

Form F52 Amended Order Requiring Production of Documents etc. to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c)

Fair Work Commission Rules 2013, Rule 54

FAIR WORK COMMISSION

Commission Matter No.: C2013/6333

Applicant: Independent Education Union of Australia

TO:

The Proper Officer

Sydney Catholic Schools Limited as trustee for the
Sydney Catholic Schools Trust

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 4.00pm

Date: Monday 7 May 2018

Place: Terrace Tower, 80 William Street, East Sydney

Dated: 2 May 2018



Vice President Hatcher

Note:

- This order has been issued at the request of Australian Childcare Alliance Inc.
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day mentioned above.

- If you have any queries in relation to this order please contact the associate to Vice President Hatcher on 02 9308 1812.

SCHEDULE

1. All documents recording or evidencing minutes of meetings prior to the commencement of bargaining (as well as any documents prepared for that meeting or in consequence of that meeting) for the planning for the bargaining process in respect of Teacher classifications and conditions for the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015.
2. All documents recording or evidencing minutes of meetings during the bargaining process (as well as any documents prepared for that meeting or in consequence of that meeting) for the planning or preparing for meetings involving managers or other participants in the bargaining process in respect of Teacher classifications and conditions for the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015.
3. All documents recording or evidencing meeting minutes taken in the bargaining meetings with employees or their representatives in respect of Teacher classifications and conditions for the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015.
4. All documents recording or evidencing the Catholic Education Office Sydney strategy for the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015,
 - a. wages offers made in the course of bargaining in respect of Mr James Jenkins-Flint's position;
 - b. wages offers made in general;
 - c. wages position finally agreed; and
 - d. the capacity for Catholic Education Office Sydney to pay these wages.
5. All documents recording or evidencing the remuneration received by James Jenkins-Flint, namely:
 - a. contract of employment;
 - b. payslips for the past three months;
 - c. remuneration policy that applies to Mr Jenkins-Flint's employment.
6. All documents recording or evidencing the nature of the work including the position descriptions or job description however described of Mr Jenkins-Flint for the last 12 months of his employment at St Brigid's Primary School.
7. All documents recording or evidencing the:
 - a. school curriculum;
 - b. extra-curricular activities including school camps, school excursions, sports teams coached etc;
 - c. number of pupils in a class;
 - d. timetables;

in connection with the last 12 months of the employment of Mr Jenkins-Flint at St Brigid's Primary School.

8. All documents recording or evidencing training undertaken by Mr Jenkins-Flint.
9. All documents recording or evidencing the organisational chart displaying the position in which Mr Jenkins-Flint works within St Brigid's Primary School.
10. All documents recording or evidencing performance management and performance appraisals for Mr Jenkins-Flint for the past three years of his employment at St Brigid's Primary School.
11. All documents recording or evidencing the school fees charged to students attending St Brigid's Primary School for the past 12 months.
12. All documents recording or evidencing the nature of the work performed by Mr Jenkins-Flint and other employees employed in his role within St Brigid's Primary School, including the responsibilities, skills necessary to perform the responsibilities, and the position description for the last 12 months of Mr Jenkins-Flint's employment at St Brigid's Primary School.
13. All documents recording or evidencing the specific day to day duties of Mr Jenkins-Flint including any special tasks and more complicated tasks that may arise for the last 12 months of Mr Jenkins-Flint's employment at St Brigid's Primary School.
14. All documents recording or evidencing the conditions under which the work of Mr Jenkins-Flint is performed, for instance, class room environment, school environment, and any other environment in which work is performed.

In the above, "Document" means any document including, without limitation, any handwriting, correspondences, letter, facsimile transmissions, emails, printouts of emails, memoranda, notes, records, diaries, files, file notes, receipts, invoices, cheques, cheque butts, accounts, accounting records, letters of instruction, bank account statements, reports, witness statements, statutory declarations, affidavits, submissions, audio tapes, videotapes, analogue or digital sound or video recordings, computer printouts, computer disks and all other documents whatsoever whether stored electronically, optically or otherwise.