

Schedule 2.1—Notice of employee representational rights

(regulation 2.05)

Fair Work Act 2009, subsection 174(1A)

The Australian Capital Territory gives notice that it is bargaining in relation to an enterprise agreement *ACT Public Sector Administrative and Related Classifications Enterprise Agreement* which is proposed to cover employees that *are employed in the ACT Public Sector within the following classifications:*

- Administrative Service Officer Class 1
- Administrative Service Officer Class 2 (incl. Medical Typist)
- Administrative Service Officer Class 3 (incl. Medical Typist)
- Administrative Service Officer Class 4 (incl. Housing Manager Trainee)
- Administrative Service Officer Class 5 (incl. Housing Manager)
- Administrative Service Officer Class 6
- Audit Office Band 1 (incl. Auditor/Admin Officer, Snr Auditor/Admin Off)
- Audit Office Band 2 (incl. Audit Manager, Snr Audit Manager, Principal)
- Cadet – fulltime study
- Cadet – practical training
- Capital Linen Service (clerical staff) (CLS 3 to 10)
- CTEC Manager (A to C)
- Dental Receptionist
- Graduate Administrative Assistant
- Inclusion Trainee
- Indigenous Trainee
- Principal Research Officer
- Research Officer (Grade 1 and 2)
- School Assistant (2 to 4)
- School Assistant 2/3 (broadband SA 2 & SA 3)
- Senior Officer (Grade A to C)
- Senior Research Officer (1 and 2)
- Tourism and Events Officer (Class 1 to 6)
- Trainee Wage (Level A to C)
- Trust Officer (Level 1 and 2)

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, 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 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 your employer or bargaining representative, or contact the Fair Work Ombudsman or the Fair Work Commission.