

**5<sup>th</sup> January 2018**

**By email**

[Chambers.hatcher.vp@fwc.gov.au](mailto:Chambers.hatcher.vp@fwc.gov.au)

Vice President Hatcher

Level 10 Tower Terrace

80 William Street

East Sydney

NSW 2011

Dear Associate

**AM2014/286- Supported Employment Services Award 2010**

Further to the Direction Hearing held on the 22<sup>nd</sup> December 2017, VP Hatcher directed that parties file and serve guidelines addressing practical issues for the planned site inspections.

The Endeavour Foundation has nominated its site at Mt Druitt for an inspection. See below practical guidelines to assist the parties undertake the planned inspection of the site. An exact time for commencement of the inspection has not been nominated and confirm that we will be able to accommodate such time as determined by the full Bench, recognizing that there will also be an inspection of another site in Mascot on the same day.

**Practical Guidelines for Site Inspection**

**Location** – 59- 65 Kurrajong Road, Mt Druitt, New South Wales

**Date**- Wednesday 7<sup>th</sup> February 2018 or such other date as determined by the Full Bench

**Time** – as determined by the Full Bench

### **Attendees**

The attendees at the site inspection will be Vice President Hatcher, Deputy President Booth and Commissioner Cambridge and an Associate if required, at the discretion of the Full Bench, and one representative from AED Legal Centre.

The representatives from the Endeavour Foundation will be Andrew Donne, CEO Endeavour Foundation, Christie Hobbs, GM NSW and Victoria, Vince Bugge, Mt Druitt Site Manager and Mark Stroppiana, Industrial Relations Specialist Endeavour Foundation.

### **Safety Requirements**

All attendees will need to wear fully enclosed shoes, normal business clothing is suitable, there is no need for attendees to wear industrial clothing or safety boots. Any items of jewellery including watches and rings will need to be removed and secured prior to entry into any clean room production areas.

Attendees will be supplied with a high visibility vest which will need to be worn during the site inspection.

Attendees are requested to comply with any safety instructions from the Site Manager Vince Bugge and other representatives from the Endeavour Foundation during the inspection.

### **Logistical issues**

There is a visitor car park on site accessible from Kurrajong Road. Upon parking vehicles attendees are requested to report to the reception area where they will be met by the representatives from the Endeavour Foundation. The site inspection will commence upon all attendees arriving at the site.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Stroppiana', written in a cursive style.

**Mark Stroppiana**  
**Industrial Relations Specialist**  
**The Endeavour Foundation**