FUNDING AND GRANTS

• School Card
  A new template has been put in place and should be used by schools as from now. Access through www.dete.sa.gov.au/schlparents/files/links/Nongov_spreadsheetv1_1xls
  Schools are urged not to attempt to alter the template, because this will cause delays in the processing of applications in the School Card section (DETE).

• Grants for Primary School Libraries for Australian Books/Authors
  A new round of funding has been “imminent” for several months and is apparently about to occur as AISSA has received the preliminary notification. Details will be sent to schools as soon as possible.

• Possible Delays in Capital Works (BGA) Funding
  According to media reports government and non-government schools might be drawn into a dispute between the Federal and State Governments over the application of Federal laws on building sites. The Commonwealth has threatened to withdraw funding for capital projects, including those at government and non-government schools, unless Federal workplace relations inspectors have access to building sites. At this stage, the capital grants section of DEST has not been given any information on this matter.

CHILD PROTECTION

• Child Protection Week 2002
  Child Protection Week will be held 1 – 7 September 2002.
  The theme this year is A child with special needs is a child like any other. NAPCAN: Keeping Children Safe.
  NAPCAN is the National Association for Prevention of Child Abuse and Neglect.
  This Australia-wide campaign will promote the importance of the special ways we can all use to communicate with children with special needs such as a permanent physical or intellectual disability, hearing impairment, ADD or an autistic spectrum disorder to prevent child abuse and neglect occurring.
  New resources and posters will be launched for Child Protection Week on
  ✔ Communicating with children with special needs.
  ✔ Making friends with children with special needs, written for children.
  ✔ Two story posters based on traditional Aboriginal culture
    - Goola-Willeel, the Top Knot Pigeon
    - The Willy Wagtail and the Rainbow.
  Balloons, bookmarks and a further three (3) pamphlets in the range will also be available.
  As part of Child Protection, NAPCAN will bring Marcus Page to Australia to conduct training seminars for professionals and parents.
Marcus Page is a qualified psychotherapist in private practice and currently co-director of Triangle Services for Children, a UK based company providing consultation and training about child protection and communication issues with children and young people with complex disabilities. His experience includes several major investigations into the abuse of disabled children within institutions and innovative work in the evidential interviewing of children without speech using augmentative forms of communication.

Please contact the NAPCAN office on 8232 8304 or email Janine on sanapcan@aol.com if you are interested in attending the above seminars

- **Child Protection Review**

  AISSA is preparing a submission to the review of Child Protection commissioned by the State Government. The discussion paper prepared by the review has been distributed to member schools. Any comments can be forwarded to Roger Anderson (Fax 8271 0016 or Email: andersonr@ais.sa.edu.au).

- **Child Protection Kit**

  The AISSA Child Protection Kit is being finalised and will soon be distributed to member schools.

**CURRICULUM**

- **Information Communication Technology**

  The AISSA ICT Reference Group has been discussing topics for their attention this year. The group has identified: ICT competencies; On line learning; Remote access; Bandwidth issues; Collaboration between schools; Support/advice for schools, particularly for smaller and new schools and multi media.

  The group will be examining competencies at the next meeting, with the intention of informing schools of the group’s suggestions. We are conscious of the fine work already being done in schools and of each school’s ownership of its particular curriculum. At the same time, in other sectors there are advances in this area and in the expectations of students. The ICT Group considers that member schools should be aware of the implications of these changes. Schools without IT specialists, in particular may find the suggestions useful as well. For further information of the work of this group, contact Peter Lang 81791406.

- **Evaluation of Targeted Programme for Literacy and Numeracy in Schools**

  The Commonwealth has announced that the DEST will undertake an evaluation of the effectiveness of Commonwealth funding for literacy and numeracy in schools in relation to its contribution to the National Literacy and Numeracy Plan.

  The evaluation will have two key focus areas:

  - Quality and impact of Commonwealth funding for literacy and numeracy in schools
  - Effectiveness of funding conditions in leveraging support for the National Literacy and Numeracy Plan.

  The project will commence in July 2002 and be completed by December 2002.

- **Clearinghouse for National Literacy and Numeracy Research**

  This clearinghouse provides public access to the products of research funded by the Commonwealth Department of Education, Science and Training (DEST). The research projects are particularly relevant for teachers of primary and secondary schools as well as for professional development personnel, policy makers, tertiary students and academics.

  Online reports are available to download for free under Commonwealth copyright conditions. The clearinghouse website is www.gu.edu.au/cnlnr.
• **Launch of Bullying No Way Website**

The Federal Minister for Education, Science and Training has launched a new website [www.bullyingnoway.com.au](http://www.bullyingnoway.com.au). This website will help school communities create safer environments for students. It has information for students, teachers, parents and the broader community about the nature of bullying and harassment. It outlines the resources and practical solutions to address the problem.

People can also network and discuss bullying issues online.

• **Racism no way**

This project was completed in October 2000. A website is being maintained by NSW. All states and territories own the copyright. Independent schools can seek permission to copy materials from [webkeepeer@racismnoway.com.au](mailto:webkeepeer@racismnoway.com.au) or PO Box 590 Darlinghurst NSW 2010.

The project has been promoted nationally and internationally and been acknowledged by the UN World Conference on Racism as among the 5 best practices on human rights around the world.

• **Embracing e-Learning in Australian Schools**

The Commonwealth Bank has sponsored an e-learning report entitled *Embracing e-learning in Australian Schools*. The report has been prepared by Dr Dale Spender and Dr Fiona Stewart.

It provides an overview of the shift to e-learning and the implications this has for the theory and practice of education.

A copy of the report can be obtained by emailing the Commonwealth Bank at elearningineducation@cba.com.au.

**INTERNATIONAL EDUCATION**

• **2002 Nanning International Education Exhibition**

The AISSA office has been informed about an education exhibition to be held in Nanning (China) between 17-20 October 2002.

Further details can be obtained at [www.nnispf.com.au](http://www.nnispf.com.au). An email contact is dalitong_beijing@yahoo.com.

**TAXATION**

• **GST**

Taxation rulings on special education courses and fund raising dinners have been issued over the last few months. Details have been sent to schools. If copies of this information are still needed, please contact Peter Lang.

• **Inquiry into the Definition of Charities and Related Organisations**

The Commonwealth government is in the process of considering its response to the initial report relating to the above inquiry. DEST has been informed verbally by the ATO that it is not the intention of the Report to impose separate analysis of the charitable status of each non-government school. Rather the case-by-case analysis referred to in the report would relate to the non-government sector as a whole. This question was raised by NCISA with the Federal Minister.

**INDUSTRIAL NEWS**

• **Contacting Roger Anderson**

Confidential documents can be faxed to Roger on Fax 8271 0016.
• **ANGEE School Assistants Classification Claim**

The ANGEE school assistants classification claim has been withdrawn.

Prior to the withdrawal, arrangements were being made for the claim to be arbitrated by the Industrial Relations Commission. AISSA opposed the claim.

The claim could have had substantial implications for schools.

• **Government Pay Offer**

The Government has recently made an enterprise bargain offer to teachers and school assistants employed in government schools. The AEU is recommending acceptance.

The key features are:

- 12% increase (effectively 12.5% as it is cumulative)
- increases of 4.5% on 1 July 2002, 4% on 1 July 2003 and 3.5% on 1 October 2004
- six (6) weeks paid maternity leave (currently 2 weeks) for all staff except casuals
- improved country incentives
- salary packaging up to 30% of salary
- agreement expires 31 March 2005.

The pay rates at the top increment level:

<table>
<thead>
<tr>
<th>Date</th>
<th>Percentage</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td></td>
<td>$52,250</td>
</tr>
<tr>
<td>1 July 2002</td>
<td>4.5%</td>
<td>$54,575</td>
</tr>
<tr>
<td>1 July 2003</td>
<td>4.0%</td>
<td>$56,758</td>
</tr>
<tr>
<td>1 October 2004</td>
<td>3.5%</td>
<td>$58,745</td>
</tr>
</tbody>
</table>

• **Maternity Leave and Child Rearing Leave**

Recent public debate about paid maternity leave entitlements has overlooked other benefits provided by employers to parents. Australia has one of the most generous standards in the world for leave without pay for the care of children. In many countries, mothers are expected to return to work far sooner after giving birth.

Independent schools provide entitlements for child care far in excess of the Australian industrial standards. The Child Rearing Leave of up to 52 weeks is above industrial standards. Other entitlements such as maternity leave and parental leave are similar to industrial standards.

Some schools have adopted a practice of allowing 52 weeks Child Rearing Leave per child. However, the leave entitlement under the Award is 52 weeks for the duration of the employment at the school, as confirmed by recent legal advice obtained by AISSA.

• **Cost Of Police Checks**

SA Police have informed AISSA the cost of police checks has risen from $43 to $45 per check. A contact person at SA Police to obtain police checks is Ms Monica Patrick on 8204 2470

**OCCUPATIONAL HEALTH AND SAFETY**

• **National OHS Strategy**

The Workplace Relations Ministers Council has endorsed the release of the National OHS Strategy 2002-2012. The strategy was developed by the members of the National Occupational Health and Safety Commission.

The strategy over the coming decade is designed to foster sustainably safe and healthy work environments and to reduce significantly the numbers of people hurt or killed at work.

The strategy identifies five national priorities:

- Reduce high incidence/severity risks
- Improve the capacity of business operators and workers to manage OHS effectively
- Prevent occupational disease more effectively
- Eliminate hazards at the design stage
- Strengthen the capacity of government to influence OHS outcomes.

The strategy embraces the following principles

- A comprehensive and systematic approach to OHS risk management as part of day-to-day business operations
- Responsibility to eliminate or control risk rests at the source
- Prevention requires the co-operation and commitment of all workplace parties
- Prevention also requires workplace parties to be appropriately skilled in OHS so they can participate in consultations and in identifying and implementing improvements
- Evaluation of prevention initiatives and the sharing of solutions and evidence of what works among OHS stakeholders.

A set of targets related to significant and continual reduction on the incidence of workplace fatalities and a reduction in the incidence of workplace injury and indicators of success have been identified.

Nine areas requiring national action are identified:

- A coordinated research effort
- A nationally consistent regulatory framework
- Strategic enforcement
- Effective incentives to encourage workplaces to focus on prevention and reduction in the significant costs of workplace injury and disease
- Compliance support via advisory services and education programs
- Practical guidance to assist stakeholders recognise the relevance of legal requirements
- OHS awareness to strengthen workplace commitment and motivation for higher standards
- OHS skill development.

It is recommended that member schools review the national strategy to determine how it may give guidance to the management of OHS strategies in their school.

The national strategy is available at www.nohsc.gov.au/nationalstrategy

- **OHS&W Review**

  The SA Government is expected to soon announce the details of a wide-ranging review of Occupational Health, Safety and Welfare.

  AISSA meets regularly with other industry associations to discuss OHSW developments and considerable discussions about the review are planned.

- **Manual Handling & Ergonomics Workshop – Safe Work Practices**

  An information session on Safe Work Practices presented by Tracey Secombe, Physiotherapist, Safe Work Practice will be held on Wednesday, 14 August 2002 from 4.30 pm – 6.00 pm at the Fullarton Park Centre, 411 Fullarton Road, Fullarton.

  Details on this session, together with the necessary registration form, have been forwarded to all principals/heads.

  Please RSVP to Roger Anderson, Human Resources Adviser, AISSA by Monday, 5 August 2002.

**GOVERNOR’S CORNER**

- **Improving Board Practice**

  The May edition of *Board Matters* outlines a number of strategies that Boards can use to ensure a continuous process that cultivates the right knowledge and skills among board members.

  A board development plan should consist of four components:
Create a Board Governance Committee to coordinate board orientations, retreats, self assessments and continuing education

Plan Regular Orientations for both long-serving and new members

Schedule Retreats so the Board can focus on strategic issues prepare for a change in leadership or board structure

Maintain Relationships with Former Board members so they can continue to contribute to the development of the organisation through committees or working parties.

Board Appraisal

Enterprise Care Consulting Group has prepared a publication (Inspired Board Members: Practical Board Appraisal Techniques) to assist boards to address appraisal. The publication indicates that appraisal serves many purposes:

- To give individual board members an opportunity to reflect on a wide range of aspects relevant to their role and their contributions, responsibilities and skills;
- To identify areas where Board members may like more information and/or professional training in order to fulfil their duties
- To highlight any perceptions amongst board members regarding the board and its work
- To provide an opportunity for clarification of roles, responsibilities and expectations amongst Board members
- To offer feedback from the individual Directors about the their level of interest and commitment to being a Director
- To provide evidence that accountability is treated seriously by the board
- To provide a more comfortable forum in which issues of friction or the role of the Chair can be aired
- To provide a template for succession planning in terms of skills needed by the Board and
- To offer an alternative forum for Board members to say things that they may normally be reluctant to raise during meetings.

The publication outlines three approaches to appraisal:

- Group Board Appraisal where each board member completes a survey about the performance of the board that is then collated and considered by the Board
- Individual Board Member Appraisal that involves self-appraisal by each board member of their performance
- External Stakeholders Appraisal which uses an independent consultant to undertake the appraisal of the board.

A CD Rom is provided with the publication. A contact for the above company is info@enterprisecare.com.au The website is www.enterprisecare.com.au

STAFF MOVEMENTS

Appointment of Tonia Brooks-Hill

I am pleased to inform member schools of the appointment of Ms Tonia Brooks-Hill as Administrative Services Officer. Tonia will provide financial/administrative support to the Block Grant Authority and Targeted Programmes Authority.
OTHER NEWS

• Food Regulations

ANZFA (Australian New Zealand Food Authority) is about to change its name to Food Standards Australia New Zealand (FSANZ). A joint food code is about to become the standard in Australia after a six-year review. A wide range of information is available on the web site www.anzfa.gov.au. Schools with canteens or tuck shops should be fully conversant with the new Regulations regarding the preparation and handling of food. These Regulations are ready for wide consultation and are available on www.dhs.sa.gov.au/pehs - click on “Food and Nutrition” page. The consultation concludes on July 31. A copy of these Regulations has been sent to several schools for comment and AISSA staff will collate the responses.

Educational videos dealing with consumer information and healthy eating are also available from the anzfa web site.

• Asset Management Planning

Commonwealth funding for capital works will require that a school have an asset management plan in place. AISSA will coordinate seminars on this topic and AISSA will also send information to schools. It may be that some schools are already advanced in this area. Please inform Peter Lang on 81791406 for further details.

• Schools with an Environmental Focus.

AISSA has been asked whether any schools have developed an over-arching environmental focus for the whole school, including an environmental audit of facilities, programs and policies. That is, whether schools have more than a curriculum focus on the issue (while acknowledging the considerable importance of that). If your school has such a strong environmental focus, please contact Peter Lang for further discussion.

• Insurance

Organisations are advised not to just rely on their insurance broker or insurer to protect their organisations assets and liabilities, according to Graeme Berwick, Managing Director, QR Consulting.

He spoke at a recent conference attended by AISSA and presented a brief paper entitled, Taking Control of Your Insurance Programme.

He proposed the following Insurance Programme Checklist:

- Use a qualified insurance broker as an independent adviser, ensuring that you receive continued value added from the relationship.
- Understand the participants in the insurance market and their roles, including a detailed knowledge of the insurers who are providing you with cover.
- Understand local and global insurance market cycles.
- Take part in “selling” your organisation.
- Understand the difference between standard policies and manuscripted policy wordings.
- Implement risk management strategies and self-insure tolerable risks.
- Insist on full documentation.
- Implement claims management/business recovery strategies before any losses occur.
- Ensure regular review of the insurance programme to ensure it remains relevant to changes in your business and/or operating environment.

To access the paper, please contact Margaret Martin (Email: martinm@ais.sa.edu.au).

• Risk Management

Risk Management is a straightforward concept that can be widely used to assist in planning and decision-making. Risk management is the systematic identification and analysis of threats and the adoption of appropriate strategies.

The key elements of risk management are:
1. Establish the context of the analysis – establish objectives, decide scope and structure.
2. Identify risks – what can happen, how and why can it happen.
3. Analyse risks – likelihood, consequences and estimate level of risk.
4. Evaluate risks – compare against criteria, set risk priorities.
5. Treat risks – avoid, accept, reduce or transfer risk eg insurance.

Risk Management functions are covered by Australian Standard AS/NZS 4360.

Some useful papers/overheads were presented at a recent Risk Management conference attended by Roger Anderson of AISSA.

These include:

- **Coping with the Media**, by Colin James, Assistant Editor, Advertiser Newspapers.
  
  He said that organisations must develop media strategies in the event that they find themselves the subject of publicity and scrutiny.

  These strategies must include a risk assessment of what information can be released, who will handle the media and what outcomes are being sought, not only for the organization but also the public. To pretend everything is okay or adopt a say-nothing approach is usually a failure.

  Mr James said that controlling the situation is the key.

- **Using the future to Assess Risk Today and Tomorrow** by Gary Saliba.
  
  He emphasised that perceptions of the decision-maker may influence risk assessment and that beliefs and assumptions can limit decision-making. Mr Saliba emphasised the use of scenario planning in conducting a risk assessment.

  
  He said that organisations are increasingly conscious of the need to manage reputation as a form of business risk as a strong credible reputation will cushion an organisation in difficult times.

  It should be recognised that reputation values change with time.

- **Dignity, Freedom & Safety: Who’s got the fountain pen?**

  This is a practical example of integrating risk assessment into planning. It covers the planning by the SA Police for the recent visits of Her Majesty Queen Elizabeth and former President Clinton.

  The paper recommends validating plans before implementing them by desk audits or rehearsals to test assumptions and external impact. For example, the Police conducted a rehearsal for the Queen signing a visitor’s book at the end of the tour: the fountain pen did not work!

  Mr Grossman claimed that reputation is a risk issue, not a PR issue.

To obtain access to these papers, please contact Margaret Martin (Email: martinm@ais.sa.edu.au).

**SEMINARS, WORKSHOPS AND CONFERENCES**

- **Future Governance Seminars**

  AISSA is planning the following seminars and briefings for school board members during 2002. Heads are also invited to attend.

  - 1 August : Financial Management Seminar (See details below)
  - 20 August : Strategic Thinking for School Board Seminar
  - 17 October : Trends in Board Governance Seminar.
• 11 September: Governors Briefing Dinner at Next Generation - Memorial Drive (Adelaide area)
• 18 September: Governors Briefing Dinner at Faith Lutheran School – Barossa Valley & Riverland
• 25 September: Governors Briefing Dinner at Woodcroft College - (Southern schools).

A seminar on board appraisal is being negotiated with a speaker from Griffith University (QLD).

• **Governors Seminar – Understanding Financial Accounts & Key Financial Indicators for Schools.**

A seminar is scheduled for Thursday 1 August from 6.00 pm to 8.00 pm (Registration 5.45 pm) in the Helen Reid Hall, Walford Anglican School for Girls, 316 Unley Road, Hyde Park.

The key speaker for this seminar is Dr Geoff Newcombe, Director Governance, AISNSW.

Details on this seminar, together with the registration form, were mailed to all member school governors. A copy was also forwarded in the Principal/Head mail-out envelope on Wednesday 12 June.

Please RSVP to Margaret Martin by 5.00 pm Friday, 19 July 2002.

• **Industrial Seminar – Protection of Employee Entitlements**

A seminar is scheduled for Wednesday, 14 August 2002 from 4.00 pm – 6.00 pm (Registration 3.45 pm) in the Helen Reid Hall, Walford Anglican School for Girls, 316 Unley Road, Hyde Park.

The subject is *Protection of Employee Entitlements – Why it is an Issue? Options for Employers.*

The presenters are Peter Lanthois, Partner, Business Recovery and Insolvency, Hayes Knight and Sathish Dasan, Senior Associate, MinterEllison.

A flyer, together with the registration form, has been mailed to all member school principals/heads and bursars/business managers.

RSVP to Margaret Martin by 5.00 pm Friday, 2 August 2002.

**STATISTICS**

• **Australian Social Trends 2002 – Aust Bureau of Statistics**

1. The changing nature of the proportions of people in different age groups is well documented. It is interesting to note that Victor Harbor and Brighton will be the 3rd and 13th (respectively) oldest statistical local areas in 2019 in Australia. Of more interest possibly, is the implication for future funding of competing budget areas as the demand to fund the needs of older people increases.
2. It will be of no surprise to know that the most common drugs available to 14-19 year olds in Australia are alcohol, tobacco and marijuana, in that order. About 16% of all 14-19 year olds smoke tobacco daily and 55% have never used marijuana.
3. The report states that the most common causes of death for young people are vehicle accidents and suicide (37.5% vehicles and 19% suicide). However, that does not include the numbers of young people who are hospitalised from self-harm. The suicide figure for young males is lower than for older males.
4. Life expectancy for Aboriginal and Torrens Strait Islander peoples, in 1998-2000, was shorter by about 20 years than for the rest of the population. In education, some gains were made. The number of indigenous students in VET increased by 60% between 1996 and 2000, while increases in schools and higher education were 25% and 6% respectively.