

Rex Doc No D21/99

06 October 2021

Circular to Staff in Catholic Schools, Diocesan Employer Offices & Mercy Education Limited Head Office that are proposed to be covered by the *Victorian Catholic Education Multi-Enterprise Agreement 2021*

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## Employee Representational Rights – Enterprise Bargaining

### Main Points

- The Catholic Education Commission of Victoria Ltd (CECV) has been appointed by the relevant employers to negotiate a new multi-enterprise agreement to replace the *Victorian Catholic Education Multi-Enterprise Agreement 2018* (2018 Agreement) in accordance with the *Fair Work Act 2009* (Cth) (FW Act).
- It is proposed that the new multi-enterprise agreement will cover relevant employees that perform the work of the classifications currently covered by the 2018 Agreement as follows:
  - Primary Principals;
  - Deputy Principals;
  - Teachers;
  - Education Support Employees;
  - School Services Officers;
  - Diocesan Employer Office School and Student Services Employees; and
  - Diocesan Employer Office Administration Employees.
- In addition, it is proposed that the new multi-enterprise agreement will cover other relevant staff employed by the relevant employers in schools as Instructors (e.g. instrumental music tutors or sports coaches).
- The FW Act requires that each employee is notified of their right to be represented by a bargaining representative during negotiations for the new multi-enterprise agreement. A Notice of Employee Representational Rights will be emailed to relevant staff by the CECV. Staff on extended leave will have a copy forwarded to them.
- As an employee, you may choose to have a bargaining representative to represent you during bargaining for the new multi-enterprise agreement. You may also choose NOT to appoint a bargaining representative.
- If you are a member of the Independent Education Union Victoria Tasmania (IEU) or the Australian Nursing and Midwifery Federation (ANMF), then the IEU or the ANMF will be your default bargaining representative, unless you specify in writing that you do not wish to be represented by the IEU/ANMF, or you appoint yourself or another bargaining representative to represent you.
- To nominate yourself or another person (other than the IEU/ANMF) as your bargaining representative, you will need to complete the appropriate Instrument of Appointment – please see the following attachments to this Circular on the CECV website:
  - Attachment 1 – Instrument of Appointment to nominate yourself as a bargaining representative
  - Attachment 2 – Instrument of Appointment to nominate another person to represent you as your bargaining representative.
- All relevant employees will be given the opportunity to consider and vote on the new multi-enterprise agreement once the negotiations have been completed.

**Actions Required**

- If you wish the IEU/ANMF to be your bargaining representative, or you do not wish to nominate a bargaining representative, then no further action is required.
- If you wish to nominate yourself or another person as your bargaining representative, you must complete the appropriate Instrument of Appointment and forward this to [eba@cecv.catholic.edu.au](mailto:eba@cecv.catholic.edu.au)

**Additional Information**

- A number of Frequently Asked Questions are also on the CECV website – Please see Attachment 3 – FAQs to this Circular.

**Contact/Enquiries**

- For all enquiries, please contact:
  - Melbourne: Employee Relations at MACS on (03) 9267 0431 or [eba@cecv.catholic.edu.au](mailto:eba@cecv.catholic.edu.au)
  - Ballarat: Mr Michael Trainor on (03) 5337 7135 or [mtrainor@ceob.edu.au](mailto:mtrainor@ceob.edu.au)
  - Sandhurst: Ms Jo Taylor or Ms Cat Forrest on (03) 5443 2377 or [peopleandculture@ceosand.catholic.edu.au](mailto:peopleandculture@ceosand.catholic.edu.au)

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