

# timeline

## Annual agreement implementation timeline



### AUGUST

#### 1. Hold a sub-branch meeting to:

- Familiarise members with the Agreement
- Explain the implementation timeline
- Decide on your preferred consultation process and structures and write to the principal seeking a meeting
- Explain the ongoing role of the sub-branch
- Discuss contract employment, determine who is on contract and why and who is eligible to be translated to ongoing.

#### 2. Approach your principal (with at least two sub-branch members) to:

- Discuss agreement implementation
- Explain the sub-branch's preferred

- consultative model
- Negotiate an agreed consultative structure, operational procedures and time for representatives.

If the sub-branch is not satisfied with its access to the decision making processes of the school then there is no agreed consultative structure. The sub-branch should contact their organiser for advice.

#### 3. Examine fixed term (contract) teacher employment mode:

- Understand the Agreement conversion process
- Determine who is on contract, how long the contract is and why they are on contract (i.e. who/what it is tagged against)
- Discuss the maximising of contract conver-

sions with your principal (this may occur at any time during the school year)

- Reach agreement on merit based appointment process and panel, if required.
- Recruit contract teachers

### SEPTEMBER

#### 1. Consultative structure

- Make sure your principal has notified the Department of Education and Early Childhood Development (DEECD) of your agreed consultative structure by 1 September
- Elect your consultative committee members

#### 2. School budget preparation

- Seek training from AEU and your principal on

school budgets (SRP)

- Reach agreement on how consultative committee members will be briefed on the indicative budget for your school (such as meeting times, attendance at DEECD briefings, etc.).
- Hold a sub-branch meeting to discuss your position on conditions of work for the following year.

### OCTOBER

#### 1. Develop your whole school/workforce plan for the following year by determining:

- Number of fixed term (contract) employees who should be made ongoing in the current 12 month planning period
- Curriculum programs

- Staff numbers/requirements
- Number of students/classes and class sizes
- Face to face teaching requirements including time for graduate teachers and mentors
- Responsibility positions
- Weighting responsibility positions (with time and/or money)
- Meeting schedule.

#### 2. Determine sub-branch position on composition of selection panels for:

- New appointments
- Positions of responsibility

#### 3. Approach your principal to begin negotiating a local agreement.

### NOVEMBER

#### 1. Implement your workforce plan by calling for expressions of interest in:

- Classes/grades
- Specialist classes
- Positions of responsibility
- Ensure first year teachers' workload is reduced by 5 per cent and time for mentors is allocated.

#### 2. Report back to sub-branch on progress on a regular basis.

### DECEMBER

#### 1. Is the Agreement in place?

- A checklist for Agreement Implementation (see page 17).

#### 2. Arrange first meeting for following year including recruitment of new staff