

# StarTrack Enterprise Agreement NSW/ACT 2015

## Summary Guide

**This guide is for employees currently employed under the *On Airport Business Development Agreement (AaE/TWU) 2010 (“On Air”)* and the *Off Airport NSW Agreement (AaE/TWU) 2011 (“Off Air”)*.**

We've reached agreement with the Transport Workers' Union of Australia (NSW Branch) ("TWU") and the Communications, Electrical and Plumbing Union ("CEPU") for your new enterprise agreement – the *StarTrack Enterprise Agreement NSW/ACT 2015* (the new Agreement).

This summary guide, which is designed for former Australian air Express (AaE) Retail employees, explains the key features of the new Agreement, some of the benefits of the new Agreement over and above the *On Airport Business Development Agreement (AaE/TWU) 2010* and the *Off Airport NSW Agreement (AaE/TWU) 2011* (the old AaE Agreements), and what has remained the same for you.

The new Agreement is very similar to the existing StarTrack Agreement (*StarTrack Express Pty Limited – Transport Workers' Union Fair Work Agreement NSW/ACT 2012-2015*), with a few key changes, including a new pay offer, a renewed commitment to safety and some changes to the way we can engage people to increase the flexibility across the business.

Having minimal changes in the new Agreement protects the terms and conditions that are important to you, like leave entitlements, flexibility, penalty rates and overtime.

The new Agreement delivers fair working conditions and pay rates for you, while at the same time providing StarTrack with the flexibility to become a more efficient organisation. It is an agreement that we can afford while delivering a reward to the most important people – you as our employees. It gives us certainty and stability, and enables us to invest in the future, with confidence.

## **Pay Rises**

Across the life of the Agreement you will get a 9% pay increase. After the new Agreement is approved by the Fair Work Commission, Agreement rates will initially be increased by 3% (and backdated to the first full pay period on or after 1 April 2015), and two further 3% increases will be given in April 2016 and April 2017.

## Sign-on Bonus and Performance Bonus

Outside of the new Agreement we are offering an up-front sign-on bonus, of \$500 for eligible permanent full time employees and \$250 for eligible permanent part time and casual employees, if the majority of staff vote 'YES' for the new Agreement. For full time and part time employees, you will be eligible to receive the sign-on bonus if you are employed at the time of voting and are still employed at the time of payment after the Agreement is approved by the Fair Work Commission. For casual employees, you will be eligible if you have been employed for six (6) months or more at the time the bonus is paid after the Agreement is approved by the Fair Work Commission.

We are also offering outside of the new Agreement a performance bonus, where you will have the opportunity to receive a bonus of up to 1% per annum. Performance targets will be set, through consultation with the Unions, in three of the most important areas to StarTrack – safety, service and productivity. If performance targets are met, the bonus will be paid in July 2016, 2017 and 2018.

The purpose of this guide is to provide you with a summary of the *StarTrack Enterprise Agreement NSW/ACT 2015*. To access the full document:



[startrack.com.au/myeba](http://startrack.com.au/myeba)



[myeba@startrack.com.au](mailto:myeba@startrack.com.au)



Speak to your manager or local HR manager

# What are the key features of the new Agreement?

The new Agreement will be known as the *StarTrack Enterprise Agreement NSW/ACT 2015* and will nominally expire in 3 years (on 31 March 2018). The new Agreement features three key changes: pay increases, a renewed commitment to safety in the workplace and increased flexibility so that we can deliver the best service to our customers across the whole year.

## 1

### Pay and Allowances

The new Agreement will deliver a guaranteed pay increase of 3% per annum to existing wage rates. We'll be backdating pay increases for 2015 to the first full pay period commencing on or after 1 April 2015. Any back pay for this increase will be processed in an out of cycle payment following approval by the Fair Work Commission. Further wage increases will be paid in the first full pay period on or after 1 April 2016 and 1 April 2017.

The Canberra travel allowance for eligible employees will be reviewed each year in circumstances where there is an increase in the average base price of diesel (capped at 3%). All other allowances (except team leader allowances, which have pre-set increases) will be increased in line with increases under the *Road Transport and Distribution Award 2010* ("Award").

Guaranteed Pay Rise Total			
	2015	2016	2017
First full pay period in April	3.0%	3.0%	3.0%

## 2

### Renewed Commitment to Safety and Casual Conversion

The new Agreement outlines StarTrack’s commitment, and your commitment, to at all times perform work in accordance with our obligations to safety in the workplace.

We have also reduced the period that someone is employed casually from 12 months to 6 months. There will be a short period where we have to adjust to this change operationally, so current casual employees will need to work through the process with us.

## 3

### Increased Flexibility

Meeting your needs, and the needs of our customers, is our number one priority. To give us the flexibility to do this, some changes have been made to the Agreement. Where employees choose to start working ordinary hours on a Saturday (so, for example, where agreement is reached that you will work ordinary hours across Tuesday to Saturday), the penalty rates for ordinary hours on a Saturday have been changed:

Saturday Penalty Rates	
Currently	New Agreement
Time and a half for 2 hours	Time and a half for 4 hours
Double time after 2 hours	Time and three quarters for the next 4 hours Double time after 8 hours

This change will apply to you if you begin working ordinary hours on Saturday **after** the approval of the new Agreement by the Fair Work Commission. If you currently work ordinary hours on a Saturday, there will be no change to your current penalties.

## Up-front Sign-On Bonus and Performance Bonus

In addition to the wage increases in the new Agreement, if the majority of employees vote 'yes' for the Agreement and it is approved by the Fair Work Commission, we are offering two bonuses:

- i. A guaranteed up-front **sign-on bonus** of \$500 for eligible permanent full time employees and \$250 for eligible permanent part time employees and casual employees.
- ii. A **performance bonus plan** of 1% per annum if targets in three of the most important areas to StarTrack are met. We will consult with the Union about the targets that will be set for safety, service and productivity.

# What other changes are there in the new Agreement from the old *StarTrack Agreement*?

## Coverage of Agreement

The new Agreement will cover all operational employees in NSW/ACT who were previously covered by an enterprise agreement (specifically the current *StarTrack Express Pty Limited – Transport Workers’ Union Fair Work Agreement NSW/ACT 2012-2015* and the two AaE Agreements).

## Consultation

The *Fair Work Act 2009* changed in 2013 to require consultation with employees where there is a change to your ordinary hours of work, or your roster, that impact your family responsibilities. We have changed the Agreement to pick up these additional obligations on StarTrack.

## Safe Systems of Work

The new Agreement inserts an obligation on you to at all times comply with your obligations to safety in the workplace. StarTrack has the same responsibility under the new Agreement.

Given the constant changes to the best way to conduct drug and alcohol testing in the workplace, the previous clause which allowed only saliva testing has been changed to allow changes to testing methods in the future if, and only if, a change is agreed to with your Union.

## Casual Work

To reflect StarTrack’s commitment to permanent employment, conversion of casual employees to permanent employment will now be offered where available after 6 months’ service under the new Agreement (as opposed to 12 months).

## Settlement of Disputes

The settlement of disputes clause has been updated in the new Agreement to broaden the scope of matters which can be considered.

## Delegates Training Leave and Union Inductions

We have agreed with your Union to preserve the rights of union delegates to take training leave, and have union inductions, outside of the new Agreement.

## Legislative Compliance Changes

Minor changes have been made throughout the new Agreement to ensure that all references to legislation, including the *Fair Work Act*, and workplace authorities – such as the Fair Work Commission – are up to date.

## Name Changes

This Agreement covers both StarTrack employing entities (Star Track Express Pty Limited and StarTrack Retail Pty Ltd) and therefore the Agreement has been changed to reflect this. Likewise, given there are multiple unions which have coverage over employees, the Agreement now includes reference to the “Union”.

## Policy References

References throughout the new Agreement to policies, such as the former Fair Dealing Policy, have been removed so that they are more appropriately dealt with outside the Agreement.

## General Updates

A number of minor changes have been made throughout the new Agreement to the wording of clauses so that the Agreement is easier to understand. These changes have in no way affected your entitlements.

## Legacy Arrangements (NSW)

With the agreement of your Union, StarTrack has preserved the arrangements from the old agreement which only apply to a small group of employees in NSW outside of the Agreement. This includes the 5pm and 6pm start times for Afternoon Shift in NSW, and the span of hours for freight handlers employed prior to 4 October 1999.

## Income Protection (NSW)

The income protection arrangements in the Agreement have been updated to show that the current rate of contribution for employees who are part of the scheme is closer to 3% than the previous 2.5%.



## **Travel Allowance (ACT)**

Currently if you work in Canberra you are entitled to receive a travel allowance, or use a company vehicle to drive to and from home. In the new Agreement this entitlement has been preserved for all current Canberra employees, however new employees who commence after the Agreement is approved will not be entitled to the allowance or use of a vehicle.

## **Coast Linehaul Arrangement (ACT)**

The Coast Linehaul Arrangement clause has always been complicated and less beneficial than what actually happens in practice, so we have updated this clause to show that employees who work in coast linehaul will receive their base rate of pay, plus a 30% shift allowance.

## **Preservation of entitlements for “On Airport” and “Off Airport” employees:**

If you are covered by the *On Airport Business Development Agreement (AaE/TWU) 2011*, some of your terms and conditions are more generous than the new Agreement. The more generous terms have been preserved at the back of the new Agreement.

If you are currently covered by the *Off Airport NSW Agreement (AaE/TWU) 2011*, the new Agreement is more generous and therefore it fully replaces your old Agreement, except for the span of ordinary hours which have been preserved for you.

# The transition from the AaE Agreements to the new Agreement

## Increased Entitlements

There are a number of key benefits to employees in moving to the new Agreement as there are many StarTrack conditions which are more favourable than the AaE Agreements. They include:

- Wage rates;
- Allowance rates;
- Redundancy pay for employees previously covered by the Off Airport EBA (still capped at 52 weeks, however a more generous accrual system applies with the new Agreement which gives 4 weeks' redundancy pay for the first year as opposed to 3 weeks' for the first year);
- Delegates training leave;
- Saturday penalty rates (the lower penalty of time and a half on a Saturday is only paid for the first 4 hours as opposed to the whole day) *(note that Saturday penalty rates have been preserved for employees currently covered by the On Airport Agreement);*
- Overtime pay for part time employees where they exceed the agreed hours of work (as opposed to after reaching full time hours);
- Cashing out of annual leave in certain circumstances;
- Consultation with you on more matters.

## Similar Entitlements

Many other conditions are the same, or very similar, including:

- A 38 hour week or 40 hour week with RDOs;
- Shift loadings (17.5% - 30%);
- Overtime rates (time and a half first 2 hours, then double time);
- Sunday work at double time;
- Rest and meal breaks (*note that meal breaks have been preserved for employees currently covered by the On Airport Agreement*);
- Leave entitlements (4 weeks of annual leave and 10 days of personal leave) (*note that personal leave has been preserved for employees currently covered by the On Airport Agreement*);
- Notice requirements for personal leave;
- Jury Service;
- Public Holidays;
- Termination of employment.

## Reduced Entitlements (for “Off Airport” Employees)

Even though you are better off overall under the new Agreement, there are some changes you will see that are less beneficial (*note that we have preserved the On Airport conditions which are more beneficial, and the span of hours for those employees currently covered by the Off Airport EBA*). These include:

- There is no minimum weekly engagement for part time employees (however the minimum daily engagement of 4 hours remains unchanged);
- Casual employees are entitled to a reduced casual loading 23.33% (15% + 8.33%), instead of 25%;
- Paid maternity leave is no longer in the Agreement, however StarTrack has a policy which is more generous than the old AaE Agreement.

# Frequently asked questions

## Who will be covered by the new Agreement?

The new Agreement will cover all operational employees in NSW/ACT who were previously covered by the *StarTrack Express Pty Limited – Transport Workers' Union Fair Work Agreement NSW/ACT 2012-2015* and the two AaE Agreements.

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

A full copy of the new Agreement can be found at every workplace in NSW/ACT.

You can also view it online at [startrack.com.au/myeba](http://startrack.com.au/myeba), request a copy from your manager, or email [myeba@startrack.com.au](mailto:myeba@startrack.com.au).

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

You can view the supporting documents online at [startrack.com.au/myeba](http://startrack.com.au/myeba), request a copy from your manager, or email [myeba@startrack.com.au](mailto:myeba@startrack.com.au).

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

If you require an interpreter service please email [myeba@startrack.com.au](mailto:myeba@startrack.com.au), or speak to your manager or local HR manager.

## What is the voting process?

The vote will be conducted by a secret ballot at each site in NSW and ACT. Further information about the process for voting will be discussed with you by your manager.

# Next steps

## 1

### **Employees consider the Agreement**

Employees will have at least seven 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 speak to your manager, your local HR Manager, or email [myeba@startrack.com.au](mailto:myeba@startrack.com.au).

## 2

### **Employees Vote**

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

The vote will be managed by HR in your workplace, and all employees will be asked to vote on the new Agreement via a secret ballot form between 28 October 2015 and 4 November 2015. The vote will be anonymous and you will be asked to submit your vote by dropping your completed ballot form in a designated locked box at your site.

The majority of employees who cast a valid 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 Fair Work Commission approves it.

# Questions and further information

If you have any questions regarding the *StarTrack Enterprise Agreement NSW/ACT 2015*, or if you'd like to access a copy of the full Agreement or this summary guide go to:



[myeba@startrack.com.au](mailto:myeba@startrack.com.au)



[startrack.com.au/myeba](http://startrack.com.au/myeba)



Speak to your manager or  
local HR manager

