



Dear Team,

Earlier this week, I announced that we have reached in-principle agreement with all three relevant unions (RTBU, ETU and AMWU) on a new proposed **Rolling Stock Enterprise Agreement 2019-2023**.

Eligible employees will now be requested to vote on the Proposed Agreement. **The voting period will commence on Tuesday 3 December 2019 and conclude on Tuesday 10 December 2019.**

Eligible employees will now have 10 days prior to the vote to access the Proposed Agreement and incorporated materials (this is what's called the **Access Period**).

I have also outlined details about the voting process and key dates, and how you can find more information if you need it.

Access Period documentation

Attached to this email are:

- A copy of the Proposed Agreement
- A copy of the Summary of Key Changes
- A link to the *Manufacturing and Associated Industries and Occupations Award 2010* –which can be found here: https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000010/default.htm
- A copy of the *National Metal and Engineering Competency Standards Implementation Guide*

The documents will also be available on Metro's Enterprise Agreement website <https://www.metrotrains.com.au/enterprise-agreement/ea-rolling-stock/>

Hard copies of the documents will also be made available at the front reception desks at every Rolling Stock depot, and at the reception desk on level 16, 700 Collins Street, Docklands.

In addition, certain clauses of the Proposed Agreement make reference to Metro policies and procedures. These policies and procedures can be found on The Depot [here](#). If you need further information, please speak with your Depot Manager.

How to vote

Voting for the Proposed Agreement will be by 'show of hands', at scheduled voting sessions. The voting period will commence **on Tuesday 3 December 2019 and conclude on Tuesday 10 December 2019**

The 'show of hands' voting will require you to attend one of these scheduled voting sessions.

| Date | Commencement time | Location | Attendees |
|---------------------|-------------------|-----------------------|--|
| Tuesday 3 December | 3:00pm | Craigieburn depot | Intended primarily for Craigieburn employees |
| Thursday 5 December | 7:00am | North Melbourne depot | Intended primarily for North Melbourne employees AND Newport employees |
| Friday 6 December | 3:00pm | Epping depot | Intended primarily for Epping employees |
| Monday 9 December | 3:00pm | Westall depot | Intended primarily for Westall employees AND Bayswater employees |
| Tuesday 10 December | 3:00pm | North Melbourne depot | Intended for any employees unable to attend previous sessions |

Please note if you are unable to attend the voting session at your depot and you would like to attend one of the other voting sessions, please speak to your Depot Manager.

For clarification, the following will apply in terms of payment and breaks provided around the voting sessions listed above:

- Employees wishing to attend a 3:00pm voting session at their depot and who are working the night shift leading into the day of that voting session will be released at 05:00 (but will be paid until 07:00);
- Any employees attending a voting session during their 'off roster' time will be paid at their base rate for the attendance time;
- Employees who are on roster and who wish to vote will be released from work to attend the relevant voting session and will be expected to be back at work following the conclusion of the voting session (if this concludes prior to their finishing time).

You are not obliged to vote but I encourage you to do so, so that you can have your say. If you are on planned leave and will not be able to attend **any** of the voting sessions listed above then please speak to your Depot Manager so that arrangements can be made to provide you with an opportunity to vote.

How you can find out more information

We are committed to helping you learn more and answering your questions, so that you can make an informed vote. To ensure that the terms of the Proposed Agreement, and the effect of those terms, are explained to all employees, I have attached some Frequently Asked Questions to help answer any queries you may have about the Proposed Agreement and the voting process.

Briefings will be held at various Rolling Stock locations during the Access Period, and more information will be provided in a separate email from Dave Carlton, General Manager Rolling Stock.

You can submit questions any time to enterpriseagreement@metrotrains.com.au, or by responding to this email.

The Proposed Agreement will help lock in your terms and conditions to 30 June 2023. It will give you greater clarity of your entitlements, and career development opportunities for our Rolling Stock team members to upskill and progress their careers.

Your vote is important as we work to achieve this next exciting step. Thank you for your ongoing support.

Regards,
Catherine

Catherine Baxter
Chief Operating Officer

