

# Industrial Relations News



## ***In this issue:***

- Welcome from the Executive Director
- Start of 2016 School Year – IR & OHS Checklists
- Anti-Bullying Checklist
- Salary Assessment Calculator
- WorkCover Injuries
- 2016 Training – IR and OHS
- New Occupational Health and Safety Online Videos
- Travel Rates
- IR Unit Staff News
- Summary of Communications

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## Welcome from the Executive Director

Welcome to the January edition of *Industrial Relations News*.

The start of the school year is always a busy time and brings new challenges. To assist with the beginning of the 2016 school year, schools are advised to consult the attached checklists regarding Industrial Relations (IR) and Occupational Health and Safety (OHS).

I am pleased to announce that the Catholic Education Commission of Victoria Ltd (CECV) has recently released a series of online OHS videos. These online OHS videos provide valuable information on early intervention, the workers' compensation process and return-to-work process.

The *Victorian Catholic Education Multi Enterprise Agreement 2013* ([VCEMEA](#)) expires on 31 October 2016. Negotiations with the Independent Education Union Victoria Tasmania (IEU) will commence this year for the successor to the [VCEMEA](#). The IR Unit will keep you informed of developments.

This edition of *Industrial Relations News* includes information on the updated Salary Assessment Calculator (SAC), which features greater functionality to assist principals in determining the correct salary for teachers at the commencement of their employment contract.

Information is also provided on the comprehensive IR and OHS training being delivered by the IR Unit during 2016.

For all enquiries on any of the topics found in this newsletter, please contact the IR Unit on 03 9267 0431 or via email [ceoir@cem.edu.au](mailto:ceoir@cem.edu.au).

I wish all staff in our schools a safe, fulfilling and learning-filled 2016.

Stephen Elder  
EXECUTIVE DIRECTOR

## Start of 2016 School Year – IR & OHS Checklists

To assist schools in preparing for 2016, the IR Unit has developed two useful checklists covering IR and OHS issues. The checklists are attached to this edition of *Industrial Relations News*. Principals are encouraged to use these checklists as a risk minimisation tool to ensure they are ready for the 2016 school year.

### Anti-Bullying Checklist

As a follow up to the Anti-Bullying article in the [May 2015 edition](#) of *Industrial Relations News*, the IR Unit has developed a checklist. The Workplace Anti-Bullying Procedure Checklist will assist principals to ensure that clear policies and procedures are in place for preventing and responding to workplace bullying.

The Workplace Anti-Bullying Procedure Checklist is attached to this edition of *Industrial Relations News* and can be used in conjunction with the template Anti-Bullying Policy available on the CECV website [www.cecv.catholic.edu.au](http://www.cecv.catholic.edu.au) under *Industrial Relations / Guidelines / Anti-Bullying Policy*. Principals are also recommended to review the Anti-Bullying Guide available on the [CECV website](#) under *Industrial Relations / Guidelines / Anti-Bullying Guide*.

### Salary Assessment Calculator

The Salary Assessment Calculator (SAC) for teachers has been updated and is available on the CEVN website <http://cevn.cecv.catholic.edu.au> under *Staffing & IR / About Staffing & IR / Salary Assessment* or under *Popular Links* on the home page.

The updated SAC Help Document is available on the [CECV website](#) under *Industrial Relations / Salary Assessment / SAC Help Document*.

The SAC provides assistance to schools in determining the correct salary for teachers at the commencement of their employment contract. The SAC should not be used for any other school staff.

No changes have been made to the method used by the SAC for determining the commencement salaries for teachers. This method is set out in clauses 40 and 50 of the [VCEMEA](#).

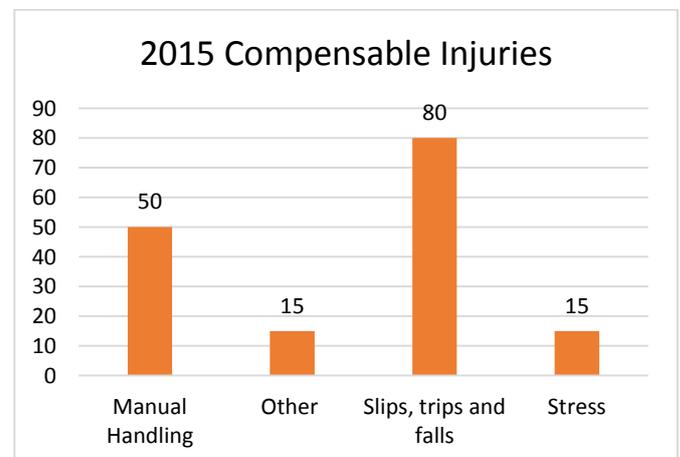
The update to the SAC includes:

- the capacity to run a single report of all teachers at the school rather than individual assessments (Bulk Assessment Report)
- improved assistance for resolving incorrect assessments
- improved functionality for searching and entering data.

### WorkCover Injuries

During the 2015 school year, more than 100 workers' compensation claims were registered in Catholic schools. The graph below depicts the four most common types of injuries reported by teachers and non-teachers. Slips, trips and falls are by far the most common compensable injury for 2015, followed by manual handling.

Information regarding [OHS Guidelines](#) including [slips, trips and falls](#) and also [manual handling](#) is available on the [CECV website](#) under *Industrial Relations / Occupational Health & Safety / Occupational Health & Safety Guidelines*.



## 2016 Training – IR and OHS

The following IR and OHS Professional Learning training sessions are now available for Term 1, 2016:

### February 2016

Training Session	Date	Activity Code	Registration Closing Date
Know Your Agreement – Education Support	3 Feb 2016	16IST101A	29 Jan 2016
VCEMEA Leave	17 Feb 2016	16IST102A	5 Feb 2016
OHS for School Leaders	23 Feb 2016	16IST203A	16 Feb 2016
Know Your Agreement – School Leaders	24 Feb 2016	16IST103A	17 Feb 2016
Managing Employment Concerns – School Leaders	29 Feb 2016	16IST104A	22 Feb 2016

### March 2016

Salary Assessments	3 Mar 2016	16IST105A	25 Feb 2016
Return to Work Coordinator Training (2 days)	10 & 11 Mar 2016	16IST205A	3 Mar 2016
Know Your Agreement – School Leaders	16 Mar 2016	16IST103B	9 Mar 2016
Know Your Agreement – Education Support	17 Mar 2016	16IST101B	10 Mar 2016

Registration is now open via My PL (IPLS) on the [CEVN website](#) under *Professional Learning / My PL (IPLS)*.

## New Occupational Health and Safety Online Videos

As a school leader you have a key role to play in managing the workers' compensation process and helping an injured worker's return to work, irrespective of whether the injury occurred at work or elsewhere. The CECV has produced a [series of online videos](#) to assist you in managing these processes. The training material includes the following three chapters:

### Early intervention

Early Intervention is about identifying and responding to warning signs and reports of accidents and incidents at school. This training material will provide you with tips on early intervention strategies.

### The workers compensation process

Managing the workers compensation process can be an unfamiliar journey. This training material will provide you with tools, tips, timeframes and administrative processes to successfully manage a worker's compensation claim.

### The return-to-work process

Supporting an injured staff member's return to work is not always easy, but it has benefits for the staff member and the school. This training material will provide you with tools, tips and information to successfully manage a return-to-work case irrespective of whether the injury was covered by workers compensation.

These series of online videos add to the growing body of [OHS Training Material](#) developed by the IR Unit in the area of OHS and WorkCover and is available on the [CECV website](#) under *Industrial Relations / Occupational Health & Safety / Occupational Health & Safety Training Materials*.

## Travel Rates

The Federal Parliament passed amending legislation which has changed the rate at which schools pay travel allowances under clause 47.1 of the [VCEMEA](#). A travel allowance applies where an employee is required to use their own motor vehicle to perform their duties, for example to transport bulky equipment between school to another location for a school performance.

The new method of calculation is a single rate for all vehicles which is currently set at 66 cents per kilometre. This applies retrospectively from 1 July 2015.

## IR Unit – Staff News

We are pleased to announce that Ms Renee Mooney is joining the IR Unit as an Industrial Officer. Renee is currently on leave from her position at the Fair Work Commission (FWC) working as an Associate to Commissioner Bissett. Renee brings a wealth of experience in the workings of the FWC and the *Fair Work Act 2009* (Cth).

We also welcome back Ms Kate Roberts, Team Leader, who has recently returned to the IR Unit from parental leave.

The IR Unit farewells Matthew Dunstan, OHS Coordinator, and wishes him all the best for the future.

## Summary of Communications

### *December*

#### [Salary Assessment Calculator Update](#)

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