



# Take the Lead

## President's Report

Well another term has flown past in a blink of an eye. What a huge term it has been. There has been so many things that the association has been working on and we know that many of us have been preparing for the next stage of the OneSchool rollout.

The management committee have finalized our venue for our State Conference in 2012. Next year our conference will be held at Jupiters Casino on the Gold Coast. The venue will be fantastic and it gives us the opportunity to cater for more members to attend. We also now have the capacity to have sponsor booths, which will be great for both the sponsors and the delegates. More details about the conference will be available in the coming months but please look at blocking out your calendar for the 15th, 16th, and 17th August 2012.

In May, we held our very first Leadership Forum at the Brisbane Technology Park Conference Centre. This was a concept that we had not tried before and we saw 170 BSMs all converge at Eight Mile Plains. Steve Francis facilitated the 2 days and kept us all engaged. The feedback from the forum was exceptional and this will be something that we continue to do in the future.

On the 20th and 21st of June I had the pleasure of attending the Sunshine Coast Branch Conference which was a huge success. My congratulations to Di Winthrop and her conference committee, who did an exceptional job of organizing relevant professional development and also ensured everyone had a great time! Thanks Di for including me in your conference.

Term 2 has been a very busy term. Both the MyHR team and the OneSchool team have been traveling around the state with me presenting at our Professional Development days for BSMs and Administration Staff. Again these days have been extremely popular and so far we

have had over 1750 people register. The information that both programs have shared have been extremely beneficial to everyone who has attended. If you haven't attended one of these sessions, it is a great opportunity to gain much needed knowledge about both MyHR and OneSchool. We still have places available for many of the sessions in the South East Corner and also in Longreach. Again, I wanted to acknowledge the work of Christine Porter our treasurer, who has taken all the registrations for the PD Days. I also wanted to acknowledge the BSMs who have opened their schools up for us to use their facilities and ensured every one of the days has been a huge success.

As a part of these days, the association has also been offering free JEMS brainstorming workshop which run after the PD days from 3:30pm to 5:30pm. These sessions are a great way to help you interpret the questionnaire and make it easier to complete. If you are interested in attending please just email me your preferences.

The PD sub committee have provided feedback to the Information and Technology branch in regards to a pilot online program for Teacher Aides. The Education Support Framework is being developed to provide:

- individual mentoring with a teacher working towards or holding a Digital Pedagogy Licence;
- colleagues from the same school, cluster or district participating in face to face workshops; or
- an online course mentored by a Digital Pedagogy Licence accredited facilitator

Kerri Wright then attended a full day brainstorming workshop with various stakeholders to discuss the initial project.

As a result of feedback from the

# President's Report Continued

branches we will trial the possibility of having our guest speakers at our teleconference ringing in remotely. This was tried at our last general meeting and worked extremely well.

As part of my role as a QPSU council delegate, I have had the opportunity, along with other BSM and Administration Officer QPSU representatives to be a part of the OneSchool Readiness Stakeholders Reference Group. This committee has been developed by the QPSU and the department to ensure the rollout of OneSchool is a relatively smooth process for schools. It is imperative that if there are things that you believe could be enhanced, please feel free to raise them with your RLO or your council delegates.

The QPSU has also been working extremely hard in regards to an EB commitment for a classification freeze for all BSM positions and Administration Officer positions which were frozen up to the beginning of semester 2. At the end of last term an email was sent out to the discussion list asking who had been asked to relocate to another school due to a drop in enrolments. It is extremely pleasing to report, through negotiations that have taken place between the QPSU and the department the classification freeze has been extended until the end of semester 2. This will ensure as we all rollover to OneSchool that there is minimal disruption to schools during this process.

*As quoted by Workforce Relations:*

*The Department intends to proceed with the Gains and Losses process on the following*

*basis: BSM and AO2 administrative positions/classifications will be maintained for a further six months except (1) where Regions have to date made a decision to relocate an affected employee and that employee is happy to relocate and (2) both the Region and school are confident of the affected school's capacity to participate in the roll-out of OneSchool Release Three"*

There has also been some developments in regards to the JEMS evaluations that have been lodged. As a result of the QPSU negotiations, we have established a JEMS review steering committee. This has been developed to oversee both the reviews as part of the joint communiqué and also any reviews received which have been received outside of the communiqué. The QPSU have highlighted the inequity these delays are causing to those positions who may be upgraded. As a result the department has agreed that those schools who replied to an email to advise they had lodged an application and these positions are deemed to be at a higher classification level and the school agrees to fund these positions, back pay dating back to the 1st July will be available. The schools listed in the Joint Communiqué will also receive back pay from the 1st July if they are deemed to be a higher classification.

If people have not notified the QPSU that they have lodged a JEMS questionnaire they need to do so and if they are union members the QPSU will pursue the process of their evaluations. Whilst the QPSU cannot guarantee a successful outcome on your classification review, we can ensure the

evaluations are monitored and do occur in a timely fashion.

Over the coming weeks, I have various meetings to attend including a regular catch up with the Principals' Associations and also an initial meeting with Workforce Capability and Performance to discuss a variety of initiatives on which we are working together including our upcoming mentoring program.

I have now finished my role with the OneSchool team but my contract has been extended with MyHR until the end of 2011. My time with OneSchool has been extremely rewarding and I thank Rob Pearce Executive Director and the OneSchool team for giving me the opportunity to be apart of the rollout.

Fulfilling my roles with both MyHR and OneSchool has highlighted the need to have an advocate for School Support staff working closely with the department. This role has given me opportunities that would never have been able to eventuate if I had been working in my school. I believe there is a need to have a fulltime president's position in the future for SBMAQ to continue to have a voice for school support staff within the department. The management committee will be pursuing this proposition in the future.

Again we have continued to grow as an association. Our membership is now at 557, which is fantastic.

I hope that the beginning of term 3 goes smoothly for you all. I wish those rolling over to OneSchool huge success. Remember you aren't alone and there are many avenues for support to help you.

Kind regards

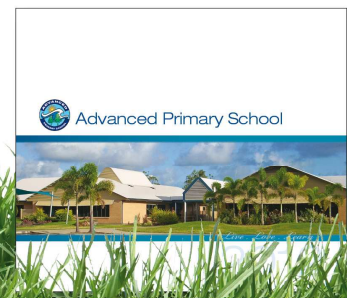
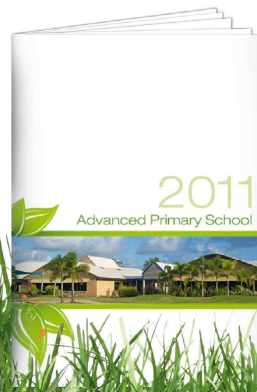
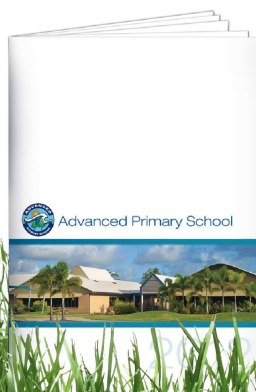
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# Update from Workforce Relations

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## **Hepatitis A & B vaccinations: Schools Officers, School Cleaners, Teacher Aides**

Under current employment conditions, Schools Officers and School Cleaners are eligible for vaccination for Hepatitis A and B. The costs associated with vaccination are funded by the school. Other departmental staff, including Teacher Aides, may be eligible for employer-funded vaccinations for Hepatitis A and B if they are considered as being "at risk" of contracting these diseases. Information about "at risk" staff groups is provided in the [infection control guideline](#) (pages 6&7).

DET is committed to implementing [HLS-PR-004 Infection Control and Management of Prescribed Contagious Conditions](#). Principals are encouraged to ensure eligible staff have access to vaccinations.

### **Hepatitis A**

Hepatitis A is a viral disease that affects the liver. It is spread by direct contact or by touching items that have been handled by, and contaminated with faeces from, an infected person. These can include food, drinks and other objects.

### **Hepatitis B**

Hepatitis B is a virus that causes inflammation of the liver. Hepatitis B is found in body fluids including blood. Hepatitis B is one of the diseases immediately investigated following accidental exposure to such things as needle stick injuries.

### **Vaccination:**

Hepatitis A and B are preventable diseases and effective vaccines are available to protect people against each of these viruses.

Hepatitis A vaccination consists of two injections administered over 6 to 12 months.

Hepatitis B vaccination consists of three injections over a period of approximately 7 months.

Combination Hepatitis A/Hepatitis B vaccination is recommended for those at risk of exposure to both diseases.

### **Costs of Vaccination:**

Currently, there is no preferred supplier for Hepatitis A or B vaccinations and prices will vary from location to location.

Schools are encouraged to make a number of enquiries and seek the best price available and most convenient process for vaccinating staff. Please note that such vaccinations are funded by the school (this may include the doctor consultation).

For information regarding the industrial entitlements for Schools Officers, Cleaners or "at risk staff" please contact your Regional Human Resources unit.

Please contact your [Regional Senior Health and Safety Consultant](#) if you are seeking further information on accessing vaccine providers.

<http://education.qld.gov.au/health/contacts/hscontacts.html>

Infection Control Guideline:

[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)

## "A NEW WAY OF RECORDING WORKPLACE INCIDENTS AND HAZARDS IN SCHOOLS"

MyHR Workplace Health and Safety Release 1 has now been deployed to a total of 616 schools in conjunction with the deployment of OneSchool Release Three. MyHR WH&S provides a simple online process for recording, reporting and managing WH&S incidents and hazards, replacing the current SMS functionality.

The MyHR team in conjunction with your regional Organisational Health staff, will work with schools to provide support opportunities to suit needs.

### Important Features:

Workplace incidents and hazards will be recorded directly into the MyHR WH&S solution for staff, students and other people who are present in each school.

Once an incident or hazard is recorded in MyHR WH&S, email alert notifications are automatically sent through to the Principal or Supervisor and other WH&S for action.

To access the **MyHR WH&S solution** go to <https://myhr-whs.deta.qld.gov.au> or OnePortal Quick Links.

Training and support materials currently available include:

Tutorials specifically focusing on aspects of the MyHR WH&S Solution including the Location Administration are now available through:

The link: <https://staff.learningplace.eq.edu.au/OneChannel/Pages/MyHR.aspx> or OneChannel MyHR 'On Demand' programs"

Tutorials typically play for 5 minutes and are a great resource for staff meetings or self paced learning.

Alternatively, Support Guides and Quick Reference Guides for Managers and Employees are available in the **MyHR WH&S online training and support resources which can be accessed through:**

The link: [MyHR Training and Support](#) or

- OnePortal "Quick links" (OnePortal >Quick links>MyHR>MyHR Training and Support Resources>MyHR WH&S)
- MyHR WH&S Online Learning and Familiarisation sessions may be accessed through OneChannel web conferences and on demand programs through [OneChannel](#) or through
- OnePortal "Quick links" (OnePortal >Quick links>OneChannel)

All schools who have received the July 2011 deployment of MyHR WH&S have been invited to attend a web conference specifically facilitated to provide support at alternative times during the week beginning Monday 18 July. Staff members involved in managing aspects of health and safety at the school are encouraged to attend.

For more information:

- visit the [MyHR workplace health and safety page on OnePortal](#)
- contact the MyHR HelpDesk on 34048258
- Email [MyHRHelpDesk@deta.qld.gov.au](mailto:MyHRHelpDesk@deta.qld.gov.au)

### Corporate Reporting

During our recent Regional visits we have included some tips on printing reports from the Corporate Reporting solution. Support materials for this are available via the [Corporate Reporting Training and Support Materials](#) (How to export files) and [Frequently Asked Questions](#) (How do I print a report to fit one page width?)

If you are looking to obtain access to the Corporate Reporting solution the [Corporate Reporting Training and Support Materials](#) (Request User Access) may be of assistance to your Principal in providing you with this access.



# Update from Procurement

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## New Government Contract Disclosure Policy

### Introduction

The Queensland Government has introduced a new contract disclosure policy which departments are to implement by 1 July 2011. The policy requirements are a result of recommendations made in the *Response to Integrity and Accountability in Queensland* report.

The policy requires departments to report basic details on reporting reportable contracts (as defined by the [Queensland Government Chief Procurement Office guidelines](#)) valued at \$10,000 and over GST inclusive on the Queensland Government Chief Procurement Office (QGCPO) website within 60 days of awarding the contract.

For reportable contracts (which include written and verbal contracts, purchase orders, corporate card transactions and direct invoices) valued at \$10,000 and over GST inclusive agencies are to report the following:

- name and address of agency procuring the goods or services
- description of the goods or services
- date of award or contract date
- value of contract / purchase order / direct invoice
- name and address of the supplier
- procurement method used

Further details on what contracts need to be reported and those contracts that are excluded from the reporting requirements are provided on the department's [contract disclosure website](#).

### Implications for Schools

Schools will be required to meet these new obligations by reporting reportable contracts to the Corporate Procurement Branch on a monthly basis via a simple Excel spreadsheet.

Each month schools will be required to review all purchase order and direct payment transactions valued at \$10,000 GST inclusive (\$9090.90 GST exclusive) and over and complete a template spreadsheet with information required under the policy. Completed spreadsheets will need to be submitted via email to Corporate Procurement Branch (CPB) by the 10<sup>th</sup> day of each month. Nil responses will not be required.

CPB will consolidate these returns and organise for the department's relevant procurement details to be published on the QGCPO website.

### Implementation Arrangements

Although the department is implementing the new arrangements from 1 July 2011, the first monthly report from business units is not due until 10<sup>th</sup> August 2011 (for transactions undertaken during the month of July 2011). Contracts awarded before 1 July 2011 do not need to be reported, however variations made after 1 July 2011 to contracts awarded before that date may need to be reported if they meet certain requirements..

To support the introduction of this new policy requirement CPB has established a website which links to the Government's Contract Disclosure Guidelines and provides local instructions and processes to support monthly reporting processes. The website also includes specific reports that have been developed to be downloaded from SMS and One School to streamline the process and minimise the workload for schools.

### Further Information

Further information on the Government's new contract disclosure requirements and local instructions and processes are available at the department's [contract disclosure website](#).

Enquiries can also be made via email [Contract.Disclosure@deta.qld.gov.au](mailto:Contract.Disclosure@deta.qld.gov.au) or by contacting:

- Sasha Tranberg on 323 54131
- Jamal Leaf-Milham on 340 53527

# Update from Procurement continued

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## Travel arrangements through HRG

Please be advised that the HRG travel 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 please 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 been experiencing any issues with the HRG travel arrangement, or wish to raise any concerns, please contact us at [Procurement.BusinessServicesCategory@deta.qld.gov.au](mailto:Procurement.BusinessServicesCategory@deta.qld.gov.au).

## Asbestos Awareness

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### Asbestos Awareness - Presentation to staff in schools and P&C Associations

#### Overview

The 30 minute "Asbestos Awareness" audio presentation was made available electronically in January 2011 on the departmental Asbestos Management in DET Facilities web page.

All Building Managers (i.e. School Principals) at DET owned facilities where presumed or confirmed asbestos is located are responsible for presenting the 30 minute asbestos awareness presentation to all staff and P&C Associations. Link to training package below;

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

#### When

Initial presentations to all staff and P&Cs should now have been completed and a copy of attendance registers maintained at the facility for review by internal audit. Building Managers who have not yet scheduled this presentation should do so as soon as possible. Following delivery of the initial presentation, these sessions are to be provided annually.

#### Benefits

All attendees will obtain a greater understanding of the requirements for management of asbestos containing materials in DET facilities including;

What is Asbestos – including a video pod-cast by Associate Professor Dr Keith Adam

Overview of the Asbestos Management Policy FCM-PR-003 and Asbestos Management Plan, covering

The responsibilities of key personnel

- Work Area Access Permits (WAAPs)
- Site Identification requirements for Service Providers
- Concerns or disturbance of building materials - What to do
- Not to undertake work without proper approval and not to work on ACMs
- Staff, students or visitors are not to be in, or enter a room or designated area when refurbishment, construction, maintenance or installation (e.g. IT cabling) works is being undertaken
- Who is on your Asbestos Management Team

Links to additional useful information

<http://education.qld.gov.au/asbestos/asbestos-awareness-presentation.html>

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# Trial Schools Officer Network

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The purpose of the Trial Networks and Coordinators is to offer both High schools and Primary schools savings, by purchasing In bulk for schools Officers, completing projects and by doing skills audits of schools officers to help with those projects. Karl Peeters and Sue Johnston are looking after twenty schools (ten each) and they are in both the North and South Sunshine Coast Districts, our furthest north school is Federal SS and our furthest south school is Humpybong SS.

## Purchasing audit

Schools officers have a budget that is made up of consumables, meaning most of what they use they buy in small quantities and often for themselves. We are hoping to buy for the twenty schools that are in our trial therefore lowering the cost of consumables that schools officers buy, consumables may include PPE (shirts, boots, gloves, masks, glasses), herbicide, oils, grease, florescent tubes, line marking paint, the list goes on.

## Project audit

The project audits are jobs that often come out of your MAR report, jobs that have already been quoted on and jobs that you can ask your Schools Officers to do as part of their work. These projects will often take your SO either a long time to do as he has no one to help or are better done with two or three people, the proper equipment and perhaps qualified personnel are also needed. One of our recent projects was at Peachester State School, where the SO from that school, myself, Karl and two other SO's from other schools with their tractors and chainsaws arrived to cut and remove six large trees from Peachester SS fence line. Three SO's had chainsaw licenses and two had tractor and bucket licenses. The SO from Peachester SS in return now goes to help complete a project at the schools that donated their equipment and personnel for the day. The quoted price for the project at Peachester was \$4375.80 and we completed the project for \$412.00, we saved the school close to \$4000.00 simply by supplying and coordinating workmen and equipment that the school had no access to before. We also have a number of projects waiting to be completed at other schools. We also supply work method statements, risk assessments and quotes for all projects.

## Skills audit

Our skills audit is completed by Schools Officers in the trial schools to ascertain what skills or trades they have that could be of benefit to a project taking place at another school. We are then able to ask for that schools officer to help complete a project at another school that needs his/her expertise and of course work is then reciprocated. If one schools has equipment that could be used in a project that another school does not have, requests are made for the use of

## Upcoming Conferences across Qld and Australia

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### 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**

### State Conferences 2011 Date Claimers

**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**

# Fire Safety Prevention in Schools

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*In this edition, Darryl Crosby (Program Manager - Fire Safety) discusses an evacuation of the Administration Block. 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.*

There is a saying attributed to Robert Fulghum the great American writer and philosopher that says 'If you break your neck, if you have nothing to eat, if your house is on fire, then you got a problem. Everything else is inconvenience'. I also think you can scratch the word house and insert school.

A fire in a school (and subsequent evacuation during the fire alarm) can quickly turn a good day into a really bad one. The fact we don't have too many real fires (or evacuations) during school hours is a double-edged sword- it's great that we hardly ever face them but it can be stressful when it does happen because we often struggle to remember to follow all those procedures that we don't use a lot. Thank goodness for regular fire drills, written plans and prescription medication!

When an alarm is raised, the first thing to do is say a small prayer to St Thomas the patron saint of public servants that the alarm is false. At some workplaces, some may prefer to direct their prayers to Saint Dymphna who looks after the mentally ill- your choice. However, considering what you got up to the previous weekend, your prayer may not be well received anyway so chances are the alarm is probably real!

Normally when an alarm is activated, you and your team will be up to your collective elbows in crisis management. Your fire and evacuation plan tends to simply say things like...'the fire service will be notified and a search of the area undertaken'. Your training procedures should be more specific and state what information is to be given to the fire service and what area you will search; but the 'reality' is that circumstances are not always foreseeable.

Stress levels rise when someone does something incorrectly (like pressing the alarm button for 'lockdown' and not for 'fire?') so knowing and practicing what to do beforehand and having checks in place for the important things can really help. In a real fire your time is limited so you better know your stuff!

As a BSM your duties invariably revolve around managing communications (e.g. alarm notification to the fire service), assisting the principal to take control of the situation or assisting in the search of the administration block (and other places) to ensure everyone has evacuated; or a mixture of some or all of these.

Regardless of your role and responsibilities, do you have a process in place for identifying visitors or staff members in the school at any given time? Who takes control of the visitor and relief staff logs and takes them to the assembly area?

Don't forget to check the 'time out' room. You'd hate to leave any little darling sitting in there! What about the student with the badly sprained ankle who is hanging grimly onto the ice pack in the sick room and tells you they can only walk in 'great agony'? Does someone have the role of assisting him/her or do you wing it at the time? When a crisis happens, Mr Murphy is always close by and he's invariably good friends with the student's parents.

Do you leave the admin block insecure or do you lock it as you leave? Admin staff usually all leave by the one door for safety. Options to change the procedures may be limited at the time.

What about the security of monies held in the office? Do you have a process to lock it away before leaving? How about the drug cabinet? Always locked? Do you need to take critical student medication with you as you evacuate? Confidential files: do you or the DP or the principal have any out on the desk during the course of the day? Is it a practice to secure these files when an alarm sounds? Would you have time to do all this? Does it really matter?

If the fire is in or near the admin block you may not be able to re-enter the building for some time not to mention the smoke and water damage to everything! So how you manage an evacuation may

## Fire Safety Prevention in Schools continued

inevitably be important.

Because we do so many fire drills each year, we tend to focus only on student safety and think our problems end at the headcount on the oval. Safety is certainly the prime factor to manage at the time but in the bigger picture you have a pivotal role to play well before and after the event.

The ability to do the best for your community is dependant on getting everything back to normal as quickly as possible after a tragedy. This process is business continuity (or disaster management if you prefer) planning. However business continuity is not something only implemented at the time of a disaster; business continuity refers to those activities performed daily to maintain service, consistency, and recoverability.

Business continuity is not only something that suddenly appears from regional or central office or off the back of a Q Build Ute. It is a carefully considered and tested self-management system that doesn't rely only on outside assistance to organise and manage but can still quickly identify and efficiently use the resources that will invariably flow after any disaster.

It requires consideration about what needs to be done should a real fire (or any disaster) happen. It therefore requires some hard decisions related to what is sensitive material and what isn't. It will require good risk management, good security management, good back-up management, and the ability to analyse the likely effects of disasters on your business model. Lastly it requires a high degree of buy in from the organisation (especially management) to make it work.



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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 Darling Downs

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Where has the time gone? I am sure those of you who are rolling over to OneSchool are saying that. I hope it is a successful process for you. As for my school's rollover to OneSchool, I wait, watch and learn until September along with many other BSMs.

The Darling Downs branch members journeyed out to Pittsworth State School this term for our meeting. We all enjoyed the crisp early winter weather and a drive in the country. Thank you Kylie. The Kingaroy area members of our branch held their meeting locally.

Darryl Crosby, Program

Manager – Fire Safety came to our meeting to share with us information about the fire evacuation maps that are now required to be in place at our schools.

Our conference committee is continuing to organise our "Blossoms on the Range" Darling Downs & South West Qld Conference to be held on the 19-20<sup>th</sup> September, in Toowoomba, which is during the Carnival of Flowers week. If you are interested please do not hesitate to contact either myself [lrobi2@eq.edu.au](mailto:lrobi2@eq.edu.au) or Wendy McKeen [wmcke1@eq.edu.au](mailto:wmcke1@eq.edu.au).

I hope everyone who could

has had a well earned rest and break and those who were busy implementing OneSchool over the holidays, I hope it was successful for you.

Warm regards

Linda Robinson

## Greetings from Metropolitan

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Our Term 2 meeting was held at the Corporate Express Headquarters and we were pampered with sample bags and lucky door prizes.

Our presenters for the afternoon included Raelene Joyce who presented a "BEMIR Facts and Fallacies" session and provided many (many) answers to our questions. It was a good opportunity to clarify a number of issues.

Also we had the Metropolitan HR Team including Michael Middis (Manager), Gayle

Stevens (Non-Teaching) and Juanita Fischer (Teaching) who were able to provide HR Updates and answer our many questions.

It was an afternoon of questions, questions, questions and thankfully lots of good answers. A good opportunity to network with the 35 members who attended. Discussions were held about the upcoming Conference in August. "Christmas in August" is our theme and the Sponsors are all busy trying to come up

with Christmassy Promotion ideas. We currently have 52 attending which is excellent. I hope you all had a restful break over the holidays.

Kind regards

Glenys Brown

President

Metropolitan Branch

### DATE CLAIMER

## SCHOOL BUSINESS MANAGERS' ASSOCIATION QLD

### 2012 STATE CONFERENCE

### JUPITERS CASINO GOLD COAST

### 15TH, 16TH AND 17TH AUGUST 2012

## Greetings from the North

We had eleven members attend the SBMAQ Leadership Forum and the branch agreed to pay for their registration costs to attend. All members believed that the Forum was a great opportunity to focus on ourselves and the leadership role that we play in our responsibilities as Business Manager. As a result we are looking at commencing a Professional Reading Club so that we can continue to improve our work performance.

At our June meeting we invited our Human Resource Manager, Christine Butler-Smith to attend to discuss some of our issues and also about implementing a data-base of interest to relieve. As a result of this meeting it was agreed that the Region and Northern

SBMAQ would commence an Expression of Interest to relieve for Administration Officers and Business Managers.

We were really fortunate to have the MyHR team and representatives from OneSchool hold a PD day at Heatley Secondary College. This PD was very well attended. Everyone who was present thought the PD was extremely informative and a great day was had by all. The information at the OneSchool session gave us relevant tips and tricks on how to use the help material, how to add quick links and short-cuts to your homepage and also explained product codes and revenue codes.

MyHR gave us an insight into what is changing in the HR

space, with the implementation of Employee Self Service, the TRACER replacement system and the WH&S system. Everyone agreed how important these days are to keep admin staff and BSMS up to date with upcoming changes to our day to day tasks.

I hope you all had a great break!

Sincerely

Eva Foster,  
Northern Branch President



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# Greetings from the Sunshine Coast

This year, the Sunshine Coast and Wide Bay branches joined together to deliver the 2011 branch conference. The conference was held on 20<sup>th</sup> and 21<sup>st</sup> of June at Noosa, and a very successful conference it was. The theme of the conference was 'You need to be a little insane to keep your sanity', and we challenged the delegates to break free from their comfort zone, act a little crazy, and presented them with speakers who had been 'a little crazy' to achieve their ambitions.

First up, Bevan Brennan, Executive Principal Chancellor State College, opened the conference on behalf of the Regional Director Greg Peach. He delivered a presentation that outlined the direction of the North Coast Region, and it was encouraging that the BSMs had been recognised as an important part of the regional strategic direction, and included in many new initiatives.

After a short break, the delegates were challenged to act a little crazy! They were presented with an energetic demonstration from the African Tribal Group TeamBeat, and then encouraged (maybe a little reluctantly at first), to dance, sing and drum out a very rhythmic

welcoming song. It was a truly amazing, even if only briefly, to experience another culture, and embrace the challenge of communicating through drums and dance.

The day ended on a beautiful note with a presentation from Paralympian Brendan Hall. Brendan lost his leg and hearing after contracting chicken pox as a small child. It was fascinating to hear how Brendan never lets anything stop him from achieving his goals, even those that would sound impossible to others. It was humbling to hear how he copes with his disability through humour and he is a very inspirational young man.

The conference dinner was held the first night and ..... well I guess I'll just let the pictures speak for themselves!

The second day started on pole position with our guest speaker, V8 Supercar champion driver, Jamie Whincup. Jamie delivered an entertaining recount of his life and discussed how he had to overcome many challenges to become a champion driver. He also talked about how determination is essential in achieving goals. He

discussed how he is only one person in a large team, and that it was important the he did his job, and allowed the other team members do theirs; a lesson for all of us. After his talk, all delegates got to have a photo taken with Jamie, and there were items of various descriptions, located and signed.

The day concluded with the very topical MyHR and OneSchool presentations, and many delegates expressed how informative and helpful these sessions were.

I would like to extend my gratitude to all those delegates, guests and sponsors who attended the conference, and I am sure that it was both a beneficial, and enjoyable, event. The challenge has now been laid; the next combined branch conference in two years is to be organised by Wide Bay Branch - so good luck at beating this one!

Kind regards

Di Winthrop

President

Sunshine Coast Branch



## Greetings from Wide Bay

Well, it's that time again, how quickly it catches up with you. Like all other RLO's and schools gearing up for the July Rollout I have been extremely busy. Congratulations to all who are rolling out, as it was a mighty effort done by all.

Wide Bay Branch has been extremely active this term. We have been able to secure some valuable sponsorship that has seen an increase of approximately \$9000 to our closing balance since March this year.

At the last meeting 1 June 2011 we had guest speakers Sandi Jones, Senior Project Officer and Sharon Taylor – Manager Leadership and Performance, Workforce Capability and Performance Unit who delivered professional development on Capability & Leadership (CLF) and the Developing Performance Framework.

Small interactive session was held with members on their knowledge and experience with this process. Discussion and brainstorming held. Those in attendance found the day most beneficial with the Wide Bay Association extending a return invitation for Sharon and Sandi back for a longer PD.

Diana Oaten – Bundaberg SHS gave a OneSchool Presentation from a Pilot School perspective on how One School implementation was working at Bundaberg SHS over the last few weeks.

The branch has been active with correspondence to Regional and Central Office Management. A letter from the branch was sent to Paul Daniels (via Russell Green) seeking training for cleaners for IT competency. The response was that it could be a possibility at Holiday time training sessions (if time permits) and that training will need to be provided by someone within the region. Paul reiterated that he advises that this type of training should be provided by the site where cleaner works.

We also sent a letter of concern to the Regional HR Manager with regards to HR Issues (re Nambour Office) in regard to service, information, pay hold-ups etc. We had an excellent response to our concerns with a Project Officer appointed to investigate. The project officer has already been in contact with Branch executive and members in various forums throughout the region and we look forward to

seeing the findings of the report.

The branch currently is seeking its members to complete the Questionnaire on Service History and Aspirations handed out at last meeting and also available on the Wide Bay Branch Teamsite. This is so that we can gauge our wealth of experience and to plan for any relief work. Responses to Chantelle Raspor at Maryborough SHS (fax; 4 1 2 0 9 3 0 0 or [crasp1@eq.edu.au](mailto:crasp1@eq.edu.au))

We have created a Wide Bay Administrative Officers Teamsite on OnePortal and are directing all base grade officers to use this site for information and handouts. This is the branch's way of distributing all information such as handouts and departmental information to them, that they miss out on and is also our role as leaders supporting them. The Questionnaire is also available from the AO Teamsite.

What we are also endeavouring to achieve is a Wide Bay Regional Relief List for BSM's, AO's, Cleaners, Teachers Aides and aspirants. List of Cleaners and Teacher Aides for relief will be compiled in the near future. Requests will be sent out during Term 3.

I recently had the pleasure of being a special guest along with our State President – Sharon Abbott, at the Sunshine Coast Branch Conference on the 20 - 21 June at Austrailis Noosa Lake Resort. I wish to offer my congratulations to conference committee and to Di Winthrop – Sunshine Coast President for such a great conference. I really enjoyed catching up with people I had spoken to many times but never seen face to face and this is was is good about visiting other conferences. I also wish to thank the members from Wide



Sharon Taylor, Matt Dunford and Sandi Jones



## Greetings from Wide Bay

that attended the conference and I really enjoyed getting to know you better as well. Sunshine Coast and Wide Bay Branches are unique that they share the same region and it is for this reason that Di and I are networking and bridging our branch Professional Development more. Without a doubt Jamie Whincup was the highlight of the conference. I am not converted to Holden just yet but I sure am a Jamie Whincup fan – what a really down to earth person he is. More work needs to be done to fully convert me over! I am sure plenty of you Holden Fans will try and convince me otherwise. Like all leaders I remain open minded.

Linda Hansen from Maryborough SHS retired this year and we didn't get a chance to pass on our best wishes so we asked Linda to come to our last

retired and is keeping busy with travel and having fun with her 6 grandchildren. We wish Linda all the best in her future endeavours.

If any of our members are aware of anyone that deserves recognition or acknowledgement of their achievement I ask that they contact any member of the executive.

I look forward to seeing all Wide Bay members at the next meeting, also a friendly reminder that there is an executive meeting being held 21 July. If there is anything you would like the executive to discuss or bring to our attention, please contact any of the executive to have it added to the agenda.

Date claimer:

**Friday 9 September (Hervey Bay Retreat) "Relax and Energise."**

some great team building exercises from Corporate Engagement (Brisbane) who will have you bonding and cheering by afternoons end.

We will then be inspired by the journey of Lars Olsen and his **Forget Me Not Foundation. (Bring a gold coin donation for Lars' appeal)**

Members from other branches are more than welcome to attend and enquiries to Lisa Beu [lbeu3@eq.edu.au](mailto:lbeu3@eq.edu.au) or 4120 8010 Warm wishes and keep well, Matt thanks Linda for her contributions to SBMAQ Wide Bay

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Warm wishes and keep well, Matt



meeting and have lunch with us as our special guest. Linda started as a casual in 1992. Linda worked in the BSM role temporarily several times over the years until she officially got the job in 2005. She is now

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“Change is hard because people overestimate the value of what they have - and underestimate the value of what they might gain by giving that up”

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

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