

INFORMATION FOR AGENCIES

Proposed NTPS 2013-2017 Enterprise Agreement

Ballot Process and Fair Work Act Requirements

Under the *Fair Work Act 2009*, the employer is required to take all reasonable steps to explain the terms of the proposed agreement, and in particular to special groups of employees.

This information sheet is to be used as a guide for Agencies in meeting these requirements.

1. BALLOT TIMEFRAMES

14 October 2013 (Monday)	Distribution of Agreement and explanatory material
18 October (Friday)	Mail-out of ballot forms
22 October 2013 (Tuesday)	Ballot OPENS
8 November 2013 (Friday)	Ballot CLOSES 10am (includes mail received before 10am)

HR Areas and Managers are requested to immediately take all reasonable steps to provide relevant employees (including fixed period and casual employees) access to the proposed agreement and where necessary, to ensure employees understand the terms of the proposed agreement.

It is a requirement that these following tasks are undertaken by **21 October 2013**.

The following will assist you in this task.

2. INFORMATION FOR EMPLOYEES

Employees covered by the agreement will receive links to the following information in a Bulletin from the Commissioner on 14 October 2013; however, managers and HR staff are required to take all reasonable steps to ensure special groups of employees receive this material.

- Information regarding the Ballot Process: [NTPS General Bulletin 30 of 2013](#)
- A copy of the proposed [NTPS 2013 – 2017 Enterprise Agreement](#)

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- A copy of the Enterprise Agreement [Explanatory Notes](#) and supporting documents
 - Information regarding the Commissioner's improved offer: [Information Sheet No 10 of 2013](#)

3. EMPLOYEES COVERED BY THE NTPS 2013 – 2017 ENTERPRISE AGREEMENT

The following classification levels are covered by the proposed agreement:

- Administration Officers (including Senior Administration Officers)
- Physical Grade Employees
- Technical classifications
- Professional (including Senior Professional)
- School Based Administration Officers
- Senior Prison Officers (Chiefs and above)
- Aboriginal and Torres Strait Islander Health Practitioners
- Police Civil Employment Unit
- NT Institute of Sport Head Coach

4. NEW EMPLOYEES

Any employee employed up until the ballot closes and who is covered by the Northern Territory Public Sector (NTPS) 2010-2013 Enterprise Agreement, is eligible to vote.

This includes a **new employee** who is commencing employment up until the ballot closes on 8 November 2013. These employees are to be given access to the 'Information for Employees' listed in section 2 (above). Do this by:

- Email a copy of all the relevant documents to new employees **on commencement**; or
- Provide a printed copy of all relevant documents to the employee on commencement or direct them to where printed copies are available.

5. NO ACCESS TO COMPUTER

Hard copies of the 'Information for Employees' listed in section 2 (above) will need to be available for employees who do not have immediate access to a computer. Do this by:

- Firstly identifying work areas which do not have access to a computer; and
- Informing those employees of a computer they can access to read the information provided; or
- Printing the relevant documents and providing each employee access in hard copy. (eg, place a copy/copies in a common meeting area and advise employees about where they can access the hard copy).

For those work areas that only have access to one shared computer:

- Ensure those employees are made aware that the information is available electronically on that computer.

6. YOUNG EMPLOYEES

Employees who are young or new to employment may require special assistance to understand the process for voting for a new enterprise agreement. Do this by:

- Identifying those in your agency who are young employees (under the age of 21) and new to employment; and
- Contact these employees and offer:
 - to meet with these employees one on one to further explain the agreement; or
 - to arrange a meeting of young employees to attend to be able to ask questions about the proposed agreement and the ballot process.

7. EMPLOYEES FROM CULTURALLY AND LINGUISTICALLY DIVERSE BACKGROUNDS

Employees who are from culturally or linguistically diverse backgrounds may require special assistance to understand the process for voting for a new enterprise agreement. Do this by:

- Identifying employees who may be from culturally diverse backgrounds, or who may speak another language other than English at home, through Agency demographic data or through interactions and observations in the workplace.

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- Contact these employees and offer:
 - to meet with these employees one on one to further explain the agreement; or
 - to arrange a meeting of employees to attend to be able to ask questions about the proposed agreement and the ballot process; or
 - access to an interpreter.

8. EMPLOYEES ON LEAVE OR SECONDMENT

Employees on leave are eligible to vote. This includes employees who are on the following types of leave during the ballot period:

- parental leave
- long service leave
- leave without pay
- workers compensation
- extended recreation leave
- personal leave

Employees who are on secondments under section 39 of the Public Sector Employment and Management Act and are working for another employer are also eligible to vote.

Reasonable steps must be taken to give access to the 'Information for Employees' listed in section 2 (above). Do this by:

- Ascertaining whether employees on leave or secondment are contactable;
- Emailing the 'Information for Employees' listed in section 2 (above) to employees who have access to email; or
- Where employees do not have access to email (or the Agency is not sure), writing to the employees' home address and invite them to read the material from the Enterprise Bargaining website or to come into the workplace to view the material;
- Where the employee does not have access to email and responds he / she is not able to view the material otherwise, print and post the 'Information for Employees' listed in section 2 (above) to the employee's home address.

9. EMPLOYEES WHO START LEAVE BEFORE THE BALLOT OPENS

If you have employees who will commence leave before receiving a ballot form they should be advised to contact NT Electoral Commission to update their contact details or to make arrangements to receive the ballot papers. Contact details are provided at the end of this Information Sheet.

10. FURTHER CONTACTS

If you have any questions in relation to the Agreement, please do not hesitate to contact :

- HR on [INSERT local HR Details] or
- The Office of the Commissioner for Public Employment on 8999 4282

To change / update your contact details please contact:

NT Electoral Commission

Email: ntec@nt.gov.au

DARWIN

Phone: **1800 MYVOTE**
Phone: (08) **8999 5000**
Fax: (08) 8999 7630

ALICE SPRINGS

Phone: **1800 MYVOTE**
Phone: (08) **8951 5971**
Fax: (08) 8952 4216