



# SAS Staff News

December 2013

**Please circulate this newsletter to all PSA members, including GAs, School Learning Support Officers & Aboriginal Education Officers**

## SCHOOLS DEPARTMENTAL COMMITTEE ELECTION REPORT

The election of the PSA Schools Departmental Committee (DC) Delegates has been conducted.

Approximately 50% of those elected are first time Delegates to the DC. This is a positive result as it demonstrates active Unionism.

The first DC meeting was held on 19 November 2013.

The Schools DC Executive election was held with the following Office Holders appointed by the meeting:

- Sue Walsh - Chair
- Wendy Hurry - Vice Chair
- Christine Jones - Secretary
- Juliette Sizer - Assistant Secretary

Congratulations to those who were elected onto the Departmental Committee.

The Association would also like to acknowledge and thank the commitment and contribution made by the departing DC delegates.

## SUPERVISORY RESPONSIBILITIES

The Principal (or their nominated delegate on the Executive or teaching staff) is responsible for supervision of SLSO's, General Assistants and Aboriginal Education Officers. Responsibility to supervise any staff apart from School Administrative Officers cannot be delegated to School Administrative Managers.

## FIRST AID ALLOWANCE

A first aid allowance is payable to School Administrative and Support Staff who hold a current St John Ambulance First Aid Certificate or its equivalent, and **VOLUNTEER** to undertake first aid duties.

## SUPERVISION OF STUDENTS

The PSA has received several phone calls in relation to the question of supervision of students. SAS Staff may **assist** a teacher, but the duty of care and responsibility for supervision is with the teacher on duty. The supervision of students is **not** a part of your *statement of duties*.

## TRANSPORTING STUDENTS / USE OF MOTOR VEHICLES

SAS staff must not transport students or be expected to use a private vehicle for school business. This includes school shopping, obtaining resources for related subjects, collecting mail etc. Please contact the PSA if you require assistance with this issue.

## ONGOING BANS

- FM Web
- Cash Flow Budgeting
- SMS texting to parents
- Absences – Primary schools
- Use of 3rd Party software

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a voluntary, confidential and free counselling service provided by the Department to assist eligible staff experiencing work related and personal problems.

Services available under the EAP included:

- Individual face to face or telephone counselling;
- Group counselling;
- Trauma counselling
- Mediation;
- 24 Hour crisis service;
- Consultation and advice services for workplace managers dealing with difficult situations in the workplace; and
- Home or work visits if appropriate.

Staff may be provided with up to six hours of free counselling sessions over a two year period. EAPS can be contacted on 1300360364

## ONSITE INFORMATION SESSIONS

PSA Organisers are always keen to visit your school to run an information session, at a time that is convenient for members. If you are not sure who the Organiser is for your area, please contact PSA on 9220 0900 and ask for the Schools Team.

## LEARNING MANAGEMENT BUSINESS REFORM (LMBR) – UPDATE

The PSA attended a meeting on 28 November with the Deputy Director General, Peter Riordan and Michael McMahon, General Manager of LMBR. At this meeting the PSA raised serious concerns received from members relating to the implementation of LMBR in the 229 focus schools.

Items discussed at the meeting included issues around:

- Lack of meaningful training
- Lack of funding for relief for SAS Staff, real training, and
- Delays in response times and support by Shared Service Centre;
- Instructions to SAS Staff are inconsistent and unclear;
- Multiple sets of instructions where amendments were not highlighted
- Volume of materials to be read each week without any reading time

Further, the Association provided input on SAS Staff feeling so pressured that some have felt forced to take leave.

The Association requested that the Department stop additional “Go Lives” until current problems are resolved. The PSA voiced concerns that LMBR could be a disaster of ERN proportions.

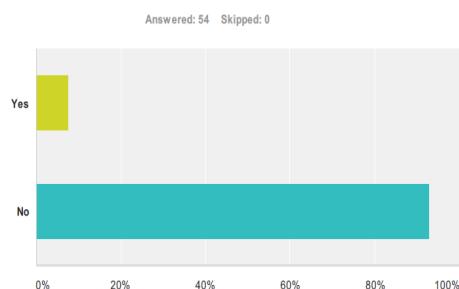
The Department’s response was that they agreed there were problems and they have increased the support team in the Shared Service Centre.

The PSA was advised that the “Go Live” scheduled would be staggered, and would only proceed if no major issues arise.

General Manager of LMBR, Michael McMahon also encouraged any school having issues to contact his team directly (contact information was supplied).

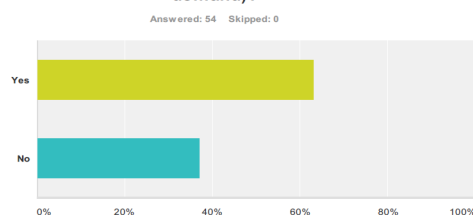
As a matter of urgency, the PSA circulated a bulletin to the 229 focus schools informing them of the outcome of the meeting, providing contact details for support and asking them to participate in a Survey Monkey. A summary of the Survey Monkey results are included:

### Q2 Was the training for SAP Finance and Student Management adequate?



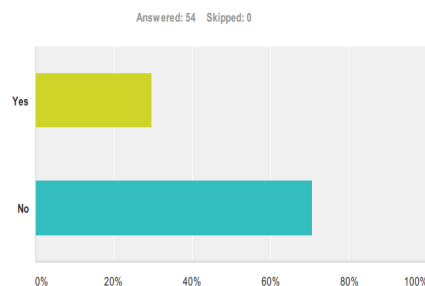
Answer Choices	Responses
Yes	7.41%
No	92.59%

### Q3 Are you receiving adequate support in the workplace (for example employment of casual relief staff to assist with workload demand)?



Answer Choices	Responses
Yes	62.96%
No	37.04%

### Q4 Is the Shared Service Centre responding effectively to your inquiries / problems?



Answer Choices	Responses
Yes	29.63%
No	70.37%

To assist with ongoing discussions with the Department the PSA encourage members to continue to provide information by emailing [schools@psa.asn.au](mailto:schools@psa.asn.au)

**If you are not a PSA member  
JOIN THE UNION NOW**

On-line application: <https://membership.psa.asn.au/join/>

You can contact the PSA Schools Team on [schools@psa.asn.au](mailto:schools@psa.asn.au)  
1800 467 932

or 9220 0900 and ask for the Schools Team



**ON BEHALF OF THE PSA SCHOOLS TEAM WE WISH ALL MEMBERS  
A MERRY CHRISTMAS AND A HAPPY NEW YEAR**

## PSA Schools Departmental Committee Delegates

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