

## Employer/Committee Instructions: Protected Action Ballot Order (PABO) - VECTEA Employee List

Last updated 23 July 2025

### Instructions:

These instructions are to assist you in completing the requirements set out in your protected action ballot order (Order) from the Fair Work Commission.

#### 1. Download our templates to support you:

ELAA has the following templates to support you.

- An Excel Compatible Template – Your Employee List
- A Template for Your Regulation 3.15 Declaration

You can download these from your MyMembership Portal using the link provided (ELAA website login required).

#### 2. Collate your list of employees using the excel template provided:

**Clause 6.2** (page 3) of your PABO (Order) requires you to compile a list of all of the employees who would be covered by the proposed enterprise agreement (VECTEA 2024).

Ask your Administration Manager/Officer or applicable team to collate a list of your employees who will be covered by the proposed *Victorian Early Childhood Teachers and Educators Agreement* (VECTEA) 2024 (as named).

Your list must include **all VECTEA 2024 employees**, including union and non-union members. This must also include part-time employees, full-time employees, and employees on a casual or fixed-term contract.

Employees who are covered by the proposed VECTEA 2024 (as named) will include:

- Early Childhood Teachers (ECT)
- Certificate III and Diploma-Qualified Educators (employed in kindergarten education programs) (Co-Educators)
- Kindergarten Inclusion Support (KIS) Additional Assistants/KIS Workers
- Activity Group Leaders (if applicable)
- Advisors and Advisors In Charge
- Preschool Field Officers (PSFO)

This list is a **high priority** and should be compiled as soon as practicable.

##### 2.1.1. Download and re-name your Microsoft Excel voter roll:

Your Excel compatible document (use our template) should be re-named as:

**B2025-1124 – [Employer Name] – Employee List**

It is important that you use the Employer Name listed on your Order. Instructions on your specific naming requirements are contained in **clause 6.2** (page 3) of your Order.

### 2.1.2. Voter Roll Requirements

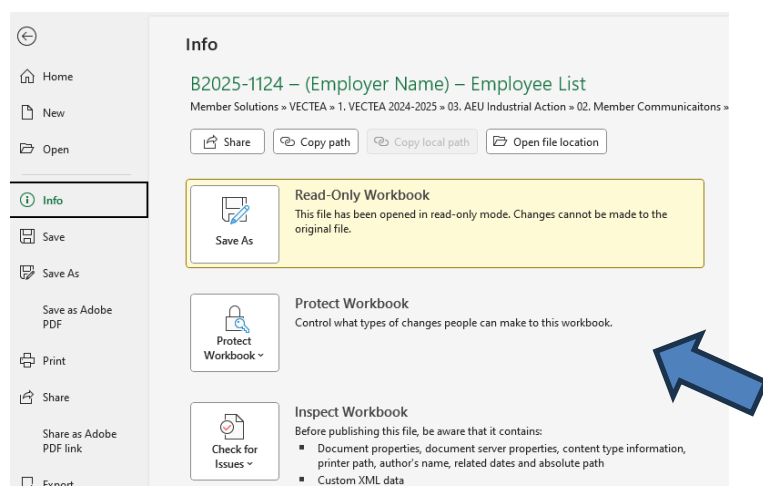
We have included an excel template for you to use. Clauses 6.2(a) and 6.2(b) of your Order (page 3) provide these instructions.

- The list is to be in alphabetical order of surname.
- Each row should contain a separate employee who is covered by the VECTEA. For example, row 1, Jane Smith, row 2, Jenny Adams (examples only).
- The list is to contain the information (if known) for each employee who would be covered by the proposed enterprise agreement as indicated by those column names set out below:

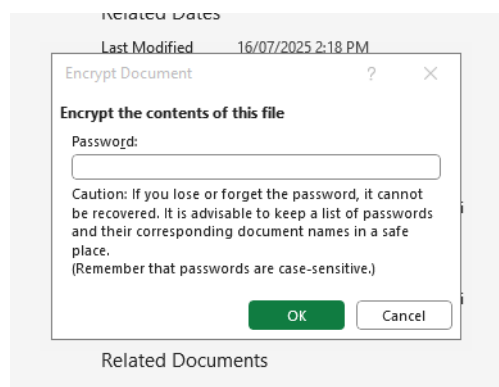
	A	B	C	D	E	F	G	H	I	J	K	L
1	Employee ID	Surname (Alphabetical Order)	First Name	Middle Name	Date of Birth	Work Email Address	Private Email Address	Mobile Phone Number	Postal - Address 1	Postal - Address 2	Postal - State	Postal - Postcode
2												
3												
4												
5												
6												

If you do not know any detail for an employee (for example, a personal email address), leave this blank. Only complete the information that you have available (as much as is practicable).

### 3. Encrypt or password protect your voter roll (list of employees)



To password protect your voter role go to the file tab of the Excel spreadsheet and select 'Info' and then 'Protect Workbook'. You will then need to select 'You can then select 'Encrypt with Password'.



Enter your chosen password and click 'ok'.

You will need to send the password to the Ballot Agent in a separate email. Ensure you provide your case number (**Eg. B2025-1124 – [Employer Name] – Employee List**) as the subject for the email.

#### 4. Download and Complete Your Declaration

Clause 6.3 of your Order requires you to complete a declaration in writing that you reasonably believe that the information in your employee list is complete, up-to-date and accurate in accordance with Regulation 3.15 of the *Fair Work Regulations 2009* (Regulations).

ELAA has a template document to assist you with meeting this requirement. There is also a Fair Work Commission template which will be shortly available.

#### Employer Declaration

Regulation 3.15, *Fair Work Regulations 2009* (Cth)

Dear **Ballot Agent**,

**Matter: B2025/1124 – Protected Action Ballot**

I,  (Name), on behalf of the Employer,   
(Employer), reasonably believe that the information contained in my list of employee voters, is complete, up-to-date, and accurate.

Signed,

Date

##### 4.1.1. Download the PDF declaration and re-name the document:

Your Declaration (use our template) should be re-named as:

**B2025 -1124 - [Employer Name] - Declaration - Regulation 3.15**

##### 4.1.2. Enter in relevant fields of your name and your Employer:

This is your full name and the name of your Approved Provider (Employer) as it is specified on the Order.

##### 4.1.3. Include your electronic signature OR download this document, sign and date and re-upload.

You can also use the Declaration text provided and put this in the body of the email.

5. Create a new email with [admin@fairvote.com.au](mailto:admin@fairvote.com.au) (The Ballot Agent, Fair Vote Services Pty Ltd) as your recipient.

Do not reply to the email provided as this email address is the Fair Work Commission not the Ballot Agent. You do not need to send your documents to the Fair Work Commission.

**6. Send your documents to [admin@fairvote.com.au](mailto:admin@fairvote.com.au) within the timeframe specified. You have seven calendar days from the date you receive the email to action this.**

Do not include any contents in your email, unless you would like to use the Declaration text in the content of your email. **Attach** a copy of your:

- Excel compatible VECTEA Employee list (**named as B2025-1124 – [Employer Name] – Employee List**)
- Your Declaration (**B2025 -1124 - [Employer Name] - Declaration - Regulation 3.15**)

**What do I do after completing these steps?**

You do not need to take any further action or notify ELAA that this has been completed. Please contact us if you have any questions about completing this process. ELAA will provide you with further progress updates as they become available.

**What If I haven't received my PABO?**

Most services will have now received a copy of their protected action ballot order (PABO) (this is the PDF document that is attached to your email). Your email should be titled "FWC Memo" (from the Fair Work Commission) and is legitimate. We understand that these emails containing each PABO are still being distributed and should reach your service email address by the end of today.

Please do not delete this email. It is important that you follow all employer instructions contained in this document. If you have not yet received your PABO email, please continue waiting, as it is being distributed to services in alphabetical order. Please also ensure that you check any generic email (including admin@, info@) email address belonging to your organisation.

**What if I have privacy concerns in relation to sharing this data?**

**Fair Vote Services** is an accredited Fair Work Protected Action Ballot Agent. You can read about Fair Vote Services at their website [fairvote.com.au](http://fairvote.com.au).

Any information acquired by the Ballot Agent (Fair Vote Services) during the ballot process must not be disclosed, except for the purpose of conducting the ballot. This is outlined in section 467 of the *Fair Work Act 2009*.

For more information on Fair Vote Services Privacy and Data Security terms, refer to: [Resources | Fair Vote Services](#)

When you are providing your list of employees to the Ballot Agent, you can also include your documents in encrypted or password protected email (provided that this is accessible by the Ballot Agent, for example, includes the required access details).

### **Where do I find out further information?**

ELAA will continue to update our frequently asked questions. Continue to review this page for updates.

### **Questions?**

Our Member Solutions Team remains available to support you during this time. Our Team is available between 10:00AM – 3:00PM, Monday to Friday (03) 9489 3500 (Press 2), or email us at [membersolutions@elaa.org.au](mailto:membersolutions@elaa.org.au).