

TAFE COMMISSION OF NSW TAFE MANAGERS ENTERPRISE AGREEMENT 2017

Your guide to the Agreement

July 2017

Overview

The purpose of this document is to provide you with a summary of the TAFE Commission of NSW TAFE Managers Enterprise Agreement 2017.

To view or download the full list of drafting changes from the 2015 Agreement, or to access a copy of the Agreement and other reference material, visit the [TAFE NSW enterprise bargaining website](#).

The proposed TAFE Commission of NSW TAFE Managers Enterprise Agreement 2017 (the 'proposed agreement') covers all employees employed as educational and administrative managers in TAFE NSW within the classification of TAFE Manager.

The proposed agreement will be for a two-year period, and provides for 2.5% increase to salaries for two years: the first from the first full period on or after 1 January 2018, the second from the first full pay period on or after 1 January 2019.

The proposed agreement maintains key conditions of employment in the current agreement.

Proposal summary

Proposal	What this means for you
Salary increase	<ul style="list-style-type: none"> A 2.5% salary increase from the first full pay period on or after 1 January 2018, with a further rise of 2.5% in 2019.
Duration	<ul style="list-style-type: none"> Will commence 7 days after it is approved by the Fair Work Commission. The proposed agreement will be of two years duration.
Employment Status of TAFE Managers	<ul style="list-style-type: none"> Greater job security for roles that are required on an ongoing basis and foreseeable future. In the future TAFE may offer ongoing contracts to TAFE Managers, regardless of their current contract status, in accordance with business needs.
Modernise the language of the proposed agreement	<ul style="list-style-type: none"> Modernise wording and terms of the proposed agreement in accordance with legislation and One TAFE vision.

The proposal

Following recent productive bargaining meetings and with the Unions and self-nominated representatives, TAFE NSW is proposing a new enterprise agreement.

What hasn't changed?

The proposed agreement maintains key conditions of employment in the current agreement.

What's changed?

A full list of drafting changes and a description of each clause is available on the TAFE NSW enterprise bargaining [website](#). In summary, these are:

- All employees will receive a 2.5% per year pay increase for two years: the first from the first full period on or after 1 January 2018, the second from the first full pay period on or after 1 January 2019.
- The Agreement will be of two years duration.
- Language of the Agreement has been modernised in accordance with One TAFE vision and legislation.
- Greater job security with the ability of TAFE NSW to engage employees on a permanent basis where the position is required for the ongoing and foreseeable future, and meets business needs.

The bargaining process

31 May 2017 – the notice of employee representational rights was issued for this proposed agreement.

12 June 2017 – the first bargaining meeting for this agreement was held. There has been a further 3 bargaining meetings held since then.

14 July 2017 – TAFE NSW confirmed to bargaining representatives in writing the proposal it intended to take to ballot.

TAFE NSW has carefully listened to, considered and responded to all proposals that have been put forward by bargaining representatives, and adopted elements of bargaining representatives' proposals in the proposed agreement that it is taking to ballot.

TAFE NSW has also provided the unions and other bargaining representatives with opportunities to comment on the drafting of the proposed enterprise agreement.

Bargaining representatives

Bargaining representatives who participated in negotiations were:

- the TAFE NSW team
- the Australian Education Union New South Wales Teachers Federation NSWTF Branch (NSWTF)
- the Community and Public Sector Union (CPSU)
- self-nominated bargaining representatives.

Frequently asked questions?

Who is covered by the Agreement?

The Agreement covers employees employed as educational and administrative managers in TAFE NSW employed within the classification under the Agreement of TAFE Manager.

Where can I find the ballot copy of the Agreement?

A copy of the proposed Agreement is available on the TAFE enterprise bargaining [website](#). A copy of the agreement will be attached to the email that will be sent to employees covered by the agreement prior to the access period. You can also request a hard copy of the proposed Agreement and any documents referred to in the Agreement from your local People and Safety Business Partner.

Do I have to vote?

Voting is not compulsory, but participation is strongly encouraged, because the Enterprise Agreement is the basis of pay and conditions for employees employed under it. It's important that you have your say on the proposed Agreement.

What does it take to get an Agreement approved?

Employees have to endorse an agreement by voting on it. For an agreement to be made, it has to be approved by the majority of employees who vote. It then goes to the Fair Work Commission for approval. The agreement comes into effect seven days after approval by the Fair Work Commission.

What part(s) of the agreement apply to me?

The structure of the proposed agreement is similar to the structure in the 2015 Agreement.

Documents referenced in the proposed agreement

CLAUSE REFERENCE	POLICY / PROCEDURE / GUIDELINE
3. Date and Period of Operation	<p>National Employment Standards</p> <ul style="list-style-type: none"> • s.59 of the <i>Fair Work Act 2009</i> (Cth) • For further information about the National Employment Standards, click here.
4. Dictionary	<p>Fair Work Act 2009 (Cth),</p> <p>Technical and Further Education Commission Act 1990 (NSW)</p> <p>Crimes (Domestic and Personal Violence) Act 2007 (NSW)</p> <p>Crown Lands Consolidation Act 1913 (NSW)</p>
10. Consultation	<p>Managing Excess Employees Policy</p> <p>https://staff.tafensw.edu.au/documents/2016/06/managing-excess-employees-policy.pdf</p>
15. Appointment	<p>TAFE NSW Recruitment and Selection Policy</p> <p>https://staff.tafensw.edu.au/policies-procedures/human-resources/recruitment-selection-and-appointment-policy/</p>
16. Management of Performance and Conduct	<p>Guidelines for the Management of Conduct and Performance – NSW TAFE Commission Staff</p> <p>https://staff.tafensw.edu.au/documents/2016/08/guidelines-for-the-management-of-conduct-and-performance-nsw-tafe-commission-staff.pdf</p>
19.1 Annual Leave	<p>TAFE NSW Recreation Leave</p> <p>https://staff.tafensw.edu.au/documents/2016/06/recreation-leave-annual-leave-and-agreed-weeks-of-non-attendance.pdf</p>
19.2 Extended Leave	<p>Procedures for Extended Leave in TAFE NSW</p> <p>https://staff.tafensw.edu.au/documents/2016/06/procedures-for-extended-leave-in-tafe-nsw.pdf</p>

19.3 Personal Leave	TAFE NSW Sick Leave Policy https://staff.tafensw.edu.au/documents/2016/06/sick-leave.pdf
19.4 Community Service Leave	TAFE NSW Special Leave Policy https://staff.tafensw.edu.au/documents/2016/06/special-leave.pdf
19.5 Family and Community Service Leave	TAFE NSW Family and Community Leave Policy https://staff.tafensw.edu.au/documents/2016/06/family-and-community-service-leave.pdf

Next steps

1.	2.	3.
Employees consider the Agreement	Employees vote	Implementation
<ul style="list-style-type: none"> Employees will be given an opportunity to review the proposed Agreement throughout the 7 day access period which runs from 20 - 27 July 2017. This gives you the chance to check out the website, ask questions and get the information you need to cast an informed vote. 	<ul style="list-style-type: none"> Employees are being asked to support the proposed Agreement by voting for it. The ballot opens on 28 July and will close on 31 July 2017. For the Agreement to be approved by employees, the majority of employees who vote must vote 'yes'. That means, 50% +1 vote = 'yes' CorpVote, an independent company with expertise in managing independent and secure voting processes, is managing the electronic balloting process. 	<ul style="list-style-type: none"> If the Agreement is supported by a majority of employees, then it will be filed with the Fair Work Commission for approval. The new Agreement will come into effect 7 days after the Commission approves it. The increase will be paid effective from the first full pay period commencing on or after 1 January 2018.

Want to know more?

If you have any questions about the *TAFE Commission of NSW TAFE Managers Enterprise Agreement 2017* or would like further information about the changes you can:

- Visit the enterprise bargaining [website](#)
- Email the [TAFE Bargaining team](#)
- Speak to your local People and Safety Business Partner.