



WORKFORCE MANAGEMENT AND SYSTEMS IMPROVEMENT
INDUSTRIAL RELATIONS DIRECTORATE

Mr John Cahill
Branch Secretary
New South Wales Branch
Community and Public Sector Union – SPSF Group
GPO Box 3365
SYDNEY NSW 2001

DOC12/146157

Attention: Andrew Holland

Dear Mr Cahill

I write to advise the Community and Public Sector Union – SPSF Group of TAFE's intention to initiate formal bargaining for the *TAFE Commission of NSW Administrative, Support and Related Employees Enterprise Agreement 2012*.

It is intended that this agreement will cover all TAFE non-teaching employees that fall within the following employee groups: Administrative and Support, Security and General Services, Childcare, Printing and Graphic Arts, Trades Assistants, Skilled Trades, and Hospitality.

The proposed agreement will seek to maintain existing conditions of employment to the extent possible under the *Fair Work Act 2009*, provide for a 2.5% increase to salaries and expire at the end of June 2013.

An initial meeting is to take place on Monday, 4 June 2012 from 3.00pm – 4.00pm and/or Thursday, 7 June 2012 from 12.00pm – 1.00pm in the Workforce Management and Systems Improvement Boardroom at Level 2, 35 Bridge Street, Sydney.

It is anticipated that this meeting will cover the enterprise bargaining process and arrangements for subsequent meetings. A draft document outlining proposed arrangements for conducting the bargaining process is attached for your consideration. A schedule of further meetings will also be developed at the initial meeting.

Members of the CPSU - SPSF bargaining team who are also TAFE employees will be granted release to facilitate their attendance at bargaining meetings, or be given access to video-conferencing equipment.

Please contact Rebecca McGrath, Senior Industrial Officer, telephone 9561 1908 to confirm your availability to attend on the dates provided.

Yours sincerely

Mark Philip
Director, Industrial Relations

29 May 2012

TAFE Enterprise Agreements 2012

PROPOSED MEETING ARRANGEMENTS FOR BARGAINING REPRESENTATIVES

Behaviour and Conduct

1. All discussions during the negotiation are on a without prejudice basis. A party may request another party's position to be confirmed in writing.
2. Parties will make every effort to ensure that Enterprise Bargaining discussions are conducted in an effective and efficient manner.

Logistics

3. Meetings will take place at the Sydney office of TAFE, at 35 Bridge Street or where requested and agreed between the parties, to be confirmed prior to each meeting.
4. A schedule of meetings will be developed at the first meeting.
5. If a meeting is cancelled, the party responsible for the cancellation is to notify all other parties and TAFE will centrally reschedule the meeting within seven days.
6. Parties are responsible for keeping their own notes/records of discussions.
7. A negotiation issues log, including agreed action items and outstanding matters, will be maintained by TAFE and disseminated to the parties after each meeting via the distribution list below within 48 hours.
8. Prior to the conclusion of each meeting, the parties will agree on agenda items for the following meeting. TAFE will provide an agenda at least 24 hours prior to the meeting.

Confidentiality & Information Requests

9. Should a party require information from another party before, during or post a bargaining discussion, the parties may require that such a request be made in writing. Each party, using its best endeavours, will attempt to provide a response prior to the next negotiation meeting or within seven days, whichever is the earlier. An extension of time may be requested and such request will not be unreasonably refused.
10. Parties commit to considering proposals and responding to those issues and proposals, but will not endlessly revisit the same issue if it has already been formally responded to unless new information is presented that requires further consideration.

Drafting

11. TAFE will maintain a master draft agreement, has responsibility for version control, and will track changes.
12. Parties will use their best endeavours to provide responses to proposed draft clauses prior to the next negotiation meeting or within seven days of receipt of proposed wording, whichever is earlier.

Communication

13. Bargaining Representatives are only to communicate to those employees they represent as far as is reasonably practical.

Contacts

14. At the first meeting the parties will establish contact details for the key contact of each of the parties, for communication between the parties during the negotiations. This contact list is below:

Party	Key Contact Name	Email Address	Business Phone	Mobile Number