

## 11. Template email to APSC advising of commencement of enterprise agreement

The *(full name of agreement)* will commence operation on *(insert date)* 7 days after approval from Fair Work Australia.

Details of the agreement are as follows:

### Key Details *(\*delete whichever does not apply)*

- APS or Non-APS agency;
- Approximately *(insert xxx no. employees)* covered by the agreement at the time of lodgement;
- Lodged on the *(insert date)*; and
- Nominal Expiry Date of the agreement is *(insert date)*.

### Bargaining Framework - *(\*insert or delete whichever applies)*

- Final information was provided to the APSC on *(insert date)*;
- Final assessment was received from the APSC on *(insert date)*;
- The Agreement was found to be *(consistent or inconsistent)* with the Bargaining Framework; and
- Changes made to the agreement following final assessment by the APSC included *(insert details of any changes made)*.

### Salary Outcomes

- The agreement provides for a *(Xx)* per cent salary increase payable from agreement commencement;
- A bonus payment if applicable of *(Xx)* is payable on agreement commencement.

I have attached a copy of the Fair Work Australia lodgement receipt and of the approved Enterprise Agreement as required under the Bargaining Framework.

Kind Regards

*(Insert signature block)*