

Primary School

Secondary School

Administration

**Employee Handbook**

**2021**

Rigorous Minds | Compassionate Hearts



# CONTACT DETAILS

****

Phone: (08) 9540 4400

email: info@scbc.wa.edu.au

Physical Address

30 Gnangara Drive,

WAIKIKI WA 6169

Postal Address

PO Box 6126

WAIKIKI WA 6169

ABN: 43829013154

ACN: A0821421A

Department of Education and Training number: 1324

**AGEIDs**

**21644**   
for the Approved Authority, South Coast Baptist College Incorporated

**5398**  
for the Regular School, South Coast Baptist College

Contents

[CONTACT DETAILS 3](#_Toc62224399)

[Contents 4](#_Toc62224400)

[Welcome 6](#_Toc62224401)

[HR Contact details 6](#_Toc62224402)

[School History 7](#_Toc62224403)

[Rockingham Baptist Church 7](#_Toc62224404)

[The Board – 2021 8](#_Toc62224405)

[PRINCIPAL 8](#_Toc62224406)

[HEADS OF SCHOOL 8](#_Toc62224407)

[Roles and responsibilities - 2021 9](#_Toc62224408)

[Mission | Vision | Values | Strategic Plan 10](#_Toc62224409)

[2021 Theme 10](#_Toc62224410)

[MISSION 10](#_Toc62224411)

[VISION 10](#_Toc62224412)

[VALUES 10](#_Toc62224413)

[Strategic Plan 11](#_Toc62224414)

[Domain 1 – Faith Focus 11](#_Toc62224415)

[Domain 2 – Student Focus 11](#_Toc62224416)

[Doman 3 – Community and Culture 11](#_Toc62224417)

[Domain 4 – Investing in staff 11](#_Toc62224418)

[Domain 5 – Excellent Standards (Developing a culture of excellence) 11](#_Toc62224419)

[Learning Needs Of Our Students is Central 13](#_Toc62224420)

[College Map 14](#_Toc62224421)

[College bell times 15](#_Toc62224422)

[KEY DATES – 2021 16](#_Toc62224423)

[Code of conduct – policy no. 6.1.0 17](#_Toc62224424)

[Dress Code – General Conditions of Employment Policy – N0. 6.1.4 Dress Code 17](#_Toc62224425)

[Sun Protection 17](#_Toc62224426)

[Getting Started 18](#_Toc62224427)

[Keys and Tokens 18](#_Toc62224428)

[Arming and Disarming the College 18](#_Toc62224429)

[Name Badge 18](#_Toc62224430)

[Information Collection 18](#_Toc62224431)

[Leaving the Campus -During School Hours 18](#_Toc62224432)

[Getting Connected 19](#_Toc62224433)

[IT Support 19](#_Toc62224434)

[Email 19](#_Toc62224435)

[Sending out Emails 19](#_Toc62224436)

[College Devices 19](#_Toc62224437)

[Back Ups of Files 20](#_Toc62224438)

[ITC Architecture 20](#_Toc62224439)

[Policies 20](#_Toc62224440)

[Professional Teaching Standards 20](#_Toc62224441)

[TRBWA 20](#_Toc62224442)

[Working with children checks 21](#_Toc62224443)

[security 21](#_Toc62224444)

[Accessing the College over the Weekend 21](#_Toc62224445)

[Other points of note: 21](#_Toc62224446)

[SCBC Portal 23](#_Toc62224447)

[What To Do When Going on Professional Development 24](#_Toc62224448)

[AISWA – To Register 24](#_Toc62224449)

[PD Tracker 25](#_Toc62224450)

[PURCHASING GOODS AND SERVICES 26](#_Toc62224451)

[SCBC’s Standard Purchasing Process is as follows: 26](#_Toc62224452)

[Petty Cash 26](#_Toc62224453)

[Reimbursement Requisitions 26](#_Toc62224454)

[Staff Discount on School Fees 27](#_Toc62224455)

[Payroll 27](#_Toc62224456)

[South Coast Baptist College Staff Agreements 27](#_Toc62224457)

[Salaries 27](#_Toc62224458)

[HECS Debt 28](#_Toc62224459)

[Deductions 28](#_Toc62224460)

[Salary Sacrificing a Device 28](#_Toc62224461)

[Salary Sacrificing into Super 28](#_Toc62224462)

[Sick Leave – Personal/Carer’s Leaver 28](#_Toc62224463)

[Leave Without Pay 29](#_Toc62224464)

[Long Service Leave 29](#_Toc62224465)

[Teachers’/EA Leave 29](#_Toc62224466)

[Admin Leave 29](#_Toc62224467)

[Parental Leave 29](#_Toc62224468)

[Bamboohr 30](#_Toc62224469)

[Go to the ‘My Info’ tab 30](#_Toc62224470)

[Download the Mobile App 30](#_Toc62224471)

[Finally, some key tasks you may want to know how to do: 31](#_Toc62224472)

[When you are unwell and can’t come to work: 31](#_Toc62224473)

[Company Directory 31](#_Toc62224474)

[Leave Balances 31](#_Toc62224475)

[Relief Teaching/E.A. 32](#_Toc62224476)

[Pay Dates in 2021 33](#_Toc62224477)

[Dispute Resolution 33](#_Toc62224478)

[Change of Details Form 34](#_Toc62224479)

[Marketing 34](#_Toc62224480)

[Child Safety 34](#_Toc62224481)

[Occupational Health and Safety 36](#_Toc62224482)

[OH&S Officers/Representatives 36](#_Toc62224483)

[Injuries/Incidences 36](#_Toc62224484)

[Step Ladder Locations 36](#_Toc62224485)

[Your Responsibilities 37](#_Toc62224486)

[Emergency Procedures 37](#_Toc62224487)

[Evacuations 37](#_Toc62224488)

[Lockdowns 39](#_Toc62224489)

# Welcome

On behalf of the College, we welcome you and wish you every success during your employment with us. We believe that each and every employee contributes directly to the lives and the growth of our students.

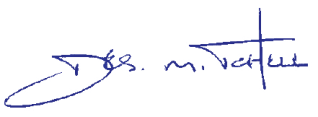
This Employee Handbook is not a Workplace Agreement. It is designed for all staff, but in particular to help new staff settle in. It has some basic outlines of some of our policies and procedures and we therefore recommend you keep it handy until you are familiar with the general running of the College.

Please contact our HR Manager, Jenny Currin should you have any further questions *(contact details below).*

We hope your experience at SCBC will be both enjoyable and rewarding.

Existing SCBC staff will find this a valuable source of current information, a copy of which can be found on our staff portal and on BambooHR.

Yours in Christ,



Des Mitchell  
**Principal**

# HR Contact details

HR Manager  
Jenny Currin  
email: [currinj@scbc.wa.edu.au](mailto:currinj@scbc.wa.edu.au)  
Phone: 08 9540 4406 or Ext. 106

# School History

*After much planning and collaboration with Christian Community Schools and Emmanuel Christian Community School and Girrawheen, Maranatha Christian College (South Coast Baptist College) commenced at the beginning of the academic year of 1985, as an initiative of Rockingham Baptist Church under the leadership of Rev. Gordon Bassett.*

The philosophy of the umbrella organization, Christian Community Schools included a local Church focus, which meant that the School was an integral part of the local Church community in terms of staffing and governance.

The School began in the Safety Bay Scout Hall with Principal Andrew Creelman and fellow teacher Heather Keown. The initial range of classes was Years 1-7. Using a public building meant having a team of dedicated volunteers set up the desks and other school furniture early every morning, and stacked them away after school each afternoon.

The City of Rockingham gave the School permission to use the Rockingham Baptist Church facilities during 1986 and 1987. At the time, these were located at the corner of Read Street and Wilmott Drive, but in 1986 the Church purchased ten acres of land in Gnangara Drive, Waikiki with a view to later relocate the Church and School. The first dedicated school classrooms at this location were completed in time for the beginning of the academic year in 1988, and since then the School has established a campus of excellent buildings, facilities and staff, catering for early learning through to Year 12.

Although the Umbrella organization, Christian Community Schools has long since amalgamated with other organizations, the initial local Church flavor of Christian Community Schools remains a positive, joyful aspect of the School community.

# Rockingham Baptist Church

South Coast Baptist College is a ministry of the Rockingham Baptist Church. The church supports the College and families in leadership, evangelism, prayer and support with pastoral care. Rockingham Baptist Church membership from which the College membership is drawn are the key moral owners of the College. The College Board is elected and appointed by the elders on behalf of the church.

The church is necessarily bound through the commitment to and responsibility for the governing of the College. The membership meets at least once a year to listen to and review reports and adopt audited financial statements. The Church holds to the call from God to maintain a Christian, “born again”, college. As “moral owners” the church articulates why the organization exists and is responsible ultimately to make sure the College stays connected with why it operates as a Christian organization.

# The Board – 2021

**Chairman of the Board:** Pastor Steve Galambosi

**Board Members:** Mrs Penny Trimble

Mrs Michelle Horne

Mr Grant Botha

Mr Peter Campbell

Mrs Christine Velebir

# PRINCIPAL



##### **PRINCIPAL**

Des Mitchell

# HEADS OF SCHOOL



##### **Head of secondary**

James Trimble

##### **head of primary**

Anthony Moses

# Roles and responsibilities - 2021

|  |  |  |
| --- | --- | --- |
| **EXECUTIVE TEAM** | | |
| Principal | Des Mitchell | |
| Head of Secondary | James Trimble | |
| Head of Primary | Anthony Moses | |
| Child Care Centre Director | Jasna Trimble | |
| Business Manager | Matt Robinson | |
| **BUSINESS ENTERPRISE TEAM** | | |
| HR Manager | Jenny Currin | |
| Marketing Manager | Adele Aspeling | |
| **SECONDARY DEPUTIES** | | | |
| Secondary Deputy Head – Curriculum and Admin. | Cheryl Thomas | | |
| Secondary Deputy Head – Pastoral Care | Shelagh Scott | | |
| **HEAD OF YEARS** | | | |
| Head of Year 7 | Rainer Winkler | | |
| Head of Year 8 | Ollie Oeij | | |
| Head of Years 9 | Simon Bint | | |
| Head of Year 10 | Caroline Crowther | | |
| Head of Year 11 | Cornelius Smit | | |
| Head of Year 12 | Mikael Leo | | |
| **HEAD OF LEARNING AREAS** | | | |
| Head of English | Catherine Lambert | | |
| Head of Arts | Justin Florisson | | |
| Head of Science | Felicity Barnabas | | |
| Head of Technology and Enterprise | Simon Watts | | |
| Head of Maths | Nathan Tibbits | | |
| Head of Humanities | Belinda ‘t Hart | | |
| Head of Health & Physical Education | Carly Phoebe | | |
| Head of Bible and Christian Studies | Andy Price | | |
| **SPECIALIST EDUCATORS** | | | |
| VET Co-ordinator | John Scott | | |
| Outdoor Education Coordinator | Ryan Galambosi | | |
| Director of ICT – teaching and learning | Dave Burgess | | |
| Director of Football Academy | Stephen Posthuma | | |
| Gate Coordinator | Nathan Tibbits | | |
| Secondary AVID Coordinator | Ollie Oeij | | |
| Director of Sport | Zach Cottrell | | |
| **PRIMARY DEPUTIES/CO-ORDINATORS** | | | |
| Deputy Head – Wellbeing | | Jon Lituri | |
| Deputy Head – K-2 | | Jo-Anne Gudgeon | |
| Deputy Head – 3-6 | | Julie Bottomley | |
| Years 5 & 6 and Primary Numeracy Coordinator | | Craig Stoffberg | |
| Kindy/Pre-Primary Coordinator | | Adele de Wet | |
| Years 1 & 2 Coordinator | | Sharonne Hart | |
| Years 3 & 4 Coordinator | | Akila Senanayake | |
| Primary Enrichment and Relief Coordinator | | Laura Cooper | |
| **K- Yr 12** | | | |
| Counsellor | | Amanda Robinson | |
| Psychologist | | Paul Russell | |

# Mission | Vision | Values | Strategic Plan

## 2021 Theme

***Excellence - God’s Love in Action***

## MISSION

Rigorous Minds | Compassionate Hearts

#### Rigorous minds

Students are actively encouraged to do their best work in every subject, in every activity, every day.

Students are taught by staff who have been professionally appointed on the basis of their academic success, excellence in teaching, professional experience and personal faith. Staff at SCBC are passionate about developing the talents of young people.

Students’ gifts and talents are nurtured to help them experience a deep sense of personal satisfaction and achievement.

#### Compassionate hearts

Students are actively taught about how God loved the world so much, that He sent His only Son to die on the cross for our sins. His example is of sacrifice for humanity.

## VISION

SCBC is a thriving Christian Community that inspires learning as a means of transforming and empowering lives.

## VALUES

* **Wisdom**
* **Grit**
* **Hope**
* **Love**

## Strategic Plan

### Domain 1 – Faith Focus

1. Encouraging Christian Faith: discipleship and practice
2. Encouraging and supporting Christian leadership
3. Connection to Christian Churches and Christian Community
4. Effective connectivity to Rockingham Baptist Church

### Domain 2 – Student Focus

1. Creating an inspiring, positive, caring and safe environment
2. Flourishing students; individually and collectively – PERMA+H
3. Curriculum and co-curriculum programs aimed at preparation for life
4. Sustainable balanced growth ie. Quality diverse enrolments

### Doman 3 – Community and Culture

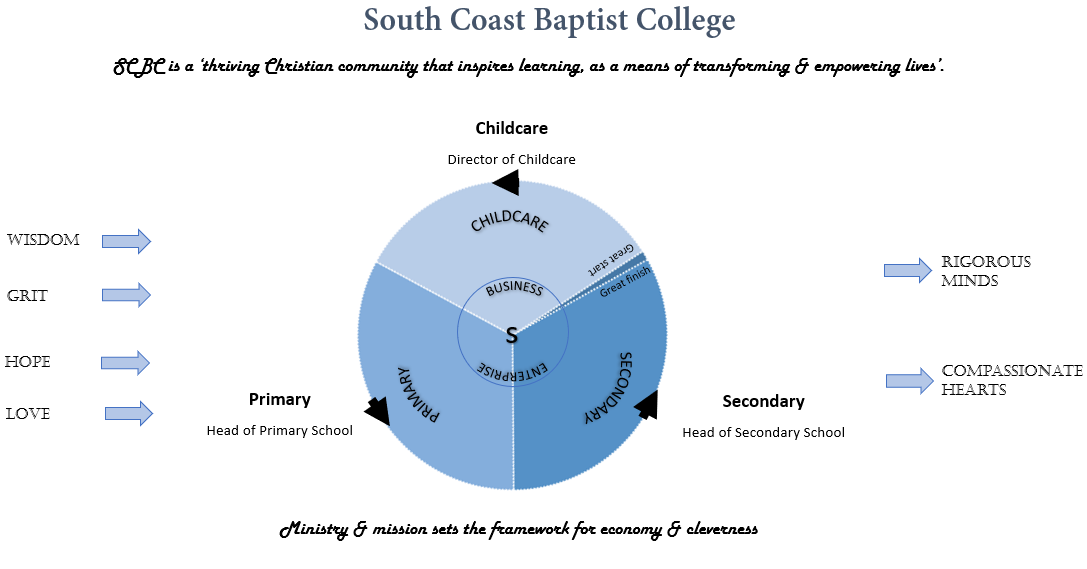
1. Healthy relationships; inside and outside, evidenced by
2. Sense of community (functioning and feeling of “togetherness”)
3. A culture of excellence (in all areas of college activity
4. Opportunities to develop compassionate hearts
5. Compassion education (explicitly teaching what compassion is)
6. Positive Profile (presence); locally, nationally, internationally
7. Post-school success; students (including a positive alumni community)
8. Welcoming community, especially Australia’s indigenous culture

### Domain 4 – Investing in staff

1. Excellent staff who are Christians
2. Building and maintaining staff relationships; platforms of trust, reciprocal and positive.
3. Excellent professional development for staff ie. Targeted, personalised, planned (not ad-hoc), cost-time benefit, with Christian PLs to support staff
4. Staff mentoring and leadership development; oriented to results

### Domain 5 – Excellent Standards (Developing a culture of excellence)

1. Excellent Academic pathways
2. Effective teaching pedagogy
3. Excellent stewardship of resources in all areas
4. Effective board governance
5. Financial Health
6. Excellence in areas of specialisation eg Football-Academy, Vocal-Academy, GATE Program
7. Excellent compliance with School Registration and educational frameworks
8. Direction and sequencing of the Architectural Master Plan



# Learning Needs Of Our Students is Central

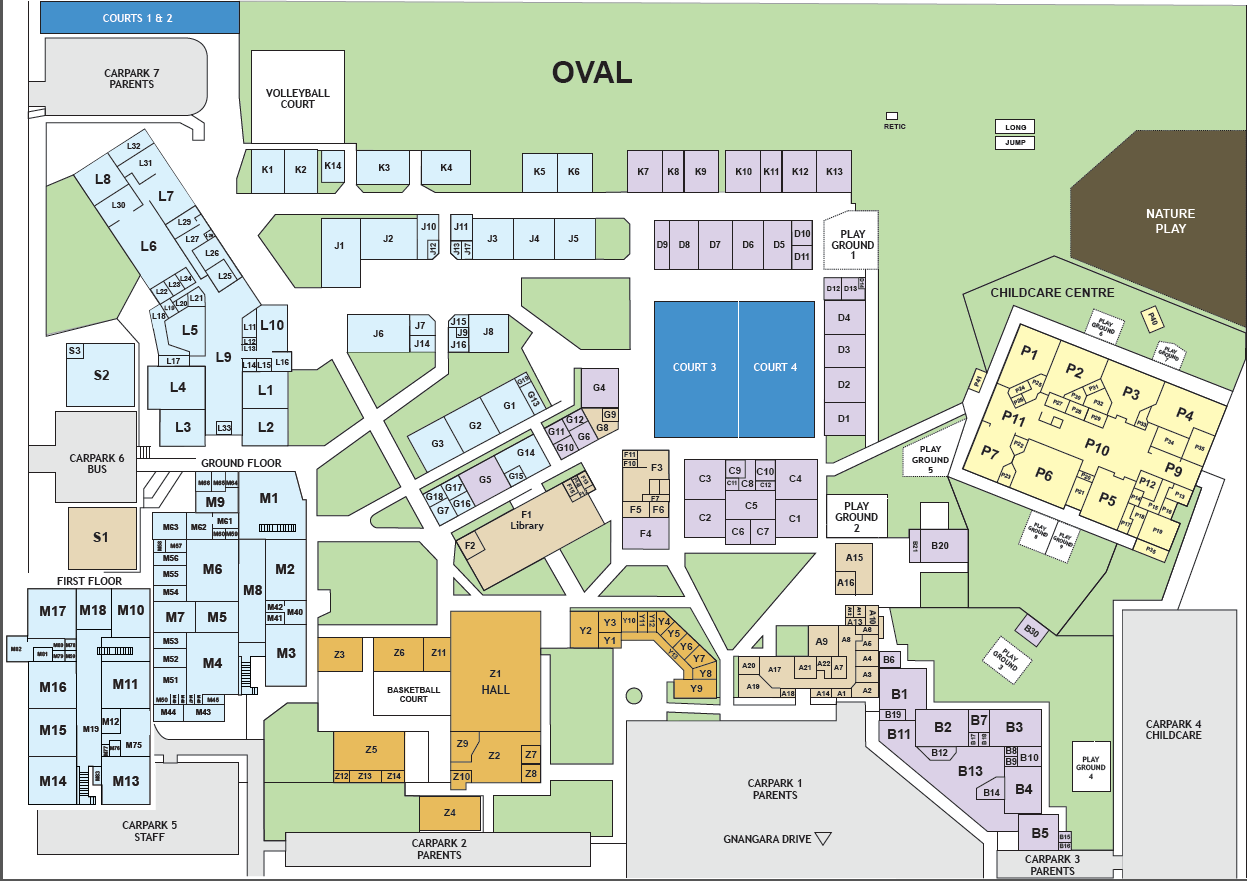


Students are taught to value the life of another human being unconditionally. They are led to be interested in the wellbeing of others.

The learning needs of our students is central to all the decisions we make. Recognising the benefits of an excellent educational experience, South Coast Baptist College was started by Rockingham Baptist Church. We are a values-driven Christian community, committed to encouraging rigorous minds and compassionate hearts. Precision curriculum content and the importance of character co-exist in equal measure. Helpful, positive relationship between parents, the staff and students is known to promote a supportive, effective learning environment. At SCBC we value strong relationships with parents, evident by a high priority on open, timely and informative communications.

* Following 30 years of partnering with families to provide an excellent education, we have become increasingly known for a number of positive distinctives.
* South Coast Baptist College has a widely respected standard of care, a view acknowledged by many educators in the independent school sector.
* We “catch students” doing the right thing and reward them. Lessons are both content and values driven deliberately promoting a Christian world view.

# College Map



# College bell times

Starting Times:

**Kindergarten** 8.40am - 3.10pm

**Pre-Primary** 8.40am - 3.10pm

**Primary School** 8.40am - 3.10pm

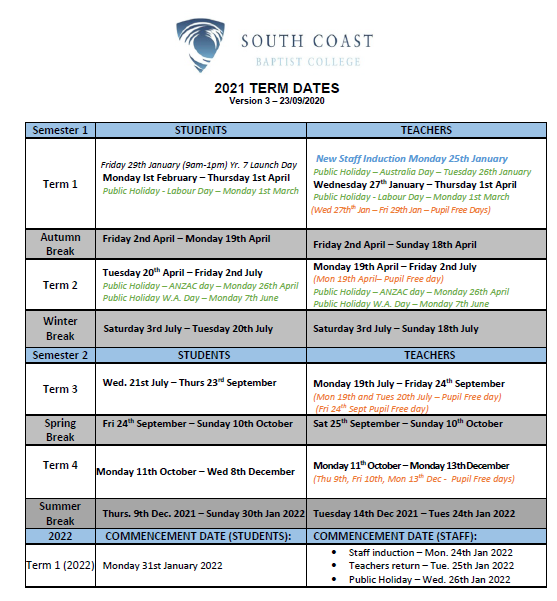
**Secondary School** 8:30am - 3.20pm

**Tuesday** 8.30/8.40 – 2.20pm

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School (6 periods) | | Thursday – (7 periods) | |
| Period | Times | Period | Times |
| 5 min Warning Bell | 8:25 |  | 8:25 |
| 1 | 8:30 | 1 | 8:30 |
| 2 | 9:25 | 2 | 9:20 |
| Form | 10:20 | Recess | 10:10 |
| Recess | 10:40 | 3 | 10:30 |
| 3 | 11:00 | 4 | 11:20 |
| 4 | 11:55 | Lunch | 12:10 |
| Lunch | 12:50 | 5 | 12:50 |
| 5 | 1:30 | 6 | 1:40 |
| 6 | 2:25 | 7 | 2.30 |
| Close | 3:20 | Close | 3.20 |

|  |  |  |  |
| --- | --- | --- | --- |
| Primary School (7 Periods) | | Thursdays (7 periods) | |
| Period | Times | Period | Times |
| Start | 8.40 | Start | 8.40 |
| 1 | 8.40 | 1 | 8.40 |
| 2 | 9.25 | 2 | 9.20 |
| Recess | 10.10 | 3 | 10.05 |
| 3 | 10.30 | Recess | 10.50 |
| 4 | 11.15 | 4 | 11.10 |
| Lunch | 12.00 | 5 | 11.55 |
| 5 | 12.50 | Lunch | 12.45 |
| 6 | 1.35 | 6 | 1.35 |
| 7 | 2.20 | 7 | 2.20 |
| Close | 3.10 | Close | 3.10 |

# KEY DATES – 2021



# Code of conduct – policy no. 6.1.0

All staff, visitors and volunteers need to sign and abide by the College’s Code of Conduct. Please See HR if you have not signed one, or if you have any questions in relation to any part of the Code of Conduct.

# Dress Code – General Conditions of Employment Policy – N0. 6.1.4 Dress Code

While appropriate clothing will vary with the learning activity or task being undertaken, staff must present a professional image at all times. South Coast Baptist College retains the right to determine appropriate dress within the workplace. All staff will be informed of acceptable dress and grooming requirements during their induction process.

All staff are required to be neat and tidy, all tattoos should be covered (unless approved by the Principal), jewelry should be kept to a minimum, and all clothing, jewelry and hair must not present a risk to health and safety.

Where uniforms, protective clothing or footwear have been provided by South Coast Baptist College, they must be worn. It is the responsibility of the staff member to ensure that they are clean and well-maintained. If clothing or footwear has been damaged this must be reported as soon as possible to your manager to arrange a replacement where appropriate.

* All staff are to maintain a high standard of dress while on duty/representing the College. This dress is expected to be of a standard consistent with the professional position held and appropriate to the particular situation.
* For both men and women jeans should be reserved for excursion type activities where the students are also being permitted to wear casual clothes.
* For ladies’ slacks may be appropriate when a great deal of activity with the children is involved.
* Male staff members are required to wear a tie in Terms 2 & 3.
* When thinking about what to wear, please remember that students are required to wear the College uniform neatly and correctly at all times.
* If you have any queries in this area, please see your Head of School.
* Teachers engaged in PE Activities: Sporting attire should be at least as modest and becoming as that expected of the students.
* South Coast Baptist College requires a minimum standard of neat casual attire when staff are in the workplace. Neat casual attire does not include clothing that may be considered offensive or antisocial and does not include thongs, gym and/or exercise clothes. Where protective clothing or footwear have been provided by South Coast Baptist College, they must be worn. Covered footwear may be required to be worn.

# Sun Protection

All staff must wear hats, appropriate protective clothing, and apply sunscreen where they are likely to spend time outdoors.

# Getting Started

## Keys and Tokens

* Please contact Jenny Currin in HR to organize and collect your token and Classroom key.
* In order to arm/disarm the school alarm, you will need a token.
  + If the main alarm unit is displaying a red light, you will need to swipe your token once. This will both disarm the entire school.
  + Should the main alarm unit have a green light, when it is out of school hours, then you will only need to swipe your token once to “unlock” the door.
  + If the main alarm unit light is green during school hours, there is no need to arm/disarm.
  + To arm, swipe your token 3 times until the light is red.

## Arming and Disarming the College

* + Building A and Uniform shop ARM/DISARM at front reception
  + Buildings B is ARM/DISARM from Kindy/PP carpark door
  + Building C, D and F (Canteen) is ARM/DISARM from F4 classroom only
  + Building F (Library) is ARM/DISARM from front or rear entry doors
  + Building G1 – 3 & 13 (IT & Copy room) from G1entry doors
  + Building G (Admin Services) from either G6 or G7 entry doors
  + Building J & K from the J6 Entry door
  + Building L & S (Gym) from any of the Main 3 Entry points leading into Building L
  + Building M from the Side Entry door facing the Library
  + Maintenance Shed has its own code pad so they will be able to control the ARM/DISARM from there.
  + Building P – stays as its currently is.

## Name Badge

Name badges will be provided for new staff. Please see the HR Manager should you not have one. Please wear your name badge to school every day.

## Information Collection

Information is predominantly circulated via email; hence, it is imperative that you are regularly checking your email account. However, on the occasion that you must collect letters or forms they can be found either at Main Reception or from your respective Administration Area (eg. Primary Administration, Secondary Administration).

## Leaving the Campus -During School Hours

Should you need to leave the campus during school hours, please sign out using the passtab stations in Reception or Secondary Admin. Staff need to be accounted for, in the case of an emergency.

# Getting Connected

## IT Support

The IT support office is located in the Library.

**Tim Norris**

ICT Support

**Kim Warnock**

ICT Manager

Kim or Tim can be contacted on:  
Email: [helpdesk@scbc.wa.edu.au](mailto:helpdesk@scbc.wa.edu.au)  
Phone: Extension 115 and 117

***Please log all IT issues by sending a request to the helpdesk email address above****.*

## Email

Once you have completed your E-Policy document (in your payroll pack), I.T. will set you up with an email address. It will generally be your first name dot surname eg. [firstname.surname@scbc.wa.edu.au](mailto:firstname.surname@scbc.wa.edu.au) (*unless we have another person in the system with the same name*).

The generic password when logging on for the first time will be **“Teacher6169”.** You will be prompted to change this.

## Sending out Emails

Please keep emails to a minimum, however should you need to send out an email, please ensure that it is courteous.   
If you need to send out an email to:

* + - * “All Staff” - Needs to be approved by the Principal.
* “All Secondary Staff” – Needs to be approved by the Head of Secondary.
* “All Primary Staff” – Needs to be approved by the Head of Primary.

## College Devices

If you have been provided with a College device, you will need to collect this from the IT support office and fill out any forms they require to register it to yourself. If you end employment with the College, all devices must be returned back to IT and be removed from your name on the register.

## Back Ups of Files

Any files you place onto your H: drive or any other shared drive will be backed up onto the server, whereas the files on your Desktop or My Documents folders will be lost in the event of a virus or hard drive failure. As a precaution, we would advise saving all documents onto your H: drive.

## ITC Architecture

**The network drives will be laid out as below**.

* K Drive (Policies) – Everyone has access to the Policies Drive
* S Drive (Admin) now replaces the O Drive (Adminshared)
* T Drive (Primary) now replaces the R Drive (Sharedstaff)
* U Drive (Secondary) now replaces the R Drive also (Sharedstaff)
* V Drive (School) is a generic shared drive giving access to all staff for file sharing only. This drive is not backed-up and is deleted at the beginning of every month.

**Note:** *Staff will only have Write Access to the areas they are involved in, everywhere else within the School File structure will be Read Only or No Access (e.g., Payroll, Accounting, etc.)*

# Policies

HR, OHS and Teaching & Learning Policies can be found on the Drive:

In addition, you may access policies from the “File” tab on BambooHR

# Professional Teaching Standards

The National Professional Standards for Teachers can be found on the portal at the following link. <http://ourportal/forms/Information/National> Professional Standards for Teachers

# TRBWA

All teachers are required to comply with the ***Teacher Registration Act 2012 (Act)*** and it is a fundamental requirement for employment that teachers maintain full financial membership as a Registered Teacher with the TRBWA. The onus is on teachers to fulfill their obligations. For more information please visit the following website <http://www.trb.wa.gov.au/Schools_and_employers/obligations/Pages/default.aspx>

# Working with children checks

All staff are required to have current Working with Children Checks. Application forms may be obtained from the HR Manager or applications may be made online. Receipts must be handed in to Human Resources for record keeping purposes until the new WWCC card arrives.

* The onus is on Staff to renew their WWCC prior to expiry
* Should a staff member’s WWCC expire they will be on Leave without pay, until such time an application is made.
* Should a staff member receive an Interim Negative Notice or Negative Notice, they will not be able to engage in child-related work and will be on Leave without pay.
* Teachers are asked to keep their details current with the TRBWA
* Should a teacher be de-registered for whatever reason, they will be on Leave without pay, until such time they are re-registered.

# security

## Accessing the College over the Weekend

If you do need to come in out of hours, please follow the following procedures:

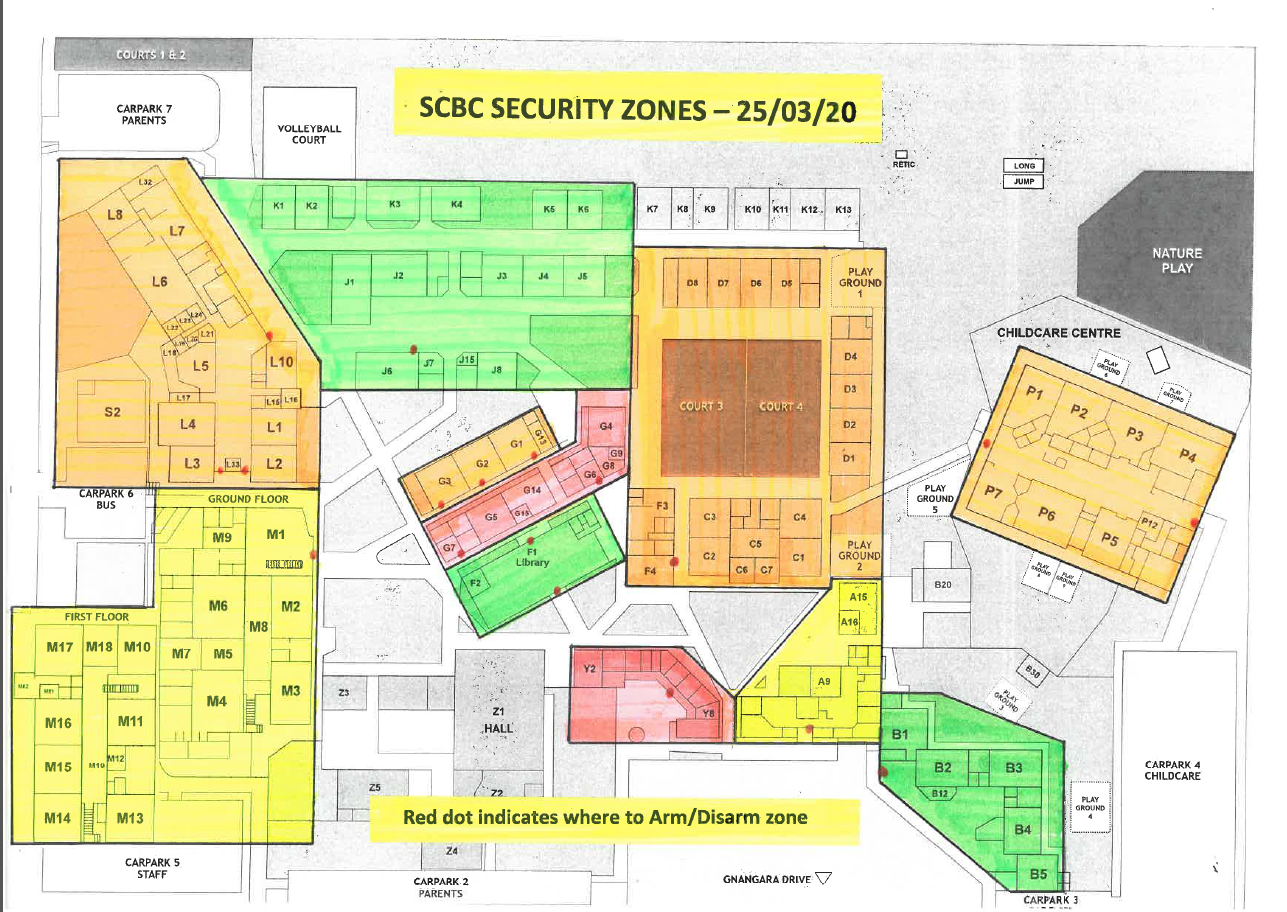
1. **Arm/disarm the zone that you are working in only**.  The red dot on the map (below/next page) indicates where to do this for each zone.  **The system will identify who has armed and disarmed the building**.  Red LED indicates zone is armed; green LED light indicates zone is disarmed.
2. If you need to go into another zone to use a printer or go to the toilet for example, you will need to arm/disarm that zone as well.
3. When you leave, please check that other people are not in your zone prior to arming.
4. If the zone does not arm**, it usually indicates that a door is open/not shut correctly**.  You will need to check your zone before trying to arm the zone again.
5. If you come in during the holidays, you will need to lock every door that you open, and check others as the cleaners are not necessarily on site to do this.

### Other points of note:

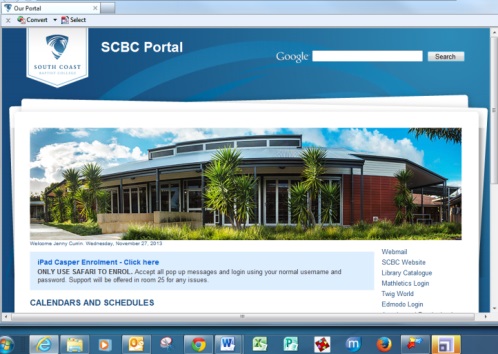
There is no need to sign in and out of each zone.

* The cleaners are supposed to do a final check at the end of the shift, however if we can do our bit, it will help them out.  There is also human error to contend with so if we can ensure our area/room is locked that will assist the College.
* As a back stop, the buildings are all armed at 9.30pm and disarmed at 7am or when maintenance come in.  This is only a back stop, and again we need to make sure we do what we can to help out.  If you have events on after hours, **can you please let IT or myself know** so that we can tell the security company and adjust the hours for that night.
* B Block has just come on stream as a zone of its own.

If you have any questions, please do not hesitate to ask the Business Operations Manager.

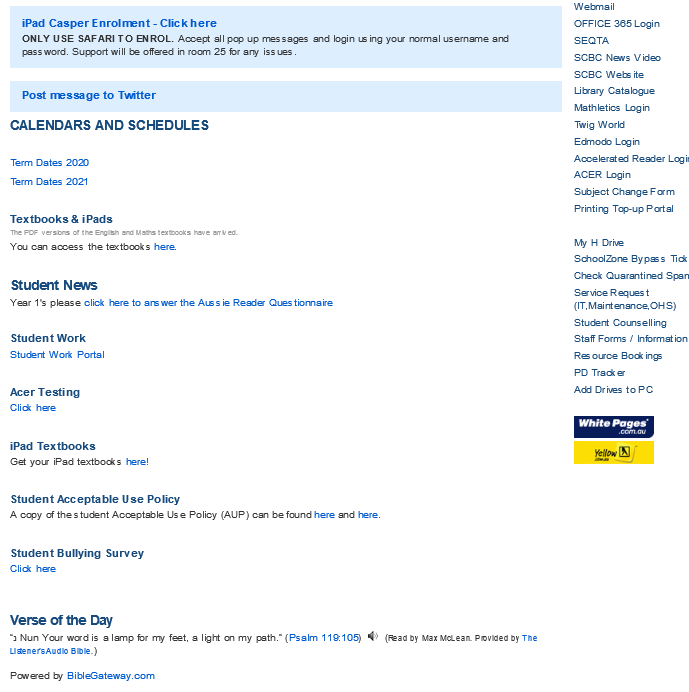


# SCBC Portal

The SCBC Portal can be found, by going to <http://ourportal/> when on campus or by going to <http://portal.scbc.wa.edu.au/> when off campus

This is a great source of internal information.

You will have quick access to the following links:



# What To Do When Going on Professional Development

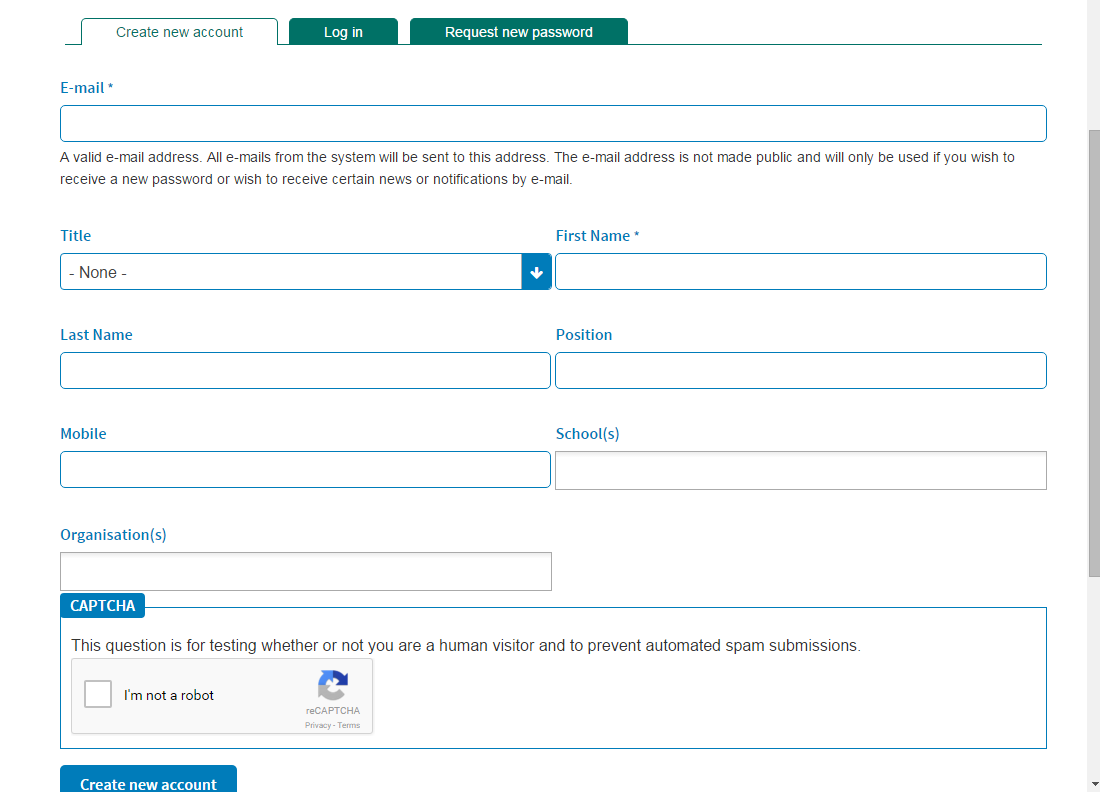
## AISWA – To Register

Many of the Professional Development courses are organized through AISWA and in order to register, you will need a “login”. :

1. Go to the AISWA website [www.ais.wa.edu.au/user/login](https://www.ais.wa.edu.au/user/login)
2. Click on Create New Account



1. Complete the fields below and then click on “Create New Account”

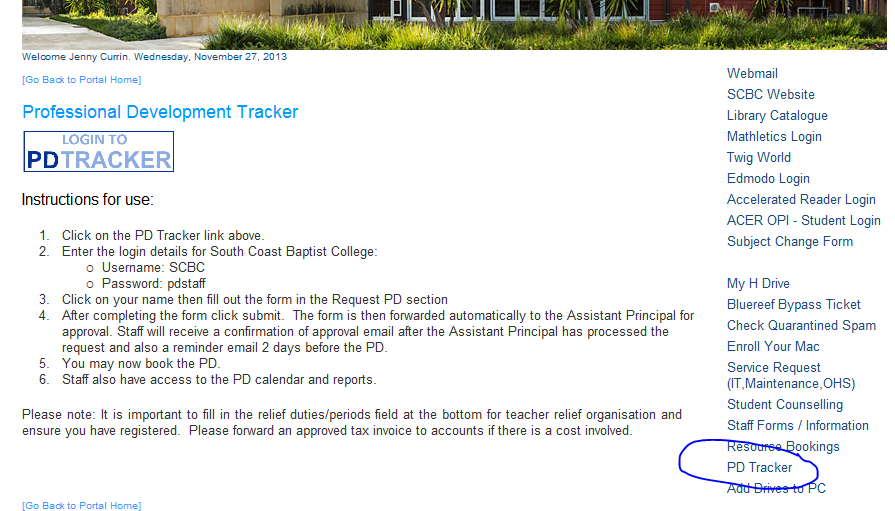


1. You will not be registered right away as you will need to be “authorized”
2. Once you have been authorized login through the “teachers login” drop down option at point 2.

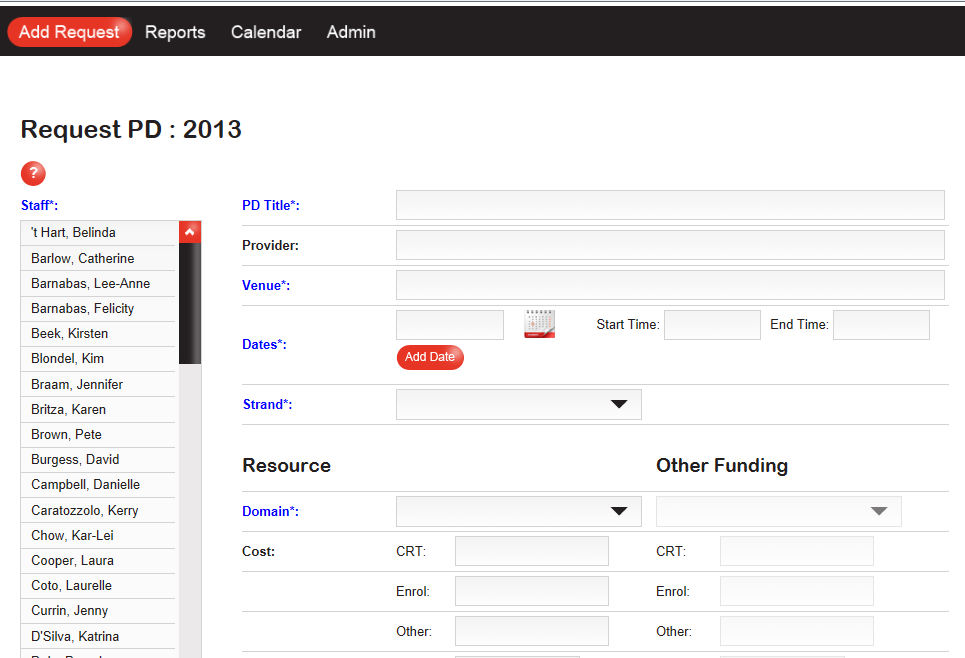
# PD Tracker

SCBC uses a system called PD tracker to track and approve all Professional Development Days. Please log your PD by doing the following:

1. Go to the Portal 
2. Click on PD Tracker on the RHS of the page
3. Login in to PD Tracker by following the instructions below



1. Complete the on line form in PD Tracker and click on the Submit button.



1. Press “Submit” when complete.

# PURCHASING GOODS AND SERVICES

## SCBC’s Standard Purchasing Process is as follows:

* Ensure you know the relevant account code or cost centre for the budget that you are managing (Accounts Payable can help with this).
* All purchases less than $3,000 require an **approved and signed invoice** from the Budget Manager for that account code or cost centre.
* Any purchases **above $3,000** but less than $10,000 require a purchase order authorised and signed **prior** to the purchase by **2** signatories: The Budget Manager, plus Your Executive Manager *Please provide copy of signed Purchase Order to the accounts team prior to service or goods supplied. Also, please provide signed invoice with same 2 signatories once goods have been received*/supply
* Any purchases **above $10,000** require a purchase order authorised and signed by **3** signatories **prior** to the purchase:
  + The Budget Manager, plus
  + Your Executive Manager as per below, plus
  + Another listed person from the following list: Head of Primary, Head of Secondary, Director of Childcare, Business Operations Manager, Finance Operations Manager, or the College Principal.
  + Please provide signed invoice with same 3 signatories once goods have been received.
* ***Please note:*** 
  + Purchase orders should be approved **prior** to committing the purchase.
  + In signing an invoice the Budget Manager is confirming that the goods and services have been received as ordered.
  + It is the responsibility of the Budget Manager to keep within the budget allocation given at the beginning of the financial year, unless otherwise agreed with your relevant line Manager (before incurring expenditure).
  + Payments are made weekly.  Invoices and payment requests are to be submitted by 12pm **Wednesday** at the latest for inclusion in the week’s payment batch.  After processing and approval, payments are sent on Friday at midday.

## Petty Cash

The purchase of goods and services ***up to $100*** can be facilitated through Petty Cash. **Petty cash forms** can be obtained from reception. Attach the invoice/receipt to this form and get the Budget Manager to approve and sign the documents, then submit the above to the accounts team for reimbursement.

## Reimbursement Requisitions

Goods purchased using personal funds can be reimbursed through a **reimbursement form** that you can collect from reception. The reimbursement form should be completed with bank details for each new reimbursement submitted. Writing “as per payroll” will **not** be accepted.

Attach the invoice/receipt to this form and get the Budget Manager to approve and sign the documents, then scan and email it to the accounts team for reimbursement (you cannot authorize your own expenditure). Don’t hesitate to contact Accounts Payable on ext 110 if you have any questions.

# Staff Discount on School Fees

Permanent Staff members who have a child/ren attend South Coast Baptist College, are entitled to an annual School Fee discount, applied on a pro-rata basis:

1. $300 per family if you work 0.2-0.49 FTE
2. $600 per family if you work 0.5-1.0 FTE

As with all parents, it is expected that school fees are paid through a direct debit arrangement. As a benefit of being a staff member, you can choose to instead have your school fees deducted from your salary each fortnight, please contact Shelley Roberts in Accounts to arrange for this to happen.

Staff are not required to pay the family bond.

Shelley Roberts  
Phone: 9540 4407 or Extension No: 107  
[robertss@scbc.wa.edu.au](mailto:robertss@scbc.wa.edu.au)

# Payroll

**Payroll Manager** : Lee-Anne Barnabas (part-time)  
Phone No: 9540 4409 OR Extension No: 109  
Email: [payroll@scbc.wa.edu.au](mailto:payroll@scbc.wa.edu.au)

**Payroll/HR Officer**: Suzette Coetzee (part-time)  
Phone No: 9540 4446 OR Extension No: 146  
Email: [hr@scbc.wa.edu.au](mailto:hr@scbc.wa.edu.au)

**HR Manager**: Jenny Currin  
Phone No: 9540 4406 OR Extension No: 106  
Email: [currinj@scbc.wa.edu.au](mailto:currinj@scbc.wa.edu.au)

## South Coast Baptist College Staff Agreements

The following staff agreements can be found on the college portal:

1. South Coast Baptist College Teaching Staff Agreement 2013
2. South Coast Baptist College Non-Teaching Staff Agreement 2018

## Salaries

Salaries and wages are paid on a fortnightly basis in arrears. (see pay dates for 2021 on page 33)

You will receive an email with your pay slip. A password is required to access your pay slip – your password is your date of birth (**DDMMYYYY)**. Please contact the Payroll Officer should you have any questions.

## HECS Debt

It is your responsibility to inform the College if you have a HECS debt so that the correct amount of tax can be deducted from your fortnightly wage. Similarly, once your HECS debt has been paid, the onus is on you to inform Payroll. [payroll@scbc.wa.edu.au](mailto:payroll@scbc.wa.edu.au)

A tax withholding declaration form will need to be completed in order to accommodate any HECS debt changes.

## Deductions

1. An amount of $5.00 (FTE 1.0) will be deducted from your salary for staff amenities. This will cover staff room supplies.
2. If you qualify to be part of the College’s Income Protection policy, your portion of the premium will be deducted from of your pay on a fortnightly basis. The College pays 50% of the premium and employees pay the other 50%. Currently a 50% portion equals 0.57% of your gross salary. Should you not wish to participate in the scheme, please notify the College (Payroll Officer) in writing.
3. Should you have a child that attends SCBC, you can arrange to have school fees deducted from your salary on a fortnightly basis. Please see Shelley Roberts in Accounts.
4. Should you have a HECS/HELP debt, it is your responsibility to ensure the extra tax is deducted from your salary. Please check your pay and if in doubt liaise with the payroll officer.

## Salary Sacrificing a Device

Staff can Salary Sacrifice up to two portable electronic devices per FBT year (1st April – 31st March), provided the devices do not have substantially identical functions to each other.

A signed agreement must be entered into 14 days prior to the first salary sacrifice deduction. Please speak to the HR Manager who will explain the process.

## Salary Sacrificing into Super

Should you wish to salary sacrifice some of your pay into your superannuation fund, please notify the payroll officer in writing 14 days prior to the first salary sacrifice deduction. Please speak to the HR Manager should you have any further questions.

## Sick Leave – Personal/Carer’s Leaver

* College Staff have 12 days sick leave per year (pro-rata if part-time).
* Sick leave is cumulative (prior to 18/12/13 accruals were 10 days per year pro-rata)

A sick leave form **(**found on the **portal,** under **“Staff Forms”)** must be completed and submitted to the Payroll Officer or the Head of Secondary/Primary.

Should you run out of sick/personal leave, Leave without Pay will automatically be applied.

## Leave Without Pay

Leave without pay may be applied for by completing a leave form and submitting it to your Head of School, Business Operations Manager or Principal for approval. Consideration will only occur if the application is received **prior to any arrangements being made**. Leave without pay is not encouraged and unless there are extreme circumstances for the request, it is highly unlikely to be granted.

## Long Service Leave

Long Service Leave can be taken after 8 continuous years of service.

Please check with Payroll/HR when you think you may be due LSL. Once confirmed, please complete a leave form, found on the portal and discuss your LSL intentions with the Head of Primary/Secondary, HR Manager or Principal.

Please note that LSL is paid on hours accrued during your time of service. e.g. If you worked 4 years at 0.5 FTE and 4 years at 1.0 FTE, your LSL accruals will be paid at an accrual rate of 0.75 FTE. You will always be paid at your current hourly/period rate of pay.

Accruals for Non-Teaching staff, prior to Aug 2009, are at 10 weeks after 10 years

Should you have any questions please contact the HR Manager or Payroll Officer.

## Teachers’/EA Leave

Permanent Full time Teachers and Education Assistants are entitled to 12 weeks leave per full year of service (4 weeks annual leave and 8 weeks vacation leave) – pro-rata for part-time employees. Please see the college calendar for dates of annual leave and vacation leave. If you are unsure of what leave is due to you please contact the Payroll Manager.

## Admin Leave

Permanent Full time Admin staff members are entitled to 4 weeks annual leave after one year of service (pro-rata if applicable). This is generally taken in the summer holidays as specified by the College - see the Payroll Manager for exact dates.

“Stand down” may be applied in the school vacation periods. Your salary will be averaged to factor in any stand down periods.

## Parental Leave

1. If you have been working as a permanent employee for more than 12 months, you are entitled to apply for unpaid maternity leave. (up to 12 months). Written notice must be given 10 working weeks prior to the date of leave. Please give copies to:

* HR/Payroll
* Head of Primary/Secondary

1. The portion of unpaid leave does not form part of your “service”, however it will not break your service.
2. If you have had continuous service for at least two years, you may qualify for SCBC’s paid maternity allowance. This is the gap between the Government Paid Parental leave amount and your weekly salary. This is payable for 10 weeks.

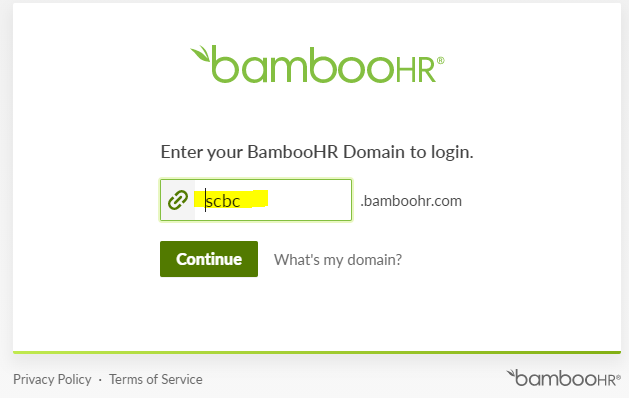
Please refer to the *Parental Leave information booklet* on the College portal for more information.

# Bamboohr

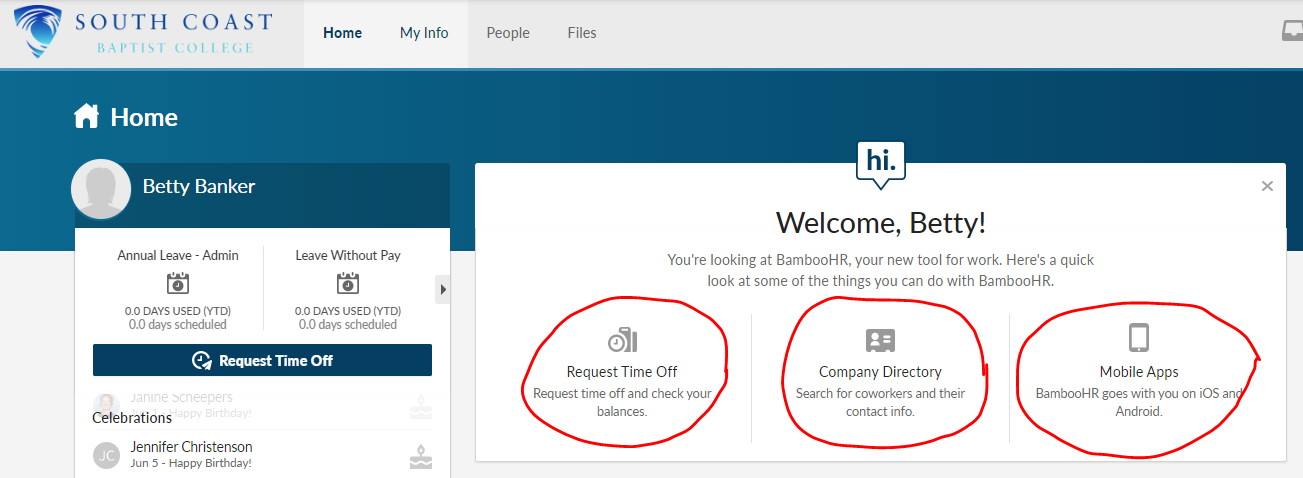
SCBC is now using BambooHR to digitalise key HR tasks. This means your employee information is at your fingertips for you to see and update at any time. It’s quick and easy too. Here’s a [1-min intro](https://us02web.zoom.us/rec/share/_5B1KYzbzUBOcK_M2FzScINmRq7hX6a813dI-PsMyRq1ZWoJCV6H6ahpDkTYLIQv?startTime=1591075645000) from me. Also, please see attached the ‘BambooHR Employee Manual’ for more information.

#### What you need to do now:

Go to <https://scbc.bamboohr.com/>

1.  Type in “SCBC” for the domain name.
2. Then type in your work email address
3. And then your work password
4. It may ask you to save for Single Sign on. You can say “yes” to this so you don’t have to use your password each time.

Click through the interactive ‘How-to guides’ in your Welcome widget

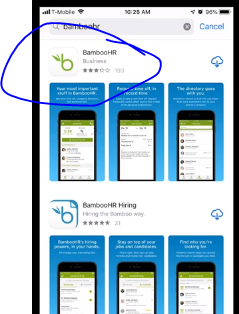


### Go to the ‘My Info’ tab

* Check your Contact information is correct (e.g. address and mobile number).
* Click on the ‘Emergency’ subtab and enter the contact details. Here is a short tutorial on how to make your updates: [Updating emergency contacts](https://help.bamboohr.com/hc/en-us/articles/227351107)

### Download the Mobile App

* The mobile app does not have the same functionality as the website, but it will still let you update your details, request time-off and make phone-calls – wherever you may be!
* [Click here to download the Mobile App](https://help.bamboohr.com/hc/en-us/articles/227183587)
* Download the BambooHR app – the Green one



* Our company domain is…. SCBC.bambooHR.com.au
* Then add in your SCBC email address
* And your normal password
* It may ask you to always connect through Single Sign on – You can say “yes’ as this will allow you to automatically sign in each time

## Finally, some key tasks you may want to know how to do:

### When you are unwell and can’t come to work:

* Text the relief co-ordinator/Line Manager ASAP so they can organise relief for you
* Request time off through the BambooHR mobile APP. (This replaces the need for a text/email to your Line Manager and Sick Leave Form as this request goes to your Line Manager and then on to Payroll)
* Please go onto the BambooHR App and “request time off”. This request will be approved by your line manager.

### Company Directory

Need a Colleague’s phone number? You can easily access the [Company Directory](https://help.bamboohr.com/hc/en-us/articles/216836007) from the BambooHR mobile app.

### Leave Balances

* Please continue referring to your latest payslip for your current leave balances.
* Please don’t hesitate to contact the HR Manager should you have any questions.
* Watch out for additional announcements as additional features are added to your account. And please bookmark this site for future use.

[https://scbc.bamboohr.com](https://scbc.bamboohr.com/)

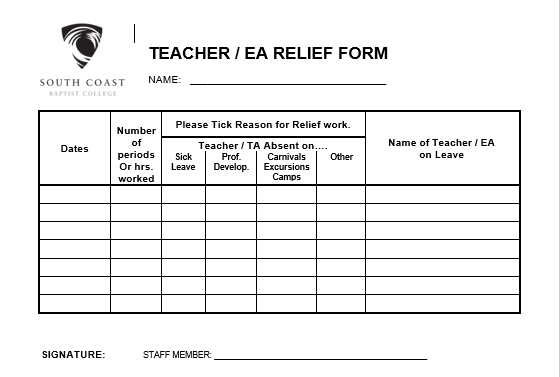
You will need to use this to log any time off. If you are sick, you will need to text/let your line manager know (which ever is the preferred method) and then log onto BambooHR to lodge your “time off” request.

Non-teaching staff will need to log any vacation leave or annual leave through BambooHR.

# Relief Teaching/E.A.

If you are a permanent part-time employee and have been asked to cover classes outside your normal or part-time hours, please follow the following process:

1. Once you have completed your relief duties, please fill in a “Teacher/EA Relief Form”, sign it and bring it to the front office and ask the receptionist to hand it to payroll for processing. Forms can be found on the portal.



1. The Payroll cut-off for date for receiving relief forms is 6 working days, prior to the pay date. Please consider this when anticipating when payment will be made to you. Please see “Casual Pays” table for guidelines of pay dates (page 30).

# Pay Dates in 2021



# Dispute Resolution

The College’s Dispute and Complaints Resolution Policy can be found:

1. In the College/Parent Handbook available at:
   1. Website <https://www.scbc.wa.edu.au/portal/booklists-handbooks-2/>
   2. Portal <http://ourportal/forms.asp>
2. In the College Enterprise Bargaining Agreements on pages 31-32 found on our:
   1. Portal <http://ourportal/agreements/SCBC%20Teaching%20Staff%20Agreement%202013%20-%20FWC.pdf>

# Change of Details Form

Should you wish to change your personal, banking details it is important you complete a new “Personal Details Form - Payroll” found on the portal under “staff forms”.

Advance notice is needed when changing superannuation funds. It is vital you DO NOT close your existing fund until you get the “all clear” from payroll.

# Marketing

Staff should note that all external communications are required to comply with the College’s style guide. The style guide can be found on the College’s portal at <http://ourportal/forms.asp> . The style guide sets out guidelines on formatting, fonts, colours, signage, the use of phots and the like.

If you could endeavour to keep the Marketing department informed of any newsworthy stories or unique photo opportunities in your department that would be really appreciated. If you have any questions or suggestions regarding any aspect of marketing please contact the Marketing Manager on extension 112.

# Child Safety

The College is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff, volunteers and visitors to share this commitment.

If a Teacher/Staff member forms a belief based on reasonable grounds, that a student has been subject to grooming, physical, emotional, psychological abuse and neglect: please follow the notification procedure and mandatory reporting procedure on the next page:

The Mandatory Reporting Service must be contacted through one of the following means:

Telephone: 1800 708 704

Email: [mrs@dcp.wa.gov.au](mailto:mrs@dcp.wa.gov.au)

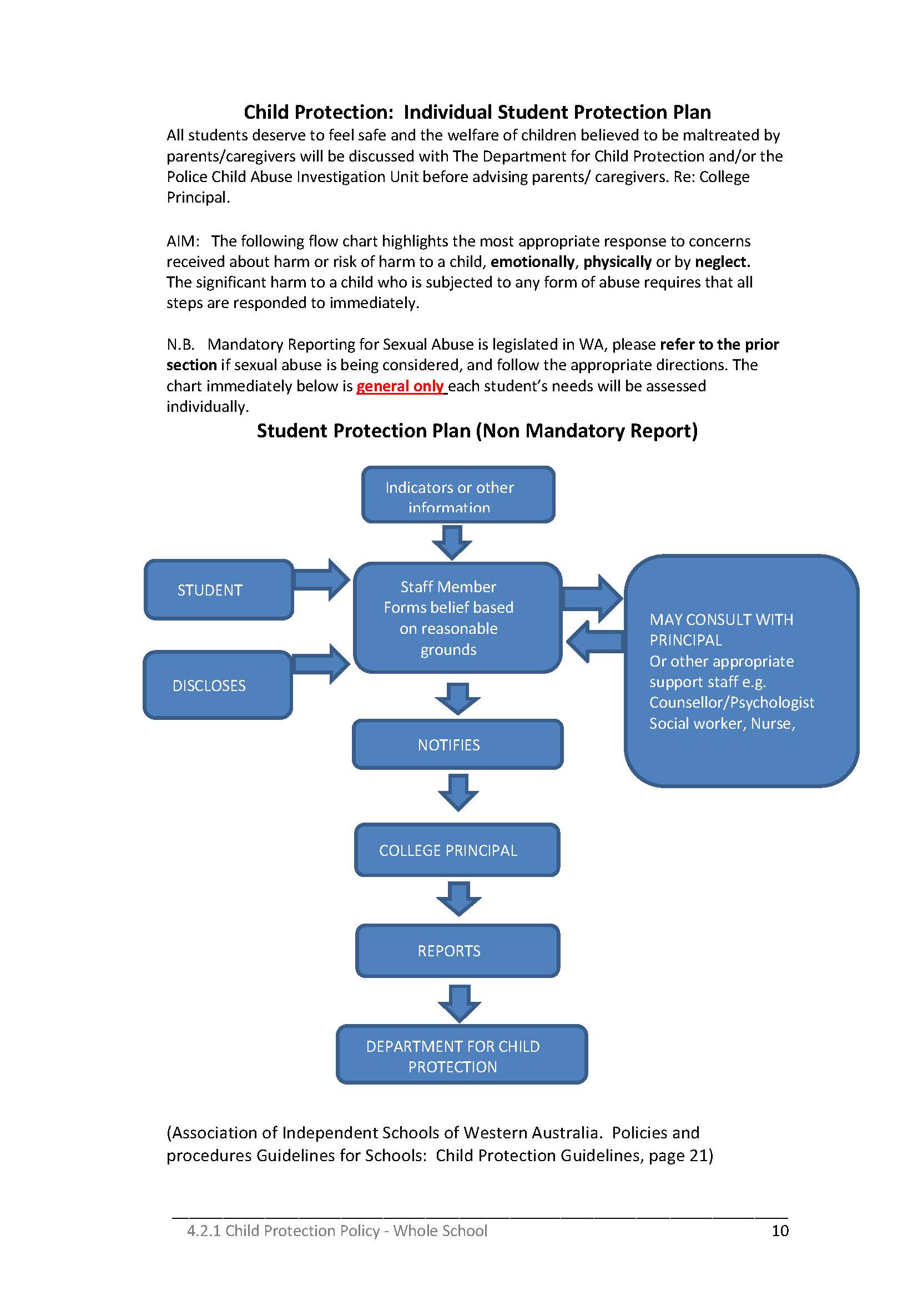
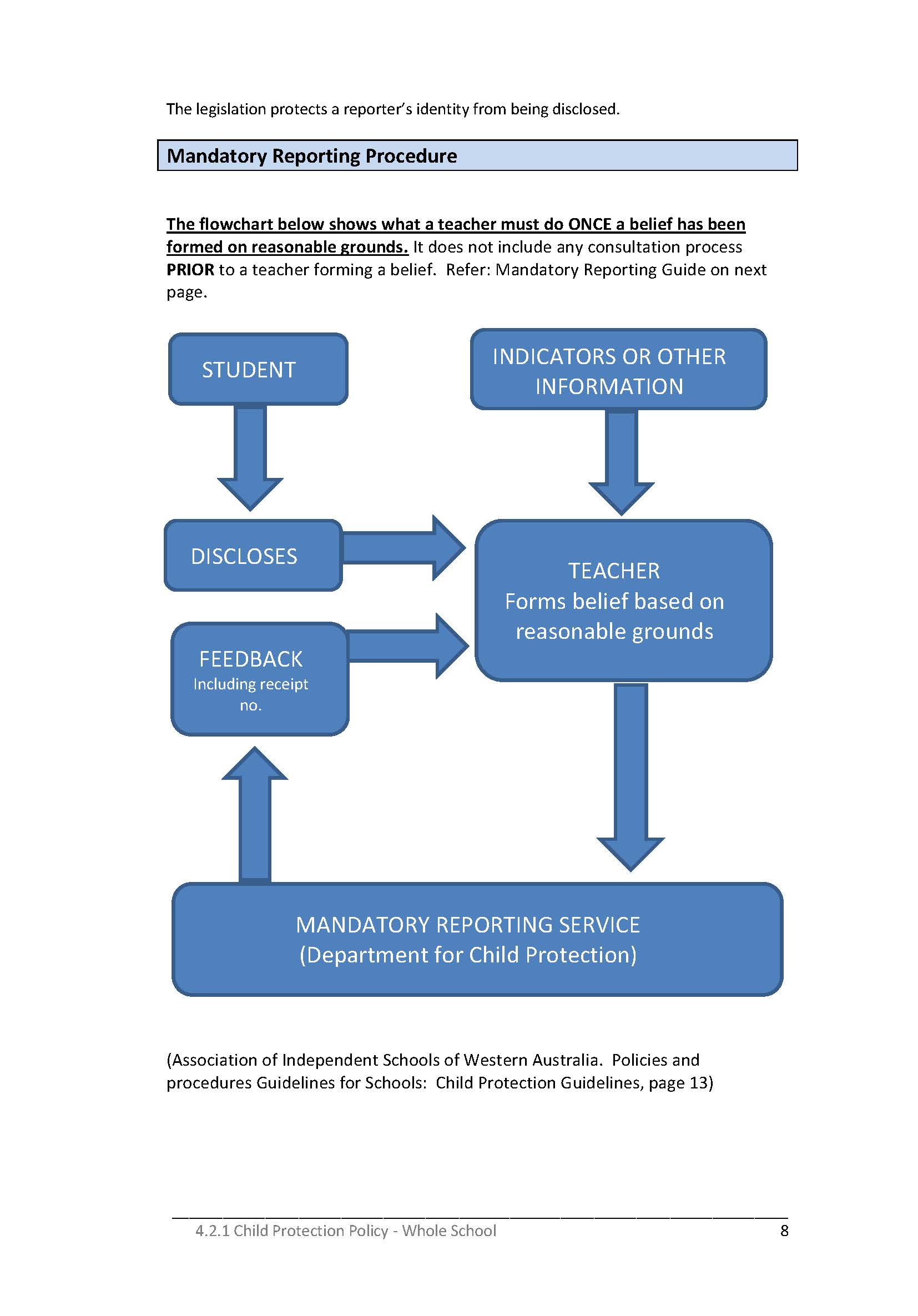
Post: PO Box 8146

Perth BC WA 6849

This unit is available 24 hours a day, 7 days a week to make a report or to raise a concern and seek advice.

Details regarding mandatory reporting can be obtained through:

[www.mandatoryreporting.dcp.wa.gov.au](http://www.mandatoryreporting.dcp.wa.gov.au)



# Occupational Health and Safety

The OHS committee has representatives from all sections of the College who meet regularly.

Please report any OHS issues to [ohs@scbc.wa.edu.au](mailto:ohs@scbc.wa.edu.au)

## OH&S Officers/Representatives

The following staff members are designated OH&S Officers

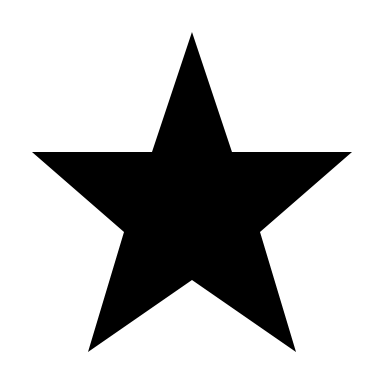
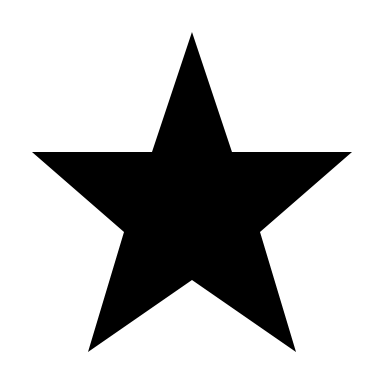
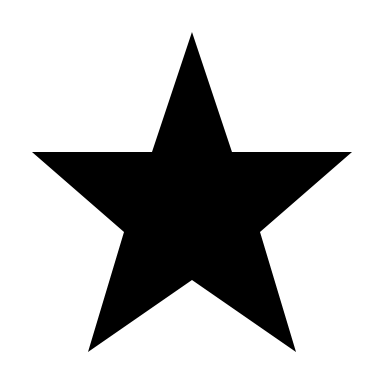
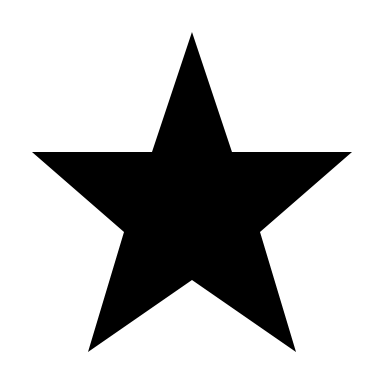
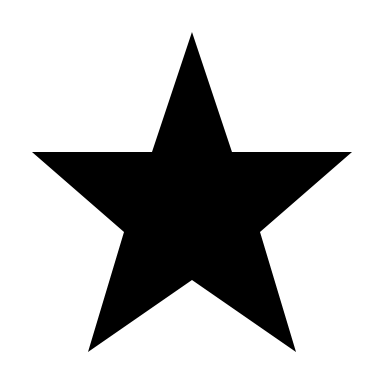
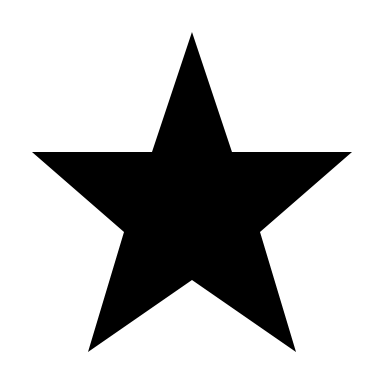
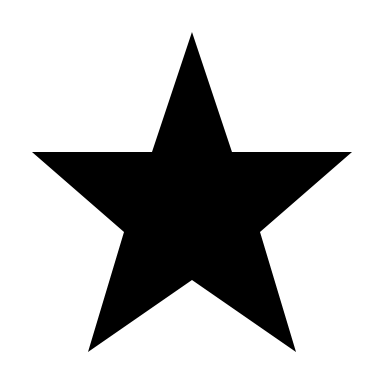
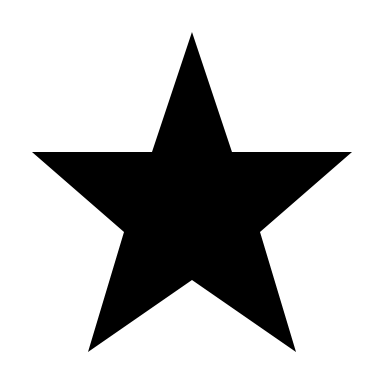
* Primary –Adele de Wet
* Secondary – Rainer Winkler
* Admin – Trevor Darch and Mel Mirabella
* Child Care Centre – Tania Spiranovic

## Injuries/Incidences

All injuries/incidences need to be recorded. Please obtain the form from the ***portal > Staff Forms/Information > Injury and Accident Form***.

Please provide Payroll with a copy of the Accident form and alert the Payroll Officer if there is likely to be a Worker’s Compensation claim. If this is the case, you will need to complete a 2B form and provide a first medical certificate from your doctor.

## Step Ladder Locations



## Your Responsibilities

**As an employee you must**:

* + Take reasonable care for the health and safety of co-workers and ensure that your actions do not put your co-workers at risk:
  + Work Safely
  + Use and maintain equipment properly;
  + Ensure that your work area is free of hazards; and
  + Co-operate with SCBC in anything that you are required to do in order to ensure a safe workplace including:

1. Notifying your supervisor of actual and potential hazards, b) Wearing or using prescribed safety equipment, c) Carrying out work in a safe manner, d) Following health and safety instructions, e) Taking notice of signs, f) Participating in safety training

**Teachers are responsible for ensuring they:**

* Adhere to all the safety guidelines of the College
* Do not climb on desks or cupboards when hanging things from the ceiling or walls. Use a ladder or appropriate climbing equipment.
* Report any incident or near incident by completing the appropriate incident form.
* Report any malfunctioning or damaged equipment.

# Emergency Procedures

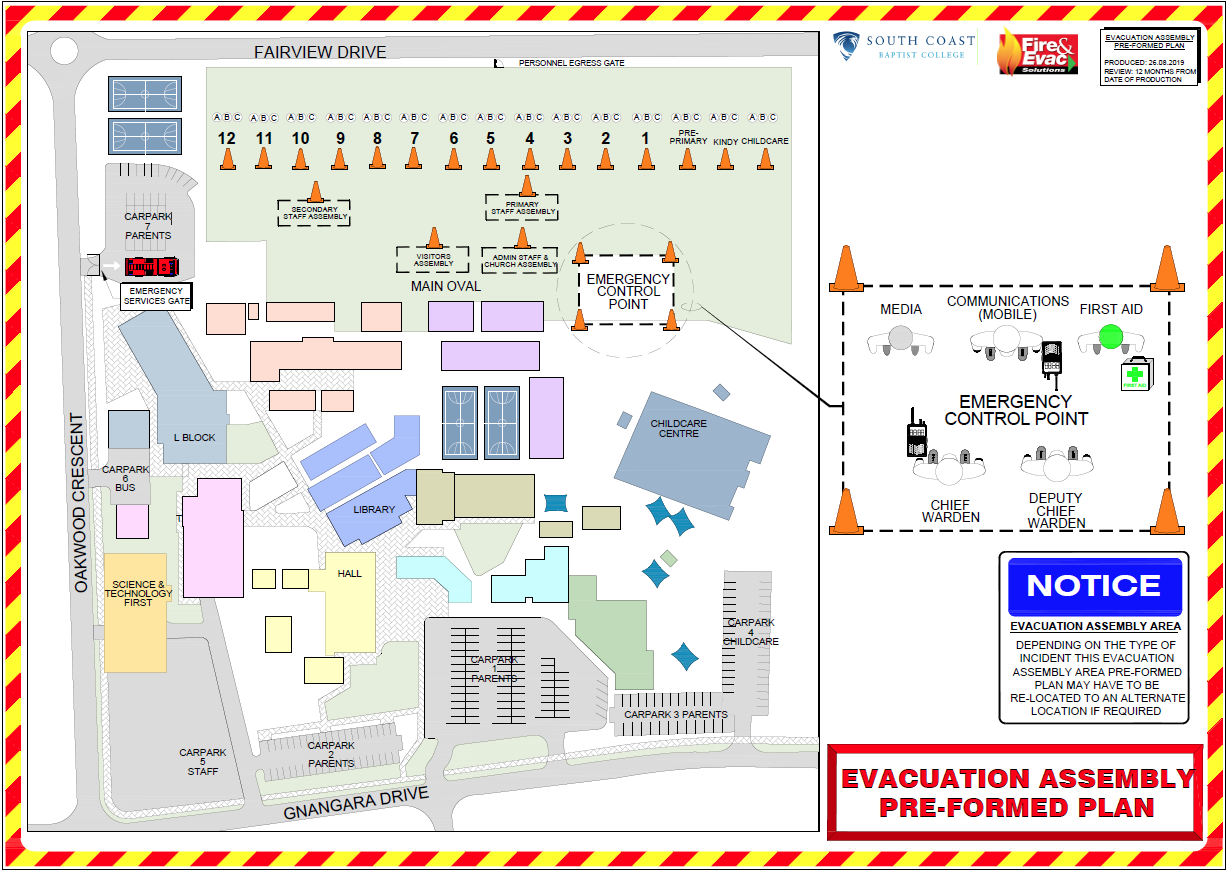
There are two main types of emergency procedures:

1. Evacuation procedures
2. Lockdown procedures

## Evacuations

You will know to evacuate when you hear the “whoop whoop” sound from the PA system. If the College has an evacuation, please make your way to the oval. Evacuation and emergency information is posted in the classrooms near the exit doors. If you are a Warden and are not in “the act of teaching”, please make your way to the front office for instructions on which area you will be assigned to check.





## Lockdowns

A lockdown is the movement and confinement of individuals to an indoor area because of an external threat.

SCBC’s discrete lockdown code is **“MR LOCK TO THE ………….”** or any other part of the school where the external threat is.

**Staff (in the act of teaching in a class) are to:**

* Lock all doors and windows
* Draw blinds and curtains to limit the visibility of those inside to those outside
* Gather class together on the floor and wait for notification from the chief warden

**Outside Class Time Procedure:**

* Yard duty staff direct students to their home room or area nominated by the Chief Warden
* Grade Teachers attend their home class room or area nominated by the Chief Warden
* All other staff report to the Chief Warden to become Wardens