

## Steps towards completion of the agreements



### 1. Read through the tailored RULBA and STA

You will receive both an electronic copy and a hard copy of the agreements. Read through your tailored *School Transition Agreement (STA)* and *Right to Use Land and Buildings Agreement (RULBA)*. These can be read in conjunction with the Common Areas Guideline Document, Explanatory Memorandum and Frequently Asked Questions (FAQs) that accompany the agreements.

For your reference, a template version of the agreements can be found on the Governance website at <https://governance.melbourne/transition-documents>. The content of each template agreement is essentially the same as that of the tailored versions you will receive; however, the templates won't include specific details such as the parish priest's name and the school's name.

### 2. Meet with principal to discuss common spaces and complete Schedule 3 of the RULBA

Meeting with the principal, discuss and document the current usage of common spaces for recording in the RULBA.

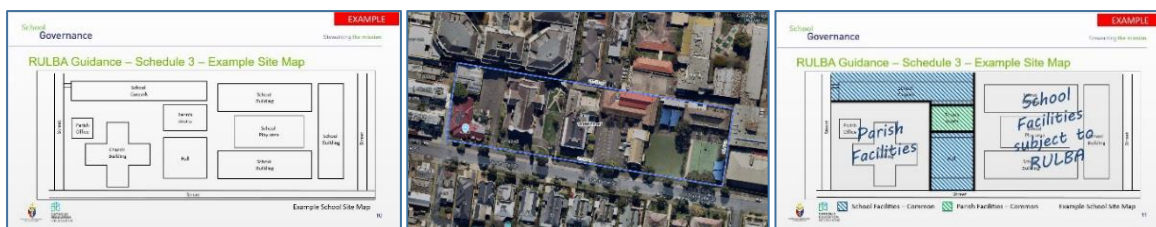
Please note the template version of the RULBA can be used to facilitate the discussion – you don't need to wait until you have received your tailored version. However, it is the tailored version of the RULBA that will need to be completed and returned.

If your school is on a standalone site (i.e. not on a site co-located with a Church or other parish facilities), obtain the most up-to-date site plan of the school and attach the map as Schedule 1.

If your school is co-located with other parish facilities such as a Church or presbytery:

- obtain the most up-to-date site plan that includes the school and the other parish facilities. You may also use the aerial map sent with the agreements
- meet with your principal and identify the areas:
  - solely used by the school

- not used by the school
- used by both the school and parish – common areas



- shade the areas following the instructions provided with the RULBA
- attach the shaded map as Schedule 1.

If there are common areas, complete Schedule 2.

### 3. Meet with parish finance committee

Consulting the parish finance council is important for matters relating to the assets of the parish. The finance council is encouraged to consider the agreements and raise any items of concern to assist and support the parish priest in his decision-making. It is not a requirement that the finance council approve the signing of the agreements by the parish priest.

A slide pack has been developed to help facilitate the discussion with your finance committee. It can be found on the Governance website at <https://governance.melbourne/support-structures>.

### 4. Sign the agreements by the due date

Sign the completed hard copies of the RULBA and STA, and:

- scan or take a photo of the signing page for each document and forward to [governance@cem.edu.au](mailto:governance@cem.edu.au)
- return both agreements using the stamped pre-addressed envelope to:

Catholic Education Melbourne  
Attention: Lybbi Stigsdottir  
PO Box 3  
East Melbourne VIC 8002

#### *Due dates*

- Group 1:** Friday 30 October 2020
- Group 2:** Friday 6 November 2020
- Group 3:** Friday 13 November 2020
- Group 4:** Friday 20 November 2020
- Group 5:** Friday 27 November 2020
- Group 6:** Friday 4 December 2020