



Public Sector Labour Relations

28 February 2018

CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 3 OF 2018

**PROCESS FOR THE APPROVAL OF INDUSTRIAL AGREEMENT BARGAINING  
PARAMETERS**

Prior to making any formal wages offer, public sector employing authorities must prepare a Parameters for Agreement Negotiation (PAN) submission for consideration and endorsement by the Minister for Commerce and Industrial Relations.

Consistent with the framework established under *Premier's Circular 2017/03 – Coordination and Governance of Public Sector Labour Relations*, the process is as follows:

1. Employing authorities must develop a PAN submission in consultation with Public Sector Labour Relations (PSLR). This should commence at least six months prior to expiry of an industrial agreement.
2. PSLR, in consultation with the employing authority, will determine PAN submission content.
3. The employing authority's Chief Financial Officer (CFO) must sign off on the financial implications of proposed parameters, including any improved administrative arrangements and/or cost neutral flexibilities. This assessment must be included in the PAN submission.

4. The employing authority must obtain confirmation that the Department of Treasury agrees with the CFO's assessment. Treasury may seek advice from the Treasurer where it has concerns with the CFO's assessment.
5. Once signed by the employing authority, the PAN submission must be forwarded to the agency portfolio Minister for endorsement. This should occur at least 12 weeks prior to expiry of the industrial agreement.
6. The portfolio Minister is to forward the PAN submission to the Minister for Commerce and Industrial Relations for final consideration and endorsement.

Please contact your PSLR adviser should you have any questions regarding this process.



Alex Lyon  
**A/EXECUTIVE DIRECTOR**