# School Council Employment: Increase to minimum rates of pay – annual wage review

On 3 June 2025, the Fair Work Commission issued the [Annual Wage Review 2025](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fwc.gov.au%2Fhearings-decisions%2Fmajor-cases%2Fannual-wage-reviews%2Fannual-wage-review-2025&data=05%7C02%7CPWRS.exec%40education.vic.gov.au%7Cfe706197016c4785a0ac08ddb9d27e15%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638871035896651235%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=TYnbB7N5NSPhEghoyrblh1zWA1jjRsrZau4wdbKQHL4%3D&reserved=0) decision, including an increase to minimum award wages of 3.5%. Increases to the minimum award rates for school council employees in Victorian government schools are effective from 1 July 2025.

Updated salary rates have been published in the awards below:

* [Victorian Government Schools Award 2016](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fwc.gov.au%2Fdocument-search%2Fview%2F2%2FaHR0cHM6Ly9zYXNyY2RhdGFwcmRhdWVhYS5ibG9iLmNvcmUud2luZG93cy5uZXQvYXdhcmRzL01vZGVybkF3YXJkcy9NQTAwMDE1NS5kb2N40&data=05%7C02%7CPWRS.exec%40education.vic.gov.au%7Cfe706197016c4785a0ac08ddb9d27e15%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638871035896669925%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=AxF6Ud6Y6TXQMSsgvb39E%2BbSwxEWLGyUFSfzRfl0WT8%3D&reserved=0)
* [Victorian Government Schools – Early Childhood – Award 2016](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fwc.gov.au%2Fdocument-search%2Fview%2F2%2FaHR0cHM6Ly9zYXNyY2RhdGFwcmRhdWVhYS5ibG9iLmNvcmUud2luZG93cy5uZXQvYXdhcmRzL01vZGVybkF3YXJkcy9NQTAwMDE1Mi5kb2N40&data=05%7C02%7CPWRS.exec%40education.vic.gov.au%7Cfe706197016c4785a0ac08ddb9d27e15%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638871035896683396%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Lj4p1c7ooYyIqf3Sa%2Fr7KHtMHKEdhWuJCZ%2FuevWIa7c%3D&reserved=0)

Further information regarding school council employment is available on PAL at: [School Council Employment](https://www2.education.vic.gov.au/pal/school-council-employment/overview).

# Casual Relief Teacher (CRT) Panel – Rules of Use (RoU)

The Casual Relief Teacher (CRT) Panel [Rules of Use](https://eduvic.sharepoint.com/sites/SchoolsSecure/SitePages/Department-Managed-Categories.aspx?cid=62a29b44-a61d-4569-bd4b-c700d4a992fc&xsdata=MDV8MDJ8VmFuZXNzYS5DcmljY29NaWx0b3NAZWR1Y2F0aW9uLnZpYy5nb3YuYXV8MDFjNjI0ZTVjZDA1NDNjODBjZDAwOGRkYjkxMTk3MGR8ZDk2Y2IzMzcxYTg3NDRjZmI2OWIzY2VjMzM0YTRjMWZ8MHwwfDYzODg3MDIwNzM4OTMyMTczMHxVbmtub3dufFRXRnBiR1pzYjNkOGV5SkZiWEIwZVUxaGNHa2lPblJ5ZFdVc0lsWWlPaUl3TGpBdU1EQXdNQ0lzSWxBaU9pSlhhVzR6TWlJc0lrRk9Jam9pVFdGcGJDSXNJbGRVSWpveWZRPT18MHx8fA%3d%3d&sdata=cnBHVlhTVnBES0d2R3UrV0JEY2FVZ1hvNWpjTlZPQXFUODdJNm4vTkwxVT0%3d) (RoU) has been updated to include agency rates and fees as of Monday 21 July 2025.

Schools are encouraged to regularly check the RoU for the most up to date information regarding the terms and conditions for CRT engagements through panel listed agencies.

A reminder that schools who wish to engage an agency for the provision of CRTs are required to engage with the panel listed agencies contracted through the department's CRT panel arrangement. Schools may only consider engaging with non-listed agencies if the school has exhausted all available panel agencies.

For any CRT Panel questions, contact Schools Recruitment at sr.crt.panel@education.vic.gov.au.

# Youth Employment Scheme (YES) 2025/2026

This Issue contains…

* School Council Employment:

Increase to minimum rates of pay - annual wage review

* Casual Relief Teacher (CRT) Panel – Rules of Use (RoU)
* Youth Employment Scheme (YES) – 2025/2026
* Schools Local Payroll – General Ledger (GL) Report for WorkCover Remuneration
* Salary Packaging – Novated Leases
* Commonwealth Parental Leave Pay changes
* eduSafe Plus
* Start of term checklist

With the continuation of the YES program in 2025-26, the department invites schools to express their interest in hosting a YES trainee.

The YES program offers young people facing barriers the opportunity to work for 12 months while studying for a Certificate III or IV qualification. The department has limited placements available for YES Trainees, including disability stream placements. Disability places require pre-approval.

For further information, contact the Schools Recruitment Unit youth.employment.scheme@education.vic.gov.au.

**Eligibility:** To be eligible for a YES placement, participants must:

* be aged 15-29 at the commencement of the traineeship
* be unemployed or not working more than 15 hours per week
* not be currently engaged in tertiary education
* not possess a university-level qualification (excluding certificate level 1-4 courses).

Preference is also given to YES applications which identify ‘disadvantaged’ young people, including those who are:

* long-term unemployed
* a resident in a rural or remote area of Victoria
* have a disability or mental illness
* Aboriginal or Torres Strait Islander person.

For further information on YES placements and to reserve placement for schools please email: youth.employment.scheme@education.vic.gov.au.

Schools Local Payroll: General Ledger (GL) Report for WorkCover Remuneration

Each school is required to provide totals of salary and superannuation for School Local Payroll (SLP) employees to their Workers’ Compensation Agent for the 2024-25 financial year.

The Business Manager/HR Administrator can run the GL Report via their HR Admin dashboard on eduPay.

**Instructions**:

1. Navigate to ***HR Admin -> My Reports -> GL Analytics.*** The GL Costing Analysis chart will appear.
2. In ***Pay Entity*** choose ***SLP.***
3. Under ***GL Report Type*** choose ***By GL Expense*** Type
4. Under ***GL Report Range*** choose ***Previous Financial Year***
5. Click ***Send Data*** and the GL Report will be emailed to you.

# Salary Packaging – Novated Leases

Those interested in salary packaging a vehicle through a fully maintained novated lease, should contact the department’s provider **Maxxia**:

* Email: info@maxxia.com.au
* 1300 123 123
* [Novated lease information and bookings](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maxxia.com.au%2Fnovated-lease&data=05%7C02%7CAnnie.Molinaro%40education.vic.gov.au%7C0fd97d109d344d9ba23708ddb91c1eed%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638870252621899223%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=HRMi2cgrK64lTrZHdZE51vEikyIXAsLNjtSR6w7dmMw%3D&reserved=0)

**Important:** Other novated lease providers do not have an agreement with the department and cannot arrange payroll deductions from your fortnightly pay.

### Self-Managed Novated Leases

Those considering a self-managed novated lease (i.e., sourcing your own finance, vehicle, insurance, etc.), it is strongly recommended that Maxxia be contacted for guidance.

Please be aware:

* **Only Maxxia** is authorised to sign Deeds of Novation on behalf of the department.
* **School principals or line managers must not sign** Deeds of Novation under any circumstances.

Those given a Deed of Novation by a supplier or contractor, or are asked to sign one, **do not sign it.** Instead, forward it directly to Maxxia for review at: selfmanaged@maxxia.com.au

This ensures compliance with departmental policy and protects schools and VPS managers from inadvertently entering into binding agreements without proper authority.

The differences between a fully-maintained and self-managed vehicle are explained here: [Fully maintained vs self-managed lease | Maxxia](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maxxia.com.au%2Ffully-maintained-vs-self-managed-lease&data=05%7C02%7CAnnie.Molinaro%40education.vic.gov.au%7C0fd97d109d344d9ba23708ddb91c1eed%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638870252621926448%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=vxYs0yeg2Xy4QgocbYBNYuGNUjSX%2B3Fmn9wLrznSQMI%3D&reserved=0)

Further information regarding salary packaging for department employees is available on PAL at: [Salary Packaging – Teaching Service](https://www2.education.vic.gov.au/pal/salary-packaging-teaching-service/overview).

# Commonwealth Parental Leave Pay changes

Changes apply to Commonwealth government paid parental leave, effective from 1 July 2025.

Now, eligible families receive 120 days, or 24 weeks based on a 5-day work week if a child is born or adopted from 1 July 2025.

In addition, the Australian Taxation Office (ATO) will pay a superannuation contribution on parental leave pay if a child is born or adopted from 1 July 2025. The ATO calculate and pay the contribution into the employee's superannuation fund after the relevant financial year has ended.

As the superannuation payment is made by the ATO, employees will not see the superannuation on their department payslip.

Full details about the changes are available through [Services Australia](https://www.servicesaustralia.gov.au/parental-leave-pay).

# eduSafe Plus

### Self-service model for eduSafe Plus training

As the eduSafe Plus team moves from being a ‘project’ to ‘business as usual’ (BAU) with less resourcing, there is a change to a self-service training/education model.

To support schools and staff in this new way of working, 13 recorded webinars are available in the [Knowledge Base](https://services.educationapps.vic.gov.au/edusafeplus?id=kb_article_view&sys_kb_id=952cbec01b5622d09857dc67b04bcb8f).

There are also resources including full guides, task specific videos and quick reference guides in the [Knowledge Base](https://services.educationapps.vic.gov.au/edusafeplus?id=kb_view2). Browse the Knowledge Base by using the categories or simply use key words in the search function.

New learning pathways for principals and their delegates are also available and aim to support their day-to-day activities in eduSafe Plus as well as providing recommended ways of working in eduSafe Plus.

### Recent system updates to eduSafe Plus

##### **NEW - A change to workers’ compensation claims**

**Why this change?**

* Some schools were submitting claims in eduSafe Plus for workers on the school’s local payroll. Claims for these workers cannot be managed in eduSafe Plus because they are covered by the school’s own WorkCover insurer rather than the department’s insurer, Gallagher Basset.
* Although these claims were entered into eduSafe Plus they were not able to be progressed to support the injured worker.

**What has changed?**

* To fix this issue, eduSafe Plus will now ask users to select either ‘Centrally paid’ (paid by eduPay) or paid by School Local Payroll (SLP) in the first steps of submitting a claim.
* Selecting ‘paid by school local payroll’ results in the following advice being provided:

*‘eduSafe Plus does not support the management of School Local Payroll (SLP) employee claims. School Local Payroll claim documentation must be emailed to the school’s local insurer for submission. SLP employee claims are managed separately by each school’s specific WorkCover insurer. To determine who your SLP insurer is, please review Cases21, General Ledger Financial Details – search for ‘80081 WorkCover’.*

* To determine who school’s SLP insurers are, please review the [CASES21](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/Pages/Home.aspx), General Ledger Financial Details – search for ‘80081 WorkCover’.

**Good to know:**

* An injured worker who is paid centrally, i.e. paid by eduPay, is covered by the department’s WorkCover insurer and all claim management components can be undertaken in eduSafe Plus.
* An injured worker who is paid by the ‘school’s local payroll’ is covered by that school’s own WorkCover insurer.

##### **Expansion of the school profile**

**Why this change?**

* Feedback indicates schools would like to be able to access more records from the school profile.

**What has changed?**

* Before this change, a filter was applied to the records that could be accessed via the school profile. This limited what was displayed for incident reports and safety records to those that were active, not expired and/or less than 12 months old.
* This filter has been updated for key reports, records and activities, and principals and delegates can now access more incident reports, OHS records, WorkSafe matters and workers’ compensation claims using the school profile.

**Good to know**

* Updated support materials and a full outline of the school profile are available on the [knowledge base](https://services.educationapps.vic.gov.au/edusafeplus?id=kb_article_view&sys_kb_id=6be90ca2872dea10e9da42e7dabb350d).

### Support is available

Resources are always available on the use of eduSafe Plus, such as guides and videos, via the [Knowledge Base](https://services.educationapps.vic.gov.au/edusafeplus?id=kb_view2).

Should specific support be required, please contact the Statewide OHS Services Team and the Return to Work and Workers’ Compensation Teams (refer to PAL: [Useful contacts](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts)).

Remember that the [Statewide OHS services team](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts#:~:text=vic.gov.au-,Statewide%20OHS%20Services%20Team,-The%20Statewide%20OHS) is available to work with schools onsite. For more information about the services please email the appropriate [region](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts#:~:text=Regional%20OHS%20Services%20contacts). Here is the team’s [charter](https://content.sdp.education.vic.gov.au/media/ohs-services-charter-3035) on how they can assist schools with OHS.

Please log eduSafe Plus issues and queries via the [service portal](https://services.educationapps.vic.gov.au/dp).

# Start of term checklist

### Payrollreminders

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|[ ]  Entering Dates: Check the correct date has been entered - be especially careful on work schedule changes and deduction start/end dates.  |
|[ ]  **Avoid incorrect pays for returning employees:** Check employees who are scheduled to return from unpaid leave that:* they have actually resumed, and
* they will be paid correctly.
 |
|[ ]  **Avoid Overpayments:** Ensure leave is approved and recorded for employees who are to commence or continue unpaid leave. |
|[ ]  **Banking, Tax and Superannuation:** Ask employees to update their banking and taxation details directly on eduPay using Employee Self Service. Where the employee cannot access eduPay, record their banking and tax details. Do not overwrite banking or tax data or change the effective date – **ADD** a new row with the correct effective date and new information.Employees are to record their Choice of Superannuation requirements directly on eduPay using Employee Self Service. The Choice form is not required where the employee has completed the update directly on eduPay. Taxation and superannuation can be completed from home; however, banking can only be completed where the computer is connected to the school network. |
|[ ]  **Higher Duties and Special Payments:** Complete any higher duties assignments and special payment assignments commencing this term that have been approved by the principal. Place details on the employee’s personnel file – see [Higher Duties - Teaching Service](https://www2.education.vic.gov.au/pal/higher-duties-teaching-service/overview) for further information including higher duties form that is used to document and approve the decision. To process higher duties in eduPay, see [School Allowances Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Higher%20duties%20-%20School%20Allowances%20QRG.pdf). |
|[ ]  **Ceasing Employees:** Ensure a copy of the employee’s written notice of cessation of employment which has been accepted by the principal is placed on the personnel file. |
|[ ]  **Payroll Validation and Certification:** Validate and certify any outstanding pay periods. |

### Leave reminders

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|[ ]  Record/process leave: For employees commencing or extending unpaid or half pay leave, ensure 539 LWOP APPRV is used for Leave Without Pay entries where leave has been approved by the principal. Encourage employees to apply for leave using Employee Self Service wherever possible. |
|[ ]  **Review all Stop Pay entries:** A Stop Pay is not leave. Stop pay is used as a temporary measure to ensure an employee is not overpaid following workers’ compensation absence or long-term unpaid leave. Determine the correct leave type for these employees (if applicable) and adjust their records accordingly. |

### Recruitment reminders

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|[ ]  VIT Registration: A teacher cannot undertake teaching duties without current, valid VIT registration. For each teacher, principals are to ensure all VIT cards show current and valid registration status. Review the employee’s card or check registration details on the [public register](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.vit.vic.edu.au%2Fsearch-the-register%2F_nocache&data=05%7C02%7CAnnie.Molinaro%40education.vic.gov.au%7C5e6fee6993f64ae9d21208ddc04c3046%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638878155642049781%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=JhQbxJMo4AQRE%2BMQNXJI0hGg8fPtKxYnFjZh%2BqpX170%3D&reserved=0). |
|[ ]  A current employee is to record and update their VIT Registration details through ESS following which the HR Administrator validates the entry on the Suitability for Employment page if required. Status of all VIT registrations on eduPay is visible on the HR Administrator page (HR Admin > Manage Staff > Suitability for Employment (then select VIT on the left-hand menu)) or the principal’s dashboard (Manager > Manage My Team > VIT). |
|[ ]  Permission to teach (PTT) VIT registration is not sufficient for employment in a classroom teacher job classification (classroom teacher, leading teacher, learning specialist). VIT cards for PTT holders includes relevant details required for employment purposes that are not on the VIT register, such as the specifics for what the PTT has been granted for (location, subject etc.). A copy of the PTT card must be recorded by the school. |
|[ ]  **WWC Check:** It is an employment requirement for education support class employees (ESC) to hold a valid Working With Children (WWC) Check except where they hold current VIT registration. It is also an offence for a person to be engaged in child-related work in a school without a valid WWC Check. As a result, eduPay will not allow the employment of the person without valid WWCC data entered. Prior to employing any ESC or other non-teaching employee ensure they have a valid and current employee type WWCC card, and the card details are recorded on eduPay at the time of their hire/rehire. |
|[ ]  A current employee can record their renewed or new card details using Employee Self Service (ESS) and the HR Administrator then validates this entry on the Suitability for Employment page (HR Admin > Manage Staff > Suitability for Employment). |
|[ ]  **Principal Class appointments, promotions or transfers**: Principal and assistant principal appointments, promotions or transfers are completed by Schools People Services on return of the signed Contract of Employment. School operators **must not** complete Job Data transactions for principal class employees. |
|[ ]  **Employment Offers:** Ensure all employment offers for this year have been accepted in writing and the school’s copy of the employment offer is placed on the employee’s personnel file. |
|[ ]  **Complete the Hire/Rehire of staff as appropriate:** After completing the Hire/Rehire of an employee, remember to include the banking and taxation details, or ask the employee to update directly in Employee Self Service, including their superannuation. For fixed term teacher positions ensure the correct employment end date is used on eduPay – refer to the [Fixed Term Ready Reckoner](https://www2.education.vic.gov.au/pal/calculators-and-ready-reckoners/resources). The Employment Hire/Rehire Checklist should be used to assist in the hire/rehire process, available on the Recruitment in Schools PAL page at: [Recruitment in Schools](https://www2.education.vic.gov.au/pal/recruitment-schools/resources). |
|[ ]  **Promotion and Transfer of teachers and ESC employees:** Ensure any promotions and transfers (except for principal class employees, principals and assistant principals) of ongoing employees have been processed and any documentation in relation to the promotion or transfer is placed on the employee’s personnel file. |

### Other reminders

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|[ ]  WWCC and Volunteers: Ensure all Volunteers have a valid WWCC card in accordance with the school’s visitor policy. An employee card can be used to volunteer but a volunteer card cannot be used for paid employment. |
|[ ]  **WWCC and Contractors**: Ensure the assessment of the suitability of contractors to be on school premises is consistent with the department’s Suitability for Employment Policy and your school policy. Contact the Employee Conduct Branch if advice is required. |
|[ ]  **Personnel Files:** For previous employees who transfer to or are rehired at the school, request the personnel file from their previous school. Where another school requests the personnel file for an employee, make sure all documentation has been securely included and send it to the new school by registered mail. For further information on personnel files, see the HRWeb topic – [Records Management](https://www2.education.vic.gov.au/pal/records-management-employee-information/overview). |