

HR Tasks

I have four tasks for you to perform. This set of notes contains the first activity.

Activity 1: Application for termination of an Enterprise Agreement

I need to inform a range of organisations that our company will terminate its current Enterprise Agreement due to it passing its expiry date. We will begin negotiations with a range of employee organisations regarding a new enterprise agreement which will cover our warehouse personnel. I need the Form F24B to be completed - I have handwritten the form but wish it to be word processed. You will need to find the form on the Fair Work Commission site and download it so that you can fill it in.

Copies of the form need to go to the following bodies:

- Australian Services Union (Queensland Office)
- Finance Sector Union (National Office)

Each form needs a simple covering letter that simply indicates the form is attached and that any enquiries are to be directed to me with my contact details.

I do not have the addresses of the bodies that need to receive the forms so you will need to research that. I will need to sign the forms and letters and then we need to get them to the bodies within 2 days. These are important documents, so we also need to know they have been received by the bodies. So, I need you to identify which means of dispatching these forms to the relevant addresses ensures that they will be delivered within the two days, provides us with evidence that the items have been delivered and is most cost-efficient. Include your recommendation and reasons with the completed forms which are to go back to your supervisor.

Activity 2: Notice of employee representational rights

I need to inform our warehouse employees that they are entitled to representation by their unions in the new Enterprise Bargaining negotiations which will begin next month. All parties are aware of this so while the matter is important for legal reasons, it is vital that the documents are delivered immediately so that we meet Section 173 of the Fair Work Act. So long as we know the parties receive the documents, the length of delivery time does not matter; so long as it is within ten working days!

I need the Schedule 2.1 to be completed - I have highlighted the sections on the form that need to be completed. A copy of the template is included with this email. The proposed enterprise agreement is called: Anjark Services Administration Support Agreement and the proposed coverage is Employees involved in administrative, Information Technology and Finance Duties.

Copies of the form need to go to the following:

All of our employees

- Australian Services Union (Queensland Office)
- Finance Sector Union (National Office)

Each form needs a simple covering letter that simply indicates the form is attached and that any enquiries are to be directed to me with my contact details.

I do not have the addresses of the bodies that need to receive the forms but these will be the same as those used in the previous activity. Our employees can receive the form along with their next fortnight's pay slips, so arrange with the Finance section to send them a copy and to include it in their salary/wage notices in the next pay cycle. I will need to sign the forms and letters.

Activity 3: Staff Meeting

I need to inform the staff of the rights and responsibilities of all employees. I want you to come up with a simple, three slide PowerPoint presentation that can be used at the next staff meeting. I also want an A4 poster developed that promotes understanding of employee rights and responsibilities. You must refer to the company's Employee Handbook when selecting content for these required documents.

Please construct these two internal promotional items. The poster is to be developed in Microsoft Word.

If you are not familiar with the use of PowerPoint, then go to the online Registered Training organisation TEIA.

Activity 4:

I need to get some documents concerning a future consultation activity to two companies that are overseas.

One has its offices in Singapore and the other in Salt Lake City, Utah, USA. Please find out which companies can deliver to these sites, general costs for a package about 1 kilogram in weight and the time periods from despatch to receipt at those points.

Thank you.

Kazarina Gorigous