

23 November 2006
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❖ NOTICE ❖

TO: ALL FORSTAFF MEMBERS

RE: CONSULTATIVE MEETING WITH MANAGEMENT

A consultative meeting was held with Forstaff Management on Wednesday 29 November 2006. The ALAEA raised the following issues at the above meeting:-

- **Harrassment – Workplace Bullying by Management**
 - i) All workers at Avalon have the right to a safe and intimidation-free workplace.
 - ii) Disciplinary Procedure – mutually agreed steps that must be followed per EBA.

- **New Staff – ALAEA Presence & ALAEA Information at Induction**
 - iii) It appears that many new employees, particularly those from overseas, are not aware of their rights to join a union at Avalon.
 - iv) Fixed Term Employees ex overseas pay rates not per EBA.

- **Hangar 6 – Workplace Facilities & Winter Heating**

- **Conduct of Appraisals**
Only properly trained staff to perform Appraisals

- **Protocol for Personal Employment Files**
The ALAEA requires the adoption of a fair and proper procedure concerning access to, and contents of, Personal Employment Files for Forstaff Aviation employees at Avalon.

- **Company Policies – ALAEA seek input into development of these**
 - i) Non availability of Forstaff's HR Policy Manual to employees.

- ii) Long Service Leave policy – to be made known to all employees.
- iii) Company's new procedure for payroll enquiries.

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- Summer Uniforms
- Review of wage averaging method for public holidays

For further information see your ALAEA Representative. Any constructive comments or suggestions welcome.

Stephen Purvinas
Federal Secretary