

Issue No: 8

December 2011

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## PRESIDENT'S REPORT

Dear Colleagues

I would like to extend a warm welcome to all our members and especially all our new members.

We are nearing the end of the Term 4 and if you are anything like me, wondering where this year has gone; with no sign of the volume of work you are doing diminishing. It has been an extremely busy and often stressful year for many colleagues with very little downtime throughout the year. The collegiate support you provide to one another is extremely valuable and should never be under-estimated; please take care of yourself and each other during the last week of term.

### Victoria as a Learning Community – Minister for Education, Martin Dixon

I recently attended an extended special lecture by Minister Dixon, Minister for Education at the Melbourne Graduate School of Education. The Minister spoke about the foundations for the reforms, from the first wave when Schools of the Future policy was implemented in the 1990s. At the same time, curriculum, resources and accountability frameworks were established to support schools in this more autonomous environment.

The second wave occurred in the 2000s and was described as a period of capacity building with a strong emphasis on strong leaders and teachers, developing common language around school improvement and achieved through initiatives such as the Developmental Learning Framework for School Leaders, Effective Schools Model and the Bastow Institute of Educational Leadership.

We are now on the third wave of reform, underpinned by professional trust and support (DEECD are moving away from a managed model to a services and support model). The real drive for reform, for higher standards and improved student outcomes will come from highly skilled professionals who know and understand the local context and are best placed to lead improvement. The Minister's reference included 'when the leaders on the ground 'buy-in' the return on investment is greatest'.

The Minister proposes to develop a Compact between the Department and government schools. This Compact will outline respective roles and responsibilities including a collaborative partnership that will put into practice professional trust.

The Minister spoke about the five key reform areas including:

1. Supporting improved student outcomes – this is the goal
2. Creating order and inclusion in schools – the foundation for all the work
3. School innovation – which is a critical driver of systematic excellence
4. School partnerships – a critical facilitator for improvement
5. International education – the context for our work now and into the future

The Minister commented on Internationalising education as the 'context for our work' – the international environment.

We all live and work in an increasingly globalised, internationally focused world. We need to compete in a global economy and participate in a global society. Supporting students to excel in a globalised work is a key platform for the government.

Instead of the focus on competing against other states in Australia (as we have done previously) we have to compete with the best in the world, we need to focus on Finland instead of Queensland and Singapore, not Sydney in an effort to improve outcomes.

This will require our students to have high levels of capabilities in areas including maths, science, literacy, civics and ICT. Students will need to be outward looking and globally connected.

The Minister finished by acknowledging the agenda for internationalising education is ambitious, but the stakes are high and the world will not sit and wait for us.

What does this mean for Business Managers in schools? With autonomy and devolution high on the Federal Government agenda (as well as our own state government reform agenda), the indications are we will be expected to provide more, with less resources as the economic situation will become much tighter next year.

### **Accredited programs for Business Managers**

The push for accreditation for Business Managers is coming from many jurisdictions and the ABMVSS believe this is something that is definitely required. We want to 'professionalise' the profession. Our 2011 member survey identified a large number of Business Managers will leave the system in the next 4-8 years with many associate staff not qualified or willing to take the next step up the ladder. We are being proactive and looking at programs that will assist in building capacity and the accreditation of the education Business Manager profession for the future.

We are in contact with many DEECD personnel with regard to accredited programs and the various options available. We don't expect this to happen straight away, however we want to be prepared for when the opportunity does arrive.

Professor Karen Starr who facilitates the Bastow Leadership Program for Business Managers' is a valued supporter of our Business Managers and fully supports accredited programs for Business Managers as a way forward. We look forward to reading her book: Above and Beyond the bottom line, the extraordinary evolution of the Business Manager which is due to be released by the publisher in February 2012.

### **Technical Leadership – Bastow Leadership Program for Business Managers**

The application process for the Bastow Institute Leadership Program for Business Managers 2012 has not yet been announced (still awaiting the outcome of the tender process). We have been advised the program will definitely proceed next year with approx 40-50 places available. The program will be advertised very early in 2012, I will advise you when the process commences.

### **Mentoring Program 2012 – sponsored by mecu**

Information and applications relating to this program was sent directly to members on Friday 9th December. The closing date for applications is Friday, 23rd March 2012. This is an invaluable professional learning opportunity and we encourage you to apply for the program. Thank you to bankmecu for again supporting the delivery of this professional learning opportunity to members.

### **JUA Innovation Award 2012**

Applications for the JUA Innovation Award 2012 opened on 23rd November 2011 (Application information was sent to members via separate email). Please note applications for the award will close at 4.30 pm on 22<sup>nd</sup> March 2012. Please email all applications to [scholarship@abmvss.com.au](mailto:scholarship@abmvss.com.au) Please DO NOT email to my edumail address due to storage limitations.

### **ABMVSS Committee of Management**

I would like to take this opportunity to thank all members of the Committee of Management both current and those who recently retired from the Committee for their tireless efforts in working for the members of our association. Your collegiate spirit and contributions to the Association and your colleagues is acknowledged, valued and appreciated.

## Retirements

To all our members who are taking the next step and retiring from your school we wish you a well deserved change of pace and much happiness in your new life 'after school'. Thank you for your contribution and commitment to your school and our profession. You leave a great legacy for people to follow.

To all our colleagues, I wish you all a very happy festive season, enjoy and have some rest and relaxation, please travel safe over this very busy period. Best wishes for a safe, healthy and happy transition into 2012.

**Linda Lee,**  
**ABMVSS President**

## ABMVSS Membership

I would like to extend a warm welcome to our newest members to the ABMVSS we hope you find your professional association 'adds value' to your role in schools:

Bernadette Stepnell	Port Melbourne Primary School
Gayle Whittaker	McKinnon Primary School
Donna Holland	Keysborough Primary School
Christine Chara	Camelot Rise Primary School
Lynne Savage	Alexandra Primary School
Sarah Jane Cameron	Lucknow Primary School
Shae Bradley	Bellarine Secondary College
Louise Spencer	Camberwell High School
Judy Agnew	Black Rock Primary School
Linda Simonis	Black Rock Primary School
Michelle Eastwood	Croydon Community School
Frida D'Costa-Kent	Wheeler Hill Secondary College
Patricia Cherry	Peranbin Primary College

We have forwarded your new membership packages to your schools including your membership number and ABMVSS website information please keep these details in a safe place for future use. We look forward to seeing/meeting you at an upcoming ABMVSS event in 2012.

## Wanting to update your membership contact details – couldn't be easier

Please visit the ABMVSS website – [www.abmvss.com.au](http://www.abmvss.com.au) and log in using your member number and password, you can then update any new contact details online, Sonia (our Administration Officer) receives an automated email from the website advising the information you have updated so she can update your details in our office systems.

## Victorian Education Excellence Awards – Outstanding Business Manager and ES Team Awards

The VEEA – Outstanding Business Manager and Outstanding ES Team Awards process will now close on **20<sup>th</sup> January 2012**. The prestigious awards are both valued at \$10,000 – the Outstanding Business Manager Award sponsored by bankmecu and the Outstanding ES Team Award sponsored by DEECD. Good luck to everyone with your applications.

## eduPay – new Validation and Certification process for eduPay

I received several emails from Business Manager who queried the new validation & certification process for eduPay who noticed the covering instructions specify "Employees with error messages will not be paid". HR Services also advised they received a small number of exactly this type of enquiry following the new validation/certification notification email sent to all validators/certifiers progressively from Saturday, 10 December 2011. Their advice is as follows:

'There seems to be a confusion regarding the second bullet point under 'Messages Tab', 'employees with error messages will not be paid' in the new validation/certification email advice. The employees with 'error' messages are predominantly those with no banking and/or taxation information on the system at all or with the information that is either incomplete or inaccurate. Such employees will be excluded from the payment processing and as a result, they will not be paid until the information is either processed or corrected on the payroll system'. This is all the new email notification is trying to convey re employees with error messages.

## eduPay – Access

We were advised at the last HRS & BM Forum in November that access to ESS in eduPay would be available to all staff outside of the secure school environment by the end of the school year, except for access to bank account details. This has now been revised and access by all staff to eduPay (outside of the secure school environment, except those on SRAS) will not be available with further ITD risk assessments being conducted.

Information on how to access pay slips for those staff with a specific requirement to them during the December-January period will be provided in the upcoming HRM Online – expected out in the DEECD mail this week. Where a school requires assistance in providing the electronic pay slips during this period, details, including the name and employee ID, should be emailed to [migration.schools.eduPay@edumail.vic.gov.au](mailto:migration.schools.eduPay@edumail.vic.gov.au)

Requests will be processed as quickly as possible when the payslip becomes available. The payslip will only be emailed to an employee's edumail account.

## ABMVSS PD NEWS

ABMVSS 2012 Annual Leadership Conference workshop information is updated regularly, please check the website [www.abmvss.theconferencemanager.com.au](http://www.abmvss.theconferencemanager.com.au) or visit the ABMVSS website [www.abmvss.com.au](http://www.abmvss.com.au) and click on the conference link frequently to access the latest information. Early bird accommodation is available until 28<sup>th</sup> February 2012. Please see the PD diary dates further in this newsletter.

ABMVSS Statewide General Meeting to be held at the Crown Complex 19<sup>th</sup> March 2012, agenda and registration information will be sent to members towards the end of January 2012, please keep a look out for this information.

## DEECD Notifications

I would like to bring the following DEECD communication to the attention of Business Managers.

### DEECD Mail sent 25<sup>th</sup> October 2011 S470-2011 – STLR System Processing for Part time employees

**For all schools and principals, business managers and education support administrative staff**

#### Main Points

- The Short Term Leave Reimbursement (STLR) process allows schools to claim reimbursement for relief staff costs associated with nominated leave types for leave taken by teaching and education support staff.
- Some schools may experience issues when entering STLR requests. Incorrect hours for part-time employees may be displayed limiting the schools ability to request the full amount of hours entitled to them.
- The attached Fact Sheet outlines the process that schools should undertake if they experience these issues.

#### Actions Required

- Read fact sheet.
- Submit part-time requests as per fact sheet instructions.

#### Critical Dates

- N/A

#### Additional Information

- For further advice please phone Michelle Jamieson on 9637 2198 or email [schools.leave.reimbursement@edumail.vic.gov.au](mailto:schools.leave.reimbursement@edumail.vic.gov.au)

#### Claire Britchford

Chief Financial Officer  
Financial Services Division

[Fact sheet](#) (\*\*\*)editor: please see the attached STLR fact sheet at the back of the newsletter)

**Diary Dates – please mark in your calendar of events:**

**ABMVSS PD 2012**

- ABMVSS State-wide Meeting 2012: March 19th 2012 – River Rooms 2 and 3, Crown Complex
- ABMVSS Conference 2012: May 23-25th 2012 – Sebel Albert Park, 65 Queens Road Melbourne
- ABMVSS AGM 2012: October 29th 2012 – River Rooms 2 and 3, Crown Complex
- ABMVSS Mentor Program 2012: Dates to be determined
- ABMVSS Leadership Program 2012: Dates to be determined

**Network PD**

The Mornington Peninsula Admin Support Group held its 15th annual conference at the Langham Hotel in early November. We had 55 delegates from the Mornington Peninsula who all enjoyed the two days and the networking which always takes place.

**Jan Park  
Red Hill Consolidated School**



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## INTERSTATE & INTERNATIONAL 2012 Diary Dates:

### AAGSA STATE CONFERENCES 2012

#### Australian Association of Government School Administrators (AAGSA) State Association Conferences

\*As a financial member of the ABMVSS you are also a member of AAGSA and entitled to attend interstate conferences with the following AAGSA affiliated organisations – at member rates.

New AAGSA website [www.aagsa.net](http://www.aagsa.net)

- ABMVSS May 23 – 25<sup>th</sup> Sebel Albert Park, Queens Road, Melbourne, Vic
- WAMBE June confirmed dates and location to be determined
- SASSAOA July 2 – 4<sup>th</sup> Westlakes Resort, Adelaide, SA
- TSAA July 18 – 20<sup>th</sup> Wrest Point Casino, Hobart\*\*\*and **AAGSA National Conference**
- SBMAQ August 15 – 17 Jupiters Casino, Gold Coast, Qld
- WASSRA August 23 – 24 Burswood Convention Centre, Perth WA

### INTERNATIONAL CONFERENCES 2012

ASBO International Executive Leadership Forum – Orlando, Florida USA February 16<sup>th</sup> -19<sup>th</sup> 2012  
Annual conference – Phoenix, Arizona October 12<sup>th</sup> – 15<sup>th</sup> 2012  
[www.asbointl.org](http://www.asbointl.org)

National College UK Seizing Success, ICC Birmingham June 2012  
[www.nationalcollege.org.uk](http://www.nationalcollege.org.uk)

### ABMVSS Payments

A very big 'thank you' to all the members who paid their membership renewals so promptly, Sonia is working very hard to process all payments particularly cheque payments as quickly as possible to try and avoid cheques not presented by the end of the year.

If you are paying by cheque, please allow for possible delays with the mail arriving at our PO Box 651 Altona, 3018, in the lead up to Christmas, mail deliveries can be very slow. We still have membership renewal cheque payments being sent through to Jacqui Muir our Conference Manager. This will further delay the cheques being presented as these cheques need to come to the ABMVSS Office to be processed.

If you have any queries regarding membership or any other payments, would you please email Sonia Healy, [healy.sonia.s@edumail.vic.gov.au](mailto:healy.sonia.s@edumail.vic.gov.au) and she will respond as quickly as possible. If you would prefer to speak with Sonia – she works Tuesdays and Thursday at the ABMVSS Office – 9398 4998.

### Reminder

We are still receiving payments into the wrong ABMVSS Account.

Please check your Cases 21 Creditor details for the ABMVSS to make sure you have two ABMVSS creditor details set up.

### ABMVSS General Account

When paying by EFT the following details should be used for **Membership, SGM and AGM payments:**

BSB 803-140 (bankmecu)  
Account no 23187942  
Account name ABMVSS General

If making **cheque** payments for the above items please make sure your credit details have the following address:

ABMVSS  
PO Box 651  
Altona 3018

## ABMVSS Conference Account

When paying by EFT the following details should be used for Conference payments only:

BSB	803-140 (bankmecu)
Account No	23184993
Account name	ABMVSS Conference

When making **cheque** payments for the **ANNUAL CONFERENCE** please make sure your creditor details have been updated to the following address

ABMVSS C/- The Conference Manager  
PO Box 3376,  
Caroline Springs 3023

Would you please alter your remittance advice email contact details advice in C21 Finance to [healy.sonia.s@edumail.vic.gov.au](mailto:healy.sonia.s@edumail.vic.gov.au) (Sonia is our Administration Officer) or if the advice is being faxed please fax to 9398 2576.

Thank you for taking the time to make sure you have two ABMVSS Accounts listed in your C21 Creditor details as this will greatly improve allocating your payment.

Did you know that as an employee of DEECD you now have the option to salary package any car on the market, (under the luxury car value of \$57,466)?



### You now have greater choice when salary packaging a car!

As an employee of the Victorian Department of Education and Early Childhood Development you now have the option to salary package any car on the market; provided the vehicle does not exceed the Luxury Car value of \$57,466. Previously, Victorian Government policy specified that only Australian built cars could be salary packaged.

Visit our [Online Leasing Calculator](#) to find out how much you could save by salary packaging a car. Alternatively, please call 1300 149 740 and one of our friendly Leasing Consultants can provide you with an obligation free quote over the phone.

### Newsletter Articles

Please forward reports/articles for inclusion in our Newsletter to Robyn Wilson [wilson.robyn.m@edumail.vic.gov.au](mailto:wilson.robyn.m@edumail.vic.gov.au) all submissions will be approved by the committee prior to publication.



# Processing STLR for Part Time Employees

Fact Sheet – November 2011

## Background

- Some schools may experience issues when entering Short Term Leave Reimbursement (STLR) requests. Incorrect hours for part time employees may be displayed limiting the schools ability to request the full amount of hours entitled to them.

## Steps to process STLR for part-time employees

- Schools with an inability to claim full reimbursement for part time employees should claim the days available in STLR, ensuring that **all CRT replacements are listed**.
- **It is extremely important to get the replacement details correct as any replacement not named may result in an inability to claim full reimbursement.**
- Once the claim is submitted then schools should email [schools.leave.reimbursement@edumail.vic.gov.au](mailto:schools.leave.reimbursement@edumail.vic.gov.au) requesting permission to claim any additional hours.
- In this case please confirm the details of the replacement (**including names and total number of hours to be claimed**) to enable this claim to be approved.
- Requests for replacement detail adjustments should be emailed as soon as the request is submitted through the STLR system.

### NOTE:

- If no request for change of hours is received an email will be sent when the request is being reviewed. A response to this email will be required within 5 working days.
- If no response is received within this time, the claim will be processed based on the information already provided.

## Example

An example of a school not being able to request sufficient reimbursement would be the following:

- Employee A: - Leave from Tuesday 30.08.2011 to Thursday 08.09.2011 inclusive. (Week 1 – 3 Days & Week 2 – 3 Days) Total of 6 working days
- Employee A: - 0.6 Time Fraction and the system will only allow reimbursement of 30 hours.
- According to the EduPay Work Schedule Employee A works 7.6 hours on Tuesday, Wednesday & Thursday every week.
- This would entitle the school to 36 hours reimbursement

To adjust the hours in the current request, confirmation of all the replacement details is required by Schools Resource Allocation.



- An example is as follows:
  - Employee A was on leave Tuesday 30.08.2011 to Thursday 08.09.2011 inclusive, the STLR system has only allowed us to request 30 hours, the replacements actually worked 36 hours
  - Local Payroll/Agency Employee A worked 18 hours,
  - Local Payroll/Agency Employee B worked 6 hours
  - Local Payroll/Agency Employee C worked 12 hours.

### Additional Information

- For further advice please contact [schools.leave.reimbursement@edumail.vic.gov.au](mailto:schools.leave.reimbursement@edumail.vic.gov.au) or Michelle Jamieson on 9637 2198.
  - For access to the Guidelines for Short Term Leave Reimbursement please refer to the following link <https://www.eduweb.vic.gov.au/SRP/STLR/default.aspx> (Note: access to the SRP website is only available to Principals and their approved delegates).
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Adding Vic