

## **Proposed *Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022***

### **Employee Guidelines for the Agreed Process for Conducting the Employee Ballot in Schools**

Diocese of Sale Catholic Education Limited (**DOSCEL**) and the Independent Education Union Victoria Tasmania (**IEU**) have reached in-principle agreement on the terms and conditions of the proposed *Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022* (**Proposed Agreement**). The Proposed Agreement is proposed to apply to employees at DOSCEL schools to whom the *Victorian Catholic Education Multi-Enterprise Agreement 2018* (**VCEMEA**) currently applies, employees of the DOSCEL Secretariat (excluding senior leadership and executive staff), and Secondary Business Managers.

For schools, relevant employees to whom the Proposed Agreement is proposed to apply are full-time, part-time, fixed-term and casual employees as follows: Primary Principals, Primary and Secondary Deputy Principals, Secondary Business Managers, Teachers, Education Support Employees, and School Services Officers.

For DOSCEL to obtain employee approval of the Proposed Agreement, the [Fair Work Act 2009](#) (Cth) (**FW Act**) requires that:

- DOSCEL take all reasonable steps to provide employees who are proposed to be covered by the Proposed Agreement with:
  - a copy of the Proposed Agreement and any material incorporated into the Proposed Agreement by reference, or ready access to these documents; and
  - details of the time, place and method of the employee ballot;at least seven (7) days prior to employees being asked to vote on the Proposed Agreement (this period is known as the '**access period**');
- DOSCEL take all reasonable steps to explain the terms of the Proposed Agreement, and the effect of those terms, to employees who are proposed to be covered by the Proposed Agreement; and
- a majority of employees who are proposed to be covered by the Proposed Agreement who cast a valid vote in the employee ballot vote to approve the Proposed Agreement.

The assistance of Principals **is essential** for DOSCEL to satisfy the above requirements in relation to the approval of the Proposed Agreement by employees.

### Step 1 – DOSCEL to provide circular to relevant employees

DOSCEL emails the Circular to School Employees (including links to the Proposed Agreement and the Summary of Key Changes document) to the school email addresses of all relevant employees (ie any full-time, part-time, fixed-term and casual Primary Principals, Primary and Secondary Deputy Principals, Secondary Business Managers, Teachers, Education Support Employees, and School Services Officers) by **no later than 5.00pm on Friday 5 August 2022**.

### Step 2 – Principals to contact other relevant employees

Principals to take all reasonable steps to separately contact employees who, for the period of or including **Friday 5 August 2022 to Friday 12 August 2022**:

- a. are on leave; or
- b. may not otherwise have reliable or regular access to school email (e.g. Emergency Teachers or other casual employees not scheduled to be working in that week, cleaners, maintenance staff, etc);

to provide them with the Circular to School Employees or inform them where they can otherwise access that information (i.e. the DOSCEL Intranet under Employee Relations / [Enterprise Bargaining](#)). These steps should be taken as soon as possible.

If Principals are aware of any employees at the school who have disabilities or language difficulties that may make it difficult for them to access or understand the Circular to School Employees, the Proposed Agreement or the Summary of Key Changes document, Principals are required to take all reasonable steps to support those employees to access and understand that information. These steps should be taken as soon as possible. Should Principals have any queries in relation to this requirement, they are to contact the DOSCEL Secretariat Enterprise Bargaining Team by telephone ((03) 5622 6600) or by email ([eba@doscel.catholic.edu.au](mailto:eba@doscel.catholic.edu.au)).

### Step 3 – Principals to schedule and advise relevant employees of employee ballot meeting

**Timeframe: As soon as possible after Step 1 and no fewer than seven (7) days before employee ballot meeting**

Principals are to:

1. Schedule a meeting for relevant employees (ie any full-time, part-time, fixed-term and casual Primary Principals, Primary and Secondary Deputy Principals, Secondary Business Managers, Teachers, Education Support Employees, and School Services Officers), to occur at the school **no earlier than Monday 15 August 2022 and no later than Thursday 18 August 2022**, for the purpose of those employees casting their vote in relation to the Proposed Agreement. The employee ballot meeting should be scheduled at a time and place that maximises opportunities for employee attendance. Multi-campus colleges can hold separate employee ballot meetings at

each campus location, but are to report a single tallied employee ballot result in accordance with **Step 4 and Step 5** below.

2. Complete the Notice of Meeting (**Appendix A**), by filling out the relevant details as prompted in that document (ie the time, place and method of the employee ballot).
3. Email the Notice of Meeting to the school email addresses of all relevant employees no fewer than seven (7) days before the employee ballot meeting is to take place (ie if the employee ballot meeting is to be held on **Monday 15 August 2022**, the Notice of Meeting must be provided to employees by **no later than Monday 8 August 2022**).
4. Take all reasonable steps to separately contact employees who, for the period of or including **Friday 5 August 2022 to the time of the scheduled employee ballot meeting**:
  - a. are on leave; or
  - b. may not otherwise have reliable or regular access to school email (eg Emergency Teachers or other casual employees not scheduled to be working in that time period, cleaners, maintenance staff, etc);
 to provide them with the Notice of Meeting (or its relevant details, being the time, place and method of the employee ballot, and the possibility for the employee to arrange an alternative vote if they are unable to attend the scheduled meeting (see further detail below)), or inform them where they can otherwise access that information (i.e. the DOSCEL Intranet under Employee Relations / [Enterprise Bargaining](#)).

Principals will note that the Notice of Meeting refers to the possibility of employees who are unable to attend the scheduled employee ballot meeting making alternative voting arrangements. Any such alternative votes must be cast **before the scheduled employee ballot meeting but no earlier than Monday 15 August 2022**. Emergency Teachers and other casual employees can only arrange an alternative vote if they are rostered to work on the day of the scheduled employee ballot meeting but cannot attend that meeting.

The method of any such alternative vote should be in person (by arranging a time to attend the Principal's office to cast their vote by completing the Ballot Paper (**Appendix B**) as described in **Step 3**) or by email if the employee cannot attend the school in person. In order to be valid, an email vote must be submitted as an attachment in the same form as the Ballot Paper. Once an arrangement for an email vote has been made with an employee, the Principal should (no earlier than **Monday 15 August 2022**) provide the employee with a copy of the Ballot Paper for the employee to return via email before the time of scheduled employee ballot meeting.

## Step 4 – Principals and union representatives to conduct scheduled employee ballot meeting

**Timeframe: Between Monday 15 August 2022 and Thursday 18 August 2022 as scheduled in Step 2**

The employee meeting is to be co-convened by the Principal and a union representative. Employees in attendance at the meeting are to be provided with the Ballot Paper (**Appendix B**) and invited to cast their vote for the Proposed Agreement by completing the ballot paper and placing it in a ballot box provided at the meeting (to be arranged by the Principal). Where there is no union representative at the school, the Principal should contact either the DOSCEL Secretariat Enterprise Bargaining Team by telephone (03 5622 6600) or by email ([eba@doscel.catholic.edu.au](mailto:eba@doscel.catholic.edu.au)), or the IEU on (03) 9254 1860 or toll free on 1800 622 889, so that attendance by a union representative can be arranged.

An employee who is unable to attend the scheduled employee meeting and who wishes to vote in relation to the Proposed Agreement must arrange an alternative vote as outlined in **Step 2**.

## Step 5 – Principals and union representatives to count valid votes cast in the employee ballot

**Timeframe: As soon as possible after Step 3 and no later than Friday 19 August 2022**

As soon as possible after the scheduled employee ballot meeting (and by **no later than Friday 19 August 2022**), the Principal and the union representative must count all of the votes submitted at the scheduled employee ballot meeting and via alternative arrangements in advance of that meeting and record the result of the employee ballot on the *Result of Voting on Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022* form (**Appendix C**). As noted in **Step 2**, multi-campus colleges that hold separate employee ballot meetings at each campus location are to report a single tallied employee ballot result on their form.

## Step 6 – Principals to report employee ballot result to DOSCEL

**Timeframe: As soon as possible after Step 4 and no later than 3.00pm on Friday 19 August 2022**

As soon as possible after completing **Step 4** (and by **no later than 3.00pm on Friday 19 August 2022**), the Principal, in the presence of the union representative, must **email** a copy of the completed *Result of Voting on Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022* form (**Appendix C**) to DOSCEL ([eba@doscel.catholic.edu.au](mailto:eba@doscel.catholic.edu.au)), also copying the IEU ([info@ieuvictas.org.au](mailto:info@ieuvictas.org.au)). This step must be completed even where no employee attended and/or cast a valid vote at the scheduled employee ballot meeting or via alternative arrangements in advance of that meeting.

The Principal is required to retain the original copy of the completed *Result of Voting on Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022* form until such time as the

Proposed Agreement is approved by the Fair Work Commission in the event that it may be required for verification purposes, but does not need to retain individual employee ballot papers.

### **Next steps in approval process (for information only, no further action required by Principals)**

If a majority of employees proposed to be covered by the Proposed Agreement who cast a valid vote in the employee ballot across DOSCEL schools and the Secretariat vote to approve the Proposed Agreement, DOSCEL will apply to the Fair Work Commission to have the Proposed Agreement approved under the FW Act. If approved by the Fair Work Commission, the Proposed Agreement will take effect seven (7) days after the Fair Work Commission's approval decision is published.