

ACOSS Guidelines – Participation in Voice Campaigning

2023 Voice to Parliament Referendum

	Staff member	Date
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Approved by	CEO	31 st August 2023

Under the ACOSS Impact Strategy, ACOSS is committed to supporting the community sector to play an effective role to deliver a Yes Vote on the Voice to Parliament in the Referendum to be held on 14th October 2023.

As a part of that commitment, ACOSS supports staff participation during work hours in campaign activities that are organized by ACOSS as well as in grassroots campaigning in accordance with these guidelines.

Whilst staff are supported to participate in campaign activities in accordance with these Guidelines, participation is not mandatory and staff should not be coerced or pressured to participate.

Purpose:

The purpose of this document is to outline the guidelines and process for ACOSS staff undertaking campaigning in support of the referendum as a part of their work hours.

Scope:

- This policy applies to all staff who are undertaking less than half a working day per week on campaign activities as a part of their work plan
- This policy comes into effect on Monday 29 August 2023 and expires on 14 October 2023

Outline:

- Staff are able to undertake up to **half a day a week** in campaign activities organised by ACOSS as well as grassroots campaigning activity in support of the Voice to Parliament. This time does not accumulate from week to week. This figure is the equivalent of 10% of staff work time per fortnight
- Part-time employees able to undertake half a day per week on a **pro rata basis**

- This activity may be logged as working hours in timesheets and must occur within the ordinary hours of work (7am – 7pm Monday to Friday) as defined by the ACOSS Collective Agreement
- Undertaking the activity must not cause the staff member to exceed 10 hours of work per day, or to miss the mandatory half hour lunch break (to be taken within five hours of commencing work each day)

Definition of grassroots campaigning activity:

- Activities should be completed with ACOSS, an electorate or local government area campaigning group, or a recognised organisation
- Recognised organisations include: ACOSS members, Uluru Dialogue, Yes23, Together Yes, or Write Yes
- These activities may include: phonebanking, leafleting, corfluting, postering, hosting events or kitchen table conversations, hosting or participating in training sessions, or volunteering at a stall

Process:

- Staff do not need to seek prior approval from their supervisor if they are undertaking activities that comply with this policy but should include in the staff whereabouts slack thread when working on campaigning activities and note if they are working from a different location
- Staff should log these hours in their timesheet as normal working hours
- Staff members should work with team members to make sure core tasks are covered, and that there is adequate organisational coverage
- Staff may seek approval from their supervisor to undertake activities in support of the referendum that do not comply with this policy. Please make this request in writing to your supervisor via email prior to undertaking the activity and the request will be assessed on a case-by-case basis
- Staff may seek approval from their supervisor to undertake additional activities. This request must be submitted in writing via email prior to undertaking the activity and will be assessed by relevant supervisor on a case-by-case basis.