



# Australia Post Enterprise Agreement 2017

Your Guide to the Agreement



# Introduction

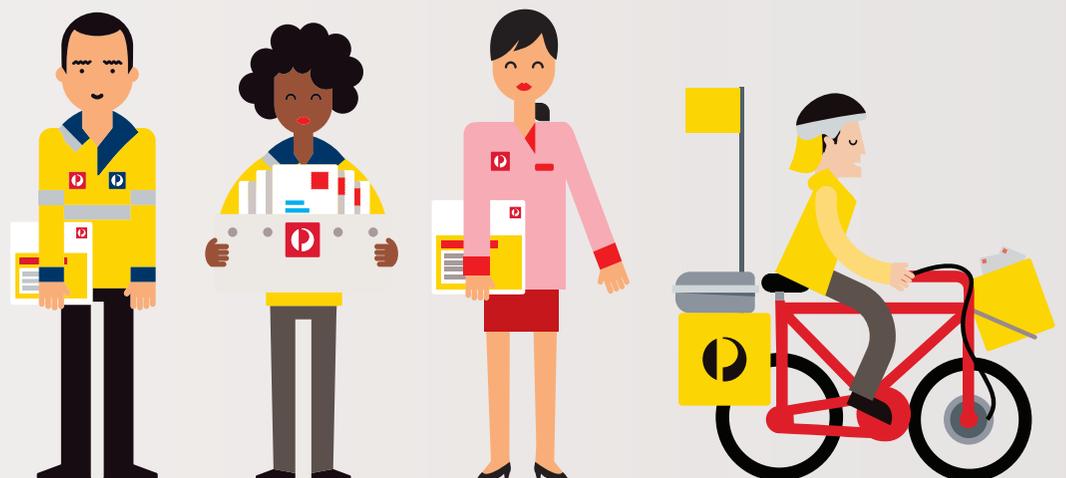
We understand certainty and protection of your current entitlements are important. That's why the terms and conditions of the Australia Post Enterprise Agreement 2013 (the current Agreement) have been rolled over with minimal change. It means you'll keep existing benefits under the proposed Australia Post Enterprise Agreement 2017.

We've prepared this Guide to tell you what's new, what stays the same, what's changed, and to answer some of the frequently asked questions about the Agreement and voting process.

## This Guide provides a summary of the Australia Post Enterprise Agreement 2017

If you'd like a copy of the full Agreement, any reference materials, or a copy of this Guide in Vietnamese, Tagalog or Chinese – traditional:

-  Visit [ourpost.com.au/eba2017](http://ourpost.com.au/eba2017)
-  Call the hotline on 1800 993 104
-  Email [eba2017@auspost.com.au](mailto:eba2017@auspost.com.au)
-  Speak to your Manager



The Australia Post Enterprise Agreement 2017 (new Agreement) is a rollover agreement. This means the terms and conditions in the current Agreement will generally continue under the new Agreement. The key changes under the new Agreement, are explained in this Guide.

Our current Enterprise Agreement is thorough and comprehensive, with terms and conditions that are valued across our business. In fact, 75 per cent of employees who voted, voted “yes” for it in July 2013.

Rolling over our current Agreement with minimal change will protect the terms and conditions that are important to you, like penalty rates, overtime, hours of work, leave entitlements and workplace flexibility. It will also give us the stability we need to invest in and grow our business, keep jobs safe and put the customer at the centre of everything we do.

### **Key benefits for you under the new Agreement:**

- ✓ All your key entitlements and conditions will be locked in for 3 years, including shift penalties, job security commitments, and the RRR Agreement
- ✓ Guaranteed pay rise of 6% delivered over 3 years
- ✓ Allowances preserved and increased over the life of the new Agreement
- ✓ A modernised agreement, with out of date clauses and references removed
- ✓ Consultation in relation to changes to rosters and hours of work.

### **What is the Workplace Bargaining Policy?**

For the first time, Australia Post has been required to comply with the Australian Public Service Workplace Bargaining Policy 2015 (Policy) when negotiating the new Agreement. The Policy sets out the framework that all Government agencies (including Government Business Enterprises, such as Australia Post) must negotiate new enterprise agreements within. The framework places a 2% cap on pay increases each year, prohibits back pay and sign-on bonuses, and requires the removal of terms and conditions that are restrictive.

### **Through discussions with the Australian Public Service Commission (APSC), we've secured some exemptions from the Policy so that we can continue to reform and transform Australia Post. This means we can:**

- ✓ Generally secure your existing terms and conditions from the current Agreement
- ✓ Continue our commitment to maximising full-time employment
- ✓ Preserve our comprehensive consultation framework
- ✓ Keep the RRR Agreement
- ✓ Maintain hours of work, overtime rates and penalty rates, including for weekend work.

These exemptions demonstrate a recognition of the important reform that Australia Post has gone through in the last few years, and the ongoing transformation we need to make us Part of Tomorrow. The exemption also recognises the contributions each of you make to help drive change, and provide a foundation of job security whilst delivering future transformation.

## What's changed?

The new Agreement will be known as the *Australia Post Enterprise Agreement 2017* and it will last for 3 years. It features two key changes: new pay increases, and some legislative and reference updates.

### 1. Pay

Under the new Agreement, employees will receive guaranteed pay increases of 6% over the life of the Agreement:

- 0.5% will be paid in September each year
- 1.5% will be paid in December each year

There are no conditions to these pay increases – they are guaranteed. Allowances will be preserved and increased over the life of the new Agreement.

### 2. Legislative & Reference Updates

- **Legislative Changes:** up to date references to the Fair Work Commission, the Work Health and Safety Act 2011 and the supported wages system have been included in the new Agreement. We've also updated our consultation clause (clause 33) following changes to the Fair Work Act 2009 in 2013 that requires consultation with employees where there is a change to ordinary hours of work, or rosters, that impact family responsibilities.
- **Outdated clauses:** We've removed clauses which no longer have relevance, or were about matters which have finished. For example, the review of the Transport Structure (clause 11.2 in the current Agreement) was completed in 2013, and the Retail Services Transformation Agreement (clause 40.1 in the current Agreement) no longer has relevance to our current Post Office Network. Other removals include the Custody of Stock allowance, which has not been applicable for several years, removal of classifications no longer used in the business, and removal of outdated attachments to the Agreement which set minimum rates of pay which have now been replaced with higher rates of pay.

## What's the same?

The new Agreement generally includes the same terms and conditions as the current Agreement, apart from the two key changes described above.

### Job security

The new Agreement keeps the same commitments to job security (clause 34), including our commitment to maximising opportunities for full-time employment at Australia Post (clause 7.4).

We will continue to consult with you and your union representatives about significant changes we plan to make to the workplace (clause 33).

The Australia Post Redundancy/Redeployment/Retraining (RRR) Agreement remains the same, and still forms Attachment K to the Agreement.

## Hours of work, penalty rates and overtime

Your hours of work stay the same. This means, a full time week will still be 36.75 hours.

Your penalty rates and overtime rates stay the same (clauses 16, 17 and 19), including for work on Sundays.

A 15% penalty rate still applies for ordinary and shift work, any part of which falls between 6pm and 6.30am. A 30% penalty rate applies to full-time employees working a regular shift between 6pm and 8am. Penalties for working shifts on a Saturday, Sunday and Public Holiday still apply.

### Overtime rates stay the same:

- Monday to Friday – 150% for the first 3 hours and 200% thereafter
- On Saturdays – 150% for non-shift workers for the first 3 hours and 200% thereafter, and 200% for shift workers
- On Sundays – 200%
- On Public Holidays – 250%

## Leave entitlements

**Your leave stays the same. Each year, you can take:**

- 4 weeks' annual leave, with seven-day shift workers entitled to an extra week's leave plus leave loading (clause 20)
- 15 days paid personal leave (clause 21)
- Up to 3 days paid compassionate leave for each occasion (clause 22)
- Maternity, paternity and adoption leave (clause 23)
- Study/examination leave (clause 25)
- Witness and jury leave (clauses 26 and 27)
- Public holidays (clause 29).

Your eligibility for this leave will still depend on whether you're a full-time, part-time, casual or fixed-term employee.

## Allowances

**Except for the change described earlier, all your current allowances stay the same. Depending on the work you do, you'll still be eligible for:**

- Dirty Cleaning Work Allowance (clause 14.1)
- Divide Allowance (clause 14.2)
- Excess Fares Allowance (clause 14.3)

- First Aid Allowance (clause 14.4)
- Gladstone Locality Allowance (clause 14.5)
- Headquarters Relocation Allowance (clause 14.6)
- Higher Duties Allowance (clause 14.7)
- Industry Allowance (clause 14.8)
- District Allowance (clause 14.9.1)
- Overtime Meal Allowance (clause 14.10)
- Postal Delivery Functional Allowance (clause 14.11)
- Private Motor Vehicle Allowance (clause 14.12)
- Qualifications Allowance (clause 14.13)
- Shoe Allowance for Retail Employees (clause 14.4)
- Allowances for Technical Employees (clause 14.5)
- Study Assistance Allowance (clause 14.6)
- Team Skills Loading (clause 14.7)
- Temporary Accommodation Allowance (clause 14.8)
- Tools and Protective Clothing Allowance (clause 14.9)
- Tonnage Allowance (clause 14.20)
- Transfer Costs and Travelling Allowance (clauses 14.21 and 14.22).

## Workplace flexibility

You still have the same entitlement to request flexible working arrangements, such as homebased work and taking extra leave (clause 24).

## Anti-discrimination

We remain committed to providing you with a workplace free of discrimination (clause 4).

## Workplace commitments

We maintain our commitment to providing safe workplaces (clause 3).

Your rights to appeal to the Board of Reference against a decision to transfer, dismiss or reduce an increment are the same (clause 36.8). Workplace disputes can still be escalated to the Fair Work Commission for conciliation and, following this, can be mediated and then arbitrated (clause 42).

Our commitment to supporting workplace change (clause 45), introduced in the current Agreement, continues.

## Frequently asked questions

### Who will be covered by the Australia Post Enterprise Agreement 2017?

The new Agreement will cover Australia Post employees in the classifications contained in Attachment A of the new Agreement. If you're covered by the current Agreement, you'll be covered by the new Agreement.

### Where can I find a full copy of the new Agreement?

- Download the full agreement and related materials from [ourpost.com.au/eba2017](http://ourpost.com.au/eba2017)
- Call the EBA2017 hotline on 1800 993 104 or email [eba2017@auspost.com.au](mailto:eba2017@auspost.com.au) to request a copy
- Or ask your Manager to provide you with a copy.

### Where can I find documents that are referred to in the Agreement?

Documents referred to in the new Agreement are available online, via the EBA2017 hotline, (call or email) or from your manager. The reference documents are:

- Australia Post Principal Determination
- Work Level or Classification Standards (clause 11.1)
- Existing procedures for the selection of employees (clause 11.4.1)
- Process for part-time employees to seek review of their hours (clause 16.6)
- WorkReady Process (clause 21.13.3)
- National Attendance Guidelines (clause 21.14) and
- Retail Post Conversion Policy (clause 40.1.3).

The Australia Post Human Resources Rates of Pay Manual is in every Australia Post workplace, so ask your Manager if you'd like to see the manual.

### English is my second language. How can I be sure that I understand the new Agreement and how it will affect me?

An interpreter service will be available for culturally and linguistically diverse employees. To access the service, call the EBA2017 hotline on 1800 993 104. This summary Guide is available online in Chinese (traditional), Vietnamese or Tagalog.

### What is the voting process?

Everyone covered by the Agreement has the chance to vote. The Australian Electoral Commission (AEC) independently manages the ballot. They will send a ballot paper to your mailing address, with instructions on how to vote and a Reply-Paid envelope, so you can return your vote to them.

### Do I have to vote?

No, voting is not compulsory. However, it is important to vote as the new Agreement will only apply if a majority of employees who vote in the ballot cast a "yes" vote.

### When will the Agreement be approved?

The new Agreement is approved if the majority of employees who vote in the ballot vote "yes" (50 per cent + 1 vote = "yes"). The Agreement is then lodged with the Fair Work Commission for approval.



# What happens next?

## 1. Review the agreement

- You will have at least seven days to review the new Agreement. This is called the access period.
- If you have any questions about the new Agreement during this period, contact the EBA2017 hotline on 1800 993 104 (interpreter service available), email eba2017@auspost.com.au or speak to your manager.

## 2. You vote

- You will be asked to approve the new Agreement by voting for it.
- The Australian Electoral Commission (AEC) manage the voting process and will mail a ballot form to your mailing address. The postal ballot will be conducted from Wednesday, 7 June - Wednesday, 28 June.
- It is important that your vote arrives in time for counting of the ballot. Your vote must be received by the AEC in Melbourne by Thursday, 29 June. So please vote at a time that allows your vote to reach the AEC in Melbourne for the count.
- If the majority of voters cast a “yes” vote for the new Agreement, it is approved. Remember, 50% + 1 vote is a majority.

## 3. Implementation

- If the new Agreement is approved by employee vote, it is sent to the Fair Work Commission for approval.
- The new Agreement will come into effect 7 days after the Fair Work Commission approves it, and the first pay increase and increase to allowances would occur in September 2017.



## Questions and more information

If you have any questions regarding the Australia Post Enterprise Agreement 2017, or if you'd like to access a copy of the full Agreement, reference materials or this summary Guide in Vietnamese, Tagalog and Chinese - traditional:

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