen...

I guess there will always be room for improvement. It is always hard doing something when you can't necessarily see the results. Fire safety is not easy to keep to the forefront of people's minds for that very reason. Leading by example is a great way to reinforce people's awareness and commitment to fire prevention. Who knows, it might be catching and that pay rise might still be on the horizon. We can all dream...

ADDRESSING THE NEEDS OF
INDIVIDUAL BUSINESS SERVICES
MANAGERS AND ADMINISTRATION
OFFICERS WHO MAY NEED SUPPORT

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

Welcome back, I am sure that Xmas break is just a dim memory as we have tackled the many duties in the daily life of a BSM in Term 1. I encourage everyone to keep a positive view of the transition into One School, I am sure that once it is implemented it will make our lives easier.

The committee have put out an expression of interest in holding a Capricornia Conference again this year. The response has been satisfactory so I am sure it will go ahead. The date set is for

October 17 & 18 and the Venue will be at the Sea Spray Resort in Emu Park. It is the same venue we had in 2009. A flyer will be posted on the Discussion List once the program has been finalised.

Our membership in this region is down from the previous years. I would like to ask that all BSM's in the Region talk to the schools in your area and encourage the BSM's to get behind the SBMAQ and join. The organisation is doing so much for BSM's with the JEMs review and BSM Connect. Just

being on the discussion list solves a multitude of problems and gives you a sense of belonging.

Have a safe and relaxing Easter Break. After a 12 week term I am sure we deserve it.

Helen Lord

President

Capricornia Branch

Greetings from Darling Downs

Term 1 has moved at a pretty fast pace this year beginning with a very wet January and according to records our region sustained the most damage to schools from flood and or rain. Unfortunately, Warwick East State School was flooded twice and has sustained the most damage. Leigh Hobson has kindly sent some photos in for publishing and as you can see it wasn't a great start to the school year for Warwick East. Those of us who have had flood damage have had the floor coverings replaced and orders for furniture and resources are in so life is just about back to normal.

We had our first meeting for the year at Toowoomba East State School where we welcomed two new members as well as members from Kingaroy and Nanango schools who have joined us this year. On meeting day there were 47 members in our region.

The conference committee is working on putting together a program for our conference on the 19-20th September in Toowoomba. It is in the early stages of planning and there will be information to come. If you

would like to visit our beautiful city during Carnival of Flowers week please watch out for the conference programme on the discussion list or e-mail me lrobi2@eq.edu.au.

This term has been an amazing event filled time not just in the school world but also the effects of the floods in various parts of Australia, Cyclone Yasi, earthquakes in New Zealand and the tsunami in Japan and other Pacific Island nations. To those of you who have been affected in some way through these natural disasters, on behalf of the members of our branch I extend our heartfelt sympathies to you. We live in interesting times.

Kind regards

Linda Robinson

President



Warwick East State School during the floods



Warwick East State School during the floods

Greetings from the Gold Coast

Leadership is the art of getting someone else to do something you want done because he wants to do it.

Dwight D. Eisenhower

Welcome back to another exciting year for Education Queensland. The Gold Coast has been fortunate enough to start off the year without the added pressures of floods or cyclone damage. Our thoughts and sincerities go out to all members affected by the floods and cyclones – both at their school and personally.

2011 will see many exciting professional developments for our members. Negotiations and consultations are underway for our Branch Conference – specific details are still being determined. If anyone would like to be a part of the conference committee, please contact me to express your interest. The SBMAQ has organized the Leadership Strategy Forum and many of our members

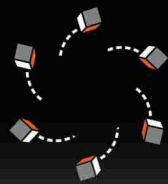
are participating – we can't wait for their feedback.

Our Term 1 Breakfast at Colonial Golf Course, Robina went spectacularly as expected. We had speakers from the Region as well as Phillip Prouten from OneSchool to disseminate some valuable information to our members.

With impending change and the increased stress and workload on school business managers, I would like to remind everyone to remember that work/life balance that is always being conveyed to us, don't get burned out even before the candle has been lit. There is always a helping hand around the corner, and your networks can be a

valuable tool for you to utilise with day to day obstructions.

Adam Ronald
Gold Coast Branch
President



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Greetings from Far North

Well this is a real drama year so far here in Far North Qld. We certainly started the year off with a big bang. We were almost blown away and then washed away. Schools in the Cassowary Coast are still trying to get their schools operating. We have endeavoured to support these schools in resources and staff from Cairns and surrounds are going down and supporting staff in the Tully area. Most BSMs were relieved that we weren't in the middle of a roll over to One School. Our first meeting was held on 16th March and was well attended by BSM's from Cairns, Tablelands and Innisfail areas.

Issues arising from our general meeting were:

- Hope to hold a conference in the North in Term 2 but are waiting on when One School is available to come north for a couple of days
- Concern over escalation of ADO's and Rec leave

with the changeover to One school.

- Concerns raised regarding the expectations of training self and staff
- Effects and costs of Commercial Wast Levy being charged by the Cairns Council in 2012

Our branch rep Jodette gave a very informative report on the 2 day management meeting that was the first weekend in March.

We ended off our meeting with a very lively and interesting PD workshop on Office Etiquette by Denise Bewert.

A couple of good sayings were:

- Say what you mean, Mean what you say, but don't be mean saying it
- Learn from the mistakes of others as you can't possibly live long enough to make them all.

Also when communicating 7%

is words spoken, 38% is tone of voice and 55% is body language.

That's about all the news from the Far North for Term 1.

Kind Regards

Gloria Pyne

Far North Branch

President

Greetings from Metropolitan

Our first meeting of the year was held at Broncos Leagues Club and was sponsored by Ricoh and Edsco. We had an attendance of 127 which was fabulous. Phillip Prouton from One School provided a question and answer session which was extremely valuable to the members.

Our other speakers for the day were Carolyn Hull from MyHR team who discussed the new Workplace Health and Safety package and David Grunwald, Regional Finance Manager, who held a question and answer session.

After a fabulous lunch we settled back to hear from Michael Martyn and Steve Weston from the Audit Session who introduced the "Audit-Control Self-Assessment for Schools".

At our Branch meeting we discussed the upcoming Conference to be held from 17-19 August at Cedar Creek Lodge. We all are looking forward to our "Christmas in August" theme. Word has it that Santa will be arriving on horseback.

Metropolitan currently has 155

members and we celebrated by acknowledging our first renewal for the year, Annette DeViers (Calamvale Special School), our 100th renewal, LeeAnne Gablonski (Aspley Special School) and our 150th renewal, Lynell Street from (Mitchelton Special School). A prize will be heading their way in the very near future.

Cheers

Glenys Brown

Metropolitan Branch

President

Greetings from the Northern

Once again the year has started off with a bang but even more so due to the destruction of Cyclone Yasi. Most of our schools closed due to the approaching Cyclone and afterwards for at least three days. Some members were evacuated from their homes. Whilst the worst damage was at Cardwell, Taylors Beach and Tully/Innisfail area, our schools in Ingham have also had a troublesome year. As the Mayor of Hinchinbrook Shire said, "Four Floods and a Cyclone". If you looked at how big Cyclone Yasi was on the maps, I don't think anyone believed that it could affect such a large area, especially travelling inland to towns to the west of us. Thankfully we were all safe but our hearts go out to all those who lost their homes and schools.

On a happier note, the Branch presented Jan Tyrrell with her SBMAQ Life Membership. Jan started with the Branch as Treasurer at the same time as we became an Association in 1990. She has also represented the Branch for two years as Branch Representative and helped organise the Northern Support Staff Conferences. Many of you will remember Jan as one of the Organisers for the last State Conference in Townsville. Whilst Jan has since become a Senior Finance Officer at the Northern Region, she still attends and supports the

Association. We were all very pleased to present her with her life membership at our Branch Meeting on Wednesday 16 March.

Our branch is currently organising our third Support Staff Conference for the Student Free Day on the 17 October. We have engaged Shayne Yates and Patricia Cameron-Hill to present as well as our Employee Advisor.

The Branch is excited about the opportunities provided by the SBMAQ ie The Leadership Strategy Forum and Mentoring Program. As a branch we will be paying the Registration Cost for our members to attend the Leadership Strategy Forum.

At our first Branch meeting for the year we had our Employee Advisor and Rehabilitation Office come and talk about the service they provide to schools and staff.

Hopefully 2011 will get better as the year progresses.

Sincerely

Eva Foster,

Northern Branch President



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Greetings from the Sunshine Coast

'Insane people are always sure that they are fine. It is only the sane people who are willing to admit that they are crazy', Nora Ephron, American film director, producer, screenwriter, novelist, journalist, author.

The Sunshine Coast and Wide Bay 2011 Conference is coming - June 20 and 21 at Noosa. We are very excited this year to have Wide Bay Branch join us and we are sure that this will enhance our essential communication networks. The conference committee decided to give this years conference the theme 'You need to be a little bit insane to keep your sanity'. I'm sure you will all agree that our type of work means that every day, a new (and sometimes exciting?) challenge is presented to us. Whilst this can be sometimes extremely frustrating, we need to develop our coping strategies, and sometimes 'let our hair down a bit'. To take ourselves too seriously just leads to increased stress levels, so lets try to adopt some strategies to ensure that we

can learn to laugh at ourselves, and the greatly varied situations we experience.

The aim of the conference is to not only help you develop your coping skills, but to listen to stories of some interesting individuals, and how they learnt to deal with their own challenges. Speaker Brenden Hall is someone who loves to swim. After contracting chicken pox, Brenden who is also hearing impaired, was forced to have his right leg amputated. In spite of this, he aims to hold many world records, and he will tell us how he overcame his own adversity to achieve his goals - a truly inspirational story. On day two, we are very lucky to have been able to engage Jamie Whincup as our main speaker. Jamie is not only a champion V8 driver, but he will discuss how he had a dream, and what he did to achieve it.

We will also ensure that you have time to let your hair down, refresh and continue to build on the important networks that are essential in our work.

I can also guarantee that our team building activity will ensure that you are challenged, and have a bit of fun!

On a serious note Greg Peach, Regional Director, North Coast Region, will be opening the conference and discussing the Region's goal "United in Our Pursuit of Excellence".

I have some had some people concerned with the timing of the conference and roll out of OneSchool. Please, however, be aware that the OneSchool rollout guide provides the opportunity to plan the activities required, so please feel free to discuss this with your RLO or myself. I am sure that we can ensure that your attendance at the conference won't clash with rollover of OneSchool.

Please make sure you return your registration form ASAP and if you have any questions, please feel to contact me at dwint27@eq.edu.au

Di Winthrop
Sunshine Coast Branch
President

Greetings from Wide Bay

Welcome to 2011 from the Wide Bay Branch. We have organised some exciting activities for our members this year.

We started our year with a new vibrant Executive and had the opportunity to outline our Goals and Aspirations for the branch in 2011. Change is happening in our area and we are excited to be able to join in with the Sunshine Coast branch this year for the 2011 Conference at Noosa. Being able to combine our branches will enable a wider network for our members as well as the opportunity to access learning opportunities that might not happen in this area.

As a Branch we are now able offer a variety of Professional Development sessions for our SBMAQ members and Administration staff in the Wide Bay.

We hope to spread this PD across the 4 terms and have themed each session with speakers tying into these themes. Not only will we be assisting school staff to embrace change in their work life, we hope to inspire and shape their personal outlooks and lives by having these sessions throughout 2011.

Part of our change will be to increase our sponsorship opportunities as meetings and PD days. Giving all members an opportunity to speak to suppliers and build firm relationships with local businesses that we support throughout the year.

Membership in Wide Bay is firm, even with the loss of our friends from Kinaroy to South Burnett. As you can see by our piccy, we are a happy lot! But our turn out for the first meeting was inspiring and helped us to generate some fun ways to get to know our members a little better. This is one of our goals for 2011, "Put the name to the face". One of these outcomes was that we realised we have quite a lot of BSM's who have over 25 to 30years experience, which says a lot about their staying power in the role of manager within their schools. This inspired us to ensure our networking days can be stronger due to the knowledge base within our area.

Members are anticipating the Oneschool rollout in 2011 and members were encouraged and supported by our RLO guest speaker Genelle Matthews who took us through some helpful information for when our own schools are preparing for this stage.

We have an exciting new OnePortal site for the Wide Bay Branch. This site will enable members to have discussions, post messages, access handouts, minutes and our yearly calendar of events.

Not only is this giving us Green Credentials, it is enabling our members to have quick access to the information they need as part of the branch. Our site address

is:

<http://team.oneportal.deta.qld.gov.au/sites/wbsbmaq/default.aspx>

As part of this site we are including a One Channel meeting area, where members can make a time and chat to each other in real time. This will also give our members access to the Executive, PD Committee and their peers to have discussion on issues that matter to them.

This could be a great way to help each other with the Oneschool rollout this year. Our RLO's will be able to access this channel and perhaps have chats to schools that are experiencing any issues with their rollouts or be able to answer questions relating to live data entry.

Our branch will be striding forward this year with change, enthusiasm and more personal growth. All these opportunities to become a better worker, better person and better mentor to our own staff will help encourage our members to increase our relevance within EQ by supporting JEMS and up-skilling our staff to take on these roles in the future.

Bring on 2011 Wide Bay is Ready for Change! :)

Matt Dunford
President SBMAQ Wide Bay



**Have you checked out the
SBMAQ BSM Team Site on OnePortal Yet?
If you don't have access please contact Ian Stoker
istok1@eq.edu.au**

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you can't change it — change the way
you think about it.”**

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**General Meeting
Term 2
1st June 2011
Venues to be
advised**