



Australia
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18 JAN 1996

GENERAL MANAGER
AUSTRALIA POST
ALL STATES

AWARD MODERNISATION - PRINCIPAL DETERMINATION

The purpose of this memorandum is to advise that the Australia Post Principal Determination has been made. The Principal Determination will operate in conjunction with the new Australia Post awards and commences from the same date of operation as the awards i.e. on and from 28 December 1995. A copy of the determination is attached.

Two major features of the award modernisation exercise have been to rationalise the number of awards in Australia Post and to consolidate employment conditions into the awards and a single determination (ie the Principal Determination). The conditions prescribed in the Principal Determination either previously existed under various authorities, instructions or similar legislative instruments under the Postal Services Act 1975, and which would have continued but for the repeal of those statutory provisions or have subsequently been made by determinations under the Australian Postal Corporation Act 1989.

A general grievance provision has not been included in the determination as it is still the subject of consultation with the unions. The determination will be amended to include a general grievance provision as soon as the consultative process is finalised. In the meantime, grievance provisions that exist under previous authorities will continue to apply.

The determination prescribes current rates of allowances and payments where these apply. Future adjustments to these rates will occur by varying the determination so that at any time in the future, the determination will provide up-to-date rates.

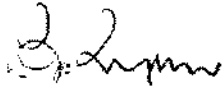
The Principal Determination also includes new rates of Motor Vehicle Allowance and Disturbance Allowance and for the maximum amount of re-imburement for relocation of pets. These rates co-incidentally also take effect on and from 28 December 1995 and are the subject of a separate advice. In all other respects, the Principal Determination reflects existing employment conditions.

Distribution of the Principal Determination should be restricted initially to human resources and personnel administrative staff until the implementation of the award modernisation changes and the communication of these changes to employees has reached an advanced stage.

2.

Separate advices will be provided on implementation of the changes in employment conditions that have been introduced by the new awards.

Any queries concerning the Principal Determination should be directed to the undersigned.

A handwritten signature in black ink, appearing to read 'P. Ryan', is positioned above the typed name.

P. Ryan
for GROUP MANAGER
HUMAN RESOURCES

AUSTRALIA POST PRINCIPAL DETERMINATION

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CLAUSE 1 : PRELIMINARY**(a) Title**

This determination shall be called the Australia Post Principal Determination.

(b) Preservation

Approvals, authorities, instructions or similar instruments which have previously been given under the Postal Services Act, Regulations, By Laws and Determinations and which would continue to have application but for the repeal of these statutory provisions shall be deemed as having been made under the relevant part of this Determination.

(c) Scope

This determination applies to employees who have not entered into a specific written contract of employment for a middle management or Executive position.

CLAUSE 2 : ESTABLISHMENTS

In order to provide for the employment of staff to perform the functions of Australia Post, the following action shall be taken as required:

- (a) existing positions can be reclassified, transferred or abolished;
- (b) new positions can be established, designated and classified; and
- (c) the organisation structured.

CLAUSE 3 : INEFFICIENT/INCOMPETENT EMPLOYEES

Where an employee is found to be inefficient or incompetent, or unable to discharge or incapable of discharging the duties applicable to the employee's position, the employee may be:

- (a) transferred to another position of the same classification (in the same locality or elsewhere);
- (b) reduced to a lower position and salary; or
- (c) retired from the Corporation.

CLAUSE 4 : RETIREMENT - MAXIMUM AGE

A permanent employee may continue in the employment of Australia Post until attaining the age of 65 years.

CLAUSE 5 = GRIEVANCES

Grievance provisions that existed under previous authorities will continue to apply.

CLAUSE 6 = RECREATION LEAVE

Additional Recreational Leave - Remote Localities

- (a) Employees living and working in district allowance localities shall be granted additional recreation leave for each year of service in such a locality on the following basis:

District Allowance Grade	Additional Leave
A	2 days
B	3 days
C (plus Darwin & Alice Springs)	5 days
D	7 days

- (b) Employees who were living and working in Darwin on 1 October 1982 shall be entitled to 10 days' additional leave per year unless they elected to receive the benefits of the new remote locality package, including the lower additional leave component under paragraph (a) above.

Additional Leave for Travelling Time: Remote Localities

- (c) Employees living and working in district allowance localities shall be entitled to up to 3 days travelling time if they are delayed in returning from leave by circumstances beyond their control such as floods or fires cutting road or rail links.
- (d) Employees living and working in the following localities shall be entitled to the travelling time specified when they avail themselves of a fares assistance credit:

<u>Locality</u>	<u>Credit</u>
Boulia (QLD)	half day
Jundah (QLD)	half day

- (e) **Anticipation of Recreation Leave Credit**

Subject to operational requirements:

- (i) Employees may, in the period before their first accrual, be granted recreation leave subject to deduction from their first accrual; such leave shall not exceed the leave which would have been paid out if the employee had ceased employment with Australia Post instead of taking leave.
- (ii) Employees may be granted recreation leave in advance of credit for up to 5 days in any 12 month accrual period for family reasons subject to deduction from the employee's next accrual.
- (f) **Pre 1967 Employees**

Employees who were appointed before 26 October 1966 and who do not have sufficient service in their final year of employment to cover part of the recreation leave credit which was in advance of their service shall either have their final credit adjusted or repay salary in respect of the excess leave credit.

CLAUSE 7 : RETURNED SOLDIERS - LEAVE

War Service Sick Leave Credit

- (a) Employees who are entitled to sick leave and who are returned soldiers may be granted a special war service sick leave credit comprising:

- (ii) an additional cumulative credit of 3 weeks per annum subject to a maximum accrual of 9 weeks.
- (b) The cumulative credit shall not be availed of until the whole of the non-cumulative credit has been exhausted.
- (c) The special war service sick leave credit may be availed of for absences due to either:
 - (i) illness or injury resulting from war-caused disabilities; or
 - (ii) pulmonary tuberculosis for which the returned soldier is receiving benefits under the Repatriation Act 1920.
- (d) All applications for special war service sick leave shall be supported by a medical certificate from a medical officer of the Department of Veterans Affairs or a repatriation institute or a medical officer appointed by that Department.

Special Leave for Returned Soldiers

- (e) Leave of absence with pay may be granted to employees who are returned soldiers for the following purposes:
 - (i) attending hospital, out-patient clinic, or medical officer for periodical examination, attention, or treatment or for pension review;
 - (ii) attending limb factories for the supply, renewal and repair of artificial replacements and surgical appliances.
- (f) Such leave may be in one or more periods and without deduction from recreation or sick leave credits up to a maximum of 2 weeks in each year of service. It shall be granted only to returned soldiers whose absence is due to the reasons outlined in sub-clause (c).

CLAUSE 8 = DEFENCE FORCE LEAVE

Leave for Specified Defence Service

- (a) Leave of absence shall be granted to an employee in respect of any period of specified defence service.
- (b) Specified defence service means:
 - (i) continuous full-time service in a part of the Citizen Forces or of the Reserve Forces;

- (ii) service in a part of the Citizen Forces or Reserve Forces for such periods as are fixed by or in accordance with the regulations under the Defence Act 1903, the Naval Defence Act 1910 or the Air Force Act 1923.

Leave for Other Defence Service

- (c) Leave of absence may be granted to an employee:
 - (i) to enable the employee to engage in such service as is prescribed in the defence force or in the naval, military or air forces of a nation forming part of the British Commonwealth of Nations, of a country allied or associated with Australia for the purposes of defence, or of the United Nations; or
 - (ii) to enable the employee to engage in work or employment which is in the interests of the defence or public safety of Australia or the Territories.
- (d) Leave of absence for other defence service does not apply in relation to an employee performing duty outside Australia and the Territories.

Prescribed Defence Service

- (e) Each of the following is a prescribed defence service for the purposes of paragraph (c) (i):
 - (i) service in time of war as a member of the Defence Force;
 - (ii) service as a member of a part of the Defence Force which has been allotted for duty in an area in which the forces of the United Nations are engaged in warlike operations;
 - (iii) continuous full-time service as a member of the naval, military or air forces for a period not exceeding 4 years for which an employee has volunteered;
 - (iv) annual training as a member of the naval, military or air forces; and
 - (v) attendance at a school, class or course of instruction conducted for the training of members of the naval, military or air forces.
- (f) Where an employee referred to in paragraph (e) (iii) is, by virtue of section 10A, 39 or 50B of the Defence Act 1903, section 9, 28 or 32A of the Naval Defence Act 1910 or section 4G, 4H or 4J of the Air Force Act 1923, required to render additional service at the conclusion of the period of volunteered service, the additional service is a prescribed defence service.

- (g) Where an employee who is a member of the naval forces is not required to perform annual training as a member of the naval forces but is required to undergo, at intervals of not less than 2 years, training for a continuous period of not less than 28 days, including Saturdays and Sundays, that training is a prescribed defence service.

Leave With and Without Pay

- (h) Leave to enable an employee to engage in a service referred to in paragraph (e) (i) or (ii) shall be with pay for the first 14 days and without pay thereafter.
- (i) Leave to enable an employee to engage in the service referred to in paragraph (e) (iii) or sub-clause (f) shall be without pay and, in the case of an employee who ceases employment, leave shall not be granted beyond the specified period of employment.

Periods of Leave

- (j) Leave to enable an employee to engage in the service referred to in paragraph (e) (iv) or (v) shall be with pay and shall not, in any 1 year, exceed the following periods, inclusive of Saturdays and Sundays:
- (i) where the employee is a member of the naval forces - 13 days;
 - (ii) where the employee is a member of the military forces - 14 days in the case of annual training, 16 days in the case of attendance at school, class or course of instruction; and
 - (iii) where the employee is a member of the air force - 16 days.
- (k) Where the Commanding Officer of an employee certifies in writing that attendance for the purpose of annual obligatory training is necessary for a period in addition to those referred to in sub-clause (j) the employee may be granted leave with pay for a further period not exceeding 4 days in any 1 year.
- (l) Where an employee who is a member of the military forces is required to engage in a continuous period of not less than 33 days training in a year, including Saturdays and Sundays, the employee shall be granted leave during that period, 18 days of which shall be with pay, in lieu of the periods of leave in sub-clauses (j) and (k). In addition, any period spent in attendance at a school, class or course of training mentioned in sub-clause (e) (v) shall also be with pay.
- (m) An employee who is a member of the naval force and who is required to engage in the service referred to in sub-clause (g) shall be granted up to 28 days leave with pay during that period of service.
- (n) Where it is considered that it would not, at any time, be in the public interest to grant to an employee leave to attend at an annual training or at a school, class or course of instruction, leave shall not be granted at that time, but shall be granted to attend at an

Application for Leave

- (o) Application for leave to engage in a prescribed defence service must be in writing and supported by evidence that the employee is required to engage in that service.

Certificate re Defence Service

- (p) An employee who has been granted leave to engage in a service referred to in paragraphs (e) (iii) (iv) or (v) or sub-clause (f) or (g) shall at the expiration of that leave submit a certificate by the Commanding Officer specifying the period for which the employee was engaged in that service.

CLAUSE 9 - LEAVE WITHOUT PAY

- (a) Leave without pay may be granted to an employee for such period as is thought fit.
- (b) Where leave without pay is so granted, it shall be decided for which purposes, if any, it is to form part of an employee's service.

CLAUSE 10 - HEALTH OF EMPLOYEE DANGEROUS TO OTHERS

- (a) If it is believed that an employee is incapable of performing duty or constitutes a danger to other staff or the public due to the employee's state of health, the employee may be required to:
 - (i) obtain and furnish a report from a qualified medical practitioner; or
 - (ii) attend a medical examination conducted by the CMO or a medical practitioner named by Australia Post.
- (b) On receipt of the medical report, the employee may be directed to take sick leave for a specified period, or, if already on sick leave, or other leave, the employee may be directed to continue on leave for a specified period, and the absence shall be regarded as sick leave.
- (c) Where an employee is required to furnish a medical report or undergo a medical examination and the report of the medical practitioner is not favourable to the employee or the employee fails to attend for the examination without reasonable cause, the fee payable for the examination or visit shall be charged against the employee and deducted from salary.

CLAUSE 11 - SPECIAL LEAVE

- (a) Where sufficient cause is shown, up to 3 days leave without deduction from recreation leave credits may be granted to an employee in any 12 months.

- (b) Where an employee is not eligible for the grant of such leave and is required to attend an interview or medical examination in connection with enlistment in the Citizen Naval Forces, the Citizen Military Forces, the Citizen Air Force or the RAAF Active Reserve, the employee may be granted leave to do so.
- (c) Where an employee is unable to attend for duty due to a state of emergency or other extraordinary circumstances, the employee may be granted leave for whatever period is considered necessary, without deduction from recreation leave or without affecting the employee's entitlement under clause 9 above.

CLAUSE 12 - ASSISTANCE WITH STUDIES

Study Leave

(a) Eligibility for Study Leave

- (i) Where an employee is undertaking an approved course of study, the employee may be granted leave of up to 5 hours per week with pay for the purpose of attendance at lectures, tutorials, performance of required practical work, and associated travelling time.
- (ii) Where, because of the time spent on travelling, leave of 5 hours per week is insufficient to meet the employee's needs, the employee may be granted an additional period of leave with pay up to a maximum of 3 hours in any week.

(b) Study Leave Credit

A study leave credit accrues to an employee undergoing an approved course of study as an external student at a university or other approved institution at a rate of 5 hours per week (ie. the total amount of study leave available) per academic year less the actual amount of leave used for study and travel. Study leave credits are not transferable from the end of one academic year to the next.

(c) Grant of Additional Leave

Any further study leave which may be granted to an employee shall be without pay or on condition that the employee makes up the time involved outside normal hours of duty or from recreation leave entitlements.

(d) Leave for Residential Requirements

An employee undergoing an approved course of study as an external student at a university or other approved institution, may, if prior attendance as a residential student is a prerequisite for examination in a subject in that course, be granted leave with pay for up to one week in respect of each subject. If the required residential period exceeds one week, an employee may be granted leave of absence with pay for a period not exceeding the employee's study leave credit, to a maximum of 5 days in respect of each subject.

(e) Grant of Additional Leave for Residential Purposes

Any further leave which may be granted to an employee for residential purposes shall be without pay or on condition that the employee makes up the time involved outside normal hours of duty or from recreation leave entitlements.

Examination Leave

(f) Leave with pay up to 5 days in any academic year may be granted to an employee to enable attendance at, or sitting of:

- (i) an examination relating to an approved course of study or a short course of instruction approved for reimbursement of fees;
- (ii) an examination held by, or on behalf of, the Corporation;
- (iii) any other approved examination.

(g) An additional period of examination leave may be granted to an employee if deemed necessary. Such leave may be granted:

- (i) from study leave credits accrued under subclause 12 (b);
- (ii) under Clause 11 (Special Leave) if eligible; and
- (iii) if the employee is not eligible for the grant of leave under paragraphs (i) or (ii), from recreation leave credits or without pay.

Short Courses of Instruction

(h) A short course is one which does not result in the award of a formal qualification. Short courses include workshops, seminars, residential courses and other training courses which can be up to one semester or 200 hours in duration. Courses of longer duration should be considered under the criteria for "part-time" studies assistance.

- (i) Conditions applying to short courses include:
- . worker's compensation cover to and from the course;
 - . course tuition fees are paid or re-imbursed by Australia Post;
 - . leave as required for the duration of the course;
 - . leave with pay usually for the duration of the course;
 - . leave without pay for up to one semester may be approved under the terms of a short course;
 - . fares may be paid if the course is inter or intrastate.

Reimbursement of Fees

- (j) An employee who has enrolled for an approved course of study or for an approved short course of instruction may apply to be approved as a student who is entitled to reimbursement of approved fees.
- (k) An employee whose application in respect of a course of study or a short course of instruction has been approved, is entitled to reimbursement if:
- (i) a certificate is furnished from the registrar, secretary or other appropriate official of the institution or body in question to the effect that the employee has satisfied all the requirements for the period prescribed for the successful completion of the course;
 - (ii) the conduct, diligence and efficiency of the employee have been satisfactory during the previous twelve months; and
 - (iii) the approved student was an employee - in the case of a course of study - at the date(s) on which the final examinations were conducted and - in the case of both a course of study and a short course of instruction - at the date on which the certificate specified above was furnished.
- (l) Where an approved student who is entitled to reimbursement of fees furnishes a certificate to the effect that examinations in some but not all subjects have been passed, reimbursement of fees paid will be in the same proportion as the number of subjects passed. (If four examinations were attempted and three were passed 75% of the fees paid will be reimbursed).
- (m) Where an approved student who is entitled to reimbursement of fees is directed to undertake duties which will preclude the student from continuing a course, the student is entitled to reimbursement of the fees paid.

- (n) Where an approved student who is entitled to reimbursement of fees dies or retires on invalidity grounds before the completion of the final examinations in the academic year or the completion of the course, reimbursement of the fees shall be made to either the student or the student's next of kin.

(o) **Deferment of Reimbursement**

Where an approved student is on probation, reimbursement of fees shall not be made until the appointment is confirmed. If a probationary appointment is terminated on health grounds, the student shall be entitled to the fees reimbursement.

(p) **Scholarship Holders**

An employee whose fees have been paid by either the Corporation or under the terms of an external award or scholarship is not eligible for reimbursement of those fees.

CLAUSE 13 - SALARIES - EMPLOYEES NOT COVERED BY AWARD

Employees occupying classifications outlined in Column 1 of Schedule 1 shall be paid within the salary range shown in Column 2 of the Schedule.

CLAUSE 14 - FUNCTIONAL/QUALIFICATION ALLOWANCES

Linguistic Availability/Performance Allowance

- (a) Employees who are required to perform interpreting and/or translating duties in community languages other than English may be paid a linguistic availability/performance allowance at the rate specified at Item A, Schedule 2.

Apprentices - Proficiency Allowances

- (b)
 - (i) Apprentices who obtain a pass in every subject at an examination held at the end of a year of the course of training shall be paid an allowance at the rate specified at Item B, Schedule 2 in respect of the 12 month period commencing at the beginning of the first pay period in January of the following year.
 - (ii) If the total of marks calculated to the apprentice at the said examination is at least 75%, an additional allowance shall be paid at the same rate and same time as the allowance payable under paragraph (i).

CLAUSE 15 - EXPENSES/COST OF LIVING ALLOWANCES**Hosiery Reimbursement Subsidy**

- (a) An employee who is required to wear an Australia Post uniform shall be reimbursed up to the amount specified at Item A, Schedule 3 for expenditure for the purchase of hosiery.

Tropical and Temperate Clothing Allowance

- (b) Employees who are required to visit a locality which has a climate significantly different to that at the usual station may be reimbursed reasonable expenditure on clothing necessarily purchased for the trip.
- (c) Reimbursement of these costs will be subject to the limit specified at Item B, Schedule 3 in any three year period provided that employees in tropical localities required to visit temperate localities may be allowed the further amount specified at Item B, Schedule 3, during this period if it is necessary to purchase a suit or equivalent clothing.

Isolated Establishment Allowance

- (d) Employees at an approved isolated establishment to which no public transport is available at all or is available in a restricted form only and the employees are required to use a private vehicle for transport to and from the isolated establishment may be paid an isolated establishment allowance.

Air Conditioning Subsidy

- (e) An employee who is stationed in a prescribed locality and who occupies a residence in which air conditioning equipment is installed may be paid a subsidy to defray the cost of operating the equipment.

Loss or Damage to Clothing/Personal Effects

- (f) Where loss of or damage to clothing or personal effects of an employee:
- (i) occurs while protecting or endeavouring to protect Corporation property from loss or damage;
 - (ii) is caused by a fault or defect in goods or other property belonging to the Corporation;
 - (iii) results from an act or omission by another person employed by the Corporation; or

- (iv) the loss or damage is considered to be attributable to the service of the employee;

the employee shall be paid reasonable compensation.

- (g) No payment shall be made to the employee:
 - (i) if the employee is entitled to recover under insurance the amount of loss or damage;
 - (ii) unless it is considered that the employee took reasonable precautions to avoid the loss or damage;
 - (iii) unless it is considered that the employee could not reasonably be expected to take proceedings for the recovery of the amount of the loss or damage from a person who may be liable for the loss or damage;
 - (iv) if the employee has received, or is entitled to receive, from a person liable for the loss or damage the amount of the loss or damage;
 - (v) at any time before the conclusion of proceedings instituted by the employee against a person who may be liable for the loss or damage.
- (h) If, after compensation has been paid, an employee recovers damages from another source, an equivalent sum, up to the amount already paid in compensation, is recoverable from the employee as a debt due to the Corporation.

Footwear Subsidy

- (i) Outdoor uniformed employees may be reimbursed for the purchase of footwear once every six months.
- (j) Indoor uniformed staff may be reimbursed for the purchase of footwear once every 12 months.
- (k) Reimbursement of the costs involved shall on each occasion be limited to the amount specified at Item C, Schedule 3.

Headquarters Relocation Allowance

- (l) An employee whose headquarters is transferred to a new location because of a change in the organisation or operations of Australia Post may be paid an allowance equal to the amount of excess fares paid or reasonable expenses incurred in a fortnight for transport to and from the new location:

Provided that unless otherwise approved by Australia Post:

- (ii) the allowance is not payable to an employee:
 - (1) who occupies a position of Administrative Officer A6 or Postal Manager Level 3; or
 - (2) whose headquarters is transferred to another State or Territory.

CLAUSE 16 - TRANSFER AND REMOVAL COSTS

Eligibility for Payment of Removal Costs

- (a) Employees who are transferred from one locality to another are eligible for payment of reasonable removal costs in respect of transfers:
 - (i) which are in Australia Post's interest;
 - (ii) which are in the ordinary course of promotion;
 - (iii) resulting from illness which justifies such a transfer;
 - (iv) after three years or more in a prescribed isolated district;
 - (v) to fill a vacancy in a prescribed isolated district.
- (b) Reasonable removal costs shall cover:
 - (i) the cost of conveyance of the employee and the dependants; and
 - (ii) removal costs of the necessary furniture and household effects of the employee and dependants.
- (c) Employees who elect to dispose of their furniture and effects instead of removal to the new location may be paid for any proven loss sustained in the disposal up to the costs that would have been involved in removal.
- (d) Employees may be reimbursed the cost of replacement insurance cover associated with the removal up to the maximum inventory value limit specified in Item A, Schedule 4.
- (e) Employees who are entitled to removal costs under sub-clause (a) shall be paid a disturbance allowance as specified at Item B, Schedule 4.
- (f) Employees who are entitled to removal costs under sub-clause (a) may be reimbursed reasonable expenses to assist with the cost of freight and hire of pet packs to the amount not exceeding the amount specified at Item C, Schedule 4.

Removal Expenses on Retirement

- (g) Approval may be given for payment of reasonable removal costs for employees who move to another location on retirement.
- (h) The approving employee shall have regard to:
 - (i) the circumstances of the appointment, transfer or promotion to the location where the employee was working prior to retirement;
 - (ii) the nature of the locality;
 - (iii) the time spent in the locality;
 - (iv) any other relevant matters.
- (i) Payment of these costs may also be made on the death of an employee to the dependants of the employee.

Removal Costs on Appointment

- (j) A person appointed to Australia Post, who is required to take up duty on appointment at a location other than where the employee resides, may be entitled to the payment of reasonable costs of conveyance and of the removal of furniture and household effects. Payment may also cover the costs incurred by any dependants.

Temporary Accommodation Allowance

- (k) Where, due to the lack of suitable permanent or long term accommodation, an employee resides in temporary accommodation at a locality to which the employee has moved at Australia Post's expense on appointment, transfer or promotion, the employee may be paid an allowance in accordance with the conditions outlined in the Personnel Policies and Procedures Manual.

Education Costs Allowance

- (l) An employee transferred at Australia Post's expense may be paid a boarding allowance in respect of the secondary school education of a child of the employee in accordance with the terms and conditions outlined in the Personnel Policies and Procedures Manual.

Reimbursement of Costs on Sale/Purchase of Home

- (m) An employee transferred at Australia Post's expense under sub-clause (a) from one locality to another in the course of employment with Australia Post and who as a result has to move place of residence, may be reimbursed legal and other costs and agent's commission incurred as a result of the sale of the dwelling at the former location and the purchase of a dwelling house at the new location under the terms and conditions outlined in the Personnel Policies and Procedures Manual.

CLAUSE 17 - TRAVELLING ALLOWANCE

Payment of Allowance

- (a) Where an employee is required to be absent overnight from the employee's head station either:
- (i) travelling on duty;
 - (ii) travelling on a transfer which attracts eligibility for payment of removal expenses under clause 16 (a);
 - (iii) as a result of a direction to carry out duties at another place; or
 - (iv) in other approved circumstances;
- the employee shall be entitled to be paid travelling allowance at the relevant rate shown in Schedule 5.
- (b) The daily rates payable to an employee during the first 21 days residence at any one temporary station shall be those specified at Item A (a) in Schedule 5.
- (c) The provisions applicable to:
- (i) employees whose temporary transfer exceeds 21 days;
 - (ii) situations where the daily rates prescribed under (b) are insufficient to meet expenses incurred;
 - (iii) situations where board and lodging are provided at Australia Post expense on non-commercial rates;
 - (iv) situations where meals and/or lodging are provided at Australia Post expense;
 - (v) situations where accommodation is provided at the expense of an airline; and

- (vi) situations where the fare paid for the journey includes payment for meals and/or sleeping accommodation:

are outlined in the Personnel Policies and Procedures Manual.

Allowance for Part-Day Absences

- (d) Where an employee is required to perform duty at another location away from the employee's head station or temporary head station, when the absence does not extend overnight, an allowance at the relevant rate shown in Schedule 5, Item B is payable to meet the additional expenses incurred other than for travel. Payment of the allowance is subject to the following conditions:
 - (i) the absence must exceed 10 hours;
 - (ii) proof of expenditure is not required;
 - (iii) it may be paid in advance; and
 - (iv) no other cost reimbursement allowance is payable in respect of the absence (eg overtime meal allowance).
- (e) The allowance payable under sub-clause (d) does not apply to an employee who is entitled to Travelling Allowance or some components of Travelling Allowance. Nor is the allowance payable to an employee who performs duties, an inherent feature of which is the requirement to be absent from their head station or temporary head station.

Allowance for Illness

- (f) Where an employee in receipt of travelling or relieving allowance is forced to take sick leave, and where it is not possible or expedient to return home, an allowance to cover the proved medical costs may be paid. This allowance shall not exceed the amount of travelling or relieving allowance which would have been paid had the employee been on duty for the period concerned.

Permanent Transfer

- (g) An employee who is instructed to proceed to a station in anticipation of permanent transfer, and who has been notified in writing that the transfer is to be made permanent, is not eligible to receive travelling or relieving allowance at the new station.

Relative Visiting Critically Ill Employee

- (h) A close relative who travels to visit an employee who has become critically or dangerously ill while absent from the employee's head station on duty, shall be reimbursed reasonable return travel costs from home in connection with the visit or, if travelling from elsewhere, reasonable travel costs, not to exceed the costs which would have been incurred in travelling from home. Where the travel is undertaken from a place other than the head station of the employee, the amount to be reimbursed shall not exceed the reasonable return travel cost from that other place.
- (i) Reimbursement of travel costs shall be subject to medical certification that the employee was critically or dangerously ill at the time in question.
- (j) Reimbursement of travel costs shall be approved in the case of one close relative only. Where two or more close relatives would be entitled to be reimbursed in respect of their fares, regard will be had to any wishes expressed by the employee and to the employee's domestic situation in determining which relative should have fares reimbursed.
- (k) Where the relative entitled to have fares reimbursed is accompanied by a child of whom the relative has the care and control, reimbursement of the child's fares shall also be approved.

CLAUSE 18 - REMOTE LOCALITY CONDITIONS

District Allowance

- (a) The classifications of districts for the purposes of remote locality conditions of service shall be those detailed at Schedule 6.
- (b) An employee living and working at localities classified under sub-clause (a) shall be paid a district allowance specified at Item A, Schedule 6.
- (c) District allowance shall not be payable in addition to travelling or relieving allowance to an employee while temporarily stationed in a locality which normally attracts a district allowance. In special circumstances, however, the prescribed travelling or relieving allowance may be increased.

Broken Hill Allowance

- (d) An employee stationed at Broken Hill, New South Wales, is entitled to the appropriate allowance specified at Item B, Schedule 6.

Snowy Mountains Allowance

- (e) An employee stationed at a locality listed in Item C, Schedule 6 shall be paid Locality

- (f) Eligible dependant means a dependant who resides with the employee and whose income is less than the maximum income allowed by the Australian Taxation Office for payment of a dependant rebate.

Fares to and from Isolated Districts

- (g) Where an employee in a prescribed isolated district, or spouse or other eligible dependant residing with the employee, travels away from that district during leave of absence, the cost of fares reasonably incurred may be reimbursed.

School Children in Isolated Districts

- (h) Where the dependant child of an employee stationed permanently in a prescribed isolated district is attending a primary or secondary school away from that district, reimbursement may be made for cost of fares reasonably incurred in respect of:
- (i) the child's travel to and from school and the isolated district; and
 - (ii) between school and another place to join on leave the employee, or the employee's spouse.
- (i) The amount payable under paragraph (ii) above shall not exceed that payable under paragraph (i).

Medical/Dental Treatment

- (j) Where the lack of a qualified medical or dental practitioner in a prescribed isolated district necessitates treatment elsewhere, reimbursement may be made in respect of reasonable costs incurred by an employee or dependants for:
- (i) the transport of that person for the treatment;
 - (ii) the transport of an attendant accompanying that person; and
 - (iii) proven accommodation charges incurred by that person and any attendant, where return to the isolated district on the day of treatment is not possible.

Emergency/Compassionate Fares

- (k) Where an employee is permanently stationed in a prescribed isolated district, reimbursement may be made for fares reasonably incurred by the employee or by the employee's spouse for travel from the district to a city or town to:
- (i) attend to matters connected with or otherwise arising from the death of a close relative; or
 - (ii) visit a close relative who has been medically certified as dangerously or

CLAUSE 18 - PRIVATE MOTOR VEHICLE ALLOWANCE

- (a) An employee may be authorised to use the employee's motor vehicle for official purposes, if it is in the interests of Australia Post.
- (b) An employee authorised to use the employee's motor vehicle for official purposes shall be paid an allowance per kilometre for its use, at the appropriate rate specified at Item A, Schedule 7.
- (c) An employee who can establish that the prescribed allowance is insufficient to meet the amount of expenses reasonably incurred in using the employee's motor vehicle for official purposes, may be granted an additional allowance equal to the amount by which the expenses exceed the normal allowance.
- (d) An employee authorised to use the employee's motor vehicle for official purposes and is required to pay increased registration or insurance fees, shall be reimbursed the amount of any excess involved.
- (e) An employee shall be paid the additional allowance specified at Item B, Schedule 7 when the employee:
 - (i) transports in the vehicle a person whose cost of conveyance would otherwise be met by Australia Post;
 - (ii) transports in or on the vehicle equipment, tools or materials, weighing not less than 100 kilograms, belonging to or hired by Australia Post;
 - (iii) hauls a caravan or trailer belonging to or hired by Australia Post;
 - (iv) carries a fellow employee whose normal means of transport is affected by industrial action.
- (f) Where the amount of allowance which would be paid to an employee for the use of a motor vehicle for a specified journey exceeds the amount which would have been payable by Australia Post had the motor vehicle not been used, the amount to be paid shall be reduced by the amount of the excess.
- (g) Payment of a motor vehicle allowance shall not be deemed to be hire, reward or other consideration within the meaning of any State law relating to vehicles, transport or traffic. An employee shall not be required to obtain any licence or permission or to pay any fee or tax under a State law as a result of being paid a motor vehicle allowance.

CLAUSE 20 - HOLIDAYS

- (b) An employee who is ineligible for public holiday penalties and who is required to work on a holiday or to commence work on a holiday and travel to a place where the holiday is not observed may be granted a day off duty with pay at a later date.
- (c) In addition to holidays provided under Clause 37 of the General Conditions Award, Australia Post may authorise additional holidays provided that the total holidays provided under this determination and Clause 37(a) of the General Conditions Award shall not exceed 4 days in any period of 12 months commencing on 5 January.

CLAUSE 21 - OVERSEAS SERVICE

- (a) Terms and conditions may be fixed in respect of an employee, or of a class of employees, performing duties overseas or proceeding to or from the performance of duties overseas.
- (b) Such terms and conditions may include the payment of allowances to, and the provision of residential accommodation for, the employee and persons deemed to be a dependant of the employee.

CLAUSE 22 - APPLICATION OF AWARDS

- (a) An employee who is not a member of a union and who occupies a classification which is covered by an award whose application is restricted to members of the relevant union, shall be accorded the salary and terms and conditions of service specified in the relevant award.
- (b) An employee occupying a position which is not covered by an award of the Australian Industrial Relations Commission to which Australia Post is respondent and who is not subject to a specific individual employment contract shall be accorded, unless otherwise determined, the conditions of service provided in the Australia Post General Conditions Award 1995.

CLAUSE 23- ACCIDENTS

- (a) Where an employee sustains physical injury while on duty, and Australia Post has ascertained that the injury was attributable to the act or omission of some person employed by Australia Post other than the person injured or to the act or omission of a person not employed by Australia Post but who is performing similar duties to the employee as part of a team and where those duties are at least in part on behalf of Australia Post or the Australian Government or was the result of a defect in Australia Post material or appliances or where physical injury has been sustained in protecting Australia Post or Australian Government property from loss or damage, the employee shall be granted leave of absence on full pay for the duration of the absence necessitated by the injury up to a period of 4 months. If at the expiry of 4 months it is shown to the satisfaction of Australia Post that the injured person is unable to resume duty, the case shall be reported to Australia Post for decision as to whether further leave of absence may be granted and, if granted, on what terms.

Where leave is granted in accordance with the provisions of this sub-clause, such leave shall not be deducted from sick leave at credit of the employee at the time.

Where physical injury has been sustained under circumstances falling within the terms of this sub-clause, Australia Post shall pay the reasonable transport, medical and hospital expenses bona fide incurred in consequence of the injury.

- (b) Where an employee sustains physical injury while on duty under circumstances that do not bring the case within the terms of sub-clause (a) and it is not proved to the satisfaction of Australia Post that the injury is attributable to the employee's serious and wilful misconduct, the employee shall be granted leave of absence on half pay for the duration of the absence necessitated by the injury up to a period of 3 months, and such leave shall not be deducted from sick leave credit of the injured person. If, at the expiry of 3 months, it is shown to the satisfaction of Australia Post that the injured person is unable to resume duty, the case shall be reported to Australia Post for decision as to whether further leave of absence may be granted, and, if granted, on what terms.

Where the case of an employee falls within the terms of this sub-clause and the employee has a credit of sick leave, such credit shall be used to bring the employee's pay up to the full rate and the employee's leave credit shall be reduced proportionately.

Where the injury to the employee is sustained under circumstances that bring the employee's case within this sub-clause, Australia Post shall pay the cost of the medical first aid rendered to the injured person when the services of the person rendering such aid have been obtained on the authority of a responsible employee, and of the transport of the injured employee to home or to a hospital.

- (c) (i) Where personal injury by accident is caused to an employee while travelling to or from work, or while attending any trade, technical or other training school which is required by the terms of employment by Australia Post or attendance is expected by Australia Post, the employee shall be eligible for leave of absence in accordance with the provisions of this clause as if the accident were an accident on duty.
- (ii) In this sub-clause, "travelling to or from work" means travelling between the employee's place of abode and place of employment by Australia Post and between either of those places and any trade, technical or other training school which the employee is required by the terms of employment by Australia Post or is expected by Australia Post to attend, but does not include travelling during or after any substantial interruption of or substantial deviation from the shortest convenient route for any such journey, made for a reason unconnected with employment or unconnected with attendance at the trade, technical or other school, as the case may be.
- (iii) For the purposes of the application of sub-clause (i) of this clause to injuries sustained during any period covered by this sub-clause "act or omission" means an act or omission performed or caused by the person responsible (other than the person injured) during a period when that person is acting under the instructions of Australia Post.
- (d) Where an employee sustains physical injury under circumstances the nature of which is such that Australia Post regards the action of the employee as so meritorious in the public interest as to warrant special consideration, the employee shall be granted leave of absence under the conditions set out in sub-clause (a).
- (e) Nothing in this clause shall take away or reduce the rights of employees under the Commonwealth Employees Rehabilitation and Compensation Act 1988, as may be amended from time to time, but no employee shall be entitled to receive benefits under this clause and under that Act at the same time.
- (f) Notwithstanding anything contained elsewhere in this clause where an employee has been injured necessitating leave of absence from duty, and Australia Post is reimbursed the salary of the injured employee by the party responsible for the injury or the representative of such party to the extent of absence from duty covered by the amount of reimbursement, no deduction shall be made from the sick leave credits of the employee concerned.

SCHEDULE 1

SALARIES - STAFF NOT COVERED BY AN AWARD (Clause 13)

<u>Column 1</u>	<u>Column 2</u>
<u>Classification</u>	<u>S PA</u>
Legal Officer	28773, 29573, 30371, 31172, 32962, 36706, 38582, 40441, 42315, 44188, 46062
<p>Legal Officer shall be subject to the same salary advancement/ salary barrier conditions as those applying to Legal Officers employed in the Australian Public Service.</p>	
Occupational Health Nurse	39162, 40096, 41027, 41960
Senior Occupational Health Nurse	43709, 44757
Ergonomist Class 1	44916, 46477, 48035, 49601

SCHEDULE 2

FUNCTIONAL/QUALIFICATION ALLOWANCES (Clause 14)

Item A - Linguistic Availability/Performance Allowance - Clause 14 (a)

\$579 pa

Item B - Proficiency Allowance - Apprentices - Clause 14(b)

\$88 pa

EXPENSE/COST OF LIVING ALLOWANCES (Clause 15)

Item A - Hosiery Reimbursement Subsidy - Clause 15 (a)

\$184 pa

Item B - Tropical and Temperate clothing Allowance Clause 15 (b), (c)

1. General Limit - \$100
2. Suit Limit - \$100

Item C - Footwear Subsidy - Clause 15 (i) - (k)

\$56.00 per purchase

TRANSFER AND REMOVAL COSTS (Clause 16)

Item A - Limit on Cost of Insurance Cover - Clause 16 (d)

\$53,000

Item B - Disturbance Allowances - Clause 16 (e)

(a)	Staff without dependants	\$340
(b)	Staff with dependants; plus	\$713
	(i) for each dependent child who is a full-time student	\$137

Item C - Removal of Pets - Clause 16 (f)

\$133

TRAVELLING ALLOWANCE (CLAUSE 17)

DAILY RATES OF TRAVELLING ALLOWANCE

ITEM A

(a)	Column 1 Non-Contract Executive	Column 2 Non-Contract Below Executive
1. <u>Capital City Rates</u>		
Sydney	211.20	163.30
Melbourne	191.20	148.30
Brisbane	187.20	145.30
Canberra	165.20	128.30
Adelaide	167.20	130.30
Darwin	190.20	147.30
Hobart	163.20	127.30
Perth	189.20	146.30
2. <u>High Cost Country Centres</u>		
Broome (WA)	165.70	151.80
Exmouth	137.70	123.80
Halls Creek (WA)	154.20	140.30
Jabiru (NT)	203.20	189.30
Kalgoorlie	148.20	134.30
Karratha (WA)	169.20	155.30
Kununurra (WA)	151.70	137.80
Newman (WA)	174.20	160.30
Nhulunbuy (NT)	189.70	175.80
Norfolk Island	181.20	167.30
Paraburdoo (WA)	154.20	140.30
Port Hedland (WA)	152.20	138.30
Thursday Island	182.20	168.30
Tom Price (WA)	151.70	137.80
Weipa (OLD)	164.20	150.30
Wilpena (SA)	150.20	136.30
Yulara (SA)	261.70	250.80

3.	<u>Tier 2 Country Centres</u>		
	Burnie	136.15	115.40
	Cairns		
	Dampier		
	Derby		
	Marla		
	Newcastle		
4.	<u>Other Country Centres</u>	121.15	102.40

(b) The maximum amount which may be reimbursed for daily incidental expenditure:

- (i) Non-contract Executive - \$15.90
- (ii) Below Non-contract Executive - \$11.20

(c) The maximum amounts which may be re-imbursed for meals purchased separately at a commercial establishment away from the place of accommodation shall be:

	<u>Capital City & High Cost Country Centres</u>		<u>Tier 2 Country Centres & Other Country Centres</u>	
	Non-Contract Executive	Non-Contract Below Executive	Non - Contract Executive	Non - Contract Below Executive
	\$	\$	\$	\$
Breakfast	13.30	12.25	10.65	9.30
Lunch	18.10	13.10	11.50	11.50
Dinner	26.90	23.75	24.10	21.40

PART DAY ABSENCE - CLAUSE 17(d)

ITEM B

Non-contract Executive- \$39.00

Non-contract Below Executive- \$29.00

REMOTE LOCALITY CONDITIONS (CLAUSE 18)

Item A - District Allowance - Clause 18 (a)

Grade	With Dependants \$pa	Without Dependants \$pa
A	1070	540
B	2590	1410
C	3500	1990
D	5150	3190

The maximum income a dependant may earn for payment of the "With Dependant" rate of District Allowance shall be \$13150 per annum.

Item B - Broken Hill Allowance - Clause 18 (d)

	\$pw
(a) An employee at least 21 years old or who has someone wholly or partially dependent on the employee.	12.40
(b) In any other case.	6.20

Item C - Snowy Mountains Locality Allowance - Clause 18 (e)

Locality	With Eligible Dependants \$pw	Without Dependants \$pw
Jindabyne	42.15	32.90