

**Form F17 Employer's Declaration in Support of Application
for Approval of Enterprise Agreement**

IN THE FAIR WORK COMMISSION

FWC Matter No.:

[Insert FWC matter number appearing on the main application form, if known.]

Applicant:

Australian Postal Corporation

**EMPLOYER'S DECLARATION IN SUPPORT OF APPLICATION
FOR APPROVAL OF ENTERPRISE AGREEMENT**

Fair Work Act 2009—s.185

Note: This declaration must be made by an officer or employee of the employer.

I, Catherine Walsh, General Manager, Human Resources, Australia Post

Of

111 Bourke Street, Melbourne, Victoria 3000

Make the following declaration under the *Statutory Declarations Act 1959*:

Part 1: Preliminary

1.1 Full and precise name of Agreement:

Australia Post Enterprise Agreement 2013 (**Agreement**)

1.2 Legal name of Employer:

Australian Postal Corporation (**Australia Post**)

1.3 Trading name of Employer (if different):

Australia Post

1.4 Are you aware of other agreement(s) in identical or substantially identical terms having been dealt with by FWA?

☒ Yes

☐ No

If "Yes", please provide information that would assist in identifying such agreement(s) (e.g. identification number and date of FWA's decision, the name of such agreement, the name of the member of FWA who dealt with such agreement or the name of the employer covered by such agreement):

Australia Post Fair Work Agreement 2010 (**Predecessor Agreement**)

The Agreement is largely a roll-over of the Predecessor Agreement, with a small number of amendments.

- 1.5 Has a scope order or a low-paid authorisation been issued in relation to the Agreement?

☐ Yes

☒ No

If "Yes", please provide the unique print number and date of the order:

PR _____

Date: ____ / ____ / ____

Part 2: Requirements for approval

Nominal Expiry Date (s.186(5))

- 2.1 What is the nominal expiry date of the Agreement and the clause number of the clause that specifies that date: (s.186(5))?

The nominal expiry date of the Agreement is 31 December 2016.
See clause 2.2.2.

Scope of the Agreement (s.186(3) and (3A))

- 2.2 Does the Agreement cover all employees of the Employer (other than senior executives)?

☐ Yes

☒ No

- 2.3 If "No", specify the group(s) of employees covered by the Agreement and how FWA can be satisfied that such group(s) were fairly chosen, including, if appropriate, by reference to the geographical, operational or organisational distinctness of such group(s): (s.186(3) and (3A)):

The employees to be covered by the Agreement work in a range of administrative/professional, operational, retail and technical classifications set out in Attachment A of the Agreement. Management level staff are employed under common law contracts and are not covered by the Agreement. The group of employees to be covered by the Agreement are thus operationally distinct.

Agreement Genuinely Approved - (s.186(2)(a), s.188, s.180(2), (3) and (5), s.181)

- 2.4 Did the employer take all reasonable steps to give notice of the right to be represented by a bargaining representative to each employee who will be covered by the Agreement as required by s. 173?

☒ Yes

[] No

If “Yes”, please attach a copy of the notice given to employees and explain the steps taken:

See **Attachment 1**.

Note The notice required by s. 173 must meet the relevant requirements of s. 174. A form of notice has been prescribed and can be found in Schedule 2.1 to the *Fair Work Regulations 2009* at <http://www.comlaw.gov.au/Series/F2009L02356>.

- 2.5 Please specify the steps taken by the employer to ensure that the relevant employees were given, or had access to, the written text of the Agreement and any other material incorporated by reference into the Agreement during the 7 day period ending immediately before the start of the voting process (s.180(2)(a)):

On 11 June 2013, Australia Post distributed a Staff Information Bulletin (**Attachment 2**) to all employees about the Agreement. The Bulletin was emailed to all employees for whom Australia Post had an email address and also made available on the Australia Post intranet. The Bulletin advised employees that:

- formal access to the Agreement would commence on Wednesday 12 June 2013;
- voting for the Agreement would begin on Thursday 20 June 2013;
- the vote would be a postal ballot conducted by the Australian Electoral Commission;
- they would be able to access the Agreement, materials referred to in the Agreement and a Summary Guide to the Agreement from Wednesday 12 June 2013 on the Agreement website at www.auspost.com.au/EA2013;
- they were able to call or email a dedicated Enterprise Response Team (the “**EA2013 Response Team**”), or ask their Managers if they were not able to easily access the documents online; and
- they were able to contact their Managers, or contact the EA2013 Response Team via a dedicated “EA2013 Hotline” on 1800 106 245 or email the EA2013 Response Team at ea2013@auspost.com.au if they had any questions.

On 12 June 2013, the websites <http://www.auspost.com.au/EA2013> and <http://www.auspost.com.au/2013> were set up to automatically divert traffic to a website <http://auspost.com.au/about-us/enterprise-agreement.html> (“**EA2013 Website**”). The EA2013 Website attached links to the following documents:

- (a) the Agreement;
- (b) a Summary Guide entitled ‘Your Guide to the Agreement’ (**Attachment 3**);
- (c) materials referred to in the Agreement, including:
 - (i) the Principal Determination;
 - (ii) Employee Selection Process;

- (iii) Application for Review of Part-Time Weekly Hours;
- (iv) Retail Post Conversion Policy;
- (v) WorkReady Process;
- (vi) National Attendance Guidelines;
- (vii) Work Level Standards Part A; and
- (viii) Work Level Standards Part B.

The Summary Guide explained the content of the Agreement in detail, explaining the terms in a simple and straightforward way. The Summary Guide also included an offer to provide hard copies of the materials to employees, and a reminder on the many ways they could access copies of the Agreement and related documents. This could be done either through the EA2013 Website, by calling the EA2013 Hotline on 1800 106 245, by emailing the EA2013 Response Team at ea2013@auspost.com.au, or by asking their Managers.

On 11 June 2013, Australia Post sent all of its Managers a Bulletin (**Attachment 4**), notifying them of the commencement of the formal access period from Wednesday 12 June 2013 and of action items required going forward. Managers were also provided with a copy of the Enterprise Agreement Summary Guide and Enterprise Agreement FAQs. The Bulletin required Managers to:

- formally brief employees on 12 June 2013 on the detail of the Agreement and inform them where they could access relevant materials online;
- print off copies of the Agreement and the Summary Guide to give employees access to hard copies of the materials in appropriate areas of the workplace;
- regularly check that hard copies of the Agreement were available and were replenished where required;
- provide hard copies of the online materials (ie. the Agreement, Reference Materials and Summary Guide) to employees where requested; and
- read through the Summary Guide when briefing staff.

In addition to the above, Managers were also required to convey key information regarding the Agreement to employees regarding formal access to the Agreement and details of the date of the vote and method of voting.

On 12 June 2013, Managers met with their employees in accordance with the requirements above in order to disseminate hard copies of the proposed Agreement and the accompanying Summary Guide, and to provide key information regarding the Agreement and the vote.

Between 11 and 14 June 2013, Australia Post Executive General Managers (**EGMs**) undertook National facility visits. These National facility visits were supported by facility visits undertaken by State and Local Managers. During

the visits the EGMs and State and Local Managers discussed the Agreement and answered questions raised by employees.

On 14 June 2013, the website above was updated to attach links to the Summary Guide translated from English into Vietnamese, Tagalog and Chinese (traditional) to ensure that language barriers did not impede employee understanding of the Agreement.

On 14 June 2013, Australia Post distributed to all sites posters which Managers were instructed to distribute around their worksite dealing with Superannuation, Pay Schedule, Workplace Commitments and the Ballot Period, advising them that the ballot would open on 20 July 2013. Also provided was a link to detailed FAQs which were updated daily and available on the Australia Post intranet at <https://pogo.corp.auspost.local/pogo/People/Rights-and-Responsibilities/Enterprise-Agreement-2013/EA-2013-FAQs>. These FAQs were designed to enable Managers to answer any questions raised by employees during the access period. The 14 June 2013 Managers' Bulletin reminded Managers that employees could access information, ask questions and provide feedback via the EA2013 Website; EA2013 Hotline; email the EA2013 Response Team or ask their Manager or HR Representative.

In addition to the briefings conducted by Managers at their worksites, the EGM National facility visits and the State and Local Manager visits, on 17 June 2013, all employees entitled to be covered by Agreement, located at Australia Post Melbourne Headquarters, were invited to attend any of three briefing sessions, two held on 18 June 2013 and one held on 19 June 2013, to provide further information on the Agreement. At these briefing sessions Geraldine Rivers, Head of Workplace Relations and Policy, gave an overview of the Agreement, explaining the terms and conditions to employees, while also confirming that the Australian Electoral Commission would be conducting a postal ballot and posting letters to employees on 19 June 2013, with the ballot officially opening on 20 June 2013 and closing at 5.00pm on 3 July 2013.

Further, from the period commencing 13 June 2013 to 20 June 2013, Managers and Human Resources Staff were invited to attend daily telephone briefings which were chaired by myself and Geraldine Rivers, Head of Workplace Relations and Policy. The purpose of these briefings was to enable Managers to raise any questions regarding the Agreement, its terms and conditions and the voting period and process. The purpose was also to enable Managers to seek clarification on specific matters or concerns raised by employees and convey this information back to employees.

By 17 June 2013, all employees entitled to be covered by the Agreement received a further letter (**Attachment 5**) attaching a copy of the Summary Guide to the Agreement explaining the terms and conditions of the Agreement. A separate letter was sent to employees on extended leave (**Attachment 6**), as well as employees currently covered by an Australian Workplace Agreement (**Attachment 7**).

On 18 June 2013, all employees entitled to be covered by the Agreement (including employees on extended leave) were sent a further letter reminding them that on 20 June 2013 they would receive a ballot paper to cast a vote on the Agreement (**Attachment 8**). On the same day, Australia Post also sent a separate letter containing the above information to employees covered by

Australian Workplace Agreements, informing them of the nominal expiry date of their AWA and their consequent eligibility to vote in the employee ballot (**Attachment 9**).

On 19 June 2013, Australia Post sent all of its Managers a Bulletin advising them that employees would receive a ballot paper on Thursday 20 June 2013 and requesting that they remind staff that the ballot period would open on 20 June 2013. The Bulletin further requested that Managers support employees during this process by giving them access to information that would explain the terms of the Agreement (**Attachment 10**).

On 19 June 2013, Australia Post distributed a “vote yes” postcard to all employees (**Attachment 11**) entitled to be covered by the Agreement reminding them of the ballot period from 20 June 2013 to 3 July 2013 and referring to the contents of the Agreement.

In addition to making the Agreement accessible to employees on the EA2013 Website, hard copies of the Agreement were printed by Managers at Australia Post facilities and outlets and copies were made available to employees in the lunch rooms or on request. Through requests made to the EA2013 Hotline and email, 35 copies were sent directly to individual employees during the access period. A further 1583 copies were provided to various parts of the business to supply personally to their employees during the access period.

In addition, throughout the access period, copies of the Australia Post Rates of Pay Handbook were available at all sites, for inspection by employees on request.

- 2.6 Please specify the steps taken by the employer (including the date of each such step) to notify all relevant employees of the time and place at which the vote was to occur and the voting method to be used (s.180(3)):

We refer to the answer to question 2.5 above.

- 2.7 Please specify the steps taken by the employer to explain the terms of the Agreement, and the effect of those terms, to relevant employees (s.180(5)):

[Note: Your answer must include information on the manner in which the explanation took account of particular circumstances and needs of the relevant employees. (e.g., where the employees were from a non-English speaking background, were young employees or did not have a bargaining representative).]

We refer to the answer to question 2.5 above.

In addition, to ensure explanation of the Agreement 3 took into account the particular circumstances and needs of employees from non-English speaking backgrounds, the Summary Guide to the Agreement was translated into Tagalog (**Attachment 12**), Vietnamese (**Attachment 13**) and Chinese (traditional) (**Attachment 14**).

Employees could also call the EA2013 Hotline and request a translation of the Summary Guide in any language. This involved a teleconference between the EA2013 hotline, the employee and a translation service to enable the employee to have any questions answered. The Australia Post intranet provided employees with information on how to access these translation services.

On 14 June 2013, Australia Post sent all of its Managers a Bulletin which attached the Agreement Summary Guide in Tagalog, Vietnamese and Chinese (traditional) – managers were asked to distribute the translated summary guide to relevant employees (**Attachment 15**).

2.8 Please provide the following dates:

Date on which the last notice of representational rights was given to an employee who will be covered by the Agreement (s.181(2)):	18 February 2013
Date on which voting for the Agreement commenced (voting commences on the first day that an employee is able to cast a vote — see s.181):	20 June 2013
Date on which the Agreement was made (that is, the date on which the voting process by which employees approved the agreement concluded — see s.182):	3 July 2013

If the date on which the Agreement was made is more than 14 days before the date on which application for approval of the Agreement was lodged, please provide details of the circumstances which FWA should take into account in deciding if it is fair to extend the time for lodging the application (s.185(3)(b)):

N/A

2.9 Please provide the following details of the vote on the Agreement:

Number of employees who will be covered by the Agreement:	31,831
Number of employees who cast a valid vote:	20,122
Number of employees who voted to approve the Agreement:	15,092

Interaction with National Employment Standards (s.186(2)(c))

2.10 Please list any terms of the Agreement that exclude in whole, or in part, the National Employment Standards:

N/A

Clause 2.3 of the Agreement provides as follows:

'Interaction with the National Employment Standards

This Agreement is not intended to exclude any part of the National Employment Standards (NES) or to provide any entitlement which is detrimental to an employee's entitlement under the NES. For the avoidance of doubt, the NES prevails to the extent that any aspect of this Agreement would otherwise be detrimental to an Employee.

- 2.11 Please identify any terms of the Agreement that are detrimental to an employee in any respect when compared to the National Employment Standards:

We refer to clause 2.3 of the Agreement, referred to in the answer to question 2.10 above.

Unlawful Terms (s.186(4))

- 2.12 Does the Agreement contain any terms that deal with the rights of officials or employees of employee organisations to enter the employer's premises? (s.186(4) and s.194(f) and (g))

☐ Yes

☒ No

If "Yes", please specify the term(s):

N/A

- 2.13 Does the Agreement contain any:

- discriminatory terms? (s.186(4) and s.194(a), s.195);
- objectionable terms? (s.186(4) and s.194(b), definition in s.12);
- terms that deal with the rights of employees in relation to unfair dismissal? (s.186(4) and s.194(c) and (d));
- terms that deal with the taking of industrial action that are inconsistent with Part 3-3 of Chapter 3 of the Act? (s.186(4) and s.194(e)); or
- designated outworker terms? (s.186(4A))

☒ Yes

☐ No

The Agreement contains terms that deal with the rights of employees in relation to unfair dismissal: see clause 36.7 and clause 36.8.

Required terms

- 2.14 Please specify the clause number of the following required terms:

Dispute Resolution Procedure (s.186(6)):	42
Flexibility Term (s.202(1), s.203):	5

Particular types of workers

2.15 Does the Agreement cover any shiftworkers? (s.196)

☒ Yes

☐ No

If “Yes”, please identify the clause, if any, that defines or describes an employee as a shiftworker for the purposes of the National Employment Standards:

Section 196 of the FW Act does not apply, because none of the employees covered by the Agreement are covered by a Modern Award. Clause 17.1.3(c) defines shiftworker for the purposes of overtime only. However, this is of no relevance to the National Employment Standards.

2.16 Does the Agreement:

- cover any pieceworkers (s.197); or
- contain terms providing for school-based apprentices or trainees to receive loadings in lieu of paid leave (s.199); or
- cover any outworkers (s.200)?

☐ Yes

☒ No

If “Yes”, please identify the relevant clause(s):

Part 3: Better Off Overall Test

[FWA must apply the better off overall test to the agreement by reference to relevant instrument(s): see s.193 of the Fair Work Act 2009 and item 18 in Schedule 7 to the Fair Work (Transitional Provisions and Consequential Amendments) Act 2009.

It is essential that you set out the names of any modern award(s) or award-based transitional instrument(s) — typically pre-reform award(s) or NAPSAs — accurately in full and include the “MA”, “AP” or “AN” number of each such instrument. These numbers can be located via a title search on the “Find an award” search facility at:

<http://www.fwa.gov.au/index.cfm?pagename=awardsfind>.

*Under the legislative scheme an award will not **apply** to employees if a statutory collective agreement is in place. However, an award that would apply in the absence of such an agreement will still **cover** those employees.]*

Reference instrument(s)

3.1 Relevant modern award(s)

List the modern award(s), if any, that currently cover the employer in relation to any employees covered by this Agreement:

There are no Modern Awards that currently cover the employees to be covered by the Agreement.

Item 2(1) of Schedule 3 to the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* (**Transitional Act**) continues in existence certain instruments, including those listed in paragraph 3.2 below, that were in operation immediately before the repeal of the *Workplace Relations Act 1996* on 31 December 2009. Item 2(3) of Schedule 3 deems such instruments to be 'transitional instruments' from the date of the repeal of the *Workplace Relations Act 1996*.

Each of the instruments listed in paragraph 3.2 below are:

- by virtue of Item 2(3) and Item 2(5) of Schedule 3 to the Transitional Act, classified as an 'award-based transitional instrument';
- by virtue of Item 3(1)(a) of Schedule 5 to the Transitional Act, deemed to be a 'modernisable instrument'; and
- by virtue of Item 2(1) and 2(2) of Schedule 6 to the Transitional Act, deemed to be an 'enterprise award based instrument'.

Modern Awards cannot be expressed to cover employees who are covered by a transitional instrument that is an enterprise instrument: s 143(8) of the Fair Work Act 2009 (**FW Act**). Consistent with this restriction, each Modern Award which may have otherwise covered the employees to be covered by the Agreement contains a provision excluding from its coverage employees who are covered by an enterprise instrument within the meaning of Item 2(1) of Schedule 6 of the Transitional Act.

Accordingly, for the purposes of s 48 of the FW Act, no Modern Awards currently cover any of the employees to be covered by the Agreement.

3.2 Relevant pre-reform award(s)/NAPSA(s)

List the pre-reform award(s) or NAPSA(s), if any, that covered the employer in relation to any employees covered by this Agreement as at 31 December 2009:

1. Australia Post General Conditions of Employment Award 1999
AP766597 (**General Conditions Award**)
2. Australia Post Operations Award 1999
AP766599 (**Operations Award**)
3. Australia Post Technical Award 1999
AP766600 (**Technical Award**)
4. Australia Post Administrative / Professional Award 1999

Translating classifications

- 3.3 If the classifications in the Agreement are different from the classifications in any of the reference instrument(s) listed in questions 3.1 and 3.2, please attach a table that identifies how classifications in the Agreement relate to classifications in the reference instrument(s).

The following table shows classifications in the Agreement that are different from the classifications in our reference instruments (the four Australia Post Awards listed in 3.2 above):

Award Classification	Agreement Classification	Reason for difference
N/A	Postal Worker Grade 1 Postal Worker Grade 2 Postal Worker Grade 3	New classifications were created under the Predecessor Agreement as part of the commitment to maximise full-time work (see clause 7.4).
Technical Award Trainee Technical Officer (Engineering) Trainee Technical Officer (Buildings) Trainee Draftsman Technical Services Officer Grade 1 Technical Services Officer Grade 2	N/A	These classifications are obsolete as there are no employees paid against these classifications. Therefore they were removed from the Predecessor Agreement and have not been reintroduced into the Agreement.
Admin Award Occupational Physiotherapist Class 2 Occupational Physiotherapist Class 3 Psychologist Class 2 Psychologist Class 3 Rehabilitation Counsellor Senior Rehabilitation Counsellor Counsellor Class 1 Assistant (Printing) Grade 1 Assistant (Printing) Grade 2 Assistant (Printing) Grade 3 Assistant (Printing) Grade 4 Senior Assistant (Printing) Grade 1 Senior Assistant (Printing) Grade 2 Senior Assistant (Printing) Grade 3 Senior Assistant (Printing) Grade 4	N/A	These classifications are obsolete as there are no employees paid against these classifications. Therefore they were removed from the Predecessor Agreement and have not been reintroduced into the Agreement.
Operations Award	N/A	These classifications are

Award Classification	Agreement Classification	Reason for difference
Attendant Chef Senior Chef Cafeteria Manager Grade 1 Cafeteria Manager Grade 3 Catering Manager Grade 1 Catering Manager Grade 2 Catering Manager Grade 3 Level 6 Learning and Development Consultant		obsolete as there are no employees paid against these classifications. Therefore they were removed from the Predecessor Agreement and have not been reintroduced into the Agreement.
Operations Award Trainee Mail Officer Level 1 Trainee Parcel Post Officer Level 1	Trainee Mail Officer Trainee Parcel Post Officer	‘Level 1’ has been removed from the description of these classifications as there is only one trainee level. This is consistent with other trainee classifications under the Agreement.

Improvements/reductions

- 3.4 Does the Agreement contain any terms or conditions of employment that are *more beneficial* than equivalent terms and conditions in the reference instrument(s) listed in questions 3.1 and 3.2 or does the Agreement confer any entitlements that are not conferred by those reference instrument(s)?

☒ Yes

☐ No

- 3.5 If “Yes”, identify the terms and conditions in the Agreement that:

- (a) are more beneficial than the reference instrument(s),
- (b) are not conferred by the reference instrument(s),

together with the employees affected and the relevant terms of the reference instrument(s):

Wages

All employees are significantly better off in terms of salary under the Agreement, when compared to the salary rates that would have been payable under the reference instruments identified in paragraph 3.2 above.

Attachment 16 provides a comparison of all salary rates under the Agreement with the relevant rates derived from the reference instruments incorporating the following adjustments:

- Australian Fair Pay Commission Wage Setting Decision adjustments of 2006, 2007 and 2008; and
- Fair Work Australia Minimum Wage Panel Annual Wage Review adjustments of 2010, 2011, 2012 and 2013.

The analysis shows that salaries for all classifications under the Agreement are between 8% and 56% higher than under the relevant Australian Pay and Classification Scale. In addition, clause 41 of the Agreement provides for additional salary increases, in August and December of each of 2013, 2014, 2015 and 2016.

Furthermore, clause 41.1 provides for a one-off cash bonus of \$500 for full-time employees, and \$250 for part-time employees, payable in the first pay period in August 2013.

Other salary related matters

Other salary related matters which are more beneficial to employees under the Agreement are outlined below:

Clause in reference instrument	Clause in Agreement	Employees affected	Comment
N/A	Clause 43	All employees	This clause allows employees to elect to participate in salary sacrifice arrangements to suit the individual's needs.
<ul style="list-style-type: none"> ▪ Clause 7 Operations Award ▪ Clause 7 Admin Award ▪ Clause 7 Technical Award 	Clause 11.7	Permanent employees under the age of 21	This clause is more beneficial as it abolishes junior rates of pay for permanent employees.
Clause 17 General Conditions Award	N/A	Employees undertaking traineeships	The national training wage is not used for Australia Post employees. The more generous rates of pay for relevant classifications of work is used for all employees.
Clause 8 Operations Award	Clause 11.9.4 Clause 11.12	Employees in the Postal Delivery Officer and Postal Technical Officer classifications	<p>Clause 11.9.4 provides that Postal Delivery Officers (except those engaged solely as private box sorters) will advance straight to the third salary point on advancement from Trainee Postal Delivery Officer level.</p> <p>Clause 11.12 provides that</p>

Clause in reference instrument	Clause in Agreement	Employees affected	Comment
			advancement of Postal Technical Officers to the 4 th to 8 th salary points will be based on the attainment of certain qualifications.

Allowances

The agreement includes the following allowances which were not available under the reference instruments:

- Team skills loading (clause 14.17)
- Shoe allowance for retail employees (clause 14.14)

Allowances which existed under the reference instruments and have been retained in the Agreement are equal to or greater than the rate payable under the reference instruments (up to 66% higher). **Attachment 17** provides a comparison of allowances under the awards and under the Agreement.

Other allowance matters which are more beneficial to employees under the agreement are outlined below:

Clause in reference instrument	Clause in agreement	Employees affected	Comment
Clause 19.3 General Conditions Award (First aid allowance)	Clause 14.4	Employees eligible for First Aid Allowance	This clause is more beneficial as the rate of the allowance is higher (and it will be subject to the same percentage increases that apply to salary rates over the life of the Agreement under Attachment B).
Clause 19.12 General Conditions Award (Tonnage allowance)	Clause 14.20	Employees eligible for Tonnage Allowance i.e. those whose duties involve driving heavy motor vehicles	This clause is more beneficial as the rate of the allowance is higher (and it will be subject to the same percentage increases that apply to salary rates over the life of the Agreement under Attachment B).

Clause in reference instrument	Clause in agreement	Employees affected	Comment
Clause 19.13 General Conditions Award (Transfer costs)	Clause 14.21	Employees eligible for Transfer Costs i.e. those who transfer to a new locality for one or more specified reasons at some stage during their employment	This clause is more beneficial as under the Agreement, the allowance extends to reimbursement of prescribed reasonable legal and other costs associated with the sale of the employee's principal private residence at the former location and the purchase of a residence at the new location.
Clause 9.1 Operations Award (Dirty cleaning work allowance)	Clause 14.1	Employees in operational classifications.	This clause is more beneficial as the rate of the allowance is higher (and it will be subject to the same percentage increases that apply to salary rates over the life of the Agreement under Attachment B).
Clause 9.2 Operations Award (Divide allowance)	Clause 14.2	Employees in operational classifications.	This clause is more beneficial because the rate of the allowance is higher (and it will be subject to the same percentage increases that apply to salary rates over the life of the Agreement under Attachment B). Eligibility for the allowance also extends to include the Postal Delivery Coordinator Grade 1 classification.
Clause 9.4 Operations Award (In-charge allowance)	Clause 14.7.5	Employees in operational classifications.	This clause is more beneficial because the rate of the allowance is higher (and it will be subject to the same percentage increases that apply to salary rates over the life of the Agreement under Attachment B).

Clause in reference instrument	Clause in agreement	Employees affected	Comment
Clause 9.6 Operations Award (Postal delivery officer functional allowance)	Clause 14.11	Employees in operational classifications.	This clause is more beneficial because the rate of the allowance is higher (and it will be subject to the same percentage increases that apply to salary rates over the life of the Agreement under Attachment B).
Clause 9.1 Technical Award (Industry allowance)	Clause 14.8	Employees employed in Postal Technical Officer classifications (Levels 1-7).	This clause is more beneficial because the rate of the allowance is higher (and it will be subject to the same percentage increases that apply to salary rates over the life of the Agreement under Attachment B).
Clause 9.2 Technical Award (Special rates - disability allowance)	Clause 14.15	Employees in technical classifications.	This clause is more beneficial because the rate of the allowance is higher (and it will be subject to the same percentage increases that apply to salary rates over the life of the Agreement under Attachment B).
Clause 9.4 Technical Award (Miscellaneous allowance)	Clause 14.9.1	Employees employed in Postal Technical Officer classifications (Levels 2-3).	This clause is more beneficial because the rate of the allowance is higher (and it will be subject to the same percentage increases that apply to salary rates over the life of the Agreement under Attachment B).

3.6 Does the Agreement contain any terms or conditions of employment that are *less beneficial* than equivalent terms and conditions in the reference instrument(s) listed in questions 3.1 and 3.2 or do those reference instrument(s) confer any entitlements that are not conferred by the Agreement?

☒ Yes

☐ No

3.7 If "Yes", identify the terms and conditions in the reference instrument(s) that:

- (a) are more beneficial than the Agreement; or
- (b) are not conferred by the Agreement,

together with the employees affected and, in the case of (a), the relevant terms of the Agreement:

The terms of the Agreement which are less beneficial than equivalent terms under the reference instruments are outlined below:

Clause in reference instrument	Clause in agreement	Employees Affected	Comment
Clause 19.1 General Conditions Award (Dependent Allowance)	N/A	Nil	This allowance is no longer in use (as no one covered by the Agreement is paid an annual salary below \$26,001). No employees will be affected by its removal.
Clause 19.6 General Conditions Award (Intermittent Driving Allowance)	N/A	Employees employed in the Support Services Officer Level 1 classification who perform driving duties.	This allowance was only used in limited circumstances and was removed from the Predecessor Agreement.
Clause 19.7 General Conditions Award (Living Away from Home Allowance)	N/A	Nil	Australia Post has no record of this allowance being required to be paid since 1998. As this allowance is no longer in use, it was removed from the Predecessor Agreement and has not been reintroduced into the Agreement.
Clause 26.15 General Conditions Award (Invalidity retirement date)	Clause 21.17	All employees	Grounds for invalidity retirement expanded to include "inability or incapacity for medical reasons".

Clause 9.5 Operations Award (Parcel Post Allowance)	N/A	Nil	<p>This allowance has not been required to be paid since 2007, and due to operational changes related to the delivery of parcels no eligibility for this allowance will arise in the future. As this allowance is no longer in use, it was removed from the Predecessor Agreement and has not been reintroduced into the Agreement.</p> <p>In any event, the rates of pay provided for the relevant classifications are several thousands of dollars higher than those in the award. Australia Post submits that even if this allowance were applicable, these employees would be better off overall, taking into account salaries and allowances.</p>
Clause 9.7 Operations Award (Sorting Allowance)	N/A	Nil	<p>Since pay parity agreements aligned the base rates of pay of Postal Transport Officer and Postal Delivery Officer classifications, the sorting allowance has no operative effect. As this allowance is no longer in use, it was removed from the Predecessor Agreement and has not been reintroduced into the Agreement.</p>
Clause 11 Operations Award (Temporary part-time support services officers)	N/A	Nil	<p>Australia Post no longer employs any temporary part-time Support Services Officers who were who were employed at 27 December 1995 under the Australia Post (Postal Workers) Award 1985 [A0170] and who elected to remain under the conditions in that award.</p> <p>Consequently, this clause is no longer relevant and has therefore not been included in the proposed enterprise agreement</p>

Clause 12 Operations Award (Temporary part-time attendant/chef employees)	N/A	Nil	Australia Post does not employ anyone in these classifications anymore. As such, this clause was removed from the Predecessor Agreement and has not been reintroduced into the Agreement.
Schedule A Operations Award Classification – Business Revenue Consultant	Attachment A	Nil	Australia Post does not employ any employees in the Business Revenue Consultant classification, nor has it in any recent years, nor does it intend to in the future.

[Note: your answers to 3.5 and 3.7 should indicate whether all or only some of the employees are affected and, if only some employees are affected, identify the group(s) of employees affected.]

Exceptional circumstances (agreement fails the better off overall test)

- 3.8 If the employer considers that the Agreement does not pass the better off overall test as set out at s.193 of the *Fair Work Act 2009* (and, possibly, item 18 of Schedule 7 to the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009*), identify any exceptional circumstances that FWA should consider when deciding whether approving the Agreement would not be contrary to the public interest (s.189):

N/A.

Australia Post considers that the Agreement passes the BOOT.

Part 4: Statistical information

Note: The information in this part is necessary to enable Fair Work Australia to comply with its statutory reporting obligations.

- 4.1 Of the employees covered by the Agreement, how many employees are in the following demographic groups?

NB – the following figures are provided as at 24 April 2013, the most recent data available:

Group	Number of employees within group
Female	12935
Non-English speaking background	7396
Aboriginal or Torres Strait Islander	508
Disabled	2351
Part-time	9081
Casual	955
Under 21 years of age	349
Over 45 years of age (mature age)	18632

4.2 In what State/Territory will the Agreement be in operation?

[Mark all applicable boxes with an "X".]

ACT [x] NSW [x] NT [x] Qld [x] SA [x] Tas [x] Vic [x] WA [x]

4.3 Please list the full and precise name of all collective agreements (including any ID number, if known,) that covered any employees covered by this Agreement immediately prior to the time this Agreement was made:

Australia Post Fair Work Agreement 2010

Approved by Vice President Lawler on 21 October 2010

[2012] FWAA 8169 - AE881694 - AG2010/18416

4.4 What is the primary activity of the employer?

[e.g. music retailer, plumbing contractor, steel fabricator.]

Postal services

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

[Signature of person making the declaration.]

Declared at:

[Place]

On:

[Date]

Before me:

[Signature of person before whom the declaration is made.]

[Full name of person before whom the declaration is made]

[Address of person before whom the declaration is made]

[Qualification to witness a statutory declaration of person before whom the declaration is made - see list fwa.gov.au/index.cfm?pagename=resourcefactsstatdecs]

Please provide your contact details for any future inquiries related to this declaration:

Name:	Catherine Walsh		
Address:	111 Bourke Street		
Suburb:	Melbourne	State:	Victoria Postcode: 3000
Telephone:	(03) 9106 8482	Mobile:	0419 460 767
Fax:	(03) 9206 4120	Email:	catherine.walsh@auspost.com.au

Your notice of representational rights

Australia Post is required by the Fair Work Act to provide you with this notice. It is formal notification that the bargaining process is about to commence and tells you about your representational rights.

Schedule 2.1

Notice of employee representational rights (regulation 2.05) Fair Work Act 2009, subsection 174 (6)

Australia Post gives notice that it is bargaining in relation to an Enterprise Agreement (Australia Post Enterprise Agreement 2013) which is proposed to cover employees that are employed by Australia Post in classifications contained in Attachment A of the Australia Post Fair Work Agreement 2010.

What is an Enterprise Agreement?

An Enterprise Agreement is an agreement between an employer and its employees that will be covered by the agreement that sets the wages and conditions of those employees for a period of up to 4 years. To come into operation, the agreement must be supported by a majority of the employees who cast a vote to approve the agreement and it must be approved by an independent authority, the Fair Work Commission.

If you are an employee who would be covered by the proposed agreement:

You have the right to appoint a bargaining representative to represent you in bargaining for the agreement or in a matter before the Fair Work Commission about bargaining for the agreement.

You can do this by notifying the person in writing that you appoint that person as your bargaining representative. You can also appoint yourself as a bargaining representative. In either case you must give a copy of the appointment to your employer.

If you are a member of a union that is entitled to represent your industrial interests in relation to the work to be performed under the agreement, your union will be your bargaining representative for the agreement unless you appoint another person as your representative or you revoke the union's status as your representative.

If you are an employee covered by an individual agreement:

If you are currently covered by an Australian Workplace Agreement (AWA), individual transitional employment agreement (ITEA) or a preserved individual State agreement, you may appoint a bargaining representative for the Enterprise Agreement if:

- the nominal expiry date of your existing agreement has passed; or
- a conditional termination of your existing agreement has been made (this is an agreement made between you and your employer providing that if the Enterprise Agreement is approved, it will apply to you and your individual agreement will terminate).

Questions?

If you have any questions about this notice or about enterprise bargaining, please speak to either your employer, bargaining representative, go to:

www.fairwork.gov.au, or contact the Fair Work Commission Infoline on **1300 799 675**.



Enterprise Agreement 2013

11 June 2013

Last week Australia Post tabled its final Enterprise Agreement 2013 offer to your Principal Unions and we communicated the offer to our staff. This offer is the culmination of months of negotiations with your representatives and includes a fair wages outcome for our hard-working staff and an investment in the future that Australia Post can afford.

While it is disappointing the national office of the CEPU continues to push for unsustainable wage outcomes that would jeopardise jobs and the future of the company, it is pleasing that the CPSU has formally endorsed the Agreement and the majority of the state CEPU representatives are publically supporting the deal. Over the coming weeks senior Australia Post representatives will be visiting facilities and outlets across the country to explain the package to you; and your union representatives who have responded positively will be given an opportunity to take part in those discussions.

Enterprise Agreement 2013 is a roll-over Agreement, with only a limited number of changes to the current Agreement: including a new pay offer, some legislative updates, and a new commitment to work together to support workplace change. None of these updates fundamentally change the nature of the Agreement.

The Agreement contains a guaranteed wage rise of 10.5 per cent to December 2016, which equates to three per cent for every year of the Agreement plus the 1.5 per cent pay increase for 2013 included in the current Agreement. All conditions for the pay rise (eg: profit requirement and service performance) have been removed meaning the entire 10.5 pay rise is guaranteed and the maximum amount flows into your superannuation.

In addition, we are offering an up-front, Back-to-back Agreement cash bonus of \$500 for full-time employees and \$250 for part-time employees if the majority of award staff vote 'YES' for the Agreement.

Australia Post is also making a number of key commitments as a result of the negotiations and these will be critical to our future success. The new Agreement will help underpin the next phase of our Future Ready strategy which will be even more challenging. The global and domestic business climate is tougher, mail volume decline is accelerating beyond our worst forecasts and competition is intensifying in the parcels market.

We can only succeed if we work together for the benefit of our employees and the company. This Agreement gives us the certainty and stability we need to secure our future and make the investments that will help the business grow and secure jobs.

Importantly, the Agreement puts a number of priorities front and centre and we will work together to deliver real improvements around:

- **Safety:** We will work with you to develop a new safety strategy that clearly puts your health and safety first.
- **New approach to delivery:** Changing consumer preferences mean rapid changes in our methods of delivery. We will work with our employees to look at all aspects of delivery including mode, methods and resourcing to explore how we can re-engineer ourselves to better meet the needs of our customers and to give our staff a future they can believe in.
- **Respect and Recognition in our workplaces:** We've heard from you directly that our employees want increased respect and recognition in our workplaces. We will recommit to our culture pillars to ensure that the great work our employees do is recognised and they are shown the respect they deserve for a job well done.
- **Productivity, innovation and customer service:** We all have a shared interest in the growth and success of our business. I want to work with you to give our customers the best possible experience and think of new, innovative ways to deliver our products and services as efficiently as possible.

The time has come for Australia Post award staff to formally consider Enterprise Agreement 2013 and what it means for you, with **the formal access period to the new Agreement commencing Wednesday 12 June before voting begins on Thursday 20 June**. The vote will be a postal ballot conducted by the Australian Electoral Commission.

You will be able to access the new Agreement, related documents and a summary guide from tomorrow by visiting the Enterprise Agreement 2013 website www.auspost.com.au/ea2013. You will also receive a copy of the summary guide in the mail in the coming days. If you cannot easily access the documents online, please call or email the EA2013 team, or ask your Manager.

I believe that the Enterprise Agreement 2013 is a good outcome for employees with fair pay and your jobs and conditions protected. I am looking forward to securing a new Agreement, continuing our \$2 billion investment program in the company and delivering world class services to our customers so we can grow and prosper.

As always, if you have any questions or feedback please contact your Manager, call the EA2013 hotline on 1800 106 245 or email the EA2013 team on ea2013@auspost.com.au

Kind regards,

Ahmed Fahour
Managing Director & Chief Executive Officer



AUSTRALIA
POST

Australia Post

Enterprise Agreement 2013

Your guide to the Agreement

To provide you with certainty and protect your existing entitlements, the important terms and conditions of the Australia Post Fair Work Agreement 2010 (the current Agreement) have been rolled over and your existing benefits will be maintained under the proposed Australia Post Enterprise Agreement 2013 (the new Agreement). This brochure explains what's new and the key terms and conditions that will continue under the new Agreement.

The Australia Post Enterprise Agreement 2013 is a rollover agreement. This means that the terms and conditions contained in the current Agreement will generally continue under the new Agreement. There are a few changes under the new Agreement, such as wages, and these are clearly explained in this brochure.

Our current Fair Work Agreement was the result of an intensive negotiation process with our relevant Unions. It's a thorough and comprehensive document that contains the terms and conditions of employment for our Award employees. We know that our people value these terms and conditions, because 73 per cent of employees voted "yes" for the Agreement when it went to a vote in October 2010.

Rolling over our current Agreement with minimal change will protect the terms and conditions that are important to you, like leave entitlements, workplace flexibility, penalty rates and overtime. It will also give us the operational stability we need to invest in and grow our business, safeguard jobs and to continue to provide a high-quality service to our customers.

We heard you when you said that safety, respect and recognition in the workplace are important to your welfare and wellbeing. We will immediately commence work with our managers, employees and your representatives to deliver new initiatives in our workplaces.

The purpose of this brochure is to provide you with a summary of the Australia Post Enterprise Agreement 2013.

To access a copy of the full Agreement, reference materials and this summary guide in Vietnamese, Tagalog and Chinese – traditional:



visit auspost.com.au/ea2013



call the hotline on 1800 106 245
(interpreter service available)



email ea2013@auspost.com.au



speak to your Manager

There are some key benefits to employees under the Australia Post Enterprise Agreement 2013:

- ✓ All of the entitlements and conditions in the current Agreement will continue under the new Agreement, including shift penalties, job security and the RRR Agreement.
- ✓ The new Agreement will deliver a guaranteed pay rise of 10.5 per cent which is permanently in your pay rate by 2016. That's a pay rise which is double the last Agreement.
- ✓ We'll bring forward payment of your pay rise so you can access the money earlier. This year you'll receive the 0.5 per cent guaranteed pay rise in August with a further 1 per cent guaranteed pay rise in December. For 2014, 2015 and 2016 you'll receive 0.5 per cent each August and 2.5 per cent every December giving you a total of three per cent each year, all guaranteed.
- ✓ Australia Post will pay an up-front, "back-to-back agreement" cash bonus - \$500 for full-time staff and \$250 for part-time staff - as a reward and recognition for your achievement if we have a majority of staff supporting the new Agreement. This is worth around one per cent extra on top of the pay rise for an average award employee and will be paid in the first pay period in August.
- ✓ All of the pay rises in the new Agreement are guaranteed and the maximum amount of the 10.5 per cent pay rise will flow into superannuation.
- ✓ Productivity and customer service improvements have always been a hallmark of Australia Post Enterprise Agreements and we will continue the tradition of working together to improve our performance for our customers in both the traditional letters business and in our growing parcels business. We will work constructively and positively to identify business and workplace improvement programs to deliver on our customer service commitments and maximise our commercial return.
- ✓ Most critically, the proposed new Agreement is a deal that we can afford while delivering a reward to our staff. It gives us certainty and stability as we head into difficult times and enables us to invest in the future of our company and our staff with confidence.

What's changed?

The new Agreement will be known as the Australia Post Enterprise Agreement 2013 and will have a nominal expiry date of 31 Dec 2016. The new Agreement features four key changes: pay, a new clause to protect your entitlements, a new Workplace Productivity clause and some legislative and reference updates.

1

Pay

Australia Post will pay an upfront "back-to-back Agreement" cash bonus in August 2013 to reward and recognise employees for their achievement, provided that the majority of staff vote "yes" for the new Agreement. This bonus will be \$500 for full-time employees and \$250 for part-time employees.

Under the new Agreement, award employees will also receive **guaranteed pay increases of 10.5 per cent** over the life of the Agreement:

- 1.5 per cent will be paid in 2013 (0.5 per cent in August and 1 per cent in December)
- 3 per cent will be paid in 2014, 2015 and 2016 (0.5 per cent in August and 2.5 per cent in December).

There are no conditions to these pay increases – they are guaranteed – and will all flow into your superannuation.

We've listened to your feedback and brought forward part of the pay rise, so you'll receive an increase to your salary in August and December each year.

Guaranteed pay rise total to December 2016 = 10.5%				
	2013 (current Agreement)	2014	2015	2016
August	0.5%	0.5%	0.5%	0.5%
Base December	1.0%	2.5%	2.5%	2.5%
Pay rise total	1.5%	3.0%	3.0%	3.0%

2

Protecting your entitlements

The new Agreement contains a new clause (clause 2.3) which guarantees that your employment terms and conditions will not fall below the minimum guaranteed standards set out in the National Employment Standards in the Fair Work Act. This means that you will always receive terms and conditions that are at least equal to, if not better than, the minimum legal standards.

3

Workplace Productivity clause

The new Agreement has a new commitment to work together to support workplace change in clause 45.

4

- **Legislative changes:** Up to date references to the Fair Work Commission, the Work Health and Safety Act and the Supported Wages System are now included.
- **Reference to Unions and related matters:** The term "Principal Unions" has been updated to refer to "Unions", recognising that under the Fair Work Act all unions are on an equal footing. Other changes that flow from the removal of Principal Unions are the removal of the reference to payroll Deduction of Union Dues, the timeframe to start re-negotiating a new agreement and the reference to this in the Dispute Resolution Clause.

- **Removing outdated obligations:** We have removed the obligation to commence negotiating a new OH&S Agreement, as we have already complied with this clause and we are close to finalising a new OH&S Agreement with the Unions which will be completed outside the new Agreement. The reference to this OH&S Agreement has also been removed from the Dispute Resolution clause. We remain committed to working with you to ensure our workplaces are safe.

What's the same?

Outside of the four key changes, the rest of the new Agreement includes the same terms and conditions that are provided under the current Agreement.

Leave entitlements

Your leave entitlements stay the same. Each year, you will be entitled to:

- ✓ 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 are engaged on a full-time, part-time, casual or fixed-term basis.

Penalty rates and overtime

Your penalty rates and overtime rates stay the same (clauses 16, 17 and 19).

A 15 per cent penalty rate still applies to ordinary and shift work, any part of which falls between 6pm and 6.30am. A 30 per cent 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 per cent for the first 3 hours and 200 per cent thereafter
- On Public Holidays – 250 per cent
- On Sundays – 200 per cent
- On Saturdays – 150 per cent for non-shift workers for the first 3 hours and 200 per cent thereafter and 200 per cent for shift workers.

Job security

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

We will continue to consult with you and your Unions 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.

Allowances

All of your current allowances stay the same. Depending on the work you do, you will still be eligible to receive the following allowances:

- 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)
- Custody of Stock Allowance (clause 14.9.1)
- District Allowance (clause 14.9.2)
- 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 14.14)
- Special Rates for Technical Employees (clause 14.15)
- Study Assistance Allowance (clause 14.16)
- Team Skills Loading (clause 14.17)
- Temporary Accommodation Allowance (clause 14.18)
- Tools and Protective Clothing Allowance (clause 14.19)
- 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 (clause 24).

Anti-discrimination

Australia Post remains committed to providing you with a workplace free of discrimination (clause 4).

Workplace commitments

Australia Post maintains its commitment to providing safe workplaces. We will also continue our discussions with the Principal Unions about a Retail Services Transformation Agreement (clause 40).

Your rights to appeal to the Board of Reference against a decision to transfer, dismiss or reduce an increment remain 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).

Frequently asked questions

Who will be covered by the Australia Post Enterprise Agreement 2013?

The new Agreement will cover Australia Post employees in the classifications contained in Attachment A of the new Agreement.

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

A full copy of the Australia Post Enterprise Agreement 2013, including all reference materials, can be downloaded at auspost.com.au/ea2013. You can also request a copy through the EA2013 hotline on 1800 106 245 or email ea2013@auspost.com.au, or from your Manager.

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

Documents referred to in the new Agreement can be accessed online at auspost.com.au/ea2013. You can also request copies through the EA2013 hotline on 1800 106 245 or email ea2013@auspost.com.au, 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 11.5.1)
- 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 40.2.3).

The Australia Post Human Resources Rates of Pay Manual is located 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 is available for culturally and linguistically diverse employees. To access the service call the EA2013 hotline on 1800 106 245. This summary guide is also available online in Vietnamese, Tagalog and Chinese – traditional.

Why is the new Agreement so long?

The new Agreement retains the content and benefits of our Awards including:

- Our commitment to Anti-Discrimination (clause 4)
- Facilitative Provisions (clause 6)
- Hours of Duty (clause 16); Overtime (clause 17)
- Excess Travel Time (clause 18)
- Shift Work (clause 19)
- Public Holidays (clause 29).

The new Agreement also preserves the:

- Redundancy/Redeployment/Retraining (RRR) Agreement (Attachment K)
- Interstate Linehaul Agreement (Attachment D)
- Sprintpak Division Agreement (Attachment I)
- Home Based Work Agreement (Attachment J).

What is the voting process?

The Australian Electoral Commission (AEC) independently manages the ballot. The AEC will send a ballot paper to your mailing address, which will include 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, the new Agreement will cover the terms and conditions of your employment, so it's important that you vote and have your say on the new Agreement.

When is the new Agreement approved?

The new Agreement is approved if the majority of employees who vote in the ballot vote "yes" (50 per cent + 1 vote = "yes").

Next steps

1

Employees consider the Agreement

Employees will have at least 7 days to review the proposed new Agreement from the time the formal access period begins.

If you have any questions about the new Agreement during this period contact the EA2013 hotline in 1800 106 245 (interpreter service available) or email ea2013@auspost.com.au.

2

Employees vote

Employees will be asked to approve the new Agreement by voting for it.

The Australian Electoral Commission (AEC) will independently manage the voting process.

The AEC will mail a ballot form to your mailing address. You will have 14 days to vote. The postal ballot will be conducted from 20 June - 3 July 2013.

The majority of employees who vote must vote "yes" for the new Agreement for it to be approved. That means 50% + 1 vote = yes.

3

Implementation

If the new Agreement is approved by the majority of employees, it is then sent to the Fair Work Commission for approval.

The new Agreement will come into effect 7 days after the Commission approves it (or as otherwise specified).

Questions and full information

If you have any questions regarding the Australia Post Enterprise Agreement 2013, 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.



Visit auspost.com.au/ea2013



Call the EA2013 hotline on 1800 106 245 (interpreter service available)



Email ea2013@auspost.com.au



Speak to your Manager



Enterprise Agreement 2013

11 June 2013

The formal access period for Enterprise Agreement 2013 will commence on Wednesday 12 June. Staff will have until 20 June to consider the Agreement before voting opens.

There will be a two week voting period. The ballot will be conducted by the Australian Electoral Commission.

As a Manager at Australia Post, you have a crucial role in ensuring our people are informed about the Enterprise Agreement 2013 process and understand the current business context for the EA2013 negotiations.

Action required:

- You need to formally brief your award staff tomorrow (12 June) on the detail of the Enterprise Agreement 2013 and inform them where they can access relevant materials online by visiting www.auspost.com.au/ea2013.
- You need to print off an appropriate number of copies of the Agreement and the Summary document to give your staff reasonable access to hard copies of the materials in the workplace. These materials should be displayed in appropriate areas of your outlet or facility for consideration by staff, and should be regularly checked and copies replenished where required.
- Should staff have difficulty in accessing documents online, if asked, you are obliged to provide copies of the documents requested.
- **You will be required to read through the Summary Guide when briefing your staff, which covers the key aspects of the new Agreement, the next steps and points of contact.**
- If you have any feedback, questions or require clarification please email the EA2013 team at ea2013@auspost.com.au or call the EA2013 hotline on 1800 106 245.

Key messages: (in addition to taking staff through the Summary Guide)

- The formal access period for Enterprise Agreement 2013 has commenced.
- You will have seven full days to consider the Agreement before voting opens on 20 June.
- You will receive a postal ballot from the Australian Electoral Commission over the coming week and you can commence voting on 20 June and voting will be open for a two week period.
- Australia Post tabled its final Enterprise Agreement 2013 offer to your Principal Unions last week and communicated the details to staff. The CPSU has formally backed the offer; and the majority of state union representatives from the CEPU are also supporting the offer.

- Enterprise Agreement 2013 is a roll-over Agreement, with only a limited number of changes to the current Agreement: including a new pay offer, some legislative updates, and a new commitment to work together to support workplace change. None of these updates fundamentally change the nature of the Agreement. You can download a summary document or access a hard copy in the facility which outlines the changes.
- The Agreement contains a guaranteed wage rise of 10.5 per cent to December 2016, which equates to three per cent for every year of the Agreement plus the 1.5 per cent pay increase for 2013 included in the current Agreement.
- All conditions for the pay rise (eg: profit requirement and service performance) have been removed meaning the entire 10.5 pay rise is guaranteed and the maximum amount flows into either your defined benefit superannuation fund or your accumulation fund.
- In addition, we are offering an up-front, Back-to-back Agreement cash bonus of \$500 for full-time employees and \$250 for part-time employees if the majority of award staff vote 'YES' for the Agreement.
- Australia Post is also making a number of key commitments as a result of the negotiations and these will be critical to our future success around safety, a new approach to delivery, respect and recognition in the workplace and productivity, innovation and customer service.
- You will be able to access the new Agreement, related documents and a summary guide from 12 June by visiting the Enterprise Agreement 2013 website auspost.com.au/ea2013.
- You will also receive a copy of the summary guide in the mail in the coming days. If you cannot easily access the documents online, please call or email the EA2013 team, or ask your Manager.
- The New Agreement is a good outcome for employees with fair pay and your jobs and conditions protected. As always, if you have any questions or feedback please ask me, call the EA2013 hotline on 1800 106 245 or email the EA2013 team on ea2013@auspost.com.au

Kind regards,

Ahmed Fahour
Managing Director & CEO



13 June 2013

Recipient's Name
Recipient's address
City VIC 0000

Dear [name]

Last week Australia Post tabled its final Enterprise Agreement 2013 offer to your Principal Unions and we communicated the offer to our staff. This offer is the culmination of months of negotiations with your representatives and includes a fair wages outcome for our hard-working staff and an investment in the future that Australia Post can afford.

While it is disappointing the national office of the CEPU continues to push for an unsustainable wage outcome that would jeopardise jobs and the future of the company, it is pleasing that the CPSU has formally endorsed the Agreement and the majority of the state CEPU representatives are publically supporting the deal.

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We can only succeed if we work together for the benefit of our employees and the company. This Agreement gives us the certainty and stability we need to secure our future and make the investments that will help the business grow and secure jobs.

Importantly, the Agreement puts a number of priorities front and centre and we will work together to deliver real improvements in the following areas.

- **Safety:** We will work with you to develop a new safety strategy that clearly puts your health and safety first.
- **New approach to delivery:** Changing consumer preferences mean rapid changes in our methods of delivery. We will work with our employees to look at all aspects of delivery including mode, methods and resourcing to explore how we can re-engineer ourselves to better meet the needs of our customers and give our staff a future they can believe in.

- **Respect and Recognition in our workplaces:** We've heard from you directly that our employees want increased respect and recognition in our workplaces. We will recommit to our culture pillars to ensure that the great work our employees do is recognised and they are shown the respect they deserve for a job well done.
- **Productivity, innovation and customer service:** We all have a shared interest in the growth and success of our business. I want to work with you to give our customers the best possible experience and think of new, innovative ways to deliver our products and services as efficiently as possible.

Included with this letter is a copy of the EA2013 summary document *Your guide to the Agreement* which clearly explains the offer, including what's changed and what's the same.

Australia Post award employees were recently notified that the formal access period had commenced and that they could access the Agreement and related documents on the EA2013 website (www.auspost.com.au/ea2013) or by:

- **Calling the hotline on 1800 106 245**
- **Emailing ea2013@auspost.com.au**
- **Asking your Manager.**

It is important that you take the time to consider Enterprise Agreement 2013 and what it means for you before you are asked to vote between Thursday 20 June and Wednesday 3 July. The vote will be a postal ballot conducted by the Australian Electoral Commission.

I believe that EA2013 is a good outcome for employees with fair pay and your jobs and conditions protected. I am looking forward to securing a new Agreement, continuing our \$2 billion investment program in the company and delivering world-class services to our customers so we can grow and prosper.

As always, if you have any questions or feedback please contact your Manager, call the EA2013 hotline on 1800 106 245 or email ea2013@auspost.com.au.

Kind regards,



Ahmed Fahour
Managing Director & CEO



13 June 2013

Recipient's Name
Recipient's address
City VIC 0000

Dear [name]

As I'm sure you are aware, for the past few months Australia Post has been negotiating our next Enterprise Agreement with our Principal Unions. Negotiations have now concluded and we have tabled the Australia Post Enterprise Agreement 2013 with your Unions and communicated this offer to staff.

As you are currently on leave I wanted to be certain that you received the required information so that you can make an informed decision when it comes time to vote between Thursday 20 June and Wednesday 3 July.

Included with this letter is a copy of the materials I sent to award employees today, which include a letter and the EA2013 summary guide which clearly explains the key features of the proposed new Agreement. You can access a copy of the full Australia Post Enterprise Agreement 2013 and reference materials by:

- visiting www.auspost.com.au/ea2013
- calling the EA2013 hotline on 1800 106 245 (interpreter service available)
- emailing ea2013@auspost.com.au
- speaking to your Manager.

If you have any questions at all regarding Enterprise Agreement 2013, please speak to your Manager, call the EA2013 hotline on 1800 106 245 or email ea2013@auspost.com.au.

Kind regards,

A handwritten signature in black ink, appearing to read 'Ahmed'.

Ahmed Fahour
Managing Director & CEO

ATTACHMENT 7



13 June 2013

Recipient's Name
Recipient's address
City VIC 0000

Dear [name]

In February I wrote to inform you that Australia Post was about to start negotiations for our next Enterprise Agreement and to provide you with a copy of the Notice of Representational Rights. Based on the negotiations to date we think it appropriate now to put to you the Australia Post Enterprise Agreement 2013.

You are currently covered by an Australian Workplace Agreement (AWA), however your Agreement has passed its nominal expiry date and you are entitled to vote in the ballot for the Australia Post Enterprise Agreement 2013.

Included with this letter is a copy of materials I sent to award employees today, which include a letter and the EA2013 summary guide which clearly explains the key features of the proposed new Agreement. You can access a copy of the full Australia Post Enterprise Agreement 2013 and reference materials by:

- visiting www.auspost.com.au/ea2013
- calling the EA2013 hotline on 1800 106 245 (interpreter service available)
- emailing ea2013@auspost.com.au
- speaking to your Manager.

If you want to continue to be covered by your AWA you do not need to do anything.

If the Australia Post Enterprise Agreement 2013 is approved by the majority of employees who vote and you want to be covered by the new Agreement, you will need to take steps to terminate your AWA. To find out what you need to do please contact the Fair Work Commission Infoline on 1300 799 675 or visit their website at www.fairwork.gov.au.

If you have any questions regarding EA2013, please speak to your Manager, call the EA2013 hotline on 1800 106 245 or email ea2013@auspost.com.au.

Kind regards,

A handwritten signature in black ink, appearing to read 'Ahmed'.

Ahmed Fahour
Managing Director & CEO



18 June 2013

Recipient's Name

Recipient's Title

Recipient's Company

Recipient's address

City VIC 0000

Dear Recipient's Name

On Thursday June 20 you will receive a ballot paper so you can cast your vote on the Enterprise Agreement 2013 which will govern your pay and working conditions at Australia Post until December 2016.

A majority **'YES' vote** is required for the Agreement to come into effect – that's 50 per cent of employees plus one who need to vote 'YES'. If we don't get a majority 'YES' vote for EA2013, only the 1.5 per cent pay rise in December 2013 will apply. Beyond that, there is no commitment to an increase in wages. So every vote counts. Voting opens on Thursday June 20 and closes on Wednesday July 3.

I believe the EA2013 proposal is a deal the company can afford that rewards you for your hard work and commitment to the company. The Agreement contains a guaranteed 10.5 per cent pay rise to December 2016 as well as a cash bonus for every award employee if we achieve a majority 'YES' vote. Pay rises will all flow into superannuation – whether you're in the APSS or the accumulation fund – and the pay rises are staggered throughout the year, meaning you get a pay rise in both August and December.

It's important that you consider the benefits of the Agreement and that you take the time to read through the materials that have been made available to you about EA2013 before casting your vote. Negotiations for the new Agreement have been an opportunity for me to hear directly from you about matters that are important to you and your work at Australia Post. Your views have been central to my consideration of EA 2013 including determining the wages outcome and maximising jobs and working conditions.

Over the past few months I've heard from you regarding issues that are important to you – workplace safety, reward and recognition, superannuation and job security. That's why I have committed to work with you on a number of initiatives that will help the company grow in the future.

I will work with you on a new delivery model to maximise our workforce and consider new modes of transport for postal workers. We will deliver a comprehensive safety plan to help keep you safe at work. We will work together to identify new productivity and revenue initiatives to help drive growth and customer satisfaction and we will recommit to our culture pillars, in particular respect and recognition. I am also committed to keeping your superannuation payments ahead of the minimum Government superannuation guarantee whether you're in the APSS or the accumulation fund; and the **defined benefit scheme will remain** with the maximum amount of the 10.5 per cent pay rise contributed to your superannuation account, and the 14.3 per cent benefit rate and years of service will remain as well.

On top of feedback from you on EA2013, I'm also heartened and pleased by the results of our 2013 say2action employee survey which again showed a record result for employee engagement at Australia Post.

Our overall engagement score has risen from 73 per cent last year to 78 per cent this year. This high level of engagement is recognition that our current business challenges are well understood by our staff and that you're committed to ensuring the future success of this important company.

Please vote 'YES' for the EA 2013 as your wages and work conditions over the coming years depend on the success of this vote. While you are working on delivering the products and services our customers want, need and value, my job is to look after you – including your safety, wellbeing and your working conditions. I believe Enterprise Agreement 2013 will serve us all well in the coming years.

Kind Regards,

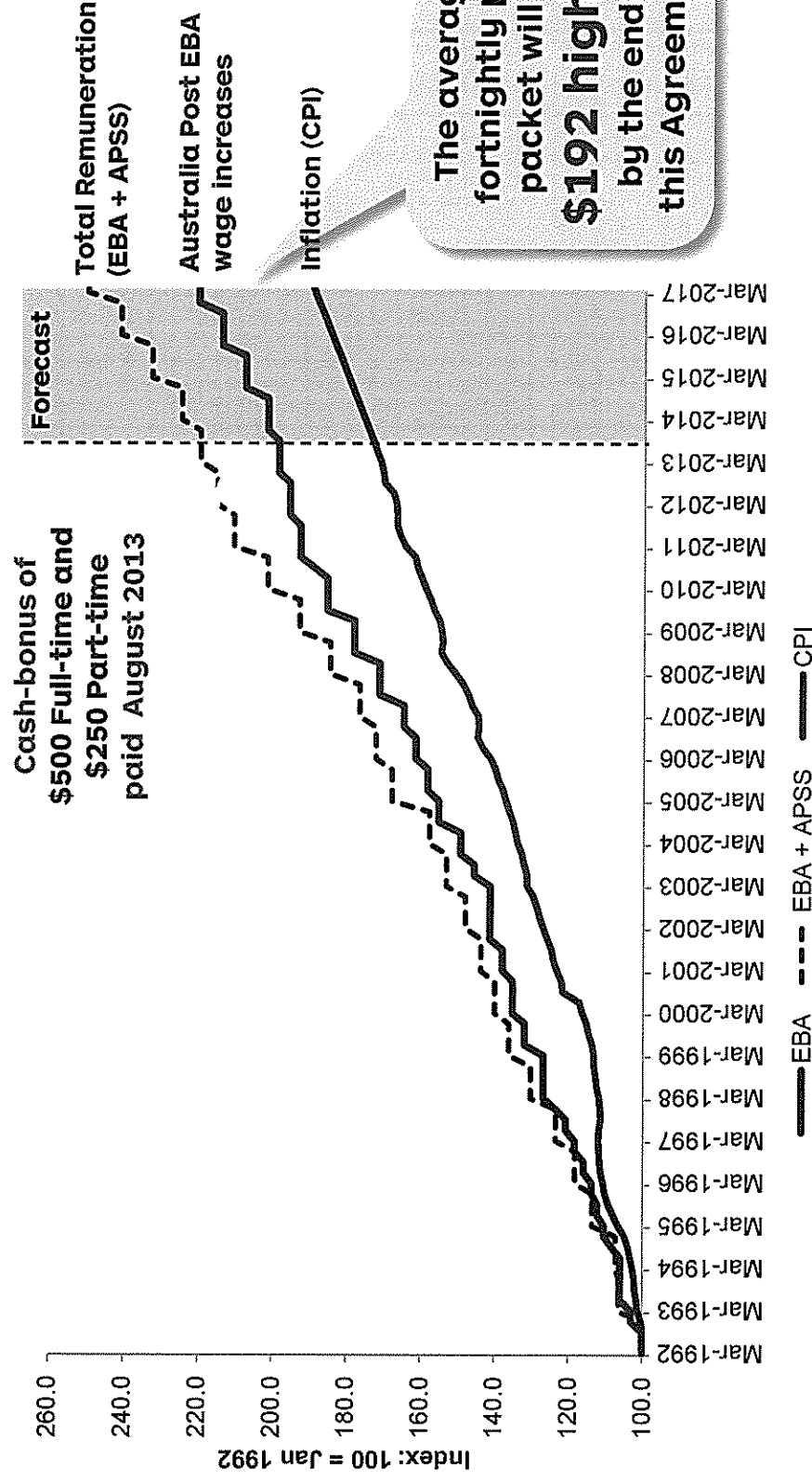
A handwritten signature in black ink, appearing to read 'Ahmed', written in a cursive style.

Ahmed Fahour
Managing Director and CEO

Both salary and total remuneration will stay well above forecast inflation growth under the EA2013 pay deal



Wage and total remuneration growth (incl. APSS) – compared with inflation



* This is the after-tax benefit of EA2013 increases – in every pay packet – for an Australia Post employee earning annual average Award salary of \$56,234.



18 June 2013

Recipient's Name

Recipient's Title

Recipient's Company

Recipient's address

City VIC 0000

Dear Recipient's Name

On Thursday June 20 you will have received a ballot paper so you can cast your vote on the Australia Post Enterprise Agreement 2013 (EA2013). This will govern the pay and working conditions for award employees at Australia Post until December 2016.

While you are covered by an AWA, it has reached its nominal expiry date which means you are entitled to vote in the ballot for EA2013. However, if EA2013 is approved by the majority of employees who vote and you want to be covered by the new Agreement, you will need to take steps to make this happen including terminating your AWA. For more information, contact the Fair Work Commission Infoline on 1300 799 675 or visit www.fairwork.gov.au.

A majority **'YES' vote** is required for the Agreement to come into effect – that's 50 per cent of employees plus one who need to vote 'YES'. If we don't get a majority 'YES' vote for EA2013, only the 1.5 per cent pay rise in December 2013 will apply. Beyond that, there is no commitment to an increase in wages. So every vote counts.

Voting opens on Thursday June 20 and closes on Wednesday July 3.

I believe the EA2013 proposal is a deal the company can afford that rewards you for your hard work and commitment to the company. The Agreement contains a guaranteed 10.5 per cent pay rise to December 2016 as well as a cash bonus for every award employee if we achieve a majority 'YES' vote. Pay rises will all flow into superannuation – whether you're in the APSS or the accumulation fund – and the pay rises are staggered throughout the year, meaning you get a pay rise in both August and December.

It's important that you consider the benefits of the Agreement and that you take the time to read through the materials that have been made available to you about EA2013 before casting your vote. Negotiations for the new Agreement have been an opportunity for me to hear directly from you about matters that are important to you and your work at Australia Post. Your views have been central to my consideration of EA 2013 including determining the wages outcome and maximising jobs and working conditions.

Over the past few months I've heard from you regarding issues that are important to you – workplace safety, reward and recognition, superannuation and job security. That's why I have committed to work with you on a number of initiatives that will help the company grow in the future.

I will work with you on a new delivery model to maximise our workforce and consider new modes of transport for postal workers. We will deliver a comprehensive safety plan to help keep you safe at work. We will work together to identify new productivity and revenue initiatives to help drive growth and customer satisfaction and we will recommit to our culture pillars, in particular respect and recognition. I am also committed to keeping your superannuation payments ahead of the minimum Government superannuation guarantee whether you're in the APSS or the accumulation fund; and the **defined benefit scheme will remain** with the maximum amount of the 10.5 per cent

pay rise contributed to your superannuation account, and the 14.3 per cent benefit rate and years of service will remain as well.

On top of feedback from you on EA2013, I'm also heartened and pleased by the results of our 2013 say2action employee survey which again showed a record result for employee engagement at Australia Post.

Our overall engagement score has risen from 73 per cent last year to 78 per cent this year. This high level of engagement is recognition that our current business challenges are well understood by our staff and that you're committed to ensuring the future success of this important company.

Please vote 'YES' for the EA 2013 as your wages and work conditions over the coming years depend on the success of this vote. While you are working on delivering the products and services our customers want, need and value, my job is to look after you – including your safety, wellbeing and your working conditions. I believe Enterprise Agreement 2013 will serve us all well in the coming years.

Kind Regards,

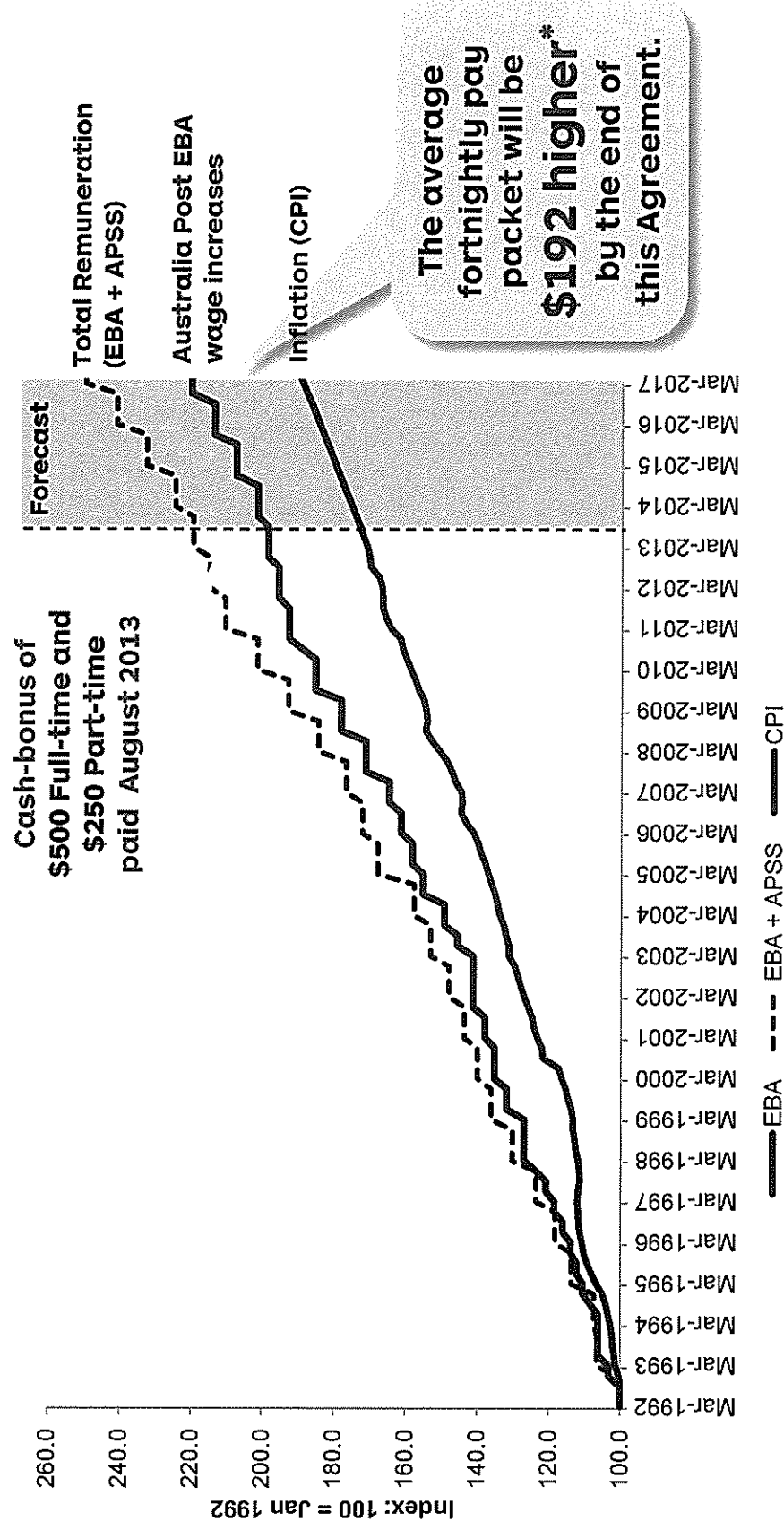
A handwritten signature in black ink, appearing to read 'Ahmed', with a stylized flourish at the end.

Ahmed Fahour
Managing Director and CEO

Both salary and total remuneration will stay well above forecast inflation growth under the EA2013 pay deal



Wage and total remuneration growth (incl. APSS) – compared with inflation



* This is the after-tax benefit of EA2013 increases – in every pay packet – for an Australia Post employee earning annual average Award salary of \$56,234.



Enterprise Agreement 2013

19 June 2013

Ballot open from 20 June to 3 July Encourage staff to have their say

On Thursday June 20 award employees will receive a ballot paper so they can cast their vote for the Australia Post Enterprise Agreement 2013.

The Agreement seeks to cover the pay and working conditions for Australia Post award employees until December 2016, so it's important that staff participate in the ballot.

I urge you to remind all staff that the ballot period is open and encourage them to have their say on Enterprise Agreement 2013 by casting their vote. In order for their vote to count, they must return their ballot paper before voting closes on Wednesday 3 July.

I believe the EA2013 proposal is a deal our business can afford that rewards our people for their hard work and commitment:

- The Agreement contains a guaranteed 10.5 per cent pay rise to December 2016 as well as a cash bonus for every award employee if we achieve a majority 'YES' vote.
- Pay rises will all flow into superannuation – whether you're in the APSS or the accumulation fund – and the pay rises are staggered throughout the year, meaning a pay rise will be paid in both August and December.
- I have listened to staff about the issues that are important – like workplace safety, reward and recognition, superannuation and job security – and I have committed to working with them on a number of initiatives that will help the company grow in the future.

It is important employees consider the benefits of the Agreement and read through the EA2013 materials before casting their vote. Again, please ensure that you support employees by giving them access to this information.

If we don't get a majority 'YES' vote for EA2013, only the 1.5 per cent pay rise in December 2013 will apply. Beyond that, there is no commitment to an increase in wages. So every vote counts.

Please encourage staff to not only vote, but to vote 'YES' for the EA2013. Their wages and work conditions over the coming years depend on the success of this vote. While our people are working on delivering the products and services our customers want, need and value, my job is to look after our staff – including their safety, wellbeing and working conditions. I believe Enterprise Agreement 2013 will serve us all well in the coming years.

Kind Regards,

Ahmed Fahour
Managing Director & CEO

ATTACHMENT 11



The Australia Post Enterprise Agreement 2013 ballot period will be open from Thursday 20 June to Wednesday 3 July.

The Agreement will cover the terms and conditions of your employment until December 2016, so it's important that you have your say by voting in the ballot.

Vote "YES" for:

- Rollover Agreement with minimal changes
- Guaranteed 10.5% pay increases to December 2016
- An upfront "back-to-back Agreement" cash bonus for all employees
- Conditions protected, such as leave entitlements, shift penalties and the RRR Agreement
- Commitment to safety, respect and recognition in the workplace.

POSTAGE
PAID
AUSTRALIA

It must be returned to: E-2013, Reply Post 7553, Melbourne VIC 3000



AUSTRALIA
POST

Kasunduan sa Pangangalakal 2013 ng **Australia Post**

Ang iyong gabay sa Kasunduan

Upang maglaan sa iyo ng kasiguraduhan at protektahan ang iyong mga karapatan, ipinagpatuloy at pinagsama ang mga mahahalagang tuntunin at kundisyon ng Kasunduan sa Kasiya-siyang Trabaho 2010 ng Australia Post (ang kasalukuyang Kasunduan) at ang iyong mga kasalukuyang benepisyo ay pananatilihin sa ilalim ng ipinanukalang Kasunduan sa Pangangalakal 2013 ng Australia Post (ang bagong Kasunduan). Ipapaliwanag ng pulyetong ito kung ano'ng bago at ang mahahalagang tuntunin at kundisyon na magpapatuloy sa ilalim ng bagong Kasunduan.

Ang Kasunduan sa Pangangalakal 2013 ng Australia Post ay isang kasunduang ipinagpatuloy at pinagsama ("rollover agreement"). Nangangahulugan ito na ang mga tuntunin at kundisyon na nasa kasalukuyang Kasunduan ay karaniwang magpapatuloy sa ilalim ng bagong Kasunduan. May ilang mga pagbabago sa ilalim ng bagong Kasunduan, tulad ng sahod, at malinaw na ipinapaliwanag ito sa pulyetong ito.

Ang aming kasalukuyang Kasunduan sa Kasiya-siyang Trabaho ay resulta ng masinsinang proseso ng negosasyon sa aming mga kaugnay na Unyon. Ito ay isang masusi at komprehensibong dokumento na naglalaman ng mga tuntunin at kundisyon ng pagtatrabaho para sa aming mga Award na empleyado. Alam namin na pinahalalagahan ng aming mga tauhan ang mga termino at kundisyong ito, dahil 73 porsiyento ng aming mga empleyado ay bumoto ng "oo" sa Kasunduan nang itakda ito para sa botohan noong Oktubre 2010.

Ang pagpapatuloy at pagsasama ng aming kasalukuyang Kasunduan na may kaunting pagbabago ay magbibigay ng proteksyon sa mga tuntunin at kundisyon na mahalaga sa iyo, tulad ng mga karapatan sa pagli-leave, flexibility sa lugar ng trabaho, antas ng multa at overtime. Bibigyan din kami nito ng matatag na sistema ng operasyong kailangan namin upang mamuhunan at mapalago ang aming negosyo, siguraduhin ang trabaho at patuloy na maglaan ng de-kalidad na serbisyo sa aming mga kostumer.

Narinig namin nang sinabi mong mahalaga para sa iyo ang kaligtasan, respeto at pagkilala sa lugar ng trabaho. Agad-agad naming pasisimulan ang trabaho kasama ng aming mga tagapamahala, empleyado at iyong mga kinatawan upang maglaan ng mga bagong inisyatibo sa aming mga lugar ng trabaho.

Ang layunin ng pulyetong ito ay upang maglaan sa iyo ng buod ng Kasunduan sa Pangangalakal 2013 ng Australia Post.

Upang makakuha ng kopya ng buong Kasunduan, mga materyal para sa reperensya at ang sumaryong gabay na ito sa mga wikang Vietnamese, Tagalog at Tradisyunal na Chinese:



bisitahin ang auspost.com.au/ea2013



tawagan ang hotline sa 1800 106 245
(mayroon ding serbisyo ng interpreter)



mag-email sa ea2013@auspost.com.au



makipag-usap sa iyong Manager

Mayroong mahahalagang benepisyo para sa mga empleyado sa ilalim ng Kasunduan sa Pangangalakal 2013 ng Australia Post:



Ang lahat ng mga karapatan at kundisyon sa kasalukuyang Kasunduan ay magpapatuloy sa ilalim ng bagong Kasunduan, lakip ang mga 'shift penalty,' seguridad sa trabaho at RRR na Kasunduan.



Ang bagong Kasunduan ay maglalaan ng garantisadong pagtaas ng sahod sa antas na 10.5 porsiyento na permanenteng nasa iyong antas ng sahod pagdating ng 2016. Iyan ay pagtaas sa antas ng sahod na doble ng nasa nakaraang Kasunduan.



Ipapadala na namin agad ang halaga ng itinaas na sahod upang makuha mo nang mas maaga ang pera. Sa taong ito, matatanggap mo ang 0.5 porsiyentong garantisadong pagtaas sa sahod sa Agosto, na may karagdagang 1 porsiyentong garantisadong pagtaas ng sahod sa Disyembre. Para sa 2014, 2015 at 2016, makakatanggap ka ng 0.5 porsiyento tuwing Agosto at 2.5 porsiyento tuwing Disyembre na nagbibigay sa iyo ng kabuuang 3 porsiyento bawat taon, at lahat ay garantisado.



Magbabayad agad-agad ang Australia Post ng "back-to-back agreement" na cash bonus - \$500 para sa buong-panahong (full-time) empleyado at \$250 para sa part-time na empleyado - bilang pabuya at pagkilala para sa iyong naisagawa kung ang karamihan ng empleyado ay sumusuporta sa bagong Kasunduan. Ito ay may halagang humigit-kumulang 1 porsiyentong higit bukod pa sa itinaas na sahod para sa isang average na award na empleyado at ibabayad sa unang sahurang ng Agosto.



Ang lahat ng mga pagtaas ng sahod sa bagong Kasunduan ay garantisado at ang pinakamataas na antas ng 10.5 porsiyento ng tumaas na sahod ay magtutungo sa 'superannuation.'



Ang pagiging produktibo at pagpapahusay sa pagbibigay ng serbisyo para sa kostumer ay tatak na ng mga Kasunduan sa Pangangalakal ng Australia Post at ipagpapatuloy namin ang tradisyon sa pagkilos nang sama-sama upang paghusayin ang aming pagganap para sa aming mga kostumer - kapwa sa tradisyunal na pagpapadala ng sulat at sa aming lumalagong negosyo ng pagpapadala ng mga pakete. Positibo kaming kikilos patungo sa pag-unlad upang tukuyin ang mga programa sa pagpapahusay ng negosyo at lugar ng trabaho upang tumugon sa aming mga tunguhin para sa pagbibigay-serbisyo sa kostumer at sa mas mahusay na komersyal na pamumuhunan.



Ang pinakamahalaga, ang ipinanukalang bagong Kasunduan ay isa na kaya naming tugunan habang namamahagi ng reward sa aming mga empleyado. Binibigyan kami nito ng kasiguraduhan at katatagan habang humaharap kami sa mahihirap na panahon at nagpapangyari sa aming mamuhunan sa kinabukasan ng aming kumpanya at mga empleyado taglay ang pagtitiwala.

Ano'ng nagbago?

Ang bagong Kasunduan ay kikilalanin bilang ang Kasunduan sa Pangangalakal 2013 ng Australia Post at magkakaroon ng nominal na petsa ng expiry na Disyembre 31, 2016. Ang bagong Kasunduan ay nagtatampok ng apat na mahahalagang pagbabago: sahod, isang bagong bahagi na nagbibigay ng proteksyon sa iyong mga karapatan, bagong bahagi para sa Pagiging Produktibo sa Lugar ng trabaho at ilan pang mga pagbabago sa lehislatibo at reperensya.

1

Sahod

Magbabayad ang Australia Post ng agad-agad na "back-to-back Agreement" na cash bonus sa Agosto 2013 upang bigyan ng reward at pagkilala ang mga empleyado para sa kanilang mga nagawa, hangga't ang karamihan sa mga empleyado ay bumoto nang "oo" para sa bagong Kasunduan. Ang bonus na ito ay \$500 para sa buong-panahong mga empleyado at \$250 para sa mga part-time na empleyado.

Sa ilalim ng bagong Kasunduan, ang mga award na empleyado ay makakatanggap rin ng garantisadong pagtaas ng sahod na 10.5 porsiyento sa kabuuan ng pagiging epektibo ng Kasunduan:

- ang 1.5 porsiyento ay ibabayad sa 2013 (0.5 porsiyento sa Agosto at 1 porsiyento sa Disyembre)
- ang 3 porsiyento ay ibabayad sa 2014, 2015 at 2016 (0.5 porsiyento sa Agosto at 2.5 porsiyento sa Disyembre).

Walang mga kundisyon sa mga pagtaas na ito sa sahod – ang mga ito ay garantisado at lahat ay tutuloy patungo sa iyong superannuation.

Pinakinggan namin ang iyong feedback at inilahad ang bahagi ng itinaas na sahod, kaya makakatanggap ka ng pagtaas sa iyong sahod ng Agosto at Disyembre bawat taon.

Garantisadong kabuuang pagtaas sa sahod hanggang sa Disyembre 2016 = 10.5%					
	2013 (kasalukuyang Kasunduan)	2014	2015	2016	
Agosto	0.5%	0.5%	0.5%	0.5%	
Disyembre	1.0%	2.5%	2.5%	2.5%	
Kabuuang pagtaas ng sahod	1.5%	3.0%	3.0%	3.0%	

2

Proteksyon ng iyong mga karapatan

Ang bagong Kasunduan ay naglalaman ng bagong bahagi (bahagi 2.3) na nagbibigay ng garantiya na ang iyong mga tuntunin at kundisyon sa pagtatrabaho ay palaging tumutugon sa minimum na garantisadong pamantayang itinakda sa Pambansang Pamantayan sa Pagtatrabaho ng Batas para sa Kasiya-siyang Trabaho. Nangangahulugan ito na palagi kang makakatanggap ng mga tuntunin at kundisyon na kapantay o mas mahusay pa sa minimum na mga legal na pamantayan.

3

Bahagi para sa Pagiging Produktibo sa Trabaho

Ang bagong Kasunduan ay may bagong pagtuon sa sama-samang pagkilos upang suportahan ang pagbabago sa lugar ng trabaho (bahagi 45).

4

Mga pagbabago sa lehislatibo at reperensya

Mga pagbabago sa lehislatibo: Napapanahong pag-reperensya sa Komisyon sa Kasiya-siyang Trabaho, ang Batas sa Kalusugan at Kaligtasan sa Trabaho at ang Sistema ng Suportadong Sahod ay kalakip na ngayon.

Reperensya sa mga Unyon at mga kaugnay na bagay: Ang terminong "Mga Pangunahing Unyon" ay binago na ngayon at tatawaging "Mga Unyon;" na kumikilala sa bagay na sa ilalim ng Batas sa Kasiya-siyang Trabaho, ang lahat ng mga unyon ay pantay-pantay. Ang iba pang mga pagbabago na dulot ng pag-alis sa mga Pangunahing Unyon ay ang pag-alis ng reperensya sa pa-aalis ng ng mga "Union Due" sa payroll at ang yugto ng panahon upang muling makipagnegosasyon para sa bagong Kasunduan at ang reperensya dito sa Bahagi ng Resolusyon ng mga Di-Pagkakasundo.

Pag-aalis ng mga hindi na akmaang obligasyon: Tinanggal na namin ang obligasyon upang simulan ang pakikipagnegosasyon para sa bagong OH&S na Kasunduan, dahil sumunod na kami sa bahaging ito at malapit nang matapos ang huling bahagi ng bagong OH&S na Kasunduan sa mga Unyon na makukumpleto sa labas ng bagong Kasunduan. Ang reperensyang ito sa OH&S na Kasunduan ay inalis din mula sa bahagi may kinalaman sa Resolusyon ng Di-pagkakasundo. Mananatili kaming nakatuon sa pagkilos kasama mo upang masigurong ligtas ang aming mga lugar ng trabaho.

Ano'ng hindi nagbago?

Maliban sa apat na mahahalagang pagbabago, ang natitirang bahagi ng bagong Kasunduan ay may kalakip na katulad na mga tuntunin at kundisyon na inilaan sa ilalim ng kasalukuyang Kasunduan.

Mga karapatan sa leave/bakasyon

Mananatiling hindi nagbabago ang iyong mga karapatan sa pagbabakasyon. Bawat taon, ikaw ay magkakaroon ng karapatan para sa:

- ✓ 4 na linggong taunang bakasyon; ang mga pitong-araw na shifting na manggagawa ay may karapatan para sa karagdagang isang linggong bakasyon at 'leave loading' (bahagi 20)
- ✓ 15 araw na may-bayad na personal na bakasyon (bahagi 21)
- ✓ Hanggang sa 3 araw na may-bayad na 'compassionate leave' para sa bawat okasyon (bahagi 22)
- ✓ Maternity, paternity at adoption leave (bahagi 23);
- ✓ Bakasyon para sa pag-aaral/eksaminasyon (bahagi 25)
- ✓ Witness at jury leave (bahagi 26 at 27);
- ✓ Pampublikong bakasyon (bahagi 29).

Ang pagiging karapat-dapat mo sa leave na ito ay depende pa rin kung ikaw ay full-time, part-time, casual o fixed-term na empleyado.

Mga antas ng multa at overtime

Ang antas ng iyong multa at overtime ay mananatiling pareho (mga bahaging 16, 17 at 19).

Itatakda pa rin ang 15 porsiyentong antas ng multa para sa ordinaryo at shifting na pagtatrabaho, na ang anumang bahagi niyaon ay nasa pagitan ng 6PM at 6:30AM. Itatakda ang 30 porsiyentong antas ng multa para sa mga full-time na empleyadong nagtatrabaho sa regular na shift sa pagitan ng 6PM at 8AM. Ang mga multa para sa mga shift ng pagtatrabaho ng Sabado, Linggo at Pampublikong Bakasyon ay itatakda pa rin.

Ang mga antas ng overtime ay pareho pa rin:

- Lunes hanggang Biyernes – 150 porsiyento para sa unang 3 oras at 200 porsiyento pagkatapos noon.
- Pampublikong Bakasyon – 250 porsiyento
- Araw ng Linggo – 200 porsiyento
- Sabado – 150 porsiyento para sa mga non-shift na empleyado para sa unang 3 oras at 200 porsiyento pagkatapos noon at 200 porsiyento para sa mga shifting na empleyado.

Seguridad ng trabaho

Ang bagong Kasunduan ay naglalaman ng parehong pagtutuo sa kasiguraduhan ng trabaho (bahagi 34), lakip ang paggamit ng lahat ng oportunidad para sa full-time na pagtatrabaho sa Australia Post (bahagi 7.4).

Magpapatuloy kami sa pakikipag-usap sa iyo at iyong mga Unyon tungkol sa mahahalagang pagbabagong pinaplano naming gawin sa lugar ng trabaho (bahagi 33).

Ang RRR na Kasunduan (Redundancy/Redeployment/Retraining) ng Australia Post ay mananatiling pareho at Attachment K pa rin sa Kasunduan.

Mga Allowance

Ang lahat ng iyong mga allowance ay mananatiling pareho. Depende sa gagawin mong trabaho, tatanggap ka pa rin ng sumusunod na mga allowance:

- Allowance para sa Paglilinis (Dirty Cleaning Work Allowance) (bahagi 14.1)
- Divide Allowance (bahagi 14.2)
- Excess Fares Allowance (bahagi 14.3)
- Allowance para sa First Aid (bahagi 14.4)
- Gladstone Locality Allowance (bahagi 14.5)
- Allowance para sa Paglilipat ng Headquarters (bahagi 14.6)
- Allowance para sa Matataas na Katungkulan (bahagi 14.7)
- Allowance para sa Industriya (bahagi 14.8)
- Custody of Stock Allowance (bahagi 14.9.1)
- Allowance ng Distrito (bahagi 14.9.2)
- Allowance para sa Pagkain sa Pag-overtime (bahagi 14.10)
- Postal Delivery Functional Allowance (bahagi 14.11)
- Allowance para sa Pribadong Sasakyan (bahagi 14.12)
- Allowance para sa mga Kuwalipikasyon (bahagi 14.13)
- Allowance para sa Sapatos ng mga Retail na Empleyado (bahagi 14.14)
- Pantanging Rate para sa mga Teknikal na Empleyado (bahagi 14.15)
- Allowance para sa Tulong sa Pag-aaral (bahagi 14.16)
- Team Skills Loading (bahagi 14.17)
- Allowance para sa Pansamantalang Accommodation (bahagi 14.18)
- Allowance para sa mga Tool at Kasuotan para sa Proteksyon (bahagi 14.19)
- Tonnage Allowance (bahagi 14.20)
- Allowance para sa Gastusin sa Paglilipat at Paglalakbay (mga bahaging 14.21 at 14.22).

Flexibility sa lugar ng trabaho

Mayroon ka pa ring katulad na karapatan upang humiling ng flexible na kalagayan sa trabaho (bahagi 24).

Laban sa diskriminasyon/pagtatangi

Ang Australia Post ay mananatiling nakatuon sa paglalaan sa iyo ng lugar ng trabahong malaya mula sa diskriminasyon/pagtatangi (bahagi 4).

Mga pagtutuo sa lugar ng trabaho

Pinananatili ng Australia Post ang pagtutuo nito sa paglalaan ng ligtas na mga lugar ng trabaho. Magpapatuloy din kami sa aming mga pakikipagtalakayan sa mga Pangunahing Unyon tungkol sa Kasunduan sa Transpormasyon ng mga Retail na Serbisyo (bahagi 40).

Ang iyong mga karapatang umapela sa Board of Reference laban sa desisyon ng paglilipat, pag-dismiss o pagbabawas ng increment ay mananatiling pareho (bahagi 36.8). Ang mga di-pagkakasundo sa lugar ng trabaho ay maaaring idulog sa Komisyon sa Kasiya-siyang Trabaho para sa pagpayapa at, kasunod nito, maaaring mamagitan at lutasin (bahagi 42).

Mga madalas itanong

Sino ang saklaw ng Kasunduan sa Pangangalakal 2013 ng Australia Post?

Ang bagong Kasunduan ay sasaklaw sa mga empleyado ng Australia Post sa klasipikasyon na nasa Attachment A ng bagong Kasunduan.

Saan ko makikita ang kumpletong kopya ng bagong Kasunduan?

Ang kumpletong kopya ng Kasunduan sa Kalakalan 2013 ng Australia Post lakip ang mga reperensyang materyal ay maaaring i-download sa auspost.com.au/ea2013. Maaari ka ring humiling ng kopya sa pamamagitan ng EA2013 hotline sa 1800 106 245 o mag-email sa ea2013@auspost.com.au o mula sa iyong Manager.

Saan ko makikita ang mga dokumentong binanggit sa bagong Kasunduan?

Ang mga dokumentong binanggit sa bagong Kasunduan ay maaaring makita online sa auspost.com.au/ea2013. Maaari ka ring humiling ng kopya sa pamamagitan ng EA2013 hotline sa 1800 106 245 o mag-email sa ea2013@auspost.com.au o mula sa iyong Manager. Ang mga binanggit na dokumento ay:

- Australia Post Principal Determination
- Mga Pamantayan sa Antas ng Trabaho o Klasipikasyon (bahagi 11.1)
- Mga kasalukuyang pamamaraan sa pagpili ng mga empleyado (bahagi 11.5.1)
- Proseso para sa paghiling ng pagsusuri ng mga oras para sa mga part time na empleyado (bahagi 16.6)
- Proseso ng Paghahanda para sa Trabaho (bahagi 21.13.3)
- Mga Gabay sa Pambansang Attendance (bahagi 21.14) at
- Patakaran sa Conversion ng Retail Post (bahagi 40.2.3).

Ang Manwal ng Australia Post Human Resources para sa mga Antas ng Sahod ay nasa lahat ng lugar ng trabaho ng Australia Post, kaya tanungin ang iyong Manager kung gusto mong makita ang manwal.

Hindi ako masyadong mahusay sa Ingles. Paano ako makasisiguro na nauunawaan ko ang bagong Kasunduan at paano ako maaapektuhan nito?

Mayroong serbisyo ng interpreter para sa mga empleyadong may iba't ibang kultura at wika. Upang magamit ang serbisyong ito, tumawag sa EA2013 hotline sa 1800 106 245. Makukuha rin ang buod na gabay na ito online sa wikang Vietnamese, Tagalog at Chinese.

— tradisyunal.

Bakit napakahaba ng bagong Kasunduan?

Pinananatili ng bagong Kasunduan ang nilalaman at mga benepisyo ng aming Awards, lakip ang:

- Aming pagtuon Laban sa Diskriminasyon (bahagi 4)
- Mga Paglalaan para sa Pasilidad (bahagi 6)
- Mga Oras ng Duty (bahagi 16);
- Overtime (bahagi 17)
- Lumagpas na Oras ng Pagbibiyahang (bahagi 18)
- Shifting na Trabaho (bahagi 19)
- Mga Pampublikong Bakasyon (bahagi 29).

Pinananatili din ng bagong Kasunduan ang:

- Kasunduan sa Redundancy/Redeployment/Retraining (RRR) (Attachment K)
- Kasunduan sa Interstate Linehaul (Attachment D)
- Kasunduan sa Sprintpak Division (Attachment I)
- Kasunduan sa Pagtatrabaho Mula sa Tahanan (Attachment J).

Ano ang proseso para sa pagboto?

Hiwalay na pinamamahalaan ng Australian Electoral Commission (AEC) ang mga balota. Magpapadala ang AEC ng papel ng balota sa iyong address, na may kalakip na instruksyon kung paano boboto at isang 'Reply Paid' na sobre upang maipadala mo pabalik sa kaniila ang iyong boto.

Kailangan ba akong bumoto?

Hindi sapilitan ang pagboto. Gayunman, saklaw ng bagong Kasunduan ang mga tuntunin at kundisyon ng iyong trabaho, kaya mahalaga ang iyong boto at ang iyong pananaw sa bagong Kasunduan.

Kailan aaprubahan ang bagong Kasunduan?

Aaprubahan ang bagong kasunduan kung karamihan ng mga empleyadong bumoto ay sumagot ng "oo" (50 porsiyento + 1 boto = "oo").

Mga susunod na hakbang

1

Isasaalang-alang ng mga Empleyado ang Kasunduan

Ang mga empleyado ay may 7 araw o higit pa upang suriin ang ipinanukalang bagong Kasunduan mula sa oras ng pagsisimula ng pormal na panahon ng pag-access.

Kung may mga tanong ka tungkol sa bagong Kasunduan sa loob ng panahong ito, makipag-ugnayan sa EA2013 hotline sa 1800 106 245 (mayroon ding serbisyo ng interpreter) o mag-email sa ea2013@auspost.com.au

2

Boboto ang mga empleyado

Ang mga empleyado ay hihilingang aprubahan ang bagong Kasunduan sa pamamagitan ng pagboto dito.

Hiwalay na pinamamahalaan ng Australian Electoral Commission (AEC) ang proseso ng pagboto.

Magpapadala ang AEC ng isang balota sa iyong address. Mayroon kang 14 na araw upang bumoto. Ang balota na ipapadala sa koreo ay isasagawa mula Hunyo 20 hanggang Hulyo 3, 2013.

Ang karamihan sa mga empleyado na boboto ay dapat bumoto ng "oo" upang maaprubahan ang bagong Kasunduan. Nangangahulugan ito ng 50% + 1 boto = oo.

3

Implementasyon

Kung naaprubahan ng karamihan sa mga empleyado ang bagong Kasunduan, ipapadala ito sa Komisyon sa Kasiya-siyang Trabaho para maaprubahan.

Magiging epektibo ang bagong Kasunduan 7 araw matapos itong maaprubhana ng Komisyon (o malibang tukuyin).

Mga tanong at kumpletong impormasyon

Kung mayroon kang mga tanong tungkol sa Kasunduan sa Pangangalakal 2013 ng Australia Post, o gusto mong tingnan ang isang kumpletong kopya ng Kasunduan, mga reperensyang materyal o ang summaryong gabay na ito sa wikang Vietnamese, Tagalog at Chinese – tradisyunal:



Bisitahin ang auspost.com.au/ea2013



Tumawag sa EA2013 hotline sa 1800 106 245 (mayroon ding serbisyo ng interpreter)



Mag-email sa ea2013@auspost.com.au



Makipag-usap sa iyong Manager



Australia Post

Thỏa Thuận Doanh Nghiệp 2013

Hướng dẫn về Thỏa Thuận

Nhằm cung cấp thông tin chính xác và bảo vệ quyền lợi hiện tại của Quý Vị, các điều khoản và điều kiện quan trọng trong Thỏa Thuận Công Bằng Lao Động 2010 của Australia Post (Thỏa Thuận hiện hành) đã được gia hạn thêm và Quý Vị sẽ tiếp tục được hưởng các quyền lợi hiện tại theo Thỏa Thuận Doanh Nghiệp 2013 của Australia Post (Thỏa Thuận mới). Tài liệu này làm rõ các điều khoản và điều kiện mới và quan trọng tiếp tục có hiệu lực theo Thỏa Thuận mới.

Thỏa Thuận Doanh Nghiệp 2013 của Australia Post là một thỏa thuận sửa đổi. Điều này có nghĩa là các điều khoản và điều kiện được quy định trong Thỏa Thuận hiện hành về cơ bản sẽ tiếp tục được áp dụng theo Thỏa Thuận mới. Thỏa Thuận mới có một số thay đổi chẳng hạn như thay đổi về tiền lương, và các thay đổi đó sẽ được giải thích rõ trong tài liệu này.

Thỏa Thuận Công Bằng Lao Động hiện hành của chúng tôi là kết quả của quá trình đàm phán kỹ lưỡng với Hiệp Đoàn có liên quan. Đây là một tài liệu được xây dựng tỉ mỉ và tổng quát trong đó có quy định các điều khoản và điều kiện thường cho người lao động. Chúng tôi biết rằng người lao động rất coi trọng các điều khoản và điều kiện này vì 73% người lao động bỏ phiếu "thuận" cho Thỏa Thuận này trong cuộc bỏ phiếu vào tháng 10 năm 2010.

Việc giảm thiểu thay đổi Thỏa Thuận hiện hành sẽ giúp duy trì các điều khoản và điều kiện quan trọng đối với Quý Vị chẳng hạn như nghỉ phép, tính linh động nơi làm việc, các mức phụ cấp tăng ca và làm thêm giờ. Điều này cũng đem lại cho chúng tôi tính ổn định trong hoạt động kinh doanh cần có để có thể đầu tư và phát triển kinh doanh, đảm bảo việc làm và tiếp tục cung cấp dịch vụ có chất lượng cao cho khách hàng.

Chúng tôi đã lắng nghe Quý Vị nói rằng an toàn, tôn trọng và sự ghi nhận tại nơi làm việc có ý nghĩa quan trọng đối với vấn đề an sinh và phúc lợi của Quý Vị. Chúng tôi sẽ làm việc ngay với các cán bộ quản lý, người lao động và đại diện của Quý Vị để triển khai các sáng kiến tại nơi làm việc.

Mục đích của tài liệu này là nhằm cung cấp cho Quý Vị một bản hướng dẫn tóm tắt về Thỏa Thuận Doanh Nghiệp 2013 của Australia Post.

Để có bản sao đầy đủ của Thỏa Thuận này, tài liệu tham khảo hoặc bản hướng dẫn tóm tắt này bằng tiếng Việt, tiếng Philippines và tiếng Trung phồn thể:



Truy cập vào: auspost.com.au/ea2013



Gọi đến đường dây nóng 1800 106 245
(Có phiên dịch hỗ trợ)



Gửi email đến: ea2013@auspost.com.au



Hỏi Cán Bộ Quản Lý

Theo Thỏa Thuận Doanh Nghiệp 2013 của Australia Post, người lao động có một số quyền lợi chính như sau:



Tất cả các quyền lợi và điều kiện trong Thỏa Thuận hiện hành, bao gồm trợ cấp làm tăng ca, an ninh nghề nghiệp và Thỏa Thuận RRR, sẽ tiếp tục được áp dụng trong Thỏa Thuận mới.



Thỏa Thuận mới này quy định một khoản tăng được đảm bảo là 10,5% và là một khoản cố định trong mức tiền lương của Quý Vị cho đến năm 2016. Đây là khoản tăng gấp đôi so với khoản tăng trong Thỏa Thuận cũ.



Chúng tôi sẽ sớm tiến hành chi trả khoản tăng này để Quý Vị có thể được nhận tiền sớm hơn. Trong năm nay, Quý Vị sẽ nhận được 0,5% khoản tăng được đảm bảo vào tháng 8 và 1% tiếp theo vào tháng 12. Trong 3 năm 2014, 2015, 2016, mỗi năm Quý Vị sẽ nhận được 0,5% vào tháng 8 và 2,5% vào tháng 12. Như vậy, mỗi năm Quý Vị nhận được thêm tổng cộng là 3%, tất cả đều được đảm bảo.



Nếu đa số nhân sự ủng hộ Thỏa Thuận mới, Australia Post sẽ chi trả trước một khoản tiền thưởng "Hợp đồng giáp lưng" là 500\$ cho nhân sự toàn thời gian và 250\$ cho nhân sự bán thời gian, đây là phần thưởng và là sự công nhận đối với các thành tích của Quý Vị. Khoản tiền này tương ứng khoảng 1%, bổ sung thêm vào khoản tăng dành cho một nhân sự được thưởng ở mức trung bình, và sẽ được thanh toán trong đợt chi trả đầu tiên vào tháng 8.



Tất cả các khoản tăng trong Thỏa Thuận mới đều được đảm bảo, và khoản tăng tối đa 10,5% sẽ được lưu chuyển vào trợ cấp hưu trí.



Các cải tiến về dịch vụ khách hàng và năng suất vẫn luôn điểm nhấn trong Thỏa Thuận Doanh Nghiệp của Australia Post, và chúng tôi sẽ tiếp nối truyền thống làm việc đó và việc nâng cao chất lượng làm việc của mình để phục vụ khách hàng trong cả ngành kinh doanh thư truyền thống cũng như kinh doanh bưu phẩm đang ngày một lớn mạnh của mình. Chúng tôi sẽ làm việc một cách tích cực và mang tính xây dựng để thiết lập các chương trình cải tiến kinh doanh và nơi làm việc nhằm tiếp tục cung cấp cho khách hàng các cam kết dịch vụ và tối đa hóa lợi nhuận thương mại của công ty.



Quan trọng hơn cả, bản Thỏa Thuận mới dự kiến là một giao kèo mà chúng ta có thể tiến hành đồng thời với việc trao thưởng cho các nhân sự của công ty. Thỏa Thuận này đem lại sự chắc chắn và ổn định khi mà chúng ta đang bước vào thời kỳ khó khăn và giúp chúng ta tự tin đầu tư vào tương lai của công ty cũng như vào các nhân sự.

Có gì thay đổi?

Thỏa Thuận mới sẽ được gọi là Thỏa Thuận Doanh Nghiệp 2013 của Australia Post và trên danh nghĩa sẽ hết hạn vào ngày 31/12/2016. Bản Thỏa Thuận mới này nêu bật bốn thay đổi chính: tiền lương, một điều khoản mới nhằm bảo vệ quyền lợi của Quý Vị, một điều khoản mới về Năng Suất Tại Nơi Làm Việc và một số thông tin cập nhật về văn bản pháp quy và tài liệu tham khảo.

1

Trả

Nếu đa số nhân sự ủng hộ Thỏa Thuận mới, Australia Post sẽ chi trả trước một khoản tiền thưởng "Hợp đồng giáp lưng" là 500\$ cho nhân sự toàn thời gian và 250\$ cho nhân sự bán thời gian.

Theo Thỏa Thuận mới, người lao động được thưởng cũng sẽ nhận được **khoản tăng được bảo đảm ở mức 10,5%** trong khoảng thời gian

Thỏa Thuận có hiệu lực:

- 1,5% được chi trả trong năm 2013 (0,5% chi trả vào tháng 8 và 1% chi trả vào tháng 12)
- 3% được chi trả trong năm 2014, 2015 và 2016, (0,5% vào tháng 8 và 2,5% vào tháng 12).

Không có điều kiện đối với các khoản tăng này – các khoản này được bảo đảm và sẽ được luân chuyển vào trợ cấp hưu trí của Quý Vị.

Chúng tôi đã lắng nghe ý kiến phản hồi của Quý Vị và sẽ sớm chi trả các phần của khoản tăng, như vậy Quý Vị sẽ nhận được các khoản tiền này theo lương của tháng 8 và tháng 12 hàng năm.

Tổng cộng khoản tăng được bảo đảm tính đến tháng 12/2016 = 10,5%

	2013 (Thỏa Thuận hiện hành)	2014	2015	2016
Tháng 8	0,5%	0,5%	0,5%	0,5%
Tháng 12	1,0%	2,5%	2,5%	2,5%
Tổng mức tăng	1,5%	3,0%	3,0%	3,0%

2

Bảo vệ các quyền lợi của Quý Vị

Thỏa Thuận mới bao gồm một điều khoản mới (khoản 2.3). Điều khoản này đảm bảo rằng các điều khoản và điều kiện làm việc của Quý Vị sẽ không ở dưới mức tiêu chuẩn tối thiểu được quy định trong Tiêu Chuẩn Làm Việc Quốc Gia trong Bộ Luật Công Bằng Lao Động. Điều này có nghĩa là Quý Vị sẽ được hưởng các điều khoản và điều kiện, nếu không phải tốt hơn, thì ít nhất cũng ngang bằng với các tiêu chuẩn pháp lý tối thiểu.

3

Điều khoản về Năng Suất tại Nơi Làm Việc

Thỏa Thuận mới có một cam kết mới để cùng hỗ trợ, phối hợp thay đổi nơi làm việc (Khoản 45).

4

Cập nhật các văn bản pháp quy và tài liệu tham khảo

Thay đổi về pháp quy: Hiện đã bổ sung tài liệu tham khảo cập nhật về Ủy Ban Công Bằng Lao Động, Bộ Luật An Toàn và Sức Khỏe Lao Động, Hệ Thống Lương Hỗ Trợ

Tham chiếu Nghiệp Đoàn và các vấn đề liên quan: Thuật ngữ "Hiệp Đoàn Chính" đã được cập nhật dùng để chỉ "Hiệp Đoàn", ghi nhận rằng Theo Bộ Luật Công Bằng Lao Động, tất cả các Hiệp Đoàn đều được bình đẳng. Các thay đổi khác bắt nguồn từ việc loại bỏ Hiệp Đoàn Chính gồm việc loại bỏ tham chiếu Khấu Trừ Nghiệp Đoàn Phí từ tiền lương, khung thời gian để bắt đầu đàm phán lại một Thỏa Thuận mới và tham chiếu đến thỏa thuận này trong Điều Khoản Giải Quyết Tranh Chấp.

Loại bỏ các nhiệm vụ đã lỗi thời: Chúng tôi đã loại bỏ nhiệm vụ triển khai đàm phán Thỏa Thuận OH&S mới vì chúng tôi đã tuân thủ điều khoản này và sắp sửa hoàn tất Thỏa Thuận OH&S mới với Nghiệp Đoàn. Tham chiếu đến Thỏa Thuận OH&S cũng đã được xóa bỏ khỏi Điều Khoản Giải Quyết Tranh Chấp. Chúng tôi vẫn tiếp tục cam kết phối hợp với Quý Vị để đảm bảo chúng ta có nơi làm việc an toàn.

Các điểm không đổi?

Ngoài bốn thay đổi chính kể trên, phần còn lại của Thỏa Thuận bao gồm các điều khoản và điều kiện không thay đổi so với Thỏa Thuận hiện hành.

Quyền lợi nghỉ phép

Quyền lợi nghỉ phép được giữ nguyên. Hàng năm, Quý Vị sẽ được hưởng:

- ✓ 4 tuần nghỉ phép hàng năm, với lao động làm ca 7 ngày trong tuần sẽ được hưởng thêm một tuần nghỉ phép cộng với phụ phí nghỉ phép (khoản 20)
- ✓ 15 ngày nghỉ ốm có lương (khoản 21)
- ✓ Nghỉ vì lý do đặc biệt (ma chay, hiếu hỷ v.v.) lên đến 3 ngày nghỉ mỗi dịp (khoản 22)
- ✓ Nghỉ khi có con (sinh con, nhận nuôi) (khoản 23) Nghỉ thi cử/học hành (khoản 25)
- ✓ Tham gia bồi thẩm đoàn/làm chứng (khoản 26 và 27)
- ✓ Nghỉ lễ (khoản 29)..

Việc Quý Vị có đủ điều kiện hưởng các đợt nghỉ phép trên vẫn sẽ dựa trên cơ sở hình thức làm việc của Quý Vị: toàn thời gian, bán thời gian, thường xuyên hoặc có thời hạn.

Làm tăng giờ và các mức phụ cấp tăng ca

Mức phụ cấp làm tăng giờ và tăng ca vẫn được giữ nguyên (khoản 16, 17 và 19).

Áp dụng mức phụ cấp tăng ca là 15% cho lao động bình thường và lao động làm ca có thời gian làm việc nằm trong khoảng từ 18:00 đến 6:30. Áp dụng mức phụ cấp tăng ca là 30% cho lao động toàn thời gian làm ca từ 18:00 đến 8:00. Phụ cấp tăng ca cho các ca làm Thứ Bảy, Chủ Nhật và ngày lễ vẫn giữ nguyên.

Phụ cấp làm thêm giờ:

- Thứ Hai đến thứ 6 – 150% cho 3 giờ đầu và 200% cho các giờ tiếp theo
- Các ngày lễ – 250%
- Chủ Nhật – 200%
- Thứ 7 – 150% trong 3 giờ đầu và 200% cho các giờ tiếp theo đối với lao động không làm theo ca, và 200% cho lao động làm theo ca.

An Ninh Nghề Nghiệp

Thỏa Thuận giữ nguyên các cam kết về tính bền vững của công việc (khoản 34), bao gồm tối đa hóa các cơ hội cho nhân sự toàn thời gian tại Australia Post (khoản 7.4).

Chúng tôi sẽ tiếp tục tham khảo ý kiến của Quý Vị và Nghiệp Đoàn khi chúng tôi có kế hoạch thay đổi nơi làm việc (khoản 33).

Thỏa Thuận Dự Thửa/Tái Phân Bố/Đào Tạo Lại Lao Động (RRR) vẫn được giữ nguyên và vẫn là Đỉnh Kèm K trong Thỏa Thuận mới.

Phụ cấp

Tất cả các khoản phụ cấp mà Quý Vị hiện đang hưởng vẫn sẽ được giữ nguyên. Dựa theo công việc Quý Vị đang làm, Quý Vị vẫn đủ điều kiện để nhận các khoản trợ cấp sau:

- Phụ Cấp Độc Hại (khoản 14.1)
- Phụ Cấp Phân Chia (khoản 14.2)
- Phụ Cấp Đi Lại (khoản 14.3)
- Phụ Cấp Dịch Vụ Sơ Cứu (khoản 14.4)
- Phụ Cấp Làm Việc Tại Gladstone (khoản 14.5)
- Phụ Cấp Di Chuyển Trục Sở (khoản 14.6)
- Phụ Cấp Do Đảm Nhiệm Công Việc Của Chức Vụ Cao Hơn (khoản 14.7)
- Phụ Cấp Công Nghiệp (khoản 14.8)
- Phụ Cấp Trông coi Hàng Hóa (khoản 14.9.1)
- Phụ Cấp Khu Vực (khoản 14.9.2)
- Phụ Cấp Tiền Ăn Làm Thêm Giờ (khoản 14.10)
- Phụ Cấp Chức Vụ Cho Nhân Viên Chuyển Phát (khoản 14.11)
- Phụ Cấp Phương Tiện Cá Nhân (khoản 14.12)
- Phụ Cấp Năng Lực (khoản 14.13)
- Phụ Cấp Tiền Giày Cho Nhân Viên Bán Lẻ (khoản 14.14)
- Mức Phụ Cấp Đặc Biệt Cho Nhân Viên Kỹ Thuật (khoản 14.15)
- Phụ Cấp Hỗ Trợ Nghiên Cứu (khoản 14.16)
- Phụ Cấp Kỹ Năng Làm Việc Nhóm (khoản 14.17)
- Phụ Cấp Lưu Trú (khoản 14.18)
- Phụ Cấp Quần Áo & Thiết Bị Bảo Hộ (khoản 14.19)
- Phụ Cấp Trọng Tài (khoản 14.20)
- Phụ Cấp Đi Lại Và Chi Phí Vận Chuyển (khoản 14.21 và 14.22).

Nơi làm việc linh động

Quý Vị vẫn có quyền yêu cầu được sắp xếp làm việc linh hoạt như trong Thỏa Thuận cũ (khoản 24).

Chống phân biệt đối xử

Australia Post tiếp tục cam kết cung cấp cho Quý Vị một nơi làm việc không có tình trạng phân biệt đối xử (khoản 4).

Cam Kết về Nơi làm việc

Australia Post tiếp tục cam kết cung cấp môi trường làm việc an toàn. Chúng tôi sẽ tiếp tục thảo luận với Nghiệp Đoàn Chính về Thỏa Thuận Chuyển Đổi Dịch Vụ Bán Lẻ (khoản 40).

Quyền của người lao động về việc kháng cáo lên Hội Đồng Tham Chiếu nhằm phản đối quyết định chuyển chuyển, sa thải hoặc giảm (khoản 36.8). Tranh chấp tại nơi làm việc có thể được đưa lên tới cấp Ủy Ban Công Bằng Lao Động để hòa giải và, tiếp đó có thể làm trung gian và sau đó phân xử (khoản 42).

Các câu hỏi thường gặp

Ai là đối tượng mà Thỏa Thuận Doanh Nghiệp 2013 của Australia Post hướng tới?

Thỏa Thuận mới sẽ hướng tới các đối tượng là người lao động của Australia Post nằm trong danh mục phân loại lao động thuộc phần Đính Kèm A của Thỏa Thuận mới.

Tôi có thể tìm bản sao đầy đủ của Thỏa Thuận mới ở đâu?

Bản sao đầy đủ của Thỏa Thuận Doanh Nghiệp 2013 của Australia Post, bao gồm tất cả các tài liệu tham chiếu, có thể được tải về từ địa chỉ: auspost.com.au/ea2013. Quý Vị cũng có thể yêu cầu cung cấp bản sao qua đường dây nóng: 1800 106 245 hoặc gửi thư đến địa chỉ: ea2013@auspost.com.au, hoặc hỏi cán bộ Quản lý.

Tôi có thể tìm các tài liệu được dùng làm tham chiếu cho Thỏa Thuận mới ở đâu?

Các tài liệu dùng làm tham chiếu cho Thỏa Thuận mới có thể tải về từ địa chỉ: auspost.com.au/ea2013. Quý Vị cũng có thể yêu cầu cung cấp bản sao qua đường dây nóng EA2013: 1800 106 245 hoặc gửi thư đến địa chỉ: ea2013@auspost.com.au, hoặc hỏi cán bộ Quản lý. Các tài liệu tham chiếu bao gồm:

- Quyết Định Chính của Australia Post
- Cấp Bậc hoặc Các Tiêu Chuẩn Phân Loại (khoản 11.1)
- Quy Trình Tuyển Chọn Nhân Sự (khoản 11.5.1)
- Quy Trình cho Nhân Viên Bán Thời Gian Rà Soát Lại Số Giờ Làm (khoản 16.6)
- Quy Trình WR (WordReady) (khoản 21.13.3)
- Hướng Dẫn Theo Dõi Chấm Công Quốc Gia (khoản 21.14) và
- Chính Sách Chuyển Đổi Bán Lẻ (khoản 40.2.3).

Sổ Tay Mức Lương Nhân Lực của Australia Post đều có tại các trụ sở của Australia Post, do đó hãy hỏi cán bộ Quản lý nếu Quý Vị muốn xem sổ tay này.

Tiếng Anh không phải là tiếng mẹ đẻ của tôi. Làm cách nào để tôi hiểu được Thỏa Thuận mới và biết nó có ảnh hưởng gì đến tôi không?

Sẽ có phiên dịch hỗ trợ cho người lao động đến từ các nền văn hóa và có ngôn ngữ khác. Để được hỗ trợ, hãy gọi đến đường dây nóng EA2013: 1800 106 245. Bản hướng dẫn tóm tắt này bằng tiếng Việt, tiếng Philippines (Tagalog) và tiếng Trung phổ thông.

Tại sao Thỏa Thuận mới lại dài?

Thỏa Thuận mới vẫn giữ nguyên cơ cấu và phúc lợi của các phần thưởng của Công ty:

- Cam Kết Chống Phân Biệt Đối Xử (khoản 4)
- Các Trang Thiết Bị Hỗ Trợ (khoản 6)
- Số Giờ Làm Việc (khoản 16)
- Làm Thêm Giờ (khoản 17)
- Đi Lại Vượt Qua Thời Gian (khoản 18)
- Làm Việc Theo Ca (khoản 19)
- Nghỉ Lễ (khoản 29).

Thỏa Thuận mới cũng giữ nguyên:

- Thỏa Thuận Dự Thừa/Tái Phân Bố/Đào Tạo Lại Lao Động (RRR) (Đính Kèm K)
- Thỏa Thuận Interstate Linehaul (Đính Kèm D)
- Thỏa Thuận Sprintpak Division (Đính Kèm I)
- Thỏa Thuận Làm Việc Tại Nhà (Đính Kèm J).

Quá trình bỏ phiếu?

Ủy Ban Bầu Cử Úc (AEC) sẽ quản lý bầu cử một cách độc lập. AEC sẽ gửi phiếu bầu kín đến địa chỉ hòm thư của Quý Vị, trong đó bao gồm hướng dẫn bầu chọn và bì thư Trả Lời đã Dán Tem để Quý Vị có thể gửi phiếu bầu lại cho Ủy Ban.

Tôi có phải bỏ phiếu không?

Không, việc bỏ phiếu không mang tính bắt buộc. Tuy nhiên, Thỏa Thuận mới sẽ bao gồm các điều khoản và điều kiện về việc tuyển dụng của Quý Vị. Do đó việc Quý Vị bỏ phiếu và đưa ra ý kiến của mình về Thỏa Thuận mới sẽ có ý nghĩa quan trọng.

Khi nào thì Thỏa Thuận mới được thông qua?

Thỏa Thuận mới được thông qua nếu đa số người lao động bỏ phiếu thuận (50%+ 1 phiếu = "thông qua").

Các bước tiếp theo

1

Người lao động xem xét Thỏa Thuận

Người lao động sẽ có tối thiểu 7 ngày để xem xét Thỏa Thuận đề xuất mới tính từ thời điểm bắt đầu giai đoạn chính thức đánh giá.

Nếu Quý Vị có thắc mắc gì về Thỏa Thuận mới trong giai đoạn này, vui lòng gọi đến đường dây nóng EA2013 số: 1800 106 245 (có phiên dịch hỗ trợ) hoặc gửi thư đến địa chỉ: ea2013@auspost.com.au.

2

Người lao động bỏ phiếu

Người lao động sẽ được yêu cầu tán thành Thỏa Thuận mới bằng cách bỏ phiếu cho Thỏa Thuận này.

Ủy Ban Bầu Cử Úc (AEC) sẽ quản lý quá trình bầu cử một cách độc lập.

AEC sẽ gửi một phiếu bầu kín đến địa chỉ hòm thư của Quý Vị. Quý Vị sẽ có 14 ngày để bỏ phiếu. Bỏ phiếu qua đường bưu điện sẽ được tiến hành từ ngày 20/6 đến 3/7/2013.

Để Thỏa Thuận được thông qua phải có đa số phiếu thuận từ người lao động. Điều đó có nghĩa: 50% + 1 phiếu = thông qua.

3

Thực hiện

Nếu Thỏa Thuận mới được đa số người lao động tán thành thì sau đó Thỏa Thuận sẽ được gửi tới Ủy Ban Công Bằng Lao Động để được chấp thuận.

Thỏa Thuận mới sẽ có hiệu lực sau 7 ngày kể từ khi được Ủy Ban chấp thuận (hoặc phải nêu ngày cụ thể trong các trường hợp khác).

Thắc mắc và thông tin đầy đủ

Nếu Quý Vị có thắc mắc gì về Thỏa Thuận Doanh Nghiệp 2013 của Australia Post hoặc muốn có bản sao đầy đủ của Thỏa Thuận này, tài liệu tham chiếu hoặc bản hướng dẫn tóm tắt này bằng tiếng Việt, tiếng Philippines (Tagalog) và tiếng Trung phồn thể:



Truy cập vào: auspost.com.au/ea2013



Gọi đến đường dây nóng EA 2013: 1800 106 245
(Có phiên dịch hỗ trợ)



Gửi thư điện tử đến địa chỉ: "replaced by" "Gửi email đến:
ea2013@auspost.com.au



Hỏi Cán Bộ Quản Lý

ATTACHMENT 14

English	Traditional Chinese
Australia Post Enterprise Agreement 2013	澳大利亞郵政 2013年企業協議
Your guide to the Agreement	協議指南
auspost.com.au/ea2013	auspost.com.au/ea2013
To provide you with certainty and protect your existing entitlements, the important terms and conditions of the Australia Post Fair Work Agreement 2010 (the current Agreement) have been rolled over and your existing benefits will be maintained under the proposed Australia Post Enterprise Agreement 2013 (the new Agreement).	為了向您提供確定性和保護您現有的權利，2010年澳大利亞郵政公平工作協議（現有協議）中的重要條款及條件已經延續到擬議中的2013年澳大利亞郵政企業協議（新協議）。
This brochure explains what's new and the key terms and conditions that will continue under the new Agreement.	這本小冊子解釋了哪些是新加的條款，及在新協議中會繼續下去的重要的條款及條件。
The Australia Post Enterprise Agreement 2013 is a rollover agreement. This means that the terms and conditions contained in the current Agreement will generally continue under the new Agreement. There are a few changes under the new Agreement, such as wages, and these are clearly explained in this brochure.	澳大利亞郵政2013年企業協議是一個延續的協議。這意味著，在現有協議中的條款及條件，一般會在新的協議中繼續。在新的協議中有一些比如工資方面的變化，這些都在這本小冊子內清楚地解釋。
Our current Fair Work Agreement was the result of an intensive negotiation process with our relevant Unions. It's a thorough and comprehensive document that contains the terms and conditions of employment for our Award employees. We know that our people value these terms and conditions, because 73 per cent of employees voted "yes" for the Agreement when it went to a vote in October 2010.	現有的公平勞務協議是我們與有關工會進行多次談判後的結果。這是一個詳細和全面的文件，其中包含我們的應獲獎勵的員工的僱傭條款和條件。我們知道，我們的員工珍視這些條款和條件，因為當該協議於2010年10月進行投票表決時，73%的員工投了“贊成”票。
Rolling over our current Agreement with minimal change will protect the terms and conditions that are important to you, like leave entitlements, workplace flexibility, penalty rates and overtime. It will also give us the operational stability we need to invest in and grow our business,	以盡量少的改變而延續現有的協議將會保證對你們有重大意義的現有協議中的條款和條件，比如休假權利，工作場所的靈活性，補償工資率和加班。它也會給我們提供所需要的業務運作的穩定性，投資和發展我們的業務，保障就業，並繼續為

safeguard jobs and to continue to provide a high-quality service to our customers.	我們的客戶提供高品質的服務。
We heard you when you said that safety, respect and recognition in the workplace are important to your welfare and wellbeing. We will immediately commence work with our managers, employees and your representatives to deliver new initiatives in our workplaces.	我們聽到了你們說要有一個安全的工作場所，得到尊重和認可對你們的健康和福利是重要的。我們將立即就此開始工作，和我們的經理，員工和你的代表一起在我們的工作場所採取新的措施。
The purpose of this brochure is to provide you with a summary of the Australia Post Enterprise Agreement 2013.	這本小冊子的目的是為您提供澳大利亞郵政2013年企業協議的摘要。
To access a copy of the full Agreement, reference materials and this summary guide in Vietnamese, Tagalog and Chinese – traditional:	如需獲得該協議的全文，參考資料和翻譯成越南語，菲律賓語和繁體中文的本摘要指南：
visit auspost.com.au/ea2013	請訪問 auspost.com.au/ea2013
call the hotline on 1800 106 245 (interpreter service available)	撥打熱線電話1800 106 245（提供口譯服務）
email ea2013@auspost.com.au	發電子郵件到 ea2013@auspost.com.au
speak to your Manager	和你的經理談話
There are some key benefits to employees under the Australia Post Enterprise Agreement 2013:	澳大利亞郵政2013年企業協議對員工有以下主要的好處：
All of the entitlements and conditions in the current Agreement will continue under the new Agreement, including shift penalties, job security and the RRR Agreement.	現有協議中的條款及條件會在新的協議中繼續，包括輪班補償金，工作穩定性和RRR協議。
The new Agreement will deliver a guaranteed pay rise of 10.5 per cent which is permanently in your pay rate by 2016. That's a pay rise which is double the last Agreement.	新協議將提供保證到2016年永久加薪10.5%。該加薪率是現有協議的一倍。
We'll bring forward payment of your pay rise so you can access the money earlier. This year you'll receive the 0.5 per cent guaranteed pay rise in August with a further 1 per cent guaranteed pay rise in December. For 2014, 2015 and 2016 you'll receive 0.5 per cent each August and	我們會提早發放你的加薪，這樣你就可以早些拿到這筆錢。今年你會在8月得到保證的0.5%的加薪幅度，在12月得到另外1%的保證加薪幅度。在2014年，2015年和2016年，你會每年八月得到0.5%，在十二月得到2.5%，即每年加薪幅度為3%。全部加薪幅度都是有保證的。

2.5 per cent every December giving you a total of three per cent each year, all guaranteed.	
Australia Post will pay an up-front, "back-to-back agreement" cash bonus - \$500 for full-time staff and \$250 for part-time staff - as a reward and recognition for your achievement if we have a majority of staff supporting the new Agreement. This is worth around one per cent extra on top of the pay rise for an average award employee and will be paid in the first pay period in August.	如果我們有大多數的員工支持新的協議，為了獎勵和承認你們的成就，澳大利亞郵政將會支付一次性的，"back-to-back協議"現金獎金\$500給全職員工和\$250給兼職人員。對一個平均受薪員工來說，除加薪外，這值大約他們額外百分之一的工資。這將會在8月份的第一次發放工資日支付。
All of the pay rises in the new Agreement are guaranteed and the maximum amount of the 10.5 per cent pay rise will flow into superannuation.	在新的協議中所有的薪酬增幅都得到保證，該10.5%的最高加薪額將會沿伸入養老金。
Productivity and customer service improvements have always been a hallmark of Australia Post Enterprise Agreements and we will continue the tradition of working together to improve our performance for our customers in both the traditional letters business and in our growing parcels business. We will work constructively and positively to identify business and workplace improvement programs to deliver on our customer service commitments and maximise our commercial return.	勞動效率和改善客戶服務一直是澳大利亞郵政企業協議的特點，我們將繼續共同努力的傳統，為廣大客戶在傳統信函業務和日益增長的包裹業務方面提高我們的成績。我們將努力地以建設性和積極的態度去尋找提高企業和工作的方法，以對我們的客戶提供服務承諾，並最大限度地提高我們的商業回報。
Most critically, the proposed new Agreement is a deal that we can afford while delivering a reward to our staff. It gives us certainty and stability as we head into difficult times and enables us to invest in the future of our company and our staff with confidence.	最關鍵的是，所提議的新協議是我們可以負擔得起，同時又可以為我們的工作人員提供獎勵的一個協定。它為我們進入困難時期提供了確定性和穩定性，使我們可以為我們公司的未來和我們的工作人員進行有信心的投資。
What's changed?	有什麼變化？
The new Agreement will be known as the Australia Post Enterprise Agreement 2013 and will have a nominal expiry date of 31 Dec 2016. The new Agreement features four key changes: pay, a new clause to protect your entitlements, a new Workplace Productivity clause and some legislative and reference updates.	新協議將被命名為澳大利亞郵政2013年企業協議，它將有一個名義上到2016年12月31日的屆滿日期。新協議具有四個主要變化：工資，一個新的條款以保護您的權利，一個新的工作場所勞動效率力的條款和一些立法和參考資料方面的更新。

1. Pay	1 工資
Australia Post will pay an upfront “back-to-back Agreement” cash bonus	澳大利亞郵政將於支付一次性的“back-to-back” 現金獎金。
In August 2013 to reward and recognise employees for their achievement, provided that the majority of staff vote “yes” for the new Agreement. This bonus will be \$500 for full-time employees and \$250 for part-time employees.	如果有大多數員工支持新的協議，為了獎勵和承認您的成就，將於2013年8月支付一次性的“back-to-back” 現金獎金。對全職員工，該獎金是\$500。對兼職人員來說是\$250。
Under the new Agreement, award employees will also receive guaranteed pay increases of 10.5 per cent over the life of the Agreement:	在新協議下，受薪員工將在協議期間得到保證10.5%的加薪
• 1.5 per cent will be paid in 2013 (0.5 per cent in August and 1 per cent in December)	· 將在2013年得到1.5%加薪（8月0.5%，在12月1%）
• 3 per cent will be paid in 2014, 2015 and 2016 (0.5 per cent in August and 2.5 per cent in December).	將在2014年，2015年和2016年得到3%（在8月0.5%，在12月2.5%）
There are no conditions to these pay increases – they are guaranteed – and will all flow into your superannuation.	這些加薪也沒有任何條件- 它們是保證的- 所有的將沿伸入你的養老金。
TABLE	
Guaranteed pay rise total to December 2016 = 10.5%	保證到2016年12月的總加薪= 10.5%
August	8月
December	12月
Pay rise total	加薪總額
2013 (current Agreement)	2013（現有協議）
0.5%	
1.0%	
1.5%	
2014	
0.5%	
2.5%	
3.0%	
2015	

0.5%	
2.5%	
3.0%	
2016	
0.5%	
2.5%	
3.0%	
We've listened to your feedback and brought forward part of the pay rise, so you'll receive an increase to your salary in August and December each year.	我們聽取了您的意見，把部分加薪提前發放，所以您會在每年8月和12月收到加薪。
2. Protecting your entitlements The new Agreement contains a new clause (clause 2.3) which guarantees that your employment terms and conditions will not fall below the minimum guaranteed standards set out in the National Employment Standards in the Fair Work Act. This means that you will always receive terms and conditions that are at least equal to, if not better than, the minimum legal standards.	2. 保護您的權利 新協議包含了一個新的條款（第2.3條），保證你的僱傭條款和條件將不低於公平工作法中的“全國就業標準”所規定的低保障標準。這意味著，你總是會收到如果不是高於，至少是相等於最低法律標準的條款和條件。
3. Workplace Productivity clause The new Agreement has a new commitment to work together to support workplace change in clause 45.	3. 工作場所勞動效率的條款 新的協議在第45條有一個新的承諾，即共同努力以支持工作場所的改變。
4. Legislative and reference update Legislative changes: Up-to-date references to the Fair Work Commission, the Work Health and Safety Act and the Supported Wages System are now included.	4. 法律方面的更新：現已包括所引用最新的公平工作委員會，工作健康與安全法和支持工資制度方面的法律資料。
Reference to Unions and related matters: The term "Principal Unions" has been updated to refer to "Unions", recognising that under the Fair Work Act all unions are on an equal	引用工會及相關事宜：“主要工會”的字眼已被“工會”取代，這是因為我們認識到，根據“公平工作法”，所有的工會都是在平等的基礎上。除去“

footing. Other changes that flow from the removal of Principal Unions are the removal of the reference to payroll Deduction of Union Dues, the timeframe to start re-negotiating a new Agreement and the reference to this in the Dispute Resolution Clause.	主要工會”所產生的其他相應變動包括除去對從工資中扣除繳工會會費的引用，開始重新談判一項新的協議的時間範圍，及在爭議解決條款中對這些字眼的引用。
Removing outdated obligations: We have removed the obligation to commence negotiating a new OH&S Agreement, as we have already complied with this clause and we are close to finalising a new OH&S Agreement with the Unions which will be completed outside the new Agreement. The reference to this OH&S Agreement has also been removed from the Dispute Resolution clause. We remain committed to working with you to ensure our workplaces are safe	刪除過時的義務：我們已經刪除開始協商一個新的OH&S協議的義務，因為我們已經遵守了本條款並且已和工會接近完成一項新的OH&S協議，這個協議不在該新的企業協議的範圍中。對OH&S協議的引用也從爭議解決條款中被刪除。我們將繼續致力於與您合作，以確保我們的工作場所是安全的。
What's the same?	什麼是相同的？
Outside of the four key changes, the rest of the new Agreement includes the same terms and conditions that are provided under the current Agreement.	除了以上四個主要改變外，新協議內的其它的條款及條件和現有協議相同。
Leave entitlements Your leave entitlements stay the same. Each year, you will be entitled to:	休假權利 你的休假權利保持不變。每一年你將有權：
4 weeks annual leave, with seven-day shift workers entitled to an extra week's leave plus leave loading (clause 20)	4週的年假，七天輪班工人有權獲得額外一周的假期，再加上休假補償（第20條）。
15 days paid personal leave (clause 21)	15天帶薪事假（第21條）
Up to 3 days paid compassionate leave for each occasion (clause 22)	每次最多為3天的有薪喪假（第22條）
Maternity, paternity and adoption leave (clause 23)	產假，陪產假和收養假（第23條）
Study/examination leave (clause 25)	學習/考試休假（第25條）

Witness and jury leave (clauses 26 and 27)	證人和陪審團假（第26和27條）
Public holidays (clause 29).	公眾假期（第29條
Your eligibility for this leave will still depend on whether you are engaged on a full-time, part-time, casual or fixed-term basis.	）。 你可獲得休假的資格仍將取決於你是否從事全職，兼職，臨時或固定期限的工作。
Penalty rates and overtime	輪班工資率和加班
Your penalty rates and overtime rates stay the same (clauses 16, 17 and 19).	你的補償工資率和加班工資率保持不變（第16，17和19條）。
A 15 per cent penalty rate still applies to ordinary and shift work, any part of which falls between 6pm and 6.30am. A 30 per cent 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.	15%的補償工資率仍適用於日常及輪班工作時間內下午6點和早上6點半之間的任何部分。 30%的輪班工資率仍適用於通常在下午6時至上午8時之間工作的全職員工。星期六，星期日及公眾假期輪班工作的工資率仍然適用。
Overtime rates stay the same:	加班工資率保持不變：
<ul style="list-style-type: none"> Monday to Friday – 150 per cent for the first 3 hours and 200 per cent thereafter Public Holidays – 250 per cent Sundays – 200 per cent Saturdays – 150 per cent for non-shift workers for the first 3 hours and 200 per cent thereafter, and 200 per cent for shift workers. 	週一至週五的前3個小時- 150%，超出3小時200%， ·公眾假期 - 250% ·週日 - 200% ·週六- 非輪班工作者- 前3小時150%，其後200%。輪班工作者200%。 。
Job security	工作安全
The new Agreement contains the same commitments to job security (clause 34), including maximising opportunities for full-time employment at Australia Post (clause 7.4).	新協議包含了相同對工作保障的承諾（第34條），包括對澳大利亞郵政全職員工提供最好的保障（第7.4條）。
We will continue to consult with you and your Unions about significant changes we plan to make to the workplace (clause 33).	我們將對工作場所主要變化的有關計劃會繼續與你和你的工會諮詢（第33條）。

The Australia Post Redundancy/Redeployment/Retraining (RRR) Agreement remains the same and still forms Attachment K to the Agreement	澳大利亞郵政的裁員/重新部署/再培訓 (RRR) 協議保持不變，仍然是本協議的附件K。
Allowances	津貼
All of your current allowances stay the same. Depending on the work you do, you will still be eligible to receive the following allowances:	您當前的所有津貼保持不變。根據你做的工作，你仍然有資格獲得以下津貼：
<ul style="list-style-type: none"> • 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) • Custody of Stock Allowance (clause 14.9.1) • District Allowance (clause 14.9.2) • 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 14.14) • Special Rates for Technical Employees (clause 14.15) • Study Assistance Allowance (clause 14.16) • Team Skills Loading (clause 14.17) • Temporary Accommodation Allowance (clause 14.18) • Tools and Protective Clothing Allowance (clause 14.19) • Tonnage Allowance (clause 14.20) • Transfer Costs and Travelling Allowance (clauses 14.21 and 14.22). 	清潔工作津貼 (第14.1條) · 分離津貼 (第14.2條) · 超額車費津貼 (第14.3條) · 急救津貼 (第14.4條) · 格萊斯頓(Gladstone)地區津貼 (第14.5條) · 總部搬遷補助費 (第14.6條) · 暫時擔任更高職務的津貼 (第14.7條) · 行業津貼 (第14.8條) · 保管存貨津貼 (第14.9.1條) · 地區津貼 (第14.9.2條) · 加班膳食津貼 (第14.10條) · 郵政投遞功能津貼 (第14.11條) · 私人汽車津貼 (第14.12條) · 資格津貼 (第14.13條) · 零售員工擦鞋津貼 (第14.14條) · 技術員工的特惠價 (第14.15條) · 學習援助津貼 (第14.16條) · 團隊技能工作量 (第14.17條) · 臨時住宿津貼 (第14.18條) · 工具和防護服裝津貼 (第14.19條) · 噸位津貼 (第14.20條) · 轉讓費用及交通津貼 (第14.21和14.22) 。
Workplace flexibility	工作場所的靈活性
You still have the same entitlement to request flexible working arrangements (clause 24).	你仍然有相同的權利要求靈活的工作安排 (第24條) 。
Anti-discrimination	反歧視

Australia Post remains committed to providing you with a workplace free of discrimination (clause 4).	澳大利亞郵政將繼續致力於為您提供工作場所免受歧視（第4條）。
Workplace commitments	工作場所的承諾
Australia Post maintains its commitment to providing safe workplaces. We will also continue our discussions with the Principal Unions about a Retail Services Transformation Agreement (clause 40).	澳大利亞郵政維持其提供安全工作環境的承諾。我們也將與主要工會繼續討論有關零售服務轉型協議（第40條）。
Your rights to appeal to the Board of Reference against a decision to transfer, dismiss or reduce an increment remain 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).	您對因調換工種，解職或減少工資遞增而向參考董事會上訴的權利保持不變（第36.8條）。工作場所糾紛仍然可以升級至公平工作委員會解決，如還不能解決，仍可以調解及仲裁（第42條）。
Frequently asked questions	常見問題
Who will be covered by the Australia Post Enterprise Agreement 2013?	澳大利亞郵政2013年企業協議包括哪些人？
The new Agreement will cover Australia Post employees in the classifications contained in Attachment A of the new Agreement.	新協議將包括在新協議的附件A中包含的澳大利亞郵政的員工類別。
Where can I find a full copy of the new Agreement?	我在哪裡可以找到新協議的完整副本？
A full copy of the Australia Post Enterprise Agreement 2013, including all reference materials, can be downloaded at auspost.com.au/ea2013 . You can also request a copy through the EA2013 hotline on 1800 106 245 or email ea2013@auspost.com.au , or from your Manager.	澳大利亞郵政2013年企業協議和其中包括的所有參考材料，可以在 auspost.com.au/ea2013 下載。您也可以通過打EA2013熱線1800 106 245或發送電子郵件到 ea2013@auspost.com.au ，或從你的經理處索取。
Where can I find documents that are referred to in the new Agreement?	我在哪裡可以找到在新的協議內提及的文件？
Documents referred to in the new Agreement can be accessed online at auspost.com.au/ea2013 . You can also request copies through the EA2013 hotline on 1800 106 245 or email ea2013@auspost.com.au , or from your Manager. The reference documents are:	新協議中提到的文檔，可以上網 auspost.com.au/ea2013 找到。您也可以通過EA2013熱線：1800 106 245或發送電子郵件 ea2013@auspost.com.au ，或從你的經理索取。參考文件包括：
• Australia Post Principal Determination	

<ul style="list-style-type: none"> • Work Level or Classification Standards (clause 11.1) • Existing procedures for the selection of employees (clause 11.5.1) • 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 40.2.3). 	<ul style="list-style-type: none"> · 澳大利亞郵政主要測定 · 工作水平或分類標準 (第11.1條) · 員工的挑選的現有程序 (第11.5.1條) · 兼職僱員要求復查工作小時的程序 (第16.6條) · 工作前準備 (WorkReady) 程序 (第21.13.3條) · 全國出勤指引 (第21.14條) · 郵政零售點轉換後政策 (第40.2.3條)。
The Australia Post Human Resources Rates of Pay Manual is located in every Australia Post workplace, so ask your Manager if you'd like to see the manual.	每個澳大利亞郵政工作點都備有澳大利亞郵政人力資源工資率手冊。如果你想看該手冊，可以問你的經理。
English is my second language. How can I be sure that I understand the new Agreement and how it will affect me?	英語是我的第二語言。我怎麼能確認我理解新的協議，以及它將如何影響我？
An interpreter service is available for culturally and linguistically diverse employees. To access the service call the EA2013 hotline on 1800 106 245. This summary guide is also available online in Vietnamese, Tagalog and Chinese – traditional.	口譯服務可為不同文化和語言的員工提供服務。要使用該服務請致電EA2013熱線1800 106 245。本概要指南也被翻譯成越南語，菲律賓語及繁體中文，這可通過網上找到。
Why is the new Agreement so long?	為什麼新的協議有那麼長？
The new Agreement retains the content and benefits of our Awards including:	新協議保留了我們的對員工獎勵的內容和利益，其中包括：
<ul style="list-style-type: none"> • Our commitment to Anti-Discrimination (clause 4) • Facilitative Provisions (clause 6) • Hours of Duty (clause 16) • Overtime (clause 17) • Excess Travel Time (clause 18) • Shift Work (clause 19) • Public Holidays (clause 29). 	<ul style="list-style-type: none"> · 我們致力於反歧視 (第4條) · 促進性規定 (第6條) · 當班時間 (第16條); 加班費 (第17條) · 額外旅行時間 (第18條) · 輪班工作 (第19條) · 公共假日 (第29條)。
The new Agreement also preserves the:	新協議還保留了：
<ul style="list-style-type: none"> • Redundancy/Redeployment/Retraining (RRR) Agreement (Attachment K) • Interstate Linehaul Agreement (Attachment D) • Sprintpak Division Agreement (Attachment I) 	<ul style="list-style-type: none"> 裁員/重新部署/再培訓 (RRR) 協議 (附件K表) · 州際 Linehaul 協定 (附件D) · Sprintpak 部門協議 (附件I) · 在家里工作的協議 (附件J)。

• Home Based Work Agreement (Attachment J)).	
What is the voting process?	投票過程是什麼？
The Australian Electoral Commission (AEC) independently manages the ballot. The AEC will send a ballot paper to your mailing address, which will include instructions on how to vote and a Reply Paid envelope so you can return your vote to them.	澳大利亞選舉委員會（AEC）獨立管理本次投票。 AEC會寄選票到您的通訊地址，其中將包括指示如何投票及由回覆方支付郵資的信封，以便您可以寄回您的投票。
Do I have to vote?	我是不是一定要投票？
No, voting is not compulsory. However, the new Agreement will cover the terms and conditions of your employment, so it's important that you vote and have your say on the new Agreement.	不，投票不是強制性的。然而，新的協議將覆蓋你的工作的條款及條件，所以，你的投票和你對新的協議有說話權是重要的。
When is the new Agreement approved?	新的協議會在何時得到批准？
The new Agreement is approved if the majority of employees who vote in the ballot vote "yes" (50 per cent + 1 vote = "yes").	如果大多數員工在投票表決中投“是”，新協議就獲批准 (50%+ 1票= “是”)。
Next steps	接下來的步驟
1 Employees consider the Agreement	1 員工對該協議進行考慮
Employees will have at least 7 days to review the proposed new Agreement from the time the formal access period begins.	從正式開始看到擬議的新協議開始，員工將至少有7天的期間來審查該新協議。
If you have any questions about the new Agreement during this period contact the EA2013 hotline on 1800 106 245 (interpreter service available) or email ea2013@auspost.com.au	如果在此期間您對新協議有任何問題，請聯繫EA2013熱線：1800 106 245（提供口譯服務）或寄電子郵件到ea2013@auspost.com.au。
2 Employees vote	2 員工投票
Employees will be asked to approve the new Agreement by voting for it.	員工將被要求以投票行式批准該新協議。
The Australian Electoral Commission (AEC) will independently manage the voting process.	澳大利亞選舉委員會（AEC）將獨立管理投票過程。

The AEC will mail a ballot form to your mailing address. You will have 14 days to vote. The postal ballot will be conducted from 20 June to 3 July 2013.	AEC將選票寄到您的郵寄地址。您將有14天的時間來投票。郵政投票將於2013年6月20日-7月3日進行。
The majority of employees who vote must vote "yes" for the new Agreement for it to be approved. That means 50% + 1 vote = yes.	大多數員工必須投“贊成”票才能使新的協議得到批准。這意味著50% + 1票= YES。
3 Implementation	3 履行
If the new Agreement is approved by the majority of employees, it is then sent to the Fair Work Commission for approval.	如果新的協議獲大多數員工同意，它就會被送到公平工作委員會去批准。
The new Agreement will come into effect 7 days after the Commission approves it (or as otherwise specified).	新協議生效後的7天內委員會批准 (或另有規定)。
Questions and full information	如有問題及要求所有資料
If you have any questions regarding the Australia Post Enterprise Agreement 2013, 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:	如果你對澳大利亞郵政2013年企業協議有任何疑問，或如果你想看整個協議，參考材料或翻譯成越南語，菲律賓語或繁體中文的概要指南。
Visit auspost.com.au/ea2013	訪問 auspost.com.au/ea2013
Call the EA2013 hotline on 1800 106 245 (interpreter service available)	打電話給EA2013熱線：1800 106 245 (提供口譯服務)
Email ea2013@auspost.com.au	發電子郵件 到 ea2013@auspost.com.au
Speak to your Manager	和你的經理談話

2013年6月印刷

由澳大利亞郵政發行ABN 20 136 063 623



Enterprise Agreement 2013

14 June 2013

Thank you for your support over the past few months with keeping our people informed on Enterprise Agreement 2013. You have been crucial in getting information to our 30,000-plus award employees, answering their questions and providing valuable feedback to the EA2013 team and senior management.

As you are aware, the formal access period has now commenced and employees will be asked to vote on the Australia Post Enterprise Agreement 2013 between Thursday 20 June and Wednesday 3 July.

During this time, please continue to hold conversations with your people and ensure that they know how they can access information, including the full agreement and reference materials.

Attached to this email is some additional information regarding the Agreement:

1) Posters:

Please display the following posters around your worksite:

- "Ballot period", "Superannuation" and "Workplace commitments" (A4 and A3)
- Pay schedule (A3 only)

2) Summary guide:

This has been translated into Tagalog, Vietnamese and Chinese – Traditional. Employees can access these on the EA2013 website.

If you have culturally and linguistically diverse employees that speak those languages at your worksite, please let them know that they are available or provide them with a copy.

3) FAQs:

These have been produced to assist you in answering common questions regarding the Agreement. The FAQs will be updated daily, and can be accessed on [Pogo](#). If you are unable to answer a question please contact the EA2013 hotline on 1800 106 245 or email <mailto:ea2013@auspost.com.au>.

As always, employees can access full information, ask questions and provide feedback through the following channels:

- www.auspost.com.au/ea2013
- 1800 106 245
- ea2013@auspost.com.au
- their Manager or HR representative.

[illegible]

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Allowance (NB: clause references are to the Australia Post General Conditions of Employment Award unless stated otherwise)	Award rate of allowance	Agreement rate of allowance (as at December 2012)	Allowance increase in August 2013? (see Attachment B)	Rate as at First pay period in August	Difference	% increase
Dirty Cleaning Work Allowance Award: clause 9.1 (Operations Award) Agreement: clause 14.1	(per day) \$1.78	\$2.61	Yes	\$2.62	\$0.84	47%
Divide Allowance Award: clause 9.2 (Operations Award) Agreement: clause 14.2	(per annum) \$5.42	\$9.00 \$2,350.00	Yes Yes	\$9.05	\$3.63 n/a - no equivalent allowance under awards	67% n/a - no equivalent allowance under awards
First Aid Allowance Award: clause 19.3 Agreement: clause 14.4	Certificate Standard A (per week) Standard B (per week) \$9.50 Medallion Standard C (per week) \$11.50	\$9.80 \$12.10 \$14.50	Yes Yes Yes	\$9.85 \$12.16 \$14.57	\$2.15 \$2.66 \$3.07	28% 28% 27%
Gladstone Locality Allowance Award: clause 9.3 (Operations Award) Agreement: clause 14.5	with dependants (per annum) without dependants (per annum) \$360.00	\$700.00 \$360.00	No No	\$700.00 \$360.00	\$0.00	0%
In-Charge Allowance – Retail Employees Award: clause 9.4 (Operations Award) Agreement: clause 14.7.5	(per annum) \$35,905.00	\$55,970.00	Yes	\$57,254.85	\$0.00	0%
Industry Allowance Award: clause 9.1 (Tech Award) Agreement: clause 14.8	(per week) \$21.60	\$31.30	Yes	\$31.46	\$21,348.85	59%
Miscellaneous Allowance – Custody of Stock Award: n/a Agreement: clause 14.9.1	Postal Technical Officer Level 2 (Item 5) (per annum) Postal Technical Officer Level 3 (Item 6) (per annum) Item 7 (per annum) As advised by DEEWR	\$30,291.00 \$32,955.00 \$1,273.00	Yes Yes Yes	\$48,670.14 \$54,186.59 \$1,873.32	\$9.86 \$18,379.14 \$21,231.59 \$600.32	46% 61% 64% 47%
Miscellaneous Allowance – District Allowance Award: n/a Agreement: clause 14.9.2	per occasion \$12.50	\$14.50	No	\$14.50	n/a - no equivalent allowance under awards	n/a - no equivalent allowance under awards
Overtime Meal Allowance Award: clause 19.8 Agreement: clause 14.10	(per day) (per annum) \$5.42	\$9.00 \$2,350.00	Yes Yes	\$9.05 \$2,361.75	\$2.00 \$3.63	16% 67%
Postal Delivery Officer Functional Allowance Award: clause 9.6 Agreement: clause 14.11	(per annum) \$1,688.40	\$1,680.00	Yes	\$1,688.40	n/a - no equivalent allowance under awards	n/a - no equivalent allowance under awards
Qualifications Allowance Award: n/a Agreement: clause 14.13	(per annum) \$85.00	\$85.00	No	\$85.00	n/a - no equivalent allowance under awards	n/a - no equivalent allowance under awards
Shoe Allowance for Retail Employees Award: n/a Agreement: clause 14.14	(per hour) \$0.49	\$0.71	Yes	\$0.71	\$0.22	46%
Special Rates Technical Employees – Disability Allowance 1 Award: clause 9.2.1(a) Agreement: clause 14.15.1(a)	(per hour) \$0.61	\$0.85	Yes	\$0.85	\$0.24	40%
Special Rates Technical Employees – Disability Allowance 2 Award: clause 9.2.1(b) Agreement: clause 14.15.1(b)	per annum \$2.64 \$5.20 \$9.01 \$12.21 \$931.00	\$2.86 \$7.59 \$13.23 \$17.90 N/A	Yes Yes Yes Yes No	\$873.35 \$3.88 \$7.63 \$13.30 \$17.99 N/A	n/a - no equivalent allowance under awards \$1.24 \$2.43 \$4.29 \$5.78 n/a - salaries for these classifications are significantly higher than award rates	n/a - no equivalent allowance under awards 47% 47% 48% 47% 47%
Team Skill Loading Award: n/a Agreement: clause 14.17	Light Rigid Vehicle (per day) Heavy Rigid Vehicle (per day) Articulated Vehicles (per day) Road Train (per day) (per annum)	\$2.86 \$7.59 \$13.23 \$17.90 N/A	Yes Yes Yes Yes No	\$3.88 \$7.63 \$13.30 \$17.99 N/A	n/a - no equivalent allowance under awards \$1.24 \$2.43 \$4.29 \$5.78 n/a - salaries for these classifications are significantly higher than award rates	n/a - no equivalent allowance under awards 47% 47% 48% 47% 47%
Tonnage Allowance Award: clause 19.12 Agreement: clause 14.20	Light Rigid Vehicle (per day) Heavy Rigid Vehicle (per day) Articulated Vehicles (per day) Road Train (per day) (per annum)	\$2.86 \$7.59 \$13.23 \$17.90 N/A	Yes Yes Yes Yes No	\$3.88 \$7.63 \$13.30 \$17.99 N/A	n/a - no equivalent allowance under awards \$1.24 \$2.43 \$4.29 \$5.78 n/a - salaries for these classifications are significantly higher than award rates	n/a - no equivalent allowance under awards 47% 47% 48% 47% 47%
Parcel post Allowance Award: 9.5 and Schedule B						

Allowances that are based on costs/salary rates:

Excess Fares		Key	
Award: clause 19.2		Operations Award	Australia Post Operations Award 1999
Agreement: clause 14.3			
Headquarters Relocation Allowance			
Award: clause 19.4		Tech Award	Australia Post Technical Award 1999
Agreement: clause 14.5			
Higher Duties Allowance			
Award: clause 19.5		Admin Award	Australia Post Administrative / Professional Award 1999
Agreement: clause 14.7			
Private Motor Vehicle Allowance			
Award: clause 19.9			
Agreement: clause 14.12			
Study Assistance			
Award: clause 19.10			
Agreement: clause 14.16			
Temporary Accommodation Allowance			
Award: clause 19.11			
Agreement: clause 14.18			
Tools and Protective Clothing			
Award: clause 9.3 (Tech Award)			
Agreement: clause 14.19			
Transfer Costs			
Award: clause 19.13			
Agreement: clause 14.21			
Travelling Allowance			
Award: clause 19.14			
Agreement: clause 14.22			

Due to the more beneficial salary rates under the Agreement (see salaries spreadsheet) allowances calculated by reference to salary rates are also more beneficial under the Agreement in comparison to under the reference instruments. Private Motor Vehicle Allowance, Temporary Accommodation Allowance and Travelling Allowance are set at the rate as advised by DEEWR, and are therefore adjusted each year.