

TAFE COMMISSION OF NSW TAFE MANAGERS ENTERPRISE AGREEMENT 2015

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PART B

MONETARY RATES

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1. Coverage

1.1 This Agreement covers Employees employed by the Technical and Further Education Commission in the classifications listed in the table in Schedule 1 of Part B of this Agreement.

2. Date and Period of Operation

- 2.1 This Agreement shall come into operation on the seventh day after approval by the Fair Work Commission and its nominal expiry date will be 30 June 2017.
- 2.2 This Agreement operates to the exclusion of any Modern Award, Enterprise Agreement, Transitional Instrument or unregistered agreement that could otherwise apply.
- 2.3 No term of this Agreement will operate to exclude the National Employment Standards or any provision of the National Employment Standards.
- 2.4 This Agreement must be read in conjunction with TAFE policies, procedures and guidelines, including those referred to in this Agreement. These policies, procedures and guidelines do not form part of this Agreement. In the event of any inconsistency, the Agreement will prevail.

3. Dictionary

- 3.1 "Act" means the *Technical and Further Education Commission Act 1990*.
- 3.2 De Facto Partner" has the same meaning as the definition provided in Part 1-2, Division 2, the Dictionary of the *Fair Work Act 2009*
- 3.3 "Department" means the NSW Department of Industry, Skills and Regional Development.
- 3.4 "Domestic Violence" means domestic violence as defined in the *Crimes (Domestic and Personal Violence) Act 2007*.
- 3.5 "Employee" means a person employed in a classification covered by this Agreement.
- 3.6 "Employer" means the Technical and Further Education Commission.
- 3.7 "Household" is defined as one or more persons usually resident in the same private dwelling.
- 3.8 "Human Resources Manager" means a person employed as such.
- 3.9 "Institute" means any grouping of TAFE Campuses or places where TAFE provides education, training, administrative and other services from time to time as specified by the Managing Director.
- 3.10 "TAFE Manager" means all persons permanently or temporarily employed as educational leaders and administrative Managers in TAFE within the classification of TAFE Manager as provided for in this Agreement. TAFE Managers have supervisory responsibility for administrative and/or educational programs and/or staff.
- 3.11 "Institute Director" means a person employed as such.

- 3.12 "Managing Director" means the Managing Director of TAFE NSW.
- 3.13 "Unions" means the Australian Education Union (New South Wales Branch) and the Community and Public Sector Union (SPSF Group - New South Wales Branch) having regard to their respective coverage.
- 3.14 "Semester" means the period commencing the first day where teachers return generally from the Christmas or the midyear vacation period, and ending on the last day of the next following midyear or Christmas vacation periods.
- 3.15 "TAFE", "TAFE Commission" or "TAFE NSW" means the Technical and Further Education Commission i.e. the TAFE Commission.

4. Categories of Employment

- 4.1 Employees covered by this Agreement may be permanent or temporary employees, and may be employed on a full-time or part-time basis.
- 4.2 Temporary employees may be employed for a specified term, maximum term or other ascertainable period, or specified task or project.
- 4.2.1 A specified term contract may be offered to temporary employees for periods typically between 2 and 5 years, or for a lesser period for projects, tasks or a contracted program.

5. Dispute Resolution Procedures

- 5.1 The TAFE Commission and its Employees have an interest in the proper application of this Agreement and in minimising and settling disputes about matters in this Agreement in a timely manner.
- 5.2 Where a dispute arises in relation to:
- 5.2.1 a matter under this Agreement; or
 - 5.2.2 the National Employment Standards;
- it will be dealt with in accordance with the procedures set out in this clause.
- 5.3 An Employer or Employee may appoint another person, organisation or association to accompany and/or represent them for the purposes of this clause.
- 5.4 In the first instance Employee(s) or their appointed representative(s), must notify the appropriate representative of management of the dispute in writing ('the dispute notification'). An appropriate representative of management may be the relevant line manager or if the employee believes the line manager is

not appropriate the Employee may ask the Human Resources Manager to refer the matter to another officer.

- 5.5 The dispute notification must be in writing and include details of the dispute. The dispute notification should also make reference to clause(s) of the Agreement or the National Employment Standard in relation to which the dispute has arisen and indicate the resolution(s) sought. A copy of the dispute notification will be sent to the Human Resources Manager. The Employee(s), Employee representative(s) if one has been appointed, and management representative(s) will meet within five working days, unless otherwise agreed, in an effort to resolve the dispute.
- 5.6 Where after the completion of subclause 5.5 the dispute remains unresolved, the matter may be referred in writing to the next level of management. A meeting must be held within five working days of the dispute being referred in a further effort to resolve the dispute, unless otherwise agreed.
- 5.7 Where a dispute is not resolved following the steps in sub-clauses 5.5 and 5.6, the matter may be referred by either party to the dispute to the Fair Work Commission for resolution by mediation and/or conciliation and, if necessary arbitration.
- 5.8 If the Fair Work Commission arbitrates the dispute, it may also use the powers that are available to it under the Fair Work Act.
- 5.9 The parties agree to be bound by and implement any decision of the Fair Work Commission subject to either party exercising a right of appeal against the decision of the Fair Work Commission to the Full Bench.
- 5.10 Until the dispute resolution procedures referred to at subclauses 5.1 to 5.9 have been exhausted:
 - 5.10.1 work shall continue in the normal manner;
 - 5.10.2 no industrial action shall be taken by a party to the dispute in respect of the matter that is the subject of the dispute;
 - 5.10.3 the parties to the dispute shall not take any other action likely to exacerbate the dispute.

6. Deduction of Union Membership Fees

- 6.1 The Union shall provide the Employer with a schedule setting out Union fortnightly membership fees payable by members of the Union in accordance with the Union's rules.
- 6.2 The Union shall advise the Employer of any change to the amount of fortnightly membership fees made under its rules. Any variation to the schedule of Union

fortnightly membership fees payable shall be provided to the Employer at least one month in advance of the variation taking effect.

- 6.3 Subject to subclauses 6.1 and 6.2 above, the Employer shall deduct fortnightly membership fees from the pay of any Employee who is a member of the Union in accordance with the Union's rules, provided that the Employee has authorised the Employer to make such deductions.
- 6.4 Monies so deducted from Employees' pay shall be forwarded regularly to the Union together with all necessary information to enable the Union to reconcile and credit subscriptions to Employees' Union membership accounts.
- 6.5 Unless other arrangements are agreed to by the Employer and the Union, all Union membership fees shall be deducted on a fortnightly basis.
- 6.6 Where an Employee has already authorised the deduction of Union membership fees from his or her pay prior to this clause taking effect, nothing in this clause shall be read as requiring the Employee to make a fresh authorisation in order for such deductions to continue.

7. No Further Claims

- 7.1 Prior to 30 June 2017 there shall be no further claims with respect to this Agreement for changes to salaries, rates of pay, allowances, or conditions of employment in relation to matters expressly contained in this Agreement.
- 7.2 The parties recognise that the 2.5% salary increase payable under this Agreement from the first full pay period commencing on or after 1 January 2017, represents the total increase in accordance with the NSW Government Wages Policy for the 2017 calendar year.

8. Flexibility

- 8.1 The Employer and an Employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the Agreement if:
 - 8.1.1 the agreement deals with 1 or more of the following matters:
 - (a) Salary Packaging – an Employee may elect a salary packaging arrangement in accordance with Clause 10.2 of this Agreement;
 - (b) Hours of Work – an Employee may elect to vary arrangements about when work is performed in accordance with Clause 11 of this Agreement;
 - (c) Deferred Salary Scheme – an Employee may elect to defer their salary in accordance with Clause 18 of this Agreement.
 - 8.1.2 the arrangement meets the genuine needs of the Employer and Employee in relation to 1 or more of the matters mentioned in 8.1.1; and

- 8.1.3 the arrangement is genuinely agreed to by the Employer and Employee.
- 8.2 The Employer must ensure that the terms of the individual flexibility arrangement:
- (a) are about permitted matters under section 172 of the *Fair Work Act 2009*; and
 - (b) are not unlawful terms under section 194 of the *Fair Work Act 2009*; and
 - (c) result in the Employee being better off overall than the Employee would be if no arrangement was made.
- 8.3 The Employer must ensure that the individual flexibility arrangement:
- (a) is in writing; and
 - (b) includes the name of the Employer and Employee; and
 - (c) is signed by the Employer and Employee and if the Employee is under 18 years of age, signed by a parent or guardian of the Employee; and
 - (d) includes details of:
 - (i) the terms of the enterprise agreement that will be varied by the arrangement; and
 - (ii) how the arrangement will vary the effect of the terms; and
 - (iii) how the Employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
 - (e) states the day on which the arrangement commences.
- 8.4 The Employer must give the Employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- 8.5 The Employer or Employee may terminate the individual flexibility arrangement:
- (a) by giving no more than 28 days written notice to the other party to the arrangement; or
 - (b) if the Employer and Employee agree in writing at any time.

9. Consultation

9.1 Consultation term. This term applies if the Employer:

- 9.1.1 has made a definite decision to introduce a major change to production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on employees; or

9.1.2 proposes to introduce a change to the regular roster or ordinary hours of work of employees.

9.2 Major change

9.2.1 For a major change referred to in paragraph 9.1.1, subclauses 9.3 to 9.8 apply.

9.2.2 For a change referred to in paragraph 9.1.2:

(a) the employer must notify the relevant employees of the proposed change;
and

(b) subclauses 9.10 to 9.15 apply.

9.3 The relevant Employees may appoint a representative for the purposes of the procedures in this term.

9.4 If:

(a) a relevant Employee appoints, or relevant Employees appoint, a representative, including a Union representative, for the purposes of consultation; and

(b) the Employee or Employees advise the Employer of the identity of the representative; the Employer must recognise the representative and allow them the same rights to consultation and access to documentation as conferred on an Employee under this clause.

9.5 As soon as practicable after making its decision, the Employer must:

(a) discuss with the relevant Employees:

(i) the introduction of the change; and

(ii) the effect the change is likely to have on the Employees; and

(iii) measures the Employer is taking to avert or mitigate the adverse effect of the change on the Employees; and

(b) for the purposes of the discussion — provide, in writing, to the relevant Employees:

(i) all relevant information about the change including the nature of the change proposed; and

(ii) information about the expected effects of the change on the Employees; and

(iii) any other matters likely to affect the Employees.

9.6 However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees.

9.7 The Employer must give prompt and genuine consideration to matters raised about the major change by the relevant Employees.

- 9.8 If a term in this Agreement provides for a major change to production, program, organisation, structure or technology in relation to the enterprise of the Employer, the requirements set out in sub-clauses 9.2, 9.3 and 9.5 are taken not to apply.
- 9.9 In this term, a major change is likely to have a significant effect on Employees if it results in:
- (a) the termination of the employment of Employees; or
 - (b) major change to the composition, operation or size of the employer's workforce or to the skills required of Employees; or
 - (c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
 - (d) the alteration of hours of work; or
 - (e) the need to retrain Employees; or
 - (f) the need to relocate Employees to another workplace; or
 - (g) the restructuring of jobs.

Change to the regular roster or ordinary hours of work of employees

9.10 The relevant employees may appoint a representative for the purposes of the procedures in this term.

9.11 If:

9.11.1 a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and

9.11.2 the employee or employees advise the employer of the identity of the representative;

the employer must recognise the representative.

9.12 As soon as practicable after proposing to introduce the change, the employer must:

9.12.1 discuss with the relevant employees the introduction of the change; and

9.12.2 for the purposes of the discussion—provide to the relevant employees:

(a) all relevant information about the change, including the nature of the change; and

(b) information about what the employer reasonably believes will be the effects of the change on the employees; and

(c) information about any other matters that the employer reasonably believes are likely to affect the employees; and

- 9.12.3 invite the relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).
- 9.13 However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
- 9.14 The employer must give prompt and genuine consideration to matters raised about the change by the relevant employees.
- 9.15 In this term, relevant Employees means the Employees who may be affected by the major change.
- 9.16 Positions which have been affected by workplace change and which are occupied by permanent Employees will be managed in accordance with the NSW Government's Managing Excess Employees Policy.

10. Salary

10.1 Salaries for TAFE Managers under this Agreement are as provided for in Schedule 1, Salaries, of Part B.

10.2 Salary Packaging

For the purposes of this clause "salary" means the salary or rates of pay prescribed for the Employee's classification by Schedule 1 of this Agreement and any allowances paid to an Employee which form part of the Employee's salary for superannuation purposes.

10.2.1 An Employee may, by agreement with the Employer, enter into a salary packaging arrangement, including salary sacrifice to superannuation, where they may convert up to 100% of their salary to:

- (a) a motor vehicle (whether on a business/private split in accordance with subclause 10.3 or a novated lease under the Employer's salary packaging scheme) and;
- (b) the full range of benefits under the Employer's salary packaging scheme, provided that no TAFE Manager may package more than one motor vehicle at any given time whether on a business/private split in accordance with subclause 10.3 or a novated lease under the employer's salary packaging scheme.

10.2.2 Any pre-tax and post-tax payroll deductions must be taken into account prior to determining the amount of salary available to be packaged. Such payroll deductions may include but are not limited to, compulsory superannuation payments, HECS

payments, child support payments, judgment debtor/garnishee orders, union fees, health fund premiums.

10.2.3 The terms and conditions of the salary packaging arrangement, including the duration as agreed between the Employee and Employer, will be provided in a separate written agreement, in accordance with the Employer's salary packaging guidelines. Such agreement must be made prior to the period of service to which the earnings relate.

10.2.4 Salary packaging must be cost neutral for the Employer. Employees must reimburse the employer in full for the amount of:

- (a) any fringe benefits tax liability arising from a salary packaging arrangement; and
- (b) any administrative fees.

10.2.5 Where the Employee makes an election to salary package the following payments made by the Employer in relation to an Employee shall be calculated by reference to the annual salary which the Employee would have been entitled to receive but for the salary packaging arrangement:

- (a) Superannuation Guarantee Contributions;
- (b) any salary-related payment including but not limited to allowances and workers compensation payments; and
- (c) payments made in relation to accrued leave paid on termination of the Employee's employment or on the death of the Employee.

10.3 The motor vehicle benefit provided for in sub-clause 10.2.1 provides the TAFE Manager with access to the use of a motor vehicle on a business/private basis in accordance with relevant TAFE policy.

11. Hours of Work

11.1 A flexible and adaptive approach in relation to working hours and working arrangements will be adopted which recognises the professionalism of TAFE Managers and allows that:

11.1.1 standard working hours shall not exceed an average of 38 hours per week over a 12 month period. The pattern of attendance shall be agreed between an individual TAFE Manager and their line manager;

11.1.2 TAFE Managers shall not be directed to work more than 38 hours in any one week;

12. Lactation Breaks

- 12.1 This clause applies to employees who are lactating mothers. A lactation break is provided for breastfeeding, expressing milk or other activity necessary to the act of breastfeeding or expressing milk and is in addition to any other rest period and meal break as provided for in this Agreement.
- 12.2 A full time employee or a part time employee working more than 4 hours per day is entitled to a maximum of two paid lactation breaks of up to 30 minutes each per day.
- 12.3 A part time employee working 4 hours or less on any one day is entitled to only one paid lactation break of up to 30 minutes on any day so worked.
- 12.4 A flexible approach to lactation breaks can be taken by mutual agreement between an employee and their manager provided the total lactation break time entitlement is not exceeded. When giving consideration to any such requests for flexibility, a manager needs to balance the operational requirements of the organisation with the lactating needs of the employee.
- 12.5 The employer shall provide access to a suitable, private space with comfortable seating for the purpose of breastfeeding or expressing milk.
- 12.6 Other suitable facilities, such as refrigeration and a sink, shall be provided where practicable. Where it is not practicable to provide these facilities, discussions between the manager and employee will take place to attempt to identify reasonable alternative arrangements for the employee's lactation needs.
- 12.7 Employees experiencing difficulties in effecting the transition from home-based breastfeeding to the workplace will have telephone access in paid time to a free breastfeeding consultative service, such as that provided by the Australian Breastfeeding Association's Breastfeeding Helpline Service or the Public Health System.
- 12.8 Employees needing to leave the workplace during time normally required for duty to seek support or treatment in relation to breastfeeding and the transition to the workplace may utilise sick leave in accordance with subclause 20.3, Sick Leave of this Agreement, or access to the flexible working hours scheme provided in clause 10, Hours of Work of this Agreement, where applicable.

13. Capability Development

- 13.1 The Employer confirms a commitment to capability development for TAFE Managers. TAFE Managers recognise their obligation to maintain and update their professional skills for the benefit of TAFE students and staff.

- 13.2 The Employer will continue to participate in initiatives to identify competencies for TAFE Managers in consultation with relevant industry parties.
- 13.3 The Employer is committed to providing access to and support for capability and leadership / management development.
- 13.4 Where the Employer requires professional development, the Employer will meet the compulsory fees involved. Where the capability development opportunity is voluntary the Employer may, at its discretion, refund all or part of the compulsory fees incurred by the TAFE Managers approved to undertake approved training and professional development programs.
- 13.5 Consistent with the above commitments, while there is no minimum time per annum to be allocated to capability development, Institute Directors should ensure that all TAFE Managers undertake training and capability development related to their current and medium term development needs as identified in their performance agreement. This does not preclude access to other development opportunities provided by the employer.

14. Appointment

- 14.1 The filling of vacant positions of TAFE Manager will be by way of a competitive selection process based on merit, subject to the provisions of the TAFE NSW Recruitment and Staff Selection policy.
- 14.2 A person who is not already a permanent employee of TAFE NSW who is appointed to a TAFE Manager's position shall be appointed for a minimum probationary period of one year. Confirmation of their position shall depend on completion of a satisfactory annual review.

15. Performance Management

- 15.1 The performance of TAFE Managers will be reviewed annually under a performance management scheme. For TAFE Managers, the objectives of their performance management scheme are set out in Schedule 2, Performance Management for TAFE Managers, of Part B Monetary Rates.

16. Appeal Rights

- 16.1 TAFE Managers whose application for a promotion is unsuccessful have a right to appeal to the Managing Director where such appointment would involve a salary increase for the appellant. Such appeals will be managed in accordance with TAFE Manager Appeal Procedures as agreed by TAFE NSW and the Unions.

17. Discipline

17.1 Discipline will be managed in accordance with applicable policies and any relevant terms in an Employee's employment contract.

18. Deferred Salary Scheme

18.1 TAFE Managers may seek to join the Employer's deferred salary scheme.

18.2 Successful applicants may defer twenty per cent of their salary for the first four years and be paid the deferred salary in the fifth year.

18.3 The deferred salary scheme does not apply to temporary TAFE Managers.

18.4 TAFE Managers employed on a specified term contract may apply to join the Employer's deferred salary scheme subject to approval from the Institute Director and provided that the remaining contracted period would allow effective operation of the salary deferral scheme.

19. Leave

19.1 Annual Recreation leave –

19.1.1 Annual recreation leave shall be 4 weeks and taken in accordance with TAFE Policy.

19.1.2 Western Division staff accrue additional annual recreation leave in accordance with TAFE Policy.

19.2 Extended leave - Extended leave shall be in accordance with Section 22 of the Act.

19.3 Sick leave -

19.3.1 Sick leave at the rate of fifteen working days paid sick leave per calendar year i.e. 1 January to 31 December. The full annual entitlement is available from 1 January each year (not accrued on a monthly basis). The unused component of the annual entitlement is fully cumulative.

19.3.2 Where a TAFE Manager requires sick leave additional to the annual or cumulative entitlement provided in sub clause 19.3.1 above in cases of long-term illness, they may apply to the employer for special sick leave. Such requests will be considered by the employer on a case-by-case basis.

19.4 Community Service Leave -

19.4.1 The Institute Director or nominee may grant paid Community Service Leave to a TAFE Manager in accordance with the TAFE Policy - Special Leave, for periods when an Employee is:

- a) performing jury service; or
- b) acting as an Emergency Volunteer

19.5 Family and Community Service Leave -

19.5.1 The Institute Director or nominee may grant family and community service leave for the following purposes:

- (a) for reasons related to the family responsibilities of the TAFE Manager; or
- (b) for reasons related to the performance of community service by the TAFE Manager; or
- (c) for reasons of pressing necessity.

19.5.2.1 Quantum - The amount of family and community service leave available to a TAFE Manager shall be either:

- (a) 2.5 days during the first year of service and five days in any period of two years after the first year; or
- (b) after two years of continuous service, one day of Family and Community Service Leave for each completed year of service less the total amount of family and community service leave previously granted to an TAFE Manager; whichever is the greater period.

19.5.2.2 Where such leave is exhausted, sick leave in accordance with subclause 19.6.1 may be used.

19.5.3 FACS leave is provided in addition to the entitlements under Personal/Carer's Leave and the TAFE Special Leave policy, which provides for paid leave for Jury service and for emergency service volunteers subject to the conditions outlined in the policy.

19.6 Personal/Carer's Leave -

19.6.1 Use of Sick Leave - A TAFE Manager may use the available sick leave from the current year plus any accumulated sick leave to provide care or support for persons set out below who require care and support because of an illness, injury or unexpected emergency affecting the person. Such illness, injury or unexpected emergency shall be supported, if required, by a medical certificate or statutory

declaration that the illness, injury or unexpected emergency is such as to require the care or support by another person for a specified period. The choice of medical certificate or statutory declaration is the TAFE Manager's. Neither the medical certificate nor statutory declaration is required to reveal the exact nature of the illness, or injury. Wherever practicable, prior notice of the intention to take leave should be given by the TAFE Manager.

The entitlement to use sick leave in accordance with this subclause is subject to the person concerned being:

- (a) a spouse of the TAFE Manager; or
- (b) a De Facto Partner of the TAFE Manager ; or
- (c) a child or an adult (including an adopted child, a stepchild, a foster child or an ex nuptial child), parent (including a foster parent and legal guardian), grandparent, grandchild or sibling of the TAFE Manager or spouse or de facto partner of the TAFE Manager; or
- (d) a member of the TAFE Manager's Household

19.6.2 Use of Other Leave - To care for an ill or injured family member, an TAFE Manager may also use leave without pay if paid personal carer's leave has been exhausted with the consent of the Institute Director.

19.7 Compassionate Leave -

19.7.1 A TAFE Manager shall be entitled to up to two days paid Compassionate Leave on each occasion where a person prescribed in subclause 19.6.1 above, contracts, develops or sustains an illness or injury that poses a serious threat to his or her life or dies.

19.7.2 The TAFE Manager must notify the Institute Director or nominee as soon as practicable of the intention to take compassionate leave and shall, if required by the Institute Director or nominee, provide to the satisfaction of the Institute Director or nominee proof of the relevant death, illness or injury.

19.7.3 Compassionate leave may be taken in conjunction with other leave available under this clause. In determining such a request the Institute Director or nominee shall give consideration to the circumstances of the Institute Manager and the reasonable operational requirements of TAFE.

20. Leave for Matters Arising from Domestic Violence

- 20.1 The definition of domestic violence is found in clause 3.4, of clause 3 Dictionary, of this Agreement;
- 20.2 Leave entitlements provided for in clause 19.3, Sick Leave, clause 19.5, Family and Community Service Leave, and clause 19.6, Personal/Carer's Leave, may be used by an employee experiencing domestic violence;
- 20.3 Where the leave entitlements referred to in subclause 20.2 are exhausted, the employer shall grant up to five days Special Leave per calendar year to be used for absences from the workplace to attend to matters arising from domestic violence situations;
- 20.4 The employer will need to be satisfied, on reasonable grounds, that domestic violence has occurred and may require proof presented in the form of an agreed document issued by the police force, a court, a doctor, a domestic violence support service or lawyer;
- 20.5 Personal information concerning domestic violence will be kept confidential by the agency;
- 20.6 The employer, where appropriate, may facilitate flexible working arrangements subject to operational requirements, including changes to working times and changes to work location, telephone number and email address.

21. Qualification Requirements

- 21.1 Qualifications for positions shall accurately reflect the requirements of the position and conform to equal employment opportunity principles. Any artificial barriers to promotion should be removed.
- 21.2 The qualification requirements of positions shall be reviewed by the Employer from time to time in consultation with the Unions.

22. Industrial Rights

22.1 Union Representatives -

- 22.1.1 An accredited Union representative at the place in which he/she is employed shall, upon notification thereof to his/her employer, be recognised as an accredited Union representative.
- 22.1.2 An accredited Union representative shall be allowed the necessary time during working hours to interview the Employer or his/her representative on matters affecting Employees.

22.1.3 An accredited Union representative shall be allowed a reasonable period of time during working hours to interview a duly accredited Union official.

22.2 Consultative and Other Committee Work -

22.2.1 Where a TAFE Manager is required by the Employer, nominated by the Union or otherwise selected by other Employees to participate in work-based consultative or like committees, the Employer shall provide such Employees with paid leave to attend to such matters.

22.2.2 In addition, where such committees unanimously agree to undertake a particular project consistent with its terms of reference, the Employer shall provide sufficient paid time to enable the Employee to undertake the project.

23. Special Fitness and Hard to Fill

23.1 A position will be regarded as "hard to fill" when it has been advertised once throughout TAFE and twice throughout New South Wales in the major press and no appointment has been made.

23.2 When a position has been identified as "hard to fill" in accordance with subclause 23.1 of this clause, the Employer will review the position in order to ensure that the current position description and accountabilities appropriately reflect the nature of the position. Where appropriate, job redesign will follow and the new position will be advertised in the normal manner.

23.3 Where job redesign has not been deemed to be appropriate, the employer or nominee may offer an allowance of up to ten per cent of the maximum salary of the position when it is next advertised.

23.4 The allowance will be paid to the selected applicant for as long as they remain in the advertised position.

PART B

MONETARY RATES

Schedule 1 - Salaries

TAFE Managers	Salary from the first pay period to commence on or after 1.1.2016	Salary from the first pay period to commence on or after 1.1.2017
Increase	2.5%	2.5%
	\$	\$
Level 1	131,288	134,570
Level 2	141,197	144,727
Level 3	148,629	152,345
Level 4	158,538	162,501
Level 5	168,447	172,658
Level 6	178,863	183,335

DRAFT

SCHEDULE 2 - PERFORMANCE MANAGEMENT FOR TAFE MANAGERS

1. Introduction

The scheme establishes a framework for TAFE Managers to plan their work performance and the provision of objective feedback. It also facilitates training and career development.

2. Objectives of Performance Management

The objectives of performance management are to support the professional development of TAFE Managers and to enhance the performance of the employer. All TAFE Managers shall participate in the scheme. The performance management scheme will provide an effective means for TAFE Managers to understand, reflect upon and improve their performance through developmental processes and to understand the role, accountabilities and standards that are expected of them.

The performance management process is a collaborative process between the line manager and the TAFE Manager. The line manager will exercise leadership by working together with the TAFE Manager to implement the performance management scheme and to provide continuing support and feedback to the officer. The TAFE Manager in consultation with the line manager will identify appropriate targets and monitor their progress, requesting assistance as needed.

The major outcomes of the performance management process will be the identification of developmental needs of the TAFE Manager, the development strategies to support these needs, feedback on performance and achievements. The process will also enhance the productivity, effectiveness and efficiency of the employer to meet changing industry and community needs.

The objectives are to:

establish clear individual performance goals linked to, and consistent with, the Employer's goals and priorities and Institute's plans and objectives;

identify each TAFE Manager's current and medium term development needs (in relation to the organisation and self), and career goals and develop strategies to support these needs;

assist with the achievement of the Employer's long term objectives and annual priorities;

provide for each TAFE Manager, a valid basis for performance assessment against job-related criteria; and

provide job-related guidance and performance feedback in a continuing way.

The scheme will reflect and support the Employer's overall objectives as set out in:

TAFE's Strategic Plans;
annual priorities; and
Institute/Corporate Unit management plans.

The scheme is an ongoing process and consists of three major components:

developing the performance agreement;
review process; and
feedback.

Appropriate training will support implementation of the scheme.

DRAFT