

Voting Frequently Asked Questions (relevant diocesan Catholic Education Office employees)

**Proposed agreement – Catholic Education Multi-Enterprise Agreement 2022:
Diocese of Ballarat, Diocese of Sandhurst, Archdiocese of Melbourne and
Lavalla Catholic College, Traralgon (CEMEA 2022)**

What is the CECV?

The Catholic Education Commission of Victoria Ltd (CECV) is a company established by the Archbishop of Melbourne and the bishops of Ballarat, Sandhurst and Sale to allocate, distribute and expend grants to Catholic schools in Victoria as provided by state and federal governments. In addition, the CECV assists employers with industrial relations matters including enterprise agreements.

Further information about the CECV is available from www.cecv.catholic.edu.au.

What is a multi-enterprise agreement?

A multi-enterprise agreement is a type of enterprise agreement provided for under the *Fair Work Act 2009* (Cth) (FW Act) between two or more employers and their employees. This enables multiple employers and their employees to be covered by the same agreement.

Who are the employers?

The employers, for the purposes of the proposed CEMEA 2022, are the relevant governing authorities for Catholic schools and Catholic Education Offices in the Diocese of Ballarat, the Diocese of Sandhurst, the Archdiocese of Melbourne (except Xavier College, Kew) and Lavalla Catholic College, Traralgon.

Which employees will be covered by the proposed CEMEA 2022?

It is proposed that the CEMEA 2022 will cover relevant employees employed by the employers that perform the work of the classifications currently covered by the *Victorian Catholic Education Multi-Enterprise Agreement 2018* (VCEMEA 2018), including:

- primary principals
- deputy principals
- teachers
- education support employees
- school services officers
- Catholic Education Office (CEO) school and student services employees
- CEO clerical employees including psychologists, speech pathologists and education officers.

Who are the employees eligible to vote in schools?

All employees currently employed by the employers that perform the work of the classifications currently covered by the VCEMEA 2018. In CEOs, this means psychologists, speech pathologists, education officers, school advisers, placed teachers, visiting teachers and clerical staff. This includes full-time, part-time, fixed-term, casual relieving and casual employees who are employed at the time of the vote.

Which employees are not eligible to vote?

Employees whose role is not covered by the proposed CEMEA 2022, those employed in accordance with a common law contract whose employment is not covered by the VCEMEA 2018, employees covered by a modern award, contractors, volunteers and casuals who are not employed at the time of the vote are not eligible to vote.

How do I find out information about the proposed CEMEA 2022?

The following material regarding the proposed CEMEA 2022 is available on the CECV website at www.cecv.catholic.edu.au/Employee-Relations/Enterprise-Bargaining-2022:

- Voting for the proposed new agreement – Employee Information circular
- proposed CEMEA 2022
- Additional Materials – proposed CEMEA 2022
- Agreed Explanation of the CEMEA 2022 – A joint document between the CECV and the IEU
- proposed Salary and Allowances for Each Classification of Employee.

When do I vote?

Voting for the proposed CEMEA 2022 will be conducted on **Tuesday 20 June 2023** and **Wednesday 21 June 2023** (the voting period). Your diocesan CEO will advise you as to the location and times during the voting period that you can obtain a ballot paper and place your vote.

How do I vote?

Relevant employees can vote by completing a ballot paper and placing it in the ballot box in person. Your diocesan CEO will confirm where you can collect a ballot paper and where the ballot box will be located.

What if I am on leave during the voting period or do not work on the days of the voting period?

Relevant employees who are on leave during the voting period, or do not work on the days of the voting period, may request that a ballot paper is provided to them by email by contacting the relevant diocesan CEO contact listed below. This request can only be made **before** the voting period commences. Once the voting period commences, employees who have made this request will be provided with a ballot paper by email.

Relevant diocesan CEO contacts are as follows:

- Ballarat: Ms Maree Baker on mbaker@dobcel.catholic.edu.au
- Sandhurst: Ms Jo Taylor and Ms Cat Forrest on peopleandculture@ceosand.catholic.edu.au
- Melbourne: ceoir@macs.vic.edu.au.

Completed ballot papers must be returned to the relevant diocesan CEO contact listed above by email and must not be posted to the diocesan CEO. Ballot papers must be received during the voting period. Any ballot papers received after the voting period has concluded will not be included in the vote count.

I work in a remote CEO – are there any special arrangements to enable me to vote?

For employees based at a remote CEO, the diocesan CEO will provide you with information about additional opportunities to vote by email during the voting period, where appropriate.

Can CEO employees vote in person at a school instead of their diocesan CEO?

No. CEO employees will not be able to vote at a school instead of their diocesan CEO.

Where a CEO employee knows in advance that they will be at a school (and not on site at their diocesan CEO) during the voting period, they may request that a ballot paper is provided to them by email by the relevant diocesan CEO contact listed below. This request must be made **before** the voting period commences.

Once the voting period commences, any CEO employees who have made this request will be provided with a ballot paper by email.

Relevant diocesan CEO contacts are as follows:

- Ballarat: Ms Maree Baker on mbaker@dobcel.catholic.edu.au
- Sandhurst: Ms Jo Taylor and Ms Cat Forrest on peopleandculture@ceosand.catholic.edu.au
- Melbourne: ceoir@macs.vic.edu.au.

Completed ballot papers must be returned to the relevant diocesan CEO contact listed above by email and must not be posted to the diocesan CEO. Ballot papers must be received during the voting period. Any ballot papers received after the voting period has concluded will not be included in the vote count.

How does my employer count the votes?

The votes will be counted at each diocesan CEO by the relevant CEO director (or their delegate) and the union representative (or an employee who will be covered by the proposed CEMEA 2022, if the diocesan CEO does not have a union representative).

What is a successful vote?

A successful vote is where a majority of employees to be covered by the proposed CEMEA 2022 cast a valid vote to approve the proposed CEMEA 2022. A majority vote means 50% + 1 of those who are eligible to vote approve the proposed CEMEA 2022.

Given the proposed CEMEA 2022 is a multi-enterprise agreement, for employers with multiple sites, the vote needs to be approved by 50% + 1 of the total number of employees who vote.

What happens after a successful vote?

If a successful vote has taken place, the CECV and IEU will apply to the Fair Work Commission (FWC) to have the proposed CEMEA 2022 approved under the FW Act. The FWC will assess the proposed CEMEA 2022 and, if all the legislative requirements have been met, the FWC will approve the agreement. The proposed CEMEA 2022 will come into operation seven days after the FWC's approval decision is published.

I work at two CEOs, or a school and a CEO – how do I vote?

If you work at two schools with the same employer, you can only vote once. If you are employed by two employers (i.e. two different governing authorities) at two different schools, you are eligible to vote at both schools.

If you work at two CEOs, or a CEO and a school, with different employers, you are eligible to vote at both workplaces.

If you work at a CEO and a school with the same employer (e.g. Catholic Education Sandhurst Ltd), you can only vote once.