

## Bulletin – TAFE – Written Directions

Since the end of last year The Community and Public Sector Union (CPSU-NSW) has participated in providing ongoing feedback to TAFENSW in relation to various TAFE written directions (WDs).

WDs are living documents that set out policy, guidelines, manuals and procedures relating to your employment entitlements and the processes for how they are implemented.

These documents get updated in draft and circulated to relevant stakeholders which includes the Union for consultation, before receiving approval to be published internally.

In particular, your Union has been putting forward suggestions for wording amendments that we would like included in TAFE WDs: High Duties Guidelines and Secondary Employment Procedure. These amendments ensure that members' needs are taken into account in the drafting of these documents.

As an example, for Secondary Employment it is the view of the CPSU-NSW that where approval for secondary employment **has already** been granted, if a manager then wanted to withdraw approval s/they would need to provide a specific and valid reason for doing so. This will remove some of the existing Management discretion which currently exists.

If you feel that a relevant WD does not meet your circumstances, please contact your nearest delegate in your region.

Join your union! [www.cpsunsw.org.au/join](http://www.cpsunsw.org.au/join)

### Your CPSU NSW delegates

#### South Region

Brad Cowie – Wollongong

[brad.cowie1@tafensw.edu.au](mailto:brad.cowie1@tafensw.edu.au)

Robert Wurth – Illawarra

[robert.wurth@tafensw.edu.au](mailto:robert.wurth@tafensw.edu.au)

Regina Kimmich – Illawarra

[regina.kimmich@tafensw.edu.au](mailto:regina.kimmich@tafensw.edu.au)

Chris Pickering – Illawarra

[Christopher.Pickering@tafensw.edu.au](mailto:Christopher.Pickering@tafensw.edu.au)

Christopher Hobbins – Albury

[christopher.hobbins@tafensw.edu.au](mailto:christopher.hobbins@tafensw.edu.au)

#### West Region

Leanne Riley – Parkes

[Leanne.Riley2@tafensw.edu.au](mailto:Leanne.Riley2@tafensw.edu.au)

Patricia Nethery – Dubbo

[Patricia.Nethery@tafensw.edu.au](mailto:Patricia.Nethery@tafensw.edu.au)

#### North Region

Gale Iseppi – Hunter

[Gale.Iseppi@tafensw.edu.au](mailto:Gale.Iseppi@tafensw.edu.au)

Liz Garlick – Tighes Hill

[liz.garlick1@tafensw.edu.au](mailto:liz.garlick1@tafensw.edu.au)

Stephen O'Brien – Newcastle

[stephen.obrien@tafensw.edu.au](mailto:stephen.obrien@tafensw.edu.au)

Brook Down – Coffs Harbour

[brook.down1@tafensw.edu.au](mailto:brook.down1@tafensw.edu.au)



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Garry Smith – North

[Garry.Smith@tafensw.edu.au](mailto:Garry.Smith@tafensw.edu.au)

### **Sydney Region**

Dawn Davis – Ultimo

[Dawn.Davis@tafensw.edu.au](mailto:Dawn.Davis@tafensw.edu.au)

George Bissoli – Ultimo

[George.Bissoli@tafensw.edu.au](mailto:George.Bissoli@tafensw.edu.au)

Simon Gray – Ultimo

[simon.gray@tafensw.edu.au](mailto:simon.gray@tafensw.edu.au)

Joe Harris – St Leonards

[joe.harris@tafensw.edu.au](mailto:joe.harris@tafensw.edu.au)

Patrick Kiss – Hornsby

[patrick.l.kiss@tafensw.edu.au](mailto:patrick.l.kiss@tafensw.edu.au)

### **Western Sydney Region**

Tracey Doyle – Campbelltown

[TRACEY.DOYLE@tafensw.edu.au](mailto:TRACEY.DOYLE@tafensw.edu.au)

Joanna Carroll – West Sydney

[Joanna.Carroll@tafensw.edu.au](mailto:Joanna.Carroll@tafensw.edu.au)

Glenda Pryor – Blue Mountains

[glenda.pryor@tafensw.edu.au](mailto:glenda.pryor@tafensw.edu.au)

Isabella Ramirra – Strathfield

[isabella.ramirra1@tafensw.edu.au](mailto:isabella.ramirra1@tafensw.edu.au)

Jin Cho – TAFE Digital

[Jin.Cho3@tafensw.edu.au](mailto:Jin.Cho3@tafensw.edu.au)

