



17 December 2015

SAS Staff end of year bulletin

The PSA has been working hard to represent the industrial interests of our School Administrative and Support (SAS) staff members. This bulletin provides an update on a number of issues that have been happening in schools.

Pay and leave simplification

The PSA met with the Department in relation to pay and leave simplification on 15 September 2015. It was advised that the process is underway. The Department proposes to simplify business rules that affect SAS entitlement to leave and stand-down pay. On 15 December 2015, the PSA received the following documents from the Department. Click the following to view the documents:

- [Letter from Department](#)
- [Accrual & payment of vacation for permanent and long term temporary SASS](#)
- [Maternity Leave](#)

This issue is still unfolding and further meetings will be arranged in 2016 between the PSA and the Department. The Department has advised it is not envisioned the simplification process will impact entitlements.

Procurement

As you may have noticed from Day 1, Term 4 there were some changes in the online catalogue and purchasing system on the intranet.

Office Max, Staples and Complete Office Supplies (COS) were all successful in tendering under the new state contract to supply office products to the Department.

From 6 October 2015, COS was made available on the Department's online catalogue for electronic purchasing and the search and browse catalogue on the Intranet. The addition of another supplier brings a further 30,000 new products to choose from.

Due to the increase in products being offered, the Department is now providing office products through the online catalogue as external catalogues only. Representatives from the office products suppliers will

assist schools to understand the changes and provide training if required.

Please note that these changes only affect the way purchase selections are made. It is not anticipated that this will create additional workload for staff.

Health Care Procedures Manual for School Learning and Support Officers (SLSOs)

The PSA has been working with the Special Education Working Group and the NSW Nurses and Midwives Association in providing feedback on the Health Care Procedures Manual, which was recently up for review. The PSA Industrial Advocate submitted feedback on this issue on 11 September 2015. The Department has not responded to this feedback at this point in time.

Opal cards for students

The PSA met with the Department of Education and Transport NSW on 13 November 2015 to discuss changes in the issuing of student Opal cards. As of 2 November 2015, an online form has been made available on the Transport NSW website that can be downloaded by parents. The students can then bring the form to school to be processed. Schools will continue to make the forms available to students and their parents, as there may be families without printing facilities. Brochures have been sent to schools advising of the new developments. An article was published in relation to this on Schoolbiz on 30 November 2015. The PSA was advised that the main category of staff impacted by this change will be School Administrative Officers (SAOs). The Department also advised that there is no increase in workload or industrial implications from this development. For more information you can read the following document:

- [School Opal card FAQs](#)

Work, health and safety (WHS)

The PSA has added work, health and safety as an agenda item at the Joint Consultative Committee (JCC) meetings. The PSA has concerns that staff in schools may not be receiving training about WHS laws. In addition, the PSA has concerns that Health and Safety

Representatives (HSRs) are not being elected, trained or clearly identified to school staff. The PSA is serious about our members' wellbeing and we intend to hold the Department accountable to any potential non-compliance with the Work, Health and Safety Act 2011(NSW). If you have a WHS story to share or have some feedback on this issue please feel free to get in touch.

New Training CPR and anaphylaxis

The PSA received the following document in relation to new training arrangements

- **face to face CPR and anaphylaxis**

The letter does not require any PSA action. However, the PSA would like to remind members that this or any other Department training must be provided within working hours or the provisions for overtime or time in lieu negotiated in accordance with the award.

Pay equity update

The PSA would like to advise that the pay equity case is continuing as we work with our lawyers to gather expert evidence. The PSA is aware of the undervalued work that our members perform and will continue to fight for pay equity for SAS staff. Over the holiday period, PSA staff will review the submissions made by members to ensure we have a cross section of classifications and schools.

Review of First Aid Procedures

The PSA received a draft updated version of the Draft First Aid Procedures and Defibrillator Information and Support Program from the Department in early December 2015. Please view the draft procedures here:

- **First Aid Procedures & Defibrillator**

The letter states that the due date for PSA feedback is 18 December 2015. However, the PSA has negotiated an extension of time to COB 20 January 2016. The document has been put to the Schools DC and Special Education Working Group. The PSA is also interested in consulting widely with all affected members. If you work in schools and are a PSA member please feel free to email us with your views.

You can view all of the referenced attached documents [HERE](#)

(<http://psa.asn.au/school-administrative-and-support-staff-documents-for-end-of-year-bulletin/>)



Learning Management and Business (LMBR) Reform

Report on PSA LMBR survey on readiness

On 30 October the PSA sent out a survey to the 229 LMBR focus schools.

The survey asked the question: "Do you believe the LMBR is ready to roll out to more schools?"

Response rate to the survey was high with 131 SAS Staff from across 76 Primary Schools and 34 High Schools responding = 110 schools in total.

Of the 131 SAS staff responding:

- 106 SAS staff said it was NOT READY
- 25 SAS staff said it was READY

Of the 110 schools responding:

- 86 said it was NOT READY.

This comprised of:

- 57 Primary Schools
- 29 High Schools
- 24 said it was READY.

This comprised of:

- 19 Primary Schools
- 05 High Schools

PSA General Secretary Anne Gardiner briefed the PSA Central Council on these results at their 14 December meeting.

PSA Schools Departmental Committee Executive were briefed on 11 November.

These survey results, together with other material which highlight the problems members are experiencing with LMBR, have been provided to the Minister for Education and the Department of Education.

Getting in touch with the PSA

If you have any comments on feedback on any of the issues reported in this bulletin or on any other industrial issues that are affecting members in schools please contact the PSA Schools Team on schools@psa.asn.au

Merry Christmas and Happy New Year from the PSA

The PSA would like to take this opportunity to wish all our school members a Merry Christmas and Happy New Year. The year has brought us many challenges and 2016 will bring many more. The PSA would like to wish you all a restful and enjoyable break.

Join the PSA

membership.psa.asn.au/join



**DEFENDING
PUBLIC SERVICES**

by protecting jobs and workplace rights